

# M.C.C.A.

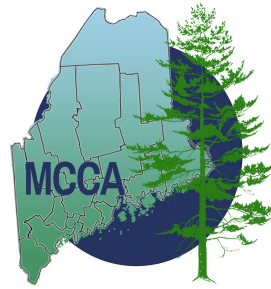
Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
Knox County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

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

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### MCCA Board of Directors' Meeting

Buker Community Center, Armory Street, Augusta  
February 15, 2018 at 10:30 am

## Agenda

- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of January 10, 2018 Meeting Minutes
- IV. Reports
  - A. Executive Director and Legislative Report
  - B. Financial Reports
  - C. Association Reports
  - D. Annual Convention Report
  - E. NACo Report
- V. Other Business
- VI. Adjournment



# M.C.C.A.

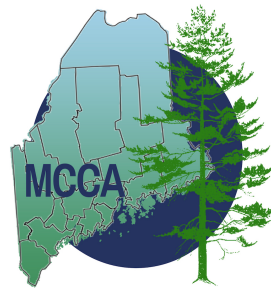
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## MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Annual Meeting Minutes Senator Inn, January 10, 2018 at 10:00 am

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

President Peter Baldacci called the meeting to order at 10:01 a.m. The attendees recited the Pledge of Allegiance and all present introduced themselves.

**DIRECTORS PRESENT:** *Androscoggin* – Comm. Zachary Maher proxy for Comm. Sally Christner; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Comm. Percy Brown; *Kennebec* – Comm. George Jabar; *Knox* – Admin. Andrew Hart proxy for Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. Jim Annis; *Sagadahoc* – Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

**OTHERS PRESENT:** *Androscoggin* – Comm. Matthew Roy and Admin. Larry Post; *Aroostook* – Comm. Paul Underwood; *Cumberland* – Comm. Steve Gorden and Manager Jim Gailey; *Hancock* – Admin. Scott Adkins; *Kennebec* – Admin. Bob Devlin; *Knox* – Comm. Sharyn Pohlman; *Lincoln* – Admin. Carrie Kipfer; *Piscataquis* – Manager Tom Lizotte; *Sagadahoc* – Admin. Pamela Hile; *Somerset* – Comm. Robert Sezak and Admin. Dawn DiBlasi; *Waldo* – Comm. Betty Johnson and HR Director Michelle Wadsworth; *York* – Comm. Richard Clark; *MACCAM* – Bill Collins; and *MACT* – David Parkman.

**DIRECTORS ABSENT:** *Androscoggin* – Comm. Sally Christner; *Oxford* – Comm. Steven Merrill; and *Washington* – Comm. Chris Gardner.

**STAFF PRESENT:** Executive Director Charles Pray, Risk Pool Manager Malcolm Ulmer and Office Manager Lauren Haven.

### II. Approval of/Additions to the Agenda

Office Manager Lauren Haven requested James Belleau of Trafton, Matzen, Belleau & Frenette be added to the agenda to present the details of the case against opioid manufacturers and

distributors. Comm. Brown moved and Comm. Graf seconded approving the agenda with this addition. The motion was approved unanimously.

### III. Approval of December 13, 2017 Board of Directors' Meeting Minutes

Comm. Cote moved and Comm. Fowler seconded approving the minutes from the Board of Directors' meeting on December 13, 2017 with no revisions. The motion was passed.

### IV. President's Report

President Baldacci reported on the activities, progress and accomplishments of 2017. He encouraged commissioners to work together to find common ground and become a united force in advocating for counties during this legislative session.

### V. Approval of 2018 MCCA Directors

The group reviewed the proposed list. *Comm. Cote made a motion to approve the nominations as submitted. The motion was seconded by Comm. Blodgett and it was approved unanimously.* Therefore the 2018 Board of Directors is as follows:

<b>Androscoggin</b>	Commissioner Zachary Maher; proxy Comm. Noel Madore or Larry Post
<b>Aroostook</b>	Commissioner Norman Fournier; proxy Comm. Paul Underwood
<b>Cumberland</b>	Commissioner Thomas Coward; proxy Comm. Steve Gorden
<b>Hancock</b>	Commissioner Percy Brown; proxy Scott Adkins
<b>Kennebec</b>	Commissioner George Jabar; proxy Comm. Nancy Rines, Comm. Patsy Crockett, or Bob Devlin
<b>Knox</b>	Commissioner Carol Maines; proxy Andrew Hart
<b>Lincoln</b>	Commissioner William Blodgett; proxy Carrie Kipfer
<b>Oxford</b>	Commissioner Steven Merrill; proxy Scott Cole
<b>Penobscot</b>	Commissioner Peter Baldacci; proxy Bill Collins
<b>Piscataquis</b>	Commissioner James Annis; proxy Tom Lizotte
<b>Sagadahoc</b>	Commissioner Charles Crosby; proxy Pam Hile
<b>Somerset</b>	Commissioner Newell Graf; proxy Dawn DiBlasi
<b>Waldo</b>	Commissioner Amy Fowler; proxy Comm. Betty Johnson
<b>Washington</b>	Commissioner Christopher Gardner; proxy Betsy Fitzgerald
<b>York</b>	Commissioner Michael Cote; proxy Gregory Zinser

### VI. Nomination and Election of MCCA Officers

The Nominating Committee including Comm. Norman Fournier, Comm. William Blodgett, and Comm. James Annis met to deliberate about the 2018 slate of officers. Comm. Fournier, representing the Committee, made a motion to nominate and Comm. Thomas Coward as President, Comm. Amy Fowler as Vice President and Comm. Carol Maines as Secretary-Treasurer. Comm. Blodgett seconded the motion and it passed with a unanimous vote.

President Coward gave a brief acceptance speech, thanking the previous Executive Committee members for their dedication and service, and identifying goals for the future. Some of these goals were to develop and implement a lesson plan for middle or high school students, re-visit the adopted strategic plan to assess our current priorities, and work more closely with the Maine Sheriff's Association and the Maine Municipal Association to achieve mutually beneficial objectives.

## **VII. Appointment of MCCA Legislative Policy Committee Members**

President Tom Coward invited interested Board members to join the Legislative Policy Committee. All are welcome to attend and participate in conference calls which occur as needed during the legislative session. Executive Director Charles Pray will ensure new members are added to his distribution list for details about future calls and meetings.

