

M.C.C.A.

Peter Baldacci, President
Penobscot County

Thomas Coward, Vice President
Cumberland County

Michael Cote, Secretary-Treasurer
York County

Rosemary Kulow
Executive Director

Lauren Haven
Office Manager



Maine County Commissioners Association

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MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting Minutes February 22, 2017

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

President Peter Baldacci called the meeting to order at 10:05 a.m. The attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Androscoggin* – Comm. Sally Christner; *Aroostook* – Comm. Paul Underwood proxy for Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Admin. Scott Adkins proxy for Comm. Percy Brown; *Knox* – Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. Jim Annis; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Washington* – Manager Betsy Fitzgerald proxy for Comm. Chris Gardner; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Androscoggin* – Admin. Larry Post; *Cumberland* – Comm. Steve Gorden, Asst. County Manager Jim Gailey, Finance Director Alex Kimball; *Knox* – Admin. Andrew Hart; *Lincoln* – Admin. Carrie Kipfer; *Somerset* – Admin. Dawn DiBlasi; *MSA* – Sheriff Troy Morton.

DIRECTORS ABSENT: *Franklin* – Comm. Charles Webster; *Hancock* – Comm. Percy Brown; *Kennebec* – Comm. George Jabar, II; *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. Graf moved and Comm. Fowler seconded approving the agenda with no additions. The motion was approved unanimously.

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

Comm. Fowler **moved** and Manager Betsy Fitzgerald **seconded** approving the minutes from the Board of Directors' meeting on January 11, 2017. The **motion** was **passed** with the addition of Piscataquis County Manager Tom Lizotte to the meeting attendance.

IV. Old Business

A. Legislative Issues/Positions

The group considered LD 597, *An Act To Make the Reimbursement Rate for Transfers of Inmates from County Jails Equal to the Federal Reimbursement Rate*, sponsored by Representative Bradlee Farrin. Comm. Graf said the goal is to set a standard daily rate between \$108 and \$118, and should not be lower than the federal rate of \$90. During the discussion, some directors indicated the funding to pay this boarding rate is not available. Sheriff Morton stated passing the bill would undercut inter-county agreements already in place. Finance Director Alex Kimball said the cost per inmate is difficult to estimate due to factors such as the length of incarceration and total number of inmates. Federal barding rates may differ from county to county. Comm. Fowler **moved** and Comm. Underwood **seconded** opposing the bill. The **motion** was **passed** with one opposing vote (Somerset).

V. New Business

A. Award 2016-2017 Audit Contract

The group reviewed the audit proposal submitted by Ron L. Beaulieu which included an option of an additional two-year period ending December 31, 2017. The company recently completed the 2014 and 2015 audit at a cost of \$3,000. The additional biennial audit would also be \$3,000. County Manager. Betsy Fitzgerald made a **motion** to award the biennial audit contract to Ron L. Beaulieu & Company. Administrator Pam Hile seconded the **motion** and it **passed** with a unanimous vote.

B. Consider Nominating Betsy Fitzgerald as MCCA's Representative to the Maine Library of Geographic Information Board

Comm. Fowler **moved** and Comm. Underwood **seconded** nominating Betsy Fitzgerald as MCCA's representative to the Maine Library of Geographic Information Board. The **motion** was **passed** with a unanimous vote.

C. Determine a Process to Hire an Executive Director

The group discussed how to move forward with hiring an executive director. Comm. Fowler stated it would be impossible to hire and educate someone to lobby for MCCA in this legislative session. County representatives will need to take responsibility to be at legislative events to give testimony and speak on behalf of the MCCA. Comm. Coward said it would certainly not happen in the next month. A committee would need to be assembled and begin a state or region-wide search using the current job description as a starting point. Comm. Graf said the group could consider expanding the Office Manager's role and hiring a lobbyist. Admin. Pam Hile said the organization is moving in the right direction and shouldn't regress by reducing staff. Admin.

