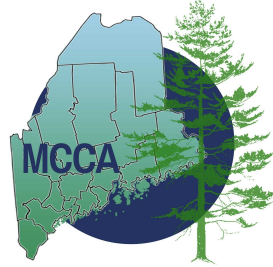


M.C.C.A.

William Blodgett, President
Lincoln County Commissioner

Peter Baldacci, Vice President
Penobscot County Commissioner

Thomas Coward, Secretary-Treasurer
Cumberland County Commissioner



! Maine County Commissioners Association

Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant

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.

Wednesday, December 10, 2014

- I. **Call to Order, Pledge of Allegiance, Introductions & Attendance**
- II. **Approval of/Additions to the Agenda**
- III. **Approval of November 12, 2014 Meeting Minutes**
- IV. **Old Business**
 - A. **MCCA Strategic Plan**
- V. **New Business**
 - A. **Consideration of Nominating Peter Crichton to the Statewide Coordinating Council for Public Health**
 - B. **Consideration of the Proposed MCCA 2015 Budget**
 - C. **Consideration of Legislation to Address County Borrowing Limits**
 - D. **Consideration of Legislation to Encourage or Mandate Regionalization of Services**
 - E. **Establish Location for Annual Membership Meeting**
- VI. **Reports**
 - A. **Executive Director's Report**
 - B. **Financial Reports**
 - C. **Legislative Report**
 - D. **Association Reports**
 - E. **Corrections Report**
 - F. **Annual Convention Report**
 - G. **NACo Report**
- VII. **Other Business**
- VIII. **Adjournment**

M.C.C.A.

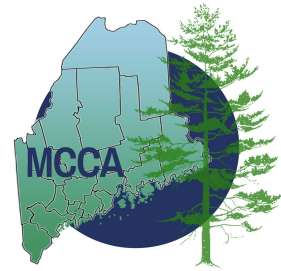
William Blodgett, President
Lincoln County

Peter Baldacci, Vice President
Penobscot County

Thomas Coward, Secretary-Treasurer
Cumberland County

Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant



Maine County Commissioners Association

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

MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting Minutes 10:00 a.m., November 12, 2014

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

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

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Tom Coward; *Franklin* – Comm. Gary McGrane; *Kennebec* – Comm. George Jabar; *Knox* – Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – County Admin. Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Sagadahoc* – Admin. Pam Hile proxy for Comm. Charles Crosby; *Somerset* – County Admin. Dawn DiBlasi proxy for Comm. Robin Frost; *Waldo* – Comm. Amy Fowler; *York* – Comm. Michael Cote, proxy for Comm. Sallie Chandler; *MACCAM* - Bill Collins; *MACT* – David Parkman; *MARP* – Kathleen Ayers; *MCAA* - Mark Westrum (by phone); *MECCA* – Owen Smith; *MRODA* – Susan Bulay; *MSA* – Sheriff Todd Brackett

OTHERS PRESENT: *Cumberland* – County Manager Peter Crichton and Assistant County Manager Bill Whitten; *Kennebec* – Admin. Bob Devlin; *Knox* – County Admin. Andrew Hart; and BOC Executive Director Ryan Thornell.

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

II. Approval of/Additions to the Agenda

Comm. Fournier moved and Comm. Moody seconded accepting the agenda as written. It was approved unanimously with no additions.

III. Approval of October 10, 2014 Meeting Minutes

Comm. McGrane made a **motion** to approve the minutes of the October meeting. Comm. Cote seconded the **motion** and the **motion** was approved.

IV. Old Business

A. Strategic Plan

The group discussed the pros and cons of completing the Strategic Plan before the annual full membership meeting at the beginning of 2015. Comm. McGrane encouraged the group to continue moving the plan forward, as it will give the organization direction even if all the goals aren't expected to be accomplished in the given timeframe. Comm. Baldacci **moved** to table the plan until the December Board of Directors' meeting at which time the agenda could be cleared to allocate adequate time to discuss the entire plan in depth. This will give members more time on their own to review. Comm. Fowler seconded the **motion** stating that the adoption of the plan should not be rushed and the group could decide at the December meeting whether or not they were comfortable presenting the plan at the annual meeting. The **motion** passed unanimously.

B. Review of Policies

1. Financial Management & Investment Policy
2. Purchasing Policy
3. Personnel Policy

The group reviewed suggestions about the Personnel Policy submitted by Comm. Fournier which were provided in the agenda packet. Some of the other comments included the possibility of lessening the distance from the building in the smoking policy. David Parkman thought the guideline was too restrictive. Also, the hiring process was discussed. Comm. Coward believed the Executive Director should be trusted to hire the best candidate, while others thought the decision should be made by a committee. Executive Director Rosemary Kulow stated that she always creates an interview committee to assist with the process. *Comm. Moody **moved** that the Personnel Policy be approved contingent upon incorporating the changes suggested by Comm. Fournier and revising the language regarding the hiring authority to include a committee. Comm. Baldacci seconded the **motion** and it was **passed** with one opposing vote.*

*Comm. Fournier then **moved** to adopt the Financial Management & Investment Policy and the Purchasing Policy with the same proviso that Comm. Fournier's revisions be incorporated. The **motion** was seconded by Comm. Baldacci, and the policies were adopted unanimously.*

V. New Business

A. Annual Convention Refund Policy

After reviewing the handout concerning possible convention refund policy language, Comm. Baldacci suggested in the future, the registration form should reflect the refund guidelines and specify a date in order to avoid confusion. *Administrator Scott Cole made a **motion** to deny all refunds requested this year and then adopt a policy to be followed at the next convention. Comm. Moody seconded this **motion** and it passed with one vote in opposition.*

The group then discussed the language of the proposed refund policy going forward, agreeing that meals should be refunded within a specified time limit determined each year depending on the

facility requirements. It was also agreed that registration fees would be non-refundable regardless of how far in advance MCCA was notified. Additionally, Sheriff Brackett proposed the language be amended to allow the transfer of registration from one person to another within the same county provided there is reasonable time given to make the necessary adjustments. *President Bill Blodgett made the **motion** to adopt this policy with these guidelines as discussed. The motion was **seconded** by Comm. Fournier and the policy was adopted with a unanimous vote.*

B. Ideas for New Legislation

Each one of the following ideas were discussed. All agreed that these ideas are at the concept level at this point and the purpose of the conversation is only to determine whether or not there is interest from the Board to pursue any of these ideas, at this time or later.

Support, Depending
on Specifics
Yes/No

Below are some ideas for possible legislation in the next legislative session:

No, recent increases	1. Increased fees for Probate documents.
Yes, general agreement depending on specifics	2. Ability for judges to waive fines, to instead, impose alternative penalties or sentences (being considered by the Maine chapter of the ACLU)
Wait to see specifics	3. Various levels of fines to reflect severity level of crime/infraction (being considered by the Maine chapter of the ACLU)
Yes, general support; look into more	4. Increasing borrowing limits for counties; eliminates having to go to referendum to borrow relatively small amounts of money for capital improvements
No. Each county has its own authority. MCCA would support county's efforts/ platform.	5. Changing final approval authority of budgets from budget committees to county commissioners, where budget committees have authority currently
No	6. Changing certain county elected positions to appointed positions
No, court	7. Does it take an act of the Legislature to force the Governor to fulfill the board appointment obligations?
No. Support MMA's position and/or use of funds for county-run regional services.	8. Retaining State Revenue Sharing to municipalities

The group then explored Cumberland County's list supplied by Assistant County Manager Bill Whitten, which Mr. Whitten says will not be moved forward this session. Other thoughts included repealing LD1, which MCCA would support. Also, the subject of discontinued and abandoned roads may be coming back. Registrar of Probate Kathy Ayers stated there will be plenty of probate legislation coming forth, and she will share information about that as soon as possible.

Comm. Cote expressed that he would like to see legislation requiring candidates for the office of Sheriff to have more supervisory experience. Sheriff Brackett responded that caution should be exercised in that regard. The wording would need to be clear but moderate.

C. **Letter Regarding the Proposed Rule on Definition of “Waters of the United States Under the Clean Water Act”**

The group reviewed the handouts and the Executive Director inquired as to the position of the Board on this matter. *Administrator Scott Cole made a **motion** in favor of sending the letter in question on behalf of MCCA. The **motion** was seconded by Comm. Baldacci and passed unanimously.* Ms. Kulow explained she requested information from counties to fill in the highlighted sections.

VI. Reports

A. **Executive Director’s Report – Rosemary Kulow**

B. **Financial Reports – Rosemary Kulow**

In the interest of time, Ms. Kulow referred to her written reports briefly, noting the change in MainePERS surplus funds being returned to the organization for future management. She also pointed out the increase of the MCCA office space rental cost in 2015. The lease ends as of March 31st. Comm. Baldacci thought the Executive Director should be encouraged to negotiate for the lowest possible price. Comm. Fournier agreed and stated that the Finance Committee should also review the lease. *Comm. Fournier **moved** to accept the financial reports as presented and place them on file, seconded by Administrator Pam Hile and the **motion** was approved unanimously.*

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

President Bill Blodgett noted that the group already discussed this topic at length.

D. **Association Reports**

MACT: David Parkman had nothing new to report.

MACCAM: Bill Collins reported that Administrator Scott Cole was elected as the new President at the last MACCAM meeting on October 30th.

MARP: Kathy Ayers reported that a couple of people have been lost due to the electronic filing being put in place. Also, there is new legislation involving DHHS adoptions being moved to District Court.

MCAA: Mark Westrum called in and asked the BOC Executive Director to give an update. Mr. Thornell stated the BOC will be meeting on Tuesday (November 25) at the Cross Building in Room 220 to discuss the quorum issue and others. He is also meeting with representatives from the Governor’s office and the Department of Corrections tomorrow (November 13).

MECCA: Owen Smith reported emergency communications are moving to 50 hours training per year with \$25 for registration that includes lunch.

MRODA: Recently elected President, Susan Bulay, reported that their convention speaker talked about electric recordings or filings. There will be a meeting tomorrow (November 13) with the Maine Revenue Services to discuss two main

issues. One, they should remain consistent with what they tell registrars and attorneys who call them; and two, they should communicate with the registrars when they make policy changes. These are ongoing issues that are dealt with regularly and are expected to continue.

MSA: Sheriff Todd Brackett reported there would be a meeting next week. The association is working on their Annual Sheriff's Association Meeting being held at the Portland Inn by the Bay. The MSA plans to provide an orientation for new sheriffs.

E. Corrections Report

Comm. Baldacci stated the Joint Corrections Task Force would be scheduling a meeting now that elections have taken place.

F. Annual Convention Report – York County

Executive Director Rosemary Kulow explained the Convention Planning Committee will be meeting on November 21st at 10:00 am for the purpose of learning what worked and what didn't work at the last convention as well as starting to plan for the 2015 convention that will be hosted by Hancock County.

G. NACo Report – Peter Baldacci

Comm. Baldacci reported that Aroostook is now a member of NACo. There are benefits to all counties for 100% participation, and MCCA also receives a financial benefit from 100% membership. Registration at the annual NACo conference is free for new members.

B. Other Business

The Executive Director announced that the Budget and Finance Committee would be meeting after lunch in the MCCA offices.

C. Adjournment

*Comm. Blodgett made a **motion** to adjourn at 12:10 p.m.; Comm. Moody seconded the **motion** which was unanimously approved. The group adjourned to lunch.*

Respectfully submitted,

MCCA Administrative Assistant, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Thomas S. Coward

M.C.C.A.

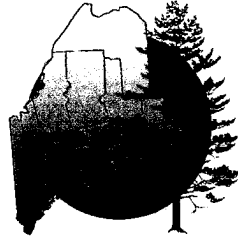
William Blodgett, President
Lincoln County

Peter Baldacci, Vice-President
Penobscot County

Thomas Coward, Secretary-Treasurer
Cumberland County

Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant



Maine County Commissioners Association

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

Maine County Commissioners Association Strategic Plan

This document contains a strategic plan for the Maine County Commissioners Association (MCCA) that was developed in the summer and fall of 2014. The plan consists of a mission, goals, objectives, strategies, and tactics for MCCA that will provide the basis from which we work to accomplish the purpose of the organization. To enhance clarity and promote understanding of the plan, the following brief definitions are provided.

Mission: A mission is a very big, long term end result or achievement. There may be goals, objectives, strategies, executions, and tactics all used to achieve the mission, but the mission is the biggest and most important thing to be accomplished. Participants in the MCCA strategic planning process decided that the *Purpose Statement* from the MCCA Bylaws should be used as the MCCA Mission Statement. (See below.)

Goal: A goal is simply *what* we'd like to accomplish. It may be barely attainable, and it doesn't really ever change. It will be the same whether we come close to achieving it or miss the mark by a mile; but it's the carrot we dangle in front of our team.

Objective: An objective is a *measurable* step we take to achieve a strategy. Objectives will start with an action verb, like "increase," "deliver," "sell," "obtain," "find," "decrease," etc. An example of an objective might be, "Sell 20 percent more spicy pickles than last year."

Strategy: This is the *approach* we take to achieve a goal; it's *how* we achieve an objective or goal and the *why* we are doing something.

Tactic: A tactic is a *tool* we use to pursue an objective associated with a strategy – the things we'll do to accomplish the goal, meet the objective, and fulfill the strategy.

MCCA MISSION STATEMENT

"The MCCA shall be a nonpartisan organization serving Maine County Government, whose core functions are:

- 1. To strengthen the role of county government in Maine by maintaining a comprehensive and robust advocacy role in the state and federal legislative, administrative, and regulatory process.*
- 2. To enhance management of county government by providing quality member services for all Maine counties.*
- 3. To provide programming, services, information, and education that supports members in meeting public expectations for comprehensive, effective, and efficient service delivery.*
- 4. To promote public awareness of the vital role of county government.*
- 5. To promote cohesiveness among the counties and facilitate and promote interaction among internal and external groups who have interests or programs that impact county government.*
- 6. To ensure professionalism and sound business practices in the management of the Association.*

The means of achieving this purpose will be by carrying out a comprehensive program in the areas of planning and research, publications, legislation and uniform administration for county government."

GOALS, OBJECTIVES, STRATEGIES, & TACTICS

GOAL I. Hold an annual convention of the MCCA that will provide opportunities for education, information sharing, networking, and county government promotion.

Objective A: Sponsor and plan the convention with assistance from the host county and Convention Planning Committee using a team approach. – MCCA

Strategies:

1. Prepare agendas and minutes for planning committee meetings.
MCCA staff at least monthly
2. Use the elements of Project Management to plan the convention and all the details involved.
MCCA staff, Convention Planning Committee, host county throughout the convention planning process
3. Enlist and utilize historical perspectives, advice, and guidance of those who have hosted conventions in the past.
MCCA staff, Planning Committee, host county throughout the convention planning process
4. Manage convention registrations, contracts, and finances; report status and progress monthly to the Board of Directors (BOD).
MCCA staff throughout the convention planning process
5. Meet with the Planning Committee and representatives from the host county to evaluate how the convention went, noting successes to continue in the future and weaknesses to improve for future conferences.
MCCA staff, Planning Committee, host county one month after the convention is held

Objective B: Provide networking and training opportunities, as well as opportunities to learn about innovative programs and services for county government. – MCCA facilitates

Strategies:

1. Provide continuing educational sessions for county commissioners.
Periodically, at the annual convention, and shortly after elections are held
2. Provide continuing educational sessions for county administrators.
Periodically and at the annual convention
3. Provide continuing educational sessions for county-affiliated groups.
Periodically and at the annual convention
4. Provide opportunities to socialize and build relationships.
Periodically and at the annual convention

Objective C: Provide opportunities at the Annual Convention to meet and vote on MCCA policies. – MCCA facilitates for the Annual Convention

Strategies:

1. Hold MCCA Board of Directors business meeting
2. Hold meeting of the MCCA Risk Management Pool.
3. Hold meetings of other county-affiliated groups.

Objective D: Recognize the contributions of those who have contributed to county government, especially those retiring from county government service. – MCCA facilitates for the Annual Convention

Strategies:

1. Collect information about retirees from counties and have award plaques made to distribute at the convention.
2. Recognize retirees during a special presentation at the convention.
3. Offer many door prizes consisting of gifts donated from all counties.
4. Offer door prizes sponsored by convention sponsors.

Objective E: Increase opportunities to work with the Maine Municipal Association (MMA) at each other's convention events.

Strategies:

1. Invite the MMA to participate in the MCCA Convention. MCCA staff and Board of Directors at the annual conventions
2. Participate in the MMA Annual Convention.
MCCA staff and County Officials in October of each year
3. Evaluate whether to work with MMA on joint programs at our conventions.
MCCA by the end of 2015

GOAL II. Support and encourage the improvement of the *county corrections (jails)* system.

Objective A: Work with the State Board of Corrections (SBOC), Maine Sheriffs Association (MSA), and county sheriffs to realize an effective and efficient county correctional system that promotes public safety.

Strategies:

1. Continue to work with the SBOC to implement the provisions of PL 598 (formerly LD 1824).
Counties, Sheriffs, and MCCA – ongoing
2. Work with county sheriffs, sheriff deputies, and the MSA to promote uniform standards of professionalism in law enforcement and create a cooperative, efficient, safe, well-resourced and well managed system of county correctional facilities.
Counties, Sheriffs, and MCCA – ongoing
3. Develop a joint corrections task force comprised of county commissioners, county sheriffs, county managers/administrators, and jail administrators to proactively identify and work on corrections issues and identify key areas where new legislation might be needed to address problems.
MCCA has established the task force; meetings and work are ongoing
4. Work with and educate legislators to procure adequate funding for the county jail system.
Counties, Sheriffs, and MCCA; ongoing, especially during the legislative sessions

Objective B: Continue to work with the MCCA Risk Pool to reduce liability in county jails.

Strategies:

1. Provide quality training to correctional staff.
MCCA Risk Management Program; quarterly & at annual convention
2. Provide quality training to jail management staff.
MCCA Risk Management Program; quarterly & at annual convention
3. Provide quality training to elected county officials.
MCCA Risk Management Program; quarterly & at annual convention
4. Develop incentives for counties to decrease their liability in county jails.
MCCA Risk Management Program; by December of 2015

Objective C: Plan for eventualities in the county correctional system that may occur in ten years and identify steps MCCA should take to meet anticipated needs.

Strategies:

1. Participate with the SBOC in a strategic planning process for the county correctional system.
County officials & MCCA E.D. – late 2014 & early 2015
2. Participate on the MCCA Joint Corrections Task Force to stay current about jail issues and SBOC activities/issues and develop needed legislation, as necessary.
County officials, Sheriffs, & MCCA E.D. – ongoing meetings as needed
3. Serve on SBOC subcommittees to assist with its work for the county jail system.
County officials & MCCA E.D. – ongoing meetings monthly or as needed
4. Oversee the development and implementation of capital investment plans for all county jails.
County officials & MCCA E.D. – during budget process and ongoing

5. Work on acquiring adequate funding from the State for necessary operational requirements of county jails.
County officials, sheriffs, & MCCA E.D. – ongoing, especially during legislative sessions

GOAL III. Provide opportunities for *education and professional development* that will enhance quality delivery of county government programs and services.

Objective A: Develop, institute, and work according to a code of ethics.

Strategies:

1. Form a subcommittee to develop a code of ethics for the MCCA.
MCCA BOD & staff – Form subcommittee by March 2015
2. Present a draft code of ethics that includes enforcement and penalty provisions to the Board of Directors for adoption.
MCCA staff – Present draft to BOD by March 2016
3. Institute the code of ethics and communicate it to all MCCA members.
MCCA BOD & staff – July 2016
4. Utilize an Ethics Committee to evaluate and rule on all charges of ethics violations.
MCCA BOD & staff – July 2016 and ongoing after that
5. Enforce penalties for ethics violations.
MCCA BOD & staff – July 2016 and ongoing after that

Objective B: Participate in a process to increase professional management of county government.

