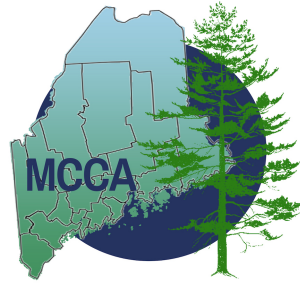


M.C.C.A.

Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

Carol Maines, Secretary-Treasurer
Knox County



Maine County Commissioners Association

4 Gabriel Drive, Suite 2
Augusta, ME 04330
207-623-4697

www.mainecounties.org

Charles Pray
Executive Director

Lauren Haven
Office Manager

MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting

May 9, 2018 at 10:00 am, MCCA Offices Augusta

Agenda

- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of April 11, 2018 Meeting Minutes
- IV. Old Business
 - A. Strategic Plan Review
- V. New Business
 - A. June 13th Workshop Outline
- VI. Reports
 - A. Executive Director and Legislative Report
 - B. Financial Reports
 - C. Association Reports
 - D. Annual Convention Report
 - E. NACo Report
- VII. Other Business
- VIII. Adjournment

M.C.C.A.

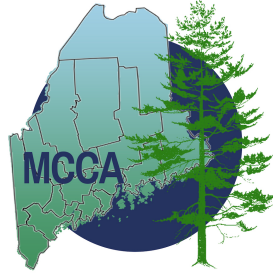
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MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes MCCA Offices Augusta, April 11, 2018

I. Call to Order, Introductions, Attendance and Pledge of Allegiance

President Thomas Coward called the meeting to order at approximately 10:20 a.m. following the MCCA Risk Pool meeting. Attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Androscoggin* – Admin. Larry Post proxy for Comm. Zachary Maher; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Comm. Percy Brown; *Kennebec* – Comm. George Jabar; *Knox* – Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* – Admin. Dawn DiBlasi proxy for Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Cumberland* – Comm. Steve Gorden and Manager Jim Gailey; *Kennebec* – Admin. Bob Devlin; *Knox* – Admin. Andrew Hart; *Lincoln* – Admin. Carrie Kipfer; *Penobscot* – Admin. Bill Collins; *MACCAM* – Bill Collins; *MACT* – David Parkman; and *MECCA* – Owen Smith

DIRECTORS ABSENT: *Androscoggin* – Comm. Zachary Maher; *Oxford* – Comm. Steven Merrill; *Sagadahoc* – Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; and *Washington* – Comm. Chris Gardner

STAFF PRESENT: Executive Director Charles Pray, Risk Pool Manager Malcolm Ulmer and Office Manager Lauren Haven.

II. Approval of/Additions to the Agenda

Comm. Cote moved and Comm. Fowler seconded approving the agenda with no additions. The motion was approved unanimously.

III. Approval of March 15, 2018 Board of Directors' Meeting Minutes

Comm. Baldacci moved to approve the minutes from the Board of Directors' meeting on March 15, 2018 with no additions. Comm. Cote seconded the motion and it was passed.

IV. Plan for Jail Financing Reform

Executive Director Charles Pray referred to his Legislative Report. The group discussion included ideas around new legislation which could be crafted and ready to introduce in the next legislative session. Specific tasks to raise awareness might be to make a presentation to DHS about mental health issues in county jails, create a report showing how pre-trial delays occur and consecutive sentences exceed the nine-month limit. Maine could adopt a speedy trial act which starts tracking the number of days from the day arraigned to the actual trial conclusion. This is not yet in Maine law.

Comm. Fournier moved to approve an all-day workshop for June 13th for commissioners to work with MSA and MACCAM on the long-term plan and language for potential legislation. Office Manager Lauren Haven agreed to make the necessary arrangements and requested Mr. Pray be granted authority to sign a contract for the off-site event. Comm. Gorden seconded the motion and it passed unanimously.

V. Strategic Plan Review

President Tom Coward recommended Board members review and evaluate the strategic plan adopted in December of 2014. This is something the Board may want to do every few years allowing the group an opportunity to re-align the vision, goals, and priorities. Does the plan still make sense? Is the organization on course for the direction the Board would like to see MCCA go? Should changes be made to the existing document?

After some discussion, Comm. Fournier suggested Lauren might assist the group by identifying developments since the adoption of the plan, and report on the progress made on established objectives. Lauren agreed. The topic will be revisited at the May Board of Directors' meeting.

VI. MS-ISAC Multi-State Information Sharing & Analysis Center

Comm. and NACo representative Peter Baldacci attended an informational session at the NACo conference regarding cybersecurity services provided to counties by the organization, MS-ISAC. Membership is free to all state, local, tribal, and territorial governments as it is federally funded. Assistance is also available to non-members who experience a cyber attack. The eventual goal is to have the entire country participate. This is a \$50,000 benefit to counties.

VII. Reports

A. Executive Director and Legislative Report

The group continued conversations prompted by the report presented by Executive Director Charles Pray including a letter regarding the potential collaboration with the Muskie School to implement an internship at MCCA, requesting assistance in developing a program to educate middle/high school students about county government, and inviting a Muskie School representative to speak at the annual convention. Mr. Pray will report on future developments.

A. Financial Report

Office Manager Lauren Haven presented the January financial reports and highlighted one or item updates. The MCCA website has been approved by Google for AdSense which may accumulate some additional revenue. One new report had been included, a previous year comparison showing March 2018 and March of 2017 respectively. If this is helpful, the report can be distributed monthly. She invited questions about the reports. Hearing none, Comm. Cote moved and Comm. Fowler seconded approving the financial reports. The motion was approved.

B. Legislative Report

There was no further discussion on legislative matters at this point in the meeting.

C. Association Reports

MACCAM: Admin. Bill Collins stated their association members have been actively involved in developing and explaining jail budget numbers everyone can agree on. It will be important going forward to keep everyone on board to prevent confusion.

Office Manager Lauren Haven thanked the group for the \$250 contribution to the Legislative Breakfast which was an unbudgeted expense.

MACT: Treasurer David Parkman said the association will meet next week in Franklin County.

MECCA: Communications Director Owen Smith said the association met on Tuesday. At this time 100% of dues have been collected. Mandatory fire protocols were nearly complete. There will be two-days of sponsored training in October. Expect the unexpected. The Maine NENA Annual Conference will be held May 1-3 at the Double Tree by Hilton Portland.

D. Annual Convention Report

Office Manager Lauren Haven reported the Convention Planning Committee met on April 5th at the MCCA offices in Augusta. The committee working on educational sessions and speakers. Vendor registration will be open by the end of the month. It was suggested MSA and MECCA vendors might be invited to participate. Mr. Smith said he might be able to provide contacts. The Committee is scheduled to meet next on May 31st at the MCCA offices. More details can be found in the meeting minutes enclosed in the agenda packet.

E. NACo Report

Comm. Baldacci spoke more about his trip to the NACo Legislative Conference March 3rd through March 7th in Washington D.C. He met with Maine delegates and attended various meetings during the event. He highlighted some memorable takeaways for the group including a justice bill on bail issues, training improvements for corrections officers, children's defense fund, workforce boards, and more. Comm. Fowler mentioned she's been in touch with Bridgett Shea from Austin TX who may be able to share grant information for purchasing equipment.

XIII. Other Business

Office Manager Lauren Haven reminded attendees of Maine County Government Day the following day in the Hall of Flags from 1:00 to 4:00 pm. Set up can occur any time after noon. She thanked Cumberland County for their generous offer to sponsor refreshments for the event.

President Tom Coward asked if the Professional Management Committee members would please stay after for a brief meeting.

Comm. Brown mentioned some schools are requesting deputies. Following was some discussion about the appropriateness of this, and the job duties of a school resource officer. Comm. Fowler said Mount View High School has a resource officer. She offered to get additional information.

XIV. Adjournment

President Thomas Coward invited a motion to adjourn at approximately 11:55 a.m. Comm. Cote made the motion seconded by Comm. Blodgett, and the motion was unanimously approved. The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Carol Maines

Maine County Commissioners Association Strategic Plan

Adopted 12/15/2014

This document contains a strategic plan for the Maine County Commissioners Association (MCCA) that was developed in the summer and fall of 2014. The plan consists of a mission, goals, objectives, strategies, and tactics for MCCA that will provide the basis from which we work to accomplish the purpose of the organization. To enhance clarity and promote understanding of the plan, the following brief definitions are provided.

Mission: A mission is a very big, long term end result or achievement. There may be goals, objectives, strategies, executions, and tactics all used to achieve the mission, but the mission is the biggest and most important thing to be accomplished. Participants in the MCCA strategic planning process decided that the *Purpose Statement* from the MCCA Bylaws should be used as the MCCA Mission Statement. (See below.)

Goal: A goal is simply *what* we'd like to accomplish. It may be barely attainable, and it doesn't really ever change. It will be the same whether we come close to achieving it or miss the mark by a mile; but it's the carrot we dangle in front of our team.

Objective: An objective is a *measurable* step we take to achieve a strategy. Objectives will start with an action verb, like "increase," "deliver," "sell," "obtain," "find," "decrease," etc. An example of an objective might be, "Sell 20 percent more spicy pickles than last year."

Strategy: This is the *approach* we take to achieve a goal; it's *how* we achieve an objective or goal and the *why* we are doing something.

Tactic: A tactic is a *tool* we use to pursue an objective associated with a strategy – the things we'll do to accomplish the goal, meet the objective, and fulfill the strategy.

MCCA MISSION STATEMENT

"The MCCA shall be a nonpartisan organization serving Maine County Government, whose core functions are:

- 1. To strengthen the role of county government in Maine by maintaining a comprehensive and robust advocacy role in the state and federal legislative, administrative, and regulatory process.*
- 2. To enhance management of county government by providing quality member services for all Maine counties.*
- 3. To provide programming, services, information, and education that supports members in meeting public expectations for comprehensive, effective, and efficient service delivery.*
- 4. To promote public awareness of the vital role of county government.*
- 5. To promote cohesiveness among the counties and facilitate and promote interaction among internal and external groups who have interests or programs that impact county government.*
- 6. To ensure professionalism and sound business practices in the management of the Association.*

The means of achieving this purpose will be by carrying out a comprehensive program in the areas of planning and research, publications, legislation and uniform administration for county government."

GOALS, OBJECTIVES, STRATEGIES, & TACTICS

GOAL I. Hold an *annual convention* of the MCCA that will provide opportunities for education, information sharing, networking, and county government promotion.

