

# M.C.C.A.

William Blodgett, President  
Lincoln County Commissioner

Peter Baldacci, Vice President  
Penobscot County Commissioner

Thomas Coward, Secretary-Treasurer  
Cumberland County Commissioner



Rosemary Kulow  
Executive Director

Lauren Haven  
Office Manager

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## MCCA Board of Directors' Meeting Agenda 10:00 a.m., November 18, 2015

- I. Call to Order, Introductions, Attendance, & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of Minutes
  - A. October 14, 2015 Board of Directors' Meeting *Minutes*
- IV. Old Business
  - A. Discussion of Proposed Amendments to MCCA *Bylaws*
- V. New Business
  - A. Announce President's Appointments to *Budget & Finance Committee*
  - B. Announce President's Appointments to *Nominating Committee*
  - C. Determine Scoring Criteria for *Audit* Proposals
  - D. Presentation of Proposed 2016 *Budget*
  - E. Determine 2016 Annual General Membership *Meeting Location*
  - F. Nominations to Governor's *Review Panel* for State's Fund for the Efficient Delivery of Local & Regional Services
- VI. Reports
  - A. Financial Report
  - B. Executive Director's Report
  - C. Legislative Report
  - D. Association Reports
  - E. Corrections Report – *Maine Jail Standards Update* (Commissioner Michael Cote)
  - F. Annual Convention Report
  - G. NACo Report
- VII. Other Business
- VIII. Adjournment

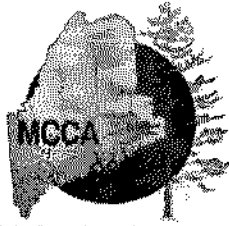


# M.C.C.A.

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Maine County Commissioners Association

4 Gabriel Drive, Suite 2  
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Executive Director

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### MCCA Board of Directors' Meeting Minutes 10:00 a.m., October 14, 2015

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

President William Blodgett called the meeting to order at 10:05 a.m. The attendees recited the Pledge of Allegiance.

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Manager Peter Crichton proxy for Comm. Tom Coward; *Franklin* – Comm. Gary McGrane; *Knox* – Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; *Washington* – Manager Betsy Fitzgerald proxy for Commissioner Chris Gardner; *York* – Comm. Michael Cote; *MACCAM* – Andrew Hart proxy for Bill Collins; *MACT* – David Parkman; *MARP* – Kathleen Ayers; *MECCA* – Owen Smith; *MRDA* – Julie Curtis proxy for Susan Bulay; and *MSA* – Sheriff Todd Brackett.

OTHERS PRESENT: *Cumberland* – Commissioner Stephen Gorden and Assistant Manager Bill Whitten; *Penobscot* – Sheriff Troy Morton; *Somerset* – Admin. Dawn DiBlasi and Sheriff Dale Lancaster.

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

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

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

### III. Approval of Meeting Minutes

Comm. Fowler **moved** and Comm. Moody **seconded** approving the minutes from the Board of Directors' meeting on September 9, 2015 with the addition of Comm. Tom Davis to the attendance. The **motion** was approved unanimously.

### IV. Presentation on Drug Addiction from Dr. Steven Kassels

Author Steven Kassels read excerpts from his book, "Addiction on Trial", and explained statistics, societal discrimination and biases toward drug addicts, and shedding light about this chronic illness that crosses age, gender, socio-economic, racial and religious boundaries. Following the talk Dr. Kassels answered questions and generously gave away copies of his book.

### V. Old Business

No old business was discussed.

### VI. New Business

#### A. Presentation of Proposed Amendments to MCCA Bylaws

Comm. Mike Cote outlined the proposed bylaw amendments to be voted on at the annual meeting in January 2016. In the accompanying letter, the five commissioners wrote they were bringing forward changes for consideration, "in a singular spirit of improving administration of Association affairs." Comm. Fournier suggested that some revisions be made before the vote. The item will be placed on the November agenda for discussion.

### VII. Reports

#### A. Executive Director's Report (See attached.)

#### B. Financial Report (Attached.)

Executive Director Rosemary Kulow presented her reports. Manager Peter Crichton commended Rosemary for attending commissioner meetings in each county. He mentioned it would be beneficial to give her an opportunity to speak at these meetings as well.

In response to the MCCA financial audit, Comm. Baldacci **moved** and Comm. Fowler **seconded** putting the two year audit to a bid with an option for an additional two year period. The **motion** was unanimously approved.

Comm. Fournier made a **motion** to approve the Executive Director's Report and the Financial Report as written. Peter Crichton seconded the **motion**, which was passed unanimously.

#### C. Legislative Report

Ms. Kulow will schedule a Legislative Policy Committee meeting for November.

Peter Crichton stated that due to restructuring in Cumberland County, Bill Whitten will not be as available to support the MCCA Executive Director in lobbying for the interests of counties. Mr. Crichton recommended that the board take this into account when budgeting for 2016.

Sheriff Brackett expressed the importance of commissioners meeting with MSA as soon as possible to discuss the jail situation. Ms. Kulow will attempt to schedule a joint meeting of MCCA and MSA.

#### **D. Association Reports**

*MACCAM:* Andy Hart reported the group would be meeting on October 29 here in the Maine Farm Bureau conference room. They intend to work with the DA's office to restructure and improve the handling of restitution monies, so that receipts are given and monetary amounts are properly applied to the correct account.

*MACT:* David Parkman added to the previous report that treasurers would be in favor of excluding cash as an accepted form of payment. Furthermore, all payments should be routed through the office of the treasurer or financial manager.

*MARP:* Kathleen Ayers reported that Penobscot Register of Probate Susan Almy will be retiring in December. A new Register of Probate will be appointed.

*MECCA:* No report was given.

*MRDA:* No report was given.

*MSA:* Sheriff Brackett stated there was nothing to report beyond the jail issues and impact of the lack of adequate funding.

#### **E. Corrections Report**

No additional report was given.

#### **F. Annual Convention Report**

Office Manager Lauren Haven reported the evaluation forms received were compiled and summarized. Thank you notes have been sent out to session speakers, exhibitors and sponsors. The majority of the bills have been paid although some are not reflected in the September financial report. We should have final numbers at the November meeting.

The Convention Planning Committee is scheduled to meet October 15 to discuss what aspects of the event went well and what could be improved upon for the 2016 convention being hosted by Penobscot County.

#### **G. NACo Report**

Comm. Baldacci reported there was nothing newsworthy aside from Maine's recent achievement of 100% NACo membership.

## VIII. Other Business

Peter Crichton announced that Stephen Gove has become the new Executive Director of The Maine Municipal Association (MMA). His leadership could provide an opportunity for MCCA to request an invitation to MMA Legislative Policy Committee meetings and therefore be present to explain viewpoints and challenges of counties. Executive Director Rosemary Kulow will continue to try to establish a working relationship with MMA.

## IX. Adjournment

Comm. Fowler made a **motion** to adjourn at 12:15 p.m.; Comm. Blodgett seconded the **motion**, which was unanimously approved. The group adjourned to lunch.

Respectfully submitted,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Thomas S. Coward

October 14, 2015

Board of Directors  
Maine County Commissioners Association  
Augusta, Maine

RE: Amendments to By-Laws

Dear Board Members,

Amendments to our Association's by-laws are now presented with hope of adoption at the 2016 annual membership meeting in January. Please refer to the draft document included with this memo.

In summary, these amendments will accomplish the following:

- clarify role and authority of Executive Committee in relation to Board of Directors
- designate the Board of Directors as sole agent to employ an executive director, or contract for executive director services, and to conduct performance evaluations
- provide the Association with option of procuring services of an executive director through employment or contractual relationships without prejudice toward either
- establish Board of Directors as a 16-member body with adherence to "one county/one vote" principle
- guarantee the right of eight affiliate organizations to speak at all Board of Directors meetings
- guarantee the right of eight affiliate organizations to vote on legislative positions

These changes are brought forward in a singular spirit of improving administration of Association affairs.

We look forward to your review of this proposal and thank you for thoughtful consideration of same.

Respectfully Submitted:

Michael Cote  
York

Amy Fowler  
Waldo

Newell Graf  
Somerset

Steven Merrill  
Oxford

Chris Gardner  
Washington





# **PROPOSED AMENDMENTS TO THE BY-LAWS OF THE MAINE COUNTY COMMISSIONERS ASSOCIATION**

- *To Be Introduced at Board of Directors Meeting: Wednesday, October 14, 2015*
- *To Be Considered at Annual Membership Meeting: Wednesday, January 13, 2016  
(or other date as may be scheduled)*

## ARTICLE I. NAME AND PURPOSE

Name                                      Section 1. The name of this organization shall be Maine County Commissioners Association, Inc., hereinafter called the "Association".

Purpose                                    Section 2. This Association shall be a nonpartisan organization serving Maine County Government, whose core functions are:

- a. 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.
- b. To enhance management of county government by providing quality member services for all Maine counties.
- c. To provide programming, services, information and education that supports member services for all Maine counties.
- d. To promote public awareness of the vital role of county government.
- e. 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.
- f. To ensure professionalism and sound business practices in the management of the Association.

Section 3. 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.

## ARTICLE II. MEMBERSHIP

- Eligibility                      Section 1. Membership shall be open to each of the sixteen counties in the State of Maine.
- Active Members              Section 2. Active membership shall include all counties whose current dues are paid, or which are not more than three months in arrears.

## ARTICLE III. ORGANIZATION

- Authority under State Statute              Section 1. The Association is recognized in Title 30-A, Section 909 MRSA as a County Advisory Organization, and a nonprofit eligible to receive federal grants or contributions.
- Board of Directors              Section 2. The Association shall have a Board of Directors made up of the following:
- a. One County Commissioner from each member county who shall be elected in accordance with Article IV, Section 1 of these By-laws, and
  - b. ~~One representative from each of the following organizations, chosen by those organizations, and whose names are submitted to the Board of Directors at least two weeks before the annual meeting:~~
    - ~~• Maine Association of County Clerks, Administrators and Managers~~
    - ~~• Maine Association of County Treasurers~~
    - ~~• Maine Sheriffs Association~~
    - ~~• Emergency Management Agency Directors Association~~
    - ~~• Maine Registry of Deeds Association~~
    - ~~• Maine Jail Association~~
    - ~~• Maine Association of Registers of Probate~~
    - ~~• Maine Emergency Communications Directors Association~~
- Officers                      Section 3. The officers of this Association shall consist of a President, a Vice President, and a Secretary-Treasurer, who shall be elected from among the members of the Board of Directors.
- a. The President shall preside over all meetings and be a responsible ex-officio member of all committees. He/She shall execute any contract entered into by the Association

and shall have the general powers of supervision and management usually vested in the president of a corporation under the laws of the State of Maine, unless otherwise enumerated herein or defined by resolution of the Board of Directors. She/He shall see that all orders and resolutions of the Association are carried into effect.

- b. The Vice President shall perform the functions and the duties of the President in the absence or disability of the President.
- c. The Secretary-Treasurer shall perform the functions and duties of the President in the absence of the President and Vice President and shall insure 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.

Officers and  
Board Authority

Section 4. ~~The officers and~~ Board of Directors shall have control and management of this Association between membership meetings, shall hold and manage all property of this Association and shall be solely empowered to employ or contract for an Executive Director and related support services.

The Board of Directors shall periodically review the performance of the Executive Director.

Staff and  
Administrative Support

Section 5. An Executive Director shall manage the affairs of the Association and otherwise provide administrative support under the direction of the officers and directors and on such terms and at such salary as may be prescribed by agreement and as may be identified in the annual budget. ~~they may from time to time prescribe. The Executive Director 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.~~ The Executive Director shall be the Clerk of the Corporation.

Standing Committees

Section 6.

- a. Executive Committee. The Executive Committee shall be composed of the Officers of the Association and the immediate Past President, and is chaired by the President. The Executive Committee shall transact routine and ordinary business between Directors' Meetings and report on any action taken at the next Directors' Meeting.

However only the Board of Directors It shall be responsible for interviewing individual candidates seeking employment as Executive Director, or representatives of firms wishing to provide for position of Executive Director functions and related administrative services to the Association, unless said interview responsibility is expressly delegated to an ad hoc committee created and charged by Board resolution, and recommend selection to the full Board. The Executive Committee periodically review the performance of the Executive Director.

- b. Budget and Finance Committee. The President shall annually appoint a Budget and Finance Committee composed of the Secretary-Treasurer and four Board members. The President may appoint additional members as necessary. The Budget and Finance Committee, with the assistance of the Executive Director, shall prepare an annual proposed budget for presentation to the Board at its December meeting.
- c. Legislative Policy Steering Committee. The Legislative Policy Committee shall be comprised of those who participate in the weekly legislative conference calls, drawing one vote from each of the sixteen counties plus one vote from each of the following organizations for a total of 24 votes:
  - Maine Association of County Clerks, Administrators and Managers
  - Maine Association of County Treasurers
  - Maine Sheriffs Association
  - Emergency Management Agency Directors Association
  - Maine Registry of Deeds Association
  - Maine Jail Association
  - Maine Association of Registers of Probate
  - Maine Emergency Communications Directors Association
- d. Nominating Committee. The President shall annually appoint a five-member Nominating Committee composed of Board members. The Nominating Committee shall solicit and review applicants for the various State entities requiring or seeking County representation, and propose nominees to the Board of Directors for approval. The President may appoint additional members as necessary.
- e. Convention Planning Committee. The President shall annually

appoint a Convention Planning Committee composed of two representatives from the host County and three other MCCA representatives. The President may appoint additional members as necessary.

#### Ad Hoc Committees

Section 7. With the exception of ad hoc committees created to interview candidates or firms seeking the position of Executive Director, the President shall appoint such ad hoc committees or special committees from time to time as the President or the Board of Directors deem necessary for the proper conduct of the affairs of this Association. No committee so appointed shall be authorized to create any financial liability unless it first has been approved as to its purpose and amount by the Board of Directors.