Strategies:

1. Discuss the development and adoption of county charters.
MCCA BOD, staff, & counties – throughout 2015
2. Support professional administration and management of county board policies and governmental operations.
MCCA BOD, staff, & counties – ongoing
3. Offer training to newly elected officials that is focused on their particular position in county government.
MCCA facilitates – December of each year
4. Offer training to county employees that focuses on particular areas of interest to their department/position.
MCCA facilitates – periodically and at the annual convention
5. Continue to provide continuing risk management education to jail personnel that will improve operations and reduce county liability.
MCCA Risk Management Program facilitates – periodically and at the annual convention
6. Sponsor training about best practices of activities in each county department area.
MCCA facilitates – periodically and at the annual convention
7. Offer and coordinate opportunities for internships in county government.
Counties & MCCA – ongoing
8. Utilize webinars and conference calling whenever possible.
Counties & MCCA – ongoing

Objective C: Utilize resources outside county government to enhance county public service delivery.

Strategies:

1. Provide information and public education about County Extension programs.
Counties & MCCA - ongoing
2. Utilize educational courses offered by the MMA whenever appropriate.
Counties & MCCA – as offered by MMA
3. Recommend a program outline and utilize local schools to educate students about county government.
Counties & MCCA – Program outline by July 2015; offer to schools for following academic year
4. Support expansion of County Extension courses in farming, business, gardening, and soils management.
Counties & MCCA – ongoing
5. Support the consolidation of vocational education and adult education.
Counties & MCCA – ongoing
6. Collaborate with community colleges for programs and services that may benefit county government.
Counties & MCCA – ongoing

Objective D: Educate others about county government.

Strategies:

1. Sponsor public forums around the state to educate the public about county government and county government issues.
MCCA – December of each year and semi-annually, as possible
2. Attend municipal government meetings and invite municipal representatives to county meetings to share information about issues of mutual interest.
Counties & MCCA – periodically and ongoing
3. Hold forums to educate state legislators about county issues.
Counties & MCCA – December and periodically, as possible
4. Invite legislators to county meetings to share information about county and state government issues.
Counties & MCCA – ongoing after elections in November
5. Share information on the MCCA website, including the monthly newsletter that will educate visitors about county government.
MCCA – Ongoing
6. Develop a brochure template/program outline for use by counties to illustrate who counties are and what they do.
MCCA – by July 2015

GOAL IV. Promote sound *fiscal management* practices and the use of *cooperative services*.

Objective A: Follow standards developed by the SBOC. Counties

Strategies:

1. Properly use the adopted budget and finance standards.
Counties – ongoing after they are instituted
2. Follow guidelines for standards of process, employment, necessary personnel, and other areas.
Counties – ongoing after they are instituted
3. Provide necessary budgets and reports on time and in standardized format.
Counties – as required by the SBOC
4. Follow guidelines as set forth and comply with requests of the SBOC.
Counties – ongoing after they are instituted
5. Evaluate the number and make-up of jails.
SBOC – as determined by mutual agreement between SBOC and MCCA

Objective B: Work toward a standardized format for budgeting and report statewide for all county functions.

Strategies:

1. Gather information about all counties' budget formats and software used.
MCCA – by July 2015
2. Investigate, explore and analyze budgeting and financial management processes according to the way financial accounting and budgeting are done in the jail system.
SBOC & Accountant – by December 2015

Objective C: Consolidate services among counties and/or municipalities.

Strategies:

1. Reach out to municipalities and counties to determine which public programs or services could be jointly provided.
MCCA & counties – ongoing, with first outreach effort completed by December 2015
2. Investigate how consolidated services have been provided by others and learn from their processes.
MCCA & counties – Conduct an investigation of a consolidated service and report to counties by December 2015.
3. Use information from the National Association of Counties (NACo) and other state associations to recommend appropriate cooperative arrangements.
MCCA – Collect data & formulate a recommendation by December 2015.
4. Assist counties in processes to consolidate services.
MCCA – ongoing, as needed/requested

Objective D: Combine leadership duties within or among counties when beneficial.

Strategies:

1. Counties reach out to each other to discuss combining leadership duties.
Counties – ongoing
2. Facilitate the process to combine leadership duties among counties.
MCCA – as requested by counties

Objective E: Achieve greater efficiencies in emergency communications.

Strategies:

1. Facilitate processes among counties to regionalize services.
MCCA – as requested by counties
2. Combine emergency communications operations whenever feasible and beneficial.
Counties – as determined by cooperative efforts

Objective F: Create buying groups for bulk purchases such as radios, vehicles, and medicines for jails.

Strategies:

1. Utilize U.S. Communities cooperative purchasing program.
Market the program and encourage Maine counties to use the service. Ongoing
2. Facilitate contractual relationships among or between counties for cooperative purchasing.
MCCA – as requested/determined by county efforts
3. Establish a cooperative purchasing process for all counties.
MCCA – by January 1, 2016

Objective G: Establish regional county groups to meet quarterly to discuss common goals and working together to provide similar services at lower costs and a higher level of quality.

Strategies:

1. Facilitate meetings among or between counties to discuss joint service delivery.
MCCA – as required
2. Continue to work with municipalities to combine services, such as assessing, dispatch, mutual aid, law enforcement contracts, etc.
Counties; facilitation by MCCA – ongoing; MCCA facilitates as required
3. Provide information and seek federal and state grants that provide start-up funding for programs, services, or new initiatives.
MCCA – ongoing & as requested
4. Foster relations with legislative delegations via phone calls, in-person visits, correspondence, meetings, etc.
Counties – ongoing & as determined by scheduling

Objective H: Increase and support professionalism in management of county government operations.

Strategies:

1. Adopt a policy statement.
MCCA committee, staff, & BOD – by March 2015
2. Share information with counties without professional administrators about the benefits of having professional management.
Counties with professional administrators and MCCA – by April 2015
3. Share information about the process of adopting charters, as well as the pros and cons of charters, with counties that do not have charters.
MCCA and counties with charters – by April 2015
4. Acquire information about professionally managed counties from NACo and NCCAE and share with Maine counties.
MCCA – by February 2015

GOAL V. Encourage and promote healthy and positive *intergovernmental relations* among counties and with the State, Municipalities, and the public.

Objective A: Improve communications among other levels of government.

Strategies:

1. Raise awareness of how county government works: to other counties, to municipalities, to the State, and to the general public and promote understanding and appreciation of county government via newsletters, website, county government recognition days, radio ads, etc.
MCCA & counties – ongoing
2. Invite municipal officials to county commissioner meetings and attend meetings of municipal governing boards/councils.
MCCA & counties – ongoing
3. Build intergovernmental bridges to achieve success through relationships and responsiveness.
MCCA & counties – ongoing
4. Attend seminars and conferences that include officials from other levels of government.
MCCA staff & county officials – ongoing as they occur
5. Make greater use of technology (i.e., video-conferencing at MCCA headquarters.)
MCCA & counties – equipment requirements and cost estimates by December 2014; budget request presented November, 2015; potential implementation spring 2016.

Objective B: Increase inter-county cooperation, coordination, and information sharing among counties.

Strategies:

1. Serve as information exchange for areas of employee training, inter-county departmental cooperation for efficiencies, and coordination of new initiatives with municipalities.
MCCA – ongoing
2. Utilize multi-county training sessions to achieve interdepartmental efficiencies.
Counties, with facilitation by MCCA – ongoing after initiation
3. Promote counties working together on joint programs and encourage/support corrections system coordination.
Counties & MCCA – ongoing

Objective C: Increase county/municipal cooperation.

Strategies:

1. Encourage counties to routinely work with municipalities for economies of scale and efficient delivery of services.
MCCA & Counties - ongoing
2. Query municipalities for services and programs they might like counties to provide.
Counties – annually at the beginning of the calendar year
3. Promote county delivery of services to municipalities, such as law enforcement, economic development, assessing, code enforcement, general assistance administration, and assessment boards of appeals.
MCCA & counties – ongoing

4. Relate to municipalities, provide support services; listen to stakeholders and implement their ideas as appropriate.
Counties – ongoing
5. Work with the MMA on ways to cooperate with municipalities in public service provision.
MCCA & Counties – ongoing

Objective D: Improve county/state relationships.

Strategies:

1. Get to know and work with legislators before session begins and throughout each Legislative session.
MCCA staff & County officials – before and during each Legislative session
2. Hold MCCA board/legislator forums to explain county concerns and educate legislators about county issues.
MCCA & Counties – December annually, and as can be scheduled
3. Contact legislative delegations regularly about proposed legislation and attend legislative public hearings and work sessions, as necessary.
County officials – as necessary and advisable

Objective E: Expand and improve relations with and utilize services of the MMA and NACo.

Strategies:

1. Become involved with MMA and NACo programs.
MCCA staff & County officials – as eligible and appropriate
2. Coordinate with NACo and MMA concerning legislation of mutual interest or concern.
MCCA staff & County officials – as appropriate for currently proposed legislation
3. Provide commissioners with more information about services available from NACo.
MCCA staff – as it becomes available, and as appropriate for current issues

GOAL VI. Strengthen the role of county government in Maine by maintaining a comprehensive and *robust advocacy role* in the state and federal legislative, administrative, and regulatory process.

Objective A: Build an ongoing, strong legislative program for working with legislators and legislative leadership.

Strategies:

1. Identify key leadership/committee chairs in the Legislature.
MCCA staff & County officials – each legislative session; *State & House Registers* are an excellent source of information.
2. Develop a method to communicate with its legislative delegation on a regular basis in order to develop positive working relationships.
County officials – Develop their methods of communication before December of each year.
3. Meet and develop relationships with legislators.
MCCA staff & County officials – before, during, and after the legislative sessions
4. Attend legislative committee public hearings and work sessions, and testify for/against legislation, as appropriate.
MCCA staff & County officials – throughout the legislative session

5. Host legislative forums periodically to communicate with and educate legislators about county-related issues and proposed legislation.
MCCA & Counties – summer or fall and December of each year

Objective B: Fully utilize the information and services of the National Association of Counties.

Strategies:

1. Continue to participate in NACo conferences, trainings, and committees.
MCCA staff & County officials – as they are scheduled
2. Share information from NACo regarding potential legislation with counties.
MCCA – as it is made available by NACo
3. Advocate for/against proposed legislation with legislators.
MCCA & Counties – as requested by NACo
4. Take part in legislative conference calls and webinars.
MCCA staff & County officials – as made available by NACo

Objective C: Aggressively represent MCCA's positions to the Legislature with written/oral testimony and vigorous lobbying efforts.

Strategies:

1. Maintain a strong county presence in the Legislature.
MCCA & Counties – throughout the legislative session
2. Study proposed legislation and explain it to LPC members and other interested parties.
MCCA staff – as LDs are published or amended
3. Develop and recommend legislation that will strengthen county government.
MCCA & Counties – throughout the year, as determined/developed
4. Attend legislative committee public hearings and work sessions.
MCCA staff & County officials – throughout the legislative session
5. Develop and maintain a current list of LDs and their status; share and report same to LPC and other interested parties.
MCCA staff – ongoing throughout the legislative session; report weekly to LPC
6. Assist with lobbying efforts.
County Commissioners and Officials – throughout the legislative session as necessary
7. Contact and join forces with other parties and organizations that have mutual interest in the LDs that interest counties.
MCCA staff & County officials – throughout the legislative session
8. Coordinate with county-affiliated groups to make certain we are working as a team.
MCCA & Counties – prior to and throughout the legislative session

Objective D. Strengthen the role of the Legislative Policy Committee (LPC).

Strategies:

1. Stay abreast of legislative developments early in the process, carefully evaluating proposed legislation and sending synopses to membership in a timely manner, so that membership is included in developing legislative solutions.
MCCA staff – as LDs become available
2. Establish a more representative LPC with a member from each county to ensure a voice for every county.
MCCA & BOD – prior to convening the 127th Legislature in December 2014

3. Meet prior to start of legislative session to review the LD list, proactively identify possible legislation, and help in the legislative development process.
MCCA LPC – as soon as LDs are published and evaluated by MCCA staff, and throughout the session as additional LDs become available
4. Poll counties and county-affiliated groups to see if they are aware of legislative developments for the LPC to consider.
MCCA staff – fall of each year
5. Conduct LPC meetings.
MCCA LPC – weekly throughout the legislative session

GOAL VII. Provide *programming and services* that support members in meeting public expectations for comprehensive, effective, and efficient service delivery.

Objective A: Deliver and sustain reliable risk management insurance pool services to counties. MCCA Risk Manager & Risk Pool Board of Directors

Strategies:

Objective B: Provide planning and administrative services for the annual convention and other MCCA meetings.

Strategies:

1. Prepare agendas and minutes of meetings and provide a meeting place for all planning committee meetings.
MCCA – beginning with initiation of planning meetings & throughout the planning process
2. Work with the Host County and Convention Planning Committee to effectively plan the activities of the upcoming convention.
MCCA staff – throughout the year; ongoing
3. Handle the finances of the convention: collect registration fees and sponsorship payments; pay all vendors; report financial status to Board of Directors.
MCCA – for every annual convention
4. Handle all contractual arrangements for the convention.
MCCA – for every annual convention
5. Visit and evaluate conference venues; meet with venue personnel to determine the details for the convention.
MCCA staff & host county representatives – immediately following the completion of the last annual convention or early each calendar year
6. Utilize the precepts of project management to plan for the convention.
MCCA staff, Convention Planning Committee, & Host County – throughout each annual convention planning process
7. Evaluate each convention; note successes to propagate and problem areas to improve for future conventions.
MCCA staff, Convention Planning Committee, & Host County – meet a month after the conclusion of the annual convention

Objective C: Assemble and deliver a directory of Maine county government for use by county officials and others.

MCCA staff with assistance from counties – Directory complete by January 15th each year.

Objective D: Provide educational and training programs to MCCA members and their elected and appointed officials.

MCCA facilitates – quarterly throughout the year and at the annual convention

Objective E: Form and support a representative LPC that will evaluate, discuss, decide to support or oppose, and then advocate for or against proposed legislation.

Strategies:

1. Evaluate proposed legislation and explain to committee members and others.
MCCA – as LDs become available prior to and during the legislative session
2. Attend committee public hearings and work sessions.
MCCA E.D. & county officials – throughout the legislative session, as appropriate
3. Meet and get to know legislators.
MCCA staff & county officials – throughout the legislative session
4. Hold a legislative breakfast for new legislators shortly after elections.
MCCA – December each year

Objective F: Develop and share information that will promote county government.

Strategies:

1. Maintain an accurate and up-to-date website.
MCCA staff – ongoing
2. Prepare a newsletter that promotes county activities, and post it on the website.
MCCA staff – monthly
3. Develop a “Why Counties Matter” brochure for distribution.
MCCA staff by July 2015
4. Promote counties at the annual convention and while attending other meetings and conventions.
MCCA staff & county officials – ongoing
5. Fully utilize and share information provided by NACo.
MCCA – ongoing, as available

Objective G: Work with NACo to develop relationships and fully utilize its programs and services.

Strategies:

1. Serve on NACo steering committees.
MCCA staff & county officials – as meetings are scheduled & between meetings, as required
2. Serve on other NACo committees, whether via conference call or in person
MCCA staff & county officials – as meetings are scheduled & between meetings, as required
3. Attend and participate in NACo conferences
MCCA staff & county officials – as scheduled & within budgeted resources
4. Achieve 100% county membership in NACo.
Counties – by January 2015

Objective H: Sustain a comprehensive database of county data that will contain valuable and useful information for counties.

Strategies:

1. Survey counties to ask what types of information they would like MCCA to maintain.
MCCA staff – Survey out to counties by March 2015.
2. Assemble database.
MCCA Administrative Assistant – Data base developed by September 2015.
3. Add to the list each time interest is shown in new information types.
MCCA staff - Ongoing

Objective I: Provide computer system support for members.

Strategies:

1. Survey member counties to ascertain interest in such a service.
MCCA staff – Survey out to counties by March 2015.
2. Do cost/benefit analysis to provide computer system support for members.
MCCA staff – Analysis complete by June 2015.
3. Report results and recommendation to Board of Directors.
MCCA staff – Report to Board of Directors by August 2015.

Objective J: Provide an online library of documents and resources for members.

Strategies:

1. Survey counties to ask what type of documents they would like MCCA to have on hand for them.
MCCA staff – Survey out to counties by March 2015.
2. Develop categories for documents from counties, such as sample policies, ordinances, job descriptions, performance evaluation forms, poverty abatement forms, TIF district applications, etc. and make them available to counties on the MCCA website by category.
MCCA staff – Library of documents available to members as put on website; all available by January 2016.

Objective K: Provide legal services for members.

Strategies:

1. Survey counties to see how much interest they have in MCCA's providing legal services through the MCCA office, and if so, what type they would prefer – contractual or employees of MCCA.
MCCA staff – Survey out to counties by March 2015.

Objective L: Provide human resources management services.

Strategies:

1. Ask counties which, if any, human resource management services they would like MCCA provide.
MCCA staff – Survey out to counties by March 2015.
2. Collect human resource management documents that are appropriate for county government usage and make them available to members on the website.
MCCA staff – Documents available on website as they are put on; complete by January 2016

3. Evaluate other requests for human resource management services for their cost/benefit.
MCCA staff – Evaluate requests as received & report results to Board of Directors as soon as possible.

Objective M: Provide a cooperative purchasing program for member counties.

Strategies:

1. Ascertain via survey the various goods services counties would like to jointly purchase.
MCCA staff – Survey counties by March 2015
2. Develop an RFP/RFQ system.
MCCA staff – by December 2015
3. Request proposals for goods and services.
MCCA staff – beginning January 2016, as appropriate for scheduling of good or service
4. Share bidding the information with counties.
MCCA staff – Report results to counties within two weeks of receiving proposals.
5. Manage relationships with vendors and counties.
MCCA staff – ongoing throughout contracts.

Objective N: Provide grant writing and management service.

Strategies:

1. Ask counties if there are particular grants they would like MCCA to apply for on their behalf, and if so, whether they would also like MCCA to administer the grant for them.
MCCA staff – Outreach to counties by March 2015
2. Determine the cost/benefit of offering these programs.
MCCA staff – Within three months of receiving requests for grant services
3. Decide whether to support the cost via county dues, contracted fees, and/or grant administration fees.
MCCA staff & BOD – at a Board of Directors' meeting within one month of compiling data regarding the cost benefit of the grant program.

Objective O: Provide other programs and services, as determined.

Strategies:

1. Ask counties if there are other programs or services they would like MCCA to provide for them.
MCCA staff – Outreach to counties by June 2015 and annually after that.
2. Determine the cost/benefit of offering these programs.
MCCA staff – complete by December 2015
3. Decide whether to support the cost via county dues, contracted fees, and/or grant administration fees.
MCCA staff & BOD – at a Board of Directors' meeting within one month of compiling data regarding the cost-benefit of the programs or services.

M.C.C.A.

William Blodgett, President
Lincoln County

Peter Baldacci, Vice President
Penobscot County

Thomas Coward, Secretary-Treasurer
Cumberland County

Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant



Maine County Commissioners Association

4 Gabriel Drive, Suite 2
Augusta, ME 04330
207-623-4697

www.maine counties.org

MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Nominating Committee Meeting Minutes 11:00 a.m., December 1, 2014

I. Call to Order & Attendance

The meeting was held by conference call sponsored at the MCCA office and began at 11:00 a.m.

PRESENT: *Aroostook* County Commissioner, Norman Fournier; *Cumberland* County Commissioner, Tom Coward; *Kennebec* County Commissioner, George Jabar; *Knox* County Commissioner, Roger Moody; *Lincoln* County Commissioner, William Blodgett; *Penobscot* County Commissioner, Peter Baldacci; and MCCA Executive Director, Rosemary Kulow

II. Consider Nomination of Peter Crichton for Reappointment to the Statewide Coordinating Council for Public Health

The Executive Director received a communication from Cumberland County Manager, Peter Crichton, saying that Dr. Sheila Pinnette from the Maine Center for Disease Control and Prevention had asked him to serve on the Statewide Coordinating Council for Public Health. Seeing this as an MCCA appointment, Mr. Crichton asked that the appointment be brought before the MCCA Nominating Committee.

