

M.C.C.A.

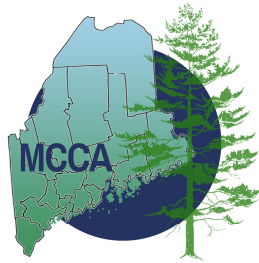
William Blodgett, President
Lincoln County

Peter Baldacci, Vice President
Penobscot County

Thomas Coward, Secretary-Treasurer
Cumberland County

Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant



Maine County Commissioners Association

4 Gabriel Drive, Suite 2
Augusta, ME 04330
207-623-4697
www.mainecounties.org

MCCA Board of Directors' Meeting Agenda 10:00 a.m., July 9, 2014

- I. **Call to Order, Pledge of Allegiance, Introductions & Attendance**
- II. **Approval of/Additions to the Agenda**
- III. **Approval of June 11, 2014 Meeting Minutes**
- IV. **Old Business**
- V. **New Business**
 - A. Audit Presentation by RHR Smith & Company
 - B. Approval of Contract with Facilitator for Strategic Planning Retreat
 - C. Approval of Expenses for Strategic Planning Retreat
 - D. Approval of Fund Transfers, if Necessary
- VI. **Reports**
 - A. Executive Director's Report – *Rosemary Kulow*
 - B. Financial Reports – *Rosemary Kulow*
 - C. Legislative Report – *Rosemary Kulow*
 - D. Association Reports
 - E. Corrections Report – *Amy Fowler; Ryan Thornell*
 - F. Annual Convention Report – *York County*
 - G. NACo Report – *Peter Baldacci*
- VII. **Other Business**
- VIII. **Adjournment**

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MCCA Board of Directors' Meeting Minutes 10:00 a.m., June 11, 2014

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

President William Blodgett called the meeting to order at 10:25 a.m., and the attendees said the Pledge of Allegiance.

DIRECTORS PRESENT: *Androscoggin* – County Clerk Patricia Fournier proxy for Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – County Manager Peter Crichton proxy for Comm. Tom Coward; *Franklin* – Comm. Gary McGrane; *Kennebec* – Comm. George Jabar; *Knox* – Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole, proxy for Comm. Steve Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. Jim Annis; *Sagadahoc* – Admin. Pam Hile, proxy for Comm. Charles Crosby; *Somerset* – Comm. Robin Frost; *Waldo* – Comm. Amy Fowler; *MACCAM* – Andrew Hart, proxy for Bill Collins; *MACT* – David Parkman; *MARP* – Kathleen Ayers; *MCAA* – Col. Mark Westrum, *MECCA* – Owen Smith, *MRDA* – Linda Smith, *MSA* – Sheriff Todd Brackett

OTHER MANAGERS/ADMINISTRATORS PRESENT: *Cumberland* – Assistant Manager Bill Whitten; *Knox* – Administrator Andrew Hart; and *Somerset* – Administrator Dawn DiBlasi

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

II. Approval of/Additions to the Agenda

The agenda was approved unanimously with the addition of item V. B. Nomination to the NACo Board.

III. Approval of May 14, 2014 Meeting Minutes

Comm. Fournier made a motion to approve the minutes as presented. Comm. Baldacci seconded the motion, and the motion was approved unanimously.

IV. Old Business

No old business was brought before the Board.

V. New Business

A. **President's Appointments to Corrections Joint Task Force**

Sheriff's appointed are: Maurice Ouellette, Kevin Joyce and Scott Nichols. From MACCAM Scott Cole, Bill Whitten and Dawn DiBlasi were appointed. MCCA approved unanimously to appoint Comm. Peter Baldacci, Comm. Norman Fournier, Comm. Robin Frost, and Comm. Thomas Coward.

B. **Nomination to the NACo Board**

Comm. Fournier made a motion to re-nominate Comm. Peter Baldacci to the NACo Board, which was seconded by Comm. Jabar and approved unanimously.

VI. Reports

A. **Executive Director's & Financial Reports – Rosemary Kulow**

The Executive Director presented her reports (see attached). She also reported that MCCA auditors have prepared a Management Letter, which they will discuss with the board at the July meeting. Signatures from MCCA officers will now be obtained for the Financial Report to indicate approval of bills. Comm. Moody made a motion to accept the financial reports, which was seconded by Comm. Frost and approved unanimously.

The Executive Director reported that the auditors billed the remainder of their estimated cost for the eighteen-month audit of MCCA's financial records and practices. The Executive Director requested a budget line item transfer of \$600 to cover this cost from the MainePERS account (5040-00) to the Audit account (6013-00) increasing it to \$3,600. Comm. Fowler made a motion to approve this transfer, which was seconded by Comm. Fournier and approved unanimously.

B. **Legislative Report – Rosemary Kulow, et al**

Ms. Kulow reported that, due to the Legislature's being out of session, there was nothing of significance to report.

C. **Association Reports**

MRDA: Linda Smith reported that the Maine Revenue Service is implementing a new policy that will require the preparation of additional transfer tax forms. A form is now required for every lien. The Deeds' Association would like to work with MMA to push back on this requirement. She also brought up the issue of the rise of property deed fraud. Measures are being taken to alert current property

owners if someone attempts to change the names on a deed. Ms. Smith thought it would be worth having someone speak about this at the convention. She also expressed gratitude for Lauren Haven's work on updating the organization's website.

MACT: David Parkman declared there was nothing to report.

MARP: Kathy Ayers reported there was a roll out of the new elections system. Additionally, they are implementing a new process concerning the guardianship of adults.