## **VIII. Consideration of a Legislative Breakfast**

Executive Director Charles Pray reported the Maine Sheriff's Association decided not to host the annual Legislative Breakfast this year. Attendees discussed the pros and cons of MCCA taking over the event. County Manager Greg Zinser spoke on behalf of MACCAM saying commissioners would be wise to fill the void and advance our cause. He offered \$500 to contribute to the cost. Administrator Andy Hart said these legislative breakfasts have been productive in the past. The group agreed and talked about scheduling in mid-February. Office Manager Lauren Haven suggested having the monthly Board of Directors' meeting on the same day for the sake of efficiency and convenience. She will look for an available venue and report to the Executive Committee for approval.

Charles Pray said we should make sure we invite members of the Criminal Justice, and Appropriations Committees among other legislators. Tom Coward said it would be good to have a handout with the information from the report developed during the workshop with MSA. Commissioner Baldacci moved and Comm. Graf seconded authorizing the Executive Committee to make the necessary arrangements for the Legislative Breakfast. The motion was approved.

## **IX. Nomination of Two NACo Representatives**

Commissioner Peter Baldacci explained MCCA will have one representative on the NACo Board of Directors and one other representative who would be able to attend other meetings and lectures during conferences. Commissioner Fournier moved and Comm. Graf seconded re-nominating Comm. Baldacci and Comm. Fowler as MCCA's two NACo representatives. The motion was unanimously approved.

## **X. Approval of MCCA's 2017 Budget Line Item Transfers**

The group reviewed the list of proposed transfers. Commissioner Fournier moved and Comm. Fowler seconded approving the list with no changes. The motion was approved.

## **XI. Approval of MCCA's 2018 Budget**

Comm. Fournier, representing the Budget and Finance Committee, presented the proposed budget which reflected the changes made at the December Board of Directors' meeting. The group reviewed the revised draft. Commissioner Fowler moved and Comm. Baldacci seconded approving the budget with no further changes. The motion was unanimously approved.

## **XII. Reports**

### **A. Executive Director Report**

Executive Director Charles Pray presented his report. He asked Board members to consider accepting an invitation from Sheriff King to hold MCCA's March Board meeting at the MSA conference in Southern Maine on March 15<sup>th</sup>. Governor LePage will be speaking at the luncheon which will be a cost of \$30 per person. President Tom Coward asked for a motion and vote. *Comm. Fowler moved, and Comm. Cote seconded the motion to hold the March Board meeting at the MSA conference on March 15<sup>th</sup>. The motion was approved.*

### **B. Financial Report**

Office Manager Lauren Haven presented the December financial reports and invited questions. Hearing none, *Comm. Graf moved and Comm. Cote seconded approving the financial reports. The motion was approved.*

### **C. Legislative Report**

There was no further discussion on legislative matters at this time.

### **D. Professionalism in Management Committee Report**

Commissioner Cote spoke about creating a non-mandatory county employee certification program. The next step in the project would be to develop a curriculum with program goals, drill down into course content and devise a method for testing participant's knowledge of the new information. It would be a process, but the Committee was confident there would be an audience for such a program.

### **E. Association Reports**

**MACCAM:** County Manager Greg Zinser reported the Association met on January 8<sup>th</sup> in Skowhegan and worked on jail funding numbers and formulas. There are two distinct funding areas needed to be recognized: the general operational funds and supplemental funds for special needs. *Comm. Fournier moved, and Comm. Cote seconded the motion to accept and actively use MACCAM's findings to explain jail funding needs. The motion was unanimously approved.* President Coward requested the group put together a one-page summary statement explaining their conclusions. Greg Zinser said a handout would be developed by the end of the week so everyone could advocate for jail funding using the same calculations.

**MECCA:** Communications Director Owen Smith reported the Association was looking forward to a one-day training; lunch will be available (\$15-\$20). And formalization of the E9-1-1 statutory surcharge amount of \$ .45 was mentioned.

### **F. Corrections Report**

There was no further discussion on this topic.

## G. Annual Convention Report

Office Manager Lauren Haven reported the Convention Planning Committee met on December 14<sup>th</sup> at the Cumberland County Communication Center in Windham. Bill Holmes joined the group to discuss his offer to set up a nine-hole golf tournament. The Committee is scheduled to meet next on January 25<sup>th</sup> at the DoubleTree for a tour and food tasting.

## H. NACo Report

Comm. Baldacci announced the upcoming NACo Legislative Conference March 3<sup>rd</sup> through March 7<sup>th</sup> in Washington D.C. Comm. Gorden inquired about the status of workforce funding. NACo resources were being allocated for this. Comm. Crosby stated the case was won on all counts although it was being appealed by the Governor to further delay the distribution of funds. They may be released by a judge. He will keep the MCCA Board apprised of the situation.

## XIII. Other Business

James Belleau of Trafton, Matzen, Belleau & Frenette presented the details of the case being developed against opioid manufacturers and distributors. (This had been added to the agenda; please see item II.) After the presentation Mr. Belleau entertained questions. And although Mr. Belleau said no endorsement from the Board was necessary, Comm. Brown made a motion to support the efforts of the law firm. The motion was seconded by Comm. Cote and was unanimously approved.

Office Manager Lauren Haven reminded the group about the trainings set to take place in the afternoon. Peter Marchesi would be making a presentation on Employment Law, and Kristen Kellner from KMA HR Consulting would be talking about Sexual Harassment.

No other business was brought before the Board.

## XIV. Adjournment

President Thomas Coward invited a motion to adjourn at approximately 11:35 a.m. Comm. Fournier made the motion seconded by Comm. Fowler, and the motion was unanimously approved. The group adjourned to lunch followed by the afternoon training sessions.

Respectfully submitted,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Carol Maines



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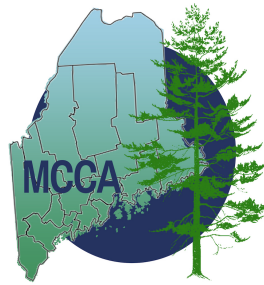
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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Executive Director's Report *February 14, 2018*

#### **MCCA:**

The State of the MCCA is strong.