President Bill Blodgett appointed a five-member Nominating Committee consisting of the following County Commissioners: Peter Baldacci, Tom Coward, Norman Fournier, George Jabar, and Roger Moody to consider this and other nomination matters.

The group discussed the process instituted for use by the MCCA Nominating Committee and asked that from this day forward, all available positions on state board, commissions, and committees be posted for any MCCA member to indicate interest in serving. The Nominating Committee decided that a week's turnaround time would be adequate, and those interested in being appointed to state boards should submit a letter to the MCCA

Executive Director that states their interest and qualifications, as well as a resume which illustrates the candidate's education and experience. The committee also asked the Executive Director to develop a roster of state boards that require representation from the MCCA and keep it up to date for the committee's information.

Comm. Jabar **moved** to recommend to the MCCA Board of Directors that Peter Crichton be nominated to serve on the Statewide Coordinating Council for Public Health; and Comm. Fournier **seconded** the motion, noting that in the future all positions on state boards should be posted for any MCCA member to indicate interest. The motion was unanimously approved.

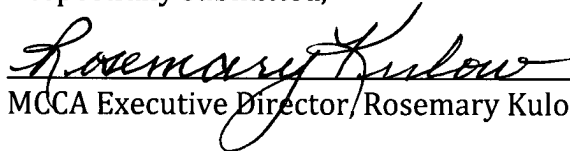
III. Officers' Nominating Committee

President Blodgett also asked this group to weigh in on the timing for the appointment of the three-member nominating committee for MCCA officers. The Officers Nominating Committee caucuses at the annual membership meeting in January to nominate candidates for MCCA officer positions. The consensus was that the President may inform the Board of Directors at the December meeting who he intends to appoint to the Officers' Nominating Committee in January. Thus, anyone interested in serving as an MCCA officer may indicate their interest to the individuals who will be serving on the Officers Nominating Committee prior to the January membership meeting.

IV. Adjournment

The meeting adjourned at 11:25 a.m.

Respectfully submitted,


MCCA Executive Director/Rosemary Kulow



Rosemary Kulow <rkulow@mainecounties.org>

Re: MCCA Nominating Committee Conference Call Meeting

1 message

Peter Crichton <crichton@cumberlandcounty.org>

Tue, Nov 18, 2014 at 2:11 PM

To: Rosemary Kulow <rkulow@mainecounties.org>

Cc: George Jabar II <george@jbrllaw.com>, Norman Fournier <anfournier@roadrunner.com>, Peter Baldacci <pkbaldacci@gmail.com>, Roger Moody <rmoody@knoxcountymaine.gov>, "Thomas S. Coward" <coward@cumberlandcounty.org>, Lauren Haven <lauren.haven@mainecounties.org>, William Blodgett <wblodgett@roadrunner.com>

Rosie and Commissioners,

First of all, thank you Rosie for bringing this to the attention of the Nominating Committee. I would like to thank all of you for your consideration of this appointment. I am currently serving as the county representative to the Statewide Coordinating Council for Public Health.

As background, Dr. Sheila Pinnette from the Maine (CDC) Center for Disease Control and Prevention asked me to participate in the Council because of Cumberland County's involvement in the formation of the Cumberland District Public Health Council and our financial support of the CDPHC.

As you may know, Cumberland County is also working with the City of Portland and the State CDC on a cross jurisdictional public health project that has been examining the idea of a County Public Health Department, City-County Public Health Department, or the creation of a Regional Public Health entity.

After gaining a better understanding of the Council, it is clear to me that this should be an appointment of the MCCA. Kennebec County Commissioner Nancy Rines served on the Council previously as a representative of the MCCA. One of the main purposes of the Council is to improve the coordinated delivery of essential public health services with member representatives from the eight public health districts that were established by DHHS and the Legislature, as well as representatives from other groups.

The Council serves in an advisory capacity to the Maine CDC, which is the lead agency for public health at the state level. Among its other duties, the Council reviews nationally recognized evidence based practices and focuses on issues like mental health, substance abuse, and elder issues with Maine's aging population.

I can make myself available for a conference call on November 24th, and on November 25th up to 3 pm. Thank you for your attention to this matter.

Regards,

Peter

On Tue, Nov 18, 2014 at 10:37 AM, Rosemary Kulow <rkulow@mainecounties.org> wrote:

Good Morning, Members of the MCCA Nominating Committee:

Please let me know which of the following times would work best for you to meet via conference call to consider the nomination of Peter Crichton to serve on the Statewide Coordinating Public Health Council:

Mon., Nov. 24 @ 9:00, 1000, or 11:00 a.m.

Tues., Nov. 25 @ 9:00, 10:00, or 11:00 a.m., 1:00, 2:00, 3:00, or 4:00 p.m.

If one of these times doesn't work for all committee members, we can try the week after Thanksgiving.

Once the time has been decided, I'll provide notice of the meeting to the large MCCA contact group per Peter's suggestion.

MCCA Executive Director's 2015 Budget Message

It is my pleasure to present for consideration a 2015 budget proposal for the Maine County Commissioners Association that shows a \$500 decrease in the bottom line from the 2014 budget. A draft budget proposal was reviewed and revised by the Budget Committee in November, and the attached document is now presented for approval by the Board of Directors for submission to the full membership in January 2015.

The budget as proposed shows expenditures and revenues totaling \$252,150 – a decrease of \$500 from the 2014 budget.

2015 revenues are comprised mainly of county dues which total \$145,840 (\$350 annual increase per county), as well as a \$25,000 assessment from the MCCA Risk Management Pool and a transfer of \$25,260 from the undesignated fund balance, if needed. Other miscellaneous revenue rounds out the total, and more detail can be found on the budget spreadsheet and narratives. Total revenue for the year is projected at \$252,150.

About \$55,000 in Convention revenue is estimated for 2015, which is close to what was raised for the 2014 convention. Expenditures for the convention are estimated to be \$35,850. If achieved, this would provide about \$19,150 more income than expenses for the convention.

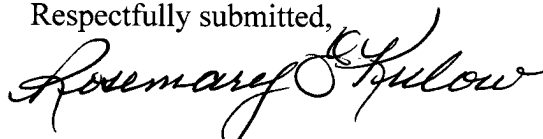
Employee salaries and benefits are based on projected salaries and actual benefit factors. Health insurance premiums will increase by 7% in 2015. This is based on the notice MCCA received from the Maine Municipal Employees Health Trust (MMEHT) in November.

All bookkeeping for the MCCA is now done in-house, but a small amount of funding is included in the budget in case professional accounting expertise is ever needed during the year. The Budget & Finance Committee recommends \$2,000 for contracted lobbying in case the need arises.

NACo conference funding pays for two conferences for the MCCA Director who is the NACo representative and three NACo conferences for the Executive Director. This fund also pays for other conferences and workshops the Executive Director and Administrative Assistant are required to attend for professional development and networking.

Additional detail about the budget may be found on the budget spreadsheet and in the account narratives; but as always, I welcome questions and suggestions.

Respectfully submitted,

A handwritten signature in cursive script, reading "Rosemary E. Kulow".

Rosemary E. Kulow, Executive Director

**2015 MCCA
BUDGET PROPOSAL**

INCOME ACCT. NO.	INCOME ACCOUNT	2014 BUDGET	INCOME As of 10/31/14	BALANCE	% Rcvd To Date	PROPOSED 2015 BUDGET	Budget Difference
4100-00	Convention Income						
4120-00	Registration	\$ 40,000	\$ 31,923	\$ 8,077	80%	\$ 30,000	\$ (10,000)
4130-00	Sponsors	\$ 9,000	\$ 12,480	\$ (3,480)		\$ 12,500	\$ 3,500
4140-00	Vendors/Exhibitors		\$ 12,492	\$ (12,492)	277%	\$ 12,500	\$ 12,500
	<i>Subtotal Convention Income</i>	\$ 49,000	\$ 56,895	\$ (7,895.00)	116%	\$ 55,000	\$ 6,000
4200-00	Meeting Income	\$ -	\$ 65	\$ (65)	#DIV/0!		\$ -
4300-00	Dues	\$ 140,240	\$ 140,240	\$ -		\$ 145,840	\$ 5,600
4400-00	Other Income	\$ 250	\$ 824	\$ (574)	101%	\$ 500	\$ 250
4500-00	NACo Roster	\$ 750	\$ 500	\$ 250	67%	\$ 500	\$ (250)
4600-00	MCCA Risk Pool Asmt	\$ 25,000	\$ 25,000	\$ -	100%	\$ 25,000	\$ -
4810-00	Interest Income	\$ 30	\$ 40	\$ (10)	133%	\$ 50	\$ 20
4920-00	Use of Und. Fund Balance	\$ 37,380		\$ 37,380	0%	\$ 25,260	\$ (12,120)
	TOTAL INCOME	\$ 252,650	\$ 223,564	\$ 29,086	88%	\$ 252,150	\$ (500)
EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2014 BUDGET	EXPENSES 10/31/2014	BALANCE	% Exp To Date	PROPOSED 2015 BUDGET	Budget Difference
5000-00	Payroll Expenses						
5020	Payroll Fees	\$ 1,700	\$ 1,460	\$ 240	86%	\$ 1,850	\$ 150
5030	FICA (Soc Sec & Medicare)	\$ 8,000	\$ 6,180	\$ 1,820	77%	\$ 7,750	\$ (250)
5040	Maine PERS (Retirement)	\$ 975	\$ -	\$ 975	0%	\$ -	\$ (975)
5050	Salary - Admin Assistant	\$ 35,000	\$ 29,269	\$ 5,731	84%	\$ 37,000	\$ 2,000
5060	Salary - Executive Director	\$ 72,000	\$ 60,462	\$ 11,538	84%	\$ 74,000	\$ 2,000
5070	IRS		\$ 572	\$ (572)			\$ -
	<i>Subtotal Payroll Expense</i>	\$ 117,675	\$ 97,943	\$ 19,732	83%	\$ 120,600	\$ 2,925
5100-00	Insurance		\$ 51.00	\$ (51)			
5110	Health Insurance	\$ 19,000	\$ 15,139	\$ 3,861	80%	\$ 20,000	\$ 1,000
5120	Commercial, Crime, D & O Ins	\$ 2,000	\$ 1,788	\$ 212	89%	\$ 2,000	\$ -
5130	Workers Compensation Ins	\$ 850	\$ 558	\$ 292	66%	\$ 600	\$ (250)
5140	Unemployment Comp Ins	\$ 500	\$ 468	\$ 32	94%	\$ 500	\$ -
	<i>Subtotal Insurance</i>	\$ 22,350	\$ 18,004	\$ 4,346	81%	\$ 23,100	\$ 750
6010-00	Professional Services						
6011	Bookkeeping	\$ 500		\$ 500	0%	\$ 250	\$ (250)
6012	Legal Services	\$ 1,000		\$ 1,000	0%	\$ 500	\$ (500)
6013	Audit	\$ 3,600	\$ 3,600	\$ -	100%	\$ 1,800	\$ (1,800)
	<i>Subtotal Professional Service</i>	\$ 5,100	\$ 3,600	\$ 1,500	71%	\$ 2,550	\$ (2,550)
6030-00	Lobbying Expense						
6030	Contractual Lobbying	\$ 2,364		\$ 2,364	0%	\$ 2,000	\$ (364)
6031	Lobbying Registration	\$ 400		\$ 400	0%	\$ 300	\$ (100)
	<i>Subtotal Lobbying Expense</i>	\$ 2,764	\$ -	\$ 2,764	0%	\$ 2,300	\$ (464)

**2015 MCCA
BUDGET PROPOSAL**

EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2014 BUDGET	EXPENSES 10/31/2014	BALANCE	% Exp To Date	PROPOSED 2015 BUDGET	Budget Difference
6040-00	NACo Conferences						
6041	Conferences	\$ 12,500	\$ 8,043	\$ 4,457	64%	\$ 13,000	\$ 500
6042	NACo Database Work	\$ 250		\$ 250	0%	\$ -	\$ (250)
	<i>Subtotal Professional Service</i>	<i>\$ 12,750</i>	<i>\$ 8,043</i>	<i>\$ 4,707</i>	<i>63%</i>	<i>\$ 13,000</i>	<i>\$ 250</i>
6050-00	Education & Training	\$ 1,500	\$ 138	\$ 1,362	9%	\$ 500	\$ (1,000)
6100-00	Bank Charges	\$ 100	\$ 9	\$ 91	9%	\$ 50	\$ (50)
6110-00	Convention Expense						
6113	Entertainment/Speakers	\$ 5,000	\$ 4,635	\$ 365	93%	\$ 5,000	\$ -
6114	MCCA Staff Registration Exp.	\$ 1,000	\$ 672	\$ 328	67%	\$ 1,000	\$ -
6118	Meeting Expense	\$ 25,500	\$ 5,287	\$ 20,213	21%	\$ 26,000	\$ 500
6121	Supplies	\$ 3,000	\$ 27	\$ 2,973	1%	\$ 3,250	\$ 250
6135	Commissioner Retire. Plaques	\$ 500	\$ 567	\$ (67)	113%	\$ 600	\$ 100
	<i>Subtotal Convention Exp</i>	<i>\$ 35,000</i>	<i>\$ 11,188</i>	<i>\$ 23,812</i>	<i>32%</i>	<i>\$ 35,850</i>	<i>\$ 850</i>
6140-00	Copies & Printing						
6142	Directory	\$ 1,000	\$ 739	\$ 261	74%	\$ 825	\$ (175)
6143	Other Copying or Printing	\$ 250		\$ 250	0%	\$ 150	\$ (100)
	<i>Subtotal Copies & Printing</i>	<i>\$ 1,250</i>	<i>\$ 739</i>	<i>\$ 511</i>	<i>59%</i>	<i>\$ 975</i>	<i>\$ (275)</i>
6145-00	Dues Expense	\$ 1,500	\$ 1,300	\$ 200	87%	\$ 1,500	\$ -
6150-00	Office Equipment						
6151	Computer Hrdwr & Sftwr	\$ 2,000	\$ 700	\$ 1,300	35%	\$ 1,500	\$ (500)
6152	IT Services	\$ 3,000	\$ 2,710	\$ 290	90%	\$ 3,250	\$ 250
6153	Photocopier Lease	\$ 1,800	\$ 1,479	\$ 321	82%	\$ 2,000	\$ 200
6154	Printer & Supplies	\$ 1,500	\$ 1,365	\$ 135	91%	\$ 1,700	\$ 200
6155	Telephone System	\$ 500	\$ 93	\$ 407	19%	\$ 200	\$ (300)
6156	Other Office Equipment	\$ 2,000	\$ 40	\$ 1,960	2%	\$ 500	\$ (1,500)
	<i>Subtotal Office Equipment</i>	<i>\$ 10,800</i>	<i>\$ 6,387</i>	<i>\$ 4,413</i>	<i>59%</i>	<i>\$ 9,150</i>	<i>\$ (1,650)</i>
6160-00	Fees	\$ 150	\$ 86	\$ 64	57%	\$ 150	\$ -
6170-00	Meeting Expense						
6171	Annual/Full Membership Mtgs	\$ 1,500	\$ 907	\$ 593	60%	\$ 1,500	\$ -
6172	County Officials Workshop	\$ 250		\$ 250	0%	\$ 250	\$ -
6173	Monthly Meetings	\$ 3,000	\$ 2,074	\$ 926	69%	\$ 3,000	\$ -
6174	Retreat Meeting	\$ 2,136	\$ 2,136	\$ -	100%	\$ 1,500	\$ (636)
6175	Other Meetings	\$ 300	\$ 769	\$ (469)	256%	\$ 800	\$ 500
	<i>Subtotal Meeting Expense</i>	<i>\$ 7,186</i>	<i>\$ 5,886</i>	<i>\$ 1,300</i>	<i>82%</i>	<i>\$ 7,050</i>	<i>\$ (136)</i>

**2015 MCCA
BUDGET PROPOSAL**

EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2014 BUDGET	EXPENSES 10/31/2014	BALANCE	% Exp To Date	PROPOSED 2015 BUDGET	Budget Difference
6180-00	Mileage & Conference Travel Exp.	\$ 5,000	\$ 2,713	\$ 2,287	54%	\$ 5,000	\$ -
6195-00	Office Space Rental	\$ 17,100	\$ 13,820	\$ 3,280	81%	\$ 18,375	\$ 1,275
6215-00	Postage & Shipping	\$ 500	\$ 150	\$ 350	30%	\$ 350	\$ (150)
6230-00	Advertising	\$ 2,000	\$ 500	\$ 1,500	25%	\$ 1,000	\$ (1,000)
6235-00	Supplies	\$ 4,300	\$ 1,464	\$ 2,836	34%	\$ 2,500	\$ (1,800)
6240-00	Telephone, Fax & Internet						
6241	Cell Phone	\$ 1,675	\$ 1,195	\$ 480	71%	\$ 1,800	\$ 125
6242	Conference Call Line	\$ 100		\$ 100	0%	\$ 100	\$ -
6243	Phone, Fax, & Internet	\$ 3,600	\$ 2,566	\$ 1,034	71%	\$ 3,000	\$ (600)
	Subtotal Phone, Fax & Inter	\$ 5,375	\$ 3,761	\$ 1,614	70%	\$ 4,900	\$ (475)
6250-00	Website	\$ 250	\$ -	\$ 250	0%	\$ 250	\$ -
6260-00	Contingency					\$ 3,000	\$ 3,000
TOTAL EXPENSE		\$ 252,650	\$ 175,731	\$ 76,919	70%	\$ 252,150	\$ (500)
	Percent Change	-0.2%					\$ (500)

Maine County Commissioners Association

2015 PROJECTED REVENUE

4100-00 CONVENTION INCOME - \$55,000

4120-00 Registrations - \$30,000

This account collects all registration payments for convention registration, meals, and participation in activities.

4130-00 Sponsorships - \$12,500

This account holds revenue from contributions paid by organizations or individuals who donate or sponsor an event. This amount emphasizes the need for an ambitious effort to acquire additional sponsors for the 2015 convention.

4140-00 Vendors/Exhibitors - \$12,500

This income is received from vendors, exhibitors, and advertisers at the convention who are there to market their goods and services. The increased amount illustrates a greater emphasis on vendor income.

4300-00 DUES - \$145,840

This is the income received from member counties' annual dues. A \$350 increase in annual dues per county is proposed by the Budget & Finance Committee for 2015. Because the budget relies on funds from the undesignated fund balance, the Budget & Finance Committee recommends that it be replenished by gradually increasing membership dues. It has been four years since membership dues have increased.

4400-00 OTHER INCOME - \$500

Any other miscellaneous income that MCCA receives during the year that does not fit within listed budgetary categories is shown in this line.

4500-00 NACO ROSTER - \$500

Funds received from the National Association of Counties for MCCA's contribution to preparing the roster are posted to this account.

4600-00 MCCA RISK POOL ASSESSMENT - \$25,000

Funds received from the MCCA Risk Pool are posted to this account. The assessment is calculated according to a cost allocation plan that considers the amount of time and space the Risk Pool utilizes of MCCA resources.

4810-00 INTEREST INCOME - \$50

Income earned on savings investments is shown in this budget line.

4920-00 TRANSFER FROM FUND BALANCE - \$25,260

Funds transferred from the undesignated fund balance to offset budget expenditures are shown in this account.

TOTAL REVENUE PROJECTED FOR 2014 - \$252,150

Maine County Commissioners Association

PROJECTED 2015 EXPENSES

5000-00 PAYROLL EXPENSES - \$120,600

5020-00 Payroll Fees - \$1,850

MCCA pays this to Bangor Payroll for preparing MCCA's payroll and reports for employees, the IRS, Maine Dept. of Revenue, MMEHT, and MainePERS. The budgeted amount includes a seven percent increase levied on MCCA in 2014 and enough to fund an additional small increase, if necessary.