MACCAM: Andrew Hart told the group that MACCAM met at MCCA on May 21 and 29. At those meetings MACCAM chose its representatives to the joint corrections task force: Administrator Scott Cole, Assistant Manager Bill Whitten, and Administrator Dawn DiBlasi. MACCAM's next meeting is tentatively scheduled for July 24.

MSA: Sheriff Todd Brackett reported they selected their representatives for the task force at their meeting held May 15. A strategic planning retreat has been organized for July 17 at the Barracks Park.

MECCA: Owen Smith reported VP Jim Ryan will soon be retiring to Florida. The group intends to recognize him for his nearly forty years of service. Also 911 Next Generation is taking place in stages one area per month until complete.

MCAA: Col. Mark Westrum reported on the Jail Administrator meeting regarding 2015 flat funded budget and spoke about the challenge of investment funding versus legislation. Also, he recommended promoting the training program given by Peter Marchesi on use of force. He feels this type of training is imperative and should be committed to as critically important. This would minimize law suits and could be paid by the Risk Pool. Mr. Westrum stated that a policy and standardized pre-hiring procedures should be developed.

D. Corrections Report

Comm. Fowler announced the election of Joel Merry as the new chairman of the Board of Corrections. The group discussed the Joint Corrections Task Force and what steps could be taken to demonstrate progress. The group agreed that by identifying and taking action on low hanging fruit, a list of accomplishments could be developed. MCCA staff will schedule an organizational meeting, and Executive Director, Rosemary Kulow, will act as a conduit for information between the Board of Corrections and the MCCA joint Corrections Task Force.

Col. Mark Westrum mentioned there will be a retirement party for long-time corrections employee, Ralph Nichols, at Maple Hill in Hallowell.

E. Annual Convention Report – York County

Ms. Kulow reported that a meeting of the planning committee is scheduled for Friday, June 20 at the Cliff House where they will discuss the itinerary and tour the facility.

F. NACo Report – *Peter Baldacci*

Comm. Baldacci accepted his re-nomination to the NACo board and mentioned that the annual NACo conference will be held in mid-July in New Orleans. Executive Director Rosemary Kulow will be attending this conference, as well.

VII. Other Business

Comm. McGrane reminded the group that the Strategic Planning Committee would be meeting that afternoon to work on developing a five year plan for MCCA.

VIII. Adjournment

Comm. McGrane made a motion to adjourn at 11:42 a.m., and Comm. Fowler seconded the motion, which was unanimously approved. Lunch was served.

Respectfully submitted,

MCCA Administrative Assistant, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Thomas S. Coward

M.C.C.A.

Strategic Planning Committee Meeting Minutes

June 11, 2014

I. Call to Order & Attendance

Present: Commissioner Bill Blodgett, Commissioner Gary McGrane, Commissioner Roger Moody, Administrator Pam Hile, Administrator Dawn DiBlasi, Administrator Scott Cole, Manager Peter Crichton, Assistant Manager Bill Whitten, Executive Director Rosemary Kulow, and Administrative Assistant Lauren Haven.

II. Develop & Adopt Mission Statement

The committee reviewed the drafted mission statement presented by Comm. Moody using the MCCA Bylaws as a guideline. The vote was unanimous to accept and adopt the mission statement as written.

III. Review Subcommittee Recommendations

A. The committee reviewed recommendations for the topic, *Intergovernmental Relations among Counties and with the State, Municipalities and the Public* presented by Comm. Moody. After discussion it was approved as amended. The agreed upon changes are as follows:

5) Expand and improve relations with MMA and NACO

- a) Become involved with MMA and NACO programs as eligible and appropriate.
- b) Coordinate with MMA and NACO concerning legislation of mutual interest or concern.

B. The Committee reviewed the document presented by Administrator Pam Hile for the *Legislative Policy Development and Advocacy*. It was approved as written.

C. Assistant Manager Bill Whitten submitted the *Fiscal Management and Cooperative Services* subcommittee's recommendations. The committee proposed and voted changes that will be revised and represented at the next meeting. Below is a brief summary of the changes:

- Follow Standards as presented by the CWG/BOC for all jails.

5. *Evaluate the* number and make-up of jails.

- Over a *five*-year period . . .

- Whenever possible, look for ways to consolidate services among counties *and/or municipalities*.

1. Combine leadership duties when *beneficial* . . .

2. *Work toward greater efficiencies for emergency communications*.

3. (unchanged)

4. Establish regional county groups to meet quarterly to discuss common goals, means to work together, providing similar services for lower cost and better delivery on a regional basis.

- MCCA will seek Federal and State grants and supply information to better fund new concepts and provide "start-up" *funding*.

D. Comm. Thomas Coward, in absentia, emailed comments on *Law Enforcement and Corrections* topics to be considered during the meeting. County Manager Peter Crichton attended on his

behalf. The committee reviewed and discussed the contents of the email. Part of Topic 1 was approved as a goal which will be added to the Fiscal Management section and will read as follows:

Maine Counties will commit to working with the elected County Sheriffs to promote uniform standards of professionalism in law enforcement, and to create a cooperative, efficient, safe, well-resourced and well managed system of county correctional facilities.

- E. The committee talked about the topic of Education and Professional Development. In looking at the chart of planning priorities, one suggestion was the development of a seminar for newly elected officials. This would likely include training on the budget process, policies, procedures and available resources. University of Maine courses could be recommended as well. Generally there are six weeks between the election and the newly elected official taking office. This would be the ideal time for them to complete this seminar.
- F. Annual Convention subcommittee recommendations have not been received, so Commissioner Steve Joy and the Convention Planning Committee will be asked to submit their ideas for the plan.

