

M.C.C.A.

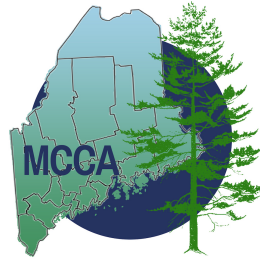
William Blodgett, President
Lincoln County Commissioner

Peter Baldacci, Vice President
Penobscot County Commissioner

Thomas Coward, Secretary-Treasurer
Cumberland County Commissioner

Rosemary Kulow
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

MCCA Board of Directors' Meeting Agenda 10:00 a.m., August 12, 2015

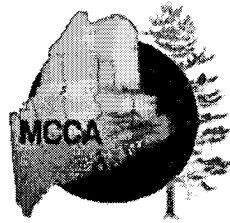
- I. **Call to Order, Introductions, Attendance, & Pledge of Allegiance**
- II. **Approval of/Additions to the Agenda**
- III. **Approval of Minutes**
 - A. July 8, 2015 Board of Directors' Meeting Minutes
- IV. **Old Business**
 - A. Discussion of Public Law Chapter 335 (LD 186)
- V. **New Business**
 - A. Consideration of a Statewide Policy for the Financial Management of Inmate Funds
 - B. Review of Responses to the Strategic Plan Questionnaire
- VI. **Reports**
 - A. Executive Director's Report
 - B. Financial Report
 - C. Legislative Report
 - D. Association Reports
 - E. Corrections Report
 - F. Annual Convention Report
 - G. NACo Report
- VII. **Other Business**
- VIII. **Adjournment**

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MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting Minutes 10:00 a.m., July 8, 2015

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

President William Blodgett called the meeting to order at 9:50 a.m. The attendees recited the Pledge of Allegiance.

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Tom Coward; *Franklin* – Comm. Gary McGrane; *Hancock* – Comm. Steve Joy; *Kennebec* – Admin. Bob Devlin proxy for Comm. George Jabar II; *Knox* – Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; *York* – Comm. Michael Cote; *MACCAM* – Bill Collins; *MACT* – David Parkman; and *MECCA* – Owen Smith.

OTHERS PRESENT: *Androscoggin* – Comm. Sally Christner, *Cumberland* – County Manager Peter Crichton; *Knox* – Admin. Andrew Hart; *Somerset* – Admin. Dawn DiBlasi; MSA – Mary-Anne Lemarre.

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

II. Approval of/Additions to the Agenda

Comm. McGrane moved and Comm. Fournier seconded approving the agenda as presented. The motion was approved unanimously.

MSA: Mary-Anne Lamarre reported MSA has sponsored “Camp Postcard” in Poland again this year. The campers are children who have been impacted negatively by law enforcement to build relationships. All 16 counties were represented in a memorial in May. The medical marijuana complaint investigation program is going well. Reports are submitted to the department of human services. There are 50,000 medical marijuana patients in Maine at this time. The Boothbay Harbor retreat set for July 15 & 16 will involve meetings on Thursday, lobster and an evening cruise. The group will reconvene in September.

E. Corrections Report – No report was given.

F. Annual Convention Report

Office Manager Lauren Haven reported that the Convention Planning Committee met on June 18th. The group finalized details for the Thursday afternoon convention activities. All educational session titles have been submitted. Registration is open for both vendors and attendees, both in paper form and online registration and payment. The committee will meet again on July 23rd.

G. NACo Report

Comm. Baldacci reported that the NACo’s annual conference will take place this weekend, Friday through Tuesday. Rosemary Kulow will also be attending the conference. Ms. Kulow stated she highly recommends encouraging county employees to come to this informative and educational conference. Comm. Baldacci plans to meet with Dr. Natalie Ortiz regarding pretrial programs and will report about the topic at the next meeting. He would like to see Piscataquis County become a member of NACo. Comm. Fournier suggested that MCCA might pay the first year dues if Piscataquis agreed to continue. Comm. Baldacci offered to meet with the Piscataquis commissioners to expound on the benefits of membership.

VII. Other Business

No other business was brought before the Board.

VIII. Adjournment

Comm. Fournier made a ***motion*** to adjourn at 10:55 a.m.; Comm. Fowler seconded the ***motion***, which was unanimously approved. The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Thomas S. Coward



Rosemary Kulow <rkulow@mainecounties.org>

FW: Inmate Funds

1 message

Mark Westrum <mwestrum@tbrj.org>
To: Rosemary Kulow <rkulow@mainecounties.org>

Tue, Aug 4, 2015 at 12:25 PM

I will still send you our policy on inmate funds...

From: Levon Travis
Sent: Tuesday, August 04, 2015 12:09 PM
To: Mark Westrum
Subject: Inmate Funds

Colonel Westrum and Anne Marie,

After our brief discussion yesterday the only agency that I have found that governs the financial management of inmate funds would be the Commissioner of the MDOC. Statute 34-A MRSA Section 1208 gives that individual the power to enforce if we do not meet the standards set before us in the Detention and Correctional Standards for Maine Counties and Municipalities. The standard is as follows:

MANDATORY STANDARD N.2. The administrator shall establish an inmate benefit account that includes profits made through the sales of commissary. Use of funds in this account shall be approved by the Jail Administrator to directly benefit the inmate population. Inmate benefit funds shall not be used to expand, reduce, or supplement a facility's operational budget.

This is a mandatory standard. As you know we must be 100% compliant with our mandatory standards yearly. As highlighted this fund cannot be used to expand, reduce, or supplement a facility's operational budget. If we deviate from the standard were found not to be in compliance we would not be able to receive our occupancy license to hold inmates. The other standard we must comply with is as follows:

STANDARD N.3. A separate accounting of all inmate benefit funds should be maintained that meets accepted accounting practices to include an annual audit.