5030-00 Social Security & Medicare (FICA) - \$7,750

This account funds payments for Social Security and Medicare. The contribution for FICA is 7.5% of employee salaries after contributions toward health insurance are deducted from employees' gross salaries. The contribution is 7.5% for both the employer and the employee.

5040-00 Maine PERS - \$0

About \$4,600 is needed to pay the employer's contribution for MainePERS; however, the employer contribution is paid from the PLD surplus account, which currently holds about \$50,000. Therefore, new funding is not needed to pay this anticipated expenditure. MCCA's contribution for this non-COLA-adjusted retirement program is now 4.1% of the employees' gross salary, and the employee's contribution is 7.0%.

5050-00 Administrative Assistant's Salary - \$37,000

The budget for the Administrative Assistant's salary provides for a 3% raise at her anniversary date of hire in October.

5060-00 Executive Director's Salary - \$74,000

The budgeted annual salary for the Executive Director is shown with a \$2,000 increase – slightly less than 3%.

5100-00 INSURANCE - \$23,100

5110-00 Health Insurance - \$20,000

Amounts MCCA pays for employee health insurance are posted to this line, which presumes a seven percent increase over 2014 costs. MCCA utilizes the health insurance services offered through the Maine Municipal Employees Health Trust. MCCA currently pays 90% of the single employee premium for the employee's chosen plan. Employees are allowed to choose one of three plans offered.

In the case of the Executive Director, the board voted to apply an additional \$2,000 per year toward the additional cost of the Husband & Wife plan as compared to the Single Employee plan.

5120-00 Commercial, Crime Protection, & Officers' & Directors' Insurance - \$2,000

This is the account to which payments for premiums for MCCA's commercial policy, crime protection, and directors and officers insurance are posted. The commercial policy covers property and casualty/liability insurance for the MCCA. We also obtained crime protection insurance to insure against employee dishonesty and directors and officers insurance.

Current annual premiums are as follows:

- **Commercial - \$661** – Liberty Mutual via Macomber, Farr & Whitten; effective 8/23/14 – 8/23/15
- **Crime Protection - \$492** – Ohio Casualty Group via Macomber, Farr & Whitten, effective 6/19/14 – 6/19/15
- **Directors & Officers - \$702** – Twin City Fire Insurance Co., via Macomber, Farr & Whitten; effective 4/22/14 – 4/22/15

5130-00 Workers Compensation Insurance - \$600

Amounts paid for workers compensation insurance for employees are posted here and are reduced slightly from the 2014 level to closer reflect the actual premium amount. The annual premium of \$558 was paid to Great Falls Insurance Company via Kristie Rowell Insurance Services, and MCCA received a supplement bill after they did an analysis of projected staff salaries. The policy is effective 7/2/14-7/2/15. An amount for potential increases is in the budget figure.

5140-00 Unemployment Compensation Insurance - \$500

MCCA participates with the MMA Unemployment Compensation Insurance program in an effort to control potential unemployment compensation insurance costs as a member of a large pool. The 2014 annual cost for MCCA's membership is \$468; therefore, a budget of \$500 should be adequate.

6010-00 PROFESSIONAL SERVICES - \$2,550

6011-00 Bookkeeping - \$250

Even though the Administrative Assistant now does all bookkeeping for MCCA, a small amount is budgeted for outside bookkeeping, should the need to contract for some assistance arise. The amount proposed for 2015 is half what it was for 2014.

6012-00 Legal Services - \$500

This line contains an appropriation for legal services, and the amount has been reduced by half to reflect actual usage.

6013-00 Financial Audit - \$1,800

An audit of MCCA's finances is required at least every two years, and this line is where that expense is posted. An appropriation for 2015 is included to ensure that an audit may be done in 2015, if necessary.

6030-00 LOBBYING - \$2,300

6030-00 Contractual Lobbying - \$2,000

In 2013 MCCA contracted for lobbying services from Cumberland County Assistant Manager, Bill Whitten, who was paid an honorary stipend of \$4,000. This service was not used in 2014, but the MCCA Budget & Finance Committee recommends an appropriation for a contracted lobbyist in case MCCA wants to pay for any supplemental lobbying services.

6031-00 Lobbying Registration - \$300

Those who engage in lobbying activities at the Maine Legislature are required to pay a registration fee to the Maine Ethics Commission. The lobbying registration fee for each joint lobbyist registration is \$200, and each lobbyist associate pays a \$100 fee.

6040-00 NACo CONFERENCES - \$13,000

This funding pays expenses for about five conferences – two for Commissioner Baldacci as the MCCA appointed representative to NACo's Annual and Legislative conferences, and three conferences for the Executive Director to attend NACo's Annual and Legislative conferences and the annual conference of the National Council of County Association Executives (NCCAE), a NACo affiliate.

6050-00 EDUCATION & TRAINING - \$500

Payments for staff to attend necessary and beneficial work-related educational sessions are posted to this account.

6100-00 BANK CHARGES - \$50

Bank charges and fees are posted to this account.

6110-00 ANNUAL CONVENTION EXPENSES - \$35,850

6113-00 Entertainment/Speakers - \$5,000

Based on the last conference, it is estimated that up to about \$5,000 may be needed to compensate speakers and entertainment for the 2014 convention.

6114-00 MCCA Staff Registration Expense - \$1,000

The MCCA Executive Director's and Administrative Assistant's registration fees are posted to this convention expense account.

6118-00 Meeting Expense - \$26,000

It is estimated that about \$26,000 will be needed for the venue, including meals, etc.

6121-00 Supplies - \$3,250

Supplies purchased for the convention are shown in this account. This includes beverages and snacks, decorations, signs, paper, equipment, and other supplies.

6135-00 Commissioner Retirement Plaques - \$600

The cost of recognition plaques for retiring county commissioners is posted here. If plaques are also purchased for counties to present to certain employees, counties reimburse the cost of those plaques to MCCA.

6140-00 COPYING & PRINTING - \$975

6142-00 Directory - \$825

The cost of printing the annual county directory is posted to this account.

6143-00 Other Copying or Printing Charges - \$150

Any miscellaneous printing or photocopying charges for documents or books would be posted to this account.

6145-00 DUES EXPENSE - \$1,500

Dues for memberships are posted to this account. Currently, MCCA pays dues to the following organizations: NACo/NCCAE – \$500; MMA – \$575; and ICMA – \$200.

6150-00 OFFICE EQUIPMENT - \$9,150

6151-00 Computer Hardware & Software - \$1,500

Any purchases of computer hardware or software are posted here. One known piece of hardware suggested for 2015 is a laptop for the Executive Director that can be used for off-site work.

6152-00 IT Services - \$3,250

In order to maintain the MCCA computer system and keep its auxiliary hardware operating at maximum performance, it contracts with an information technology

company for routine maintenance and administration, as well as on-call service for problem solving.

6153-00 Photocopier Lease - \$2,000

The MCCA Xerox photocopier is leased through Gorham Leasing Group at a cost of \$164.35 per month. Included in the leasing fee is regular service, charge-per-copy, reduced cost for supplies, and same-day service for problem resolution.

6154-00 Printers & Printer Supplies - \$1,700

The cost of printers and supplies such as toner, ink cartridges, and paper is charged to this account. The increased funding level is a reflection of the high cost of toner.

6155-00 Telephone System - \$200

This funding pays for repairs to the phone system.

6156-00 Other Office Equipment - \$500

The cost of any other office equipment, such as desks, chairs, printer stands, headphones, projectors, paper shredders, safes, etc. is charged to this account.

6160-00 FEES - \$150

Fees charged for filings to the Secretary of State's office, etc. are posted to this account.

6170-00 MEETING EXPENSE - \$7,050

6171-00 Annual & Other Membership Meetings - \$1,500

Costs for the venue and food for the annual meeting and other full membership meetings are posted to this account.

6172-00 County Officials' Workshop - \$250

The associated costs of special workshops for county officials are shown in this line.

6173-00 Monthly Meetings - \$3,000

This account shows the costs for the Board of Directors' regular monthly meetings, including food.

6174-00 Retreat Meeting Expense - \$1,500

This line funds a retreat for planning or other meeting purposes.

6175-00 Other Meeting Expenses - \$800

Any other meeting expenses that do not appropriately fit within any of the categories above are posted here.

6180-00 MILEAGE & CONFERENCE TRAVEL EXPENSE - \$5,000

This line sees no change in funding from 2014. Funds in this account reimburse the Executive Director and Administrative Assistant for mileage associated with use of personal vehicles for work-

related travel and airfare and other transportation costs associated with conferences and continuing education.

6195-00 OFFICE RENTAL - \$18,375

This account pays for MCCA office rent that is paid to the Maine Farm Bureau Association. The current lease expires March 31, 2015, and the new monthly lease amount will be in effect April 1, 2015. The Farm Bureau Director says the monthly rent is increasing from \$1,382 to \$1,581 because of increased costs of insurance, utilities, and property tax. This is a 14.4% increase, and the term of the lease is three years. The square foot cost increases from \$12.00 to \$13.73, which remains within the norm for comparable office space in the Augusta area.

6215-00 POSTAGE - \$350

Amounts paid for postage and shipping are posted here.

6230-00 ADVERTISING - \$1,000

Advertising costs are shown in this account. This account was highly utilized in 2013 due to the hiring processes of employees. Costs to advertise NACo programs will be posted here, as well, if there are any.

6235-00 SUPPLIES - \$2,500

Supplies for the office that do not more appropriately belong within other accounts are posted to this account. This includes regular office supplies, food and related supplies, office décor, paper and file folders, pens, staples, paper clips, calendars, chair mats, etc.

6240-00 TELEPHONE, FAX & INTERNET - \$4,900

6241-00 Cell Phone - \$1,800

Reimbursements to the Executive Director and Administrative Assistant for using their cell phones for work are posted to this account. The current maximum reimbursement rate is \$75 per month for both employees.

6242-00 Conference Call Set-up - \$100

The charge for MCCA to have the ability to host conference calls is posted here.

6243-00 Other Telephone, Fax & Internet - \$3,000

Monthly charges from TWC for telephone, fax, and Internet services are posted to this account. This is a reduction from the previous company's charges.

6250-00 WEBSITE - \$250

Payments for web-hosting service are paid from this account.

6260-00 CONTINGENCY ACCOUNT - \$3,000

With approval from the Executive Committee, pays for emergency expenditures not otherwise accounted for in the budget. Money remaining at year's end reverts to fund balance.

TOTAL EXPENDITURES PROJECTED FOR 2015 - \$252,150

MCCA EMPLOYEE BENEFITS 2015 BUDGET

Position	Employee	2015 Estimated Annual Salary	Health Insurance				MEPERS		Social Security & Medicare		TOTAL MCCA BENEFIT CONTRIB
			Estimated		Annual Premium	Employee Annually	MCCA Annually	Annual Cost			
			Monthly Premium	Employee Annually				Employee 7.0%	MCCA 4.1%	Employee 7.65%	
Executive Director	Rosemary Kulow	74,000.00	1,681.57	20,178.83	10,082.61	10,096.22	5,180.00	3,034.00	4,889.68	4,889.68	18,019.90
Administrative Assistant	Lauren Haven	37,000.00	881.93	10,583.11	1,058.31	9,524.80	2,590.00	1,517.00	2,749.54	2,749.54	13,791.34
TOTAL		111,000.00	2,563.50	30,761.94	11,140.92	19,621.02	7,770.00	4,551.00	7,639.22	7,639.22	31,811.24

2015 Health Insurance premiums increase 7% over 2014 rates.

with COLA 5,772.00

2,886.00

TOTAL 8,658.00

Variation 4,107.00

Social Security and Medicare contributions are calculated at 7.65% of employees' net salary after payments made for health insurance are deducted from their gross salaries.

35,918.24

2014 MCCA BUDGET YEAR-END PROJECTIONS

INCOME Acct No.	INCOME Account	2014 BUDGET	INCOME Jan-Nov	Percent Received	Balance Remaining	Total Projected at Year-End
4100-00	Convention Income				\$ -	
4120	Registration	\$ 40,000	\$ 31,120	78%	\$ 8,880	\$ 31,120
4130	Sponsors	\$ 9,000	\$ 12,480		\$ (3,480)	\$ 12,480
4140	Vendors/Exhibitors		\$ 12,492	277%	\$ (12,492)	\$ 12,492
	<i>Total Convention Income</i>	\$ 49,000	\$ 56,092	114%	\$ (7,092)	\$ 56,092
4200-00	Meeting Income		\$ 65	#DIV/0!	\$ (65)	\$ 65
4300-00	Dues	\$ 140,240	\$ 140,240	100%	\$ -	\$ 140,240
4400-00	Other Income	\$ 250	\$ 824	330%	\$ (574)	\$ 824
4500-00	NACo Roster	\$ 750	\$ 500	67%	\$ 250	\$ 500
4600-00	MCCA Risk Pool Asmt	\$ 25,000	\$ 25,000	100%	\$ -	\$ 25,000
4810-00	Interest Income	\$ 30	\$ 43	143%	\$ (13)	\$ 43
4920-00	Fund Balance Transfer	\$ 37,380		0%	\$ 37,380	\$ 8,490
TOTAL INCOME		\$ 252,650	\$ 222,764	88%	\$ 29,886	\$ 231,254
EXPENSE Acct No.	EXPENSE Account	2014 BUDGET	EXPENDED Jan-Nov	Percent Expended	Balance Remaining	Total Projected at Year-End
5000-00	Payroll Expenses					
5020	Payroll Fees	\$ 1,700	\$ 1,596	94%	\$ 104	\$ 1,750
5030	FICA (Soc Sec & Medicare)	\$ 8,000	\$ 6,741	84%	\$ 1,259	\$ 7,288
5040	Maine PERS (Retirement)	\$ 975		0%	\$ 975	
5050	Salary - Adm Asst	\$ 35,000	\$ 32,063	92%	\$ 2,937	\$ 34,654
5060	Salary - Exec Dir	\$ 72,000	\$ 66,000	92%	\$ 6,000	\$ 71,539
5070	IRS		\$ 572	#DIV/0!	\$ (572)	\$ 572
	<i>Total Payroll Expenses</i>	\$ 117,675	\$ 106,972	91%	\$ 11,275	\$ 115,803
5100-00	Insurance					
5110	Health Insurance	\$ 19,000	\$ 16,730	88%	\$ 2,270	\$ 18,500
5120	Commercial, Crime, D & O	\$ 2,000	\$ 1,959	98%	\$ 41	\$ 1,959
5130	Workers Comp	\$ 850	\$ 453	53%	\$ 397	\$ 453
5140	Unemployment Comp Ins	\$ 500	\$ 468	94%	\$ 32	\$ 468
	<i>Total Insurance</i>	\$ 22,350	\$ 19,610	88%	\$ 2,740	\$ 21,380
6010-00	Professional Services					
6011	Bookkeeping	\$ 500		0%	\$ 500	\$ -
6012	Legal Counsel	\$ 1,000		0%	\$ 1,000	\$ -
6013	Audit	\$ 3,600	\$ 3,600	100%	\$ -	\$ 3,600
	<i>Total Professional Serv.</i>	\$ 5,100	\$ 3,600	71%	\$ 1,500	\$ 3,600
6030-00	Lobbying Expense					
6030	Contractual Lobbying	\$ 2,364		0%	\$ 2,364	\$ -
6031	Lobbying Registration	\$ 400		0%	\$ 400	\$ 300
	<i>Total Lobbying Expense</i>	\$ 2,764	\$ -	0%	\$ 2,764	\$ 300
6040-00	NACo Expense					
6041	NACo Conferences	\$ 12,500	\$ 8,043	64%	\$ 4,457	\$ 8,043
6042	NACo Database Work	\$ 250		0%	\$ 250	\$ -
	<i>Total NACo Expense</i>	\$ 12,750	\$ 8,043	64%	\$ 4,707	\$ 8,043

**2014 MCCA BUDGET
YEAR-END PROJECTIONS**

EXPENSE Acct No.	EXPENSE Account	2014 BUDGET	EXPENDED Jan-Nov	Percent Expended	Balance Remaining	Total Year-End
6050-00	Education & Training	\$ 1,500	\$ 138	9%	\$ 1,362	\$ 250
6100-00	Bank Charges	\$ 100	\$ 10	10%	\$ 90	\$ 20
6110-00	Convention Expense					
6113	Entertainment/Speakers	\$ 5,000	\$ 5,695	114%	\$ (695)	\$ 5,695
6114	Executive Dir. Regis.	\$ 1,000	\$ 1,577	158%	\$ (577)	\$ 1,577
6118	Meeting Expense	\$ 25,500	\$ 5,342	21%	\$ 20,158	\$ 25,500
6121	Supplies	\$ 3,000	\$ 2,309	77%	\$ 691	\$ 2,500
6135	Comm. Retire. Plaques	\$ 500	\$ 567	113%	\$ (67)	\$ 567
	<i>Total Convention Expense</i>	\$ 35,000	\$ 15,490	44%	\$ 19,510	\$ 35,839
6140-00	Copies & Printing					
6142	Directory	\$ 1,000	\$ 739	74%	\$ 261	\$ 739
6143	Other Copying & Printing	\$ 250				
	<i>Total Copies & Printing</i>	\$ 1,250	\$ 739	59%	\$ 261	\$ 739
6145-00	Dues Expense	\$ 1,500	\$ 1,300	87%	\$ 200	\$ 1,300
6150-00	Office Equipment					
6151	Computer Hrdwr & Sftwr	\$ 2,000	\$ 700	35%	\$ 1,300	\$ 2,000
6152	IT Services	\$ 3,000	\$ 2,985	100%	\$ 15	\$ 3,250
6153	Photocopier Lease	\$ 1,800	\$ 1,644	91%	\$ 156	\$ 1,804
6154	Printer & Supplies	\$ 1,500	\$ 1,435	96%	\$ 65	\$ 1,600
6155	Telephone System	\$ 500	\$ 93	19%	\$ 407	\$ 200
6156	Other	\$ 2,000	\$ 40	2%	\$ 1,960	\$ 250
	<i>Total Office Equipment</i>	\$ 10,800	\$ 6,897	64%	\$ 3,903	\$ 9,104
6160-00	Fees	\$ 150	\$ 86	57%	\$ 64	\$ 100
6170-00	Meeting Expense					
6171	Annual Meeting	\$ 1,500	\$ 907	60%	\$ 593	\$ 907
6172	County Off. Workshop	\$ 250		0%	\$ 250	\$ -
6173	Monthly Meetings	\$ 3,000	\$ 2,363	79%	\$ 637	\$ 2,500
6174	Retreat Meeting	\$ 2,136	\$ 2,136	100%	\$ -	\$ 2,136
6175	Meetings - Other	\$ 300	\$ 783	261%	\$ (483)	\$ 783
	<i>Total Meeting Expense</i>	\$ 7,186	\$ 6,189	86%	\$ 997	\$ 6,326
6180-00	Mileage & Travel Expense	\$ 5,000	\$ 2,807	56%	\$ 2,193	\$ 3,000
6195-00	Office Space Rental	\$ 17,100	\$ 15,202	89%	\$ 1,898	\$ 17,100
6215-00	Postage & Shipping	\$ 500	\$ 226	45%	\$ 274	\$ 300
6230-00	Advertising	\$ 2,000	\$ 500	25%	\$ 1,500	\$ 750
6235-00	Supplies	\$ 4,300	\$ 1,833	43%	\$ 2,467	\$ 2,500
6240-00	Telephone, Fax & Internet					
6241	Cell Phone	\$ 1,675	\$ 1,320	79%	\$ 355	\$ 1,500
6242	Conference Call Line	\$ 100		0%	\$ 100	\$ 100
6240	Phone, Fax, & Internet	\$ 3,600	\$ 2,566	71%	\$ 1,034	\$ 3,200
	<i>Total Phone Fax Internet</i>	\$ 5,375	\$ 3,886	72%	\$ 1,489	\$ 4,800
6250-00	Website	\$ 250		0%	\$ 250	\$ -
TOTAL EXPENSE		\$ 252,650	\$ 193,528	77%	\$ 59,444	\$ 231,254