#### **Legislative:**

Following up from the DOC report I have had a number of conversations with and not limited to the key legislative committee members and leadership. I was surprised other than the CJPS members others were only aware of the media reporting of it. The Report was not distributed to the Legislature as a whole. From conversations with members only CJPS had or had seen copies of the DOC report. Across party lines none expressed any opened support and were skeptical of it, again mostly to the media reporting.

With that said attempts to get into see House Minority Leadership has been impossible.

The few knowledgeable somewhat on the subject but not on CJPS spoke outright derogatory towards it including Senator Davis, Republican, Piscataquis, who understands the issue along with Senators Carpenter and Libby on the Senate side. Senator Rosen expressed strong reservations to it as did Representative Warren, the two Chairs. Warren was a bit more unreceptive vocally to the Report. Representative Stanley, a former County Commissioner, expressed his belief that it will be poorly received.

Representative Grohman, expressed he had met with the Governor Monday, the 5<sup>th</sup>, expressed disappointment in the report and stated it was not the charge the Legislature had given to DOC. He was interested if there was a way to initiate a hybrid working group of the parties involved to work on addressing long term savings. We had a frank conversation on that topic that basically said that would need to be looked at with a new Administration might want to go. At this moment, the current session needed to address the immediate situation and due to the short session and the election the Legislature did not have the time or money to explore long planning of a State take over even if they were going to have the Counties pay for it. He agreed... but wants to work on it at, if not now, going forward.

**Note:** All Committee work is to be completed by March 9<sup>th</sup>, all bills out of Committees by the 23<sup>rd</sup>.

#### **Annual Conference:**

I would like to suggest we invite Chief Justice Leigh Saufley to be our principal Speaker Friday evening. This would complete an involvement of the two of the three branches of State government who have a significant impact on the single largest County operations, our jails. Friday evening would follow our forum with the candidates for governor.

As to the forum at the Conference: Currently there are twenty-four (24) candidates for Governor, eighteen (18) are in two principle political parties thus only two of those eighteen will qualify for the fall ballot reducing the number to eight (8) potential candidates listed on the fall ballot. Not all will be serious candidates in the sense of having significant standing with the voting public across the board, thus what I would classify as extreme long shots. I suspect we will have the three political parties, Democrat, Green, and Republican, plus one or two, maybe three unenrolled (Independents), most likely two, giving us five to six candidates to invite to participate in our Forum. We will need to set a requirement as to some standard of public support for participation and we have time to do that in June after the primaries.

**WIOA Funding Status:**

**March Meeting Reminder: Maine Sheriff's Association Invitation:** York County Sheriff Willian King's invitation to the MCCA to hold our March meeting at the MSA's 2018 Conference March 13-15<sup>th</sup>. And, a reminder Governor LePage is their Luncheon speaker on the 15<sup>th</sup>.

**Maine Municipal Association:**

Conversations continue.

# MAINE COUNTY COMMISSIONERS ASSOCIATION

## January 2018 Financial Report

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Attached please find the financial reports for the month of January 2018. The Balance Sheet shows total assets and liabilities at \$227,890. This amount includes \$31,820 from the money market account for MainePERS employer contributions.

Debits to the bank account in January totaled \$18,372, and receipts of \$2,752 were credited to the account. The credits were brought in from advertising space purchased for placement in the Directory of Maine Counties. The total amount will be about \$3,800. This revenue is not estimated in the 2018 budget as this is the first year the opportunity has been offered.

The general fund checking account balance as of January 31<sup>st</sup> was \$61,455.13 as some transactions had not yet cleared. With about 8% of the year elapsed, approximately 56% of the \$250,446 budgeted revenue will have been accumulated once all membership dues have been received. Counties have been invoiced, therefore any accrual basis financial reports reflect the expected total amount. On the expenditure side, \$17,642 was expended in January, which at this point is the year-to-date figure.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail and Expenses by Vendor* reports. There are no financial concerns at this time.

Please don't hesitate to let me know if you have any questions or would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven  
Office Manager

Accepted by:

Date: February 15, 2018



Charles Pray, Executive Director

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Thomas Coward, President

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Amy Fowler, Vice-President

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Carol Maines, Secretary-Treasurer



# **Maine County Commissioners Association Balance Sheet (accrual)**

**As of January 31, 2018**

02/07/2018

	<b>January 2018</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MCCA Checking-Savings Bank	61,455.13
Money Market Account	31,820.19
Petty Cash Account	200.00
Total Checking/Savings	93,475.32
Accounts Receivable	
Receivables	129,003.00
Total Accounts Receivable	129,003.00
Total Current Assets	222,478.32
<b>Fixed Assets</b>	
RLB0019 · Accumulated Depreciation	-2,912.00
RLB0028 · Equipment	6,660.00
RLB0030 · Depreciation	1,664.00
Total Fixed Assets	5,412.00
<b>TOTAL ASSETS</b>	<b>227,890.32</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	-620.28
Total Accounts Payable	-620.28
Other Current Liabilities	
1000-00 · Employee Health Insurance Contr	1,043.11
1001-00 · MainePERS Employee Contribution	111.79
RLB0032 · Accrued Vacation	820.90
Total Other Current Liabilities	1,975.80
Total Current Liabilities	1,355.52
Total Liabilities	1,355.52
<b>Equity</b>	
3200-00 · Fund Balance to Current Yr Inc	-111,452.00
3900-00 · Earnings	225,066.11
Net Income	112,920.69
Total Equity	226,534.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>227,890.32</b>



**Maine County Commissioners Association**  
**Reconciliation Summary**  
**Money Market Account, Period Ending 01/18/18**

<b>02/07/2018</b>	<b>January 2018</b>
<b>Beginning Balance</b>	<b>31,817.57</b>
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<b>2.62</b>
<b>Total Cleared Transactions</b>	<b>2.62</b>
<b>Cleared Balance</b>	<b>31,820.19</b>
<b>Register Balance as of 01/18/18</b>	<b>31,820.19</b>
<b>Ending Balance</b>	<b>31,820.19</b>