This audit shows we are in compliance with the mandatory standard and we do not use the funds for our operations.

Let me know if you have any more questions.

Maine Revised Statutes

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§5821-A

Title 15: COURT

§5823

PROCEDURE -- CRIMINAL

Part 7: ASSET FORFEITURE

Chapter 517: ASSET FORFEITURE HEADING: PL 1987, C. 420, §2 (NEW)

§5822. Procedure

1. Filing of petition. A petition for forfeiture must be filed as provided in this section.

A. A district attorney or the Attorney General may petition the Superior Court in the name of the State in the nature of a proceeding in rem to order forfeiture of property subject to forfeiture under section 5821, except that to the extent that such a petition seeks the forfeiture of property described in section 5821, subsection 7, the petition shall be filed only with the written approval of the Attorney General. [1987, c. 420, §2 (NEW).]

B. There shall be no discovery other than under the Maine Rules of Civil Procedure, Rule 36, except by order of court upon a showing of substantial need. Any order permitting discovery shall set forth in detail the areas in which substantial need has been shown and the extent to which discovery may take place. [1987, c. 420, §2 (NEW).]

C. A petition for forfeiture filed pursuant to this section by the Attorney General or a district attorney shall be accepted by any court having jurisdiction without assessment or payment of civil entry or filing fees otherwise provided for by rules of court. [1987, c. 648, (NEW).]

[1987, c. 648, (AMD) .]

2. Jurisdiction and venue. Property subject to forfeiture under section 5821 shall be declared forfeited by any court having jurisdiction over the property or having final jurisdiction over any related criminal proceedings or by the Superior Court for Kennebec County. A petition under this section shall be filed in a court having jurisdiction under this subsection.

[1987, c. 420, §2 (NEW) .]

3. Type of action. The proceeding is an in rem civil action. Property subject to forfeiture may be kept or stored at any location within the territorial boundaries of the State and is subject to the authority of any court in which a petition seeking the forfeiture of that property is filed. The State has the burden of proving all material facts by a preponderance of the evidence and the owner of the property or other

the court. Process for seizure of the property may issue only upon a showing of probable cause that the property is subject to forfeiture under section 5821. The application for process and the issuance, execution and return of process is subject to applicable state law. Any property subject to forfeiture under this section may be seized upon process, except that seizure without the process may be made when:

A. The seizure is incident to an arrest with probable cause, a search under a valid search warrant or an inspection under a valid administrative inspection warrant; [1987, c. 420, §2 (NEW).]

B. The property subject to seizure has been the subject of a prior judgment in favor of the State in a forfeiture proceeding under this section or any other provision of the laws of this State, any other state or the United States; [1987, c. 420, §2 (NEW).]

C. There is probable cause to believe that the property has been directly or indirectly dangerous to health or safety; or [1987, c. 420, §2 (NEW).]

D. There is probable cause to believe that the property has been used or is intended to be used in violation of any criminal law of this State, any other state or the United States. [1987, c. 420, §2 (NEW).]

[RR 1999, c. 2, §19 (AFF); RR 1999, c. 2, §18 (COR) .]

7. Rules. After January 1, 1988, the prosecution of proceedings under this chapter shall be governed by rules adopted or amended by the Attorney General, pursuant to the Maine Administrative Procedure Act, Title 5, chapter 375. These rules shall provide standards for prosecution, settlement, approval of settlement and equitable transfer of forfeited property.

[1987, c. 420, §2 (NEW) .]

SECTION HISTORY

1987, c. 420, §2 (NEW). 1987, c. 648, (AMD). 1987, c. 736, §26 (AMD). 1989, c. 302, §4 (AMD). 1991, c. 461, §§1,2 (AMD). RR 1999, c. 2, §19 (AFF). RR 1999, c. 2, §18 (COR). 1999, c. 408, §1 (AMD).

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interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.**

Office of the Revisor of Statutes

7 State House Station

State House Room 108

Augusta, Maine 04333-0007

Maine Revised Statutes

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§5823

Title 15: COURT

§5825

PROCEDURE -- CRIMINAL

Part 7: ASSET FORFEITURE

Chapter 517: ASSET FORFEITURE HEADING: PL 1987, C. 420, §2 (NEW)

§5824. Equitable transfer of forfeited assets

In the case of any asset decreed forfeit under this chapter or under Title 25, to any entity other than the General Fund, transfer of title to the asset shall not occur until the transfer is approved by: [1987, c. 420, §2 (NEW) .]

1. State; agency or department. In the case of an agency or department of the State, the Governor or the Attorney General;
[1999, c. 408, §2 (AMD) .]

2. County; agency or department. In the case of an agency or department of a county, a majority of the commissioners of the county; and
[1987, c. 420, §2 (NEW) .]

3. Municipality; agency or department. In the case of an agency or department of a municipality, the municipal officers of the municipality.
[1999, c. 408, §2 (AMD) .]

SECTION HISTORY

1987, c. 420, §2 (NEW). 1999, c. 408, §2 (AMD) .

