

# M.C.C.A.

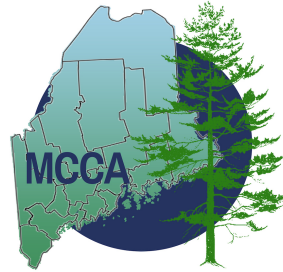
Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
Knox County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

4 Gabriel Drive, Suite 2  
Augusta, ME 04330  
207-623-4697  
[www.maine counties.org](http://www.maine counties.org)

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### MCCA Board of Directors' Meeting

April 11, 2018 at 10:00 am at the MCCA Offices

### Agenda

- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of March 15, 2018 Meeting Minutes
- IV. Plan for Jail Financing Reform
- V. Strategic Plan Review
- VI. MS-ISAC Multi-State Information Sharing & Analysis Center
- VII. Reports
  - A. Executive Director and Legislative Report
  - B. Financial Reports
  - C. Association Reports
  - D. Annual Convention Report
  - E. NACo Report
- VIII. Other Business
- IX. Adjournment



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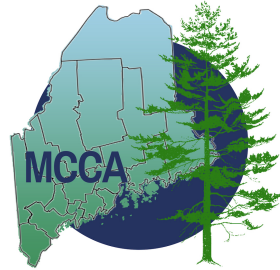
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## MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes MSA Conference, Pepperell Mill Campus, March 15, 2018

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

President Thomas Coward called the meeting to order at approximately 10:25 a.m. Attendees recited the Pledge of Allegiance and all present introduced themselves.

**DIRECTORS PRESENT:** *Androscoggin* – Comm. Zachary Maher; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Admin. Scott Adkins proxy for Comm. Percy Brown; *Kennebec* – Admin. Bob Devlin proxy for Comm. George Jabar; *Knox* – Comm. Carol Maines; *Lincoln* – Admin. Carrie Kipfer proxy for Comm. William Blodgett; *Oxford* – Admin. Scott Cole proxy for Comm. Steven Merrill; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Charles Crosby III; and *York* – Comm. Michael Cote.

**OTHERS PRESENT:** *Cumberland* – Comm. Steve Gorden and Manager Jim Gailey; *Kennebec* – Sheriff Ken Mason; *Lincoln* – Sheriff Todd Brackett; *Sagadahoc* – Sheriff Joel Merry; *York* – Comm. Cynthia Chadwick Granger and Sheriff William King; and *MSA* – Troy Morton and Executive Director Mary-Anne LaMarre.

**DIRECTORS ABSENT:** *Androscoggin* – Comm. Sally Christner; *Hancock* – Comm. Percy Brown; *Kennebec* – Comm. George Jabar; *Lincoln* – Comm. William Blodgett; *Oxford* – Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis and *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; 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. Fournier seconded approving the agenda with no additions. The motion was approved unanimously.*

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

Comm. Cote moved to approve the minutes from the Board of Directors' meeting on February 15, 2018 noting the absence of Comm. Blodgett. Comm. Maines seconded the motion with said revision and it was approved.

### IV. County Government Day Proclamation

President Tom Coward invited the group to read the County Government Day Proclamation designating April as County Government Month and April 12<sup>th</sup> as County Government Day in the Hall of Flags at the Maine State House. Comm. Cote moved, and Comm. Fournier seconded approving the proclamation for the upcoming celebratory event. The motion was approved unanimously.

### V. Reports

#### A. Executive Director and Legislative Report

Executive Director Charles Pray presented information about jail budget numbers formulated by MACCAM members and supplied to legislators and committees. County representatives including commissioners and sheriffs attended the joint Appropriations and Criminal Justice Committee workshop addressing the Department of Corrections, "*Proposal for the Restructuring of Maine County Jails*". Although Commissioner Fitzpatrick did not make a presentation, many took the opportunity to testify on behalf of county jails and their individual, unique funding issues which gained assurance from Representative Warren she will work with us. Representatives Grohman and Gerrish are apparently leaning toward a regional solution. Discussions at the table reinforced solidifying a long-term plan.

The group reviewed the MCCA letter to the Department of Labor on the WIOA (Workforce Innovation and Opportunity Act).

#### B. Financial Report

Office Manager Lauren Haven presented the February financial reports and highlighted a few item updates: All counties, aside from Franklin, have paid 2018 MCCA membership dues. The remainder of promised directory ad monies have been collected. Contact information for the State of Maine has been submitted to NACo for the, *NACo Roster* which will give MCCA an additional \$500 in revenues. Future monthly financial reports may include a side-by-side comparison with the last few years for overall prospective and sustainability. She invited questions about the reports.

Commissioner Gorden asked if Malcolm is handling the separation of Franklin County from the Risk Pool. Mr. Ulmer stated the county is being billed for remaining portions of claims owed to the Association. He will report any new information at future meetings.

Hearing no other questions, Comm. Cote moved, and Comm. Fournier seconded approving the financial reports. The motion was approved.

**C. Association Reports**

*MACCAM:* Admin. Scott Cole said the association planned to meet today at the MSA conference at 1:00 pm. He expects 50% of the group to be able to attend.

*MSA:* Sheriff Troy Morton thanked the commissioners for their participation at the MSA conference. He said the association appreciated they could collaborate to address issues together. He invited the group to attend sessions. Executive Director Charles Pray said we should all visit the vendors and gather information about products and services they offer.

**D. Annual Convention Report**

Office Manager Lauren Haven reported the Convention Planning Committee met March 1st at the MCCA offices. The committee was able to schedule Kevin Hancock, CEO of Hancock Lumber to be the lunch speaker on Friday. Hancock Lumber has been voted one of the best places to work in Maine for four years running. Kevin talks about empowering every employee and finding life balance. Every attendee at the Friday lunch will receive a copy of his book and he will have a table set up in the afternoon to sign books and visit with attendees.

The Committee is scheduled to meet next on April 5<sup>th</sup> at the MCCA offices. More details can be found in the meeting minutes enclosed in the agenda packet.

**E. NACo Report**

Office Manager Lauren Haven mentioned Comm. Baldacci recently attended the NACo Legislative Conference in Washington D.C. which took place March 3<sup>rd</sup> through March 7<sup>th</sup>. He was scheduled to meet with Maine Senators and attend various meetings.

**XIII. Other Business**

The group used this portion of the meeting to discuss jail funding and possible solutions. Some of the comments were as follows:

Sheriff Merry stated the legislators get their county jail expense figures from the Department of Correction which are reported to them by counties. The numbers we submit need to match the numbers they've been given to avoid confusion.