Objective A: Sponsor and plan the convention with assistance from the host county and Convention Planning Committee using a team approach. – MCCA

Strategies:

1. Prepare agendas and minutes for planning committee meetings.
MCCA staff at least monthly
2. Use the elements of Project Management to plan the convention and all the details involved.
MCCA staff, Convention Planning Committee, host county throughout the convention planning process
3. Enlist and utilize historical perspectives, advice, and guidance of those who have hosted conventions in the past.
MCCA staff, Planning Committee, host county throughout the convention planning process
4. Manage convention registrations, contracts, and finances; report status and progress monthly to the Board of Directors (BOD).
MCCA staff throughout the convention planning process
5. Meet with the Planning Committee and representatives from the host county to evaluate how the convention went, noting successes to continue in the future and weaknesses to improve for future conferences.
MCCA staff, Planning Committee, host county one month after the convention is held

Lauren's Comments:

This goal has been achieved and continues to be met as an established standard.

Objective B: Provide networking and training opportunities, as well as opportunities to learn about innovative programs and services for county government. – MCCA facilitates

Strategies:

1. Provide continuing educational sessions for county commissioners.
Periodically, at the annual convention, and shortly after elections are held
2. Provide continuing educational sessions for county administrators.
Periodically and at the annual convention
3. Provide continuing educational sessions for county-affiliated groups.
Periodically and at the annual convention
4. Provide opportunities to socialize and build relationships.
Periodically and at the annual convention

Objective C: Provide opportunities at the Annual Convention to meet and vote on MCCA policies. – MCCA facilitates for the Annual Convention

Strategies:

1. Hold MCCA Board of Directors business meeting
2. Hold meeting of the MCCA Risk Management Pool.
3. Hold meetings of other county-affiliated groups.

Objective D: Recognize the contributions of those who have contributed to county government, especially those retiring from county government service. – MCCA facilitates for the Annual Convention

Strategies:

1. Collect information about retirees from counties and have award plaques made to distribute at the convention.
2. Recognize retirees during a special presentation at the convention.
3. Offer many door prizes consisting of gifts donated from all counties.
4. Offer door prizes sponsored by convention sponsors.

Objective E: Increase opportunities to work with the Maine Municipal Association (MMA) at each other's convention events.

Strategies:

1. Invite the MMA to participate in the MCCA Convention.
MCCA staff and Board of Directors at the annual conventions
2. Participate in the MMA Annual Convention.
MCCA staff and County Officials in October of each year
3. Evaluate whether to work with MMA on joint programs at our conventions.
MCCA by the end of 2015

Lauren's Comments:

This goal has been met. Educational sessions have been and continue to be offered at the annual convention.

Newly Elected Officials training was organized and held after elections December 9th, 2016. Participation in the training was high, and the feedback was good. Unless the Board of Directors (BOD) decides otherwise, the training will be held again after elections in 2018.

A summer retreat is held at the pleasure of the Board of Directors. In 2017, retreat attendees enjoyed a lunch and boat tour in Boothbay Harbor. The retreat was excluded from the budget for 2018.

This goal has been achieved and continues to be met as an established standard.

This goal has been achieved and continues to be met as an established standard.

This goal has been achieved and continues to be met as an established standard.

GOAL II. Support and encourage the improvement of the *county corrections (jails)* system.

Objective A: Work with the State Board of Corrections (SBOC), Maine Sheriffs Association (MSA), and county sheriffs to realize an effective and efficient county correctional system that promotes public safety.

Strategies:

1. Continue to work with the SBOC to implement the provisions of PL 598 (formerly LD 1824).
Counties, Sheriffs, and MCCA – ongoing
2. Work with county sheriffs, sheriff deputies, and the MSA to promote uniform standards of professionalism in law enforcement and create a cooperative, efficient, safe, well- resourced and well managed system of county correctional facilities.
Counties, Sheriffs, and MCCA – ongoing
3. Develop a joint corrections task force comprised of county commissioners, county sheriffs, county managers/administrators, and jail administrators to proactively identify and work on corrections issues and identify key areas where new legislation might be needed to address problems.
MCCA has established the task force; meetings and work are ongoing
4. Work with and educate legislators to procure adequate funding for the county jail system.
Counties, Sheriffs, and MCCA; ongoing, especially during the legislative sessions

Objective B: Continue to work with the MCCA Risk Pool to reduce liability in county jails.

Strategies:

1. Provide quality training to correctional staff.
MCCA Risk Management Program; quarterly & at annual convention
2. Provide quality training to jail management staff.
MCCA Risk Management Program; quarterly & at annual convention
3. Provide quality training to elected county officials.
MCCA Risk Management Program; quarterly & at annual convention
4. Develop incentives for counties to decrease their liability in county jails.
MCCA Risk Management Program; by December of 2015

Objective C: Plan for eventualities in the county correctional system that may occur in ten years and identify steps MCCA should take to meet anticipated needs.

Strategies:

1. Participate with the SBOC in a strategic planning process for the county correctional system.
County officials & MCCA E.D. – late 2014 & early 2015
2. Participate on the MCCA Joint Corrections Task Force to stay current about jail issues and SBOC activities/issues and develop needed legislation, as necessary.
County officials, Sheriffs, & MCCA E.D. – ongoing meetings as needed
3. Serve on SBOC subcommittees to assist with its work for the county jail system.
County officials & MCCA E.D. – ongoing meetings monthly or as needed
4. Oversee the development and implementation of capital investment plans for all county jails.
County officials & MCCA E.D. – during budget process and ongoing
5. Work on acquiring adequate funding from the State for necessary operational requirements of county jails.
County officials, sheriffs, & MCCA E.D. – ongoing, especially during legislative sessions

Lauren's Comments:

This is an ongoing, long term high priority goal. Particularly adequate jail funding continues to be a focus for MCCA staff in managing time and resources. Thanks to Executive Director Charles Pray, significant progress has been made in this area.

This goal has been met and is ongoing.

This is an ongoing, long term high priority goal.

GOAL III. Provide opportunities for *education and professional development* that will enhance quality delivery of county government programs and services.

Objective A: Develop, institute, and work according to a code of ethics.

Strategies:

1. Form a subcommittee to develop a code of ethics for the MCCA.
MCCA BOD & staff – Form subcommittee by March 2015
2. Present a draft code of ethics that includes enforcement and penalty provisions to the Board of Directors for adoption.
MCCA staff – Present draft to BOD by March 2016
3. Institute the code of ethics and communicate it to all MCCA members.
MCCA BOD & staff – July 2016
4. Utilize an Ethics Committee to evaluate and rule on all charges of ethics violations. *MCCA BOD & staff – July 2016 and ongoing after that*
5. Enforce penalties for ethics violations.
MCCA BOD & staff – July 2016 and ongoing after that

Objective B: Participate in a process to increase professional management of county government.

Strategies:

1. Discuss the development and adoption of county charters.
MCCA BOD, staff, & counties – throughout 2015
2. Support professional administration and management of county board policies and governmental operations.
MCCA BOD, staff, & counties – ongoing
3. Offer training to newly elected officials that is focused on their particular position in county government.
MCCA facilitates – December of each year
4. Offer training to county employees that focuses on particular areas of interest to their department/position.
MCCA facilitates – periodically and at the annual convention
5. Continue to provide continuing risk management education to jail personnel that will improve operations and reduce county liability.
MCCA Risk Management Program facilitates – periodically and at the annual convention
6. Sponsor training about best practices of activities in each county department area.
MCCA facilitates – periodically and at the annual convention
7. Offer and coordinate opportunities for internships in county government.
Counties & MCCA – ongoing
8. Utilize webinars and conference calling whenever possible.
Counties & MCCA – ongoing

Objective C: Utilize resources outside county government to enhance county public service delivery.

Strategies:

1. Provide information and public education about *County Extension* programs.
Counties & MCCA – ongoing
2. Utilize educational courses offered by the *MMA* whenever appropriate.
Counties & MCCA – as offered by MMA
3. Recommend a program outline and utilize *local schools* to educate students about county government.

Lauren's Comments:

The Professional Management Committee (PMC) was established, meeting for the first time in June 2016.

The MCCA Board of Directors and staff currently adhere to a code of ethics outlined in the Personnel Policy adopted in November 2014. MCCA staff collected sample documents utilized by other organizations. In May 2016 the BOD considered NACo's sample Code of Ethics for County Officials. No decision was made. During the PMC meeting in June, plans were discussed to develop a County Official Handbook with the code of ethics as an integral part. I believe this document has not yet been completed as attention turned to developing curriculum for the Newly Elected Officials training.

The pros and cons of county charters has been discussed during BOD meetings. Sample county charters were posted on the MCCA website for reference.

The Newly Elected Official training has been successfully incorporated into MCCA facilitated services. Trainings for other topics are held at the annual convention and at the behest of the BOD.

Webinars and conference calling is available and readily utilized.

Links to MMA trainings are posted on the MCCA website.

This item is underway.

Counties & MCCA – Program outline by July 2015; offer to schools for following academic year

4. Support expansion of **County Extension** courses in farming, business, gardening, and soils management.
Counties & MCCA – ongoing
5. Support the consolidation of **vocational** education and **adult education**.
Counties & MCCA – ongoing
6. Collaborate with **community colleges** for programs and services that may benefit county government.
Counties & MCCA – ongoing

Objective D: Educate others about county government.

Strategies:

1. Sponsor **public forums** around the state to educate the **public** about county government and county government issues.
MCCA – December of each year and semi-annually, as possible
2. Attend **municipal** government meetings and invite municipal representatives to county meetings to share information about issues of mutual interest.
Counties & MCCA – periodically and ongoing
3. Hold forums to educate **state legislators** about county issues.
Counties & MCCA – December and periodically, as possible
4. Invite **legislators** to county meetings to share information about county and state government issues.
Counties & MCCA – ongoing after elections in November
5. Share information on the **MCCA website**, including the monthly newsletter that will educate visitors about county government.
MCCA – Ongoing
6. Develop a **brochure** template/program outline for use by counties to illustrate who counties are and what they do.
MCCA – by July 2015

GOAL IV. Promote sound *fiscal management* practices and the use of cooperative services.

Objective A: Follow standards developed by the SBOC. Counties

Strategies:

1. Properly use the adopted budget and finance standards.
Counties – ongoing after they are instituted
2. Follow guidelines for standards of process, employment, necessary personnel, and other areas.
Counties – ongoing after they are instituted
3. Provide necessary budgets and reports on time and in standardized format.
Counties – as required by the SBOC
4. Follow guidelines as set forth and comply with requests of the SBOC.
Counties – ongoing after they are instituted
5. Evaluate the number and make-up of jails.
SBOC – as determined by mutual agreement between SBOC and MCCA

Objective B: Work toward a standardized format for budgeting and report statewide for all county functions.

