

M.C.C.A.

Steven Joy, President
Hancock County

Gary McGrane, Vice President
Franklin County

Roger Moody, Secretary-Treasurer
Knox County

Rosemary Kulow
Executive Director

Alice Schlosser
Administrative Assistant



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MAINE COUNTY COMMISSIONERS ASSOCIATION

Board of Directors' Meeting Minutes

May 8, 2013

I. Call to Order, Introductions and Attendance

Commissioner Steve Joy called the meeting to order at 10:00 a.m.

DIRECTORS: Norman Fournier of Aroostook; Tom Coward of Cumberland; Gary McGrane of Franklin; Steven Joy of Hancock; George Jabar II of Kennebec; Roger Moody of Knox; William Blodgett of Lincoln; [Proxy] Scott Cole of Oxford; Peter Baldacci of Penobscot; James Annis of Piscataquis; Pam Hile of Sagadahoc; Lynda Quinn of Somerset; [Proxy] Betsy Fitzgerald of Washington; [Proxy] Gregory Zinser of York; Pam Lovley of Maine Registry of Deeds Association; John O'Connell of Maine Association of County Clerks, Administrators & Managers; [Proxy] Sheriff Todd Brackett of Maine Sheriffs Association; Owen Smith of Maine Emergency County Communications Association; David Parkman of Maine Association of Treasurers

COUNTY MANAGERS/ADMINISTRATORS: Peter Crichton of Cumberland; Bob Devlin of Kennebec; Andrew Hart of Knox; Bill Collins of Penobscot

OTHER: Bill Whitten, Lobbyist of Cumberland County

STAFF: Executive Director, Rosemary Kulow; Administrative Assistant, Alice Schlosser; Risk Pool Manager, Malcolm Ulmer

II. Approval of the Agenda/Additions

MOTION: (Fowler/Blodgett) to approve the agenda as presented. **VOTE:** unanimously in favor.

III. Approval of the Meeting Minutes

MOTION: (Blodgett/Fitzgerald) to approve the April 10, 2013 meeting minutes. **VOTE:** unanimously in favor.

IV. Old Business

A. Discussion about Jails:

See the attached summary of the jails discussion and consideration of the following options:

1. Allow the State to take them over;
2. Return to full county control paid for with property tax; or
3. Develop a hybrid system in conjunction with the State.

B. Award of Contract for MCCA Computer System Service

The Executive Director recommended that the board award a contract for computer system service to Capitol Computers because of their familiarity with the MCCA office computer system which they installed, the acceptable rate, and proximity to the MCCA office that would result in relatively quick response.

MOTION: (McGrane/Cole) to approve the Capitol Computer system service contract.

VOTE: Unanimously in favor.

C. MCCA Employee Retirement Program

Ms. Kulow reported that MCCA is required to offer MainePERS to its employees. MCCA currently has a surplus of \$42,575 with MainePERS, and these funds may be used to pay monthly contributions. The employees' share in both the current and the COLA plans is 6.5% of their gross salary. The employer's share for the current plan is 2.8% of the employee's salary, and the current plan does not include a COLA. The employer's share for the current plan increases to 3.4% July 1, 2013; but if MCCA chooses the COLA plan, the employer's share would increase to 6.5%. Ms. Kulow said employees are not participating in MainePERS yet, as she and Alice are planning to attend a training next week.

Ms. Kulow asked if the Board would like to incorporate the MainePERS COLA plan effective July 1, 2013; however, the matter was deferred until a later time. There was discussion about the current retirement benefit for employees. A 3%-3% contribution to a Simple IRA was negotiated for Alice Schlosser.

Ms. Kulow asked the Board if MCCA would approve the continuation of Social Security for its employees, as well. If so, MCCA would be required to approve and file Form 218, and employees would be asked to vote by referendum to indicate whether they want to participate in the Social Security program.

MOTION: (Baldacci/Blodgett) to approve offering Social Security to employees retroactively to the effective hire date. **VOTE:** unanimously in favor.

D. Develop Schedule for By-laws Review

Commissioner Joy said the Board of Directors would begin reviewing the By-laws at the next Board of Director's Meeting.

V. New Business

A. MCCA Support of Sheriffs' Budget Proposals

Flat funding of corrections' budgets was discussed, and it was the general consensus of the group that the state should meet its obligation to fully fund the balance of jail operational cost that is not covered by local property tax revenue. MCCA supports the sheriffs' submitting budgets that are not "wish lists," but reflective of needs to operate effectively, safely, and in compliance with the law.

MOTION: (Baldacci/McGrane) to support the Sheriffs' budget proposals which are not based on flat-funding by the state, but rather on the needs of the jails. **VOTE:** Majority in favor of the motion, with 2 opposed.

B. Bonding & Insurance Proposal

Ms. Kulow received a proposal from John Finnegan from Macomber, Farr & Whitten for Directors and Officers insurance. This insurance provides liability coverage in a combined aggregate limit of liability in the amount of \$1,000,000. The MCCA deductible would be \$2,500, and the annual premium is \$702.

Ms. Kulow reported that staff is tightening financial operations in the office by instituting more checks and balance procedures. All financial work involving checks and cash is now conducted in the office, but the bookkeeper will be allowed to continue to do bookkeeping work at home.