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2015 County Survey Results

List the types of programs and services for which you would like MCCA to manage procurement.	List the types of information and documents you want MCCA to keep/gather and make available to your county.	What types of training would you like MCCA to offer?
Joint purchasing, legal services, insurance programs, human resource management service	performance evaluation forms, job descriptions, ordinances, tax and mill rate information, budgetary formats, budget software types	
None	Just keep doing what you are doing.	
Facilitate a county wide agreement on jail policies		
		Elected Officer's training.
None	All state statues, and any info that pertains to all Counties. Also any innovative programs or projects that are implanted in the various Counties	Basic training on role of Association. Role of County Government for all newly elected individuals. .Legislative briefings for all Commissioners a couple of times during the Legislative session
Procurement seems to be already available through individual Counties, EDD's and COG's, and U.S Cities, so I think this topic is well covered already.	Policies and ordinances.	Coordinate with the various association to learn more. Some options might be: New Commissioner orientation Use of technology for operational efficiency and cost savings
Joint purchasing in general	Statutes, job descriptions, contract samples, RFP samples, county statistics, contracts for info sources	Budgeting, safety/OSHA, personnel (FMLA, etc.), workers comp, orientation of new communities, FOAA
bulk purchase of vehicles, radios, medicines for jails are currently available for joint purchasing, such as through the State of Maine and COG's. An unmet need might exist for purchasing or leasing	sample policies, job descriptions, performance eval forms	orientation for newly elected officials
None	Better, ongoing reporting of legislative activity, like Howe and Cahill used to provide.	Training should be provided in the legislative process.
Hire an attorney to handle lobbying work.	Statutory changes	Introduction to being a commissioner with a review of the statutes and their duties including the Roberts Rules of order or some other comparable course.
Providing training programs that would be open to all counties.	Information on best practices for the efficient and effective operation of county government in the nation.	I would say training similar to what the MMA does; for the commissioners and various affiliates this would be very beneficial.
None	<ul style="list-style-type: none"> statewide directory of county officials (as currently maintained) tax commitment calculation data employee counts by department other data likely maintained by various state agencies consolidated in one place <p>This stated, the need for statewide information on various aspects of county operation is occasional in need only, and can be fully met through current practice where one county or another will poll for data and then share results.</p>	None. Current training curriculum offered de facto by MCCA Risk Pool, Cumberland County, Maine Municipal Association, various state agencies, professional groups and MCCA's own annual convention adequately serve training needs for Maine county officials.
Risk Pool ~ Liability Look at Workers Comp		
None	Minutes, possible grant info?	Right to know, for new commissioners, Freedom of Access, etc. Although most can be found offline.
None	None	

Would you like MCCA to provide Human Resource Management services to counties?	If so, what type(s)	Do you want MCCA to provide grant writing and/or grant management services to counties?	If so, please list types of grants and types of assistance for each.
Yes	advice on labor issues and personnel management; human resource forms; training on appropriate human resource management techniques	Yes	TIF district applications CDBG applications
No		No	
No		Yes	Energy, jail programs, capital improvement
No		Yes	Work with the various departments when requested by the Board of Commissioners.
No		Yes	For programs and grants that would benefit all Counties
No		No	
Yes	General legal information, updates on ACA, etc.	No	
No		No	
No		Yes	Research specialty grants such as for historic preservation.
No			
No		No	
No		No	
Yes	For smaller counties in particular, this could be really helpful.	Yes	We have the ability to write and manage grants, but I think this type of service could be value added and certainly help the smaller counties.
No	The organizational size, complexity, and employee count of Maine counties favor in-house organic staff support as the most efficient method to provide human resource support. When further expertise (i.e. legal counsel) is needed in personnel matters, it typically indicates an increasing potential for formal conflict and/or liability exposure. This condition then triggers the argument cited earlier concerning the drawbacks of attorney-as-employee of an Association in formal disputes.	No	Successful grant writing and grant management by counties require a high degree of organizational familiarity with the county in question. This familiarity is not easily transferrable to an external entity, such as MCCA. Even then a significant amount of time/attention from county officials would be necessary to insure full compliance.
No		No	Is there expertise in this office for this? Provide successful grants thus far.
No		No	

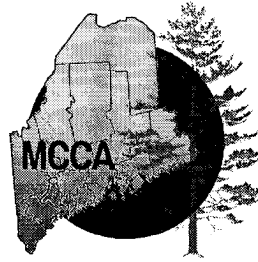
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MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report **August 7, 2015**

NACo Annual Conference

This year's annual National Association of Counties (NACo) conference was held in beautiful Charlotte, North Carolina July 10-13. Many educational opportunities and business meetings were available concerning any number of important issues facing American counties. Numerous steering committees and their subcommittees met throughout the conference to develop policy positions for consideration by the NACo Board of Directors and the convention body as a whole. NACo has the following steering committees: Agriculture and Rural Affairs; Community, Economic & Workforce Development; Environment, Energy, and Land Use; Finance, Pensions & Intergovernmental Affairs; Health; Human Services & Education; Justice & Public Safety; Public Lands; Telecommunications & Technology; and Transportation.

I serve on the **Agriculture & Rural Affairs Steering Committee**, and at this year's meeting held Saturday morning we discussed how the U.S. Dept. of Commerce's Economic Development Administration investment policy is designed to establish a foundation for sustainable job growth and build strong regional economies. We also heard a very interesting presentation about how Churchill County, Nevada, home to Naval Air Station Fallon, the Navy's premier tactical air warfare training center, works with the Naval Air Station to guide growth and development to insure that lands around NAS Fallon remain compatible with the installation's training mission. This is primarily accomplished through the protection of local and historic ranchland.

Later in the meeting we discussed the use of agricultural biotechnology, which has been around for many years. Traditionally, biotechnology included simple cross-breeding techniques, which alter living organisms, or parts of organisms, to make or modify products. Today, this technology includes the development of microorganisms designed to improve plants or animals

successful new local businesses and qualified personnel to add to the labor pool. This is especially beneficial in areas where population is diminishing. The meeting of the Immigration Reform Task Force was immediately followed by the annual conference's business meeting of my fellow state association executives.

Monday morning began bright and early at 8:15 with another NCCAE continuing education session on meeting planning, which was followed by the full meeting of the NACo convention, including the election of officers. This meeting is the culmination of the convention's business because at this meeting all the resolutions developed and adopted by the steering committees are considered and voted on. Added excitement is provided by the election of NACo officers, which is conducted in a format similar to a political party's convention.