All changes will be made, and a revised document will be presented to the committee at its next meeting for review and consideration.

IV. Decide about Committee's Need for a Planning Retreat

The group agreed that a planning retreat with a facilitator would be beneficial. Two possible venues will be explored, Shaw's Warf in New Harbor, using the community center for the meeting, and Peak's Island Inn which has event space available. Wednesday, August 20th and Thursday, August 21st are tentative choices for the planning retreat. Valerie Landry, Frank O'Hara, and Craig Freshley are potential facilitators who will be contacted to determine availability.

V. Decide about Need for a Facilitator for Strategic Planning at Annual Convention

The general thought was that a facilitator would keep things moving along and keep speakers on target, so the group recommends using a facilitator. Comm. Joy will be presenting recommendations from his subcommittee and the Convention Planning Committee regarding a five-year plan for the Annual Convention.

VI. Next Steps

MCCA staff will compile planning tasks and resubmit to committee members. They will also plan the retreat and present any costs and/or contracts to the Board of Directors at the July 9th meeting.

VII. Establish Agenda Items & Schedule Next Meeting

The next meeting will be July 9th at 1:00 pm.

VIII. Adjourn

The meeting adjourned at 2:41 pm.



MAINE COUNTY COMMISSIONERS ASSOCIATION

Strategic Plan (Draft of 6.11.14)

Our Mission (Summary from MCCA Bylaws)

The purpose of the Maine County Commissioners Association is to be a nonpartisan organization which strengthens the role of County government; enhances the management of county government; provides education services and education to support its members; promotes public awareness of county government; promotes cohesiveness among the counties; and ensures professional management of the Association.

Our Core Purposes (from MCCA Bylaws)

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 support members in meeting public expectations for comprehensive, effective and efficient service delivery.
4. To promote public awareness of the vital role in county government.
5. To promote cohesiveness among the counties, and to facilitate and promote interaction among internal and external groups who have interests or programs that impact on county government.
6. To ensure professionalism and sound business practices in the management of the Association.

These purposes will be achieved by carrying out a comprehensive program in the areas of planning and research, publications, legislation and uniform administration of county government.

Organization (from our Bylaws)

The Association is recognized in Maine Revised Statutes (Title 30-A, Section 909 MRS) as a County Advisory Organization and as a nonprofit organization eligible to receive federal grants or contributions.

Board of Directors

The Association's Board of Directors is made up of the following:

- a) One County Commissioner from each member county
- b) One representative from each of the following organizations, chosen by those organizations:
 1. Maine Association of County Clerks, Administrators and Managers;
 2. Maine Association of County Treasurers;
 3. Maine Sheriffs Association;
 4. Emergency Management Agency Directors Association;
 5. Maine Registry of Deeds Association;
 6. Maine Jail Association;
 7. Maine Association of Registers of Probate
 8. Maine Emergency Communications Directors Association

Officers

The officers of this Association are a President, a Vice-President, and a Secretary-Treasurer, who are elected from among the members of the Board of Directors.

Staff

An Executive Director manages the affairs of the Association under the direction of the officers and directors. The Executive Director serves as the Clerk of the Association.

Standing Committees:

- Executive Committee
- Budget and Finance Committee
- Legislative Policy Steering Committee
- Nominating Committee
- Convention Planning Committee

Ad hoc committees are appointed from time to time as the President or the Board of Directors deems necessary for the proper conduct of the affairs of this Association.

MCCA GOALS: 2015-2220

1. PROGRAMS AND SERVICES

2. CORRECTIONS

3. FISCAL MANAGEMENT AND COOPERATIVE SERVICES
4. EDUCATION AND PROFESSIONAL DEVELOPMENT
5. LEGISLATIVE POLICY DEVELOPMENT AND ADVOCACY
6. INTERRELATIONS AMONG COUNTIES, AND WITH THE STATE, MUNICIPALITIES AND THE PUBLIC
7. ANNUAL CONVENTION

MCCA STRATEGIC PLAN

Annual Convention

Corrections (Jails)

1. Work with the State Board of Corrections (BOC) and County Sheriffs to realize an effective and efficient county correctional system that promotes public safety.
 - a.) Work with the BOC to implement the provisions of LD 1824.
 - b.) Work with county sheriffs 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.
 - c.) Develop a joint 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.
 - d.) Work with and educate Legislators to procure adequate funding for the county jail system.
2. Continue to work with the MCCA Risk Pool and others to provide quality training to staff to reduce mishaps and liability in county jails.
3. Envision how the county correctional system might look in ten years, and identify steps MCCA should take to meet anticipated needs.

Education & Professional Development

- Develop, institute and work according to a code of ethics.
- Encourage development and adoption of county charters; support professional administration and management of county board policies.
- Conduct annual commissioner and employee training that includes, but is not limited to: newly elected commissioner orientation and training, newly elected/appointed department head training, safety factors and other required training, budgeting (county and jails), county charters, jail operations, effective meeting management, ethics, FOAA, goal-setting, technology and the use of social media, and labor laws.
- Continue to provide continuing risk management education to jails personnel to improve operations and reduce county liability.
- Provide information and public education about county extension programs (brochures, web links, newsletters, etc.) that will help counties promote their programs.
- Sponsor public forums around the state and educate the public and municipalities about county government at municipal meetings.
- Sponsor training about best practices of activities in each county department area.
- Sponsor get-togethers and seminars for newly elected state legislators and county officials within two months of elections.
- Utilize educational courses offered by the Maine Municipal Association whenever appropriate.
- Support expansion of County Extension courses in farming, business, gardening, and soils management.
- Consolidate vocational education and adult education; collaborate more with community colleges for programs and services.
- Offer and coordinate opportunities for internships in county government.
- Utilize webinars and conference calling whenever possible.
- Develop a brochure template for use by counties: “Who counties are and what counties do”.