The auditor reported in his Management Letter that he did not find a contract for the previous fiscal agent. Ms. Kulow said MCCA should have a contract with the bookkeeper and either purchase insurance for her or require her to provide a certificate of insurance. The question was asked why MCCA is not insured through the Risk Pool, and Ms. Kulow said MCCA is not an actual member of Risk Pool.

MOTION: (Moody/Fournier) to approve the purchase of Directors and Officers insurance as presented. **VOTE:** Unanimously in favor.

VI. Reports

A. Executive Director's Report (Rosemary Kulow)

- See the attached Executive Director's Report. Ms. Kulow asked Board members to provide feedback about the food served for today's meetings.
- Regional Services Survey Update
Some preliminary survey results have been received. Counties are encouraged to submit responses by Friday, May 10th but before results are compiled.

B. Legislative Platform Report (Bill Whitten)

Bill Whitten reported that most of the jails bills were reported out of committee ONTP (ought not to pass). He is forming a working group with Representative Mark Dion to discuss

the jail issues on Friday, May 10. The working group includes: Speaker of the House Mark Eves, Sheriff Randy Liberty, Mark Westrum, Bob Devlin, Ron Smith of RHR Smith, Peter Crichton, and Steve Joy. They will report the results of that meeting to the MCCA Board.

LD 559, the Registry of Deeds bill, will be going to the House and the Senate very soon. Mr. Whitten suggests that everyone ask their Legislators to support this bill, and he will send out a list of Legislators to contact. This bill may be vetoed by the Governor, so a 2/3 majority in favor would be needed to enable passage.

C. Treasurer's Report (Roger Moody)

Roger reported that one-third of the budget year has elapsed, and there are no issues of concern. RHR Smith has submitted a management letter that we have on file and will be shared with the Board. **MOTION:** (McGrane/Baldacci) to accept the Treasurer's Report and Management Letter from RHR Smith. **VOTE:** Unanimously in favor.

D. Association Reports

1. Pam Lovley of the Maine Registry of Deeds Association

Ms. Lovley reported that due to an illness in Susan Black's office, Ms. Black will no longer be able to represent the Deeds Association at MCCA meetings. Pam Lovley has agreed to take over for her.

Pam thanked Bill Whitten and Steve Joy for their help with Registry of Deeds bills, LD 559 and LD 49, the housekeeping deeds bill for electronic filing. Pam reported that Cumberland and Piscataquis Counties have started electronic filing, and Somerset may be starting soon.

2. John O'Connell, Maine Association of County Clerks, Administrators & Managers

Mr. O'Connell reported MACCAM met April 25, at which time they discussed the need for better communication among counties during the Legislative session. Concern for the BOC's ongoing struggle with financial and safety issues was a topic of discussion. He said the Association toured the new Cross Arena in Bangor and that it is very impressive. The next association meeting is scheduled for May 30th, and the association would like to have the meeting in Augusta at the Farm Bureau board room. Rod Miller may be present on speaker phone to present his findings about his study of Maine jails.

3. Owen Smith of the Maine Emergency County Communications Association

Mr. Smith reported all of the MECCA bills in the Legislature either died, were tabled, or held over for studies. He also said that the Risk Pool voted to schedule classes for dispatchers this fall.

4. David Parkman of the Maine Association of County Treasurers

Ms. Parkman said their meeting was held in Penobscot County, and the topic was about workers compensation. It was very productive meeting.

5. Convention Report (Mary Frank)

Ms. Frank said everyone should check the MCCA website for convention updates. She asked Board members to let her know if they have suggestions for speakers. Mary said there are 167 rooms blocked off for the convention at the Sugarloaf Hotel. Ninety rooms are already reserved, and she suggested reserving rooms soon. For every fifty rooms reserved the convention receives one free room.

Transportation for the art walk in Kingfield has been confirmed at no cost to the convention. Other convention activities are: golf, the zip-line and the super-quad.

Mary suggested that the host county for next year's convention should be chosen now to enable them to begin budget preparations early. Commissioner Joy said Hancock County may host the convention in 2014.

The next Convention Planning Committee Meeting is scheduled for Wednesday, May 15 at 10:00 am at the Farm Bureau conference room.

Ms. Kulow asked the board who should sign contracts for MCCA. It was the consensus of the group that the Executive Director should sign contracts.

6. NACo Report (Peter Baldacci)

Commissioner Baldacci reported that Matt Chase, the Executive Director of NACo, will speak at the convention. Mr. Chase's wife is from Waterville, and they are looking forward to their Maine visit. Commissioner Baldacci suggested checking the NACo website to view the on-line study groups that Mr. Chase has been involved with.

VII. Other Business

- Lynda Quinn asked to add the Pledge of Allegiance to the Board of Director's meeting agendas.
- Ms. Kulow reported that MCCA will be upgrading its website. She asked if the board would like to establish an ad hoc web site subcommittee to work on the project. Volunteers will be considered for appointment at the next regular Board of Directors' meeting.

VIII. Adjournment

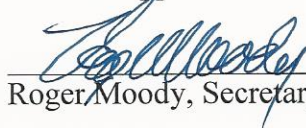
The meeting was adjourned at 12:15 p.m.

Respectfully submitted:



Alice Schlosser, Administrative Assistant

Attest as approved:



Roger Moody, Secretary-Treasurer