2015 RISK POOL ASSESSMENT

ACCT NO.	ACCOUNT NAME or SUBACCOUNT NUMBER	SUBACCOUNT NAME	PROJECTED 2014 EXPENSE	RISK POOL ALLOCATION 10%	PROPOSED 2015 BUDGET	RISK POOL ALLOCATION 10%
5000-00	Payroll Expenses					
	5020-00	Payroll Fees	\$ 1,750	\$ 175.00	\$ 1,850	\$ 185
	5030-00	Payroll Taxes	\$ 7,288	\$ 728.80	\$ 7,750	\$ 775
	5040-00	Retirement	\$ 3,750	\$ 375.00	\$ 3,863	\$ 386.30
	5050-00	AA Salary	\$ 34,654	\$ 3,465.40	\$ 37,000	\$ 3,700
	5060-00	ED Salary	\$ 71,539	\$ 7,153.90	\$ 74,000	\$ 7,400
	<i>Subtotal Payroll Expenses</i>		\$ 118,981	\$ 11,898.10	\$ 124,463	\$ 12,446
5100-00	Insurance					
	5110-00	Health Insurance	\$ 18,500	\$ 1,850.00	\$ 20,000	\$ 2,000
	5120-00	Commercial/Crime	\$ 1,959	\$ 195.90	\$ 2,000	\$ 200
	5130-00	Workers Comp	\$ 453	\$ 45.30	\$ 600	\$ 60
	5140-00	Unemployment Comp	\$ 468	\$ 46.80	\$ 500	\$ 50
	<i>Subtotal Insurance</i>		\$ 21,380	\$ 2,138.00	\$ 23,100	\$ 2,310
6010-00	Professional Services					
	6012-00	Legal Services	\$ -	\$ -	\$ 500	\$ 50
	6013-00	Financial Audit	\$ 3,600	\$ 360.00	\$ 1,800	\$ 180
	<i>Subtotal Professional Services</i>		\$ 3,600	\$ 360.00	\$ 2,300	\$ 230
6030-00	Lobbying		\$ 300	\$ 30.00	\$ 2,300	\$ 230
6050-00	Education & Training		\$ 250	\$ 25.00	\$ 500	\$ 50
6140-00	Copying & Printing		\$ 739	\$ 73.90	\$ 975	\$ 98
6145-00	Dues Expense		\$ 1,300	\$ 130.00	\$ 1,500	\$ 150
6150-00	Office Equipment		\$ 2,000	\$ 200.00	\$ 9,150	\$ 915
6170-00	Meeting Expense		\$ 6,326	\$ 632.60	\$ 7,050	\$ 705
6180-00	Mileage & Travel Expense		\$ 3,000	\$ 300.00	\$ 5,000	\$ 500
6195-00	Office Rental @ 34% of total		\$ 17,100	\$ 5,814.00	\$ 18,375	\$ 6,248
9215-00	Postage & Shipping		\$ 300	\$ 30.00	\$ 350	\$ 35
6230-00	Advertising		\$ 750	\$ 75.00	\$ 1,000	\$ 100
6235-00	Supplies		\$ 2,500	\$ 250.00	\$ 2,500	\$ 250
6240-00	Telephone Fax Internet		\$ 1,500	\$ 150.00	\$ 4,900	\$ 490
6250-00	Web Site		\$ 250	\$ 25.00	\$ 250	\$ 25
GRAND TOTAL			\$ 180,276	\$ 22,131.60	\$ 203,713	\$ 24,781

* The Executive Director recommends that 2015 budget figures, rather than projected 2014 expenditures, be used to calculate the Risk Pool assessment because the Risk Pool appropriation is needed to fund the 2015 BUDGET. The 2014 assessment was based on 2014 budget numbers, not 2013 actuals.

**2014 RISK POOL ASSESSMENT
COST ALLOCATION
BASED ON
2014 MCCA ADOPTED BUDGET**

ACCT NO.	ACCOUNT NAME or SUBACCOUNT NUMBER	SUBACCOUNT NAME	ESTIMATED 2014 EXPENSE	RISK POOL ALLOCATION 10%
5000-00	Payroll Expenses			
	5020-00	Payroll Fees	\$ 1,700	\$ 170
	5030-00	Payroll Taxes	\$ 8,000	\$ 800
	5040-00	Retirement	\$ 3,750	\$ 375
	5050-00	AA Salary	\$ 35,000	\$ 3,500
	5060-00	ED Salary	\$ 72,000	\$ 7,200
	<i>Subtotal Payroll Expenses</i>		\$ 120,450	\$ 12,045
5100-00	Insurance			
	5110-00	Health Insurance	\$ 19,000	\$ 1,900
	5120-00	Commercial/Crime	\$ 2,000	\$ 200
	5130-00	Workers Comp	\$ 850	\$ 85
	5140-00	Unemployment Comp	\$ 500	\$ 50
	<i>Subtotal Insurance</i>		\$ 22,350	\$ 2,235
6010-00	Professional Services			
	6012-00	Legal Services	\$ 1,000	\$ 100
	6013-00	Financial Audit	\$ 1,500	\$ 150
	<i>Subtotal Professional Services</i>		\$ 2,500	\$ 250
6030-00	Lobbying		\$ 4,500	\$ 450
6050-00	Education & Training		\$ 1,500	\$ 150
6140-00	Copying & Printing		\$ 1,250	\$ 125
6145-00	Dues Expense		\$ 1,500	\$ 150
6150-00	Office Equipment		\$ 10,800	\$ 1,080
6170-00	Meeting Expense		\$ 5,050	\$ 505
6180-00	Mileage & Travel Expense		\$ 5,000	\$ 500
6195-00	Office Rental @ 34% of total		\$ 17,100	\$ 5,814
9215-00	Postage & Shipping		\$ 500	\$ 50
6230-00	Advertising		\$ 2,000	\$ 200
6235-00	Supplies		\$ 4,300	\$ 430
6240-00	Telephone Fax Internet		\$ 4,700	\$ 470
6250-00	Web Site		\$ 250	\$ 25
GRAND TOTAL			\$ 203,750	\$ 24,479
<p>* The MCCA Board of Directors approved the 2014 budget for MCCA January 8, 2014, which includes a \$25,000 assessment to the MCCA Risk Pool.</p>				



Rosemary Kulow <rkulow@mainecounties.org>

Re: legislation

1 message

Rosemary Kulow <rkulow@mainecounties.org>
To: Bill Whitten <whitten@cumberlandcounty.org>

Thu, Nov 20, 2014 at 4:06 PM

I'd say this is a question for our BOD or LPC, Bill. But we could use your documents as models to consider and revise if it's decided that we want to do this. A position would need to be agreed to first, though, I would think. Until now, MCCA has used the voluntary approach with municipalities, rather than a legal enforcement one.

Thank you for your contributions. I can put this on the agenda for consideration.

Rosemary Kulow
Executive Director
Maine County Commissioners Association
4 Gabriel Drive, Suite 2
Augusta, Maine 04330
Office: 207-623-4697; Cell: 207-653-5855
Fax: 207-512-2124

On Thu, Nov 20, 2014 at 3:57 PM, Bill Whitten <whitten@cumberlandcounty.org> wrote:

I had a couple of Republican Cumberland County legislators visit this week and they suggested we put in some form of bill to allow/provide for incentives for towns and or counties for regionalizing services.

Do you think the MCCA would have any interest, or should we go this alone?

I have attached some prior bills to this affect. They obviously need revision.

Bill

--

Bill Whitten
Assistant County Manager
Executive Department
Cumberland County
207-871-8380

An Act to Authorize Counties to Provide Regional Services

1. **Provision of regional services to municipalities and school units**

A county may choose to offer regional services to municipalities and school units within that county by a majority vote of the county commissioners. If a choice to provide regional services is made, the county shall provide those services pursuant to this chapter.

2. **Public hearings**

The county commissioners may hold public meetings, after at least 2 weeks' but not more than 4 weeks' public notice, of all interested municipal officers, school board members and directors, town managers, superintendents and other municipal officials and members of the public to determine what services municipalities and/or school units are unable to provide in a cost-effective manner and for which municipalities and/or school units desire the provision of regionalized services.

3. **Plan for administrative services**

When the county commissioners determine that a service may be more effectively provided by the county on a regional basis, the county commissioners shall appoint a committee consisting of not less than one member from each interested party and one county commissioner to study and determine the feasibility of providing such service on a regional basis. The committee shall solicit letters of interest from each party that desires to participate in a plan for the provision of regional services and shall develop the plan. The county commissioners may accept or reject the plan.

4. **Operating agreement**

When there is an approved plan, the county commissioners may employ needed qualified personnel, purchase any required furniture, fixtures and equipment and provide or obtain suitable quarters on the condition that the participating municipalities and/or school units enter into a binding agreement to share the cost.

5. **Additional parties**

Municipalities and/or school units that are not parties to an operating agreement at the time the agreement is made may join the operating agreement under terms agreed to by the county commissioners and a majority of the original participants at a cost to be negotiated in advance by the county commissioners.

6. **Provision of regional education services**

In addition to administrative services, county commissioners shall have the following powers to provide regional educational services, including but not limited to:

(1) To provide for: (i) curriculum development; (ii) educational services and planning; (iii) instructional materials acquisition services; (iv) continuing professional education services; (v) non-instructional and instructional personnel services; (vi) State and Federal agency liaison services; (vii) fleet management and maintenance; and (viii) building and site management services. Such services shall be by agreement with the boards of the various school districts and units in the respective counties. Counties may also provide for the services mentioned in this clause or elsewhere in this act to nonpublic, nonprofit schools which schools are hereby authorized to contract for and purchase services from counties so as to participate in this program.

(2) To provide for and conduct programs or services authorized by the State Board of Education, including services performed under contract with component school districts and departments.

(3) To contract for specialized services.

(4) To receive Federal, State, school district and other moneys and expend the same to conduct programs of services.

(5) To consolidate and let combined bids for bulk purchases.

(6) To perform such other duties as may be authorized by regulation of the State Board of Education.

(7) To provide Charter schools as authorized by law.

7. **Regional tax assessment authorized**

Amend Title 30-A M.R.S.A. § 303(2) by adding a new sentence at the end thereof as follows:

Municipalities may contract with their respective counties for shared assessing services and still remain designated municipal assessing units, in which event the county shall hire such professional full-time assessors, subject to the above certification requirements, as may be needed to perform municipal assessing services.

8. **County Manager/County Administrator may be designated municipal tax collector**

Amend Title 36 M.R.S.A. § 501(10) by adding an additional sentence to the definition of tax collector as follows:

A County Manager/County Administrator may be designated as a municipal tax collector by the municipal officers of any municipality in the county he manages, in which event, he/she shall have all the powers and duties of tax collectors set forth in this Title, except that his/her compensation shall inure to the benefit of the county.

Amend Title 30-A M.R.S.A. § 2526(8) by adding an additional sentence as follows:

“The County Manager/County Administrator of counties providing regional assessing services to municipalities may serve as any such municipality’s designated tax collector.”

9. **Other enabling amendments**

Amend Title 30-A M.R.S.A. § 706-A, Limitation on County Assessments at Section 7, by adding a new paragraph at the end thereof as follows:

Notwithstanding the provisions of the foregoing (Title 30-A M.R.S.A. § 706-A), funds included in county budgets raised or granted to facilitate interlocal agreements between counties and/or between counties and municipalities or school units for the purpose of studying, initiating or consolidating regional services shall be exempted from the county assessment limit set forth herein, if said funds have been derived as follows:

(i) Counties must have obtained approval from the Department of Administrative and Financial Services permitting a waiver of the county assessment limit for a specific period of time, to be no longer than 10 years.

(ii) The Department of Administrative and Financial Services is authorized to grant said waivers based upon its determination that the plan for an initiated and/or consolidated regional service demonstrates an efficient delivery of local and regional services, as defined in Title 30-A M.R.S.A. § 6201 et seq., such waivers will be reviewed pursuant to the process and criteria set forth in 30-A M.R.S.A. § 6208.

(iii) Plans submitted must also demonstrate the regional need and substantiate the potential savings of said proposed initiated or consolidated service and shall document the basis for the number of budget years included on the requested county assessment limit waiver.

(iv) Waivers shall be granted only for plans that provide for a more efficient delivery of needed regional services, cost savings to regional tax payers and that will be funded when implemented pursuant to contractual agreements between counties and/or between counties and municipalities or school units through savings achieved or fees collected.

(v) Budget funds exempt from the county assessment limit shall be the total of annual eligible costs as defined in 30-A M.R.S.A. § 6201(5), whether raised as taxes or received as grants.

Also, amend Title 30-A M.R.S.A. § 5721-A, Limitation on Municipal Property Tax Levy, at subsection 7, but adding a new subsection C as follows:

Notwithstanding the foregoing, a municipality may exceed the property tax levy limit if it is a party to a plan approved by the Department of Administrative and Financial Services for the purpose of studying, initiating or consolidating regional services as authorized by Title 30-A M.R.S.A. § 706-A(7), which waiver of the property tax levy limit shall terminate in the tax year established by the Department of Administrative and Financial Services' approval of said plan.

Testimony in favor of LD 1064 presented to the State and Local Government Committee:

Senator Simpson, Representative Beaudette, members of the State and Local Government Committee:

LD 1064 is a bill designed to reward good behavior by local governments, to reward savings to taxpayers through consolidation and regionalization efforts.

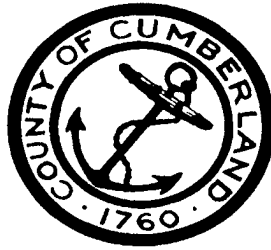
It would allow a County or inter-local group of municipalities to get approval from DAFS for a plan, similar to a business plan to waive the LD 1 cap for a period not to exceed five years, to provide services or capital investments to be shared regionally at a cost savings to all involved. Currently, there is no way to make that investment under LD 1 caps without simply voting to exceed them. This bill would provide a process to do that, but with oversight and a threshold of planning needed for approval

The concept of this bill came as a result of the Cumberland County Regional Communications Center (CCRCC) efforts to save property tax money through municipalities consolidating dispatch services. Several forward thinking communities such as Gorham, Gray, Cumberland, and others, have chosen to join "county dispatch" over the past two or three years, saving those communities several hundred thousand dollars PER YEAR, combined. The CCRCC was rebuilt three years ago, with a new building of about 6000 sq ft. Approximately 4000 sq ft was "built out" at the time, based on current and immediately foreseeable needs. Since that time, many communities have elected to join, and there will be a need to outfit the remaining 2000 sq ft in the future, at a cost of about \$500,000. With budgets as they are, the County does not have the capacity under LD1 to make this type investment, even though it will ultimately come back under the cap as it signs up more municipalities to take advantage of the services. Another example of consolidated services saving tax money is the use of a single assessing organization within the county. A study was recently done, with grant money, and it was determined well over one million dollars per year could be saved with a consolidated tax assessing office and billing.

There are many other opportunities for consolidation, including schools and payroll, but this WOULD NOT include jail consolidation.

It would seem to make sense to encourage and reward, rather than punish, government entities for consolidating and saving money. This bill would allow the county and municipality to exceed the LD1 cap FOR ADDITIONAL PROVEN CONSOLIDATION SERVICES ONLY as approved by DAFS, thus rewarding good business decisions to promote additional savings and efficiencies, within government.

County of Cumberland



Peter J. Crichton
County Manager

William E. Whitten
Assistant County Manager

Testimony in Support of LD 344, An Act to Authorize Counties to Provide Regional Services
Peter Crichton, Cumberland County Manager
February 28, 2011

Senator Thomas, Representative Cotta, and Distinguished Members of the State & Local Government Committee, my name is Peter Crichton and I am County Manager for the County of Cumberland. In addition, I am:

- president of the Maine Association of County Clerks, Administrators and Managers;
- northeast vice-president for the National Association of County Administrators;
- a board member for the Maine County Commissioners Association; and
- a board member for the Maine Town & City Management Association.

I am here today to speak in support of LD 344 – a bill whose time has come and whose timing could not be more important given the economic challenges we are facing as a state, as regions, and as communities. This bill would enable counties to offer regional services to municipalities and school units. It describes the type of services that could be offered and the process that counties would be obligated to use to determine whether to offer a service and how to proceed.

This bill recognizes that the economies of scale and modern technology of county governments should be put to better use. With approval from municipalities and school districts, LD 344 would enable county governments to provide back office services for schools, as well as to perform county assessment and tax collection services. Speaking for Cumberland County Government, we believe that passage of LD 344 would both save taxpayer dollars and improve services for the people of Cumberland County.

During the past twelve years Cumberland County Government officials in collaboration with municipal and community leaders have been exploring new strategies to achieve considerable savings and add greater value to our taxpayers. For example, our county-based community development program is now bringing in over \$1 million in additional federal funds to our region. Our expanded regional communications center has also been a real success with considerable savings for taxpayers, including more than \$1.2 million since 2005 for the Town of Gorham and annual savings of over \$200,000 per year for the Town of Gray.

Our philosophy is quite simple. It is based on a community partnership rather than a top down approach. Even if we had the authority to impose these or other changes, we would not have done so. Over a long period of time we have been strongly committed to the principles of mutual trust, two way communication, regional collaboration and continuous improvement by consciously and repeatedly working with our citizens,

municipal officials, legislators, business leaders, and nonprofit executives on ways that we can respond more effectively to the needs of our communities and the region.

The strategy of one entity providing back office operations for schools, such as finance, human resources, technology, facilities and special education comes directly from our 2006-2010 Strategic Plan with recommendations based on a model from Berks County, Pennsylvania. The Strategic Plan was developed by a diverse group of people representing state, county, municipal government, and representatives from the education, nonprofit, and business sectors. Unfortunately, Wes Bonney, the chairman of our education committee and our consultant Larry Littlefield, the former superintendent of schools for Kittery, are both out of state and could not attend this hearing but should be available to attend the work session if helpful. Since last summer Mr. Littlefield has been meeting with school superintendents and researching the benefits of providing back office operations for school districts, which he has summarized in a report that I have attached to this testimony.

Similar to the provision of back office operations for schools, our goal with regional assessing and tax collection services is to achieve savings for taxpayers while maintaining, if not improving, the quality of these services. The subject of county assessing and/or tax collection has come up in our discussions with municipal officials for more than a decade. As a result of these discussions, in 2007 we commissioned an independent analysis that estimated a savings of up to \$1.5 million dollars per year for taxpayers in Cumberland County with a regional assessing model. More recently, in a series of structured interviews with nine municipalities we obtained additional comments regarding where and how to proceed with both assessing and tax collection. While not all municipalities have expressed interest in this model, we believe that there is sufficient interest to get a project off the ground and to demonstrate results.

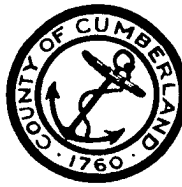
In all of the areas described above, we are committed to working in collaboration with school and municipal officials, and with other key stakeholders and partners such as the Greater Portland Council of Governments. LD 344 will enable us to proceed with new approaches to service delivery if all the parties are in agreement.

Today's county governments are not the county governments of yesterday. More than ever, counties are playing the role of regional facilitator, convener, and service provider. Thirteen years ago, when I began my job as county manager, there were two professional administrators among the sixteen county governments. Today, there are twelve. Counties represent some of the largest local governments in this state with multi-million dollar budgets and with County Commissioners who are able and effective policy makers. Counties employ professional staff, including finance directors, human resource directors, and county managers or county administrators who often are former municipal managers.