Sheriff Morton said counties have demonstrated tremendous efforts to streamline budgets and find creative ways to operate the jails with less money. We need to look at redirecting a percentage of the liquor sales tax to help fund county jails as these sales directly impact the number of people in jails. A fraction of the tax on marijuana is not going to be the answer. Local tax is not popular, but it could make a big difference. Mr. Pray said it could be easier to dedicate a percentage of tax already in place which would offset the surplus.

Sheriff Brackett said we need to take the lead and work with the right legislators to ensure any legislation introduced is county driven. Commissioner Coward said we need a study or sub-committee. Mr. Pray mentioned the solution needs to be proposed in the first year of the legislature. Sheriff Merry said we should formulate the plan this year and be ready to move forward. Admin. Scott Adkins said we need a three-headed approach with MCCA, MSA and MACCAM working together to best explain the issue and the solution.

Comm. Fournier moved to arrange an all-day workshop on June 13<sup>th</sup> with all three associations, MCCA, MSA and MACCAM. Comm. Gorden seconded the motion, and it was approved unanimously.

#### **XIV. Adjournment**

President Thomas Coward invited a motion to adjourn at approximately 11:44 a.m. Admin. Carrie Kipfer made the motion seconded by Comm. Gorden, and the motion passed without opposition. The group adjourned to other MSA conference activities.

Respectfully submitted,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Carol Maines

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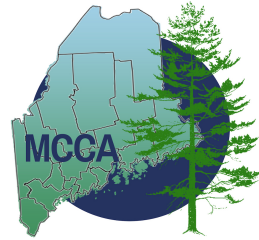
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## Maine County Commissioners Association Strategic Plan

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



**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

**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

**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.  
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
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.  
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.

**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

4. Relate to municipalities, provide support services; listen to stakeholders and implement their ideas as appropriate.  
Counties – ongoing
5. 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

**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
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 127<sup>th</sup> 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.  
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 15<sup>th</sup> 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
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.  
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.





## MS-ISAC

Multi-State Information  
Sharing & Analysis Center

### Who We Are

The Multi-State Information Sharing and Analysis Center (MS-ISAC®) is a voluntary and collaborative effort based on a strong partnership between the Center for Internet Security (CIS) and the Office of Cybersecurity and Communications within the U.S. Department of Homeland Security (DHS). The MS-ISAC has been designated by DHS as the key resource for cyber threat prevention, protection, response and recovery for the nation's state, local, territorial and tribal (SLTT) governments. Through its state-of-the-art 24/7 Security Operations Center, the MS-ISAC serves as a central resource for situational awareness and incident response for SLTT governments. *There is no cost to be a member.*

### Membership Benefits

- 24/7 Security Operations Center (SOC)
- Cybersecurity exercises
- Cybersecurity advisories & daily tips
- Cyber event notifications
- Awareness/education materials
- Network monitoring
- Vulnerability assessment services
- Secure portals for communication & document sharing
- Member initiatives & collaborative resources
- Malicious Code Analysis Platform (MCAP)
- Monthly newsletters, webcasts, & threat briefings
- Alert status map
- Incident response resources
- Cyber threat information & analytical products
- Discounts on CIS Security Benchmarks
- Discounts on training
- Nationwide Cyber Security Review (NCSR)
- Vulnerability Management Platform (VMP)



*"The Multi-State Information Sharing and Analysis Center (MS-ISAC)...allows the Federal Government to quickly and efficiently provide critical cyber threat, risk, vulnerability, and mitigation data to state and local governments."*

- U.S. DHS Secretary  
Janet Napolitano  
March 2013

Learn more about the MS-ISAC at <https://msisac.cisecurity.org>

# MS-ISAC Frequently Asked Questions

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## ***Who can join the Center for Internet Security's MS-ISAC?***

Membership is open to all U.S. SLTT government entities involved in cybersecurity and/or critical infrastructure protection.

## ***Who are the members?***

The MS-ISAC currently includes representatives from all 50 states, all 50 state capitals, all 78 Fusion Centers, hundreds of local governments, several tribal governments and U.S. territories. There are a total of 997 MS-ISAC member organizations across a diverse group of public sectors that includes government, education, utilities, transportation, and more.

## ***What does it cost to join the MS-ISAC?***

There is no cost to join the MS-ISAC. It is primarily supported by the DHS to serve as the central cybersecurity resource for the nation's SLTT governments. The MS-ISAC is a program within CIS.

## ***Can the Center for Internet Security's MS-ISAC help me with a cyber incident?***

Yes. CIS' Computer Emergency Response Team (CIS CERT) comprises highly trained staff who are able to assist you with a cybersecurity incident. CIS CERT can provide malware analysis, reverse engineering, log analysis, forensics analysis and vulnerability assessments. The Incident Response service is available to all SLTT entities – MS-ISAC membership is not required. If you are an SLTT entity and experience a cybersecurity incident or want to report an incident to improve situational awareness, contact us for assistance: [soc@msisac.org](mailto:soc@msisac.org) or 1-866-787-4722.

## ***Can other members of my organization join?***

Yes. Each organization designates a "Primary Member" who is then responsible for authorizing additional individuals in their organization to become members.

## ***Are there any requirements to join?***

The only requirement is the completion of a membership agreement, which sets forth the responsibilities of members to protect information that is shared.

## ***Are there any educational or training resources available?***

Yes. In addition to advisories and information bulletins regarding the latest cyber threats and vulnerabilities, the MS-ISAC provides a variety of educational, awareness, and training resources and opportunities.

## ***Does MS-ISAC work with federal agencies, private sector groups, and the other ISACs?***

Yes. The MS-ISAC works closely with federal partners at DHS, along with Federal Bureau of Investigation, U.S. Secret Service and others to better share information on emerging threats. The MS-ISAC also has strong relationships with major internet service providers, cybersecurity firms, researchers, and software developers.

## ***How do I join?***

Contact the CIS MS-ISAC at [info@msisac.org](mailto:info@msisac.org) or visit <https://msisac.cisecurity.org> to learn more.



**MS-ISAC**

Multi-State Information  
Sharing & Analysis Center



# MS-ISAC® Security Network Monitoring (Albert)

The Center for Internet Security (CIS), through the Multi-State Information Sharing & Analysis Center (MS-ISAC) offers network security monitoring services through a solution referred to as Albert. This service is available to U.S. State, Local, Tribal, and Territorial governments. Albert provides automated alerts on both traditional and advanced network threats, helping organizations identify malicious activity. This cost-effective Intrusion Detection System (IDS) uses open source software combined with the expertise of the CIS 24x7 Security Operations Center (SOC) to provide enhanced monitoring capabilities and notifications of malicious activity.