Strategies:

1. Gather information about all counties' budget formats and software used.
MCCA – by July 2015

Lauren's Comments:

MCCA staff shares details regarding educational programs, classes and trainings as they become aware of them. Additionally, educators are invited to speak at the annual convention, newly elected official trainings, and occasionally BOD meetings. Plans are currently underway to partner with the Muskie School of Public Service.

This goal is ongoing. Materials are frequently distributed to legislators to advocate for issues impacting Maine Counties. Legislators are invited to various meetings when applicable as well as the annual convention. Recently MCCA hosted a legislative breakfast.

The MCCA website serves as a public outreach making available items such as the Directory of Maine Counties which lists contact information for each county, the MCCA newsletter which highlights activities and achievements of a different Maine county every month, links to each county and other helpful resources.

MCCA staff developed a brochure as well as legislative priority handouts for events such as the annual, "County Government Day" at the Maine State House.

The county survey questionnaire administered by MCCA requested information about budget formats and software.

2. Investigate, explore and analyze budgeting and financial management processes according to the way financial accounting and budgeting are done in the jail system.
SBOC & Accountant – by December 2015

Objective C: Consolidate services among counties and/or municipalities.

Strategies:

1. Reach out to municipalities and counties to determine which public programs or services could be jointly provided.
MCCA & counties – ongoing, with first outreach effort completed by December 2015
2. Investigate how consolidated services have been provided by others and learn from their processes.
MCCA & counties – Conduct an investigation of a consolidated service and report to counties by December 2015.
3. Use information from the National Association of Counties (NACo) and other state associations to recommend appropriate cooperative arrangements.
MCCA – Collect data & formulate a recommendation by December 2015.
4. Assist counties in processes to consolidate services.
MCCA – ongoing, as needed/requested

Objective D: Combine leadership duties within or among counties when beneficial.

Strategies:

1. Counties reach out to each other to discuss combining leadership duties.
Counties – ongoing
2. Facilitate the process to combine leadership duties among counties.
MCCA – as requested by counties

Objective E: Achieve greater efficiencies in emergency communications.

Strategies:

1. Facilitate processes among counties to regionalize services.
MCCA – as requested by counties
2. Combine emergency communications operations whenever feasible and beneficial.
Counties – as determined by cooperative efforts

Objective F: Create buying groups for bulk purchases such as radios, vehicles, and medicines for jails.

Strategies:

1. Utilize U.S. Communities cooperative purchasing program.
Market the program and encourage Maine counties to use the service. Ongoing
2. Facilitate contractual relationships among or between counties for cooperative purchasing.
MCCA – as requested/determined by county efforts
3. Establish a cooperative purchasing process for all counties.
MCCA – by January 1, 2016

Objective G: Establish regional county groups to meet quarterly to discuss common goals and working together to provide similar services at lower costs and a higher level of quality.

Strategies:

1. Facilitate meetings among or between counties to discuss joint service delivery.

Lauren's Comments:

Records indicate a consolidation of services was discussed for such services as communications, emergency management, human resources, IT services, etc. I'm not aware of which, if of the ideas talked about were eventually implemented.

The BOD voted to endorse and the free services of U.S. Communities Government Purchasing Cooperative to benefit Maine counties by reducing costs for various competitively solicited contracts made available through the collaborative national program. MCCA actively promotes the program through the website, newsletter, Facebook and email.

- MCCA – as required
2. Continue to work with municipalities to combine services, such as assessing, dispatch, mutual aid, law enforcement contracts, etc.
Counties; facilitation by MCCA – ongoing; MCCA facilitates as required
 3. Provide information and seek federal and state grants that provide start-up funding for programs, services, or new initiatives.
MCCA – ongoing & as requested
 4. Foster relations with legislative delegations via phone calls, in-person visits, correspondence, meetings, etc.
Counties – ongoing & as determined by scheduling

Objective H: Increase and support professionalism in management of county government operations.

Strategies:

1. Adopt a policy statement.
MCCA committee, staff, & BOD – by March 2015
2. Share information with counties without professional administrators about the benefits of having professional management.
Counties with professional administrators and MCCA – by April 2015
3. Share information about the process of adopting charters, as well as the pros and cons of charters, with counties that do not have charters.
MCCA and counties with charters – by April 2015
4. Acquire information about professionally managed counties from NACo and NCCAE and share with Maine counties.
MCCA – by February 2015

GOAL V. Encourage and promote healthy and positive intergovernmental relations among counties and with the State, Municipalities, and the public.

Objective A: Improve communications among other levels of government.

Strategies:

1. Raise awareness of how county government works: to other counties, to municipalities, to the State, and to the general public and promote understanding and appreciation of county government via newsletters, website, county government recognition days, radio ads, etc.
MCCA & counties – ongoing
2. Invite municipal officials to county commissioner meetings and attend meetings of municipal governing boards/councils.
MCCA & counties – ongoing
3. Build intergovernmental bridges to achieve success through relationships and responsiveness.
MCCA & counties – ongoing
4. Attend seminars and conferences that include officials from other levels of government. MCCA staff & county officials – ongoing as they occur
5. Make greater use of technology (i.e., video-conferencing at MCCA headquarters.)
MCCA & counties – equipment requirements and cost estimates by December 2014; budget request presented November, 2015; potential implementation spring 2016.

Lauren's Comments:

MCCA provides links on the website to search for grants and distributes information by email when appropriate.

This goal has been achieved and continues to be met as an established standard.

Meeting minutes show the BOD created an Ethics Policy Committee on June 10, 2015 charged with developing a policy statement. I could not find further notes or documents on the topic.

Links were posted on the MCCA website to samples of existing county charters, Maine Statutes concerning charters and information about alternatives.

This goal is ongoing.

This item was not considered a good use of budgeted resources. MCCA purchased a conference phone and web conferencing services.

Objective B: Increase inter-county cooperation, coordination, and information sharing among counties.

Strategies:

1. Serve as information exchange for areas of employee training, inter-county departmental cooperation for efficiencies, and coordination of new initiatives with municipalities.
MCCA – ongoing
2. Utilize multi-county training sessions to achieve interdepartmental efficiencies. Counties, with facilitation by MCCA – ongoing after initiation
3. Promote counties working together on joint programs and encourage/support corrections system coordination.
Counties & MCCA – ongoing

Objective C: Increase county/municipal cooperation.

Strategies:

1. Encourage counties to routinely work with municipalities for economies of scale and efficient delivery of services.
MCCA & Counties - ongoing
2. Query municipalities for services and programs they might like counties to provide.
Counties – annually at the beginning of the calendar year
3. Promote county delivery of services to municipalities, such as law enforcement, economic development, assessing, code enforcement, general assistance administration, and assessment boards of appeals.
MCCA & counties – ongoing
Relate to municipalities, provide support services; listen to stakeholders and implement their ideas as appropriate.
Counties – ongoing
4. Work with the MMA on ways to cooperate with municipalities in public service provision.
MCCA & Counties – ongoing

Objective D: Improve county/state relationships.

Strategies:

1. Get to know and work with legislators before session begins and throughout each Legislative session.
MCCA staff & County officials – before and during each Legislative session
2. Hold MCCA board/legislator forums to explain county concerns and educate legislators about county issues.
MCCA & Counties – December annually, and as can be scheduled
3. Contact legislative delegations regularly about proposed legislation and attend legislative public hearings and work sessions, as necessary.
County officials – as necessary and advisable

Objective E: Expand and improve relations with and utilize services of the MMA and NACo.

Strategies:

1. Become involved with MMA and NACo programs.
MCCA staff & County officials – as eligible and appropriate
2. Coordinate with NACo and MMA concerning legislation of mutual interest or concern. MCCA staff & County officials – as appropriate for currently proposed legislation
3. Provide commissioners with more information about services available from NACo. MCCA staff – as it becomes available, and as appropriate for current issues

Lauren's Comments:

This goal has been achieved and is ongoing.

This item is being actively pursued and planned due to the upcoming election.

This goal has been achieved and continues to be met as an established standard.

GOAL VI. Strengthen the role of county government in Maine by maintaining a comprehensive and *robust advocacy role* in the state and federal legislative, administrative, and regulatory process.

Objective A: Build an ongoing, strong legislative program for working with legislators and legislative leadership.

Strategies:

1. Identify key leadership/committee chairs in the Legislature.
MCCA staff & County officials – each legislative session; *State & House Registers* are an excellent source of information.
2. Develop a method to communicate with its legislative delegation on a regular basis in order to develop positive working relationships.
County officials – Develop their methods of communication before December of each year.
3. Meet and develop relationships with legislators.
MCCA staff & County officials – before, during, and after the legislative sessions
4. Attend legislative committee public hearings and work sessions, and testify for/against legislation, as appropriate.
MCCA staff & County officials – throughout the legislative session
5. Host legislative forums periodically to communicate with and educate legislators about county-related issues and proposed legislation.
MCCA & Counties – summer or fall and December of each year

Objective B: Fully utilize the information and services of the National Association of Counties.

Strategies:

1. Continue to participate in NACo conferences, trainings, and committees.
MCCA staff & County officials – as they are scheduled
2. Share information from NACo regarding potential legislation with counties.
MCCA – as it is made available by NACo
3. Advocate for/against proposed legislation with legislators.
MCCA & Counties – as requested by NACo
4. Take part in legislative conference calls and webinars.
MCCA staff & County officials – as made available by NACo

Objective C: Aggressively represent MCCA's positions to the Legislature with written/oral testimony and vigorous lobbying efforts.

Strategies:

1. Maintain a strong county presence in the Legislature.
MCCA & Counties – throughout the legislative session
2. Study proposed legislation and explain it to LPC members and other interested parties. MCCA staff – as LDs are published or amended
3. Develop and recommend legislation that will strengthen county government.
MCCA & Counties – throughout the year, as determined/developed
4. Attend legislative committee public hearings and work sessions.
MCCA staff & County officials – throughout the legislative session
5. Develop and maintain a current list of LDs and their status; share and report same to LPC and other interested parties.
MCCA staff – ongoing throughout the legislative session; report weekly to LPC
6. Assist with lobbying efforts.
County Commissioners and Officials – throughout the legislative session as necessary

Lauren's Comments:

This goal is ongoing. The legislative program with a set of best practices continues to be developed.

This goal has been achieved and continues to be met as an established standard.

Executive Director Charles Pray is doing an excellent job lobbying for MCCA and advocating for the interests of Maine counties.

7. Contact and join forces with other parties and organizations that have mutual interest in the LDs that interest counties.
MCCA staff & County officials – throughout the legislative session
8. Coordinate with county-affiliated groups to make certain we are working as a team. *MCCA & Counties – prior to and throughout the legislative session*

Objective D. Strengthen the role of the Legislative Policy Committee (LPC).