The Northeast Region Caucus, which provides Maine and other northeastern states the chance to discuss regional issues and stay connected with the NACo Board of Directors through its elected board member, met after the NACo meeting this year. The Northeast Region also meets on a monthly conference call. These meetings provide an opportunity for NACo updates about legislative activity and a time to discuss regional issues northeast states have in common.

The closing general session was held Monday afternoon, at which time the U.S. Secretary of Transportation and Journalist, Soledad O'Brien, spoke to the assembly. The general session was spearheaded by newly elected NACo President, the Honorable Sally Clark. President Clark's administration will focus on investment in humanity and community.

The convention concluded with a conference celebration, which began at the NASCAR Hall of Fame located next door to the convention center. Folks moved over to the ballroom for dinner served at stations around the hall and a dance with music provided by an excellent live band. All in all, Mecklenburg County's hosting of the annual NACo conference was a huge success and very enjoyable and enlightening. I recommend that every county official who is serious about doing their best for their constituents attend at least one NACo conference, if at all possible. It's amazing what can be learned from these gatherings and how beneficial the new relationships forged can be for us and our counties.

Ethics Committee

The MCCA Ethics Committee is embarking on its work to develop an ethics policy for MCCA. I have gathered a few sample policies from various municipal, county, and state association sources, and the committee will be reviewing those policies soon. The first meeting of the committee is scheduled for August 12th after our board meetings and lunch.

Annual Convention

Lauren will provide an update of conference planning at the board meeting.

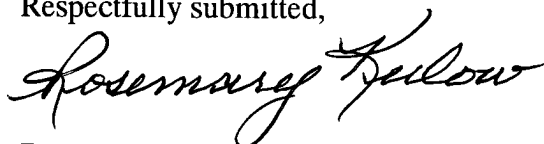
Meetings/Events since July 8, 2015 Board of Directors' Meeting

July 10-14 NACo Annual Conference in Charlotte, NC
July 16 Legislature's Veto Day at State House
July 21 Oxford County Commissioners' meeting in South Paris
July 23 Convention Planning Committee meeting in Ellsworth
July 27 Cumberland County Commissioners' meeting in Portland
July 28 MCCA Corrections Committee meeting at MCCA office & conference call
July 30 MACCAM meeting at MCCA office
July 30 Open house for MMA's retiring Executive Director, Chris Lockwood
Aug. 6 Washington County Commissioners' meeting in Machias

Upcoming Planned Meetings/Events (as of this writing):

Aug. 12 MCCA Board of Directors' meetings
Aug. 12 MCCA Ethics Committee meeting
Aug. 13 Waldo County Commissioners' meeting in Belfast
Aug. 14 MainePERS training at St. Joseph's College in Standish
Aug. 19 Convention Planning Committee meeting in Ellsworth
Aug. 25 Penobscot County Commissioners' meeting in Bangor
Aug. 26 Northeast NACo Region conference call
Sept. 1 Piscataquis County Commissioners' meeting in Dover-Foxcroft
Sept. 9-11 MCCA Annual Convention in Bar Harbor, Hancock County

Respectfully submitted,

A handwritten signature in cursive script that reads "Rosemary Kulow". The signature is written in black ink and is positioned above the printed name and title.

Rosemary Kulow
Executive Director

MAINE COUNTY COMMISSIONERS ASSOCIATION

July 2015 Financial Report

Attached please find the monthly financial reports for the month of July 2015. The Balance Sheet shows total Assets and Liabilities & Equity at \$223,611.75. Debits to the bank account in July totaled \$16,152.80, and \$3.58 of interest income was paid. The bank balance on July 31st was \$200,590.05.

With 58% of the budget year completed, we have collected 62% of budgeted revenue. We had received 22% (\$12,163) of Convention income by the end of July, and payments for registrations are coming in on an almost daily basis.

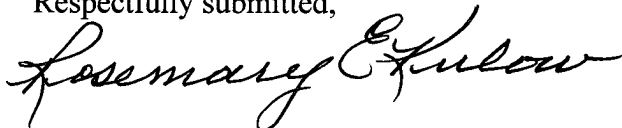
In addition, we received a payment in the amount of \$47,845.72 from the Maine Public Employees Retirement System for MCCA's PLD surplus funds, as these funds will all be managed by the corresponding agencies to which they belong from now on. We will account for these funds separately, as all employer contributions for employees' retirement accounts are paid from this pot of money. Because the funds from MainePERS were not budgeted as anticipated revenue for 2015, total collected revenue for the year currently appears artificially high.

On the expenditure side, \$17,780 (7% of the total budget) was expended in July, for a total of \$118,959 (48%) expended year-to-date. See the *Profit & Loss Budget vs. Actual Month Only* report for details of revenue and expenditures for the year.

One flaw we see with *QuickBooks* is that when a bill is processed via the system, it appears as revenue received on the report. This is the case with the \$25,000 assessment that was billed to the Risk Management Pool. After it was billed, \$25,000 appeared on the financial report as income received, giving a false impression of more revenue received than was the case. The actual payment from the Risk Pool was not received by MCCA until August 5th.

MCCA finances are within budget, and there are no problems in any line item at this time. Please don't hesitate to let me know if you have any questions or would like to see anything different in the financial reports.