Fiscal Management & Cooperative Services

- A. Follow standards developed by the Board of Corrections (BOC) for all jails, such as the following:
 - 1. Make proper use of budget/finance standards as set forth.
 - 2. Follow guidelines for standards of process, employment, necessary personnel, and other areas.
 - 3. Provide necessary budgets and reports on time and in standardized format.
 - 4. Agree to follow guidelines as set forth and comply with requests of BOC.
 - 5. Evaluate the number and make-up of jails.
- B. Over a five-year period, attempt to standardize formatting for budgeting and reporting statewide for all county functions, as with the jail system.
- C. Whenever possible, look for ways to consolidate services among counties and/or municipalities.
 - 1. Combine leadership duties when beneficial – i.e., EMA directors and other non- elected positions, as well as share personnel in general methods of daily business activity.
 - 2. Work toward greater efficiencies in emergency communications, combining operations whenever feasible and beneficial.
 - 3. Create buying groups for bulk purchases such as radios, vehicles, drugs for jails, computer material, fuel, etc.
 - 4. Establish regional county groups to meet quarterly to discuss common goals and means of working together; provide similar services at lower cost and better delivery on a regional basis.
- D. Continue to work with municipalities to combine services, such as assessing, dispatch, mutual aid, sheriff contract for services, as well as others, combining efforts, saving taxpayer funds, and improving services by working together.
- E. MCCA will provide information about and seek federal and state grants that provide “start-up” funding for programs or services and/or fund new concepts, programs and initiatives.
- F. All counties will foster relations with their legislative delegations and present common goals and interests via email, meetings, and general communications.
- G. Increase and support professionalism in management of county government operations.

Intergovernmental Relations among Counties and with the State, Municipalities, & the Public

- 1) Improve Communications
 - a) Raise awareness of how county government works: to other counties, to municipalities, to the State, and to the general public.
 - b) Build intergovernmental bridges to achieve success - relationships and responsiveness are key.
 - d) Technology: make greater use of videoconferencing to broaden stakeholder involvement.
- 2) Increase Inter-County Cooperation
 - a) Encourage greater cooperation, coordination, and information sharing among counties.
 - b) Promote counties working together on joint programs.
- 3) Increase County/Municipal Cooperation
 - a) Encourage counties to routinely work with municipalities for economies of scale and efficient delivery of services.
 - b) Promote county delivery of services to municipalities, such as law enforcement, economic development, assessing, and assessment boards of appeals.
 - c) Spend time relating to municipalities and supporting services; listen to stakeholders.
- 4) Improve County/State Relationships
 - a) Get to know and work with Legislators.
 - b) Hold MCCA Board/Legislator forums to explain county concerns.
- 5) Expand and improve relations with and utilize services of the Maine Municipal Association (MMA) & the National Association of Counties (NACo)
 - a) Become involved with MMA and NACo programs, as eligible and appropriate.
 - b) Coordinate with NACo and MMA concerning legislation of mutual interest or concern.
- 6) Provide commissioners with more information about services available from NACo.

Legislative Policy Development & Advocacy

- 1.) Maintain a comprehensive and robust advocacy role in state and federal legislative, administrative and regulatory processes.
 - a.) Build an ongoing, strong legislative program for working with legislators and legislative leadership, educating them on County issues and encouraging them to hear our concerns. Periodically, host legislative forums.
 - b.) Make more effective use of the National Association of Counties (NACo).
 - c.) Aggressively represent MCCA's positions to the Legislature with written/oral testimony and vigorous lobbying efforts.
 - d.) Encourage Commissioners/County staff to assist with lobbying efforts.
 - e.) Coordinate with affiliate groups to make certain we are working as a team.
 - f.) Develop a reciprocal lobbying relationship with other organizations, such as NACo and MMA.
- 2.) Strengthen the role of Legislative Policy Committee.
 - a.) Stay abreast of legislative developments early in the process, carefully evaluating proposed legislation and sending synopses to membership in a timely manner so that we may be included in developing legislative solutions.
 - b.) Establish a more representative LPC with a member from each County so that everyone has a voice.
 - c.) The LPC should meet prior to the start of the legislative season not only to review the LD list, but also to proactively identify possible legislation.
 - d.) Establish working groups to review state statutes governing Counties in detail, identifying and prioritizing those in need of change and authoring bills for submission to the legislature.

Programs & Services

- Insurance/risk management services
- Convention and meeting planning
- County Directory
- Education & training services
- State and Federal legislative relations
- Information sharing and promotion of counties
- Connection to NACo and utilization of NACo information and services
- Data base management
- Computer technology support
- Online library for documents and resources
- Legal services
- Human Resources services
- Joint purchasing program
- Grant writing & management
- Other new programs as appropriate

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MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report July 2, 2014

Board of Corrections Budget Focus Group

The Budget Focus Group, of which I am now a member, continues to work on budget issues for the county jails. A couple of counties still have outstanding issues with their FY14 budgets and have been asked to present additional information to the committee to attempt to justify their supplemental funding requests.

It has been determined that, due to past over-allocations to counties, the Board of Corrections has less money to fund the state's portion of FY15 county jail budgets than originally thought. Therefore, BOC staff has developed a new funding allocation plan for FY15. The reduced amount of available revenue forces counties to try to find more savings in their operations and/or come up with revenue from other sources to fund their budgets in the way they want their jails to run. Counties should be very honest in the development of their budgets, however, and clearly show the amount of supplemental funding that will be needed from the state, so that a well-defined supplemental budget request can be assembled early for presentation to the Appropriations Committee and Legislature before January 2015.