## How Does Albert Work?

Albert leverages a high-performance IDS engine for the identification and reporting of malicious events. It also monitors raw network packets and converts data into a netflow format for efficient storage and analysis of historical data.

*The basic lifecycle of an Albert event is as follows:*



## Detection & Monitoring

An IDS is only as effective as the signature set running on it. The Albert solution utilizes a unique and targeted signature set to ensure sensors rapidly recognize and alert on potentially malicious traffic occurring on the network.

*CIS™ utilizes four main sources of signatures:*

1. Commercial signatures that are optimal for detecting standard malware and crimeware
2. Advanced Persistent Threat (APT) indicators
3. Signatures developed in-house from indicators of compromise identified through forensic analysis conducted on hundreds of cyber incidents handled by the MS-ISAC Computer Emergency Response Team (CERT)
4. Open source research and reporting

## Alerts & Reporting

No logs or data reside on the sensor. All data collected is compressed, encrypted, and sent to the MS-ISAC on a regular basis for analysis. As alerts are analyzed and verified as legitimate, event notifications are sent to the organizations in accordance with pre-established escalation procedures. Notifications include which system(s) are affected, the identified issues, mitigation recommendations, and an attachment containing all traffic associated with the event. Our 24x7 SOC is always on hand to answer questions or query netflow data.

A comprehensive monthly activity report is made available, summarizing the malicious activity identified by each sensor deployed in the organization's environment. These reports provide details for all actionable alerts for the previous month, statistics on data such as total alerts generated vs. actionable alerts, as well as a review of the total volume of traffic monitored.



### What is Netflow and How is it Used?

A netflow record is a summary of a data exchange between two systems. It's based on seven distinct characteristics:

1. Source IP
2. Destination IP
3. Source Port
4. Destination Port
5. TCP Flags
6. Number of Bytes of Traffic Sent and Received
7. Timestamp Information (Start, End, and Duration of Connection)

Traditional network security monitoring services alert on malicious activity from the time a signature is deployed, going forward. However, by leveraging netflow logs, data can be reviewed retroactively to improve the ability to search for malicious activity. Data is stored for a period of five months and available to query. This allows previous network activity to be searched for specific threats reported by partners, as well as further investigation of any major concerns identified in the network environment.

### Sensor Details

The Albert service utilizes commodity hardware to help provide a robust offering at a low cost. The table below outlines the minimum requirements that must be met for each of the various amounts of traffic to be monitored.

Each sensor requires a minimum of two network cards, one for a management interface and one for a monitoring interface. We highly recommend Intel network cards with the following chipsets for the monitoring interface:

- Intel i350 (1Gb)
- Intel X520 (1Gb/10Gb Fiber)
- Intel X710 (1Gb/10Gb/40Gb Fiber)

Amount of Traffic Monitored	CPU	Memory (GB)	Storage Capacity	Form Factor
<100Mbps	4 Cores	8GB	150GB	VM or 1U
100Mbps – 1Gbps	8 Cores	16GB	150GB	1U
1Gbps – 10Gbps	16 Cores @2.5Ghz	32GB	150GB	1U
>10Gbps	48 Cores @2.7Ghz	64GB	150GB	1U

We recommend supplying an Albert sensor with network traffic by way of a network tap or data aggregator (such as a gigamon) if your infrastructure already supports these options. For smaller <1Gb networks, a span port off a router or switch will work well.

### Management

Monitoring, as well as full management of the sensor, is handled by the MS-ISAC. This includes maintaining the operating system, IDS engine, netflow tools, and signature sets.

We will work with your organization to make signature modifications upon request. We can also collaborate with you to write custom signatures to detect specific types of malicious activity on your network.

### Pricing

Pricing is based on average Internet connection utilization. A one-time initiation fee of \$900 USD applies. To get started with MS-ISAC network security monitoring, contact us today at [services@cisecurity.org](mailto:services@cisecurity.org).

Average Internet Utilization	Monthly Fee (USD)
Up to 100Mbps	\$620
>1Gbps	\$1,460
>100Mbps – 1Gbps	\$940

# M.C.C.A.

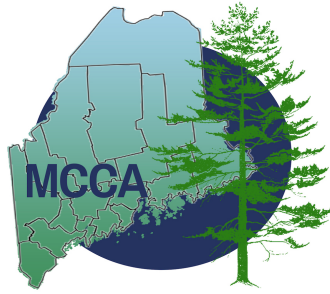
Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
Knox County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

4 Gabriel Drive, Suite 2  
Augusta, ME 04330  
207-623-4697  
[www.mainecounties.org](http://www.mainecounties.org)

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

**The Executive Director's Report will be distributed  
with the printed agenda packets for the meeting.**



# MAINE COUNTY COMMISSIONERS ASSOCIATION

## March 2018 Financial Report

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Attached please find the financial reports for the month of March 2018. The Balance Sheet shows total assets and liabilities at \$205,993. This amount includes \$31,825 from the money market account for MainePERS employer contributions.

Debits to the bank account in March totaled \$18,051.76, and receipts of \$10,603.51 were credited to the account. This income includes membership dues, a quarterly NACo public retirement payment, Cumberland County's \$300 sponsorship for Maine County Government Day, and advertising revenue. Future months may reflect a small credit from Google advertising through the MCCA website which has recently been approved.

The general fund checking account balance as of March 31<sup>st</sup> was \$167,066.33 as some transactions had not yet cleared. With about 25% of the year elapsed, approximately 57% of the \$250,446 budgeted revenue has been received. On the expenditure side, \$18,014 was expended in March and \$51,551 or 21% has been expended year-to-date.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail and Expenses by Vendor* 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. One new report has been created this month, a previous year comparison showing March of this year and March of 2017 respectively.