# Maine County Commissioners Association Reconciliation Summary

MCCA Checking-Savings Bank, Period Ending 01/31/18  
02/07/2018

	January 2018
Beginning Balance	<u>77,940.23</u>
Cleared Transactions	
Checks and Payments - 15 items	-18,372.76
Deposits and Credits - 6 items	<u>2,752.66</u>
Total Cleared Transactions	<u>-15,620.10</u>
Cleared Balance	<u><u>62,320.13</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-865.00
Total Uncleared Transactions	<u>-865.00</u>
Register Balance as of 01/31/18	<u><u>61,455.13</u></u>
New Transactions	
Deposits and Credits - 1 item	<u>400.00</u>
Total New Transactions	<u>400.00</u>
Ending Balance	<u><u>61,855.13</u></u>



**Maine County Commissioners Association**  
**Reconciliation Detail**  
**MCCA Checking-Savings Bank, Period Ending 01/31/18**

02/07/2018	Date	Name	Amount	Balance
Beginning Balance				77,940.23
Cleared Transactions				
Checks and Payments - 15 items				
	12/19	Maine Farm Bureau	-1,497.17	-1,497.17
	1/5	Bangor Payroll	-2,408.52	-3,905.69
	1/11	MainePERS	-851.55	-4,757.24
	1/11	Spectrum Business/TWC	-167.93	-4,925.17
	1/11	Capitol Computers	-125.00	-5,050.17
	1/11	Liberty Mutual Insurance	-57.50	-5,107.67
	1/12	Bangor Payroll	-2,408.52	-7,516.19
	1/19	Bangor Payroll	-2,517.69	-10,033.88
	1/24	Maine Farm Bureau	-1,497.17	-11,531.05
	1/24	Senator Inn	-1,495.00	-13,026.05
	1/24	Transco Business Technologies	-321.02	-13,347.07
	1/24	US Bank	-288.80	-13,635.87
	1/24	Haven, Lauren	-217.75	-13,853.62
	1/24	Buker Community Center	-180.00	-14,033.62
	1/26	Bangor Payroll	-4,339.14	-18,372.76
Total Checks and Payments			-18,372.76	-18,372.76
Deposits and Credits - 6 items				
	1/11	Libby O'Brien Kingsley & Champion, LLC	700.00	700.00
	1/19	Acadia Benefits	250.00	950.00
	1/22	Info Quick Solutions, Inc.	700.00	1,650.00
	1/22	Jensen Baird Gardner & Henry	700.00	2,350.00
	1/29	HEB Engineers	399.65	2,749.65
	1/31		3.01	2,752.66
Total Deposits and Credits			2,752.66	2,752.66
Total Cleared Transactions			-15,620.10	-15,620.10
Cleared Balance			-15,620.10	62,320.13
Uncleared Transactions				
Checks and Payments - 3 items				
	11/29	State of Maine-Hall of Flags	-100.00	-100.00
	1/24	National Council of County Assoc Exec	-750.00	-850.00
	1/24	Secretary of State	-15.00	-865.00
Total Checks and Payments			-865.00	-865.00
Total Uncleared Transactions			-865.00	-865.00
Register Balance as of 01/31/18			-16,485.10	61,455.13
New Transactions				
Deposits and Credits - 1 item				
	2/1	Skelton, Taintor & Abbott	400.00	400.00
Total Deposits and Credits			400.00	400.00
Total New Transactions			400.00	400.00
Ending Balance			-16,085.10	61,855.13



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

02/07/2018  
Accrual Basis

	January 2018	2018 Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4100-00 · Convention Income				
4110-00 · Plaques		400	-400	
4120-00 · Registration		22,000	-22,000	
4130-00 · Sponsorship		9,000	-9,000	
4140-00 · Vendor		11,500	-11,500	
<b>Total 4100-00 · Convention Income</b>		<b>42,900</b>	<b>-42,900</b>	
4300-00 · Dues	136,935	136,935		100%
4400-00 · Other Income	2,750	4,500	-1,750	61%
4500-00 · NACo Roster		500	-500	
4600-00 · MCCA Risk Pool Assessment		26,250	-26,250	
4800-00 · MainePERS Surplus Funds		9,431	-9,431	
4810-00 · Interest Earned	6	100	-94	6%
4920-00 · Transfer in from Fund Balance		29,830	-29,830	
<b>Total Income</b>	<b>139,691</b>	<b>250,446</b>	<b>-110,755</b>	<b>56%</b>
<b>Gross Profit</b>	<b>139,691</b>	<b>250,446</b>	<b>-110,755</b>	<b>56%</b>
<b>Expense</b>				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	144	2,000	-1,856	7%
5030-00 · FICA	739	9,620	-8,881	8%
5040-00 · MainePERS Contributions	852	9,431	-8,579	9%
5050-00 · Salary-Office Manager	3,771	47,951	-44,180	8%
5060-00 · Salary-Executive Director	6,080	79,040	-72,960	8%
<b>Total 5000-00 · Payroll Expenses</b>	<b>11,586</b>	<b>148,042</b>	<b>-136,456</b>	<b>8%</b>
5100-00 · Insurance				
5110-00 · Health Insurance	940	11,300	-10,360	8%
5120-00 · Commercial, Crime, D&O Ins	58	2,054	-1,996	3%
5130-00 · Workers Comp		550	-550	
5140-00 · Unemployment Comp Ins		450	-450	
<b>Total 5100-00 · Insurance</b>	<b>998</b>	<b>14,354</b>	<b>-13,356</b>	<b>7%</b>
6010-00 · Prof. Services				
6012-00 · Prof Services - Legal Services		500	-500	
6013-00 · Financial Audit		3,000	-3,000	
<b>Total 6010-00 · Prof. Services</b>		<b>3,500</b>	<b>-3,500</b>	
6030-00 · Lobbying				
6031-00 · Lobbying Reg		200	-200	
<b>Total 6030-00 · Lobbying</b>		<b>200</b>	<b>-200</b>	
6040-00 · NACO Expenses				
6041-00 · Conferences		6,470	-6,470	
<b>Total 6040-00 · NACO Expenses</b>		<b>6,470</b>	<b>-6,470</b>	
6050-00 · Education and Training		600	-600	
6100-00 · Bank Charges		50	-50	