Strategic Planning Committee

The Strategic Planning Committee has been hard at work identifying categories of programs and services it thinks MCCA should be working on for the next five years. The categories are as follows: 1) Intergovernmental Relations among Counties and with the State, Municipalities and the Public; 2) Legislative Policy Development and Advocacy; 3) Fiscal Management and Cooperative Services; 4) Law Enforcement and Corrections; 5) Education and Professional Development; and 6) Annual Convention. Members have also developed lists of activities and tasks within each category that may appear in the plan.

The next step is for the committee to present its ideas for the strategic plan to the Board of Directors at a planning retreat in New Harbor at the Bristol Area Lions Club hall August 20 or 21. **[This meeting will double as the monthly meeting of the MCCA Board of Directors, as well.](#)** The strategic planning portion of the meeting will be facilitated, and the final product born from that day's effort will be presented to the Board for consideration, then to the membership for adoption at the annual meeting in January 2015.

NACo

As you know, I am planning to attend the annual NACo conference and exposition in New Orleans in mid-July. During my attendance I will participate in many meetings, including those of the National Council of County Association Executives – NCCAE, which is my professional association. On Friday July 11th at 5:30 I will attend a reception for state association executive directors with Matt Chase, Executive Director of NACo. I will attend a meeting of the NCCAE Meeting Planning Committee early Saturday morning (I am a member of this subcommittee), and late Sunday morning I plan to attend the NCCAE meeting. I also plan to attend a continuing education session for NCCAE Monday at 9:00 a.m.

NACo events and sessions I plan to attend include the following: Exhibit Hall, Opening General Session at 3:30 Saturday, some of the concurrent educational sessions held throughout the day on Sunday, the Awards Luncheon Program on Sunday, the NACo business meeting Monday morning, our Northeast regional meeting after that, more of the educational workshops held that day, the closing general session at the end of the day, and the Conference Celebration Event Monday night.

Annual Convention

York County continues to plan for the MCCA annual convention, which will be held at the Cliff House in Ogunquit October 10-12. Administrative Assistant, Lauren Haven, and I met with County Administrator, Greg Zinser, and his assistant, Kathy Dumont Friday, June 20th to tour the facility and discuss some outstanding issues. The hotel boasts ocean views from every room and is very well situated for hosting conferences. I think people will get around and find their destinations easily, and the centralized vendor location is readily accessible to all.

York County is putting the final touches on the schedule of events and brochure, and it will be made available to us and the public soon. MCCA will post it on its web site as soon as it's finalized. York County will take all reservations and coordinate administration of the funds and information with MCCA.

Meetings/Events since June 11, 2014 BOD Meeting

June 17	Meeting of the Appropriations Committee at the State House regarding BOC funding
June 18	NACo Northeast District Conference Call Meeting
June 20	Met and toured the Cliff House, site of the 2014 MCCA Annual Convention
June 24	Participated in a NACo Planning Committee conference call meeting
June 25	Phone meeting with consultant/facilitator
June 27	Phone meeting with consultant/facilitator
July 1	Met with Jim Glusker, Capitol Computers
	Visited Strategic Planning Retreat site in New Harbor with MCCA President & Administrative Assistant

Upcoming Planned Meetings/Events:

July 8	Board of Corrections Budget Focus Group meeting
July 9	MCCA Risk Pool, Board of Directors, & Strategic Planning Committee Meetings
July 10-15	NACo Conference
July 15	Board of Corrections meeting
July 24	Potential meeting date for MACCAM
July 30	Tour of Somerset County Jail
Aug. 4	Potential meeting date for the joint MCCA Corrections Task Force
Aug. 13-14	Maine Town, City & County Managers Association Institute at Sunday River
Aug. 19	Board of Corrections meeting
Aug. 21	Strategic Planning Retreat & MCCA meetings in New Harbor

MAINE COUNTY COMMISSIONERS ASSOCIATION

June 2014 Financial Report

Attached please find the monthly financial reports for the month of June 2014. The Balance Sheet shows total assets and liabilities equaling \$186,621.71, with a bank balance of \$186,606.91 and \$200 available in petty cash. Total debits to the bank account for the month of June equaled \$22,603.

With 50% of the year complete, the report shows that \$166,322 (66%) of the \$252,650 budgeted revenue has been received, and \$103,696 (41%) has been expended year-to-date. A total of \$22,603 or 9% of the total budget was expended in June. The substantial types of revenue not yet received this year are those for the annual convention and a transfer from the fund balance. A fund balance transfer will occur only if and when needed.

All budgetary accounts, except for 6175-00 Other Meeting Expense, are well within budget, and there are no areas of concern at this time.

Please do not hesitate to let me know if you have any questions.