### ARTICLE IV. ELECTIONS AND TERMS OF OFFICE

#### Board of Directors

Section 1. The Executive Director shall notify each County Commissioner and the President of each Association named in Article III, Section 3 by December 1 of each year to caucus and elect a Director for the coming year from that county ~~or that particular Association.~~ The Chairman of the Board of County Commissioners of each county ~~and the President from each Association~~ shall inform the Executive Director of the Board's nominee at least two weeks before the annual meeting. The Executive Director will advise all County Commissioners ~~and the President from each Association~~ of the entire list of proposed Directors at least one week before the annual meeting.

#### Officers and Nomination

Section 2. Immediately following the election of the Board of Directors at the annual membership meeting, an Officer Nominating Committee of three Directors, appointed by the President, shall caucus and recommend nominees for officers from among the members of the Board for a term of one year, or until new officers are elected. The annual meeting will exercise its prerogative of accepting the recommendations of the Officer

Nominating Committee or nominating and election other candidates for each office from within the Board of Directors.

#### Terms of Office

Section 3. Officers and Directors will be 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.

#### Vacancies

Section 4. In the event of a vacancy or the inability of a Director to serve, the respective county may appoint a new Director in the

same manner to fill the unexpired term. In the event of a vacancy in the office of Vice President or Secretary-Treasurer, the vacancy will be filled by appointment by the President, subject to the approval of a majority of the Officers and Directors. A vacancy in the office of President shall be filled by appointment by a majority of the Officers and Directors.

NACo Representative

Section 5. The Board of Directors shall elect 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 Representative.

ARTICLE V. MEETINGS

Membership Meetings

Section 1. Any meeting of the general membership shall be held upon the call of the President or any five Directors ~~at least three of whom must be commissioners~~. A quorum requirement for a general membership meeting shall be satisfied when a majority of member counties are represented by at least one Commissioner. Delegates to any membership meeting of this Association shall consist solely of County Commissioners from member counties currently holding office ~~and representatives of the Associations named in Article III, section 2, holding office~~. Only Commissioners representing member counties of this Association ~~are those counties~~ which have paid current dues according to the assessment under Article IV of these By-laws may be heard in debate or may vote at any membership meeting.

Directors' Meetings

Section 2. Meetings of the Board of Directors and/or Officers shall be held anytime upon the call of the President or any five Directors, ~~at least three of whom must be Commissioners~~. A majority of the Board of Directors shall constitute a quorum for the discharge for business. It shall consist of at least nine Commissioners. An agenda shall be submitted through e-mail or regular mail by the Executive Director, with the approval of the President, to the Officers and Directors at least five days before any meeting unless time does not permit at the discretion of the President. New items may be added to the agenda at any meeting if a majority attending so vote. Delegates to the Board meetings shall be duly elected Directors or their proxy.

A representative from any of the following organizations shall be allowed to attend all Directors' Meetings and also allowed to speak at any Directors' meeting at the discretion of the President:

- Maine Association of County Clerks, Administrators and Managers
- Maine Association of County Treasurers
- Maine Sheriffs Association
- Emergency Management Agency Directors Association
- Maine Registry of Deeds Association
- Maine Jail Association
- Maine Association of Registers of Probate
- Maine Emergency Communications Directors Association

#### Proxy Votes

Section 3. Any Director who must be absent from a meeting may be replaced as follows:

- ~~In the case of a Commissioner, B~~by a Commissioner from his County designated by him the Director or, if no other Commissioner is available, by an officer or employee of the county, designated in writing by the Board of County Commissioners to vote in his the Director's place.
- ~~In the case of a Director from an Association named in Article III, section 2, by a member of that association designated by the Director in writing.~~

#### Annual Meeting

Section 4. There shall be an annual membership meeting of the Association held in January of each year. The place of the annual meeting shall be determined by the Board of Directors.

#### Minutes

Section 5. Minutes of all meetings shall be sent to all Commissioners by the Executive Director by e-mail or regular mail as soon after each meeting as is practical.

#### Convention

Section 6. The Association shall hold 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.

### ARTICLE VI. FINANCES

#### Budget & Dues

Section 1. At the regular December Board meeting, the Budget and Finance Committee shall present a method of dues assessment

and a budget for the following year for review and amendment as necessary. The Committee shall then present it for adoption at the January membership meeting. When a budget and a method of assessment have been adopted at the aforesaid January meeting, the dues for the ensuing year shall be considered assessed. Counties may opt to make two bi-annual payments of said assessments, one in January and one in July of the budget year.

Reports

Section 2. The Executive Director shall assist the Secretary-Treasurer in receiving and disbursing all monies of this Association at all times and shall submit 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.

Audit or Review

Section 3. The accounts of this Association shall be audited at least once every two years by a competent accountant and may be annually reviewed in the opposite years by such or other person or persons to be selected by the Officers and Directors.

Bond

Section 4. If so established by contractual terms, the Executive Director shall furnish a satisfactory surety bond or such other instrument 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.

ARTICLE VII. INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 1. 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 of 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 or Officer at the time such expenses and liabilities are incurred, to the fullest extent provided by law.

The rights to indemnification granted hereunder shall not be deemed exclusive or any other rights to indemnification against liabilities or the advancement of expenses to which such person may be entitled under any written agreement, board resolution, vote of members, statutes, or common law. The Association may, but shall not be required to, supplement the right to indemnification against liability and advancement of expenses under this Section by the purchase of insurance on behalf of any



one or more of such persons, whether or not the corporation would be obligated to indemnify such person under this Section.

ARTICLE VIII. AMENDMENTS

Procedure	<u>Section 1.</u> These By-laws may be amended at the annual membership meeting or at any other membership meeting by a majority vote of all Commissioners present, provide the proposed amendments shall have been sent by ordinary mail or e-mail to all Commissioners of members counties <del>and Directors of the Associations</del> at least twenty days prior to such meeting.
Effective Date	<u>Section 2.</u> Amendments shall become effective immediately after being formally voted.

ARTICLE IX. DISSOLUTION

Procedure	<u>Section 1.</u> In the event of dissolution of the Maine County Commissioners Association, Inc., all its assets are to be prorated and returned to the participating counties in proportion to the amount of dues paid by each, after all obligations have been discharged.
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ARTICLE X. SEAL

Section 1. The Seal of this Corporation shall be a wafer seal stating on the face of it, Maine County Commissioners Association, Inc., Augusta, Maine 1968.

Signature: President	Date
Signature: Vice President	Date
Signature: Secretary-Treasurer	Date
Signature: Attested by Executive Director	Date





Rosemary Kulow &lt;rkulow@mainecounties.org&gt;

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**Other suggested By Law amendments.**

1 message

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**Norman Fournier** <anfournier@roadrunner.com>  
To: Rosemary Kulow <rkulow@mainecounties.org>

Mon, Nov 9, 2015 at 11:26 PM

Rosi---Please forward to the Directors the proposed additional amendments to the By Laws:

**1. ARTICLE IV. ELECTIONS AND TERMS OF OFFICE**

NACo Representative Section 5. Should read: NACo representatives. Revised first sentence should read: "The Board of Directors shall elect two Commissioners from Counties which are members of both the National Associations of Counties and MCCA to represent MCCA at the National Association of Counties"

Rationale: Based on actions taken at MCAA Board of Directors meeting in September

**2. ARTICLE V. MEETINGS-----Membership Meetings**

last sentence in this section I would put a period after delete and add the following language:

"Each County shall have one vote at any membership meeting"

Rationale: This is to assure a level playing field for every County. We now have four Counties that have more than 3 Commissioners. If you continue with the present language these four Counties have 10 extra votes. Also because of the geography of this state it is hard for all the Counties to get all of their Commissioners to travel to Augusta for a membership meeting.

Thank You for considering the above.  
Norm



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**Bill Collins**

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Notes ME Assoct of Cty Mgrs, Admins and Clerks - BOD

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**Norman Fournier**

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**Roger Moody**

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Notes MCCA Executive Director

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## V.A. Budget & Finance Committee

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Notes Cumberland Cty Commissioner

# V.B. Nominating Committee





## EVALUATION GRADING SHEET AND GUIDELINES

Firm Name \_\_\_\_\_

A. Firm's understanding of work to be performed and ability to comply with auditing standards.

1. Experience auditing similar non-profit agencies/associations.
2. Compliance with the requirements of the Request for Proposals.
3. Audit procedures that will be used; understanding of procedures used for non-profit audits.
4. Experience and ability of staff that will be responsible for this audit.

**Criteria: Generally, award 0-10 points for each of the 4 items. Award points for complexity, strong projects and programs, experience, low fees.** 40 points \_\_\_\_\_

B. Prior experience – government\*\*

Prior experience auditing governmental units (city, county, school district, town, etc.).

**Criteria: Award points for complexity, volume and mixture of those audited.** 15 points \_\_\_\_\_

C. Prior experience – non-profits\*\*

Prior experience auditing non-profit agencies (state associations of counties or municipalities, councils of government, regional planning commissions, consortiums, or foundations.)

**Criteria: Award points for complexity, volume and mixture of those audited.** 25 points \_\_\_\_\_

D. Pricing

Fee structure, including discounts offered for government/non-profits.

**Criteria: Award points based on reasonable pricing for auditors, partners, and auditing assistants.**

10 points \_\_\_\_\_

E. Reviews & Recommendations

Consider peer reviews, quality control reviews, and statements or recommendations from previous clients.

**Criteria: Award 1-10 points depending on level of reviews or recommendations.**

10 points \_\_\_\_\_

**TOTAL MAXIMUM POINTS 100; TOTAL POINTS THIS FIRM** \_\_\_\_\_

**\*\*NOTE: 10 points may be transferred between B & C to compensate firms performing only either B or C type audits.**



## EVALUATION GRADING SHEET AND GUIDELINES

**MINIMUM SCORE:** A firm must obtain a score of 60 total points in order to be on the final list of firms for consideration.

GRADER: \_\_\_\_\_



**Maine County Commissioners Association  
Request for Proposals for Biennial Independent Financial Auditing Services**

The Maine County Commissioners Association (MCCA) invites qualified independent public accountants to submit proposals for the performance of an audit of its financial accounts and records covering a term of two calendar years, January 1, 2014 – December 31, 2015, for the purpose of rendering an auditor's opinion regarding the fairness of applicable financial statements and compliance with applicable legal provisions, in accordance with generally accepted auditing standards.

**A. GENERAL INFORMATION**

The MCCA is a non-profit association serving Maine counties in order to carry out a comprehensive program in the areas of planning and research, publication, legislation, and uniform administration in county government. MCCA has a total appropriation of \$252,650 for 2015. The most recent audit of the association was performed in 2014 for the eighteen-month period of July 1, 2012 through December 31, 2013. A copy of the auditor's report has been included with this Request for Proposal.

The accounting system of the association is comprised of a general ledger and other books of account on QuickBooks software and is organized on the basis of funds and account groups, including the following funds: General, Fixed Assets, and Special Reserve.

**B. AUDIT SPECIFICATIONS**

Please indicate in your proposal if you agree to meet the following specifications. Explain any exceptions.

1. The audit shall be conducted in accordance with generally accepted auditing standards.
2. The audit shall be a financial and compliance review of all accounts and funds of the association listed in Section A of this RFP.
3. The audit firm shall submit a written report, containing an expression of opinion regarding the financial statements of the association.
4. The audit firm shall provide “Annual Independent Financial Auditing Services” for a term of two years – 2014 and 2015, with the option of also bidding on an additional two-year period of 2016-2017.
5. The audit firm shall submit a management letter, which shall identify management and internal control weaknesses, if any, and propose steps to correct them.
6. The audit firm is also expected to assist the association in the preparation of the Management Discussion and Analysis, if applicable. The audit firm will also provide all work in preparation of the financial statements and supplementary schedules in accordance with generally accepted accounting principles.
7. The audit shall be conducted to satisfy the requirements of the State of Maine Department of Audit and Title 30-A M.R.S.A. § 5823.
8. The association views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to provide consultation services as required on auditing, accounting and other financial management concerns throughout the year.

9. The audit shall be completed within 5 months of the close of the MCCA fiscal year. The audit firm shall provide twenty-six (26) hard copies and one (1) digital copy in PDF format of the auditor's report, the financial statements and schedules, and the management letter no later than 30 days after the completion of the audit.
10. The audit firm shall include a meeting with the MCCA Executive Director and Office Manager after the draft has been proofed by the MCCA. The audit firm will make a brief presentation of the final audit at a public MCCA Board of Directors' meeting. The audit firm shall include any other informational meetings requested by MCCA.

### **C. INSTRUCTIONS FOR PROPOSALS**

The Maine County Commissioners Association, Attn: Rosemary Kulow, Executive Director at 4 Gabriel Drive, Suite 2, Augusta, Maine, 04330 will accept proposals until **Friday, November 20, 2015 at 3:00 pm** in a **sealed** envelope clearly labeled "**Auditing Services.**" No fax or email submissions will be accepted.

Your proposal must include the following information at minimum:

1. A brief description of your firm and its local government and nonprofit association experience and a description of the senior personnel to be assigned to the engagement, including their resumes.
2. A brief description of the audit procedures to be followed, presented in a form which will aid in evaluating your firm's understanding of nonprofit associations and local governments and their financial issues.
3. Your proposal must indicate the maximum total fee your firm will charge for the requested services. Final payment shall become due only after the submission of all required reports.

### **D. EVALUATION**

The MCCA Board of Directors shall evaluate the proposals on the basis of the qualifications, experience, and audit plan of the audit firm, as well as the estimated cost of the engagement.

The MCCA Board of Directors may wish to conduct oral interviews with the firms considered most qualified in order to assist in the selection process.

The MCCA Board of Directors reserves the right to accept or reject any and all bids.

### **E. FURTHER INFORMATION**

Audit firms who want additional information or clarification should contact MCCA. Any inquiries should be directed to Rosemary Kulow, Executive Director, at Maine County Commissioners Association, 4 Gabriel Drive, Suite 2, Augusta, Maine, 04330 at (207)623-4697.

**Maine County Commissioners Association  
Request for Proposals  
Annual Independent Financial Auditing Services**

**Bid Form**

**Pricing**

Audit firms may choose to bid on either the 2014-2015 audit or both two-year audits (2014-2015 and 2016-2017). The MCCA Board of Directors reserves the right to choose either a proposal for one biennial audit for 2014-2015, two biennial audits that cover a period of four years (2014-2015 and 2016-2017), or none at all.