Respectfully submitted,



Lauren Haven  
Office Manager

Accepted by:

Date: April 11, 2018

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Charles Pray, Executive Director

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Thomas Coward, President

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Amy Fowler, Vice-President

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Carol Maines, Secretary-Treasurer



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

	Budget	March 2018	Jan-Mar 201818	\$ Over Budget	% of Budget
<b>Income</b>					
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	
<b>Total 4100-00 · Convention Income</b>	<b>42,900</b>			<b>-42,900</b>	
4300-00 · Dues	136,935		136,935		100%
4400-00 · Other Income	4,500	1,767	5,623	1,123	125%
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	2	16	-84	16%
4920-00 · Transfer in from Fund Balance	29,830			-29,830	
<b>Total Income</b>	<b>250,446</b>	<b>1,769</b>	<b>142,574</b>	<b>-107,872</b>	<b>57%</b>
<b>Gross Profit</b>	<b>250,446</b>	<b>1,769</b>	<b>142,574</b>	<b>-107,872</b>	<b>57%</b>
<b>Expense</b>					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	182	470	-1,530	24%
5030-00 · FICA	9,620	920	2,392	-7,228	25%
5040-00 · MainePERS Contributions	9,431	684	2,225	-7,206	24%
5050-00 · Salary-Office Manager	47,951	4,611	12,070	-35,881	25%
5060-00 · Salary-Executive Director	79,040	7,600	19,760	-59,280	25%
<b>Total 5000-00 · Payroll Expenses</b>	<b>148,042</b>	<b>13,997</b>	<b>36,917</b>	<b>-111,125</b>	<b>25%</b>
5100-00 · Insurance					
5110-00 · Health Insurance	11,300	940	2,819	-8,481	25%
5120-00 · Commercial, Crime, D&O Ins	2,054	58	173	-1,881	8%
5130-00 · Workers Comp	550	132	132	-418	24%
5140-00 · Unemployment Comp Ins	450		121	-329	27%
<b>Total 5100-00 · Insurance</b>	<b>14,354</b>	<b>1,130</b>	<b>3,245</b>	<b>-11,109</b>	<b>23%</b>
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	3,000			-3,000	
<b>Total 6010-00 · Prof. Services</b>	<b>3,500</b>			<b>-3,500</b>	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200			-200	
<b>Total 6030-00 · Lobbying</b>	<b>200</b>			<b>-200</b>	
6040-00 · NACO Expenses					
6041-00 · Conferences	6,470			-6,470	
<b>Total 6040-00 · NACO Expenses</b>	<b>6,470</b>			<b>-6,470</b>	

	Budget	March 2018	Jan-Mar 2018	\$ Over Budget	% of Budget
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	
<b>Total 6110-00 · Convention Expense</b>	<b>34,500</b>		<b>500</b>	<b>-34,000</b>	<b>1%</b>
6140-00 · Copies-Printing					
6142-00 · Directory	100	100	100		100%
<b>Total 6140-00 · Copies-Printing</b>	<b>100</b>	<b>100</b>	<b>100</b>		<b>100%</b>
6145-00 · Dues Expense	1,100		1,350	250	123%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	250		42	-208	17%
6152-00 · IT Services	1,700	125	375	-1,325	22%
6153-00 · Photocopier Lease	3,400	289	866	-2,534	25%
6154-00 · Printer & Supplies	1,000	115	436	-564	44%
6156-00 · Other	400			-400	
<b>Total 6150-00 · Equipment - Office</b>	<b>6,750</b>	<b>529</b>	<b>1,719</b>	<b>-5,031</b>	<b>25%</b>
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	408	638	-2,162	23%
6175-00 · Meetings - Other	750			-750	
<b>Total 6170-00 · Meeting Expense</b>	<b>5,800</b>	<b>408</b>	<b>2,133</b>	<b>-3,667</b>	<b>37%</b>
6180-00 · Mileage & Travel Expense	2,750	80	150	-2,600	5%
6195-00 · Office Space Rental	19,000	1,497	4,492	-14,508	24%
6215-00 · Postage-Shipping	250		50	-200	20%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000	30	136	-1,864	7%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	75	225	-1,605	12%
6243-00 · Phone, Fax & Internet	2,200	168	504	-1,696	23%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>4,030</b>	<b>243</b>	<b>729</b>	<b>-3,301</b>	<b>18%</b>
6250-00 · Website	100			-100	
6260-00 · Contingency	500			-500	
<b>Total Expense</b>	<b>250,446</b>	<b>18,014</b>	<b>51,551</b>	<b>-198,895</b>	<b>21%</b>



**Maine County Commissioners Association**  
**Balance Sheet (accrual)**  
As of March 31, 2018

	<b>March 2018</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
MCCA Checking-Savings Bank	167,058.75
Money Market Account	31,825.42
Petty Cash Account	200.00
<b>Total Checking/Savings</b>	<u>199,084.17</u>
<b>Accounts Receivable</b>	
Receivables	1,497.00
<b>Total Accounts Receivable</b>	<u>1,497.00</u>
<b>Total Current Assets</b>	<u>200,581.17</u>
<b>Fixed Assets</b>	
RLB0019 - Accumulated Depreciation	-2,912.00
RLB0028 - Equipment	6,660.00
RLB0030 - Depreciation	1,664.00
<b>Total Fixed Assets</b>	<u>5,412.00</u>
<b>TOTAL ASSETS</b>	<u><u>205,993.17</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	-620.28
<b>Total Accounts Payable</b>	<u>-620.28</u>
<b>Other Current Liabilities</b>	
1000-00 - Employee Health Insurance Contr	1,043.11
1001-00 - MainePERS Employee Contribution	111.79
RLB0032 - Accrued Vacation	820.90
<b>Total Other Current Liabilities</b>	<u>1,975.80</u>
<b>Total Current Liabilities</b>	<u>1,355.52</u>
<b>Total Liabilities</b>	1,355.52
<b>Equity</b>	
3200-00 - Fund Balance to Current Yr Inc	-111,452.00
3900-00 - Earnings	225,066.11
Net Income	91,023.54
<b>Total Equity</b>	<u>204,637.65</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>205,993.17</u></u>



**Maine County Commissioners Association**  
**Reconciliation Summary**  
**Money Market Account, Period Ending 03/20/18**

	<b>March 2018</b>
<b>Beginning Balance</b>	<b>31,823.06</b>
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<b>2.36</b>
<b>Total Cleared Transactions</b>	<b>2.36</b>
<b>Cleared Balance</b>	<b>31,825.42</b>
<b>Register Balance as of 03/20/18</b>	<b>31,825.42</b>
<b>Ending Balance</b>	<b>31,825.42</b>



**Maine County Commissioners Association**  
**Reconciliation Summary**  
**MCCA Checking-Savings Bank, Period Ending 03/31/18**