	January 2018	2018 Budget	\$ Over Budget	% of Budget
<b>6110-00 · Convention Expense</b>				
6113-00 · Entertainment/Speakers		2,500	-2,500	
6114-00 · MCCA Staff Registration Expense		1,340	-1,340	
6118-00 · Meeting Exp.		29,760	-29,760	
6121-00 · Supplies		500	-500	
6124-00 · Commissioner Retirement Plaques		400	-400	
<b>Total 6110-00 · Convention Expense</b>		34,500	-34,500	
<b>6140-00 · Copies-Printing</b>				
6142-00 · Directory		100	-100	
<b>Total 6140-00 · Copies-Printing</b>		100	-100	
<b>6145-00 · Dues Expense</b>	750	1,100	-350	68%
<b>6150-00 · Equipment - Office</b>				
6151-00 · Computer Hardware & Software		250	-250	
6152-00 · IT Services	125	1,700	-1,575	7%
6153-00 · Photocopier Lease	289	3,400	-3,111	9%
6154-00 · Printer & Supplies	321	1,000	-679	32%
6156-00 · Other		400	-400	
<b>Total 6150-00 · Equipment - Office</b>	735	6,750	-6,015	11%
<b>6160-00 · Fees</b>	15	100	-85	15%
<b>6170-00 · Meeting Expense</b>				
6171-00 · Annual Meeting	1,495	2,000	-505	75%
6172-00 · County Officials' Workshop		250	-250	
6173-00 · Monthly	180	2,800	-2,620	6%
6175-00 · Meetings - Other		750	-750	
<b>Total 6170-00 · Meeting Expense</b>	1,675	5,800	-4,125	29%
<b>6180-00 · Mileage &amp; Travel Expense</b>	70	2,750	-2,680	3%
<b>6195-00 · Office Space Rental</b>	1,497	19,000	-17,503	8%
<b>6215-00 · Postage-Shipping</b>		250	-250	
<b>6230-00 · Advertising</b>		250	-250	
<b>6235-00 · Supplies</b>	73	2,000	-1,927	4%
<b>6240-00 · Telephone, Fax &amp; Internet</b>				
6241-00 · Cell Phone	75	1,830	-1,755	4%
6243-00 · Phone, Fax & Internet	168	2,200	-2,032	8%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	243	4,030	-3,787	6%
<b>6250-00 · Website</b>		100	-100	
<b>6260-00 · Contingency</b>		500	-500	
<b>Total Expense</b>	17,642	250,446	-232,804	7%

**Maine County Commissioners Association**  
**Expenses by Vendor Detail**  
January 2018

02/07/2018

Accrual Basis

	Type	Date	Memo	Account	Amount	Balance
<b>Bangor Payroll</b>						
	Bill	1/5	Office Managers Salary	5050-00 · Salary-Office Manager	913.00	913.00
	Bill	1/5	Taxes	5030-00 · FICA	182.58	1,095.58
	Bill	1/5	Processing fee	5020-00 · Payroll Fees	34.00	1,129.58
	Bill	1/5	ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,649.58
	Bill	1/12	Office Managers Salary	5050-00 · Salary-Office Manager	913.00	3,562.58
	Bill	1/12	Taxes	5030-00 · FICA	182.58	3,745.16
	Bill	1/12	Processing fee	5020-00 · Payroll Fees	34.00	3,779.16
	Bill	1/12	ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,299.16
	Bill	1/19	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	6,221.29
	Bill	1/19	Taxes	5030-00 · FICA	190.95	6,412.24
	Bill	1/19	Processing fee	5020-00 · Payroll Fees	34.00	6,446.24
	Bill	1/19	ED Salary	5060-00 · Salary-Executive Director	1,520.00	7,966.24
	Bill	1/19	Retro 1% 10/28/17	5050-00 · Salary-Office Manager	100.43	8,066.67
	Bill	1/26	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	8,988.80
	Bill	1/26	Taxes	5030-00 · FICA	183.28	9,172.08
	Bill	1/26	Processing fee	5020-00 · Payroll Fees	42.00	9,214.08
	Bill	1/26	ER Health Insurance Contributions	5110-00 · Health Insurance	939.79	10,153.87
	Bill	1/26	Payroll for week 1/15/2018 to 1/21/18	5060-00 · Salary-Executive Director	1,520.00	11,673.87
					11,673.87	11,673.87
<b>Total Bangor Payroll</b>						
<b>Buker Community Center</b>						
	Bill	1/24		6173-00 · Monthly	180.00	180.00
					180.00	180.00
<b>Capitol Computers</b>						
	Bill	1/11		6152-00 · IT Services	125.00	125.00
					125.00	125.00
<b>Total Capitol Computers</b>						
<b>Haven, Lauren</b>						
	Bill	1/24		6180-00 · Mileage & Travel Expense	69.82	69.82
	Bill	1/24		6235-00 · Supplies	72.93	142.75
	Bill	1/24		6241-00 · Cell Phone	75.00	217.75
					217.75	217.75
<b>Total Haven, Lauren</b>						
<b>Jensen Baird Gardner &amp; Henry</b>						

	Type	Date	Memo	Account	Amount	Balance
Total Jensen Baird Gardner & Henry <b>Libby O'Brien Kingsley &amp; Champion</b>	Deposit	1/22	Deposit	4400-00 · Other Income	-700.00	-700.00
					-700.00	-700.00
Total Libby O'Brien Kingsley & Champion, LLC <b>Liberty Mutual Insurance</b>	Deposit	1/11	Deposit	4400-00 · Other Income	-700.00	-700.00
					-700.00	-700.00
Total Liberty Mutual Insurance <b>Maine Farm Bureau</b>	Bill	1/11		5120-00 · Commercial, Crime, D&O Ins	57.50	57.50
					57.50	57.50
Total Maine Farm Bureau <b>MainePERS</b>	Bill	1/22	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
					1,497.17	1,497.17
Total MainePERS <b>National Council of County Assoc Exec</b>	Bill	1/11		5040-00 · MainePERS Contributions	851.55	851.55
					851.55	851.55
Total National Council of County Assoc Exec <b>Secretary of State</b>	Bill	1/24		6145-00 · Dues Expense	750.00	750.00
					750.00	750.00
Total Secretary of State <b>Senator Inn</b>	Bill	1/24		6160-00 · Fees	15.00	15.00
					15.00	15.00
Total Senator Inn <b>Spectrum Business/TWC</b>	Bill	1/24		6171-00 · Annual Meeting	1,495.00	1,495.00
					1,495.00	1,495.00
Total Spectrum Business/TWC <b>Transco Business Technologies</b>	Bill	1/11		6243-00 · Phone, Fax & Internet	167.93	167.93
					167.93	167.93
Total Transco Business Technologies <b>US Bank</b>	Bill	1/24		6154-00 · Printer & Supplies	321.02	321.02
					321.02	321.02
Total US Bank <b>TOTAL</b>	Bill	1/24		6153-00 · Photocopier Lease	288.80	288.80
					288.80	288.80
					<b>16,240.59</b>	<b>16,240.59</b>