Price for 1 Biennial Audit (1/1/14-12/31/15): \$ \_\_\_\_\_

Price for 2 Biennial Audits (1/1/14 -12/31/15 & 1/1/16-12/31/17): \$ \_\_\_\_\_

**Firm Information**

Signature of Firm's Authorized Agent:

\_\_\_\_\_

Printed/Typed Name and Title of Firm's Authorized Agent:

\_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_





## **MCCA Executive Director's 2016 Budget Message**

On behalf of the MCCA Budget and Finance Committee, it is my pleasure to present for consideration a 2016 budget proposal for the Maine County Commissioners Association that shows a \$5,600 (2.3%) increase in the bottom line over the 2015 budget. The difference is made up by a higher level of undesignated fund balance use, but with no increase in membership dues. (See the Budget Narrative for more detail.) Revenue and expenditure totals are projected at \$252,150, in this budget that is unanimously recommended by the Committee.

2016 revenues are comprised mainly of county membership dues which remain the same at \$140,240, or \$8,765 per county. An assessment of \$25,000 on the Risk Management Pool adds to MCCA revenue, as does the use of up to \$31,265 from the undesignated fund balance. Other miscellaneous revenue rounds out the total, and more detail can be found on the budget spreadsheet and narratives.


About \$47,500 in Convention revenue is estimated for 2016. This is less than was budgeted for 2015 and reflects the lower amount received in 2015. Expenditures for the 2016 convention are estimated at \$35,500. If these numbers are achieved, the convention would provide about \$12,000 more income than expenses for the Penobscot County convention in Bangor.

Employee salaries and benefits are based on projected salaries and actual benefit factors. Salary budgets for the Executive Director and Office Manager are projected to increase by 0.7% and 2.7% respectively, which equals a total budgetary increase of \$1,500 for both positions. Health insurance premiums for the POS C plan are increasing by 6.25% in 2016 and by 8.25% for the POS 200 plan. These are the two plans in which MCCA employees are currently participating. As a result, MCCA's health insurance budget is projected to increase by \$1,000.

NACo conference funding in account 6041-00 is funded at \$8,500 to pay for two conferences each for two County Commissioners and the MCCA Executive Director. All *transportation* expenses, whether mileage reimbursements for use of personal vehicle road travel or cab or airfare are paid from account 6180-00, Mileage & Conference Travel Expense.

Additional detail about the budget is found in the budget and account narratives; and as always, we welcome your questions and suggestions.

Respectfully submitted,

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

Rosemary E. Kulow, Executive Director



**2016 MCCA**  
**EXECUTIVE DIRECTOR'S PROPOSED BUDGET**  
as of 11-12-15

INCOME ACCT. NO.	INCOME ACCOUNT	2015 BUDGET	INCOME as of 11-2-15	BALANCE REMAINING	% Rcvd To Date	PROPOSED 2016 BUDGET	Amount Difference	Percent Change
4100-00	Convention Income							
4110-00	Plaques	\$ -	\$ 66	\$ (66)			\$ -	
4120-00	Registration	\$ 30,000	\$ 27,753	\$ 2,247	93%	\$ 28,000	\$ (2,000)	-6.7%
4130-00	Sponsors	\$ 12,500	\$ 6,511	\$ 5,989	52%	\$ 8,000	\$ (4,500)	-36.0%
4140-00	Vendors/Exhibitors	\$ 12,500	\$ 11,585	\$ 915	93%	\$ 11,500	\$ (1,000)	-8.0%
	Subtotal Convention Income	\$ 55,000	\$ 45,915	\$ 9,085.00	83%	\$ 47,500	\$ (7,500)	-13.6%
4300-00	Dues	\$ 140,240	\$ 140,240	\$ -		\$ 140,240	\$ -	0.0%
4400-00	Other Income	\$ 500	\$ 3,318	\$ (2,818)	102%	\$ 1,100	\$ 600	120.0%
4500-00	NACo Roster	\$ 500	\$ 500	\$ -	100%	\$ 500	\$ -	0.0%
4600-00	MCCA Risk Pool Asmt	\$ 25,000	\$ 25,000	\$ -	100%	\$ 25,000	\$ -	0.0%
4800-00	From MainePERS PDL Fund		\$ 46,303	\$ (46,303)		\$ 6,500	\$ 6,500	
4810-00	Interest Income	\$ 50	\$ 41	\$ 9	82%	\$ 45	\$ (5)	-10.0%
4920-00	Use of Und. Fund Balance	\$ 25,260		\$ 25,260	0%	\$ 31,265	\$ 6,005	23.8%
	TOTAL INCOME	\$ 246,550	\$ 261,317	\$ (14,767)	106%	\$ 252,150	\$ 5,600	2.3%

EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2015 BUDGET	EXPENSES as of 11-2-15	BALANCE REMAINING	% Exp To Date	PROPOSED 2016 BUDGET	Amount Difference	Percent Change
5000-00	Payroll Expenses							
5020	Payroll Fees	\$ 1,850	\$ 1,468	\$ 382	79%	\$ 1,850	\$ -	0.0%
5030	FICA (Soc Sec & Medicare)	\$ 7,750	\$ 6,210	\$ 1,540	80%	\$ 7,800	\$ 50	0.6%
5040	Maine PERS (Retirement)		\$ -	\$ -		\$ 6,500	\$ 6,500	
5050	Salary - Office Manager	\$ 37,000	\$ 30,389	\$ 6,611	82%	\$ 38,000	\$ 1,000	2.7%
5060	Salary - Executive Director	\$ 74,000	\$ 60,369	\$ 13,631	82%	\$ 74,500	\$ 500	0.7%
5070	IRS			\$ -			\$ -	
	Subtotal Payroll Expense	\$ 120,600	\$ 98,436	\$ 22,164	82%	\$ 128,650	\$ 8,050	6.7%
5100-00	Insurance							
5110	Health Insurance	\$ 20,000	\$ 16,447	\$ 3,553	82%	\$ 21,000	\$ 1,000	5.0%
5120	Commercial, Crime, D & O Ins	\$ 2,000	\$ 1,872	\$ 128	94%	\$ 2,100	\$ 100	5.0%
5130	Workers Compensation Ins	\$ 600	\$ 611	\$ (11)	102%	\$ 650	\$ 50	8.3%
5140	Unemployment Comp Ins	\$ 500	\$ 447	\$ 53	89%	\$ 500	\$ -	0.0%
	Subtotal Insurance	\$ 23,100	\$ 19,377	\$ 3,723	84%	\$ 24,250	\$ 1,150	5.0%
6010-00	Professional Services							
6011	Bookkeeping	\$ 250		\$ 250	0%	\$ -	\$ (250)	
6012	Legal Services	\$ 500		\$ 500	0%	\$ 500	\$ -	0.0%
6013	Audit	\$ 1,800		\$ 1,800	0%	\$ 4,800	\$ 3,000	166.7%
	Subtotal Professional Service	\$ 2,550	\$ -	\$ 2,550	0%	\$ 5,300	\$ 2,750	107.8%
6030-00	Lobbying Expense							
6030	Contractual Lobbying	\$ 2,000		\$ 2,000	0%	\$ -	\$ (2,000)	
6031	Lobbying Registration	\$ 300	\$ 200	\$ 100	67%	\$ 200	\$ (100)	
	Subtotal Lobbying Expense	\$ 2,300	\$ 200	\$ 2,100	9%	\$ 200	\$ (2,100)	-91.3%
EXPENSE	EXPENSE	2015	EXPENSES	BALANCE	% Exp	PROPOSED	Amount	Percent

**2016 MCCA**  
**EXECUTIVE DIRECTOR'S PROPOSED BUDGET**  
*as of 11-12-15*

ACCT. NO.	ACCOUNT	BUDGET	as of 11-2-15	REMAINING	To Date	2016 BUDGET	Difference	Change
<b>6040-00</b>	<b>NACo Conferences</b>							
6041	Conferences	\$ 8,400	\$ 5,975	\$ 2,425	71%	\$ 8,500	\$ 100	1.2%
	<i>Subtotal Professional Service</i>	\$ 8,400	\$ 5,975	\$ 2,425	71%	\$ 8,500	\$ 100	1.2%
<b>6050-00</b>	<b>Education &amp; Training</b>	\$ 500	\$ 145	\$ 355	29%	\$ 500	\$ -	0.0%
<b>6100-00</b>	<b>Bank Charges</b>	\$ 50	\$ 5	\$ 45	10%	\$ 50	\$ -	0.0%
<b>6110-00</b>	<b>Convention Expense</b>							
6113	Entertainment/Speakers	\$ 5,000	\$ 6,443	\$ (1,443)	129%	\$ 6,500	\$ 1,500	30.0%
6114	MCCA Staff Expense	\$ 1,000	\$ 809	\$ 191	81%	\$ 1,000	\$ -	0.0%
6118	Meeting Expense	\$ 26,000	\$ 24,761	\$ 1,239	95%	\$ 25,000	\$ (1,000)	-3.8%
6121	Supplies	\$ 3,250	\$ 1,115	\$ 2,135	34%	\$ 2,500	\$ (750)	-23.1%
6135	Commissioner Retire. Plaques	\$ 600	\$ 140	\$ 460	23%	\$ 500	\$ (100)	-16.7%
	<i>Subtotal Convention Exp</i>	\$ 35,850	\$ 33,268	\$ 2,582	93%	\$ 35,500	\$ (350)	-1.0%
<b>6140-00</b>	<b>Copies &amp; Printing</b>							
6142	Directory	\$ 825	\$ 788	\$ 37	96%	\$ 825	\$ -	0.0%
6143	Other Copying or Printing	\$ 150		\$ 150	0%	\$ 150	\$ -	0.0%
	<i>Subtotal Copies &amp; Printing</i>	\$ 975	\$ 788	\$ 187	81%	\$ 975	\$ -	0.0%
<b>6145-00</b>	<b>Dues Expense</b>	\$ 1,500	\$ 1,300	\$ 200	87%	\$ 1,400	\$ (100)	-6.7%
<b>6150-00</b>	<b>Office Equipment</b>							
6151	Computer Hrdwr & Sftwr	\$ 1,500	\$ 856	\$ 644	57%	\$ 1,500	\$ -	0.0%
6152	IT Services	\$ 3,250	\$ 2,025	\$ 1,225	62%	\$ 2,800	\$ (450)	-13.8%
6153	Photocopier Lease	\$ 2,000	\$ 1,644	\$ 356	82%	\$ 2,000	\$ -	0.0%
6154	Printer & Supplies	\$ 1,700	\$ 662	\$ 1,038	39%	\$ 1,200	\$ (500)	-29.4%
6155	Telephone System	\$ 200		\$ 200	0%	\$ 200	\$ -	0.0%
6156	Other Office Equipment	\$ 500		\$ 500	0%	\$ 500	\$ -	0.0%
	<i>Subtotal Office Equipment</i>	\$ 9,150	\$ 5,187	\$ 3,963	57%	\$ 8,200	\$ (950)	-10.4%
<b>6160-00</b>	<b>Fees</b>	\$ 150	\$ 74	\$ 76	49%	\$ 100	\$ (50)	-33.3%
<b>6170-00</b>	<b>Meeting Expense</b>							
6171	Annual/Full Membership Mtgs	\$ 1,500	\$ 1,272	\$ 228	85%	\$ 1,500	\$ -	0.0%
6172	County Officials Workshop	\$ 250		\$ 250	0%	\$ 250	\$ -	0.0%
6173	Monthly Meetings	\$ 3,000	\$ 2,438	\$ 562	81%	\$ 3,250	\$ 250	8.3%
6174	Retreat Meeting	\$ 1,500		\$ 1,500	0%	\$ 800	\$ (700)	-46.7%
6175	Other Meetings	\$ 800	\$ 159	\$ 641	20%	\$ 800	\$ -	0.0%
	<i>Subtotal Meeting Expense</i>	\$ 7,050	\$ 3,869	\$ 3,181	55%	\$ 6,600	\$ (450)	-6.4%
<b>EXPENSE</b>	<b>EXPENSE</b>	<b>2015</b>	<b>EXPENSES</b>	<b>BALANCE</b>	<b>% Exp</b>	<b>PROPOSED</b>	<b>Amount</b>	<b>Percent</b>
<b>ACCT. NO.</b>	<b>ACCOUNT</b>	<b>BUDGET</b>	<b>as of 11-2-15</b>	<b>REMAINING</b>	<b>To Date</b>	<b>2016 BUDGET</b>	<b>Difference</b>	<b>Change</b>

**2016 MCCA**  
**EXECUTIVE DIRECTOR'S PROPOSED BUDGET**  
*as of 11-12-15*

6180-00	Mileage & Conference Travel Exp.	\$ 4,000	\$ 3,870	\$ 130	97%	\$ 5,200	\$ 1,200	30.0%
6195-00	Office Space Rental	\$ 18,375	\$ 14,741	\$ 3,634	80%	\$ 18,375	\$ -	0.0%
6215-00	Postage & Shipping	\$ 350	\$ 71	\$ 279	20%	\$ 250	\$ (100)	-28.6%
6230-00	Advertising	\$ 1,000		\$ 1,000	0%	\$ 750	\$ (250)	-25.0%
6235-00	Supplies	\$ 2,500	\$ 1,810	\$ 690	72%	\$ 2,500	\$ -	0.0%
6240-00	Telephone, Fax & Internet							
6241	Cell Phone	\$ 1,800	\$ 1,181	\$ 619	66%	\$ 1,600	\$ (200)	-11.1%
6242	Conference Call Line	\$ 100		\$ 100	0%	\$ -	\$ (100)	
6243	Phone, Fax, & Internet	\$ 3,000	\$ 1,340	\$ 1,660	45%	\$ 2,000	\$ (1,000)	-33.3%
	Subtotal Phone, Fax & Inter	\$ 4,900	\$ 2,521	\$ 2,379	51%	\$ 3,600	\$ (1,300)	-26.5%
6250-00	Website	\$ 250	\$ 18	\$ 232	7%	\$ 250	\$ -	0.0%
6260-00	Contingency	\$ 3,000	\$ -	\$ 3,000	0%	\$ 1,000	\$ (2,000)	-66.7%
<b>TOTAL</b>		<b>\$ 246,550</b>	<b>\$ 191,655</b>	<b>\$ 54,895</b>	<b>78%</b>	<b>\$ 252,150</b>	<b>\$ 5,600</b>	<b>2.3%</b>
	Percent Change	2.3%					<u>\$ 5,600</u>	



# **Maine County Commissioners Association**

## **2016 PROJECTED REVENUE**

### **4100-00 CONVENTION INCOME - \$47,500**

#### **4110 Plaques - \$ 0**

This is a new account to show revenue collected from counties that have MCCA get plaques for county employees who are not commissioners. We are not showing a dollar amount because non-commissioner plaque revenue is not guaranteed.