Respectfully submitted,



Rosemary E. Kulow
Executive Director

Accepted by:

William Blodgett, President

Peter Baldacci, Vice-President

Thomas Coward, Secretary-Treasurer

Date: _____

07/02/14

**Maine County Commissioners Association
Balance Sheet (accrual)
As of June 30, 2014**

	<u>Jun 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	186,606.91
Petty Cash Account	200.00
Total Checking/Savings	186,806.91
Accounts Receivable	
Receivables	-185.20
Total Accounts Receivable	-185.20
Total Current Assets	186,621.71
TOTAL ASSETS	<u>186,621.71</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1001-00 · MainePERS Employee Contribution	-130.00
Total Other Current Liabilities	-130.00
Total Current Liabilities	-130.00
Total Liabilities	-130.00
Equity	
3200-00 · Fund Balance to Current Yr Inc	-59,216.00
3900-00 · Earnings	160,147.24
Net Income	85,820.47
Total Equity	186,751.71
TOTAL LIABILITIES & EQUITY	<u>186,621.71</u>

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through June 2014

	<u>Budget</u>	<u>June</u>	<u>Year to Date</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4100-00 · Convention Income					
4120-00 · Registration	40,000			-40,000	
4130-00 · Sponsorship	9,000			-9,000	
Total 4100-00 · Convention Income	49,000			-49,000	
4200-00 · Meeting Income			65		
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	250		492	242	197%
4500-00 · NACo Roster	750		500	-250	67%
4600-00 · MCCA Risk Pool Assessment	25,000		25,000		100%
4810-00 · Interest Earned	30	4	25	-5	83%
4920-00 · Transfer in from Fund Balance	37,380			-37,380	
Total Income	252,650	4	166,322	-86,328	66%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,700	132	829	-871	49%
5030-00 · FICA	8,000	553	3,505	-4,495	44%
5040-00 · MainePERS-EE Contributions	975			-975	
5050-00 · Salary - Administrative Asst	35,000	2,692	16,500	-18,500	47%
5060-00 · Salary - Executive Director	72,000	5,538	34,192	-37,808	47%
5070-00 · IRS			572		
Total 5000-00 · Payroll Expenses	117,675	8,915	55,598	-62,077	47%
5100-00 · Insurance					
5110-00 · Health Insurance	19,000	1,539	9,527	-9,473	50%
5120-00 · Commercial, Crime, D&O Ins	2,000		1,100	-900	55%
5130-00 · Workers Comp	850	558	558	-292	66%
5140-00 · Unemployment Comp Ins	500	234	234	-266	47%
Total 5100-00 · Insurance	22,350	2,331	11,419	-10,931	51%
6010-00 · Prof. Services					
6011-00 · Prof Services-Bookkeeping	500			-500	
6012-00 · Prof Services - Legal Services	1,000			-1,000	
6013-00 · Financial Audit	3,600	600	3,600		100%
Total 6010-00 · Prof. Services	5,100	600	3,600	-1,500	71%
6030-00 · Lobbying					
6031-00 · Lobbying Reg	400			-400	
6030-00 · Lobbying - Other	4,500			-4,500	
Total 6030-00 · Lobbying	4,900			-4,900	

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through June 2014

	<u>Budget</u>	<u>June</u>	<u>Year to Date</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6040-00 · NACO Expenses					
6041-00 · NACo Conference	12,500	580	5,253	-7,247	42%
6042-00 · NACo Database work	250			-250	
Total 6040-00 · NACO Expenses	12,750	580	5,253	-7,497	41%
 6050-00 · Education and Training	 1,500		138	-1,362	9%
6100-00 · Bank Charges	100	1	2	-98	2%
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers	5,000			-5,000	
6114-00 · Executive Director - Conv Reg	1,000		200	-800	20%
6118-00 · Meeting Exp.	25,500	5,200	5,200	-20,300	20%
6121-00 · Supplies	3,000			-3,000	
Total 6110-00 · Convention Exp.	34,500	5,200	5,400	-29,100	16%
 6135-00 · Commissioner Retirement Plaques	 500			-500	
6140-00 · Copies-Printing					
6142-00 · Directory	1,000		739	-261	74%
6143-00 · Other Copying or Printing	250			-250	
Total 6140-00 · Copies-Printing	1,250		739	-511	59%
 6145-00 · Dues Expense	 1,500	25	1,300	-200	87%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	2,000		616	-1,384	31%
6152-00 · IT Services	3,000	275	1,610	-1,390	54%
6153-00 · Photocopier Lease	1,800	329	986	-814	55%
6154-00 · Printer & Supplies	1,500		706	-794	47%
6155-00 · Telephone System	500		93	-407	19%
6156-00 · Other			40		
6150-00 · Equipment - Office - Other	2,000			-2,000	
Total 6150-00 · Equipment - Office	10,800	604	4,051	-6,749	38%
 6160-00 · Fees	 150		74	-76	49%
6170-00 · Meeting exp.					
6171-00 · Annual Meeting	1,500		907	-593	60%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	3,000	269	1,418	-1,582	47%
6174-00 · Retreat Meeting		100	100		
6175-00 · Meetings - Other	300		724	424	241%
6170-00 · Meeting exp. - Other			45		
Total 6170-00 · Meeting exp.	5,050	369	3,194	-1,856	63%
 6180-00 · Mileage & Travel Expense	 5,000	165	774	-4,226	15%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through June 2014

	Budget	June	Year to Date	\$ Over Budget	% of Budget
6195-00 · Office Space Rental	17,100	2,764	8,292	-8,808	48%
6215-00 · Postage-Shpping	500		101	-399	20%
6230-00 · Advertising	2,000		500	-1,500	25%
6235-00 · Supplies	4,300	173	643	-3,657	15%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,675	75	548	-1,127	33%
6242-00 · Conference Call Line	100			-100	
6243-00 · Phone, Fax & Internet	3,600	800	2,070	-1,530	58%
Total 6240-00 · Telephone, Fax & Internet	5,375	875	2,618	-2,757	49%
6250-00 · Website	250			-250	
Total Expense	252,650	22,603	103,696	-148,954	41%

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Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 06/30/2014