Respectfully submitted,



Rosemary E. Kulow
Executive Director

Accepted by:

Date: _____

William Blodgett, President

Peter Baldacci, Vice-President

Thomas Coward, Secretary-Treasurer

Maine County Commissioners Association
Balance Sheet
As of July 31, 2015

	<u>July 2015</u>
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	198,961.75
Petty Cash Account	<u>200.00</u>
Total Checking/Savings	199,161.75
Accounts Receivable	
Receivables	<u>24,450.00</u>
Total Accounts Receivable	<u>24,450.00</u>
Total Current Assets	<u>223,611.75</u>
TOTAL ASSETS	<u><u>223,611.75</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>-717.42</u>
Total Accounts Payable	-717.42
Other Current Liabilities	
1000-00 · Employee Health Insurance Contr	-398.85
1001-00 · MainePERS Employee Contribution	<u>146.39</u>
Total Other Current Liabilities	<u>-252.46</u>
Total Current Liabilities	<u>-969.88</u>
Total Liabilities	-969.88
Equity	
3200-00 · Fund Balance to Current Yr Inc	-59,216.00
3900-00 · Earnings	175,841.44
Net Income	<u>107,956.19</u>
Total Equity	<u>224,581.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>223,611.75</u></u>

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 07/31/2015

	<u>July 2015</u>
Beginning Balance	156,588.95
Cleared Transactions	
Checks and Payments - 15 items	-16,153.00
Deposits and Credits - 23 items	60,154.10
Total Cleared Transactions	<u>44,001.10</u>
Cleared Balance	<u><u>200,590.05</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-1,628.30
Total Uncleared Transactions	<u>-1,628.30</u>
Register Balance as of 07/31/2015	<u><u>198,961.75</u></u>
New Transactions	
Deposits and Credits - 1 item	3,223.00
Total New Transactions	<u>3,223.00</u>
Ending Balance	<u><u>202,184.75</u></u>

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 07/31/2015

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance					156,588.95
Cleared Transactions					
Checks and Payments - 15 items					
	7/3 EFT		Bangor Payroll	-1,865.37	-1,865.37
	7/9 3545		Country Cafe Catering	-270.00	-2,135.37
	7/9 3546		Transco Business Technologies	-242.24	-2,377.61
	7/9 3548		International City/County Manage Assn	-200.00	-2,577.61
	7/9 3542		Gorham Leasing Group	-164.35	-2,741.96
	7/9 3543		Kulow, Rosemary	-114.49	-2,856.45
	7/9 3544		Haven, Lauren	-96.67	-2,953.12
	7/9 3547		Foster Career & Tech Educ Ctr	-50.00	-3,003.12
	7/10 EFT		Bangor Payroll	-1,865.37	-4,868.49
	7/17 EFT		Bangor Payroll	-1,865.37	-6,733.86
	7/24 EFT		Bangor Payroll	-1,865.37	-8,599.23
	7/28 3552		Maine Farm Bureau Building Assoc	-1,497.17	-10,096.40
	7/28 3554		Kulow, Rosemary	-391.12	-10,487.52
	7/31 EFT		Bangor Payroll	-5,665.28	-16,152.80
	7/31			-0.20	-16,153.00
Total Checks and Payments				-16,153.00	-16,153.00
Deposits and Credits - 23 items					
	7/2 EFT		National Assoc of Counties	141.60	141.60
	7/8 EFT		Square Payment Processor	157.54	299.14
	7/9 EFT		Square Payment Processor	85.58	384.72
	7/10 EFT		Square Payment Processor	89.74	474.46
	7/10 EFT		Square Payment Processor	321.90	796.36
	7/10 EFT		Square Payment Processor	450.00	1,246.36
	7/20 15693		Sagadahoc County	173.00	1,419.36
	7/20 15694		Sagadahoc County	217.00	1,636.36
	7/20 92649		Hancock County	860.00	2,496.36
	7/20 17890		Kofile Preservation	952.00	3,448.36
	7/20 17890		Kofile Preservation	1,000.00	4,448.36
	7/22 EFT		Square Payment Processor	201.31	4,649.67
	7/24 30517		Aroostook County	818.00	5,467.67
	7/24 14646		Franklin County_	852.00	6,319.67
	7/27 15733		Sagadahoc County	168.00	6,487.67
	7/27 89454		Knox County	383.00	6,870.67
	7/27 10288		Doubletree	450.00	7,320.67
	7/28 221221		PropertyInfo Corporation	1,517.00	8,837.67
	7/28		Split - Convention Income	2,022.00	10,859.67
	7/29 EFT		Square Payment Processor	36.00	10,895.67
	7/29 EFT		Square Payment Processor	1,409.13	12,304.80
	7/31			3.58	12,308.38

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through July 2015

	Budget 2015	July 2015	Year to Date 2015	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4120-00 · Registration	30,000	6,102	6,102	-23,898	20%
4130-00 · Sponsorship	12,500	1,500	1,500	-11,000	12%
4140-00 · Vendor	12,500	4,561	4,561	-7,939	36%
Total 4100-00 · Convention Income	55,000	12,163	12,163	-42,837	22%
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	500	142	1,142	642	228%
4500-00 · NACo Roster	500		500		100%
4600-00 · MCCA Risk Pool Assessment	25,000		25,000		100%
4800-00 · MainePERS Surplus Funds		47,846	47,846		
4810-00 · Interest Earned	50	4	25	-25	50%
4920-00 · Transfer in from Fund Balance	25,260			-25,260	
Total Income	246,550	60,155	226,916	-19,634	92%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,850	168	1,024	-826	55%
5030-00 · FICA	7,750	728	4,348	-3,402	56%
5050-00 · Salary - Administrative Asst	37,000	3,534	21,202	-15,798	57%
5060-00 · Salary - Executive Director	74,000	7,062	42,009	-31,991	57%
Total 5000-00 · Payroll Expenses	120,600	11,492	68,583	-52,017	57%
5100-00 · Insurance					
5110-00 · Health Insurance	20,000	1,635	11,542	-8,458	58%
5120-00 · Commercial, Crime, D&O Ins	2,000		1,687	-313	84%
5130-00 · Workers Comp	600		514	-86	86%
5140-00 · Unemployment Comp Ins	500	112	335	-165	67%
Total 5100-00 · Insurance	23,100	1,747	14,078	-9,022	61%
6010-00 · Prof. Services					
6011-00 · Prof Services-Bookkeeping	250			-250	
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	1,800			-1,800	
Total 6010-00 · Prof. Services	2,550			-2,550	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	300		200	-100	67%
6032-00 · Lobbying - Contractual	2,000			-2,000	
Total 6030-00 · Lobbying	2,300		200	-2,100	9%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through July 2015