As I said at the beginning of my testimony, the time for this bill has come. Developing a regional solution will take considerable time, resources, and expertise by all stakeholders, who might be reluctant to make such an investment, without some assurance that the state legislature is supportive of the overall concept. The counties have a regional structure ready and are willing to work with others to leverage our mutual capacity to greater advantage. I would be happy to answer any questions either today or at the work session.

Attachment

Jim Cloutier
District One
Richard J. Feeney
District Two
Malory O. Shaughnessy, Chair
District Three



**County of Cumberland
Board of Commissioners**

142 Federal Street
Portland, Maine, 04101-4196
207-871-8380
www.cumberlandcounty.org

**Testimony in Support of LD 1064,
An Act to Increase Efficiency through Regionalization**

**Joint Committee on State and Local Government
May 6, 2009**

Good afternoon, Senator Schneider, Representative Beaudette, and esteemed members of the Joint Committee on State and Local Government, my name is Malory Shaughnessy. I am a resident of Windham, a County Commissioner from Cumberland County and am currently serving as chair of the Board of Commissioners. I stand before you today on behalf of the Board to support LD 1064, An Act to Increase Efficiency through Regionalization.

We have all heard, and experienced, these troubling economic times. Our state and local revenues are being projected further downwards every week. Our citizens are struggling.

Nationally, we have resoundingly said it was time for change. And here in Maine it is also a time to take stock and to change the way we do the public's business. It is a time to truly think regionally and in terms of sharing our public resources.

Senator Phil Bartlet has introduced legislation this session, An Act to Increase Efficiency through Regionalization, which will help to shift the status quo. This bill would allow municipalities and/or counties to be exempt from the property tax limits of LD1, if the appropriations are to study, initiate or consolidate a regional service. A solid plan must be developed with a definite end point of between 2 to 10 years, and the Department of Administrative and Financial Services must determine that the services are needed and will be more efficient than present services, will save taxpayers money, and will be paid for through the savings of consolidation or fees for the service over the exemption period.

This is a road map to get us where we need to be in the efficient delivery of services. Right now, in Maine, we can't get there from here.

In New England, and especially in Maine, we have a strong history of Yankee pride. Pride in doing things ourselves, and in local control. We hold town meetings and come together to make decisions for our communities. These are great attributes and speak to our sense of community and independence. However, this at times also comes with a heavy price tag.

Maine has seen high property taxes for a number of years. We have heard for years that we are high in comparison to many other states. So, we must look at see what we can learn from these other states. The Brookings Institute report, *Charting Maine's Future*, commissioned by Grow

Smart Maine in 2006 highlighted many things about the way we provide public services in Maine that need to change. We pay more when we provide state services through local taxes. We pay more when we replicate service delivery in every town. We pay more when we have excess equipment purchased rather than sharing across municipalities.

This report recommended that we re-engineer government into thinking more regionally, while still preserving the best of our small town traditions. The report recommended offering incentives to towns that fully commit to regional collaboration - not just in planning development, but also in reducing duplicating services. Counties also should look at how they can work with municipalities to shape regional services to save us all.

We have many examples of cost-sharing that have worked and worked well for our tax payers. The Fund for the Efficient Delivery of Local and Regional Services provided grants to encourage and support cooperation among municipalities with the goal of reducing property taxes and, ultimately, lowering Maine's tax burden.

Grants were awarded to applicants from northern, southern, central, coastal, and western Maine to explore the possibilities. Some examples of the types of projects funded include:

- Assessing the fire equipment needs of five towns to prevent duplication
- Regional emergency dispatch
- Shared property assessment
- Joint purchasing implementation
- Regionalized economic development planning
- Study on police consolidation
- Collaborations on storm water management and education
- Regional recycling and waste management projects

However, the money from this fund was reallocated during supplemental budget deliberations in FY 08 and again in FY 09. There are currently no funds appropriated for FY 10 and FY 11 to support the grant program, and in fact the program will most likely be completely dissolved in this legislative session.

A promising savings for us all will be lost. This is a classic example of being penny wise and pound foolish. We should support new ways to provide needed services. Again, it is clear that it is very hard to get there from here.

Without a new and innovative way to consolidate services within regions, we will continue the path we are on now. And simply cutting and cutting, without thinking creatively will cost us more in the long run. It always has, and always will.

Please support LD 1064 and give it a unanimous ought to pass. I would be happy to answer any questions.

M.C.C.A.

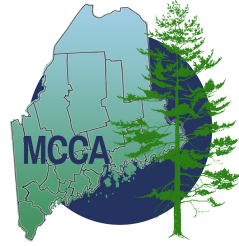
William Blodgett, President
Lincoln County

Peter Baldacci, Vice President
Penobscot County

Thomas Coward, Secretary-Treasurer
Cumberland County

Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant



Maine County Commissioners Association

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

MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report December 5, 2014

Executive Director's Employment Agreement

My employment agreement with MCCA expires December 31, 2014, and the MCCA Executive Committee has been notified. I am hopeful that the committee will be meeting with me prior to the end of the month to discuss a new agreement.

MCCA Officers' & Committees' Duties

President Blodgett requested that I assemble a list of MCCA officer and committee responsibilities, so a list drawn from the MCCA Bylaws is attached with this report.

NCCAE/NACo Presidents' & Executive Directors' Meeting

Every January the National Council of County Association Executives sponsors a meeting in Washington D. C. for Presidents and Executive Directors of state associations. The next meeting is scheduled for January 7-9, 2015 at the Hyatt Regency Capitol Hill. The MCCA budget has adequate funding for the president and me to attend.

MCCA Directors

This is a reminder to all counties that December 19th is the deadline to inform me of your county's or association's selection for MCCA director. The final list of directors will be approved at the annual membership meeting January 14, 2015. Thanks to all of you who have already let me know your designated director.

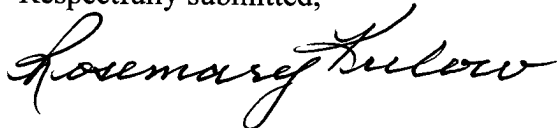
Meetings/Events since November 12, 2014 BOD Meeting

11-13-14	NACo Agricultural & Rural Affairs Committee conference call meeting
11-18-14	State Board of Corrections meeting
11-19-14	NACo Northeast Region conference call meeting
	SBOC Finance Committee meeting
11-21-14	Convention Planning Committee meeting
12-1-14	Nominating Committee conference call meeting
12-5-14	Corrections Task Force meeting

Upcoming Planned Meetings/Events:

12-10-14	Meeting with Kate Dufour, MMA
12-15-14	SBOC Finance Committee meeting
	NCCAE Meeting Planning Committee conference call meeting
12-16-14	SBOC meeting

Respectfully submitted,

A handwritten signature in black ink, reading "Rosemary Kulow". The signature is written in a cursive, flowing style.

Rosemary Kulow, Executive Director

Duties of MCCA Full Membership per Bylaws

1. Commissioners representing member counties of this Association are those counties which have paid current dues according to the assessment under Article IV of the Bylaws may be heard in debate or vote at any membership meeting.
2. Amends Bylaws at the annual membership meeting or at any other membership meeting by a majority vote of all Commissioners present, provided the proposed amendments shall have been sent by ordinary mail or email to all Commissioners of member counties and Directors of the Association at least twenty days prior to such meeting.
3. Approves annual Budgets for the Association.
4. Approves the roster of the Board of Directors.
5. Elects officers of the Board of Directors.
6. Approves minutes of all membership meetings.
7. Holds an Annual Convention between September 1 and November 30 for all county officials, the purpose of which is to disseminate and share information in an effort to promote more effective and efficient county government.

Board of Directors' Duties per Bylaws

1. Controls and manages the Association between membership meetings, holds and manages all property of the Association, and is empowered to employ an Executive Director.
2. Exercises its prerogative of accepting the recommendations of the Officer Nominating Committee or nominating and electing other candidates for each office from within the Board of Directors.
3. Officers and Directors are elected annually to serve one-year terms or until their successors are elected. An officer shall not serve more than two (2) consecutive terms in any particular office.
4. Fills by appointment by a majority of the Officers and Directors, a vacancy in the office of President.
5. Elects a Commissioner from a county which is a member of both the National Association of Counties and MCCA to represent MCCA at the National Association of Counties. The term of office shall be two years, and the election shall be conducted in January of the even-numbered years. All directors may participate in the vote for the NACo representation.
6. Attends and participates in Board of Directors' meetings; may appoint, in writing, a proxy to act in her/his stead.
7. May select a person or persons to review the accounts of the Association in the off years that audits are not conducted.
8. Fixes the amount of a surety bond for the Executive Director.
9. Every Board Member and Officer of the Association shall be indemnified by the Association against all expenses and liabilities including the settlement thereof, and including counsel fees reasonably incurred by, or imposed upon such Board Member of the Association or Officer in connection with any proceeding to which he or she may be a party or in which he or she may become involved by reason of his or her being or having been a Board Member of the Association, whether or not he or she is a Board Member of Officer at the time such expenses and liabilities are incurred, to the fullest extent provided by law.

10. In the event of the dissolution of the Maine County Commissioners Association, Inc., prorates and returns all Association assets to the participating counties in proportion to the amount of dues paid by each, after all obligations have been discharged.
11. Determines the location of the Annual Membership Meeting.

Executive Committee's Duties per Bylaws

1. The officers and Board of Directors controls and manages the Association between membership meetings, holds and manages all property of the Association, and is empowered to employ an Executive Director.
2. Approves the Executive Director's employment or termination of employees as necessary to transact the business of the Association, provided such employment is within the budget limits of the Association.
3. Transacts routine and ordinary business between Directors' meetings and reports on any action taken at the next Directors' meeting.
4. Interviews candidates for position of Executive Director and recommends selection to the full Board.
5. Periodically reviews the performance of the Executive Director.

Budget & Finance Committee's Duties per Bylaws

1. With the assistance of the Executive Director, prepares an annual proposed budget for presentation to the Board at its December meeting.
2. At the regular December Board meeting, presents a method of dues assessment and a budget for the following year for review and amendment as necessary.
3. Presents the proposed budget for adoption at the January membership meeting.

Legislative Policy Steering Committee Duties per Bylaws

1. Participates in weekly legislative conference calls & helps formulate MCCA positions on proposed legislation.

Nominating Committee Duties per Bylaws

1. Solicits and reviews applicants for various state entities requiring or seeking county representation and proposes nominees to the Board of Directors for approval.

Convention Planning Committee Duties per Bylaws

1. Attends meetings to plan for annual convention and assists with preparation. Participates in a critique of the recent convention.

Officers' Nominating Committee Duties per Bylaws

1. Immediately following the election of the Board of Directors at the annual membership meeting, caucuses and recommends nominees for officers from among the members of the Board for a term of one year, or until new officers are elected.

President's Duties per Bylaws

1. Chairs all Board of Directors' and Executive Committee meetings.
2. Serves as ex-officio member of all committees.
3. Executes contracts that have been entered into by the Association.
4. Sees that orders and resolutions are carried into effect.
5. Officers and directors direct the Executive Director; officers review the performance of the Executive Director.
6. Annually, appoints a Budget & Finance Committee.
7. Annually, appoints a 5-member, standing Nominating Committee.
8. Annually, appoints a minimum of 5 members to a Convention Planning Committee.
9. Appoints ad hoc committees as necessary.
10. Appoints a 3-member Officer Nominating Committee at the Annual MCCA meeting.
11. Appoints replacements to fill vacancies among officers, subject to Directors' approval.
12. May call for meetings.
13. Approves agendas prepared by the Executive Director.
14. Opens the Annual Convention, and presents retirement plaques and other awards.

Vice President's Duties per Bylaws

1. Performs the functions and the duties of the President in the absence or disability of the President.

Secretary-Treasurer's Duties per Bylaws

1. Performs the functions and duties of the President in the absence of the President and Vice President and insures that a full and accurate account of the receipts and disbursements of the Association is kept and that a full record of proceedings is kept.
2. Serves on the Budget and Finance Committee.

Executive Director's Duties per Bylaws

1. Manages the affairs of the Association under the direction of the officers and directors and on such terms and at such a salary as they may from time to time prescribe.
2. With the approval of the officers, may employ and terminate such employees as are necessary to transact the business of the Association, provided such employment is within the budget limits of the Association.

3. Serves as the Clerk of the Corporation.
4. Notifies each County Commissioners and the President of each Association named in Article III, Section 2 by December 1 of each year to caucus and elect a Director for the coming year from that county or that particular Association. Advises all County Commissioners and the President from each Association of the entire list of proposed Directors at least one week before the annual meeting.
5. Submits Board of Directors' meeting agendas to the President for approval, then to the Officers and Directors at least five days before any meeting unless time does not permit at the discretion of the President.
6. Sends minutes of all meetings to all Commissioners by email or regular mail as soon after each meeting as is practical.
7. Assists the Secretary-Treasurer in receiving and disbursing all monies of this Association at all times and submits at each annual meeting, or any other meeting if so requested, a report of all receipts and disbursements during the preceding year or any period thereof.
8. Furnishes a satisfactory surety bond in an amount to be fixed by the Officers and Directors, the premium of such bond to be paid out of funds of this Association.
9. Sends proposed amendments to the Bylaws by ordinary mail or email to all Commissioners of member counties and Directors of the Association at least twenty days prior to the membership meeting at which they will be considered.

NACo Representative Duties per Bylaws

1. Represents MCCA at the National Association of Counties. The term of office shall be two years.

MAINE COUNTY COMMISSIONERS ASSOCIATION

November 2014 Financial Report

Attached please find the monthly financial reports for the month of November 2014. The Balance Sheet shows total assets and liabilities equaling \$154,916.09. Debits to the bank account for the month of November totaled \$17,794, and the bank balance on November 30th was \$155,903.63.

With about 91% of the year complete, \$222,764 (88%) of the \$252,650 budgeted revenue has been received, and \$193,528 (77%) has been expended year-to-date. A total of \$17,794 or 7%, of the budget was expended in November. Please note that \$56,092 has been received as income for the Annual Convention this year, which is \$7,092 more than projected in the budget. This month we had to refund amounts paid for the helicopter rides, since they were prohibited by local codes. However, we received a couple of payments for meals that had not been paid previously. The net reduction of convention revenue due to the reimbursements was \$728 in November.

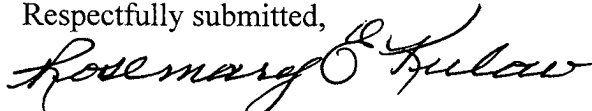
Annual Convention expenses paid by November 30th totaled \$14,923 (43% of budgeted). A large portion of convention expenditures remains to be paid, however, as MCCA has not yet received the hotel's bill. Activity in the Convention accounts should be completed by the end of the year.

Account 6114-00 is for registration fees for the Executive Director and Administrative Assistant at the annual MCCA convention, although the title says only, "Executive Director." That account was under-funded this year, so we may want to increase the amount for next year. We also slightly exceeded the line budgets for Convention Entertainment/Speakers (6113-00) and Commissioner Retirement Plaques (6135-00), so we may want to slightly increase funding for those lines, as well.

All other budgetary accounts are within budget, and there are no areas of concern. Expenditures in many lines have been lower than anticipated, and remaining amounts more than make up for the few lines that have seen higher than anticipated expenditures. If the convention hotel bill doesn't exceed the budgeted amount, we should be required to use only a fraction of the fund balance budgeted for the 2014 budget. A conservative estimate for the 2014 year-end fund balance is approximately \$115,000.

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 (accrual)

As of November 30, 2014

Nov 30, 14**ASSETS****Current Assets****Checking/Savings**

MCCA Checking-Savings Bank 154,476.29

Petty Cash Account 200.00

Total Checking/Savings 154,676.29**Accounts Receivable**

Receivables 239.80

Total Accounts Receivable 239.80**Total Current Assets** 154,916.09**TOTAL ASSETS** 154,916.09**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

Accounts Payable -682.49

Total Accounts Payable -682.49**Other Current Liabilities**

1000-00 · Employee Health Insurance Contr -252.49

Total Other Current Liabilities -252.49**Total Current Liabilities** -934.98**Total Liabilities** -934.98**Equity**

3200-00 · Fund Balance to Current Yr Inc -59,216.00

3900-00 · Earnings 185,829.73

Net Income 29,237.34

Total Equity 155,851.07**TOTAL LIABILITIES & EQUITY** 154,916.09

11:55 AM
12/02/14

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 11/30/2014

	<u>Nov 30, 14</u>
Beginning Balance	174,580.97
Cleared Transactions	
Checks and Payments - 29 items	-18,833.52
Deposits and Credits - 3 items	156.18
Total Cleared Transactions	-18,677.34
 Cleared Balance	 155,903.63
 Uncleared Transactions	
Checks and Payments - 3 items	-1,427.34
Total Uncleared Transactions	-1,427.34
 Register Balance as of 11/30/2014	 154,476.29
 Ending Balance	 154,476.29

11:56 AM
12/02/14

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 11/30/2014

	Date	Num	Name	Amount	Balance
Beginning Balance					174,580.97
Cleared Transactions					
Checks and Payments - 29 items					
	10/22	3442	Maine Farm Bureau Building Association	-1,382.00	-1,382.00
	10/24	3443	Penobscot County Treasurer	-202.67	-1,584.67
	11/4	3457	York County	-300.00	-1,884.67
	11/4	3453	Penobscot County	-150.00	-2,034.67
	11/4	3447	Acorn Recording Solutions, Inc.	-50.00	-2,084.67
	11/4	3455	Waldo County	-50.00	-2,134.67
	11/4	3452	Oxford County	-50.00	-2,184.67
	11/4	3448	Androscoggin County	-26.00	-2,210.67
	11/4	3449	Corporate Service Company	-25.00	-2,235.67
	11/4	3456	Barbara Arseneau	-25.00	-2,260.67
	11/4	3451	Franklin County	-25.00	-2,285.67
	11/4	3450	Cumberland County Maine	-25.00	-2,310.67
	11/4	3454	Sagadahoc County	-25.00	-2,335.67
	11/5	3446	York County Office	-3,122.69	-5,458.36
	11/5	3444	Staples Credit Plan	-66.45	-5,524.81
	11/5	3445	Kathryn Dumont	-6.44	-5,531.25
	11/7		Bangor Payroll	-1,835.58	-7,366.83
	11/12	3464	Haven, Lauren	-317.21	-7,684.04
	11/12	3458	Capitol Computers	-275.00	-7,959.04
	11/12	3459	Country Cafe Catering	-248.50	-8,207.54
	11/12	3463	Kulow, Rosemary	-179.21	-8,386.75
	11/12	3460	Liberty Mutual Insurance	-171.25	-8,558.00
	11/12	3461	Gorham Leasing Group	-164.35	-8,722.35
	11/12	3462	CHECKSFORLESS.COM	-91.68	-8,814.03
	11/14		Bangor Payroll	-1,869.45	-10,683.48
	11/19	3465	Bank of Maine	-1,285.03	-11,968.51
	11/21		Bangor Payroll	-1,869.45	-13,837.96
	11/28		Bangor Payroll	-4,994.44	-18,832.40
	11/30			-1.12	-18,833.52
Total Checks and Payments				-18,833.52	-18,833.52
Deposits and Credits - 3 items					
	11/4			105.00	105.00
	11/20			48.00	153.00
	11/30			3.18	156.18
Total Deposits and Credits				156.18	156.18
Total Cleared Transactions				-18,677.34	-18,677.34
Cleared Balance				-18,677.34	155,903.63

11:56 AM
12/02/14

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 11/30/2014

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Uncleared Transactions					
Checks and Payments - 3 items					
	11/4		MCCA	-25.00	-25.00
	11/25	3466	Maine Farm Bureau Building Association	-1,382.00	-1,407.00
	11/25	3467	Staples Credit Plan	-20.34	-1,427.34
Total Checks and Payments				-1,427.34	-1,427.34
Total Uncleared Transactions				-1,427.34	-1,427.34
Register Balance as of 11/30/2014				-20,104.68	154,476.29
Ending Balance				-20,104.68	154,476.29