Strategies:

1. Stay abreast of legislative developments early in the process, carefully evaluating proposed legislation and sending synopses to membership in a timely manner, so that membership is included in developing legislative solutions.
MCCA staff – as LDs become available
2. Establish a more representative LPC with a member from each county to ensure a voice for every county.
MCCA & BOD – prior to convening the 127th Legislature in December 2014
3. Meet prior to start of legislative session to review the LD list, proactively identify possible legislation, and help in the legislative development process.
MCCA LPC – as soon as LDs are published and evaluated by MCCA staff, and throughout the session as additional LDs become available
4. Poll counties and county-affiliated groups to see if they are aware of legislative developments for the LPC to consider.
MCCA staff – fall of each year
5. Conduct LPC meetings.
MCCA LPC – weekly throughout the legislative session

GOAL VII. Provide *programming and services* that support members in meeting public expectations for comprehensive, effective, and efficient service delivery.

Objective A: Deliver and sustain reliable risk management insurance pool services to counties. *MCCA Risk Manager & Risk Pool Board of Directors*
Strategies:

Objective B: Provide planning and administrative services for the annual convention and other MCCA meetings.

Strategies:

1. Prepare agendas and minutes of meetings and provide a meeting place for all planning committee meetings.
MCCA – beginning with initiation of planning meetings & throughout the planning process
2. Work with the Host County and Convention Planning Committee to effectively plan the activities of the upcoming convention.
MCCA staff – throughout the year; ongoing
3. Handle the finances of the convention: collect registration fees and sponsorship payments; pay all vendors; report financial status to Board of Directors.
MCCA – for every annual convention
4. Handle all contractual arrangements for the convention.
MCCA – for every annual convention
5. Visit and evaluate conference venues; meet with venue personnel to determine the details for the convention.

Lauren's Comments:

This goal has been achieved and continues to be met as an established standard. MCCA staff works to keep committee members informed of the latest updates. The LPC is active nearly year-round and will continue to develop its role over time.

Thanks to Mr. Ulmer, this goal has been achieved and continues to be met as an established standard.

This goal has been achieved and continues to be met as an established standard.

MCCA staff & host county representatives – immediately following the completion of the last annual convention or early each calendar year

6. Utilize the precepts of project management to plan for the convention.

MCCA staff, Convention Planning Committee, & Host County – throughout each annual convention planning process

7. Evaluate each convention; note successes to propagate and problem areas to improve for future conventions.

MCCA staff, Convention Planning Committee, & Host County – meet a month after the conclusion of the annual convention

Objective C: Assemble and deliver a directory of Maine county government for use by county officials and others.

MCCA staff with assistance from counties – Directory complete by January 15th each year.

Objective D: Provide educational and training programs to MCCA members and their elected and appointed officials.

MCCA facilitates – quarterly throughout the year and at the annual convention

Objective E: Form and support a representative LPC that will evaluate, discuss, decide to support or oppose, and then advocate for or against proposed legislation.

Strategies:

1. Evaluate proposed legislation and explain to committee members and others.

MCCA – as LDs become available prior to and during the legislative session

2. Attend committee public hearings and work sessions.

MCCA E.D. & county officials – throughout the legislative session, as appropriate

3. Meet and get to know legislators.

MCCA staff & county officials – throughout the legislative session

4. Hold a legislative breakfast for new legislators shortly after elections.

MCCA – December each year

Objective F: Develop and share information that will promote county government.

Strategies:

1. Maintain an accurate and up-to-date website.

MCCA staff – ongoing

2. Prepare a newsletter that promotes county activities, and post it on the website.

MCCA staff – monthly

3. Develop a “Why Counties Matter” brochure for distribution.

MCCA staff by July 2015

4. Promote counties at the annual convention and while attending other meetings and conventions.

MCCA staff & county officials – ongoing

5. Fully utilize and share information provided by NACo.

MCCA – ongoing, as available

Objective G: Work with NACo to develop relationships and fully utilize its programs and services.

Strategies:

1. Serve on NACo steering committees.

MCCA staff & county officials – as meetings are scheduled & between meetings, as required

Lauren’s Comments:

The date of completion for the Directory of Maine Counties was changed after it was determined not all necessary information is available until mid-January. The target for distribution is the February BOD meeting.

This goal is being met.

This goal is being met.

This goal has been achieved and continues to be met as an established standard.

This goal is being met.

2. Serve on other NACo committees, whether via conference call or in person
MCCA staff & county officials – as meetings are scheduled & between meetings, as required
3. Attend and participate in NACo conferences
MCCA staff & county officials – as scheduled & within budgeted resources
4. Achieve 100% county membership in NACo.
Counties – by January 2015

Objective H: Sustain a comprehensive database of county data that will contain valuable and useful information for counties.

Strategies:

1. Survey counties to ask what types of information they would like MCCA to maintain. MCCA staff – Survey out to counties by March 2015.
2. Assemble database.
MCCA Administrative Assistant – Data base developed by September 2015.
3. Add to the list each time interest is shown in new information types.
MCCA staff - Ongoing

Objective I: Provide computer system support for members.

Strategies:

1. Survey member counties to ascertain interest in such a service.
MCCA staff – Survey out to counties by March 2015.
2. Do cost/benefit analysis to provide computer system support for members.
MCCA staff – Analysis complete by June 2015.
3. Report results and recommendation to Board of Directors.
MCCA staff – Report to Board of Directors by August 2015.

Objective J: Provide an online library of documents and resources for members.

Strategies:

1. Survey counties to ask what type of documents they would like MCCA to have on hand for them.
MCCA staff – Survey out to counties by March 2015.
2. Develop categories for documents from counties, such as sample policies, ordinances, job descriptions, performance evaluation forms, poverty abatement forms, TIF district applications, etc. and make them available to counties on the MCCA website by category.
MCCA staff – Library of documents available to members as put on website; all available by January 2016.

Objective K: Provide legal services for members.

Strategies:

1. Survey counties to see how much interest they have in MCCA's providing legal services through the MCCA office, and if so, what type they would prefer – contractual or employees of MCCA.
MCCA staff – Survey out to counties by March 2015.

Objective L: Provide human resources management services.

Strategies:

1. Ask counties which, if any, human resource management services they would like MCCA provide.
MCCA staff – Survey out to counties by March 2015.
2. Collect human resource management documents that are appropriate for county government usage and make them available to members on the website.

Lauren's Comments:

This goal was met. However, Franklin County has withdrawn their membership.

This goal is ongoing.

MCCA did send out a survey and received feedback from ten counties and two associations.

This question was listed on the survey.

This goal is ongoing.

This question was listed on the survey.

This question was listed on the survey.

This question was listed on the survey.

MCCA staff – Documents available on website as they are put on;
complete by January 2016

3. Evaluate other requests for human resource management services for their cost/benefit.
MCCA staff – Evaluate requests as received & report results to Board of Directors as soon as possible.

Objective M: Provide a cooperative purchasing program for member counties.

Strategies:

1. Ascertain via survey the various goods services counties would like to jointly purchase. MCCA staff – Survey counties by March 2015
2. Develop an RFP/RFQ system.
MCCA staff – by December 2015
3. Request proposals for goods and services.
MCCA staff – beginning January 2016, as appropriate for scheduling of good or service
4. Share bidding the information with counties.
MCCA staff – Report results to counties within two weeks of receiving proposals.
5. Manage relationships with vendors and counties.
MCCA staff – ongoing throughout contracts.

Objective N: Provide grant writing and management service.

Strategies:

1. Ask counties if there are particular grants they would like MCCA to apply for on their behalf, and if so, whether they would also like MCCA to administer the grant for them. MCCA staff – Outreach to counties by March 2015
2. Determine the cost/benefit of offering these programs.
MCCA staff – Within three months of receiving requests for grant services
3. Decide whether to support the cost via county dues, contracted fees, and/or grant administration fees.
MCCA staff & BOD – at a Board of Directors' meeting within one month of compiling data regarding the cost benefit of the grant program.

Objective O: Provide other programs and services, as determined.

Strategies:

1. Ask counties if there are other programs or services they would like MCCA to provide for them.
MCCA staff – Outreach to counties by June 2015 and annually after that.
2. Determine the cost/benefit of offering these programs.
MCCA staff – complete by December 2015
3. Decide whether to support the cost via county dues, contracted fees, and/or grant administration fees.
MCCA staff & BOD – at a Board of Directors' meeting within one month of compiling data regarding the cost-benefit of the programs or services.

Lauren's Comments:

This question was listed on the survey.

This question was listed on the survey.

This question was listed on the survey.

This question was listed on the survey.

The county survey results were compiled and discussed at the BOD meeting in August of 2015. The minutes of the meeting state, "The general opinion is that counties support the current services provided by MCCA staff and are more or less content with the status quo with little increase in programs and services at this time."

2015 County Survey Results

List the types of programs and services for which you would like MCCA to manage procurement.	List the types of information and documents you want MCCA to keep/gather and make available to your county.	What types of training would you like MCCA to offer?
Joint purchasing, legal services, insurance programs, human resource management service	performance evaluation forms, job descriptions, ordinances, tax and mill rate information, budgetary formats, budget software types	
None	Just keep doing what you are doing.	
Facilitate a county wide agreement on jail policies		
		Elected Officer's training.
None	All state statutes, and any info that pertains to all Counties. Also any innovative programs or projects that are implanted in the various Counties	Basic training on role of Association. Role of County Government for all newly elected individuals. Legislative briefings for all Commissioners a couple of times during the Legislative session
Procurement seems to be already available through individual Counties, EDD's and COG's, and U.S Cities, so I think this topic is well covered already.	Policies and ordinances.	Coordinate with the various association to learn more. Some options might be: New Commissioner orientation Use of technology for operational efficiency and cost savings
Joint purchasing in general	Statutes, job descriptions, contract samples, RFP samples, county statistics, contracts for info sources	Budgeting, safety/OSHA, personnel (FMLA, etc.), workers comp, orientation of new communities, FOAA
bulk purchase of vehicles, radios, medicines for jails	sample policies, job descriptions, performance eval forms	orientation for newly elected officials
It would helpful to first know what other sources are currently available for joint purchasing, such as through the State of Maine and COG's. An unmet need might exist for purchasing or leasing larger capital items such as photocopiers and patrol vehicles.	None at this time.	
None	Better, ongoing reporting of legislative activity, like Howe and Cahill used to provide.	Training should be provided in the legislative process.
Hire an attorney to handle lobbying work.	Statutory changes	Introduction to being a commissioner with a review of the statutes and their duties including the Roberts Rules of order or some other comparable course.
Providing training programs that would be open to all counties.	Information on best practices for the efficient and effective operation of county government in the nation.	I would say training similar to what the MMA does; for the commissioners and various affiliates this would be very beneficial.
None	<ul style="list-style-type: none"> statewide directory of county officials (as currently maintained) tax commitment calculation data employee counts by department other data likely maintained by various state agencies consolidated in one place <p>This stated, the need for statewide information on various aspects of county operation is occasional in need only, and can be fully met through current practice where one county or another will poll for data and then share results.</p>	None. Current training curriculum offered de facto by MCCA Risk Pool, Cumberland County, Maine Municipal Association, various state agencies, professional groups and MCCA's own annual convention adequately serve training needs for Maine county officials.
Risk Pool ~ Liability Look at Workers Comp		
None	Minutes, possible grant info?	Right to know, for new commissioners, Freedom of Access, etc. Although most can be found online.
None	None	