	Budget 2015	July 2015	Year to Date 2015	\$ Over Budget	% of Budget
6230-00 · Advertising	1,000			-1,000	
6235-00 · Supplies	2,500	118	1,329	-1,171	53%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,800	181	901	-899	50%
6242-00 · Conference Call Line	100			-100	
6243-00 · Phone, Fax & Internet	3,000	168	837	-2,163	28%
Total 6240-00 · Telephone, Fax & Internet	4,900	349	1,738	-3,162	35%
 6250-00 · Website	 250		18	 -232	 7%
6260-00 · Contingency	3,000			-3,000	
Total Expense	246,550	17,780	118,959	-127,591	48%

Maine County Commissioners Association Transaction Detail by Account July 2015

MCCA Checking-Savings Bank

Date	Num	Name	Memo	Amount
7/2	EFT	National Association of Counties	Deposit	141.60
7/3	EFT	Bangor Payroll	Payroll for week 6/22 to 6/28/15	-1,865.37
7/8	EFT	Square Payment Processor	Deposit	157.54
7/9	3542	Gorham Leasing Group	Lease #ME1827	-164.35
7/9	3543	Kulow, Rosemary	Executive Director Expenses	-114.49
7/9	3544	Haven, Lauren		-96.67
7/9	3545	Country Cafe Catering	BOD Meeting Lunch	-270.00
7/9	3546	Transco Business Technologies	Invoice 99363A	-242.24
7/9	3547	Foster Career & Tech Educ Ctr		-50.00
7/9	3548	Intern City/County Manag Assn		-200.00
7/9	EFT	Square Payment Processor	Deposit	85.58
7/10	EFT	Bangor Payroll	Payroll for week 6/29 to 7/05/15	-1,865.37
7/10	EFT	Square Payment Processor	Deposit	321.90
7/10	EFT	Square Payment Processor	Deposit	450.00
7/10	EFT	Square Payment Processor	Deposit	89.74
7/17	3549	Bank of Maine	Visa Payment	-641.55
7/17	3550	Spotlight Solutions	Comedian Karen Morgan	-750.00
7/17	3551	Maine Municipal Association	Unemployment	-111.75
7/17	EFT	Bangor Payroll	Payroll for week 7/6 to 7/12/15	-1,865.37
7/20	15694	Sagadahoc County	Deposit	217.00
7/20	15693	Sagadahoc County	Deposit	173.00
7/20	17890	Kofile Preservation	Deposit	1,000.00
7/20	17890	Kofile Preservation	Deposit	952.00
7/20	92649	Hancock County	Atwater, Blasi, Brown, Conlogue, DePre	860.00
7/22	EFT	Square Payment Processor	Deposit	201.31
7/24	14646	Franklin County_	Deposit	852.00
7/24	30517	Aroostook County	N.Fournier, P.Adams	818.00
7/24	EFT	Bangor Payroll	Payroll for week 7/13 to 7/19/15	-1,865.37
7/27	10288	Doubletree	Deposit	450.00
7/27	15733	Sagadahoc County	Deposit	168.00

Maine County Commissioners Association Transaction Detail by Account July 2015

Date	Num	Name	Memo	Amount
7/10	EFT	Bangor Payroll	Payroll for week 6/29 to 7/05/15	1,865.37
7/17		Bank of Maine	Visa Payment	-641.55
7/17		Spotlight Solutions	Comedian Karen Morgan	-750.00
7/17		Maine Municipal Association	Unemployment	-111.75
7/17	3549	Bank of Maine	Visa Payment	641.55
7/17	3550	Spotlight Solutions	Comedian Karen Morgan	750.00
7/17	3551	Maine Municipal Association	Unemployment	111.75
7/17	2015-29	Bangor Payroll	Payroll for week 7/6 to 7/12/15	-1,865.37
7/17	EFT	Bangor Payroll	Payroll for week 7/6 to 7/12/15	1,865.37
7/24	2015-30	Bangor Payroll	Payroll for week 7/13 to 7/19/15	-1,865.37
7/24	EFT	Bangor Payroll	Payroll for week 7/13 to 7/19/15	1,865.37
7/28		Maine Farm Bureau Build Assoc	Office Rent	-1,497.17
7/28	3552	Maine Farm Bureau Build Assoc	Office Rent	1,497.17
7/28		Kulow, Rosemary	Executive Director Expenses	-391.12
7/28	3554	Kulow, Rosemary	Executive Director Expenses	391.12
7/28		Dana Lavertu DJ Entertainment	Sept 9th Convention Entertainment	-125.00
7/28	3553	Dana Lavertu DJ Entertainment	Sept 9th Convention Entertainment	125.00
7/31	2015-31	Bangor Payroll	Payroll for week 7/20 to 7/26/15	-5,665.28
7/31	EFT	Bangor Payroll	Payroll for week 7/20 to 7/26/15	5,665.28
Total Accounts Payable				0.00
1000-00 · Employee Health Insurance Contr				
7/3	2015-27	Bangor Payroll	EE Health Insurance Contributions	-268.34
7/10	2015-28	Bangor Payroll	EE Health Insurance Contributions	-268.34
7/17	2015-29	Bangor Payroll	EE Health Insurance Contributions	-268.34
7/24	2015-30	Bangor Payroll	EE Health Insurance Contributions	-268.34
7/31	2015-31	Bangor Payroll	EE Health Insurance Contributions	1,073.33
7/31	2015-31	Bangor Payroll	EE Health Insurance Contributions	0.03
Total 1000-00 · Employee Health Insurance Contr				0.00
1001-00 · MainePERS Employee Contribution				
7/3	2015-27	Bangor Payroll	Employee Contribution	-158.92
7/10	2015-28	Bangor Payroll	Employee Contribution	-158.92