	<b>March 2018</b>
<b>Beginning Balance</b>	<b>176,243.75</b>
<b>Cleared Transactions</b>	
<b>Checks and Payments - 15 items</b>	<b>-18,051.76</b>
<b>Deposits and Credits - 5 items</b>	<b>10,603.51</b>
<b>Total Cleared Transactions</b>	<b>-7,448.25</b>
<b>Cleared Balance</b>	<b>168,795.50</b>
<b>Uncleared Transactions</b>	
<b>Checks and Payments - 3 items</b>	<b>-1,729.17</b>
<b>Total Uncleared Transactions</b>	<b>-1,729.17</b>
<b>Register Balance as of 03/31/18</b>	<b>167,066.33</b>
<b>Ending Balance</b>	<b>167,066.33</b>



**Maine County Commissioners Association**  
**Reconciliation Detail**  
MCCA Checking-Savings Bank, Period Ending 03/31/18

	Type	Date	Name	Amount	Balance
<b>Beginning Balance</b>					<b>176,243.75</b>
<b>Cleared Transactions</b>					
<b>Checks and Payments - 15 Items</b>					
	Bill Pmt -Check	2/26	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	2/26	Maine Municipal Association	-121.03	-1,618.20
	Bill Pmt -Check	2/26	Maine Sheriffs Association	-50.00	-1,668.20
	Bill Pmt -Check	3/2	Bangor Payroll	-2,417.61	-4,085.81
	Bill Pmt -Check	3/7	MainePERS	-683.80	-4,769.61
	Bill Pmt -Check	3/7	Spectrum Business/TWC	-167.92	-4,937.53
	Bill Pmt -Check	3/7	Capitol Computers	-125.00	-5,062.53
	Bill Pmt -Check	3/9	Bangor Payroll	-2,417.61	-7,480.14
	Bill Pmt -Check	3/16	Bangor Payroll	-2,417.61	-9,897.75
	Bill Pmt -Check	3/23	Bangor Payroll	-2,417.61	-12,315.36
	Bill Pmt -Check	3/27	Camden National Bank	-641.02	-12,956.38
	Bill Pmt -Check	3/27	US Bank	-288.80	-13,245.18
	Bill Pmt -Check	3/27	Haven, Lauren	-167.17	-13,412.35
	Bill Pmt -Check	3/27	Liberty Mutual Insurance	-57.50	-13,469.85
	Bill Pmt -Check	3/30	Bangor Payroll	-4,581.91	-18,051.76
<b>Total Checks and Payments</b>				<b>-18,051.76</b>	<b>-18,051.76</b>
<b>Deposits and Credits - 5 Items</b>					
	Deposit	3/12	National Association of Counties	70.40	70.40
	Payment	3/14	Oxford County	9,129.00	9,199.40
	Deposit	3/30	Cumberland County	300.00	9,499.40
	Deposit	3/30	Nationwide Retirement Solutions	1,096.53	10,595.93
	Deposit	4/1		7.58	10,603.51
<b>Total Deposits and Credits</b>				<b>10,603.51</b>	<b>10,603.51</b>
<b>Total Cleared Transactions</b>				<b>-7,448.25</b>	<b>-7,448.25</b>
<b>Cleared Balance</b>				<b>-7,448.25</b>	<b>168,795.50</b>
<b>Uncleared Transactions</b>					
<b>Checks and Payments - 3 Items</b>					
	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	3/27	Great Falls Insurance Company	-132.00	-1,729.17
<b>Total Checks and Payments</b>				<b>-1,729.17</b>	<b>-1,729.17</b>
<b>Total Uncleared Transactions</b>				<b>-1,729.17</b>	<b>-1,729.17</b>
<b>Register Balance as of 03/31/18</b>				<b>-9,177.42</b>	<b>167,066.33</b>
<b>Ending Balance</b>				<b>-9,177.42</b>	<b>167,066.33</b>





# Maine County Commissioners Association

## Expenses by Vendor Detail

March 2018

04/03/2018

Accrual Basis

Date	Memo	Account	Amount	Balance
<b>Bangor Payroll</b>				
3/2	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	922.13
3/2	Taxes	5030-00 · FICA	183.27	1,105.40
3/2	Processing fee	5020-00 · Payroll Fees	34.00	1,139.40
3/2	ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,659.40
3/9	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	3,581.53
3/9	Taxes	5030-00 · FICA	183.27	3,764.80
3/9	Processing fee	5020-00 · Payroll Fees	34.00	3,798.80
3/9	ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,318.80
3/16	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	6,240.93
3/16	Taxes	5030-00 · FICA	183.27	6,424.20
3/16	Processing fee	5020-00 · Payroll Fees	34.00	6,458.20
3/16	ED Salary	5060-00 · Salary-Executive Director	1,520.00	7,978.20
3/23	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	8,900.33
3/23	Taxes	5030-00 · FICA	183.27	9,083.60
3/23	Processing fee	5020-00 · Payroll Fees	34.00	9,117.60
3/23	ED Salary	5060-00 · Salary-Executive Director	1,520.00	10,637.60
3/30	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	11,559.73
3/30	Taxes	5030-00 · FICA	186.83	11,746.56
3/30	Processing fee	5020-00 · Payroll Fees	46.00	11,792.56
3/30	ER Health Insurance Contributions	5110-00 · Health Insurance	939.79	12,732.35
3/30	Payroll for week 3/19 to 3/25/18	5060-00 · Salary-Executive Director	1,520.00	14,252.35
			14,252.35	14,252.35
<b>Total Bangor Payroll</b>				
<b>Camden National Bank</b>				
3/27		6142-00 · Directory	100.00	100.00
3/27		6154-00 · Printer & Supplies	114.96	214.96
3/27		6173-00 · Monthly	407.79	622.75
3/27		6235-00 · Supplies	18.27	641.02
			641.02	641.02
<b>Total Camden National Bank</b>				