# Maine County Commissioners Association Transaction Detail by Account January 2018

02/07/2018

Accrual Basis

Date	Name	Memo	Amount	Balance
1/5	Bangor Payroll	Payroll for week 12/25 to 12/31/17	-2,408.52	-2,408.52
1/11	MainePERS		-851.55	-3,260.07
1/11	Liberty Mutual Insurance		-57.50	-3,317.57
1/11	Capitol Computers		-125.00	-3,442.57
1/11	Spectrum Business/TWC		-167.93	-3,610.50
1/11	Libby O'Brien Kingsley & Champion, LLC	Deposit	700.00	-2,910.50
1/12	Bangor Payroll	Payroll for week 1/1 to 1/7/18	-2,408.52	-5,319.02
1/19	Acadia Benefits	Deposit	250.00	-5,069.02
1/19	Bangor Payroll	Payroll for week 1/8 to 1/14/18	-2,517.69	-7,586.71
1/22	Jensen Baird Gardner & Henry	Deposit	700.00	-6,886.71
1/22	Info Quick Solutions, Inc.	Deposit	700.00	-6,186.71
1/24	National Council of County Assoc Exec		-750.00	-6,936.71
1/24	Transco Business Technologies		-321.02	-7,257.73
1/24	Secretary of State		-15.00	-7,272.73
1/24	Senator Inn		-1,495.00	-8,767.73
1/24	Buker Community Center		-180.00	-8,947.73
1/24	Maine Farm Bureau	Printed by MCCA	-1,497.17	-10,444.90
1/24	Haven, Lauren		-217.75	-10,662.65
1/24	US Bank		-288.80	-10,951.45
1/26	Bangor Payroll	Payroll for week 1/15/2018 to 1/21/18	-4,339.14	-15,290.59
1/29	HEB Engineers	Deposit	399.65	-14,890.94
1/31		Interest	3.01	-14,887.93
			-14,887.93	-14,887.93
1/18		Interest	2.62	2.62
			2.62	2.62
1/26	Aroostook County		9,129.00	9,129.00
1/26	Androscoggin County		9,129.00	18,258.00
1/26	Cumberland County Maine		9,129.00	27,387.00
1/26	Hancock County		9,129.00	36,516.00

Total MCCA Checking-Savings Bank

Money Market Account

Total Money Market Account

Receivables

Date	Name	Memo	Amount	Balance
1/26	Kennebec County		9,129.00	45,645.00
1/26	Lincoln County		9,129.00	54,774.00
1/26	Oxford County		9,129.00	63,903.00
1/26	Penobscot County		9,129.00	73,032.00
1/26	Piscataquis County		9,129.00	82,161.00
1/26	Sagadahoc County		9,129.00	91,290.00
1/26	Somerset County		9,129.00	100,419.00
1/26	Waldo County		9,129.00	109,548.00
1/26	Washington County		9,129.00	118,677.00
1/26	York County		9,129.00	127,806.00
Total Receivables			127,806.00	127,806.00
Accounts Payable				
1/5	Bangor Payroll	Payroll for week 12/25 to 12/31/17	-2,408.52	-2,408.52
1/5	Bangor Payroll	Payroll for week 12/25 to 12/31/17	2,408.52	0.00
1/11	MainePERS		-851.55	-851.55
1/11	MainePERS		851.55	0.00
1/11	Liberty Mutual Insurance		-57.50	-57.50
1/11	Liberty Mutual Insurance		57.50	0.00
1/11	Capitol Computers		-125.00	-125.00
1/11	Capitol Computers		125.00	0.00
1/11	Spectrum Business/TWC		-167.93	-167.93
1/11	Spectrum Business/TWC		167.93	0.00
1/12	Bangor Payroll	Payroll for week 1/1 to 1/7/18	-2,408.52	-2,408.52
1/12	Bangor Payroll	Payroll for week 1/1 to 1/7/18	2,408.52	0.00
1/19	Bangor Payroll	Payroll for week 1/8 to 1/14/18	-2,517.69	-2,517.69
1/19	Bangor Payroll	Payroll for week 1/8 to 1/14/18	2,517.69	0.00
1/22	Maine Farm Bureau	Printed by MCCA	-1,497.17	-1,497.17
1/24	National Council of County Assoc Exec		-750.00	-2,247.17
1/24	US Bank		-288.80	-2,535.97
1/24	Transco Business Technologies		-321.02	-2,856.99
1/24	Secretary of State		-15.00	-2,871.99
1/24	Senator Inn		-1,495.00	-4,366.99
1/24	Haven, Lauren		-217.75	-4,584.74
1/24	Buker Community Center		-180.00	-4,764.74
1/24	National Council of County Assoc Exec		750.00	-4,014.74