#### **4120-00 Registrations - \$28,000**

This account collects all registration payments for convention registration, meals, and participation in activities. Reduced from 2015 budget because less revenue than anticipated was received for 2015 convention.

#### **4130-00 Sponsorships - \$8,000**

This account holds revenue from contributions paid by organizations or individuals who donate or sponsor an event. This amount again reflects lower amounts received from sponsors for the 2015 convention.

#### **4140-00 Vendors/Exhibitors - \$11,500**

This income is received from vendors, exhibitors, and advertisers at the convention who are there to market their goods and services. The decreased amount is reflective of less revenue received in 2015.

### **4300-00 DUES - \$140,240**

This is the income received from member counties' annual dues. No increase is proposed for 2016.

### **4400-00 OTHER INCOME - \$1,100**

Any other miscellaneous income that MCCA receives during the year that does not fit within listed budgetary categories is shown in this line. This includes payments from NACo for MCCA's marketing of programs sponsored by NACo, such as the discount health prescription drug and dental programs and the U.S. Communities joint purchasing program.

### **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.

**4800-00 From MainePERS PDL Fund - \$6,500**

Funds allocated from the MainePERS surplus PDL fund that will be used this fiscal year for the employer's contribution toward employee retirement in MainePERS.

**4810-00 INTEREST INCOME - \$45**

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

**4920-00 TRANSFER FROM FUND BALANCE - \$31,265**

Surplus funds to be used from the undesignated fund balance to offset budget expenditures are shown in this account. The amount recommended is well within the parameters established by the *Financial Management & Investment Policy*. MCCA expects approximately \$150,000 as the general fund balance at the end of 2015, and Section 4. Fund Balance of the *Financial Management & Investment Policy* states, "The MCCA hereby establishes a policy that requires the MCCA to maintain a minimum undesignated fund balance equal to approximately **two months expenditures.**"

MCCA's average monthly expenditure is \$20,697, and the highest level has been \$42,620. The average monthly expenditure added to the highest level totals \$63,317, which might be considered the lowest level of acceptable undesignated fund balance for MCCA. Subtracting the amount of surplus recommended for use with the 2016 budget from the projected surplus fund balance of \$150,000 leaves a healthy fund balance of \$117,335.

**TOTAL REVENUE PROJECTED FOR 2016 - \$252,150**



# **Maine County Commissioners Association**

## **PROJECTED 2016 EXPENSES**

### **5000-00 PAYROLL EXPENSES - \$128,650**

#### **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. No change is proposed for 2016.

#### **5030-00 Social Security & Medicare (FICA) - \$7,800**

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 - \$6,500**

MCCA now pays the employer contribution, since the PLD surplus was turned over to MCCA. MCCA's contribution for this non-COLA-adjusted retirement program is now 5.6% of the employees' gross salary, and the employee's contribution is 7.5%.

#### **5050-00 Office Manager's Salary - \$38,000**

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

#### **5060-00 Executive Director's Salary - \$74,500**

The budget for the Executive Director's annual salary is shown with a \$500 increase in available funding.

### **5100-00 INSURANCE - \$24,250**

#### **5110-00 Health Insurance - \$21,000**

Amounts MCCA pays for employee health insurance are posted to this line. MCCA utilizes the health insurance services offered by the Maine Municipal Employees Health Trust (MMEHT). Employees are allowed to choose one of three plans offered, and MCCA pays 90% of the single employee premium for the employee's chosen plan. In 2014 the board voted to apply an additional \$2,000 per year toward the additional cost of the Husband & Wife plan along with 90% of the cost of the single employee plan.

MMEHT informed us that in 2016 the cost of premiums for the POS C plan will increase by 6.25%, and the POS 200 plan increases by 8.25%. These are the two types of health insurance plans currently used by MCCA employees.

**5120-00 Commercial, Crime Protection, & Officers' & Directors' Insurance - \$2,100**

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 8/23/15 – 8/23/16
- **Crime Protection** - \$492 – Ohio Casualty Group via Macomber, Farr & Whitten, effective 6/19/15 – 6/19/16
- **Directors & Officers** - \$852 – Twin City Fire Insurance Co., via Macomber, Farr & Whitten; effective 4/22/15 – 4/22/16

**5130-00 Workers Compensation Insurance - \$650**

Amounts paid for workers compensation insurance for employees are posted to this line. The policy is effective 7/2/15-7/2/16. The annual premium quoted to us was \$589; however, so far in 2015 we have exceeded our \$600 budget by \$11.

**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 same budget of \$500 should be adequate.

**6010-00 PROFESSIONAL SERVICES - \$5,300**

**6011-00 Bookkeeping - \$0**

This cost has now been removed from the budget, since the Office Manager does all bookkeeping for the association.

**6012-00 Legal Services - \$500**

This line contains an appropriation at no change from last year's allocation for legal services.

**6013-00 Financial Audit - \$4,800**

An audit of MCCA's finances is required at least every two years, and this is the year an audit needs to be done for the past two years. Because the cost for an 18 month audit was \$3,600, we have increased the budget for the 2-year audit accordingly. The actual cost will be determined by the proposals we receive and ultimately accept.

**6030-00 LOBBYING - \$200**

**6030-00 Contractual Lobbying - \$0**

Contractual lobbying service was not used in 2014; and so far in 2015 the MCCA has not received a bill for contractual lobbying service. Therefore, I am proposing to

eliminate funding for contracted lobbying in 2016. The MCCA Executive Director and other members of the MCCA can perform the required lobbying functions for the association without having to pay a contracted lobbyist.

**6031-00 Lobbying Registration - \$200**

Those who engage in lobbying activities at the Maine Legislature are required to pay a registration fee to the Maine Ethics Commission. The fee for a lobbyist registration is \$200.

**6040-00 NACo CONFERENCES - \$8,500**

This funding pays for conference registration, hotel, and meal expenses for two conferences each for two county commissioners and the executive director. Travel reimbursements for conferences are paid from the Mileage & Travel Expenditure account 6180-00.

**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 - \$35,500**

**6113-00 Entertainment/Speakers - \$6,500**

Based on the last conference, it is estimated that up to about \$5,000 may be needed to compensate speakers and entertainment for the 2016 convention.

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

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

**6118-00 Meeting Expense - \$25,000**

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

**6121-00 Supplies - \$2,500**

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 - \$500**

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 - \$1,400**

Dues for memberships are posted to this account. Currently, MCCA pays dues to the following organizations: NACo/NCCAE – \$500; MMA – \$600; and ICMA – \$200.

## **6150-00 OFFICE EQUIPMENT - \$8,200**

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

Any purchases of computer hardware or software are posted here. One known piece of hardware suggested for 2016 is a laptop for the Executive Director that can be used for off-site work.

### **6152-00 IT Services - \$2,800**

In order to maintain the MCCA computer system and keep its auxiliary hardware operating at maximum performance, we contract with an IT 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 - \$1,200**

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 would pay for upgrades or repairs to the phone system. Although none are anticipated at this time, it would be safe to have a small allocation here in case it's needed.

### **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 - \$100**

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

**6170-00 MEETING EXPENSE - \$6,600**

**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 - \$3,250**

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

**6174-00 Retreat Meeting Expense - \$800**

This line funds a Commissioners' 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. The cost of facility rental and refreshments for special meetings are charged to this account.

**6180-00 MILEAGE & CONFERENCE TRAVEL EXPENSE - \$5,200**

This expenditure line is increased by \$1,200 from 2015 to pay for airfare for additional conferences. The increase is due to the fact that MCCA has added an additional commissioner as a representative to NACo. The amount has been offset by a \$2,000 payment from NACo because Maine has now achieved 100% membership.

Funds in this account reimburse staff for mileage associated with use of personal vehicles for work-related travel and airfare and other transportation costs associated with conferences and continuing education for commissioners and staff.

**6195-00 OFFICE RENTAL - \$18,375**

This account is used to pay the Maine Farm Bureau for leasing office space at 4 Gabriel Drive, Augusta. A new monthly lease amount of \$1,497 became effective April 1, 2015.

**6215-00 POSTAGE - \$250**

Amounts paid for postage and shipping are posted here; the amount is reduced from last year.

**6230-00 ADVERTISING - \$750**

Advertising costs for marketing programs, providing notice to the public, advertising requests for proposals, and employee hiring processes are shown in this account.

**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 - \$3,600**

**6241-00 Cell Phone - \$1,600**

Reimbursements to the Executive Director and Office Manager 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 - \$0**

This funding is not necessary, as no specific charge has ever been assessed for MCCA to have the ability to host conference calls.

**6243-00 Other Telephone, Fax & Internet - \$2,000**

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 - \$1,000**

With approval from the Executive Committee, this account funds emergency expenditures not otherwise identified in the budget. Money remaining at year's end reverts to fund balance.

**TOTAL EXPENDITURES PROJECTED FOR 2016 - \$252,150**

**White Flour Catering, LLC**

205 Church Hill Road  
Augusta, ME 04330 US  
(207)6228755  
carla@whiteflour.com  
www.whiteflour.com

**Estimate**

ADDRESS  
Lauren Haven  
Maine County Commissioners  
Association  
4 Gabriel Drive, Suite 2  
Augusta, ME 04330

SHIP TO  
JANUARY 13, 2016  
SAM's LL Bean Room  
Breakfast Ready 8am  
Lunch Ready Noon  
End Time:

ESTIMATE #  
1177

DATE  
11/10/2015

SHIP DATE	TRACKING NO.	CONTACT PERSON	NUMBER OF GUESTS
01/13/2016	Revised	Lauren	40

DESCRIPTION	QTY	RATE	AMOUNT
Coffee& Tea Set Up	40	5.25	210.00
Breakfast Treats - Chef's choice may include muffin, Danish, scones, coffee cake, English muffins, or bagels			
Chicken & Pasta	40	10.00	400.00
Penne Pasta & Chicken			
Almond Mandarin Salad			
Garlic Bread			
Vegetarian Quiche 6-8 servings	1	32.00	32.00
Decanters of Ice Tea, etc.	25	1.00	25.00
Soda & Water	25	1.25	31.25
German Chocolate Cake - 2 serves 40-44 guests	2	30.00	60.00
Full service - Includes professional staff, set up, service and clean-up	1	50.00	50.00
Estimate 1 at 2 hours			
\$136.44 Gratuity for service -		0.00	0.00
Conference Facility Fees - All Day*	1	325.00	325.00

**\$1,133.25**









## SENATOR INN & SPA

EVENT & CONFERENCE CENTER

### Breakfast:

1. Coffee Service 120.00
2. Orange Juice/Cranberry by Carafe 36.00 (9.00 per carafe)
3. Muffins by Dozen 54.00 (16.00 dozen)

### Lunch:

4. Buffet Lunch 680.00
5. Room Charge 90.00
6. Service Charge 20% 178.00

TOTAL ESTIMATE → 1158.00

**Hot Lunch Buffet 17.00 minimum of 10 Guests**  
Sautéed Chicken Breast in a White Wine Cream Sauce  
Senator Meatloaf with Gravy  
Five Grain Rice Medley, Maple Carrots  
Cole Slaw & Potato Salad - Pickles & Olives  
Caesar Salad & Chef's Choice Bread  
Choice of Dessert

### Lunch Options:

**European Buffet 17.00 minimum of 15 Guests**  
Beef Stroganoff, Chicken Provencal, Herbed Butter Pasta, Green Beans with Toasted Almonds  
Greek Salad  
Choice of Dessert

**Oriental Express Buffet 17.00 minimum of 15 Guests**  
Stir Fry with Choice of One of the following: Pork Loin, Shrimp or Vegetarian  
Sweet and Sour Chicken, Basmati Rice, Sesame Broccoli  
Spinach Salad with Avocado, Shredded Carrot, Cucumber, Red Pepper & Wasabi Vinaigrette  
Choice of Dessert

**Pizza Luncheon Buffet 17.00 minimum of 30 Guests**  
Assorted Pizzas to include: Three Cheese Pizza, Pepperoni Pizza,  
Grilled Chicken & Pesto with Roasted Mushrooms, Caramelized Onions, Pine Nuts and Three Cheeses  
Caesar Salad, Tossed Salad and assorted Dressings, Broccoli Cheddar Salad, Pasta Salad,  
House Bean Salad, Marinated Carrot Salad, Potato Salad and Pickled Beets  
Choice of Dessert

**Cloud 9 Lunch Buffet 17.00 minimum 30 Guests**  
Homemade Fresh Vegetable Lasagna, Country Chicken Pie in Pastry,  
Baked Apples, Steamed Broccoli, Roasted Herbed Potatoes,  
Senator House Salad and Garlic Bread.  
Choice of Dessert

**Lunch Deli Buffet 17.00 minimum of 30 Guests**  
Homemade Soup of the Day  
Assorted Cold Cuts & Cheeses  
House Chicken Salad  
Mediterranean Tuna Salad  
Assorted Bread Basket  
Potato Chips, Potato Salad, House Cole Slaw, Marinated Carrot Salad,  
Pickled Beets, House Bean Salad, Deviled Eggs, Kosher Dills and  
Tossed Salad Bowl with Assorted Dressings  
Choice of Dessert