	Date	Memo	Account	Amount	Balance
<b>Capitol Computers</b>					
Total Capitol Computers	3/7		6152-00 · IT Services	125.00	125.00
<b>Cumberland County</b>					
Total Cumberland County	3/30	Deposit	4400-00 · Other Income	-300.00	-300.00
<b>Great Falls Insurance Company</b>					
Total Great Falls Insurance Company	3/27		5130-00 · Workers Comp	132.00	132.00
<b>Haven, Lauren</b>					
Total Haven, Lauren	3/27		6180-00 · Mileage & Travel Expense	80.49	80.49
<b>Liberty Mutual Insurance</b>	3/27		6235-00 · Supplies	11.68	92.17
	3/27		6241-00 · Cell Phone	75.00	167.17
				167.17	167.17
<b>Liberty Mutual Insurance</b>					
Total Liberty Mutual Insurance	3/27		5120-00 · Commercial, Crime, D&O Ins	57.50	57.50
<b>Maine Farm Bureau</b>					
Total Maine Farm Bureau	3/27		6195-00 · Office Space Rental	1,497.17	1,497.17
<b>MainePERS</b>					
Total MainePERS	3/7		5040-00 · MainePERS Contributions	683.80	683.80
<b>Spectrum Business/TWC</b>					
Total Spectrum Business/TWC	3/7		6243-00 · Phone, Fax & Internet	167.92	167.92
<b>US Bank</b>					
Total US Bank	3/27		6153-00 · Photocopier Lease	288.80	288.80
<b>TOTAL</b>				17,712.73	17,712.73

# Maine County Commissioners Association Transaction Detail by Account

March 2018

Accrual Basis

## MCCA Checking-Savings Bank

Date	Num	Name	Memo	Amount	Balance
3/2	EFT	Bangor Payroll	Payroll for week 2/19 to 2/25/18	-2,417.61	-2,417.61
3/7	3893	MainePERS		-683.80	-3,101.41
3/7	3894	Capitol Computers		-125.00	-3,226.41
3/7	EFT	Spectrum Business/TWC		-167.92	-3,394.33
3/9	EFT	Bangor Payroll	Payroll for week 2/26 to 3/4/18	-2,417.61	-5,811.94
3/12	EFT	National Association of Counties	Deposit	70.40	-5,741.54
3/14		Oxford County		9,129.00	3,387.46
3/16	EFT	Bangor Payroll	Payroll for week 3/5 to 3/11/18	-2,417.61	969.85
3/23	EFT	Bangor Payroll	Payroll for week 3/12 to 3/18/18	-2,417.61	-1,447.76
3/27	3895	Great Falls Insurance Company		-132.00	-1,579.76
3/27	EFT	Liberty Mutual Insurance		-57.50	-1,637.26
3/27	EFT	US Bank		-288.80	-1,926.06
3/27	3896	Maine Farm Bureau		-1,497.17	-3,423.23
3/27	EFT	Camden National Bank		-641.02	-4,064.25
3/27	3897	Haven, Lauren		-167.17	-4,231.42
3/30		Nationwide Retirement Solutions	Deposit	1,096.53	-3,134.89
3/30		Cumberland County	Deposit	300.00	-2,834.89
3/30	EFT	Bangor Payroll	Payroll for week 3/19 to 3/25/18	-4,581.91	-7,416.80
				-7,416.80	-7,416.80
3/20			Interest	2.36	2.36
				2.36	2.36
3/14		Oxford County		-9,129.00	-9,129.00
3/16	2055	Cumberland County Maine		300.00	-8,829.00
				-8,829.00	-8,829.00
3/2	2018-09	Bangor Payroll	Payroll for week 2/19 to 2/25/18	-2,417.61	-2,417.61
3/2	EFT	Bangor Payroll	Payroll for week 2/19 to 2/25/18	2,417.61	0.00
3/7		MainePERS		-683.80	-683.80
3/7	3893	MainePERS		683.80	0.00

Total MCCA Checking-Savings Bank  
Money Market Account

Total Money Market Account  
Receivables

Total Receivables  
Accounts Payable

Accrual Basis

Date	Num	Name	Memo	Amount	Balance
3/7		Capitol Computers		-125.00	-125.00
3/7	3894	Capitol Computers		125.00	0.00
3/7		Spectrum Business/TWC		-167.92	-167.92
3/7	EFT	Spectrum Business/TWC		167.92	0.00
3/9	2018-10	Bangor Payroll	Payroll for week 2/26 to 3/4/18	-2,417.61	-2,417.61
3/9	EFT	Bangor Payroll	Payroll for week 2/26 to 3/4/18	2,417.61	0.00
3/16	2018-11	Bangor Payroll	Payroll for week 3/5 to 3/11/18	-2,417.61	-2,417.61
3/16	EFT	Bangor Payroll	Payroll for week 3/5 to 3/11/18	2,417.61	0.00
3/23	2018-12	Bangor Payroll	Payroll for week 3/12 to 3/18/18	-2,417.61	-2,417.61
3/23	EFT	Bangor Payroll	Payroll for week 3/12 to 3/18/18	2,417.61	0.00
3/27		Maine Farm Bureau		-1,497.17	-1,497.17
3/27		Liberty Mutual Insurance		-57.50	-1,554.67
3/27		Great Falls Insurance Company		-132.00	-1,686.67
3/27	3895	Great Falls Insurance Company		132.00	-1,554.67
3/27	EFT	Liberty Mutual Insurance		57.50	-1,497.17
3/27		US Bank		-288.80	-1,785.97
3/27	EFT	US Bank		288.80	-1,497.17
3/27	3896	Maine Farm Bureau		1,497.17	0.00
3/27		Camden National Bank		-641.02	-641.02
3/27	EFT	Camden National Bank		641.02	0.00
3/27		Haven, Lauren		-167.17	-167.17
3/27	3897	Haven, Lauren		167.17	0.00
3/30	2018-13	Bangor Payroll	Payroll for week 3/19 to 3/25/18	-4,581.91	-4,581.91
3/30	EFT	Bangor Payroll	Payroll for week 3/19 to 3/25/18	4,581.91	0.00
Total Accounts Payable				0.00	0.00
1000-00 - EE Health Insurance Contr					
3/2	2018-09	Bangor Payroll	EE Health Insurance Contrs	-46.42	-46.42
3/9	2018-10	Bangor Payroll	EE Health Insurance Contrs	-46.42	-92.84
3/16	2018-11	Bangor Payroll	EE Health Insurance Contrs	-46.42	-139.26
3/23	2018-12	Bangor Payroll	EE Health Insurance Contrs	-46.42	-185.68
3/30	2018-13	Bangor Payroll	EE Health Insurance Contrs	185.68	0.00
3/30	2018-13	Bangor Payroll	Payroll for week 3/19 to 3/25/18	0.00	0.00
Total 1000-00 - EE Health Insurance Contr				0.00	0.00
1001-00 - MainePERS EE Cont					
3/2	2018-09	Bangor Payroll	EE Cont	-195.37	-195.37