	<u>Jun 30, 14</u>
Beginning Balance	209,136.00
Cleared Transactions	
Checks and Payments - 22 items	-17,730.53
Deposits and Credits - 3 items	189.19
Total Cleared Transactions	<u>-17,541.34</u>
Cleared Balance	<u><u>191,594.66</u></u>
Uncleared Transactions	
Checks and Payments - 6 items	-5,487.75
Deposits and Credits - 1 item	500.00
Total Uncleared Transactions	<u>-4,987.75</u>
Register Balance as of 06/30/2014	<u><u>186,606.91</u></u>
Ending Balance	186,606.91

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Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 06/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						209,136.00
Cleared Transactions						
Checks and Payments - 22 items						
Bill Pmt -Check	5/27/2014	3365	Staples Credit Plan	X	-43.98	-43.98
Bill Pmt -Check	5/29/2014	3368	Internal Revenue S...	X	-571.64	-615.62
Bill Pmt -Check	6/4/2014	3372	RHR Smith & Comp...	X	-600.00	-1,215.62
Bill Pmt -Check	6/4/2014	3373	Great Falls Insuran...	X	-558.00	-1,773.62
Bill Pmt -Check	6/4/2014	3370	BCN Telecom	X	-246.47	-2,020.09
Bill Pmt -Check	6/4/2014	3369	CMC Technology G...	X	-232.31	-2,252.40
Bill Pmt -Check	6/4/2014	3374	Gorham Leasing Gr...	X	-164.35	-2,416.75
Bill Pmt -Check	6/4/2014	3371	Kulow, Rosemary	X	-87.01	-2,503.76
Bill Pmt -Check	6/6/2014		Bangor Payroll	X	-1,840.95	-4,344.71
Bill Pmt -Check	6/11/2014	3376	Maine Farm Bureau...	X	-1,382.00	-5,726.71
Bill Pmt -Check	6/11/2014	3377	Capitol Computers	X	-250.00	-5,976.71
Bill Pmt -Check	6/11/2014	3379	Time Warner Cable	X	-160.53	-6,137.24
Bill Pmt -Check	6/11/2014	3375	Kulow, Rosemary	X	-153.37	-6,290.61
Bill Pmt -Check	6/13/2014		Bangor Payroll	X	-1,840.95	-8,131.56
Bill Pmt -Check	6/18/2014	3381	Capitol Computers	X	-25.00	-8,156.56
Bill Pmt -Check	6/19/2014	3385	Maine Farm Bureau...	X	-1,382.00	-9,538.56
Bill Pmt -Check	6/19/2014	3383	Bank of Maine	X	-936.38	-10,474.94
Bill Pmt -Check	6/19/2014	3382	Country Cafe Cateri...	X	-248.50	-10,723.44
Bill Pmt -Check	6/19/2014	3384	Maine Municipal As...	X	-234.00	-10,957.44
Bill Pmt -Check	6/20/2014		Bangor Payroll	X	-1,840.95	-12,798.39
Bill Pmt -Check	6/27/2014		Bangor Payroll	X	-4,931.58	-17,729.97
Check	6/30/2014			X	-0.56	-17,730.53
Total Checks and Payments					-17,730.53	-17,730.53
Deposits and Credits - 3 items						
Bill Pmt -Check	6/11/2014	3378	MTCMA	X	0.00	0.00
Payment	6/16/2014		National Associatio...	X	185.20	185.20
Deposit	6/30/2014			X	3.99	189.19
Total Deposits and Credits					189.19	189.19
Total Cleared Transactions					-17,541.34	-17,541.34
Cleared Balance					-17,541.34	191,594.66
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	6/18/2014	3380	York County Office		-5,000.00	-5,000.00
Bill Pmt -Check	6/30/2014	3388	Gorham Leasing Gr...		-164.35	-5,164.35
Bill Pmt -Check	6/30/2014	3387	Time Warner Cable		-160.53	-5,324.88
Bill Pmt -Check	6/30/2014	3390	Bristol Area Lions C...		-100.00	-5,424.88
Bill Pmt -Check	6/30/2014	3386	Staples Credit Plan		-37.87	-5,462.75
Bill Pmt -Check	6/30/2014	3389	MTCMA		-25.00	-5,487.75
Total Checks and Payments					-5,487.75	-5,487.75
Deposits and Credits - 1 item						
Payment	5/22/2014		National Associatio...		500.00	500.00
Total Deposits and Credits					500.00	500.00
Total Uncleared Transactions					-4,987.75	-4,987.75
Register Balance as of 06/30/2014					-22,529.09	186,606.91
Ending Balance					-22,529.09	186,606.91