284 Western Avenue ~ Augusta, Maine 04330  
Toll Free: 1-877-772-2224 | Local: (207) 622-8800





**Estimate**  
**Maine County Commissioners**  
**Camden National Bank Ice Vault**  
**Annual Meeting January 13, 2016**

<b>Menu</b>	<b>Price per Person</b>	<b>40 People</b>
Assorted Breakfast Items such as Danish, muffins, juice, coffee, etc.	\$7.50	\$300
Lunch Buffet Consists of Two Salads, One Vegetable, One Starch & Desert	\$19.99	\$799.60
<b>Prepared salads</b> (select two) Caesar Salad, Tossed Garden Salad (iceberg lettuce), Italian Pasta Salad, Coleslaw, Potato Salad, Mixed Greens, Vine ripened tomatoes and Cucumber salad with house French dressing		
<b>Vegetable choices</b> (select one) Maple Glazed Fresh Baby Carrots, Peas with Pearl Onions, Fresh Mashed Carrots and Turnip, Corn with Diced Red and Green Peppers, Baby Green Beans with Diced Bacon, Mashed Winter Squash		
<b>Starches</b> (select one) Fresh Mashed Potatoes, Scalloped Potatoes Au'Gratin, Herb Oiled Roasted Red Potatoes, Rice pilaf, baked potato		
<b>Hot Dish</b> (select one) Seasoned Baked Chicken, Barbecued Chicken, Teriyaki Chicken, American Chop Suey, Chili with Meat and Beans, Baked or B.B.Q. Beans, B.B.Q. Meatballs, Chicken Cacciatore, Sheppard's Pie, Lasagna with Meat Sauce Manicotti with Sausage and Peppers, Baked Macaroni and Cheese		
<b>Desert</b> Pie or cake		
Delivery Charge and Setup		\$20
<hr/> Subtotal		\$1,119.60
Camden National Bank Ice Vault Meeting Room		\$175.00
<hr/> Total		\$1,294.60

Camden National Bank Ice Vault 203 Whitten Road, Augusta, ME 04330  
Rebecca's Place 434 Eastern Avenue (Route 17 East) Augusta, ME 04330





# The Governor Hill Mansion

136 State Street  
Augusta, ME 04330

(207)629-4052  
governorhillmansion@gmail.com  
<http://www.governorhillmansion.com>

## Estimate

Date	Estimate #
11/06/2015	1303
Exp. Date	

Address
Maine County Commissioner's Office 4 Grabriel Drive Suite #2 Augusta, ME 04330

Date	Service	Activity	Quantity	Rate	Amount
01/13/2016	ROOM RENTAL FEE	Columbus Hall	1	250.00	250.00
01/13/2016	FOOD SALES	Coffee/Tea/Juice/Muffins & fruit	30	6.75	202.50
01/13/2016	FOOD SALES	Lunch - Beef Tips/Mash potatoes/Butternut squash/Veggie Alfredo/rolls/garden salad	40	15.99	639.60
01/13/2016	FOOD SALES	Chocolate Cake	30	3.50	105.00
01/13/2016	EQUIPMENT RENTAL	Microphone	1	15.00	15.00
01/13/2016	SERVICES	Labor 18% food	1	170.00	170.00
				<b>Total</b>	<b>\$1,382.10</b>

This is an Estimate of your charges. Please send in the signed contract and the non-refundable Deposit of the Room Fee to confirm your event. Thank you.

Accepted By

Accepted Date





STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
78 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0078

SERVING THE PUBLIC AND DELIVERING ESSENTIAL SERVICES TO STATE GOVERNMENT

PAUL R. LePAGE  
GOVERNOR

RICHARD W. ROSEN  
COMMISSIONER

November 2, 2015

Rosemary Kulow, Executive Director  
Maine County Commissioners Association  
4 Gabriel Drive, Suite 2  
Augusta, Maine 04330

Dear Ms. Kulow,

As you know, Governor LePage has placed tax reform and relief at the top of his agenda. The Governor has introduced a number of initiatives aimed at reducing income and property taxes for Maine citizens. Toward that end, the State's Fund for the Efficient Delivery of Local and Regional Services has been revitalized for the 2016-17 biennium.

The Fund was established in 2005 to encourage intergovernmental cooperation on projects that will result in cost-savings, and ultimately a reduction in property taxes. In support of this, the Fund provides monetary assistance to municipalities, counties and state agencies that work together for this purpose. The State has up to \$1.5 million available in the 2016-17 biennium for these intergovernmental projects.

One of the steps in making these funds available is to assemble a review panel, which is comprised of representatives from the state, counties, municipalities and service center communities. I am writing to ask for the Association's assistance in recommending a representative for county and regional governments.

In accordance with the statute, the recommendations will be forwarded to Governor LePage for review and appointment to the panel. To allow time for the review of recommendations and to appoint the selected representatives, I'd like to have the Association's and the Coalition's recommendations by December 4, 2015. Please include at least three recommendations for each of the three representative positions.

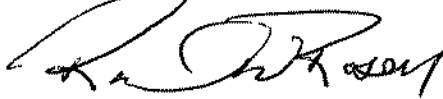
On behalf of the Governor, the Department of Administrative and Financial Services (DAFS) has issued a Request for Proposals, with proposals from government agencies due no later than January 15, 2016. The panel will be responsible for reviewing the proposals, scoring them in accordance with the eligibility criteria, and notifying the applicants of its determinations.

Based on the proposal due date, I expect that work for the panel would occur in February and March 2016.

For DAFS, Associate Commissioner Kimberly Smith will coordinate the reviews and the awarding of contracts. Feel free to contact either one of us with any questions you have. She may be reached at 624-7389 or at [Kimberly.A.Smith@Maine.gov](mailto:Kimberly.A.Smith@Maine.gov).

We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "R. W. Rosen", written over a horizontal line.

Richard W. Rosen  
Commissioner



# MAINE COUNTY COMMISSIONERS ASSOCIATION

## October 2015 Financial Report

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Attached please find the monthly financial reports for the month of October 2015. The Balance Sheet shows total Assets/Liabilities & Equity at \$185,318.41. Debits to the bank account in October totaled \$34,359.48. The ending bank balance on October 31<sup>st</sup> was \$185,143.41.

With about **83%** of the budget year completed, 87% of *budgeted* revenue (\$215,014), which does not include the disbursement from the MainePERS PLD surplus fund, had been received by the end of October. MCCA received a total of \$102.22 income in October.

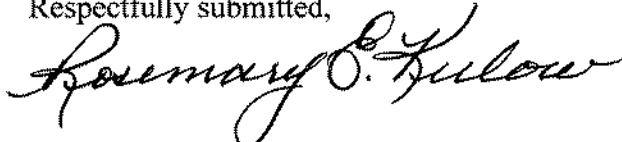
On the expenditure side of MCCA's budget, a total of \$191,655 (78%) had been expended by October 31<sup>st</sup>. \$42,620 (17% of the total budget) was expended in October. See the *Profit & Loss Budget vs. Actual* report for additional revenue and expenditure details for the year.

By October 31<sup>st</sup> MCCA had received \$45,915, or 83% of what had been budgeted for Convention Income. This is about \$9,085 short of the budget projection. As of October 31<sup>st</sup>, \$33,268 (93% of the budget) had been spent on convention expenditures, with \$23,226 paid out in October. The bulk of this was the \$19,564 bill for the convention facility and meals. The good news is that even though the Convention received less income than estimated, it earned \$12,647 *more* in income than it expended.

The MCCA budget is in fine shape, and only line 6180-00 *Mileage & Travel Expense* looks as if it might run over by the end of the year. This line was reduced from the recommended amount at the annual meeting when the budget was adopted. Fortunately, the many other lines which see less expenditure than anticipated will more than make up the difference.

Please let us know if you have any questions or would like to see anything different in the financial reports.

Respectfully submitted,



Rosemary E. Kulow  
Executive Director

Accepted by:

Date: \_\_\_\_\_

\_\_\_\_\_  
William Blodgett, President

\_\_\_\_\_  
Peter Baldacci, Vice-President

\_\_\_\_\_  
Thomas Coward, Secretary-Treasurer



**Maine County Commissioners Association**  
**Balance Sheet**  
As of October 31, 2015

	<u>October 2015</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
MCCA Checking-Savings Bank	185,143.41
Petty Cash Account	<u>200.00</u>
<b>Total Checking/Savings</b>	185,343.41
<b>Accounts Receivable</b>	
Receivables	<u>-25.00</u>
<b>Total Accounts Receivable</b>	<u>-25.00</u>
<b>Total Current Assets</b>	<u>185,318.41</u>
<b>TOTAL ASSETS</b>	<u><u>185,318.41</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	<u>-717.42</u>
<b>Total Accounts Payable</b>	-717.42
<b>Other Current Liabilities</b>	
1000-00 · Employee Health Insurance Contr	-398.85
1001-00 · MainePERS Employee Contribution	<u>146.39</u>
<b>Total Other Current Liabilities</b>	<u>-252.46</u>
<b>Total Current Liabilities</b>	<u>-969.88</u>
<b>Total Liabilities</b>	-969.88
<b>Equity</b>	
3200-00 · Fund Balance to Current Yr Inc	-59,216.00
3900-00 · Earnings	175,841.44
Net Income	<u>69,662.85</u>
<b>Total Equity</b>	<u>186,288.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>185,318.41</u></u>



11:31 AM  
11/03/15

**Maine County Commissioners Association**  
**Reconciliation Summary**  
MCCA Checking-Savings Bank, Period Ending 10/31/2015

	<b>October 2015</b>
<b>Beginning Balance</b>	<u>226,104.39</u>
<b>Cleared Transactions</b>	
Checks and Payments - 24 items	-43,269.29
Deposits and Credits - 7 items	<u>2,308.31</u>
<b>Total Cleared Transactions</b>	<u>-40,960.98</u>
 <b>Cleared Balance</b>	 <u><u>185,143.41</u></u>
 <b>Register Balance as of 10/31/2015</b>	 185,143.41
<b>Ending Balance</b>	185,143.41



11:30 AM

11/03/15

**Maine County Commissioners Association**  
**Reconciliation Detail**  
**MCCA Checking-Savings Bank, Period Ending 10/31/2015**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						226,104.39
<b>Cleared Transactions</b>						
<b>Checks and Payments - 24 items</b>						
Check	8/3/2015	EFT	Bank of Maine	X	-1.00	-1.00
Bill Pmt -Check	9/12/2015	3576	Maine Municipal...	X	-174.00	-175.00
Bill Pmt -Check	10/1/2015	3580	Atlantic Oceansi...	X	-20,716.80	-20,891.80
Bill Pmt -Check	10/1/2015	3579	Maine Farm Bur...	X	-1,497.17	-22,388.97
Bill Pmt -Check	10/1/2015	3584	Annalee Ziman ...	X	-492.84	-22,881.81
Bill Pmt -Check	10/1/2015	3583	Nancy Marshall	X	-352.06	-23,233.87
Bill Pmt -Check	10/1/2015	3578	Gorham Leasin...	X	-164.35	-23,398.22
Bill Pmt -Check	10/1/2015	3582	Staples Credit P...	X	-59.06	-23,457.28
Bill Pmt -Check	10/1/2015	3581	Hancock County...	X	-47.95	-23,505.23
Bill Pmt -Check	10/2/2015	EFT	Bangor Payroll	X	-1,865.37	-25,370.60
Bill Pmt -Check	10/6/2015	3586	Penobscot Cou...	X	-1,805.01	-27,175.61
Bill Pmt -Check	10/6/2015	3585	MainePERS	X	-474.67	-27,650.28
Bill Pmt -Check	10/6/2015	3587	Great Falls Insu...	X	-97.00	-27,747.28
Bill Pmt -Check	10/9/2015	EFT	Bangor Payroll	X	-1,865.37	-29,612.65
Bill Pmt -Check	10/16/2015	EFT	Bangor Payroll	X	-1,865.37	-31,478.02
Bill Pmt -Check	10/16/2015	3588	Bank of Maine	X	-1,798.90	-33,276.92
Bill Pmt -Check	10/16/2015	3590	Kulow, Rosemary	X	-442.00	-33,718.92
Bill Pmt -Check	10/16/2015	3589	Country Cafe C...	X	-250.00	-33,968.92
Bill Pmt -Check	10/16/2015	3591	Haven, Lauren	X	-127.60	-34,096.52
Bill Pmt -Check	10/16/2015	3592	Maine Municipal...	X	-20.00	-34,116.52
Bill Pmt -Check	10/22/2015	3593	Maine Farm Bur...	X	-1,497.17	-35,613.69
Bill Pmt -Check	10/22/2015	3594	Capitol Comput...	X	-125.00	-35,738.69
Bill Pmt -Check	10/23/2015	EFT	Bangor Payroll	X	-1,865.37	-37,604.06
Bill Pmt -Check	10/30/2015	EFT	Bangor Payroll	X	-5,665.23	-43,269.29
<b>Total Checks and Payments</b>					<b>-43,269.29</b>	<b>-43,269.29</b>
<b>Deposits and Credits - 7 items</b>						
Deposit	10/5/2015			X	134.00	134.00
Payment	10/15/2015	61579	Oxford County	X	66.00	200.00
Deposit	10/15/2015		NACo	X	2,000.00	2,200.00
Payment	10/16/2015		Hancock County	X	33.11	2,233.11
Payment	10/16/2015	25447	Lincoln County	X	36.00	2,269.11

11:30 AM

11/03/15

**Maine County Commissioners Association**  
**Reconciliation Detail**  
**MCCA Checking-Savings Bank, Period Ending 10/31/2015**

Type	Date	Num	Name	Clr	Amount	Balance
Payment	10/22/2015		Franklin County	X	33.11	2,302.22
Deposit	10/31/2015			X	6.09	2,308.31
Total Deposits and Credits					2,308.31	2,308.31
Total Cleared Transactions					-40,960.98	-40,960.98
Cleared Balance					-40,960.98	185,143.41
Register Balance as of 10/31/2015					-40,960.98	185,143.41
Ending Balance					-40,960.98	185,143.41