Date	Name	Memo	Amount	Balance
1/24	Transco Business Technologies		321.02	-3,693.72
1/24	Secretary of State		15.00	-3,678.72
1/24	Senator Inn		1,495.00	-2,183.72
1/24	Buker Community Center		180.00	-2,003.72
1/24	Maine Farm Bureau	Printed by MCCA	1,497.17	-506.55
1/24	Haven, Lauren		217.75	-288.80
1/24	US Bank		288.80	0.00
1/26	Bangor Payroll	Payroll for week 1/15/2018 to 1/21/18	-4,339.14	-4,339.14
1/26	Bangor Payroll	Payroll for week 1/15/2018 to 1/21/18	4,339.14	0.00
			0.00	0.00
1/5	Bangor Payroll	EE Health Insurance Contributions	-46.42	-46.42
1/12	Bangor Payroll	EE Health Insurance Contributions	-46.42	-92.84
1/19	Bangor Payroll	EE Health Insurance Contributions	-46.42	-139.26
1/26	Bangor Payroll	EE Health Insurance Contributions	185.62	46.36
1/26	Bangor Payroll	Payroll for week 1/15/2018 to 1/21/18	-46.36	0.00
			0.00	0.00
1/5	Bangor Payroll	Employee Contribution	-194.64	-194.64
1/12	Bangor Payroll	Employee Contribution	-194.64	-389.28
1/19	Bangor Payroll	Employee Contribution	-203.40	-592.68
1/26	Bangor Payroll	Employee Contribution	-195.37	-788.05
1/26	Bangor Payroll	EE MEPPERS Retirement Contributions	788.05	0.00
			0.00	0.00
1/26	Aroostook County	MCCA Annual Dues	-9,129.00	-9,129.00
1/26	Androscoggin County	MCCA Annual Dues	-9,129.00	-18,258.00
1/26	Cumberland County Maine	MCCA Annual Dues	-9,129.00	-27,387.00
1/26	Hancock County	MCCA Annual Dues	-9,129.00	-36,516.00
1/26	Kennebec County	MCCA Annual Dues	-9,129.00	-45,645.00
1/26	Lincoln County	MCCA Annual Dues	-9,129.00	-54,774.00
1/26	Oxford County	MCCA Annual Dues	-9,129.00	-63,903.00
1/26	Penobscot County	MCCA Annual Dues	-9,129.00	-73,032.00
1/26	Piscataquis County	MCCA Annual Dues	-9,129.00	-82,161.00
1/26	Sagadahoc County	MCCA Annual Dues	-9,129.00	-91,290.00

Total Accounts Payable

1000-00 · Employee Health Insurance Contr

Total 1000-00 · Employee Health Insurance Contr

1001-00 · MainePERS Employee Contribution

Total 1001-00 · MainePERS Employee Contribution

4300-00 · Dues

Date	Name	Memo	Amount	Balance
Total 4300-00 · Dues				
<b>4400-00 · Other Income</b>				
1/26	Somerset County	MCCA Annual Dues	-9,129.00	-100,419.00
1/26	Waldo County	MCCA Annual Dues	-9,129.00	-109,548.00
1/26	Washington County	MCCA Annual Dues	-9,129.00	-118,677.00
1/26	York County	MCCA Annual Dues	-9,129.00	-127,806.00
			<b>-127,806.00</b>	<b>-127,806.00</b>
Total 4400-00 · Other Income				
<b>4810-00 · Interest Earned</b>				
1/11	Libby O'Brien Kingsley & Champion, LLC	Deposit	-700.00	-700.00
1/19	Acadia Benefits	Deposit	-250.00	-950.00
1/22	Jensen Baird Gardner & Henry	Deposit	-700.00	-1,650.00
1/22	Info Quick Solutions, Inc.	Deposit	-700.00	-2,350.00
1/29	HEB Engineers	Deposit	-399.65	-2,749.65
			<b>-2,749.65</b>	<b>-2,749.65</b>
Total 4810-00 · Interest Earned				
<b>5000-00 · Payroll Expenses</b>				
<b>5020-00 · Payroll Fees</b>				
1/18		Interest	-2.62	-2.62
1/31		Interest	-3.01	-5.63
			<b>-5.63</b>	<b>-5.63</b>
Total 5020-00 · Payroll Fees				
<b>5030-00 · FICA</b>				
1/5	Bangor Payroll	Processing fee	34.00	34.00
1/12	Bangor Payroll	Processing fee	34.00	68.00
1/19	Bangor Payroll	Processing fee	34.00	102.00
1/26	Bangor Payroll	Processing fee	42.00	144.00
			<b>144.00</b>	<b>144.00</b>
Total 5030-00 · FICA				
<b>5040-00 · MainePERS Contributions</b>				
1/5	Bangor Payroll	Taxes	182.58	182.58
1/12	Bangor Payroll	Taxes	182.58	365.16
1/19	Bangor Payroll	Taxes	190.95	556.11
1/26	Bangor Payroll	Taxes	183.28	739.39
			<b>739.39</b>	<b>739.39</b>
Total 5040-00 · MainePERS Contributions				
1/11	MainePERS		851.55	851.55
			<b>851.55</b>	<b>851.55</b>
Total 5040-00 · MainePERS Contributions				
<b>5050-00 · Salary-Office Manager</b>				
1/5	Bangor Payroll	Office Managers Salary	913.00	913.00
1/12	Bangor Payroll	Office Managers Salary	913.00	1,826.00

	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
Total 5050-00 · Salary-Office Manager <b>5060-00 · Salary-Executive Director</b>	1/19	Bangor Payroll	Office Managers Salary	922.13	2,748.13
	1/19	Bangor Payroll	Retro 1% 10/28/17	100.43	2,848.56
	1/26	Bangor Payroll	Office Managers Salary	922.13	3,770.69
				3,770.69	3,770.69
Total 5060-00 · Salary-Executive Director Total 5000-00 · Payroll Expenses <b>5100-00 · Insurance</b> <b>5110-00 · Health Insurance</b>	1/5	Bangor Payroll	ED Salary	1,520.00	1,520.00
	1/12	Bangor Payroll	ED Salary	1,520.00	3,040.00
	1/19	Bangor Payroll	ED Salary	1,520.00	4,560.00
	1/26	Bangor Payroll	Payroll for week 1/15/2018 to 1/21/18	1,520.00	6,080.00
				6,080.00	6,080.00
				11,585.63	11,585.63
Total 5110-00 · Health Insurance <b>5120-00 · Commercial, Crime, D&amp;O Ins</b>	1/26	Bangor Payroll	ER Health Insurance Contributions	939.79	939.79
				939.79	939.79
Total 5120-00 · Commercial, Crime, D&O Ins Total 5100-00 · Insurance <b>6145-00 · Dues Expense</b>	1/11	Liberty Mutual Insurance		57.50	57.50
				57.50	57.50
				997.29	997.29
Total 6145-00 · Dues Expense <b>6150-00 · Equipment · Office</b> <b>6152-00 · IT Services</b>	1/24	National Council of County Assoc Exec		750.00	750.00
				750.00	750.00
Total 6152-00 · IT Services <b>6153-00 · Photocopier Lease</b>	1/11	Capitol Computers		125.00	125.00
				125.00	125.00
Total 6153-00 · Photocopier Lease <b>6154-00 · Printer &amp; Supplies</b>	1/24	US Bank		288.80	288.80
				288.80	288.80
Total 6154-00 · Printer & Supplies Total 6150-00 · Equipment - Office <b>6160-00 · Fees</b>	1/24	Transco Business Technologies		321.02	321.02
				321.02	321.02
				734.82	734.82
	1/24	Secretary of State		15.00	15.00