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Accrual Basis

Maine County Commissioners Association

Expenses by Vendor Detail

June 2014

Type	Date	Memo	Account	Amount	Balance
Bangor Payroll					
Bill	6/6/2014	Administrative Assistant Sal...	5050-00 · Salary - Administrative Asst	673.08	673.08
Bill	6/6/2014	Taxes	5030-00 · FICA	138.20	811.28
Bill	6/6/2014	Processing fee	5020-00 · Payroll Fees	29.95	841.23
Bill	6/6/2014	Executive Directors Salary	5060-00 · Salary - Executive Director	1,384.62	2,225.85
Bill	6/6/2014	Payroll deductions for Healt...	5110-00 · Health Insurance	-251.15	1,974.70
Bill	6/13/2014	Administrative Assistant Sal...	5050-00 · Salary - Administrative Asst	673.08	2,647.78
Bill	6/13/2014	Taxes	5030-00 · FICA	138.20	2,785.98
Bill	6/13/2014	Processing fee	5020-00 · Payroll Fees	29.95	2,815.93
Bill	6/13/2014	Executive Directors Salary	5060-00 · Salary - Executive Director	1,384.62	4,200.55
Bill	6/13/2014	Payroll deductions for Healt...	5110-00 · Health Insurance	-251.15	3,949.40
Bill	6/20/2014	Administrative Assistant Sal...	5050-00 · Salary - Administrative Asst	673.08	4,622.48
Bill	6/20/2014	Taxes	5030-00 · FICA	138.20	4,760.68
Bill	6/20/2014	Processing fee	5020-00 · Payroll Fees	29.95	4,790.63
Bill	6/20/2014	Executive Directors Salary	5060-00 · Salary - Executive Director	1,384.62	6,175.25
Bill	6/20/2014	Payroll deductions for Healt...	5110-00 · Health Insurance	-251.15	5,924.10
Bill	6/27/2014	Administrative Assistant Sal...	5050-00 · Salary - Administrative Asst	673.08	6,597.18
Bill	6/27/2014	Taxes	5030-00 · FICA	138.20	6,735.38
Bill	6/27/2014	Processing fee	5020-00 · Payroll Fees	41.95	6,777.33
Bill	6/27/2014	Executive Directors Salary	5060-00 · Salary - Executive Director	1,384.62	8,161.95
Bill	6/27/2014	Monthly EE Health Ins Pmt	5110-00 · Health Insurance	2,543.53	10,705.48
Bill	6/27/2014	Payroll deductions for Healt...	5110-00 · Health Insurance	-251.05	10,454.43
Total Bangor Payroll				10,454.43	10,454.43
Bank of Maine					
Bill	6/19/2014	WB Masons	6235-00 · Supplies	135.40	135.40
Bill	6/19/2014	Ruby Tuesdays	6173-00 · Monthly	20.98	156.38
Bill	6/19/2014	Cliff House Convention Res...	6118-00 · Meeting Exp.	200.00	356.38
Bill	6/19/2014	NACo Conference Registrati...	6041-00 · NACo Conference	580.00	936.38
Total Bank of Maine				936.38	936.38
BCN Telecom					
Bill	6/4/2014	Monthly Telephone & Intern...	6243-00 · Phone, Fax & Internet	246.47	246.47
Total BCN Telecom				246.47	246.47
Bristol Area Lions Club					
Bill	6/30/2014	Deposit for August Retreat	6174-00 · Retreat Meeting	100.00	100.00
Total Bristol Area Lions Club				100.00	100.00
Capitol Computers					
Bill	6/11/2014	IT Service Contract	6152-00 · IT Services	250.00	250.00
Bill	6/18/2014	Cloud Backup	6152-00 · IT Services	25.00	275.00
Total Capitol Computers				275.00	275.00
CMC Technology Group					
Bill	6/4/2014	Porting over phone lines	6243-00 · Phone, Fax & Internet	232.31	232.31
Total CMC Technology Group				232.31	232.31
Country Cafe Catering					
Bill	6/19/2014	June BOD Meeting	6173-00 · Monthly	248.50	248.50
Total Country Cafe Catering				248.50	248.50
Gorham Leasing Group					
Bill	6/4/2014	Photocopier Lease - Monthly	6153-00 · Photocopier Lease	164.35	164.35
Bill	6/30/2014	Photocopier Lease - Monthly	6153-00 · Photocopier Lease	164.35	328.70
Total Gorham Leasing Group				328.70	328.70
Great Falls Insurance Company					
Bill	6/4/2014	Workers Compensation Insu...	5130-00 · Workers Comp	558.00	558.00
Total Great Falls Insurance Company				558.00	558.00
Kulow, Rosemary					
Bill	6/4/2014	Executive Director Mileage	6180-00 · Mileage & Travel Expense	87.01	87.01
Bill	6/11/2014	Executive Director Mileage	6180-00 · Mileage & Travel Expense	78.37	165.38
Bill	6/11/2014	Cell Phone Reimbursement	6241-00 · Cell Phone	75.00	240.38
Total Kulow, Rosemary				240.38	240.38

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Accrual Basis

Maine County Commissioners Association

Expenses by Vendor Detail

June 2014

Type	Date	Memo	Account	Amount	Balance
Maine Farm Bureau Building Association					
Bill	6/11/2014	Rent	6195-00 · Office Space Rental	1,382.00	1,382.00
Bill	6/19/2014	Rent	6195-00 · Office Space Rental	1,382.00	2,764.00
Total Maine Farm Bureau Building Association				2,764.00	2,764.00
Maine Municipal Association					
Bill	6/19/2014	Unemployment Compensati...	5140-00 · Unemployment Comp Ins	234.00	234.00
Total Maine Municipal Association				234.00	234.00
MTCMA					
Bill	6/11/2014	2014 Manager Interchange	6145-00 · Dues Expense	25.00	25.00
Total MTCMA				25.00	25.00
RHR Smith & Company_					
Bill	6/4/2014	2014 Audit	6013-00 · Financial Audit	600.00	600.00
Total RHR Smith & Company_				600.00	600.00
Staples Credit Plan					
Bill	6/30/2014	Office Supplies	6235-00 · Supplies	37.87	37.87
Total Staples Credit Plan				37.87	37.87
Time Warner Cable					
Bill	6/11/2014	Phone Fax & Internet	6243-00 · Phone, Fax & Internet	160.53	160.53
Bill	6/30/2014	Phone Fax & Internet	6243-00 · Phone, Fax & Internet	160.53	321.06
Total Time Warner Cable				321.06	321.06
York County Office					
Bill	6/18/2014	Reimb for Convention Meeti...	6118-00 · Meeting Exp.	5,000.00	5,000.00
Total York County Office				5,000.00	5,000.00
TOTAL				22,602.10	22,602.10