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08/06/15
Accrual Basis

Maine County Commissioners Association
Transaction Detail by Account
July 2015

Date Num			Name	Memo	Amount
7/27	10288		Doubletree	Deposit	-450.00
7/28	221221		PropertyInfo Corporation	6' Table and \$400 Ad	-850.00
7/28	5933		Acorn Recording Solutions, Inc.	Exhibitor Fee	-450.00
7/29	EFT		Square Payment Processor	Deposit	-1,409.13
Total 4140-00 · Vendor					-4,561.13
Total 4100-00 · Convention Income					-12,163.20
4400-00 · Other Income					
7/2	EFT		National Association of Counties	Deposit	-141.60
Total 4400-00 · Other Income					-141.60
4800-00 · MainePERS Surplus Funds					
Total 4800-00 · MainePERS Surplus Funds					-47,845.72
4810-00 · Interest Earned					
7/31	EFT		MainePERS	Deposit	-47,845.72
Total 4810-00 · Interest Earned					-3.58
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees					
7/3	2015-27		Bangor Payroll	Processing fee	32.00
7/10	2015-28		Bangor Payroll	Processing fee	32.00
7/17	2015-29		Bangor Payroll	Processing fee	32.00
7/24	2015-30		Bangor Payroll	Processing fee	32.00
7/31	2015-31		Bangor Payroll	Processing fee	40.00
Total 5020-00 · Payroll Fees					168.00
5030-00 · FICA					
7/3	2015-27		Bangor Payroll	Taxes	141.59
7/10	2015-28		Bangor Payroll	Taxes	141.59
7/17	2015-29		Bangor Payroll	Taxes	141.59
7/24	2015-30		Bangor Payroll	Taxes	141.59
7/31	2015-31		Bangor Payroll	Taxes	162.11
Total 5030-00 · FICA					728.47
5050-00 · Salary - Administrative Asst					

Maine County Commissioners Association Transaction Detail by Account July 2015

	Date	Num	Name	Memo	Amount
6113-00 · Entertainment/Speakers					
Total 6113-00 · Entertainment/Speakers	7/17		Spotlight Solutions	Comedian Karen Morgan	750.00
Total 6110-00 · Convention Exp.	7/28		Dana Lavertu DJ Entertainment	Convention Entertainment-DJ	125.00
6145-00 · Dues Expense					<u>875.00</u>
Total 6145-00 · Dues Expense					<u>875.00</u>
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software					
Total 6151-00 · Computer Hardware & Software	7/8		Intern City/County Manag Assn	ICMA membership Dues	200.00
6153-00 · Photocopier Lease					<u>200.00</u>
Total 6151-00 · Computer Hardware & Software	7/17		Bank of Maine	Virtual Graffiti-Firewall	303.40
6154-00 · Printer & Supplies	7/17		Bank of Maine	Norton Utilities	89.99
Total 6153-00 · Photocopier Lease					<u>393.39</u>
Total 6154-00 · Printer & Supplies	7/8		Gorham Leasing Group	Photocopier Lease - Monthly	164.35
Total 6150-00 · Equipment - Office					<u>164.35</u>
6170-00 · Meeting exp.					
6173-00 · Monthly					
Total 6173-00 · Monthly	7/8		Transco Business Technologies	Copier Supplies	242.24
Total 6150-00 · Equipment - Office	7/17		Bank of Maine	Ganson	70.00
6170-00 · Meeting exp.					<u>312.24</u>
6173-00 · Monthly					<u>869.98</u>
Total 6173-00 · Monthly	7/8		Haven, Lauren	BOD Meeting	37.04
Total 6170-00 · Meeting exp.	7/8		Country Cafe Catering	BOD Meeting Lunch	270.00
6180-00 · Mileage & Travel Expense					<u>307.04</u>
Total 6180-00 · Mileage & Travel Expense					<u>307.04</u>
Total 6180-00 · Mileage & Travel Expense	7/8		Kulow, Rosemary	Executive Director Mileage	43.30
	7/28		Kulow, Rosemary	Executive Director Mileage	202.76
					<u>246.06</u>

Maine County Commissioners Association Expenses by Vendor Detail July 2015

Date	Memo	Account	Amount	Balance
Bangor Payroll				
7/3	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	706.73
7/3	Taxes	5030-00 · FICA	141.59	848.32
7/3	Processing fee	5020-00 · Payroll Fees	32.00	880.32
7/3	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	2,292.63
7/10	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	2,999.36
7/10	Taxes	5030-00 · FICA	141.59	3,140.95
7/10	Processing fee	5020-00 · Payroll Fees	32.00	3,172.95
7/10	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	4,585.26
7/17	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	5,291.99
7/17	Taxes	5030-00 · FICA	141.59	5,433.58
7/17	Processing fee	5020-00 · Payroll Fees	32.00	5,465.58
7/17	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	6,877.89
7/24	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	7,584.62
7/24	Taxes	5030-00 · FICA	141.59	7,726.21
7/24	Processing fee	5020-00 · Payroll Fees	32.00	7,758.21
7/24	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	9,170.52
7/31	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	9,877.25
7/31	Taxes	5030-00 · FICA	162.11	10,039.36
7/31	Processing fee	5020-00 · Payroll Fees	40.00	10,079.36
7/31	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	11,491.67
7/31	ER Health Insurance Contributions	5110-00 · Health Insurance	1,635.09	13,126.76
Total Bangor Payroll			13,126.76	13,126.76
Bank of Maine				
7/17	Virtual Graffiti-Firewall	6151-00 · Computer Hardware & Software	303.40	303.40
7/17	News	6235-00 · Supplies	10.54	313.94
7/17	TWC	6243-00 · Phone, Fax & Internet	167.62	481.56
7/17	Norton Utilities	6151-00 · Computer Hardware & Software	89.99	571.55
7/17	Ganson	6154-00 · Printer & Supplies	70.00	641.55
Total Bank of Maine			641.55	641.55