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

	Budget 2014	Nov 2014	Jan - Nov 2014	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4120-00 · Registration	40,000	-728	31,120	-8,880	78%
4130-00 · Sponsorship	9,000		12,480	3,480	139%
4140-00 · Vendor			12,492		
Total 4100-00 · Convention Income	49,000	-728	56,092	7,092	114%
4200-00 · Meeting Income			65		
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	250		824	574	330%
4500-00 · NACo Roster	750		500	-250	67%
4600-00 · MCCA Risk Pool Assessment	25,000		25,000		100%
4810-00 · Interest Earned	30	3	43	13	143%
4920-00 · Transfer in from Fund Balance	37,380			-37,380	
Total Income	252,650	-725	222,764	-29,886	88%
Gross Profit	252,650	-725	222,764	-29,886	88%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,700	136	1,596	-104	94%
5030-00 · FICA	8,000	561	6,741	-1,259	84%
5040-00 · MainePERS Contributions	975			-975	
5050-00 · Salary - Administrative Asst	35,000	2,793	32,063	-2,937	92%
5060-00 · Salary - Executive Director	72,000	5,538	66,000	-6,000	92%
5070-00 · IRS			572		
Total 5000-00 · Payroll Expenses	117,675	9,028	106,972	-10,703	91%
5100-00 · Insurance					
5110-00 · Health Insurance	19,000	1,540	16,730	-2,270	88%
5120-00 · Commercial, Crime, D&O Ins	2,000	171	1,959	-41	98%
5130-00 · Workers Comp	850	-105	453	-397	53%
5140-00 · Unemployment Comp Ins	500		468	-32	94%
Total 5100-00 · Insurance	22,350	1,606	19,610	-2,740	88%
6010-00 · Prof. Services					
6011-00 · Prof Services-Bookkeeping	500			-500	
6012-00 · Prof Services - Legal Services	1,000			-1,000	
6013-00 · Financial Audit	3,600		3,600		100%
Total 6010-00 · Prof. Services	5,100		3,600	-1,500	71%

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

	Budget 2014	Nov 2014	Jan - Nov 2014	\$ Over Budget	% of Budget
6030-00 · Lobbying					
6031-00 · Lobbying Reg	400			-400	
6030-00 · Lobbying - Other	2,364			-2,364	
Total 6030-00 · Lobbying	2,764			-2,764	
6040-00 · NACO Expenses					
6041-00 · NACo Conference	12,500		8,043	-4,457	64%
6042-00 · NACo Database work	250			-250	
Total 6040-00 · NACO Expenses	12,750		8,043	-4,707	63%
6050-00 · Education and Training	1,500		138	-1,362	9%
6100-00 · Bank Charges	100	1	10	-90	10%
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers	5,000	1,060	5,695	695	114%
6114-00 · Executive Director - Conv Reg	1,000	905	1,577	577	158%
6118-00 · Meeting Exp.	25,500	55	5,342	-20,158	21%
6121-00 · Supplies	3,000	2,282	2,309	-691	77%
Total 6110-00 · Convention Exp.	34,500	4,302	14,923	-19,577	43%
6135-00 · Commissioner Retirement Plaques	500		567	67	113%
6140-00 · Copies-Printing					
6142-00 · Directory	1,000		739	-261	74%
6143-00 · Other Copying or Printing	250			-250	
Total 6140-00 · Copies-Printing	1,250		739	-511	59%
6145-00 · Dues Expense	1,500		1,300	-200	87%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	2,000		700	-1,300	35%
6152-00 · IT Services	3,000	275	2,985	-15	100%
6153-00 · Photocopier Lease	1,800	164	1,644	-156	91%
6154-00 · Printer & Supplies	1,500	70	1,435	-65	96%
6155-00 · Telephone System	500		93	-407	19%
6156-00 · Other	2,000		40	-1,960	2%
Total 6150-00 · Equipment - Office	10,800	509	6,897	-3,903	64%
6160-00 · Fees	150		86	-64	57%
6170-00 · Meeting exp.					
6171-00 · Annual Meeting	1,500		907	-593	60%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	3,000	289	2,363	-637	79%

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

	Budget 2014	Nov 2014	Jan - Nov 2014	\$ Over Budget	% of Budget
6174-00 · Retreat Meeting	2,136		2,136	0	100%
6175-00 · Meetings - Other	300	14	783	483	261%
Total 6170-00 · Meeting exp.	7,186	303	6,189	-997	86%
6180-00 · Mileage & Travel Expense	5,000	94	2,807	-2,193	56%
6195-00 · Office Space Rental	17,100	1,382	15,202	-1,898	89%
6215-00 · Postage-Shpping	500	75	226	-274	45%
6230-00 · Advertising	2,000		500	-1,500	25%
6235-00 · Supplies	4,300	370	1,833	-2,467	43%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,675	124	1,320	-355	79%
6242-00 · Conference Call Line	100			-100	
6243-00 · Phone, Fax & Internet	3,600		2,566	-1,034	71%
Total 6240-00 · Telephone, Fax & Internet	5,375	124	3,886	-1,489	72%
6250-00 · Website	250			-250	
Total Expense	252,650	17,794	193,528	-59,122	77%

Maine County Commissioners Association Transaction Detail by Account November 2014

Date	Num	Name	Memo	Amount
MCCA Checking-Savings Bank				
11/4	3447	Acorn Recording Solutions, Inc.	Helicopter Rides	-50.00
11/4	3449	Corporate Service Company		-25.00
11/4	3448	Androscoggin County		-26.00
11/4	3450	Cumberland County Maine		-25.00
11/4	3451	Franklin County		-25.00
11/4	3452	Oxford County		-50.00
11/4	3453	Penobscot County		-150.00
11/4	3454	Sagadahoc County		-25.00
11/4	3455	Waldo County		-50.00
11/4	3456	Barbara Arseneau		-25.00
11/4	3457	York County		-300.00
11/4	xfr	MCCA		-25.00
11/4			Deposit	105.00
11/5	3444	Staples Credit Plan		-66.45
11/5	3445	Kathryn Dumont	Convention Supplies	-6.44
11/5	3446	York County Office	Reimbursements for Convention Expenses	-3,122.69
11/7		Bangor Payroll	Payroll for week 10/27 to 11/02/14	-1,835.58
11/12	3458	Capitol Computers	Cloud Backup & IT Services	-275.00
11/12	3459	Country Cafe Catering	BOD Meeting Lunch	-248.50
11/12	3460	Liberty Mutual Insurance	Policy # 601314830	-171.25
11/12	3461	Gorham Leasing Group	Lease #ME1827	-164.35
11/12	3462	CHECKSFORLESS.COM		-91.68
11/12	3463	Kulow, Rosemary	Executive Director Expenses	-179.21
11/12	3464	Haven, Lauren		-317.21
11/14		Bangor Payroll	Payroll for week 11/3 to 11/9/14	-1,869.45
11/19	3465	Bank of Maine	Visa Payment	-1,285.03
11/20			Deposit	48.00
11/21		Bangor Payroll	Payroll for week 11/10 to 11/16/14	-1,869.45
11/25	3466	Maine Farm Bureau Building Assoc	Rent	-1,382.00
11/25	3467	Staples Credit Plan		-20.34
11/28		Bangor Payroll	Payroll for week 11/17 to 11/23/14	-4,994.44

Maine County Commissioners Association Transaction Detail by Account November 2014

Date	Num	Name	Memo	Amount
11/30			Service Charge	-1.12
11/30			Interest	3.18
				<u>-18,520.01</u>
Total MCCA Checking-Savings Bank				
Receivables				
11/4	3449	Corporate Service Company		-25.00
11/4	3449	Corporate Service Company		25.00
11/4	3447	Acorn Recording Solutions, Inc.		-50.00
11/4	3448	Androscoggin County		-26.00
11/4	3448	Androscoggin County		26.00
11/4	3450	Cumberland County Maine		-25.00
11/4	3450	Cumberland County Maine		25.00
11/4	3451	Franklin County		-25.00
11/4	3451	Franklin County		25.00
11/4	3452	Oxford County		-50.00
11/4	3452	Oxford County		50.00
11/4	3453	Penobscot County		-150.00
11/4	3453	Penobscot County		150.00
11/4	3454	Sagadahoc County		-25.00
11/4	3454	Sagadahoc County		25.00
11/4	3455	Waldo County		-50.00
11/4	3455	Waldo County		50.00
11/4	3456	Barbara Arseneau		-25.00
11/4	3456	Barbara Arseneau		25.00
11/4	3457	York County		-300.00
11/4	3457	York County		300.00
11/4	2014	MCCA		-25.00
				<u>-75.00</u>
Total Receivables				
Accounts Payable				
11/4		Kathryn Dumont	Convention Supplies	-6.44
11/4		York County Office	Reimbursements for Convention Expenses	-3,122.69

Maine County Commissioners Association Transaction Detail by Account November 2014

Date	Num	Name	Memo	Amount
11/5	3444	Staples Credit Plan		-66.45
11/5	3444	Staples Credit Plan		66.45
11/5	3445	Kathryn Dumont	Convention Supplies	6.44
11/5	3446	York County Office	Reimbursements for Convention Expenses	3,122.69
11/7	Week 45	Bangor Payroll	Payroll for week 10/27 to 11/02/14	-1,835.58
11/7		Bangor Payroll	Payroll for week 10/27 to 11/02/14	1,835.58
11/12		Capitol Computers	Cloud Backup & IT Services	-275.00
11/12	3458	Capitol Computers	Cloud Backup & IT Services	275.00
11/12		Country Cafe Catering	BOD Meeting Lunch	-248.50
11/12	3459	Country Cafe Catering	BOD Meeting Lunch	248.50
11/12		Liberty Mutual Insurance	Policy # 601314830	-171.25
11/12	3460	Liberty Mutual Insurance	Policy # 601314830	171.25
11/12		Gorham Leasing Group	Lease #ME1827	-164.35
11/12	3461	Gorham Leasing Group	Lease #ME1827	164.35
11/12		CHECKSFORLESS.COM		-91.68
11/12	3462	CHECKSFORLESS.COM		91.68
11/12		Kulow, Rosemary	Executive Director Expenses	-179.21
11/12	3463	Kulow, Rosemary	Executive Director Expenses	179.21
11/12		Haven, Lauren		-317.21
11/12	3464	Haven, Lauren		317.21
11/14	Week 46	Bangor Payroll	Payroll for week 11/3 to 11/9/14	-1,869.45
11/14		Bangor Payroll	Payroll for week 11/3 to 11/9/14	1,869.45
11/19		Bank of Maine	Visa Payment	-1,285.03
11/19	3465	Bank of Maine	Visa Payment	1,285.03
11/21	Week 47	Bangor Payroll	Payroll for week 11/10 to 11/16/14	-1,869.45
11/21		Bangor Payroll	Payroll for week 11/10 to 11/16/14	1,869.45
11/25		Maine Farm Bureau Building Assn Rent		-1,382.00
11/25		Staples Credit Plan		-20.34
11/25	3466	Maine Farm Bureau Building Assn Rent		1,382.00
11/25	3467	Staples Credit Plan		20.34
11/28	Week 48	Bangor Payroll	Payroll for week 11/17 to 11/23/14	-4,994.44
11/28		Bangor Payroll	Payroll for week 11/17 to 11/23/14	4,994.44

Maine County Commissioners Association Transaction Detail by Account November 2014

Date	Num	Name	Memo	Amount
Total Accounts Payable				0.00
1000-00 · Employee Health Insurance Contr				
11/7	Week 45 Bangor Payroll		EE Health Insurance Contributions	-248.48
11/14	Week 46 Bangor Payroll		EE Health Insurance Contributions	-248.48
11/21	Week 47 Bangor Payroll		EE Health Insurance Contributions	-248.48
11/28	Week 48 Bangor Payroll		Employee Health Contribution	-249.36
11/28	Week 48 Bangor Payroll		EE Health Insurance Contributions	994.80
Total 1000-00 · Employee Health Insurance Contr				0.00
1001-00 · MainePERS Employee Contribution				
11/7	Week 45 Bangor Payroll		Payroll deductions for Retirement	-144.04
11/14	Week 46 Bangor Payroll		Payroll deductions for Retirement	-146.39
11/21	Week 47 Bangor Payroll		Payroll deductions for Retirement	-146.39
11/28	Week 48 Bangor Payroll		Payroll deductions for Retirement	-146.39
11/28	Week 48 Bangor Payroll		EE MEPPERS Retirement Contributions	583.21
Total 1001-00 · MainePERS Employee Contribution				0.00
4100-00 · Convention Income				
4120-00 · Registration				
11/4	3447	Acorn Recording Solutions, Inc.	Helicopter Ride	50.00
11/4	3449	Corporate Service Company	Helicopter Ride Refund	25.00
11/4	3447	Acorn Recording Solutions, Inc.	Helicopter Ride Refund	50.00
11/4	3448	Androscoggin County	Helicopter Ride Refund	50.00
11/4	3448	Androscoggin County	Convention Lunch Friday Added	-24.00
11/4	3450	Cumberland County Maine	Helicopter Ride Refund	25.00
11/4	3451	Franklin County	Helicopter Ride Refund	25.00
11/4	3452	Oxford County	Helicopter Ride Refund	50.00
11/4	3453	Penobscot County	Helicopter Ride Refunds	150.00
11/4	3454	Sagadahoc County	Helicopter Ride Refund	25.00
11/4	3455	Waldo County	Helicopter Ride Refund	50.00
11/4	3456	Barbara Arseneau	Helicopter Ride Refund	25.00

Maine County Commissioners Association Transaction Detail by Account November 2014

Date	Num	Name	Memo	Amount
11/4	3457	York County	Helicopter Ride Refund	300.00
11/4	2014	MCCA	Helicopter Ride Refund	25.00
11/4	xfr	MCCA	Helicopter Ride Reimbursement	25.00
11/20	169145	Cumberland County	2 more lunches at the convention	-48.00
Total 4120-00 · Registration				803.00
Total 4100-00 · Convention Income				803.00
4810-00 · Interest Earned				
11/30			Interest	-3.18
Total 4810-00 · Interest Earned				-3.18
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees				
11/7	Week 45	Bangor Payroll	Processing fee	32.00
11/14	Week 46	Bangor Payroll	Processing fee	32.00
11/21	Week 47	Bangor Payroll	Processing fee	32.00
11/28	Week 48	Bangor Payroll	Processing fee	40.00
Total 5020-00 · Payroll Fees				136.00
5030-00 · FICA				
11/7	Week 45	Bangor Payroll	Taxes	138.40
11/14	Week 46	Bangor Payroll	Taxes	140.97
11/21	Week 47	Bangor Payroll	Taxes	140.97
11/28	Week 48	Bangor Payroll	Taxes	140.91
Total 5030-00 · FICA				561.25
5050-00 · Salary - Administrative Asst				
11/7	Week 45	Bangor Payroll	Administrative Assistant Salary	673.08
11/14	Week 46	Bangor Payroll	Administrative Assistant Salary	706.73
11/21	Week 47	Bangor Payroll	Administrative Assistant Salary	706.73
11/28	Week 48	Bangor Payroll	Administrative Assistant Salary	706.73

Maine County Commissioners Association
Transaction Detail by Account

November 2014

	Date	Num	Name	Memo	Amount
Total 5050-00 · Salary - Administrative Asst					2,793.27
5060-00 · Salary - Executive Director					
	11/7	Week 45 Bangor Payroll		Executive Directors Salary	1,384.62
	11/14	Week 46 Bangor Payroll		Executive Directors Salary	1,384.62
	11/21	Week 47 Bangor Payroll		Executive Directors Salary	1,384.62
	11/28	Week 48 Bangor Payroll		Executive Directors Salary	1,384.62
Total 5060-00 · Salary - Executive Director					<u>5,538.48</u>
Total 5000-00 · Payroll Expenses					9,029.00
5100-00 · Insurance					
5110-00 · Health Insurance					
	11/28	Week 48 Bangor Payroll		ER Health Insurance Contributions	1,539.92
Total 5110-00 · Health Insurance					<u>1,539.92</u>
5120-00 · Commercial, Crime, D&O Ins					
	11/12	Liberty Mutual Insurance		Commercial Package: Terrorism Risk Insurance	171.25
Total 5120-00 · Commercial, Crime, D&O Ins					<u>171.25</u>
5130-00 · Workers Comp					
	11/4	972	Great Falls Insurance Company	Overpayment Reimbursement	-105.00
Total 5130-00 · Workers Comp					<u>-105.00</u>
Total 5100-00 · Insurance					1,606.17
6100-00 · Bank Charges					
	11/30			Service Charge	1.12
Total 6100-00 · Bank Charges					<u>1.12</u>
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers					

Maine County Commissioners Association
Transaction Detail by Account
November 2014

Date	Num	Name	Memo	Amount
11/4		York County Office	United Party Rental Photo Booth	452.50
11/4		York County Office	Student Transportation-Busses for Events	487.50
11/4		York County Office	Dover Bowl Rental	120.00
Total 6113-00 · Entertainment/Speakers				<u>1,060.00</u>
6114-00 · Executive Director - Conv Reg				
11/19		Bank of Maine	Convention-Admin	451.00
11/19		Bank of Maine	Convention-ED	454.00
Total 6114-00 · Executive Director - Conv Reg				<u>905.00</u>
6118-00 · Meeting Exp.				
11/19		Bank of Maine	MCCA Convention	54.90
Total 6118-00 · Meeting Exp.				<u>54.90</u>
6121-00 · Supplies				
11/4		Kathryn Dumont	Tickets for raffles	6.44
11/4		York County Office	WB Mason - ID Badges	66.58
11/4		York County Office	The Inkwell - Convention Booklets	1,170.00
11/4		York County Office	WB Mason - Meal Stickers & ID Badges	44.49
11/4		York County Office	Ream of Paper	2.63
11/4		York County Office	Trish Auger-Golf Accessories	200.00
11/4		York County Office	Wheeler & Arey-Golf Accessories	250.00
11/4		York County Office	Vista Print Signs	328.99
11/19		Bank of Maine	The Sign Store	165.00
11/19		Bank of Maine	Vistaprint	47.99
Total 6121-00 · Supplies				<u>2,282.12</u>
Total 6110-00 · Convention Exp.				4,302.02
6150-00 · Equipment - Office				
6152-00 · IT Services				
11/12		Capitol Computers	Cloud Backup	25.00

Maine County Commissioners Association
Transaction Detail by Account
November 2014

Date	Num	Name	Memo	Amount
11/12		Capitol Computers	IT Services	250.00
				275.00
Total 6152-00 · IT Services				
6153-00 · Photocopier Lease				
11/12		Gorham Leasing Group	Photocopier Lease - Monthly	164.35
				164.35
Total 6153-00 · Photocopier Lease				
6154-00 · Printer & Supplies				
11/19		Bank of Maine	Printer Toner	70.00
				70.00
Total 6154-00 · Printer & Supplies				
Total 6150-00 · Equipment - Office				
				509.35
6170-00 · Meeting exp.				
6173-00 · Monthly				
11/12		Country Cafe Catering	BOD Meeting Lunch	248.50
11/12		Haven, Lauren	Monthly Meeting	40.02
				288.52
Total 6173-00 · Monthly				
6175-00 · Meetings - Other				
11/19		Bank of Maine	Applebees	14.04
				14.04
Total 6175-00 · Meetings - Other				
Total 6170-00 · Meeting exp.				
				302.56
6180-00 · Mileage & Travel Expense				
11/12		Kulow, Rosemary	Executive Director Mileage	93.74
				93.74
Total 6180-00 · Mileage & Travel Expense				
6195-00 · Office Space Rental				
11/25		Maine Farm Bureau Building Assn Rent		1,382.00
				1,382.00
Total 6195-00 · Office Space Rental				

Maine County Commissioners Association
Transaction Detail by Account
November 2014