2015 County Survey Results

Would you like MCCA to provide computer system support to counties?	If so, what type(s)?	Would you like MCCA to provide Legal Service to counties?	What type at what level?
Yes	web site design	Yes	MCCA should contract with a firm to provide county/state law expertise available at no cost to counties.
No		No	
No		No	
Yes	Notices of out dated material posted on the web.	No	
No		No	
No		Yes	Possibly. This should receive a lot of analysis, discussion, and buy~in before proceeding.
Yes	Web site development and maintenance	Yes	Interpret state statutes, general advice on case law
No		Yes	Risk management services, as currently offered.
No		Yes	General legal services to answer questions about State statutes, to develop/review ordinances and policies, and to do title searches and address land and building acquisition issues.
No		No	
No		No	
No		No	
Yes	I think there could be a menu of IT services that counties could use.	Yes	This could be a very useful service link what the MMA does.
No	The size and complexity of counties are such that this need is most efficiently and thus most effectively met through contracted support in the case of smaller counties and tull~time organic staff support in larger counties. Those public services offered by counties typically involve proprietary software/systems where support of same is provided through vendor. Law enforcement is the largest public service offered by counties with confidentiality and system security of paramount importance. These requirements are best met with organic staff.	No	The confidential and adversarial nature of most situations (typically personnel and collective bargaining) encountered by county officials and where legal consultation is needed do not lend themselves to support by an attorney as employee of MCCA. 9 of 16 Maine counties provide municipal services in unorganized territory through separate budgets and segregated funds. Road costs comprise well over half of all funds expended and road~related situations are the likely area where a need for legal consultation typically arises. Per Maine law, county commissioners serve as municipal officers in unorganized territory road matters. These situations also carry a far lower potential for adversarial action. Thus, an attorney-as-employee of Association makes more sense. The Maine Municipal Association employs six attorneys with expertise in municipal road affairs. It makes eminent sense for counties to establish access to MMA Legal Services in the defined and limited context of legal consultation where commissioners are considered municipal officers under statute. However, it does not make sense for MCCA to provide legal services. The work simply isn't there, given the nature of county operations.
No		Yes	Possibly ~ should be a separate fee/charge
No	No, currently counties utilize many different servers and technology, so not relevant.	No	Even MMA cannot offer legal advice. Nor should we.
No		No	

2015 County Survey Results

Would you like MCCA to provide Human Resource Management services to counties?	If so, what type(s)	Do you want MCCA to provide grant writing and/or grant management services to counties?	If so, please list types of grants and types of assistance for each.
Yes	advice on labor issues and personnel management; human resource forms; training on appropriate human resource management techniques	Yes	TIF district applications CDBG applications
No		No	
No		Yes	Energy, jail programs, capital improvement
No		Yes	Work with the various departments when requested by the Board of Commissioners.
No		Yes	For programs and grants that would benefit all Counties
No		No	
Yes	General legal information, updates on ACA, etc.	No	
No		No	
No		Yes	Research specialty grants such as for historic preservation.
No			
No		No	
No		No	
Yes	For smaller counties in particular, this could be really helpful.	Yes	We have the ability to write and manage grants, but I think this type of service could be value added and certainly help the smaller counties.
No	The organizational size, complexity, and employee county of Maine counties favor in-house organic staff support as the most efficient method to provide human resource support. When further expertise (i.e. legal counsel) is needed in personnel matters, it typically indicates an increasing potential for formal conflict and/or liability exposure. This condition then triggers the argument cited earlier concerning the drawbacks of attorney-as-employee of an Association in formal disputes.	No	Successful grant writing and grant management by counties require a high degree of organizational familiarity with the county~in~question. This familiarity is not easily transferrable to an external entity, such as MCCA. Even then a significant amount of time/attention from county officials would be necessary to insure full compliance.
No		No	Is there expertise in this office for this? Provide successful grants thus far.
No		No	

2015 County Survey Results

Please list any other programs and services you seriously want MCCA to provide to its members.	What type of budgetary software do you use?	County or Association
comparitive analysis of the services counties provide		MCCA
	MUNIS	MACCAM
		Kennebec
	Trio.	Franklin County
Disseminate information on County activities	Munis	Aroostook
Reach out to the MSA to achieve more communication and cooperation about creating a sustainable future for County jails.	MUNIS	Knox
A functioning LPC!	Trio	Sagadahoc
	TRIO	Piscataquis
	Munis	Knox
None. To the question below, our budgets can be accessed on our website, which is www.arostook.me.us	MUNIS	Aroostook
Lobbying	TRIO and Excel	maccam
Civics course, also have Peter Marchesi come talk to us about jails and procedures	Munic	Somerset County
	Munis	County of Cumberland
<p>MCCA should limit itself to accomplishing dual, core missions of:</p> <p>1) effective representation of county interests in state and federal legislative matters</p> <p>2) operation of a self-funded insurance risk pool to minimize liability exposure to tort claims at a reasonable cost to counties</p> <p>Summary Statement:</p> <p>While Maine's sixteen counties provide important public services, their scope is also limited by the Legislature. Simply stated, counties are entirely creatures of statute.</p> <p>Unlike most other states, the bulk of public functions in Maine are performed by municipal, quasi-municipal, and state agencies. Therefore it follows that the numbers of people and value of assets involved in county service delivery are small when compared to municipal and state agencies.</p> <p>This in turn defeats the argument for an expanded MCCA akin to the role of MMA, or perhaps county associations in other states where county scope of service is much larger.</p> <p>In closing, we do not see where an expansion of MCCA, by its offering of programs as queried in this survey, will best serve the public interest for reasons already cited.</p> <p>Rather, we believe that limiting counties' collective focus on accomplishing dual, core missions of promoting good legislation and operating a reliable self-insurance program is the best course until such time that the Legislature chooses to formally expand the role of counties in public service delivery in Maine.</p>	Munis~Tyler Technologies	Oxford County
	Trio	Penobscot
	Not relevant	Waldo
	Not applicable	York County

M.C.C.A.

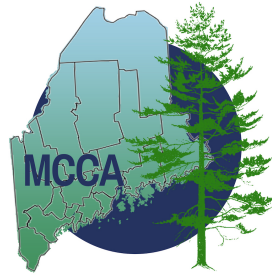
Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

Carol Maines, Secretary-Treasurer
Knox County

Charles Pray
Executive Director

Lauren Haven
Office Manager



Maine County Commissioners Association

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MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report *May 9, 2018*

Legislative:

?

Director's Report Annual Conference:

Do we want to a Speaker Friday evening? If so I would suggest Firooza Pavri, Director of the Muskie School of Public Service.

Gubernatorial Forum: I do not expect we will know who the principle political party candidates will be but we will know if the six unenrolled candidates filled their qualifying nomination papers with the Secretary of State's office, telling us the number of candidates of who will be on the fall ballots. I have a rough draft inviting the qualifying candidates to our Forum, establishing the date, September 14th, and time. The draft states, due to the potential number of candidates, the time allotted and the MCCA's desire to hear directly from the candidate, only candidates will participate.

Four Republicans, Fredette, Mason, Mayhew and Moody for Republicans and seven Democrats, Cote, Diane Dion, Mark Dion, Eves, Mills, Sweet and Russel are on the ballots for next month's election. At this time no one is expected to win their primary outright, thus with Rank-Choice-Voting it may be several days before we know the outcome, more likely on the Democratic side due to the larger number of candidates.

As to the fall ballot and our Forum - not all will be serious candidates in the sense of having significant standing with the voting public across the board. I suggest we should establish some degree of public showing so the candidates and you, Commissioners and County offices can have a quality exchange in the forum.

We will have time to evaluate this in June after the primaries, but I would suggest we consider publicly acceptable polling and financial reporting with the State of Maine.

WIOA:

Status update needed.

Maine Municipal Association:

The conversations continue. I am on their Nomination Committee for their Officers (Vice President) and the Executive Board, This selection review group is in the process of interviews, followed with the group to recommends to the body as a whole a slate of officers. The process will be several meetings over the remainder of spring and summer with the slate being offered at their October convention.

MAINE COUNTY COMMISSIONERS ASSOCIATION

April 2018 Financial Report

Attached please find the financial reports for the month of April 2018. The Balance Sheet shows total assets and liabilities at \$189,725. This amount includes \$31,829 from the money market account for MainePERS employer contributions.

Debits to the bank account in April totaled \$15,163, and receipts of \$256 were credited to the account. The general fund checking account balance as of April 30th was \$150,793.75 as some transactions had not yet cleared. With about 33% of the year elapsed, approximately 57% of the \$250,446 budgeted revenue had been received. On the expenditure side, \$16,529 was expended in April, and \$68,080 or 27% had been expended year-to-date.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail, Expenses by Vendor, and Profit & Loss previous year Comparison* reports. There are no financial concerns to note.