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
			15.00	15.00
1/24	Senator Inn		1,495.00	1,495.00
			1,495.00	1,495.00
1/24	Buker Community Center		180.00	180.00
			180.00	180.00
			1,675.00	1,675.00
1/24	Haven, Lauren		69.82	69.82
			69.82	69.82
1/22	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
			1,497.17	1,497.17
1/24	Haven, Lauren		72.93	72.93
			72.93	72.93
1/24	Haven, Lauren		75.00	75.00
			75.00	75.00
1/11	Spectrum Business/TWC		167.93	167.93
			167.93	167.93
			242.93	242.93

Total 6160-00 · Fees  
**6170-00 · Meeting Expense**  
 6171-00 · Annual Meeting  
 Total 6171-00 · Annual Meeting  
**6173-00 · Monthly**  
 Total 6173-00 · Monthly  
 Total 6170-00 · Meeting Expense  
**6180-00 · Mileage & Travel Expense**  
 Total 6180-00 · Mileage & Travel Expense  
**6195-00 · Office Space Rental**  
 Total 6195-00 · Office Space Rental  
**6235-00 · Supplies**  
 Total 6235-00 · Supplies  
**6240-00 · Telephone, Fax & Internet**  
 6241-00 · Cell Phone  
 Total 6241-00 · Cell Phone  
**6243-00 · Phone, Fax & Internet**  
 Total 6243-00 · Phone, Fax & Internet  
 Total 6240-00 · Telephone, Fax & Internet

# M.C.C.A.

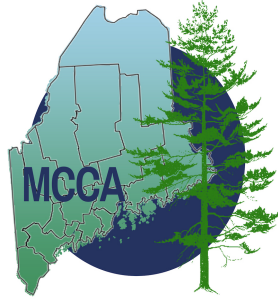
Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
Knox County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Convention Planning Committee Meeting Minutes

DoubleTree by Hilton Portland

Thursday, January 25<sup>th</sup> at 10:00 am

Attendance: Abby Shanor, Amy Carole, Deb Plummer, Deb Tibbetts, Diana Messina, Lauren Haven, Nancy Lane, Susan Witonis and Suzanna Gallant.

#### 1. Updates Since the Last Meeting

A potential conflict with the gubernatorial forum was reported as there is one scheduled in the same timeframe. Lauren will relay this to the Executive Committee for consideration.

#### 2. Session Topic Updates

The Cooperative Extension is willing to present their "Eat Well Program".

FirstNet is willing to give a progress and timeline update.

More topics will be confirmed as soon as we know how many time slots we'll have to work with. This will be determined by the overall format.

#### 3. Entertainment

The band, 95 North will not be available to perform at the convention. However, Suzanna's sister is in a cover band called, The Tina Kelly Band. It looks like they would be available. Lauren will try to put a link to a video on the website.

The group voted to have the Casino games for the Saturday night entertainment by Fun Enterprises, Inc. for \$2000. We'll also offer the trivia game as an alternative entertainment.

#### 4. Activities

Golf tournament is a definite go.

Amy will follow up on the Brew Bus as an activity.

The art museum, Portland Observatory, LL Bean are activities folks could do on their own or small groups, along with shopping, swimming, etc.

#### 5. Keynote Speaker(s)

Gordon Graham is available on Friday morning only. He would need to leave prior to 2pm and the cost would be \$5,000 plus travel and hotel. We decided it was too expensive.

Kevin Hancock is still an option.

The group discussed having the speaker Friday evening at the opening ceremonies. Charlie offered to ask the Chief Justice to speak which would be popular among many commissioners. We could then have the band at 8:30 or 9:00.

#### 6. Venue Walk Through

The group looked at the layout as well as the hotel accommodations. There's a room we can use for raffle items, supplies and paperwork. There's plenty of space for breakout sessions. Vendors could easily be in the hallways, as they are quite wide. The group agreed it would be better not to have vendor exhibits in the ballroom if possible. The Conference Manager Jason Spivey said the hotel rooms would be located in the same building for our convenience.

#### 7. Food Tasting and Menu Options

Three main dishes were presented to the Committee by DoubleTree staff. They were all good! The group reviewed the conference menu options and decided the following:

All Breakfasts (Fri/Sat/Sun): The full Breakfast Buffet with either French toast or pancakes (\$22)

Friday Beverage Station: Full Day (\$13 per person – Look for a sponsor)

Friday Lunch: Salad and Sandwich Buffet (\$25)

Friday Afternoon Snack: Cookie Comfort (\$9 per person – Look for sponsors)

Friday Hors D'oeuvres: Jumbo Scallops (\$300/100 pieces), Veggie Spring Rolls (\$200/100 pieces), and the Cheese Display (\$6/per person) – Look for sponsors

Friday Dinner: Executive Dinner Buffet (\$41) Baked Haddock, Grilled Chicken, and Roasted Pork Loin.

Saturday Beverage Station: Half Day (\$8 per person – Look for a sponsor)

Saturday Lunch: Artisan Flatbread Pizza with salad and desert (\$26)

Saturday Hors D'oeuvres: Bruschetta Crostini (\$200/100 pieces), Mini Crab Cakes (\$275/100 pieces), Mac & Cheese Tarts (\$225/100 pieces), and the Cheese Display (\$6/per person) – Look for sponsors

Saturday Plated Dinner: New York Sirloin (\$40)

Roasted Herb Chicken Statler (\$28)

Tuscan Seafood Risotto (\$34)

All include salad, a veggie, desert (triple chocolate cake), coffee and tea

## 8. Convention Schedule

Friday morning: Begin at 8:30 am – association meetings and HR Training (Elissa)

Friday afternoon: Educational Sessions and the gubernatorial forum

Friday evening: opening ceremonies (honor guard, blessing, etc.), speaker, dinner, band

Saturday morning: training sessions

Saturday afternoon: lunch, NACo speaker, fun activities

Saturday evening: Dinner, award presentations, golf trophy, Casino Night and Trivia

## 9. Schedule the Next Meeting

The Committee will meet next at the MCCA offices on March 1st at 10:00 am.