Maine County Commissioners Association Expenses by Vendor Detail July 2015

Date	Memo	Account	Amount	Balance
7/8	Cell Phone Reimbursement	6241-00 · Cell Phone	65.91	109.21
7/8	Supplies	6235-00 · Supplies	5.28	114.49
7/28	Executive Director Mileage	6180-00 · Mileage & Travel Expense	202.76	317.25
7/28	Cell Phone Reimbursement	6241-00 · Cell Phone	65.79	383.04
7/28	Supplies	6235-00 · Supplies	42.19	425.23
7/28	NACo Conference Meals	6041-00 · Conferences	80.38	505.61
Total Kulow, Rosemary			505.61	505.61
Maine Farm Bureau Building Association				
7/28	Rent	6195-00 · Office Space Rental	1,497.17	1,497.17
Total Maine Farm Bureau Building Association			1,497.17	1,497.17
Maine Municipal Association				
7/17	Unemployment-Installment 3	5140-00 · Unemployment Comp Ins	111.75	111.75
Total Maine Municipal Association			111.75	111.75
MainePERS				
7/31	Deposit	4920-00 · Transfer in from Fund Balance	-47,845.72	-47,845.72
Total MainePERS			-47,845.72	-47,845.72
Spotlight Solutions				
7/17	Comedian Karen Morgan	6113-00 · Entertainment/Speakers	750.00	750.00
Total Spotlight Solutions			750.00	750.00
Transco Business Technologies				
7/8	Copier Supplies	6154-00 · Printer & Supplies	242.24	242.24
Total Transco Business Technologies			242.24	242.24
TOTAL			-30,916.62	-30,916.62

2015 Convention of Maine Counties
Vendors and Sponsors as of 8-7-15

County Assoc. Vendor Guest	Attendee 1st Name	Attendee Surname	Company	Wed Break	Wed Lunch	Wed Haddock	Wed Mignon	Wed Lasagna	Thurs Break	Thurs Lunch	Thurs Steak	Thurs Salmon	Thurs Ravioli	Fri Break	All Meals	Exhibitor	6' Exhibitor\$	8' Exhibitor\$	1/4 Advertise	1/2 Advertise	Full Page Ad	Silver Sponsor	Gold Sponsor	Plat Sponsor	Registrn\$ & Meals	Vendor Selections	Grand Total
				Wed Meals				Thurs Meals						Vendor Selections										Totals			
Vendor	Carole	Marotti	Kofile Preservation		18		41			18						1		475	400				1,000		\$77	\$1,875	\$1,952
Vendor	Laura	Palmisano	Keefe Commissary Network													1	450		400						\$0	\$850	\$850
Vendor	John	Sidorakis	Aramark	15	18		41		18	18	41					1	450								\$151	\$450	\$601
Vendor	Alfredo	Frauenfelder	Xerox	15	18	36			18	18						1	450								\$105	\$450	\$555
Vendor	Andy	Horsefall	Fidlar Technologies		18					18						1	450				1,000				\$36	\$1,450	\$1,486
Vendor	David	Carr	Property Info	15	18		41		18	18		41		16	1	1	450		400			500			\$167	\$1,350	\$1,517
Vendor	Kathy	Redlund	Acorn Recording Solutions	15	18		41		18	18	41					1	450								\$151	\$450	\$601
Vendor	Jim	Tucci	Acorn Recording Solutions	15	18		41		18	18		41													\$151	\$0	\$151
Vendor	Debbie	Bridges	MMEHT	15	18				18							1	475								\$51	\$475	\$526
Vendor	Susan	Smith	MMEHT	15	18				18																\$51	\$0	\$51
Vendor	Sherri	Turowsky	Securus Technologies													1	450								\$0	\$450	\$450
Vendor	Trish	Auger	Securus Technologies																						\$0	\$0	\$0
Vendor	Lena A.	Phillips	Browntech Inc.		18	41			18	18			41	16		1	450								\$152	\$450	\$602
Vendor	Lena D.	Phillips	Browntech Inc.		18	41			18	18			41	16											\$152	\$0	\$152
Total				\$5,709	120				180					64	10	\$ 4,075		1200	\$ -		500		\$ -	\$ 1,634	\$ 8,250	\$ 9,884	
	Commitments from		Iis Financial																								
			Ing Financial Partners																								
			Androscoggin Bank																								
			J&B Diversified																								
			Acadia Benefits																								



MT. BLUE CAMPUS

129 Seamon Rd. Farmington, ME 04938



Mt. Blue High School
Bruce Mochamer, Principal
Phone: 207-778-3561
Fax: 207-778-3564

Adult Basic Education
Ray Therrien, Director
Phone: 207-778-3460
Fax: 207-778-2971

Foster CTE Center
Glenn Kapiloff, Director
Phone: 207-778-3562
Fax: 207-778-5811


DONATION RECEIPT

TO: Maine County Commissioners Association
4 Gabriel Drive, Ste 2
Augusta, ME 04330

RE: Fred Hardy Agricultural Scholarship – Foster CTE Center

Thank you for the generous donation of \$50.00 to the Fred Hardy Agricultural Scholarship at Foster CTE Center on the Mt. Blue Campus. Your donation is very much appreciated. Fred's commitment to education and agriculture will be honored and remembered through the students that this scholarship helps fund.

Sincerely,


Glenn Kapiloff
Director, Foster CTE Center