Please don't hesitate to let me know if you have any questions or would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven
Office Manager

Accepted by:

Date: May 9, 2018



Charles Pray, Executive Director

Thomas Coward, President

Amy Fowler, Vice-President

Carol Maines, Secretary-Treasurer

Maine County Commissioners Association
Balance Sheet (accrual)
As of April 30, 2018

05/02/2018

	<u>April 2018</u>
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	150,787.32
Money Market Account	31,829.26
Petty Cash Account	200.00
Total Checking/Savings	<u>182,816.58</u>
Accounts Receivable	
Receivables	1,497.00
Total Accounts Receivable	<u>1,497.00</u>
Total Current Assets	<u>184,313.58</u>
Fixed Assets	
RLB0019 - Accumulated Depreciation	-2,912.00
RLB0028 - Equipment	6,660.00
RLB0030 - Depreciation	1,664.00
Total Fixed Assets	<u>5,412.00</u>
TOTAL ASSETS	<u><u>189,725.58</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-620.28
Total Accounts Payable	<u>-620.28</u>
Other Current Liabilities	
1000-00 - Employee Health Insurance Contr	1,043.11
1001-00 - MainePERS Employee Contribution	111.79
RLB0032 - Accrued Vacation	820.90
Total Other Current Liabilities	<u>1,975.80</u>
Total Current Liabilities	<u>1,355.52</u>
Total Liabilities	<u>1,355.52</u>
Equity	
3200-00 - Fund Balance to Current Yr Inc	-111,452.00
3900-00 - Earnings	225,066.11
Net Income	74,755.95
Total Equity	<u>188,370.06</u>
TOTAL LIABILITIES & EQUITY	<u><u>189,725.58</u></u>

Maine County Commissioners Association
Reconciliation Summary
Money Market Account, Period Ending 04/20/18

	April 2018
Beginning Balance	31,825.42
 Cleared Transactions	
 Deposits and Credits - 1 item	3.84
 Total Cleared Transactions	3.84
Cleared Balance	31,829.26
Register Balance as of 04/20/18	31,829.26
Ending Balance	31,829.26

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 04/30/18

	April 2018
Beginning Balance	168,795.50
Cleared Transactions	
Checks and Payments - 16 items	-15,163.84
Deposits and Credits - 2 items	256.43
Total Cleared Transactions	-14,907.41
Cleared Balance	153,888.09
Uncleared Transactions	
Checks and Payments - 3 items	-3,094.34
Total Uncleared Transactions	-3,094.34
Register Balance as of 04/30/18	150,793.75
Ending Balance	150,793.75

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 04/30/18

	Type	Date	Name	Amount	Balance
Beginning Balance					168,795.50
Cleared Transactions					
Checks and Payments - 16 items					
	Bill Pmt -Check	3/27	Great Falls Insurance Co.	-132.00	-132.00
	Bill Pmt -Check	4/6	Bangor Payroll	-2,417.61	-2,549.61
	Bill Pmt -Check	4/11	MainePERS	-854.75	-3,404.36
	Bill Pmt -Check	4/11	Macomber Farr & Whitten	-854.00	-4,258.36
	Bill Pmt -Check	4/11	Country Cafe Catering	-275.00	-4,533.36
	Bill Pmt -Check	4/11	Cross Cafe	-262.50	-4,795.86
	Bill Pmt -Check	4/11	Spectrum Business/TWC	-168.07	-4,963.93
	Bill Pmt -Check	4/11	Capitol Computers	-125.00	-5,088.93
	Bill Pmt -Check	4/13	Bangor Payroll	-2,417.61	-7,506.54
	Bill Pmt -Check	4/20	Bangor Payroll	-2,417.61	-9,924.15
	Bill Pmt -Check	4/25	US Bank	-288.80	-10,212.95
	Bill Pmt -Check	4/25	Charles Pray	-200.00	-10,412.95
	Bill Pmt -Check	4/25	Haven, Lauren	-194.77	-10,607.72
	Bill Pmt -Check	4/25	Camden National Bank	-166.05	-10,773.77
	Bill Pmt -Check	4/25	Liberty Mutual Insurance	-57.50	-10,831.27
	Bill Pmt -Check	4/27	Bangor Payroll	-4,332.57	-15,163.84
Total Checks and Payments				-15,163.84	-15,163.84
Deposits and Credits - 2 items					
	Deposit	4/13	Maine Assn. County Clerks	250.00	250.00
	Deposit	5/1		6.43	256.43
Total Deposits and Credits				256.43	256.43
Total Cleared Transactions				-14,907.41	-14,907.41
Cleared Balance				-14,907.41	153,888.09
Uncleared Transactions					
Checks and Payments - 3 items					
	Bill Pmt -Check	11/29	State of Maine-Hall of Flags	-100.00	-100.00
	Bill Pmt -Check	3/27	Maine Farm Bureau	-1,497.17	-1,597.17
	Bill Pmt -Check	4/25	Maine Farm Bureau	-1,497.17	-3,094.34
Total Checks and Payments				-3,094.34	-3,094.34
Total Uncleared Transactions				-3,094.34	-3,094.34
Register Balance as of 04/30/18				-18,001.75	150,793.75
Ending Balance				-18,001.75	150,793.75

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through April 2018

05/02/2018
Accrual Basis

	2018 Budget	April 2018	Jan-Apr 2018	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
4120-00 · Registration	22,000			-22,000	
4130-00 · Sponsorship	9,000			-9,000	
4140-00 · Vendor	11,500			-11,500	
Total 4100-00 · Convention Income	42,900			-42,900	
4300-00 · Dues	136,935		136,935		100%
4400-00 · Other Income	4,500	250	5,873	1,373	131%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	26,250			-26,250	
4800-00 · MainePERS Surplus Funds	9,431			-9,431	
4810-00 · Interest Earned	100	11	27	-73	27%
4920-00 · Transfer in from Fund Balance	29,830			-29,830	
Total Income	250,446	261	142,835	-107,611	57%
Gross Profit	250,446	261	142,835	-107,611	57%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	144	614	-1,386	31%
5030-00 · FICA	9,620	733	3,125	-6,495	32%
5040-00 · MainePERS Contributions	9,431	855	3,080	-6,351	33%
5050-00 · Salary-Office Manager	47,951	3,689	15,758	-32,193	33%
5060-00 · Salary-Executive Director	79,040	6,080	25,840	-53,200	33%
Total 5000-00 · Payroll Expenses	148,042	11,500	48,417	-99,625	33%
5100-00 · Insurance					
5110-00 · Health Insurance	11,300	940	3,759	-7,541	33%
5120-00 · Commercial, Crime, D&O Ins	2,054	912	1,084	-970	53%
5130-00 · Workers Comp	550		132	-418	24%
5140-00 · Unemployment Comp Ins	450		121	-329	27%
Total 5100-00 · Insurance	14,354	1,851	5,096	-9,258	36%
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	3,000			-3,000	
Total 6010-00 · Prof. Services	3,500			-3,500	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200	200	200		100%
Total 6030-00 · Lobbying	200	200	200		100%
6040-00 · NACO Expenses					
6041-00 · Conferences	6,470			-6,470	

	2018 Budget	April 2018	Jan-Apr 2018	\$ Over Budget	% of Budget
Total 6040-00 · NACO Expenses	6,470			-6,470	
6050-00 · Education and Training	600			-600	
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	2,500			-2,500	
6114-00 · MCCA Staff Registration Expense	1,340			-1,340	
6118-00 · Meeting Exp.	29,760		500	-29,260	2%
6121-00 · Supplies	500			-500	
6124-00 · Commissioner Retirement Plaques	400			-400	
Total 6110-00 · Convention Expense	34,500		500	-34,000	1%
6140-00 · Copies-Printing					
6142-00 · Directory	100		100		100%
Total 6140-00 · Copies-Printing	100		100		100%
6145-00 · Dues Expense	1,100		1,350	250	123%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	250	105	148	-102	59%
6152-00 · IT Services	1,700	125	500	-1,200	29%
6153-00 · Photocopier Lease	3,400	289	1,155	-2,245	34%
6154-00 · Printer & Supplies	1,000	37	473	-527	47%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	6,750	557	2,276	-4,474	34%
6160-00 · Fees	100		30	-70	30%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	2,000		1,495	-505	75%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	2,800	312	949	-1,851	34%
6175-00 · Meetings - Other	750	263	263	-487	35%
Total 6170-00 · Meeting Expense	5,800	574	2,707	-3,093	47%
6180-00 · Mileage & Travel Expense	2,750		150	-2,600	5%
6195-00 · Office Space Rental	19,000	1,497	5,989	-13,011	32%
6215-00 · Postage-Shipping	250	67	117	-133	47%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000	40	176	-1,824	9%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	75	300	-1,530	16%
6243-00 · Phone, Fax & Internet	2,200	168	672	-1,528	31%
Total 6240-00 · Telephone, Fax & Internet	4,030	243	972	-3,058	24%
6250-00 · Website	100			-100	
6260-00 · Contingency	500			-500	
Total Expense	250,446	16,529	68,080	-182,366	27%

Maine County Commissioners Association

Expenses by Vendor Detail

April 2018

05/02/2018
Accrual Basis

	Type	Date	Memo	Account	Amount	Balance
Bangor Payroll						
	Bill	4/6	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	922.13
	Bill	4/6	Taxes	5030-00 · FICA	183.27	1,105.40
	Bill	4/6	Processing fee	5020-00 · Payroll Fees	34.00	1,139.40
	Bill	4/6	ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,659.40
	Bill	4/13	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	3,581.53
	Bill	4/13	Taxes	5030-00 · FICA	183.27	3,764.80
	Bill	4/13	Processing fee	5020-00 · Payroll Fees	34.00	3,798.80
	Bill	4/13	ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,318.80
	Bill	4/20	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	6,240.93
	Bill	4/20	Taxes	5030-00 · FICA	183.27	6,424.20
	Bill	4/20	Processing fee	5020-00 · Payroll Fees	34.00	6,458.20
	Bill	4/20	ED Salary	5060-00 · Salary-Executive Director	1,520.00	7,978.20
	Bill	4/27	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	8,900.33
	Bill	4/27	Taxes	5030-00 · FICA	183.28	9,083.61
	Bill	4/27	Processing fee	5020-00 · Payroll Fees	42.00	9,125.61
	Bill	4/27	ER Health Insurance Contributions	5110-00 · Health Insurance	939.79	10,065.40
	Bill	4/27	Payroll for week 4/16 to 4/22/18	5060-00 · Salary-Executive Director	1,520.00	11,585.40
					11,585.40	11,585.40
Total Bangor Payroll						
Camden National Bank						
	Bill	4/25	Microsoft Office	6151-00 · Computer Hardware & Software	105.49	105.49
	Bill	4/25		6154-00 · Printer & Supplies	37.49	142.98
	Bill	4/25		6235-00 · Supplies	23.07	166.05
					166.05	166.05
Total Camden National Bank						
Capitol Computers						
	Bill	4/12		6152-00 · IT Services	125.00	125.00
					125.00	125.00
Total Capitol Computers						
Charles Pray						
	Bill	4/25		6031-00 · Lobbying Reg	200.00	200.00
					200.00	200.00
Total Charles Pray						
Country Cafe Catering						