Accrual Basis

	Date	Num	Name	Memo	Amount	Balance
Total 1001-00 · MainePERS EE Cont 4400-00 · Other Income	3/9	2018-10	Bangor Payroll	EE Cont	-195.37	-390.74
	3/16	2018-11	Bangor Payroll	EE Cont	-195.37	-586.11
	3/23	2018-12	Bangor Payroll	EE Cont	-195.37	-781.48
	3/30	2018-13	Bangor Payroll	EE Cont	-195.37	-976.85
	3/30	2018-13	Bangor Payroll	EE MEPERS Retirement Confs	976.85	0.00
					0.00	0.00
Total 4400-00 · Other Income 4810-00 · Interest Earned	3/12	EFT	National Association of Counties	Deposit	-70.40	-70.40
	3/16	2055	Cumberland County Maine	Sponsored refreshments for an MCCA eve	-300.00	-370.40
	3/30		Nationwide Retirement Solutions	Deposit	-1,096.53	-1,466.93
	3/30		Cumberland County	Deposit	-300.00	-1,766.93
					-1,766.93	-1,766.93
Total 4810-00 · Interest Earned 5000-00 · Payroll Expenses	3/20			Interest	-2.36	-2.36
					-2.36	-2.36
5020-00 · Payroll Fees	3/2	2018-09	Bangor Payroll	Processing fee	34.00	34.00
	3/9	2018-10	Bangor Payroll	Processing fee	34.00	68.00
	3/16	2018-11	Bangor Payroll	Processing fee	34.00	102.00
	3/23	2018-12	Bangor Payroll	Processing fee	34.00	136.00
	3/30	2018-13	Bangor Payroll	Processing fee	46.00	182.00
					182.00	182.00
Total 5020-00 · Payroll Fees 5030-00 · FICA						
Total 5030-00 · FICA 5040-00 · MainePERS Confs	3/2	2018-09	Bangor Payroll	Taxes	183.27	183.27
	3/9	2018-10	Bangor Payroll	Taxes	183.27	366.54
	3/16	2018-11	Bangor Payroll	Taxes	183.27	549.81
	3/23	2018-12	Bangor Payroll	Taxes	183.27	733.08
	3/30	2018-13	Bangor Payroll	Taxes	186.83	919.91
					919.91	919.91
Total 5040-00 · MainePERS Confs 5050-00 · Salary-Office Manager	3/7		MainePERS		683.80	683.80
					683.80	683.80
	3/2	2018-09	Bangor Payroll	Office Managers Salary	922.13	922.13

Accrual Basis	Date	Num	Name	Memo	Amount	Balance
Total 5050-00 · Salary-Office Manager 5060-00 · Salary-Executive Director	3/9	2018-10	Bangor Payroll	Office Managers Salary	922.13	1,844.26
	3/16	2018-11	Bangor Payroll	Office Managers Salary	922.13	2,766.39
	3/23	2018-12	Bangor Payroll	Office Managers Salary	922.13	3,688.52
	3/30	2018-13	Bangor Payroll	Office Managers Salary	922.13	4,610.65
					4,610.65	4,610.65
Total 5060-00 · Salary-Executive Director Total 5000-00 · Payroll Expenses 5100-00 · Insurance 5110-00 · Health Insurance	3/2	2018-09	Bangor Payroll	ED Salary	1,520.00	1,520.00
	3/9	2018-10	Bangor Payroll	ED Salary	1,520.00	3,040.00
	3/16	2018-11	Bangor Payroll	ED Salary	1,520.00	4,560.00
	3/23	2018-12	Bangor Payroll	ED Salary	1,520.00	6,080.00
	3/30	2018-13	Bangor Payroll	Payroll for week 3/19 to 3/25/18	1,520.00	7,600.00
					7,600.00	7,600.00
					13,996.36	13,996.36
Total 5110-00 · Health Insurance 5120-00 · Comm, Crime, D&O Ins	3/30	2018-13	Bangor Payroll	ER Health Insurance Conls	939.79	939.79
					939.79	939.79
Total 5120-00 · Comm, Crime, D&O Ins 5130-00 · Workers Comp	3/27		Liberty Mutual Insurance		57.50	57.50
					57.50	57.50
Total 5130-00 · Workers Comp Total 5100-00 · Insurance 6140-00 · Copies-Printing 6142-00 · Directory	3/27		Great Falls Insurance Company		132.00	132.00
					132.00	132.00
					1,129.29	1,129.29
Total 6142-00 · Directory Total 6140-00 · Copies-Printing 6150-00 · Equipment - Office 6152-00 · IT Services	3/27		Camden National Bank		100.00	100.00
					100.00	100.00
					100.00	100.00
Total 6152-00 · IT Services 6153-00 · Photocopier Lease	3/7		Capitol Computers		125.00	125.00
					125.00	125.00

Accrual Basis	Date	Num	Name	Memo	Amount	Balance
Total 6153-00 · Photocopier Lease	3/27		US Bank		288.80	288.80
6154-00 · Printer & Supplies					288.80	288.80
Total 6154-00 · Printer & Supplies	3/27		Camden National Bank		114.96	114.96
Total 6150-00 · Equipment - Office					114.96	114.96
6170-00 · Meeting Expense					528.76	528.76
6173-00 · Monthly						
Total 6173-00 · Monthly	3/27		Camden National Bank		407.79	407.79
Total 6170-00 · Meeting Expense					407.79	407.79
6180-00 · Mileage & Travel Expense					407.79	407.79
Total 6180-00 · Mileage & Travel Expense	3/27		Haven, Lauren		80.49	80.49
6195-00 · Office Space Rental					80.49	80.49
Total 6195-00 · Office Space Rental	3/27		Maine Farm Bureau		1,497.17	1,497.17
6235-00 · Supplies					1,497.17	1,497.17
Total 6235-00 · Supplies	3/27		Camden National Bank		18.27	18.27
6240-00 · Telephone, Fax & Internet	3/27		Haven, Lauren		11.68	29.95
6241-00 · Cell Phone					29.95	29.95
Total 6241-00 · Cell Phone	3/27		Haven, Lauren		75.00	75.00
6243-00 · Phone, Fax & Internet					75.00	75.00
Total 6243-00 · Phone, Fax & Internet	3/7		Spectrum Business/TWC		167.92	167.92
6240-00 · Telephone, Fax & Internet					167.92	167.92
Total 6240-00 · Telephone, Fax & Internet					242.92	242.92