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

	Budget 2015	October 2015	Jan-Oct 2015	\$ Over Budget	% of Budget
<b>Income</b>					
4100-00 · Convention Income					
4110-00 · Plaques		66	66		
4120-00 · Registration	30,000	102	27,753	-2,247	93%
4130-00 · Sponsorship	12,500		6,511	-5,989	52%
4140-00 · Vendor	12,500		11,585	-915	93%
<b>Total 4100-00 · Convention Income</b>	<b>55,000</b>	<b>168</b>	<b>45,915</b>	<b>-9,085</b>	<b>83%</b>
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	500	2,134	3,318	2,818	664%
4500-00 · NACo Roster	500		500		100%
4600-00 · MCCA Risk Pool Assessment	25,000		25,000		100%
4800-00 · MainePERS Surplus Funds		-475	46,303		
4810-00 · Interest Earned	50	6	41	-9	82%
4920-00 · Transfer in from Fund Balance	25,260			-25,260	
<b>Total Income</b>	<b>246,550</b>	<b>1,833</b>	<b>261,317</b>	<b>14,767</b>	<b>106%</b>
<b>Expense</b>					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,850	168	1,468	-382	79%
5030-00 · FICA	7,750	728	6,210	-1,540	80%
5050-00 · Salary - Office Manager	37,000	3,534	30,389	-6,611	82%
5060-00 · Salary - Executive Director	74,000	7,062	60,369	-13,631	82%
<b>Total 5000-00 · Payroll Expenses</b>	<b>120,600</b>	<b>11,492</b>	<b>98,436</b>	<b>-22,164</b>	<b>82%</b>
5100-00 · Insurance					
5110-00 · Health Insurance	20,000	1,635	16,447	-3,553	82%
5120-00 · Commercial, Crime, D&O Ins	2,000		1,872	-128	94%
5130-00 · Workers Comp	600	97	611	11	102%
5140-00 · Unemployment Comp Ins	500		447	-53	89%
<b>Total 5100-00 · Insurance</b>	<b>23,100</b>	<b>1,732</b>	<b>19,377</b>	<b>-3,723</b>	<b>84%</b>
6010-00 · Prof. Services					
6011-00 · Prof Services-Bookkeeping	250			-250	
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	1,800			-1,800	
<b>Total 6010-00 · Prof. Services</b>	<b>2,550</b>			<b>-2,550</b>	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	300		200	-100	67%

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

	Budget 2015	October 2015	Jan-Oct 2015	\$ Over Budget	% of Budget
6032-00 · Lobbying - Contractual	2,000			-2,000	
<b>Total 6030-00 · Lobbying</b>	<b>2,300</b>		<b>200</b>	<b>-2,100</b>	<b>9%</b>
 6040-00 · NACO Expenses					
6041-00 · Conferences	8,400	1,005	5,975	-2,425	71%
<b>Total 6040-00 · NACO Expenses</b>	<b>8,400</b>	<b>1,005</b>	<b>5,975</b>	<b>-2,425</b>	<b>71%</b>
 6050-00 · Education and Training	500		145	-355	29%
6100-00 · Bank Charges	50		5	-45	10%
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers	5,000	3,143	6,443	1,443	129%
6114-00 · MCCA Staff Registration Expense	1,000	320	809	-191	81%
6118-00 · Meeting Exp.	26,000	19,564	24,761	-1,239	95%
6121-00 · Supplies	3,250	59	1,115	-2,135	34%
6124-00 · Commissioner Retirement Plaques	600	140	140	-460	23%
<b>Total 6110-00 · Convention Exp.</b>	<b>35,850</b>	<b>23,226</b>	<b>33,268</b>	<b>-2,582</b>	<b>93%</b>
 6140-00 · Copies-Printing					
6142-00 · Directory	825		788	-37	96%
6143-00 · Other Copying or Printing	150			-150	
<b>Total 6140-00 · Copies-Printing</b>	<b>975</b>		<b>788</b>	<b>-187</b>	<b>81%</b>
 6145-00 · Dues Expense	1,500		1,300	-200	87%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	1,500		856	-644	57%
6152-00 · IT Services	3,250	125	2,025	-1,225	62%
6153-00 · Photocopier Lease	2,000	164	1,644	-356	82%
6154-00 · Printer & Supplies	1,700		662	-1,038	39%
6155-00 · Telephone System	200			-200	
6156-00 · Other	500			-500	
<b>Total 6150-00 · Equipment - Office</b>	<b>9,150</b>	<b>289</b>	<b>5,187</b>	<b>-3,963</b>	<b>57%</b>
 6160-00 · Fees	150		74	-76	49%
6170-00 · Meeting exp.					
6171-00 · Annual Meeting	1,500		1,272	-228	85%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	3,000	312	2,438	-562	81%
6174-00 · Retreat Meeting	1,500			-1,500	
6175-00 · Meetings - Other	800		159	-641	20%
<b>Total 6170-00 · Meeting exp.</b>	<b>7,050</b>	<b>312</b>	<b>3,869</b>	<b>-3,181</b>	<b>55%</b>

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

	Budget 2015	October 2015	Jan-Oct 2015	\$ Over Budget	% of Budget
6180-00 · Mileage & Travel Expense	4,000	1,177	3,870	-130	97%
6195-00 · Office Space Rental	18,375	2,994	14,741	-3,634	80%
6215-00 · Postage-Shpping	350		71	-279	20%
6230-00 · Advertising	1,000			-1,000	
6235-00 · Supplies	2,500	110	1,810	-690	72%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,800	115	1,181	-619	66%
6242-00 · Conference Call Line	100			-100	
6243-00 · Phone, Fax & Internet	3,000	168	1,340	-1,660	45%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>4,900</b>	<b>283</b>	<b>2,521</b>	<b>-2,379</b>	<b>51%</b>
6250-00 · Website	250		18	-232	7%
6260-00 · Contingency	3,000			-3,000	
<b>Total Expense</b>	<b>246,550</b>	<b>42,620</b>	<b>191,655</b>	<b>-54,895</b>	<b>78%</b>



# Maine County Commissioners Association Transaction Detail by Account October 2015

Type	Date	Numb	Name	Memo	Amount
MCCA Checking-Savings Bank					
Bill Pmt -Check	10/1	3578	Gorham Leasing Group	Lease #ME1827	-164.35
Bill Pmt -Check	10/1	3579	Maine Farm Bureau Building Association	Office Rent	-1,497.17
Bill Pmt -Check	10/1	3580	Atlantic Oceanside		-20,716.80
Bill Pmt -Check	10/1	3581	Hancock County		-47.95
Bill Pmt -Check	10/1	3582	Staples Credit Plan		-59.06
Bill Pmt -Check	10/1	3583	Nancy Marshall	Convention Speaker Expenses	-352.06
Bill Pmt -Check	10/1	3584	Annalee Ziman Rosenblatt	Convention Speaker Expenses	-492.84
Bill Pmt -Check	10/2	EFT	Bangor Payroll	Payroll for week 9/21 to 9/27/15	-1,865.37
Deposit	10/5			Deposit	134.00
Bill Pmt -Check	10/6	3585	MainePERS		-474.67
Bill Pmt -Check	10/6	3586	Penobscot County Treasurer	NACo Conference	-1,805.01
Bill Pmt -Check	10/6	3587	Great Falls Insurance Company	Policy WCD0809690014	-97.00
Bill Pmt -Check	10/9	EFT	Bangor Payroll	Payroll for week 9/28 to 10/04/15	-1,865.37
Payment	10/15	61579	Oxford County	Convention Meals	66.00
Deposit	10/15		NACo	Deposit	2,000.00
Bill Pmt -Check	10/16	3588	Bank of Maine	Visa Payment	-1,798.90
Bill Pmt -Check	10/16	3589	Country Cafe Catering	BOD Meeting Lunch	-250.00
Bill Pmt -Check	10/16	3590	Kulow, Rosemary	Executive Director Expenses	-442.00
Bill Pmt -Check	10/16	3591	Haven, Lauren		-127.60
Bill Pmt -Check	10/16	3592	Maine Municipal Association	Maine Municipal Directory	-20.00
Payment	10/16	25447	Lincoln County	Added Meals	36.00
Payment	10/16		Hancock County		33.11
Bill Pmt -Check	10/16	EFT	Bangor Payroll	Payroll for week 10/05 to 10/11/15	-1,865.37
Payment	10/22		Franklin County	Plaque	33.11
Bill Pmt -Check	10/22	3593	Maine Farm Bureau Building Association	Office Rent	-1,497.17
Bill Pmt -Check	10/22	3594	Capitol Computers/Main Security		-125.00
Bill Pmt -Check	10/23	EFT	Bangor Payroll	Payroll for week 10/12 to 10/18/15	-1,865.37
Bill Pmt -Check	10/30	EFT	Bangor Payroll	Payroll for week 10/19 to 10/25/15	-5,665.23
Deposit	10/31			Interest	6.09
					-40,785.98
Total MCCA Checking-Savings Bank					
Receivables					
Invoice	10/2	1971	Franklin County		33.11
Payment	10/15	61579	Oxford County	Convention Meals	-66.00
Payment	10/16	25447	Lincoln County	Added Meals	-36.00
Payment	10/16		Hancock County		-33.11
Payment	10/22		Franklin County	Plaque	-33.11
					-135.11
Total Receivables					
Accounts Payable					
Bill	10/1		Atlantic Oceanside		-20,716.80
Bill	10/1		Nancy Marshall	Convention Speaker Expenses	-352.06
Bill	10/1		Maine Farm Bureau Building Association	Office Rent	-1,497.17
Bill	10/1		Annalee Ziman Rosenblatt	Convention Speaker Expenses	-492.84

# Maine County Commissioners Association Transaction Detail by Account October 2015

Type	Date	Num	Name	Memo	Amount
Bill	10/1		Gorham Leasing Group	Lease #ME1827	-164.35
Bill Pmt -Check	10/1	3578	Gorham Leasing Group	Lease #ME1827	164.35
Bill Pmt -Check	10/1	3579	Maine Farm Bureau Building Association	Office Rent	1,497.17
Bill Pmt -Check	10/1	3580	Atlantic Oceanside		20,716.80
Bill Pmt -Check	10/1	3581	Hancock County_		47.95
Bill	10/1		Staples Credit Plan		-59.06
Bill Pmt -Check	10/1	3582	Staples Credit Plan		59.06
Bill Pmt -Check	10/1	3583	Nancy Marshall	Convention Speaker Expenses	352.06
Bill Pmt -Check	10/1	3584	Annalee Ziman Rosenblatt	Convention Speaker Expenses	492.84
Bill	10/2	2015-40	Bangor Payroll	Payroll for week 9/21 to 9/27/15	-1,865.37
Bill Pmt -Check	10/2	EFT	Bangor Payroll	Payroll for week 9/21 to 9/27/15	1,865.37
Bill	10/6		Penobscot County Treasurer	NACo Conference	-1,805.01
Bill	10/6		MainePERS		-474.67
Bill	10/6		Great Falls Insurance Company	Policy WCD0809690014	-97.00
Bill	10/6	3585	MainePERS		474.67
Bill Pmt -Check	10/6	3586	Penobscot County Treasurer	NACo Conference	1,805.01
Bill Pmt -Check	10/6	3587	Great Falls Insurance Company	Policy WCD0809690014	97.00
Bill	10/9	2015-41	Bangor Payroll	Payroll for week 9/28 to 10/04/15	-1,865.37
Bill Pmt -Check	10/9	EFT	Bangor Payroll	Payroll for week 9/28 to 10/04/15	1,865.37
Bill	10/15		Bank of Maine	Visa Payment	-1,798.90
Bill Pmt -Check	10/16	3588	Bank of Maine	Visa Payment	1,798.90
Bill	10/16		Country Cafe Catering	BOD Meeting Lunch	-250.00
Bill Pmt -Check	10/16	3589	Country Cafe Catering	BOD Meeting Lunch	250.00
Bill	10/16		Kulow, Rosemary	Executive Director Expenses	-442.00
Bill Pmt -Check	10/16	3590	Kulow, Rosemary	Executive Director Expenses	442.00
Bill	10/16		Haven, Lauren		-127.60
Bill Pmt -Check	10/16	3591	Haven, Lauren		127.60
Bill	10/16		Maine Municipal Association	Maine Municipal Directory	-20.00
Bill Pmt -Check	10/16	3592	Maine Municipal Association	Maine Municipal Directory	20.00
Bill	10/16	2015-42	Bangor Payroll	Payroll for week 10/05 to 10/11/15	-1,865.37
Bill Pmt -Check	10/16	EFT	Bangor Payroll	Payroll for week 10/05 to 10/11/15	1,865.37
Bill	10/22		Maine Farm Bureau Building Association	Office Rent	-1,497.17
Bill Pmt -Check	10/22	3593	Maine Farm Bureau Building Association	Office Rent	1,497.17
Bill	10/22		Capitol Computers/Main Security		-125.00
Bill Pmt -Check	10/22	3594	Capitol Computers/Main Security		125.00
Bill	10/23	2015-43	Bangor Payroll	Payroll for week 10/12 to 10/18/15	-1,865.37
Bill Pmt -Check	10/23	EFT	Bangor Payroll	Payroll for week 10/12 to 10/18/15	1,865.37
Bill	10/30	2015-44	Bangor Payroll	Payroll for week 10/19 to 10/25/15	-5,665.23
Bill Pmt -Check	10/30	EFT	Bangor Payroll	Payroll for week 10/19 to 10/25/15	5,665.23
Total Accounts Payable					47.95
1000-00 - Employee Health Insurance Contr					
Bill	10/2	2015-40	Bangor Payroll	EE Health Insurance Contributions	-268.34
Bill	10/9	2015-41	Bangor Payroll	EE Health Insurance Contributions	-268.34
Bill	10/16	2015-42	Bangor Payroll	EE Health Insurance Contributions	-268.34