	Type	Date	Memo	Account	Amount	Balance
Total Country Cafe Catering	Bill	4/12		6173-00 · Monthly	275.00	275.00
Cross Cafe					275.00	275.00
Total Cross Cafe	Bill	4/11	Printed by MCCA	6175-00 · Meetings - Other	262.50	262.50
Haven, Lauren					262.50	262.50
	Bill	4/25		6173-00 · Monthly	36.64	36.64
	Bill	4/25		6215-00 · Postage-Shipping	66.50	103.14
	Bill	4/25		6235-00 · Supplies	16.63	119.77
	Bill	4/25		6241-00 · Cell Phone	75.00	194.77
Total Haven, Lauren					194.77	194.77
Liberty Mutual Insurance	Bill	4/25		5120-00 · Commercial, Crime, D&O Ins	57.50	57.50
Total Liberty Mutual Insurance					57.50	57.50
Macomber Farr & Whitten	Bill	4/11		5120-00 · Commercial, Crime, D&O Ins	854.00	854.00
Total Macomber Farr & Whitten					854.00	854.00
Maine Farm Bureau	Bill	4/25	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
Total Maine Farm Bureau					1,497.17	1,497.17
MainePERS	Bill	4/12		5040-00 · MainePERS Contributions	854.75	854.75
Total MainePERS					854.75	854.75
Spectrum Business/TWC	Bill	4/12		6243-00 · Phone, Fax & Internet	168.07	168.07
Total Spectrum Business/TWC					168.07	168.07
US Bank	Bill	4/25		6153-00 · Photocopier Lease	288.80	288.80
Total US Bank					288.80	288.80
TOTAL					16,529.01	16,529.01

Maine County Commissioners Association

Transaction Detail by Account

April 2018

MCCA Checking-Savings Bank

Type	Date	Name	Memo	Amount	Balance
Deposit	4/1		Interest	7.58	7.58
Bill Pmt -Check	4/6	Bangor Payroll	Payroll for week 3/26 to 4/1/18	-2,417.61	-2,410.03
Bill Pmt -Check	4/11	MainePERS		-854.75	-3,264.78
Bill Pmt -Check	4/11	Macomber Farr & Whitten		-854.00	-4,118.78
Bill Pmt -Check	4/11	Capitol Computers		-125.00	-4,243.78
Bill Pmt -Check	4/11	Country Cafe Catering		-275.00	-4,518.78
Bill Pmt -Check	4/11	Cross Cafe	Printed by MCCA	-262.50	-4,781.28
Bill Pmt -Check	4/11	Spectrum Business/TWC		-168.07	-4,949.35
Deposit	4/13	Maine Assn County Clerks	Deposit	250.00	-4,699.35
Bill Pmt -Check	4/13	Bangor Payroll	Payroll for week 4/2 to 4/8/18	-2,417.61	-7,116.96
Bill Pmt -Check	4/20	Bangor Payroll	Payroll for week 4/9 to 4/15/18	-2,417.61	-9,534.57
Bill Pmt -Check	4/25	Liberty Mutual Insurance		-57.50	-9,592.07
Bill Pmt -Check	4/25	Charles Pray		-200.00	-9,792.07
Bill Pmt -Check	4/25	US Bank		-288.80	-10,080.87
Bill Pmt -Check	4/25	Maine Farm Bureau	Printed by MCCA	-1,497.17	-11,578.04
Bill Pmt -Check	4/25	Camden National Bank		-166.05	-11,744.09
Bill Pmt -Check	4/25	Haven, Lauren		-194.77	-11,938.86
Bill Pmt -Check	4/27	Bangor Payroll	Payroll for week 4/16 to 4/22/18	-4,332.57	-16,271.43
				-16,271.43	-16,271.43
Deposit	4/20		Interest	3.84	3.84
				3.84	3.84
Bill	4/6	Bangor Payroll	Payroll for week 3/26 to 4/1/18	-2,417.61	-2,417.61
Bill Pmt -Check	4/6	Bangor Payroll	Payroll for week 3/26 to 4/1/18	2,417.61	0.00
Bill	4/11	Cross Cafe	Printed by MCCA	-262.50	-262.50
Bill Pmt -Check	4/11	MainePERS		854.75	592.25
Bill	4/11	Macomber Farr & Whitten		-854.00	-261.75
Bill Pmt -Check	4/11	Macomber Farr & Whitten		854.00	592.25
Bill Pmt -Check	4/11	Capitol Computers		125.00	717.25
Bill Pmt -Check	4/11	Country Cafe Catering		275.00	992.25
Bill Pmt -Check	4/11	Cross Cafe	Printed by MCCA	262.50	1,254.75
Bill Pmt -Check	4/11	Spectrum Business/TWC		168.07	1,422.82
Bill	4/12	MainePERS		-854.75	568.07
Bill	4/12	Capitol Computers		-125.00	443.07
Bill	4/12	Country Cafe Catering		-275.00	168.07
Bill	4/12	Spectrum Business/TWC		-168.07	0.00
Bill	4/13	Bangor Payroll	Payroll for week 4/2 to 4/8/18	-2,417.61	-2,417.61

Total MCCA Checking-Savings Bank

Money Market Account

Total Money Market Account

Accounts Payable

Total Accounts Payable 1000-00 • Employee Health Insurance Contr	Bill	Pmt -Check	4/13	Bangor Payroll	Payroll for week 4/2 to 4/8/18	2,417.61	0.00
	Bill		4/20	Bangor Payroll	Payroll for week 4/9 to 4/15/18	-2,417.61	-2,417.61
	Bill	Pmt -Check	4/20	Bangor Payroll	Payroll for week 4/9 to 4/15/18	2,417.61	0.00
	Bill		4/25	Maine Farm Bureau	Printed by MCCA	-1,497.17	-1,497.17
	Bill		4/25	Liberty Mutual Insurance		-57.50	-1,554.67
	Bill	Pmt -Check	4/25	Liberty Mutual Insurance		57.50	-1,497.17
	Bill		4/25	Charles Pray		-200.00	-1,697.17
	Bill	Pmt -Check	4/25	Charles Pray		200.00	-1,497.17
	Bill		4/25	US Bank		-288.80	-1,785.97
	Bill	Pmt -Check	4/25	US Bank		288.80	-1,497.17
Total 1000-00 • Employee Health Insurance Contr 1001-00 • MainePERS Employee Contribution	Bill	Pmt -Check	4/25	Maine Farm Bureau	Printed by MCCA	1,497.17	0.00
	Bill		4/25	Camden National Bank		-166.05	-166.05
	Bill	Pmt -Check	4/25	Camden National Bank		166.05	0.00
	Bill		4/25	Haven, Lauren		-194.77	-194.77
	Bill	Pmt -Check	4/25	Haven, Lauren		194.77	0.00
	Bill		4/27	Bangor Payroll	Payroll for week 4/16 to 4/22/18	-4,332.57	-4,332.57
	Bill	Pmt -Check	4/27	Bangor Payroll	Payroll for week 4/16 to 4/22/18	4,332.57	0.00
						0.00	0.00
	Bill		4/6	Bangor Payroll	EE Health Insurance Contributions	-46.42	-46.42
	Bill		4/13	Bangor Payroll	EE Health Insurance Contributions	-46.42	-92.84
Total 1001-00 • MainePERS Employee Contribution 4400-00 • Other Income	Bill		4/20	Bangor Payroll	EE Health Insurance Contributions	-46.42	-139.26
	Bill		4/27	Bangor Payroll	EE Health Insurance Contributions	185.62	46.36
	Bill		4/27	Bangor Payroll	Payroll for week 4/16 to 4/22/18	-46.36	0.00
						0.00	0.00
	Bill		4/6	Bangor Payroll	Employee Contribution	-195.37	-195.37
	Bill		4/13	Bangor Payroll	Employee Contribution	-195.37	-390.74
	Bill		4/20	Bangor Payroll	Employee Contribution	-195.37	-586.11
	Bill		4/27	Bangor Payroll	Employee Contribution	-195.37	-781.48
	Bill		4/27	Bangor Payroll	EE MEPRS Retirement Contrib	781.48	0.00
						0.00	0.00
Total 4400-00 • Other Income 4810-00 • Interest Earned	Deposit		4/13	Maine Assn County Clerks	Legislative Breakfast	-250.00	-250.00
						-250.00	-250.00
	Deposit		4/1		Interest	-7.58	-7.58
	Deposit		4/20		Interest	-3.84	-11.42
						-11.42	-11.42
Total 4810-00 • Interest Earned 5000-00 • Payroll Expenses 5020-00 • Payroll Fees	Bill		4/6	Bangor Payroll	Processing fee	34.00	34.00

Bill	4/13 Bangor Payroll	Processing fee	34.00	68.00
Bill	4/20 Bangor Payroll	Processing fee	34.00	102.00
Bill	4/27 Bangor Payroll	Processing fee	42.00	144.00
			144.00	144.00

Total 5020-00 - Payroll Fees
5030-00 - FICA

Bill	4/6 Bangor Payroll	Taxes	183.27	183.27
Bill	4/13 Bangor Payroll	Taxes	183.27	366.54
Bill	4/20 Bangor Payroll	Taxes	183.27	549.81
Bill	4/27 Bangor Payroll	Taxes	183.28	733.09
			733.09	733.09

Total 5030-00 - FICA

5040-00 - MainePERS Contributions

Bill	4/12 MainePERS		854.75	854.75
			854.75	854.75

Total 5040-00 - MainePERS Contributions

5050-00 - Salary-Office Manager

Bill	4/6 Bangor Payroll	Office Managers Salary	922.13	922.13
Bill	4/13 Bangor Payroll	Office Managers Salary	922.13	1,844.26
Bill	4/20 Bangor Payroll	Office Managers Salary	922.13	2,766.39
Bill	4/27 Bangor Payroll	Office Managers Salary	922.13	3,688.52
			3,688.52	3,688.52

Total 5050-00 - Salary-Office Manager

5060-00 - Salary-Executive Director

Bill	4/6 Bangor Payroll	ED Salary	1,520.00	1,520.00
Bill	4/13 Bangor Payroll	ED Salary	1,520.00	3,040.00
Bill	4/20 Bangor Payroll	ED Salary	1,520.00	4,560.00
Bill	4/27 Bangor Payroll	Payroll for week 4/16 to 4/22/18	1,520.00	6,080.00
			6,080.00	6,080.00
			11,500.36	11,500.36

Total 5060-00 - Salary-Executive Director

Total 5000-00 - Payroll Expenses

5100-00 - Insurance

5110-00 - Health Insurance

Bill	4/27 Bangor Payroll	ER Health Insurance Contributions	939.79	939.79
			939.79	939.79

Total 5110-00 - Health Insurance

5120-00 - Commercial, Crime, D&O Ins

Bill	4/11 Macomber Farr & Whitten		854.00	854.00
Bill	4/25 Liberty Mutual Insurance		57.50	911.50
			911.50	911.50
			1,851.29	1,851.29