Dawn DiBlasi said we could find an experienced lobbyist that could jump in. Comm. Graf said MCCA could have an executive director and a lobbyist.

President Baldacci proposed that the executive committee start the search. Comm. Cote said the committee could narrow down the candidates to a list of three. Comm. Baldacci asked if three months would be a reasonable amount of time to complete the hiring process. The executive committee will set up a conference call and will also look at options for this session.

D. Designate Person Authorized to Use MCCA Visa Credit Card for Business Purposes
E. Designate Person(s) Authorized to Sign Checks and Access MCCA Bank Account

Office Manager Lauren Haven stated she has been using the MCCA Visa credit card for normal business transactions. Comm. Baldacci stated it made sense to have the credit card re-issued in her name. Ms. Haven suggested that she continue to process the accounts payable and receivable. Warrant drafts could be sent to Secretary/Treasurer Mike Cote and checks could be signed by Ms. Haven upon his approval. The Board of Directors would continue to receive monthly financial reports with a list of transactions. Comm. Cote said he and Lauren have been working well together and there is a similar procedure in place for approving requisitions. Comm. Fowler made a **motion** to authorize Office Manager Lauren Haven to use the MCCA Visa credit card for business purposes and be listed as an authorized signatory on the MCCA bank accounts. The Secretary/Treasurer would continue to act as a backup. The motion was **seconded** by Comm. Graf and it was **approved** unanimously.

VI. Reports

A. Executive Director's Report

Executive Director Rosemary Kulow presented her report outlining her activity in January and upcoming meetings planned for February and the beginning of March. County Manager. Betsy Fitzgerald made a **motion** to place the report on file. Comm. Fowler seconded the **motion** and it was unanimously **approved**.

B. Financial Report

Executive Director Rosemary Kulow presented her report. Comm. Underwood **moved** and Comm. Cote **seconded** approving the report. The **motion** was unanimously **passed**.

C. Legislative Report

Admin. Andrew Hart pointed out that bill 614, "An Act To Establish a Presumption of Heart Disease or Hypertension in the Line of Duty for Corrections Officers under the Workers' Compensation Laws" referred to an increase in Workers' Comp. claims.

D. Association Reports

MACCAM: Administrator Andrew Hart reported the last meeting had been cancelled and the next meeting would be scheduled for a date in March.

MSA: Sheriff Morton reported that an MCCA representative was chosen for 2017. This would be his last MCCA meeting. Sheriff Kane will attend going forward. LD 248, An Act Regarding Law Enforcement Training for Former Military Police Officers, is being monitored by MSA. More

information is needed before the group takes a position. Currently military training does not count toward corrections training. The annual MSA conference is scheduled for March 29 and 30 at the Samoset Resort. MCCA members are encouraged to attend the conference and show support particularly for the awards ceremony in which employees are recognized. The MSA annual magazine is available. Copies can be found at local Sheriff's Offices.

E. Corrections Report

Sheriff Morton said there is a meeting scheduled to discuss issues. Sheriff Kane will be able to report on the outcome of the meeting.

F. Annual Convention Report

Office Manager Lauren Haven reported that the Convention Planning Committee met on February 17th at the MCCA offices. The group determined the conference menu and prices. Sunday River is in the process of generating a group code for attendees to use for hotel accommodations. An email will be sent to the large group as soon as the information is available to begin making hotel reservations. The committee will meet again on March 10th.

G. NACo Report

The Legislative conference will February 25th through March 1st. Comm. Baldacci and Comm. Fowler have made arrangements to attend educational sessions and meetings with Maine legislators.

VII. Other Business

Admin. Bob Devlin has requested a meeting with Governor LePage regarding supplemental jail funding. Admin. Dawn DiBlasi stated that representatives from both sending and receiving jails should be present at the meeting.

VIII. Adjournment

Comm. Fowler made a **motion** to adjourn at approximately 11:20 a.m.; Comm. Cote 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