**Maine County Commissioners Association  
Transaction Detail by Account  
October 2015**

Type	Date	Num	Name	Memo	Amount
Bill	10/23	2015-43	Bangor Payroll	EE Health Insurance Contributions	-288.34
Bill	10/30	2015-44	Bangor Payroll	EE Health Insurance Contributions	1,073.36
					0.00
Total 1000-00 - Employee Health Insurance Contr					
<b>1001-00 - MainePERS Employee Contribution</b>					
Bill	10/2	2015-40	Bangor Payroll	Employee Contribution	-158.92
Bill	10/9	2015-41	Bangor Payroll	Employee Contribution	-158.92
Bill	10/16	2015-42	Bangor Payroll	Employee Contribution	-158.92
Bill	10/23	2015-43	Bangor Payroll	Employee Contribution	-158.92
Bill	10/30	2015-44	Bangor Payroll	Employee Contribution	-158.92
Bill	10/30	2015-44	Bangor Payroll	EE MEPPERS Retirement Contributions	794.60
					0.00
Total 1001-00 - MainePERS Employee Contribution					
<b>4100-00 - Convention Income</b>					
<b>4110-00 - Plaques</b>					
Total 4110-00 - Plaques					
Total 4100-00 - Convention Income					
<b>4400-00 - Other Income</b>					
Total 4400-00 - Other Income					
<b>4800-00 - MainePERS Surplus Funds</b>					
Total 4800-00 - MainePERS Surplus Funds					
<b>4810-00 - Interest Earned</b>					
Total 4810-00 - Interest Earned					
<b>5000-00 - Payroll Expenses</b>					
<b>5020-00 - Payroll Fees</b>					
Bill	10/2	2015-40	Bangor Payroll	Processing fee	32.00
Bill	10/9	2015-41	Bangor Payroll	Processing fee	32.00
Bill	10/16	2015-42	Bangor Payroll	Processing fee	32.00
Bill	10/23	2015-43	Bangor Payroll	Processing fee	32.00
Bill	10/30	2015-44	Bangor Payroll	Processing fee	40.00
					168.00
Total 5020-00 - Payroll Fees					

# Maine County Commissioners Association Transaction Detail by Account October 2015

Type	Date	Num	Name	Memo	Amount
<b>5030-00 · FICA</b>					
Bill	10/2	2015-40	Bangor Payroll	Taxes	141.59
Bill	10/9	2015-41	Bangor Payroll	Taxes	141.59
Bill	10/16	2015-42	Bangor Payroll	Taxes	141.59
Bill	10/23	2015-43	Bangor Payroll	Taxes	141.59
Bill	10/30	2015-44	Bangor Payroll	Taxes	162.06
Total 5030-00 · FICA					728.42
<b>5050-00 · Salary - Office Manager</b>					
Bill	10/2	2015-40	Bangor Payroll	Office Manager Salary	706.73
Bill	10/9	2015-41	Bangor Payroll	Office Manager Salary	706.73
Bill	10/16	2015-42	Bangor Payroll	Office Manager Salary	706.73
Bill	10/23	2015-43	Bangor Payroll	Office Manager Salary	706.73
Bill	10/30	2015-44	Bangor Payroll	Office Manager Salary	706.73
Total 5050-00 · Salary - Office Manager					3,533.65
<b>5060-00 · Salary - Executive Director</b>					
Bill	10/2	2015-40	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	10/9	2015-41	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	10/16	2015-42	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	10/23	2015-43	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	10/30	2015-44	Bangor Payroll	Executive Directors Salary	1,412.31
Total 5060-00 · Salary - Executive Director					7,061.55
Total 5000-00 · Payroll Expenses					11,491.62
<b>5100-00 · Insurance</b>					
<b>5110-00 · Health Insurance</b>					
Bill	10/30	2015-44	Bangor Payroll	ER Health Insurance Contributions	1,635.09
Total 5110-00 · Health Insurance					1,635.09
<b>5130-00 · Workers Comp</b>					
Bill	10/6		Great Falls Insurance Company	Workers Compensation Insurance	97.00
Total 5130-00 · Workers Comp					97.00
Total 5100-00 · Insurance					1,732.09
<b>6040-00 · NACO Expenses</b>					
<b>6041-00 · Conferences</b>					



**Maine County Commissioners Association  
Transaction Detail by Account  
October 2015**

Type	Date	Num	Name	Memo	Amount
Bill	10/6		Penobscot County Treasurer	NACo Conference Expenses for Peter	1,004.56
					<u>1,004.56</u>
Total 6041-00 - Conferences					
Total 6040-00 - NACO Expenses					1,004.56
<b>6110-00 - Convention Exp.</b>					
<b>6113-00 - Entertainment/Speakers</b>					
Bill	10/1		Nancy Marshall	Convention Speaker Expenses	352.06
Bill	10/1		Annalee Ziman Rosenblatt	Speaker Expenses	492.84
Bill	10/1		Atlantic Oceanside	Nature Cruise	1,334.00
Bill	10/15		Bank of Maine	Entertainment/Speakers	963.92
					<u>3,142.82</u>
Total 6113-00 - Entertainment/Speakers					
<b>6114-00 - MCCA Staff Registration Expense</b>					
Bill	10/15		Bank of Maine	MCCA Staff Expense	320.00
					<u>320.00</u>
Total 6114-00 - MCCA Staff Registration Expense					
<b>6118-00 - Meeting Exp.</b>					
Bill	10/1		Atlantic Oceanside	Food, Gratuity and Facility Expenses	19,382.80
Bill	10/15		Bank of Maine	Convention Expenses	133.59
					<u>19,516.39</u>
Total 6118-00 - Meeting Exp.					
<b>6121-00 - Supplies</b>					
Bill	10/15		Bank of Maine	Convention Expenses	42.50
Bill	10/16		Haven, Lauren	Convention Supplies	16.87
					<u>59.37</u>
Total 6121-00 - Supplies					
<b>6124-00 - Commissioner Retirement Plaques</b>					
Bill	10/15		Bank of Maine	Retirement Plaques	140.32
					<u>140.32</u>
Total 6124-00 - Commissioner Retirement Plaques					
Total 6110-00 - Convention Exp.					23,178.90
<b>6150-00 - Equipment - Office</b>					
<b>6152-00 - IT Services</b>					
Bill	10/22		Capitol Computers/Main Security		125.00
					<u>125.00</u>
Total 6152-00 - IT Services					
<b>6153-00 - Photocopier Lease</b>					

**Maine County Commissioners Association**  
**Transaction Detail by Account**  
October 2015

Type	Date	Num	Name	Memo	Amount
Bill	10/1		Gorham Leasing Group	Photocopier Lease - Monthly	164.35
					<u>164.35</u>
Total 6153-00 · Photocopier Lease					
Total 6150-00 · Equipment - Office					
6170-00 · Meeting exp.					
6173-00 · Monthly					
Bill	10/16		Country Cafe Catering	BOD Meeting Lunch	250.00
Bill	10/16		Haven, Lauren	Monthly Meeting Expenses	61.50
					<u>311.50</u>
Total 6173-00 · Monthly					
Total 6170-00 · Meeting exp.					
6180-00 · Mileage & Travel Expense					
Bill	10/6		Penobscot County Treasurer	Travel Expenses for NACo Conference	800.45
Bill	10/16		Kulow, Rosemary	Executive Director Mileage	376.18
					<u>1,176.63</u>
Total 6180-00 · Mileage & Travel Expense					
6195-00 · Office Space Rental					
Bill	10/1		Maine Farm Bureau Building Association	Rent	1,497.17
Bill	10/22		Maine Farm Bureau Building Association	Rent	1,497.17
					<u>2,994.34</u>
Total 6195-00 · Office Space Rental					
6235-00 · Supplies					
Bill	10/1		Staples Credit Plan	Office Supplies	59.06
Bill	10/15		Bank of Maine	Supplies	30.92
Bill	10/16		Maine Municipal Association	Maine Municipal Directory	20.00
					<u>109.98</u>
Total 6235-00 · Supplies					
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone					
Bill	10/16		Kulow, Rosemary	Cell Phone Reimbursement	65.82
Bill	10/16		Haven, Lauren	Cell Phone Reimbursement	49.23
					<u>115.05</u>
Total 6241-00 · Cell Phone					
6243-00 · Phone, Fax & Internet					
Bill	10/15		Bank of Maine	TWC	167.65
					<u>167.65</u>
Total 6243-00 · Phone, Fax & Internet					
Total 6240-00 · Telephone, Fax & Internet					
					<u>282.70</u>

# Maine County Commissioners Association Expenses by Vendor Detail October 2015

Type	Date	Account	Amount	Balance
<b>Annalee Ziman Rosenblatt</b>				
Total Annalee Ziman Rosenblatt				
Bill	10/1	6113-00 · Entertainment/Speakers	492.84	492.84
			492.84	492.84
<b>Atlantic Oceanside</b>				
Bill	10/1	6118-00 · Meeting Exp.	19,382.80	19,382.80
Bill	10/1	6113-00 · Entertainment/Speakers	1,334.00	20,716.80
			20,716.80	20,716.80
Total Atlantic Oceanside				
<b>Bangor Payroll</b>				
Bill	10/2	5050-00 · Salary - Office Manager	706.73	706.73
Bill	10/2	5030-00 · FICA	141.59	848.32
Bill	10/2	5020-00 · Payroll Fees	32.00	880.32
Bill	10/2	5060-00 · Salary - Executive Director	1,412.31	2,292.63
Bill	10/9	5050-00 · Salary - Office Manager	706.73	2,999.36
Bill	10/9	5030-00 · FICA	141.59	3,140.95
Bill	10/9	5020-00 · Payroll Fees	32.00	3,172.95
Bill	10/9	5060-00 · Salary - Executive Director	1,412.31	4,585.26
Bill	10/16	5050-00 · Salary - Office Manager	706.73	5,291.99
Bill	10/16	5030-00 · FICA	141.59	5,433.58
Bill	10/16	5020-00 · Payroll Fees	32.00	5,465.58
Bill	10/16	5060-00 · Salary - Executive Director	1,412.31	6,877.89
Bill	10/23	5050-00 · Salary - Office Manager	706.73	7,584.62
Bill	10/23	5030-00 · FICA	141.59	7,726.21
Bill	10/23	5020-00 · Payroll Fees	32.00	7,758.21
Bill	10/23	5060-00 · Salary - Executive Director	1,412.31	9,170.52
Bill	10/30	5050-00 · Salary - Office Manager	706.73	9,877.25
Bill	10/30	5030-00 · FICA	162.06	10,039.31
Bill	10/30	5020-00 · Payroll Fees	40.00	10,079.31
Bill	10/30	5060-00 · Salary - Executive Director	1,412.31	11,491.62
Bill	10/30	5110-00 · Health Insurance	1,635.09	13,126.71
			13,126.71	13,126.71
Total Bangor Payroll				

# Maine County Commissioners Association Expenses by Vendor Detail October 2015

Type	Date	Account	Amount	Balance
<b>Bank of Maine</b>				
Bill	10/15	6235-00 · Supplies	30.92	30.92
Bill	10/15	6243-00 · Phone, Fax & Internet	167.65	198.57
Bill	10/15	6114-00 · MCCA Staff Registration Expense	320.00	518.57
Bill	10/15	6113-00 · Entertainment/Speakers	963.92	1,482.49
Bill	10/15	6121-00 · Supplies	42.50	1,524.99
Bill	10/15	6124-00 · Commissioner Retirement Plaques	140.32	1,665.31
Bill	10/15	6118-00 · Meeting Exp.	133.59	1,798.90
Total Bank of Maine			1,798.90	1,798.90
<b>Capitol Computers/Main Security</b>				
Total Capitol Computers/Main Security				
Bill	10/22	6152-00 · IT Services	125.00	125.00
Total Capitol Computers/Main Security			125.00	125.00
<b>Country Cafe Catering</b>				
Total Country Cafe Catering				
Bill	10/16	6173-00 · Monthly	250.00	250.00
Total Country Cafe Catering			250.00	250.00
<b>Gorham Leasing Group</b>				
Total Gorham Leasing Group				
Bill	10/1	6153-00 · Photocopier Lease	164.35	164.35
Total Gorham Leasing Group			164.35	164.35
<b>Great Falls Insurance Company</b>				
Total Great Falls Insurance Company				
Bill	10/6	5130-00 · Workers Comp	97.00	97.00
Total Great Falls Insurance Company			97.00	97.00
<b>Haven, Lauren</b>				
Total Haven, Lauren				
Bill	10/16	6241-00 · Cell Phone	49.23	49.23
Bill	10/16	6121-00 · Supplies	16.87	66.10
Bill	10/16	6173-00 · Monthly	61.50	127.60

# Maine County Commissioners Association Expenses by Vendor Detail October 2015

	Type	Date	Account	Amount	Balance
Total Haven, Lauren				127.60	127.60
<b>Kulow, Rosemary</b>					
	Bill	10/16	6180-00 · Mileage & Travel Expense	376.18	376.18
	Bill	10/16	6241-00 · Cell Phone	65.82	442.00
Total Kulow, Rosemary				442.00	442.00
<b>Maine Farm Bureau Building Association</b>					
	Bill	10/1	6195-00 · Office Space Rental	1,497.17	1,497.17
	Bill	10/22	6195-00 · Office Space Rental	1,497.17	2,994.34
Total Maine Farm Bureau Building Association				2,994.34	2,994.34
<b>Maine Municipal Association</b>					
	Bill	10/16	6235-00 · Supplies	20.00	20.00
Total Maine Municipal Association				20.00	20.00
<b>MainePERS</b>					
	Bill	10/6	4800-00 · MainePERS Surplus Funds	474.67	474.67
Total MainePERS				474.67	474.67
<b>NACo</b>					
	Deposit	10/15	4410-00 · Miscellaneous Income	-2,000.00	-2,000.00
Total NACo				-2,000.00	-2,000.00
<b>Nancy Marshall</b>					
	Bill	10/1	6113-00 · Entertainment/Speakers	352.06	352.06
Total Nancy Marshall				352.06	352.06
<b>Penobscot County Treasurer</b>					
	Bill	10/6	6041-00 · Conferences	1,004.56	1,004.56
	Bill	10/6	6180-00 · Mileage & Travel Expense	800.45	1,805.01

Maine County Commissioners Association  
Expenses by Vendor Detail  
October 2015

		Type	Date	Account	Amount	Balance
Total Penobscot County Treasurer					1,805.01	1,805.01
Staples Credit Plan						
Total Staples Credit Plan	Bill	10/1	6235-00 · Supplies	59.06	59.06	59.06
				59.06	59.06	59.06
TOTAL					41,046.34	41,046.34

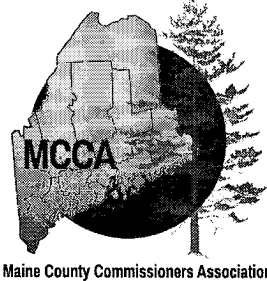
# M.C.C.A.