**Maine County Commissioners Association**  
**Profit & Loss Prev Year Comparison**  
January through March 2017 & 2018

	Jan - Mar 2018	Jan - Mar 2017	\$ Change	% Change
<b>Income</b>				
4300-00 · Dues	136,935.00	143,200.00	-6,265.00	-4.38%
4400-00 · Other Income	5,623.49	443.03	5,180.46	1,169.33%
4600-00 · MCCA Risk Pool Assessment	0.00	26,250.00	-26,250.00	-100.0%
4810-00 · Interest Earned	15.81	20.55	-4.74	-23.07%
<b>Total Income</b>	<b>142,574.30</b>	<b>169,913.58</b>	<b>-27,339.28</b>	<b>-16.09%</b>
<b>Gross Profit</b>	<b>142,574.30</b>	<b>169,913.58</b>	<b>-27,339.28</b>	<b>-16.09%</b>
<b>Expense</b>				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	470.00	456.00	14.00	3.07%
5030-00 · FICA	2,392.39	2,381.39	11.00	0.46%
5040-00 · MainePERS Contributions	2,224.90	1,964.89	260.01	13.23%
5050-00 · Salary-Office Manager	12,069.86	11,869.00	200.86	1.69%
5060-00 · Salary-Executive Director	19,760.00	23,457.04	-3,697.04	-15.76%
<b>Total 5000-00 · Payroll Expenses</b>	<b>36,917.15</b>	<b>40,128.32</b>	<b>-3,211.17</b>	<b>-8.0%</b>
5100-00 · Insurance				
5110-00 · Health Insurance	2,819.37	4,722.48	-1,903.11	-40.3%
5120-00 · Commercial, Crime, D&O Ins	172.50	217.20	-44.70	-20.58%
5130-00 · Workers Comp	132.00	139.00	-7.00	-5.04%
5140-00 · Unemployment Comp Ins	121.03	369.28	-248.25	-67.23%
<b>Total 5100-00 · Insurance</b>	<b>3,244.90</b>	<b>5,447.96</b>	<b>-2,203.06</b>	<b>-40.44%</b>
6010-00 · Prof. Services				
6013-00 · Financial Audit	0.00	2,250.00	-2,250.00	-100.0%
<b>Total 6010-00 · Prof. Services</b>	<b>0.00</b>	<b>2,250.00</b>	<b>-2,250.00</b>	<b>-100.0%</b>
6030-00 · Lobbying				
6031-00 · Lobbying Reg	0.00	200.00	-200.00	-100.0%
6032-00 · Lobbying - Contractual	0.00	2,700.00	-2,700.00	-100.0%
<b>Total 6030-00 · Lobbying</b>	<b>0.00</b>	<b>2,900.00</b>	<b>-2,900.00</b>	<b>-100.0%</b>
6040-00 · NACO Expenses				
6041-00 · Conferences	0.00	3,049.65	-3,049.65	-100.0%
<b>Total 6040-00 · NACO Expenses</b>	<b>0.00</b>	<b>3,049.65</b>	<b>-3,049.65</b>	<b>-100.0%</b>
6050-00 · Education and Training	0.00	310.00	-310.00	-100.0%
6110-00 · Convention Expense				
6118-00 · Meeting Exp.	500.00	746.10	-246.10	-32.99%
<b>Total 6110-00 · Convention Expense</b>	<b>500.00</b>	<b>746.10</b>	<b>-246.10</b>	<b>-32.99%</b>
6140-00 · Copies-Printing				
6142-00 · Directory	100.00	94.63	5.37	5.68%
<b>Total 6140-00 · Copies-Printing</b>	<b>100.00</b>	<b>94.63</b>	<b>5.37</b>	<b>5.68%</b>
6145-00 · Dues Expense	1,350.00	1,100.00	250.00	22.73%
6150-00 · Equipment - Office				

	Jan - Mar 2018	Jan - Mar 2017	\$ Change	% Change
6151-00 · Computer Hardware & Software	42.19	325.44	-283.25	-87.04%
6152-00 · IT Services	375.00	375.00	0.00	0.0%
6153-00 · Photocopier Lease	866.40	844.71	21.69	2.57%
6154-00 · Printer & Supplies	435.98	461.57	-25.59	-5.54%
<b>Total 6150-00 · Equipment - Office</b>	<b>1,719.57</b>	<b>2,006.72</b>	<b>-287.15</b>	<b>-14.31%</b>
6160-00 · Fees	29.50	46.60	-17.10	-36.7%
6170-00 · Meeting Expense				
6171-00 · Annual Meeting	1,495.00	1,018.50	476.50	46.78%
6173-00 · Monthly	637.79	639.59	-1.80	-0.28%
6175-00 · Meetings - Other	0.00	100.00	-100.00	-100.0%
<b>Total 6170-00 · Meeting Expense</b>	<b>2,132.79</b>	<b>1,758.09</b>	<b>374.70</b>	<b>21.31%</b>
6180-00 · Mileage & Travel Expense	150.31	1,337.13	-1,186.82	-88.76%
6195-00 · Office Space Rental	4,491.51	4,491.51	0.00	0.0%
6215-00 · Postage-Shipping	50.00	9.67	40.33	417.06%
6235-00 · Supplies	136.33	295.27	-158.94	-53.83%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	225.00	390.99	-165.99	-42.45%
6243-00 · Phone, Fax & Internet	503.70	502.70	1.00	0.2%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>728.70</b>	<b>893.69</b>	<b>-164.99</b>	<b>-18.46%</b>
6260-00 · Contingency	0.00	261.89	-261.89	-100.0%
<b>Total Expense</b>	<b>51,550.76</b>	<b>67,127.23</b>	<b>-15,576.47</b>	<b>-23.2%</b>
<b>Net Income</b>	<b>91,023.54</b>	<b>102,786.35</b>	<b>-11,762.81</b>	<b>-11.44%</b>

# M.C.C.A.

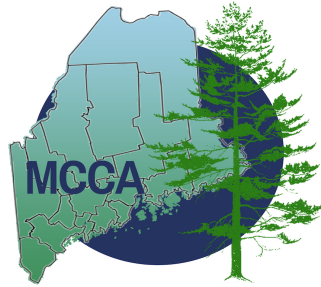
Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
Knox County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

4 Gabriel Drive, Suite 2  
Augusta, ME 04330  
207-623-4697  
[www.mainecontinies.org](http://www.mainecontinies.org)

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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 31<sup>st</sup> at 10:00 am at the MCCA offices.