

M.C.C.A.

Peter Baldacci, President
Penobscot County

Thomas Coward, Vice President
Cumberland County

Michael Cote, Secretary-Treasurer
York County



Maine County Commissioners Association

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

www.mainecontinies.org

Rosemary Kulow
Executive Director

Lauren Haven
Office Manager

MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting Minutes 10:00 a.m., June 8, 2016

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

President Peter Baldacci called the meeting to order at 10:25 a.m. The attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Franklin* – Comm. Gary McGrane; *Kennebec* – Administrator Bob Devlin proxy for Comm. George Jabar II; *Knox* – Administrator Andy Hart proxy for Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – Administrator Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Sagadahoc* – Administrator Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Cumberland* – Comm. Steve Gordon, Manager Peter Crichton; *Lincoln* – Administrator Carrie Kipfer; *Somerset* – Administrator Dawn DiBlasi; *MACT* – David Parkman; and *MSA* – Sheriff Troy Morton and Sheriff Dale Lancaster.

DIRECTORS ABSENT: *Hancock* – Comm. Steven Joy; *Kennebec* – Comm. George Jabar II; *Knox* – Comm. Roger Moody; *Oxford* – Comm. Steven Merrill; *Sagadahoc* – Comm. Charles Crosby III; and *Washington* – Comm. Chris Gardner.

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

II. Approval of/Additions to the Agenda

Comm. Fournier moved and Comm. Fowler seconded approving the agenda as written. The motion was approved unanimously.

III. Approval of May 11, 2016 Board of Directors' Meeting Minutes

Comm. Cote **moved** and Comm. Fowler **seconded** approving the minutes from the Board of Directors' meeting on May 11, 2016. The **motion** was **passed** unanimously.

IV. Old Business

A. Host County for 2017 MCCA Conference

Comm. Bell reported that Androscoggin County Administrator Larry Post is concerned that he does not have the staff he thinks is necessary to host the convention. However, the final decision will be made at the next meeting on June 15th. If the commissioners choose not to host the convention in 2017, they may offer to do so in 2018. This matter will be brought back for consideration at the July Board of Directors' meeting.

B. Consideration of Nominations for NACo Steering Committees

The group reviewed the NACo Steering Committee rosters and the nomination forms for Comm. McGrane and Comm. Baldacci. Comm. Fournier made a **motion** to nominate Comm. Baldacci to serve on NACo's Justice and Public Safety Steering Committee and Comm. McGrane to serve on the Community, Economic and Workforce Development Committee and the Environment, Energy and Land Use Committee. Comm. Blodgett **seconded** the **motion** and it was **approved** unanimously.

V. New Business

A. Discuss How the USDOL Final Overtime Rule Affects MCCA

The group reviewed the fact sheet of the final rule to update the exemption for executive, administrative, and professional employees provided by the Wage and Hour Division of the U.S. Department of Labor. Executive Director Rosemary Kulow explained that MCCA qualifies as a government agency. The rule factors in regular increases and increases the base salary for exempt workers. The MCCA administrative position held by Lauren Haven fits the criteria for overtime eligibility and is affected by the rule change, effective December 1st, 2016. There are several ways to meet the requirement, but Ms. Kulow recommends increasing the salary for the position which is currently \$727 per week, to the minimum \$913 per week, making the annual salary \$47,476.

The group discussed whether or not the duties performed in the MCCA administrative position required exceeding 40 hours in a work week. Ms. Kulow stated that MCCA is expanding the services it provides and the administrative position is expanding to accommodate the work necessary to accomplish the goals. Comm. Baldacci suggested that MCCA staff document the hours being worked and the topic would be revisited at a later date with the proposal for the change.

B. Discussion about the Value of County Charters

The group discussed the pros and cons of county charters. Some points included the importance of charters to define and strengthen county government. The makeup and authority of the budget committee outlined in the county charter is critical to the success of county government

operations. The majority expressed that benefits outweigh the issues involved and recommend supporting county charters.

C. Nomination of NACo Board of Directors Voting Representative(s)

Comm. Baldacci will not be attending the next NACo conference in July with Comm. McGrane and Executive Director Rosemary Kulow due to other commitments. Comm. Cote made a motion, seconded by Comm. Graff to nominate Comm. McGrane as MCCA's voting member at on the annual NACo conference. The motion passed with a unanimous vote.

VI. Reports

A. Executive Director's & Financial Reports

Executive Director Rosemary Kulow presented her reports. (*See attached.*) Ms. Kulow touched on her schedule including visits to county commissioners meetings around the state, and the MainePERS employee contribution increase from 7.5% to 8%. Ms. Kulow invited questions. Comm. McGrane made a motion to place the reports on file. Comm. Cote seconded the motion which was passed unanimously.

B. Legislation Development Committee Report

The Legislation Development Committee met at the MCCA offices on May 25th and voted Comm. Gordon to serve as chair for the committee. The group reviewed the mission of the committee and worked to develop a timeline and strategy to achieve their set goals. A questionnaire will be created for counties to submit ideas for legislation. The next committee meeting is scheduled for June 20th.

C. Professionalism in Management Committee Report

Comm. Cote reported that the group would be meeting after the Board of Directors' meeting. One idea is to develop a manual for newly elected commissioners and other county officials, and a basic booklet outlining duties and responsibilities could be developed by this committee and MCCA staff. In addition, the committee will develop appropriate training programs for county officials.

D. Association Reports

EMAD: No report was given.

MACCAM: Oxford County Administrator Scott Cole reported the group is in favor of the development of a data bank by MCCA staff that will reduce redundancy of data collection performed by individual counties throughout the year.

MACT: David Parkman reported the group met with representatives of the IRS has been requested for clarification on the details of W9, 1099, 1094 & 1095 forms. The group believes it will be beneficial to have MEHT representative Anne Wright speak at the convention to clarify the Affordable Care Act updates.

MARP: No report was given.

MECCA: Owen Smith reported via MCCA staff that the class sponsored by MECCA in May had 27 county dispatchers attend out of a total of 44 attendees. Other attendees were from state agencies. Nine attendees were from Bowdoin College communications and security. It was a good training at a great price.

MRDA: No report was given.

MSA: No report was given.

E. Corrections Report

Comm. Cote reported revisions to the Jail Standards glossary of terms have been completed leaving no further issues. The group expects to wrap up the project within one month.

F. Annual Convention Report

MCCA Office Manager Lauren Haven reported that vendor registration opened on June 1st. The Convention Planning Committee met on May 20th and continued to develop the educational session lineup for the convention. The group will meet next on June 17th at Penobscot Commissioners' Office in Bangor. Attendee registration is expected to open in July.

G. NACo Report

NACo's Annual Conference will be in Long Beach, CA in July. Travel arrangements have been made. Registration fees for this conference have been waived for both Comm. McGrane and Executive Director Rosemary Kulow.

D. Other Business

No other business was brought before the board.

VII. Adjournment

Comm. Fowler made a motion to adjourn at 11:27 a.m.; Comm. McGrane seconded the motion, which was unanimously approved. The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Michael Cote