Total 5120-00 - Commercial, Crime, D&O Ins

Total 5100-00 - Insurance

6030-00 - Lobbying

6031-00 - Lobbying Reg

Bill	4/25 Charles Pray		200.00	200.00
			200.00	200.00
			200.00	200.00

Total 6031-00 - Lobbying Reg

Total 6030-00 - Lobbying

6150-00 - Equipment - Office

6151-00 - Computer Hardware & Software

Total 6151-00 · Computer Hardware & Software 6152-00 · IT Services	Bill	4/25 Camden National Bank	Microsoft Office	105.49	105.49
				<u>105.49</u>	<u>105.49</u>
Total 6152-00 · IT Services 6153-00 · Photocopier Lease	Bill	4/12 Capitol Computers		125.00	125.00
				<u>125.00</u>	<u>125.00</u>
Total 6153-00 · Photocopier Lease 6154-00 · Printer & Supplies	Bill	4/25 US Bank		288.80	288.80
				<u>288.80</u>	<u>288.80</u>
Total 6154-00 · Printer & Supplies Total 6150-00 · Equipment - Office 6170-00 · Meeting Expense 6173-00 · Monthly	Bill	4/25 Camden National Bank		37.49	37.49
				<u>37.49</u>	<u>37.49</u>
				<u>556.78</u>	<u>556.78</u>
Total 6173-00 · Monthly 6175-00 · Meetings - Other	Bill	4/12 Country Cafe Catering		275.00	275.00
	Bill	4/25 Haven, Lauren		36.64	311.64
				<u>311.64</u>	<u>311.64</u>
Total 6175-00 · Meetings - Other Total 6170-00 · Meeting Expense 6195-00 · Office Space Rental	Bill	4/11 Cross Cafe	Printed by MCCA	262.50	262.50
				<u>262.50</u>	<u>262.50</u>
				<u>574.14</u>	<u>574.14</u>
	Bill	4/25 Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
Total 6195-00 · Office Space Rental 6215-00 · Postage-Shipping				<u>1,497.17</u>	<u>1,497.17</u>
	Bill	4/25 Haven, Lauren		66.50	66.50
Total 6215-00 · Postage-Shipping 6235-00 · Supplies				<u>66.50</u>	<u>66.50</u>
	Bill	4/25 Camden National Bank		23.07	23.07
Total 6235-00 · Supplies 6240-00 · Telephone, Fax & Internet 6241-00 · Cell Phone	Bill	4/25 Haven, Lauren		16.63	39.70
				<u>39.70</u>	<u>39.70</u>
Total 6241-00 · Cell Phone 6243-00 · Phone, Fax & Internet	Bill	4/25 Haven, Lauren		75.00	75.00
				<u>75.00</u>	<u>75.00</u>
Total 6243-00 · Phone, Fax & Internet Total 6240-00 · Telephone, Fax & Internet	Bill	4/12 Spectrum Business/TWC		168.07	168.07
				<u>168.07</u>	<u>168.07</u>
				<u>243.07</u>	<u>243.07</u>

Maine County Commissioners Association
Profit & Loss Prev Year Comparison
April 2018

05/02/2018
Accrual Basis

	April 2018	April 2017	\$ Change	% Change
Income				
4400-00 · Other Income	250.00	80.40	169.60	210.95%
4810-00 · Interest Earned	11.42	18.02	-6.60	-36.63%
Total Income	261.42	98.42	163.00	165.62%
Gross Profit	261.42	98.42	163.00	165.62%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	144.00	136.00	8.00	5.88%
5030-00 · FICA	733.09	265.45	467.64	176.17%
5040-00 · MainePERS Contributions	854.75	995.56	-140.81	-14.14%
5050-00 · Salary-Office Manager	3,688.52	3,652.00	36.52	1.0%
5060-00 · Salary-Executive Director	6,080.00	0.00	6,080.00	100.0%
Total 5000-00 · Payroll Expenses	11,500.36	5,049.01	6,451.35	127.78%
5100-00 · Insurance				
5110-00 · Health Insurance	939.79	921.36	18.43	2.0%
5120-00 · Commercial, Crime, D&O Ins	911.50	35.20	876.30	2,489.49%
Total 5100-00 · Insurance	1,851.29	956.56	894.73	93.54%
6030-00 · Lobbying				
6031-00 · Lobbying Reg	200.00	0.00	200.00	100.0%
6032-00 · Lobbying - Contractual	0.00	5,000.00	-5,000.00	-100.0%
Total 6030-00 · Lobbying	200.00	5,000.00	-4,800.00	-96.0%
6040-00 · NACO Expenses				
6041-00 · Conferences	0.00	912.70	-912.70	-100.0%
Total 6040-00 · NACO Expenses	0.00	912.70	-912.70	-100.0%
6150-00 · Equipment - Office				
6151-00 · Computer Hardware & Software	105.49	0.00	105.49	100.0%
6152-00 · IT Services	125.00	125.00	0.00	0.0%
6153-00 · Photocopier Lease	288.80	281.57	7.23	2.57%
6154-00 · Printer & Supplies	37.49	0.00	37.49	100.0%
Total 6150-00 · Equipment - Office	556.78	406.57	150.21	36.95%
6170-00 · Meeting Expense				
6173-00 · Monthly	311.64	306.82	4.82	1.57%
6175-00 · Meetings - Other	262.50	0.00	262.50	100.0%
Total 6170-00 · Meeting Expense	574.14	306.82	267.32	87.13%
6180-00 · Mileage & Travel Expense	0.00	49.90	-49.90	-100.0%
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6215-00 · Postage-Shipping	66.50	0.52	65.98	12,688.46%
6230-00 · Advertising	0.00	202.98	-202.98	-100.0%
6235-00 · Supplies	39.70	34.06	5.64	16.56%
6240-00 · Telephone, Fax & Internet				

	April 2018	April 2017	\$ Change	% Change
6241-00 · Cell Phone	75.00	71.35	3.65	5.12%
6243-00 · Phone, Fax & Internet	168.07	167.44	0.63	0.38%
Total 6240-00 · Telephone, Fax & Internet	243.07	238.79	4.28	1.79%
Total Expense	16,529.01	14,655.08	1,873.93	12.79%
Net Income	-16,267.59	-14,556.66	-1,710.93	-11.75%

M.C.C.A.

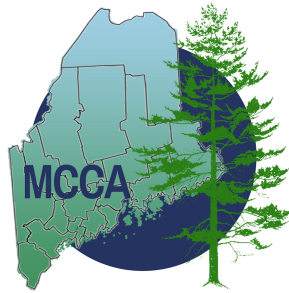
Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

Carol Maines, Secretary-Treasurer
Knox County

Charles Pray
Executive Director

Lauren Haven
Office Manager



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MAINE COUNTY COMMISSIONERS ASSOCIATION

Convention Planning Committee Meeting Minutes

Thursday, April 5th at 10:00 am, MCCA Offices in Augusta

Attendance: Barbara Arseneau (by phone), Cynthia Chadwick-Granger, Linda Corliss, Suzanna Gallant, Lauren Haven, Dianna Messina, Owen Smith, and Deborah Tibbetts

1. Introductions – Attendees stated their name and affiliation. The group welcomed the visiting Commissioner Chadwick Granger of York County to the meeting.
2. Convention Schedule – The group reviewed the revised schedule with the understanding of its draft nature. It will continue to change as more events and items are finalized.
3. Educational Sessions - Updates and Discussion

The Risk Pool will not have a session this year, so we will have a total of 14 educational session slots to work with in addition to the keynote speakers who will also be informative.

The first HR session speaker is Allyssa Tibbetts from Jensen Baird Gardner & Henry. We're going to see if she can do her session on one of the following topics:

- How to do evaluations
- How to let people go & following through with off-boarding protocols
- How to work with unions

The other HR session we decided could be taught by Maine Unemployment Office personnel. Also, everyone would benefit from a session about:

- How to successfully deal with difficult people (possibly MMEHT)

Kennebec County Register of Probate Kathy Ayers said the probate folks would probably not be interested in an estate planning session. However, she is expecting a new law to be passed in this legislative session. Probate folks would benefit from a training on this, "new supported decision-making process". Lauren will try to get more information. Kathy suggested the Disability Rights Center might have someone who could teach a segment. If not, Waldo Probate Judge might be persuaded to do so.

Charles Pray contacted the director of the Muskie School of Public Service who is interested in contributing to the conference program. They intend to meet to discuss topics beneficial to elected officials.

MSA's Kevin Joyce will speak on some topic interesting to sheriff's and commissioners. He has been confirmed for one of the 8:15 Saturday morning sessions.

No news on the Social Media idea. Cumberland County may have a speaker. Otherwise, Linda Corliss remembered hearing an engaging speaker on this subject she could research.

Owen said there was really nothing for his group yet. During discussions the topic of Safety Inspections came up. He thinks this would interest not only Communications Managers, but department heads and facility personnel alike. Lauren will contact Safety Works to explore this avenue.

It was suggested Linda McGill from Bernstein Shur Law Firm would probably be able to teach a session. Also, changes with MainePERS plans would interest county folks, most of whom participate in the Maine State retirement plan.

Tax Abatement is a popular topic which always draws a group of attendees. Deb Tibbetts contacted Dave Ledew who has taught on this subject in the past. He has retired, but he referred her to Nichole Philbrick, Municipal Services Tax Section Manager at Maine Revenue Services.

Committee members will send Lauren any progress made. Lauren will put the schedule on the CPC web page to keep all members up-to-date on educational sessions as they are confirmed.

4. Entertainment

Fun, Inc. is sending a contract for the casino night. Then we can send a deposit.

5. Activities

The golf tournament forms have been revised as requested. Lauren has sent the deposit for the Brew Bus.

6. Keynote Speaker(s)

Kevin Hancock has been approved by Tom Coward and Amy Fowler, so we are moving forward.

Chief Justice Saufley was invited to the Friday evening ceremony. She respectfully declined due to another commitment out of state.

7. Conference Food

The menus have been sent to the DoubleTree. Our contact Nicole Cayer agreed to let us have the Friday lunch desert in the afternoon.

8. Other Updates

Jensen Baird has offered to sponsor the attendee bags.
Attendees may make hotel reservations at this time.

9. Next Steps

Vendor invitations will go out in April. The credit card payment center will be updated with the conference meal options. The vendor registration form will be updated in preparation for the opening of vendor registration. Committee members will continue to work on nailing down educational sessions.

10. Schedule May Meeting

The Committee decided to meet on May 31st at 10:00 am at the MCCA offices.