	Date	Num	Name	Memo	Amount
6215-00 · Postage-Shpping					
Total 6215-00 · Postage-Shpping	11/12		Haven, Lauren	Postage and Shipping	<u>75.44</u> 75.44
6235-00 · Supplies					
	11/5		e 11824; Staples Credit Plan	Office Supplies	66.45
	11/12		CHECKSFORLESS.COM	MCCA Checks & Envelopes	91.68
	11/12		Kulow, Rosemary	Office Supplies	10.47
	11/12		Haven, Lauren	Office Supplies	152.52
	11/19		Bank of Maine	Office Supplies	28.10
	11/25		Staples Credit Plan	Office Supplies	<u>20.34</u> 369.56
Total 6235-00 · Supplies					
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone					
	11/12		Kulow, Rosemary	Cell Phone Reimbursement	75.00
	11/12		Haven, Lauren	Cell Phone Reimbursement	49.23
Total 6241-00 · Cell Phone					<u>124.23</u> 124.23
Total 6240-00 · Telephone, Fax & Internet					<u>124.23</u> 0.00
TOTAL					<u>0.00</u>

Maine County Commissioners Association Expenses by Vendor Detail November 2014

Date	Memo	Account	Amount
Bangor Payroll			
11/7	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	673.08
11/7	Taxes	5030-00 · FICA	138.40
11/7	Processing fee	5020-00 · Payroll Fees	32.00
11/7	Executive Directors Salary	5060-00 · Salary - Executive Director	1,384.62
11/14	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73
11/14	Taxes	5030-00 · FICA	140.97
11/14	Processing fee	5020-00 · Payroll Fees	32.00
11/14	Executive Directors Salary	5060-00 · Salary - Executive Director	1,384.62
11/21	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73
11/21	Taxes	5030-00 · FICA	140.97
11/21	Processing fee	5020-00 · Payroll Fees	32.00
11/21	Executive Directors Salary	5060-00 · Salary - Executive Director	1,384.62
11/28	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73
11/28	Taxes	5030-00 · FICA	140.91
11/28	Processing fee	5020-00 · Payroll Fees	40.00
11/28	Executive Directors Salary	5060-00 · Salary - Executive Director	1,384.62
11/28	ER Health Insurance Contributions	5110-00 · Health Insurance	1,539.92
Total Bangor Payroll			10,568.92
Bank of Maine			
11/19	Office Supplies	6235-00 · Supplies	28.10
11/19	MCCA Convention	6118-00 · Meeting Exp.	54.90
11/19	Printer Toner	6154-00 · Printer & Supplies	70.00
11/19	Applebees	6175-00 · Meetings - Other	14.04
11/19	Convention-Admin	6114-00 · Executive Director - Conv Reg	451.00
11/19	Convention-ED	6114-00 · Executive Director - Conv Reg	454.00
11/19	The Sign Store	6121-00 · Supplies	165.00
11/19	Vistaprint	6121-00 · Supplies	47.99
Total Bank of Maine			1,285.03

Maine County Commissioners Association Expenses by Vendor Detail

November 2014

	Date	Memo	Account	Amount
Capitol Computers				
	11/12	Cloud Backup	6152-00 · IT Services	25.00
	11/12	IT Services	6152-00 · IT Services	250.00
				<u>275.00</u>
Total Capitol Computers				
CHECKSFORLESS.COM				
Total CHECKSFORLESS.COM				
Country Cafe Catering				
	11/12	MCCA Checks & Envelopes	6235-00 · Supplies	91.68
				<u>91.68</u>
Total Country Cafe Catering				
Cumberland County				
	11/12	BOD Meeting Lunch	6173-00 · Monthly	248.50
				<u>248.50</u>
Total Cumberland County				
Gorham Leasing Group				
	11/20	2 more lunches at the convention	4120-00 · Registration	-48.00
				<u>-48.00</u>
Total Gorham Leasing Group				
Great Falls Insurance Company				
	11/12	Photocopier Lease - Monthly	6153-00 · Photocopier Lease	164.35
				<u>164.35</u>
Total Great Falls Insurance Company				
Haven, Lauren				
	11/4	Overpayment Reimbursement	5130-00 · Workers Comp	-105.00
				<u>-105.00</u>
Total Haven, Lauren				
Kathryn Dumont				
	11/12	Cell Phone Reimbursement	6241-00 · Cell Phone	49.23
	11/12	Monthly Meeting	6173-00 · Monthly	40.02
	11/12	Office Supplies	6235-00 · Supplies	152.52
	11/12	Postage and Shipping	6215-00 · Postage-Shipping	75.44
				<u>317.21</u>
Total Kathryn Dumont				
	11/4	Tickets for raffles	6121-00 · Supplies	6.44
				<u>6.44</u>

Maine County Commissioners Association Expenses by Vendor Detail

November 2014

	Date	Memo	Account	Amount
Kulow, Rosemary				
	11/12	Executive Director Mileage	6180-00 · Mileage & Travel Expense	93.74
	11/12	Cell Phone Reimbursement	6241-00 · Cell Phone	75.00
	11/12	Office Supplies	6235-00 · Supplies	10.47
Total Kulow, Rosemary				<u>179.21</u>
Liberty Mutual Insurance				
	11/12	Commercial Package: Terrorism Risk Insuranc	5120-00 · Commercial, Crime, D&O Ins	171.25
Total Liberty Mutual Insurance				<u>171.25</u>
Maine Farm Bureau Building Association				
	11/25	Rent	6195-00 · Office Space Rental	1,382.00
Total Maine Farm Bureau Building Association				<u>1,382.00</u>
Staples Credit Plan				
	11/5	Office Supplies	6235-00 · Supplies	66.45
	11/25	Office Supplies	6235-00 · Supplies	20.34
Total Staples Credit Plan				<u>86.79</u>
York County Office				
	11/4	WB Mason - ID Badges	6121-00 · Supplies	66.58
	11/4	The Inkwell - Convention Booklets	6121-00 · Supplies	1,170.00
	11/4	WB Mason - Meal Stickers & ID Badges	6121-00 · Supplies	44.49
	11/4	Ream of Paper	6121-00 · Supplies	2.63
	11/4	United Party Rental Photo Booth	6113-00 · Entertainment/Speakers	452.50
	11/4	Student Transportation-Busses for Events	6113-00 · Entertainment/Speakers	487.50
	11/4	Trish Auger-Golf Accessories	6121-00 · Supplies	200.00
	11/4	Wheeler & Arey-Golf Accessories	6121-00 · Supplies	250.00
	11/4	Dover Bowl Rental	6113-00 · Entertainment/Speakers	120.00
	11/4	Vista Print Signs	6121-00 · Supplies	328.99
Total York County Office				<u>3,122.69</u>
TOTAL				17,746.07

Possible M.C.C.A. LD Topics for 127th Legislative Session in 2015

Below is a revised list of possible legislation for the next legislative session, based on MCCA BOD discussion 11/12/14:

1. Increasing borrowing limits for counties; eliminates having to go to referendum to borrow relatively small amounts of money for capital improvements

General support - look into further.

2. Changing final approval authority of budgets from budget committees to county commissioners, where budget committees have authority currently

Since statutes address each county's budget authority separately, MCCA will generally support any county's initiative to make a change.

3. Retaining State Revenue Sharing to municipalities

Generally support MMA's position to retain Revenue Sharing; but also support a position to reserve a portion of Revenue Sharing funding for cooperative ventures among municipalities and counties to provide services more regionally.

4. Repeal of LD 1 (tax limits with growth factor)

Support MMA's efforts to repeal the law created by LD1.

5. Qualifications for Sheriffs

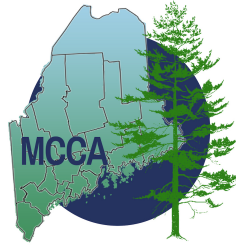
Look into requiring more stringent qualifications for candidates for sheriff.

M.C.C.A.

William Blodgett, President
Lincoln County

Peter Baldacci, Vice President
Penobscot County

Thomas Coward, Secretary-Treasurer
Cumberland County



Maine County Commissioners Association

Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant

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

MAINE COUNTY COMMISSIONERS ASSOCIATION

Convention Planning Committee Meeting 10:00 a.m., November 21, 2014

PRESENT: Hancock County Comm. Steve Joy, Hancock Deputy Treasurer Renee Atwater, Hancock County Clerk Cynthia DePrenger, Washington County Manager Betsy Fitzgerald, Sagadahoc Probate Deputy Hannah Dickinson, Waldo County Commissioner Amy Fowler, Waldo County Deputy Clerk Marilyn Saucier, MECCA President Owen Smith, MCCA Executive Director Rosemary Kulow, Risk Pool Manager Malcolm Ulmer, and MCCA Administrative Assistant Lauren Haven.

The group discussed each item on the following list:

Suggestions and Lessons Learned Submitted by York County

YORK COUNTY'S MCCA CONVENTION PLANNING "WORDS OF WISDOM"

1. Courses- We were told by many that there were to ONLY be classes offered on Friday afternoon and Saturday morning. In other words, there were to be NO "fun" events scheduled like in past years. Therefore, we put a lot of effort into developing courses that were not offered in previous years and that we thought were very informative and relative to County government. Attendance to the majority of these courses was low. We do not feel this is unique and have witnessed this at past years' conventions. We are not sure how to make class attendance increase but certainly we were disappointed with the low attendance as we were sure that past years' low attendance was due to the same courses being offered every year at the convention. Clearly, this is not the reason. Perhaps holding the convention during the week would make attendees feel more inclined to attend work related courses.
2. Food- Sample each meal that you will be serving. Actually request that you are served the meals. We brought our York County convention planning members to the Cliff House and we ALL agreed the food was fantastic. Although we liked the meals we were served, the food listed on our agreement (dinners) vs. the food we were served at the convention was not what we had envisioned.

3. Meal tickets- We (and the Cliff House) thought the “dots” on the name tags worked well. We gave our meal counts to them ahead of time and they had NO interest or need in counting hundreds of small tickets. We gave them a guide to match up what dot signified what meal. This way people didn’t have to worry about losing a meal ticket. What we neglected to do, was to inform attendees of this and lots (rightfully so) were confused about what the dots were and where their meal tickets were.
4. Late registration issues for meals- We had some who decided once at the conference, they’d like to eat or thought they had registered for a meal or we mistakenly did not give them a name tag or if we did, missed a meal “dot”. The Cliff House was great about being flexible if we had to add a meal or two but we did have to “scramble” and add a dot to the attendee’s name tag. But, this did add to the stress of everyone trying to register and add meals, once there. We also had a vendor who completely changed who he brought with him, so, they did not have name tags. So, be sure to have plenty of help at your registration desk especially on Friday morning.
5. Deadlines- Many people (vendors and attendees) did not adhere to the deadlines. We wanted attendance to be high for all so we, of course, dealt with this but just be aware, that this most likely will happen.

Rosemary Kulow read her critique of the convention:

**October 2014 MCCA Annual Convention Critique
By Rosemary Kulow**

1. York County personnel worked very hard and did a fabulous job.
 2. Lovely venue with gorgeous views.
 3. Staff was pleasant and helpful.
 4. Meeting rooms were adequate.
 5. Centrally located area for vendors.
 6. Sessions were valuable, but too many shouldn’t be held simultaneously.
 7. Strimling-Harriman session was great, but it should not have been carried over into time slots when other sessions were scheduled. That cut back on attendance at other workshops.
-
1. Very high priced.
 2. All registrants should get ID badges, and badges should all be prepared ahead of time.
 3. There were many missing badges for people who had registered.
 4. There was no food available early mornings before sessions started.

5. There were no instructions/maps available to show the locations of the workshops/sessions. There should have been something included in the registration packet.
6. There were not enough name badges or plastic sleeves. Numbers of registrants and the needed badges should be determined and ordered ahead of time, including extras for late registrants.
7. The program brochure contained errors, inaccuracies and omissions, as it wasn't proofed by enough people before being finalized. Also, the program brochure was finalized too late.
8. Saturday evening's food was absolutely NOT what was described.
9. MCCA staff and the planning committee weren't utilized enough; too much was done by the York County team.
10. Better progress reports should be given to the MCCA BOD throughout the process.
11. Information about where meals were located was not clearly communicated to participants.
12. Meeting room signs should be made and printed on poster boards, not hand-written.
13. Planning committee meetings should usually be held in a central location (at MCCA office) for fairness.
14. Have a registration refund policy in place, and stick to it.

Comments, pros and cons discussed by the group during the meeting:

- People had difficulty finding the rooms. We needed a better map, better signs and strategically located people to help direct.
- Would we get more participation on week days versus weekends? There are arguments on both sides and we agreed not everyone will be happy either way.
- Pre-registration would be helpful for head counts. Then we can accommodate the size of each group accordingly.
- We need to send Hancock County estimates of approximately how many rooms are needed, expected attendance. Lauren will follow up on this.
- One possible venue is Harborside Hotel. However, it may be expensive. Steve has the Regency and Holiday Inn on his short list. We would need to negotiate prices.
- We should try to find out if there will be another group at the location at the same time.
- In years past, we have marked up the meal price to cover speakers and special guests, etc.
- We should develop a time line for when tasks should be accomplished.
- There used to be a display at the entrance with the vendor names and we could be more vendor friendly by having them announce the prizes and/or be given time to explain their business and products or services.
- We should test any audio/visual equipment before the meetings.
- Food and drinks should be available in the early morning near the vendors.
- We should have someone designated to meet the vendors and answer any questions. This year the hotel wasn't prepared to direct them.
- Also the flow of traffic didn't work for the vendors. The hallway was a dead end.
- The dots for the meals worked really well – no ticket to lose. We should communicate what each dot indicates. Most people didn't know.

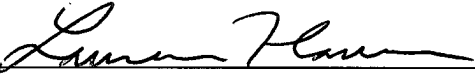
- This year we should clarify the policy for refunds.
- The convention evaluations should be handled by MCCA staff. Lauren could design an online form.
- We should consider an event App with schedules, maps, updates and alerts, we could also do the survey with an App or online form for easy processing.
- We could also consider offering online registration.
- Hannah offered to take pictures at the 2015 convention.

An Excel workbook and accompanying notebook is located at the MCCA offices containing all the information collected by MCCA staff regarding the 2014 Convention of Maine Counties. This data will be kept as reference materials for the benefit of future convention planning committees.

Next Steps:

1. MCCA staff will give Hancock County some estimated numbers of participants, rooms, etc.
2. Hancock County will look for the convention venue.
3. MCCA staff will make the evaluation results available.
4. MCCA staff will send a Doodle poll to determine a date for the next meeting.

Respectfully submitted,



MCCA Administrative Assistant, Lauren Haven

Evaluation Results 2014

DAY 1 - Friday

1 Please Specify the main reason for attending this conference

	no rating 1=marked on the evaluation form						Total
Content	1	1	1		1		4
Speakers	1		1			1	3
Networking		1		1	1		4
Other		1			1		2

2 Please indicate your overall satisfaction with the speakers and sessions

	Rating: 1 lowest to 5 highest							
Ethan & Phil	5	5	5	5	4	3	5	32
Elected Offic			4	5			1	10
All About Personnel			4		5	2		11
Phone Scams	5							5
Customer Service							4	4
Risk Pool Training	5	5		5	4		4	23

4 Please indicate your overall satisfaction with today's conference

	Rating: 1 lowest to 5 highest									
Conference Content	5	3	5	5	5	4	2	4		33
Registration Process	5	5	5	5	4	5	4	2	3	38
Venue	3	5	3	4	5	5	3	5	5	38
Food & Beverage	3	2	3	4	3	4	2	4	3	28
Exhibits	5	5	5	3	3	4	3	4	5	37
Randy Judkins	5	3	5	4	4	4	4	4	4	37
DJ-Amazing Audio		5		3	4			4	4	20

5 Additional Comments

DAY 2 - Saturday

1 Please Specify the main reason for attending this conference

	no rating 1=marked on the evaluation form							
Content	1	1	1		1	1	1	6
Speakers	1	1	1					3
Networking				1			1	2
Other		1				1		2

2 Please indicate your overall satisfaction with the speakers and sessions

	Rating: 1 lowest to 5 highest								
Linda McGill - FOIA	5						5	10	
All About Personnel	4			5	5	3		17	
Not Just Dusty Books	6			5				11	
Malcolm-Risk Pool		5			5	4	4	18	
Course - Jail Issues					5			5	
NACo Speaker	2		4	3	5		3	3	20
Other			5				5		10

3 What benefitted you most in today's sessions?

4 Please indicate your overall satisfaction with today's conference

Rating: 1 lowest to 5 highest								
Conference Content	4	3	4	5	4	3	4	27
Registration Process				3		4	2	9
Venue	5	5	4	3		3	5	30
Food & Beverage	1	2	4	3		3	4	20
Exhibits		5	3	3			4	15
Golf				5				5
Cruise	5	5	5					15
Bowling							5	5
Corona Brothers		1	3	3		4	3	14

What benefitted you most in today's session?

Training was applicable to my job – so many resources that I didn't know of.

The presenter (phone scams) was amazing – he was last year as well.

Information on legal aspects including risks in our work.

Legal issues recording most recent cases for county commissioners.

Learning more about why we pay unemployment insurance and benefits.

FOIA Training

Not much.

The Risk Pool Room was too small – couldn't get in.

The tax appeal session.

The customer service training was great, but low turnout due to over-scheduling of events.

Interaction among attendees.

Discussion of tax abatement appeal process.

Additional Comments

There should have been a trophy for the trivial pursuit winning team.
It would be good to include a list of attendees in the welcome packet.
Foods should be labeled with content.
More attention to detail and availability of committee would have been beneficial.
Go back to a September conference, I think that time suits folks more
The exhibitors were crammed. They need more room.
The food was awful, especially the dinners.
The hotel service was great.
Printed information regarding the courses was effective. However, meal locations were not well defined within printed materials given at the time of registration.
Thank you for all your work on this!
Consider omitting gift bags with its contents, but continue the tradition of prize drawings. Returning the ticket numbers to the drawing basket may have resulted in winners being given the chance to win a second time and others not winning at all.
Consider omitting gift bags with its contents, but continue the tradition of prize drawings. Returning the ticket numbers to the drawing basket may have resulted in winners being given the chance to win a second time and others not winning at all.
We've gone to most of the conventions since 1999 and this one had the most activities and the most fun activities and the most practical educational seminars.
The layout of the buildings and the numbering of the rooms was very confusing. Also, the info received prior to the convention indicated only that the Cliff House was on Shore Road – no number – Ogunquit. I and others went to the Shore Road in Ogunquit and turned around after entering York, thinking we'd missed the hotel which is not actually in Ogunquit. Clear directions or information or at least a number on Shore Road would have helped greatly!
I always find the convention too jam-packed. I would have liked to have an additional time frame on Saturday to have gone to an informational talk, but had to choose between information and going to the K-9 Demo.
Repeat elected officials training for commissioners.
Training for sheriffs as part of the elected officials training would be beneficial.
Overall very good.
Friday night's vegetarian meal was awful.
Left after last class (on Saturday) prior to lunch. (Therefore couldn't rate the rest of the activities.)
Room locations for meetings should have been in program and all registrants should have been on list and prepared for.
Overall great conference although some registrants didn't make the list and it was hard to know where meetings were to be held.
There weren't enough badges for everyone.
Venue was absolutely beautiful. Wish everyone could have slept there. Great to be in the same building as all the events.
Thought the food was not bad, but overpriced, sometimes cold and they quickly ran out of things at lunch. Really? For \$24 there were only plain potato chips? Desert was great though.
Room layout was confusing and directions to rooms unclear. And what was up with the Spa Board Room a mile away? Still plenty of room though.

Canine demo was excellent! It rained and they still stuck it out and gave us at least an hour presentation.

Staff was helpful!

Saturday dinner was like a cattle feeding - I'd prefer to be served. and I didn't even know there was desert until I saw people eating and then I went to find it.

Exhibitors were great. How come they left early?