William Blodgett, President  
Lincoln County

Peter Baldacci, Vice President

Penobscot County

Thomas Coward, Secretary-Treasurer  
Cumberland County



Rosemary Kulow  
Executive Director

Lauren Haven  
Office Manager

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

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Executive Director's Report November 13, 2015

#### **Nominations of MCCA Directors for 2016**

This is to remind all counties to let me know your nomination for your county's 2016 MCCA director no later than December 30, 2015. Thank you.

#### **2014-2015 Audit**

Shortly after the last Board of Director's meeting, MCCA sent RFPs to numerous Maine accounting firms who have experience auditing local/county government finances. We also advertised in the major state newspapers for interested firms to submit proposals to MCCA for an audit of 2014 and 2015 financial activity. A copy of the RFP is attached for your information.

Proposals are due to my office by 3:00 p.m., Friday, November 20<sup>th</sup>. If so authorized by the Board, I will ask the Budget & Finance Committee to review the proposals with me according to criteria adopted by the Board at its November 18<sup>th</sup> meeting. The Committee will provide a recommendation to the Board of Directors on whom to select at the December 9<sup>th</sup> meeting.

#### **NACo Payment for 100% Membership**

Because Piscataquis County has become a member of NACo, Maine has now achieved 100% membership in NACo. Reaching this milestone brought with it the ability for MCCA to name an additional NACo representative *and* a check from NACo in the amount of \$2,000. This money may be used to help offset costs incurred by the additional representative to attend NACo conferences. Because this income was received in 2015, the surplus revenue will be included in the 2016 budget line 4920-00, Use of Undesignated Fund Balance to help pay for attendance at NACo conferences.

#### **Office Manager, Lauren Haven's Two-Year Anniversary**

Lauren completed her second year on the job at MCCA October 28<sup>th</sup>, and I formally evaluated her performance shortly before that. Lauren is performing excellently as Office Manager, and as a result she has been granted the full 3% raise that was budgeted for this year. Congratulations, and thank you, Lauren, for a job well done!

### **Successful Transition from The Bank of Maine to Camden National Bank**

In mid-October, transfer of The Bank of Maine to Camden National Bank was complete. The transition seemed seamless to customers, except for the notices received and sign changes witnessed. Overall, the transition went very smoothly, as Camden National Bank provided guidance about the transition and step-by-step instructions for using online banking. The monthly statements are easy to understand, and the online software is very user-friendly.

### **Joint Meeting of MCCA & MSA**

Another reminder – the MCCA and MSA are meeting at the Governor Hill Mansion on State Street in Augusta across the street from the Kennebec County Office Building at 1:30 p.m., Monday, November 23<sup>rd</sup> to discuss the counties' position on corrections legislation. Please attend to make your thoughts known and participate in this collaborative process.

### **MCCA President & Executive Director Meeting with MMA President & Executive Director**

The President and Executive Director of the Maine County Commissioners Association have invited the President and Executive Director of the Maine Municipal Association to meet to discuss how the two organizations might work together for the benefit of local government and Maine citizens. The meeting will take place at the MCCA office at 10:00 a.m., Wednesday, December 2<sup>nd</sup>. If you have any ideas you would like us to share with MMA, please let President Blodgett or me know prior to the meeting.

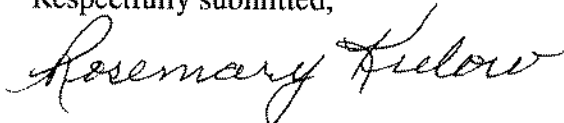
### **Meetings/Events since the October 14, 2015 Board of Directors' Meeting**

10/15/15	Convention Planning Committee meeting at MCCA & via conference call
10/20/15	Lincoln County Commissioners' meeting in Wiscasset
10/21/15	Androscoggin County Commissioners' meeting in Auburn
10/22/15	Lauren Haven's performance appraisal
10/23/15	MMEHT Workshop on Affordable Care Act Reporting Requirements at MMA
10/29/15	MACCAM meeting at MCCA Office
11/4/15	Aroostook County Commissioners' meeting in Houlton
11/5/15	LCRED Committee's confirmation meeting at Cross Building, Augusta
11/10/15	Budget & Finance Committee meeting at MCCA & via conference call
11/12/15	NACo Agriculture & Rural Affairs Steering Committee conference call meeting

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

11/18/15	MCCA Board of Directors' meetings in Augusta
	Somerset County Commissioners' meeting in Skowhegan
11/20/15	Proposals due for Audit Services
11/23/15	MCCA/MSA meeting to discuss position on corrections legislation at Governor Hill Mansion
11/26 & 27	Office closed due to Thanksgiving holiday
12/2/15	MCCA & MMA Presidents and Executive Directors meet at MCCA office.
12/9/15	MCCA Board of Directors' meetings in Augusta

Respectfully submitted,



Rosemary Kulow  
Executive Director



**Maine County Commissioners Association  
Request for Proposals for Biennial Independent Financial Auditing Services**

The Maine County Commissioners Association (MCCA) invites qualified independent public accountants to submit proposals for the performance of an audit of its financial accounts and records covering a term of two calendar years, January 1, 2014 – December 31, 2015, for the purpose of rendering an auditor's opinion regarding the fairness of applicable financial statements and compliance with applicable legal provisions, in accordance with generally accepted auditing standards.

**A. GENERAL INFORMATION**

The MCCA is a non-profit association serving Maine counties in order to carry out a comprehensive program in the areas of planning and research, publication, legislation, and uniform administration in county government. MCCA has a total appropriation of \$252,650 for 2015. The most recent audit of the association was performed in 2014 for the eighteen-month period of July 1, 2012 through December 31, 2013. A copy of the auditor's report has been included with this Request for Proposal.

The accounting system of the association is comprised of a general ledger and other books of account on QuickBooks software and is organized on the basis of funds and account groups, including the following funds: General, Fixed Assets, and Special Reserve.

**B. AUDIT SPECIFICATIONS**

Please indicate in your proposal if you agree to meet the following specifications. Explain any exceptions.

1. The audit shall be conducted in accordance with generally accepted auditing standards.
2. The audit shall be a financial and compliance review of all accounts and funds of the association listed in Section A of this RFP.
3. The audit firm shall submit a written report, containing an expression of opinion regarding the financial statements of the association.
4. The audit firm shall provide "Annual Independent Financial Auditing Services" for a term of two years – 2014 and 2015, with the option of also bidding on an additional two-year period of 2016-2017.
5. The audit firm shall submit a management letter, which shall identify management and internal control weaknesses, if any, and propose steps to correct them.
6. The audit firm is also expected to assist the association in the preparation of the Management Discussion and Analysis, if applicable. The audit firm will also provide all work in preparation of the financial statements and supplementary schedules in accordance with generally accepted accounting principles.
7. The audit shall be conducted to satisfy the requirements of the State of Maine Department of Audit and Title 30-A M.R.S.A. § 5823.
8. The association views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to provide consultation services as required on auditing, accounting and other financial management concerns throughout the year.

9. The audit shall be completed within 5 months of the close of the MCCA fiscal year. The audit firm shall provide twenty-six (26) hard copies and one (1) digital copy in PDF format of the auditor's report, the financial statements and schedules, and the management letter no later than 30 days after the completion of the audit.
10. The audit firm shall include a meeting with the MCCA Executive Director and Office Manager after the draft has been proofed by the MCCA. The audit firm will make a brief presentation of the final audit at a public MCCA Board of Directors' meeting. The audit firm shall include any other informational meetings requested by MCCA.

### **C. INSTRUCTIONS FOR PROPOSALS**

The Maine County Commissioners Association, Attn: Rosemary Kulow, Executive Director at 4 Gabriel Drive, Suite 2, Augusta, Maine, 04330 will accept proposals until **Friday, November 20, 2015 at 3:00 pm** in a **sealed** envelope clearly labeled "**Auditing Services.**" No fax or email submissions will be accepted.

Your proposal must include the following information at minimum:

1. A brief description of your firm and its local government and nonprofit association experience and a description of the senior personnel to be assigned to the engagement, including their resumes.
2. A brief description of the audit procedures to be followed, presented in a form which will aid in evaluating your firm's understanding of nonprofit associations and local governments and their financial issues.
3. Your proposal must indicate the maximum total fee your firm will charge for the requested services. Final payment shall become due only after the submission of all required reports.

### **D. EVALUATION**

The MCCA Board of Directors shall evaluate the proposals on the basis of the qualifications, experience, and audit plan of the audit firm, as well as the estimated cost of the engagement.

The MCCA Board of Directors may wish to conduct oral interviews with the firms considered most qualified in order to assist in the selection process.

The MCCA Board of Directors reserves the right to accept or reject any and all bids.

### **E. FURTHER INFORMATION**

Audit firms who want additional information or clarification should contact MCCA. Any inquiries should be directed to Rosemary Kulow, Executive Director, at Maine County Commissioners Association, 4 Gabriel Drive, Suite 2, Augusta, Maine, 04330 at (207)623-4697.

**Maine County Commissioners Association  
Request for Proposals  
Annual Independent Financial Auditing Services**

**Bid Form**

**Pricing**

Audit firms may choose to bid on either the 2014-2015 audit or both two-year audits (2014-2015 and 2016-2017). The MCCA Board of Directors reserves the right to choose either a proposal for one biennial audit for 2014-2015, two biennial audits that cover a period of four years (2014-2015 and 2016-2017), or none at all.

Price for 1 Biennial Audit (1/1/14-12/31/15): \$ \_\_\_\_\_

Price for 2 Biennial Audits (1/1/14 -12/31/15 & 1/1/16-12/31/17): \$ \_\_\_\_\_

**Firm Information**

Signature of Firm's Authorized Agent:

\_\_\_\_\_

Printed/Typed Name and Title of Firm's Authorized Agent:

\_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_



## Current County-Related Bills

BILL	TITLE	COMMITTEE	MCCA LPC POSITION	STATUS
LD 166	An Act To Allow York County To Better Provide Rescue and Ambulance Services <i>Amendment allows <u>all counties</u> to provide regional rescue service.</i>	SLG	SUPPORT	Carried over 6/30/15
LD 195	An Act Regarding County Jails	CJPS	NFNA	Carried over 6-30-15
LD 440	An Act To Create a Secure, Therapeutic Mental Health Unit	CJPS	OPPOSE	Carried over 6-30-15
LD 1190	An Act To Amend the Androscoggin County Charter	TAX	NO POSITION	Carried over 6/30/15
LD 1206	An Act To Allow County Corrections Officers To Participate in the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Program	SLG	SUPPORT	Carried over 6/30/15
LD 1325	An Act To Ensure a Public Process When Discontinuing or Abandoning a Public Road	SLG	Oppose, as MMA does	Carried over 6/30/15
LD 1387	An Act Regarding the State Board of Corrections (concept draft)	CJPS		Carried over 6/30/15
LD 2134	An Act to Amend the Laws Governing Issuance of Bonds	AFA		Failed in L.C.
LD 2156	An Act To Reduce Fuel Costs to State, County & Local Govt.	SLG		Failed in L.C.
LD 2167	An Act To Allow Plantations to Establish Local Fireworks Ordinances	CJPS		Failed in L.C.
LD 2178	An Act To Require Disclosure of Settlement Amounts between Persons and Local Governments	SLG		Failed in L.C.
LD 2187	An Act To Require Lobbyists to be Sworn in When Registering as Lobbyists	VLA		Failed in L.C.
LD 2188	An Act To Provide Sensible Options for Tax-Increment Financing Proceeds in Small Towns	TAX		Failed in L.C.
LD 2192	An Act To Improve Pretrial Justice & Public Safety	CJPS		Failed in L.C.
LD 2253	An Act To Provide Proper Funding for County Jails	CJPS		Failed in L.C.
LD 2254	An Act To Establish the County Court System and Provide for Elected Judges	JUD		Failed in L.C.
LD 2257	An Act To Expand the Role of Voters in the Governmental Facilities Bonding Process	AFA		Failed in L.C.
LD 2286	An Act To Provide Supplemental Funding to the County Jail Operations Fund	CJPS		Failed in L.C.
LD 2287	An Act To Amend the Law Reversing Jail Consolidation	CJPS		Failed in L.C.
LD 2297	Resolve, To Provide the Legislature with Information on the Need for Mental Health Services in County Jails	CJPS		Failed, but appeal 11-19-15
LD 2316	An Act To Modernize & Consolidate Court Facilities	AFA		Passed in L.C.
LD 2317	An Act To Provide Wage Parity for Supervisors in Law Enforcement	CJPS		Passed in L.C.
LD 2326	An Act To Improve Security in Courtrooms	JUD		Failed in L.C.
LD 2338	An Act To Clarify Expenditures Regarding Androscoggin County	AFA		Passed in L.C.
LD 2379	An Act To Ensure the Continued Operation of Boards and Commissions in State Government	SLG		Failed, but appeal 11-19-15

## Current County-Related Bills

BILL	TITLE	COMMITTEE	MCCA LPC POSITION	STATUS
LR 2399	An Act To Fund & Implement Wage Adjustments for All State Correctional Employees Who Perform Direct Care or Supervision of Prisoners	CJPS		Failed, but appeal 11-19-15
LR 2402	An Act To Improve Working Conditions for Public Sector Employees by Removing the Prohibition against Striking	JUD		Failed in L.C.
LR 2405	An Act To Revise the Governance of the Cumberland County Recreation Center	SLG		Failed in L.C.
LR 2456	Resolve, To Improve Access to and the Quality of Services for Persons with Mental Illness	HHS		Failed, but appeal 11-19-15
LR 2528	An Act To Clarify the Authority of a Plantation To Regulate Land Use	AGF		Failed in L.C.

# COUNTY-RELATED LEGISLATIVE REQUESTS AS OF 10-19-15

## AGRICULTURE, CONSERVATION AND FORESTRY

### LAND USE PLANNING COMMISSION

#### LURC PLANNING

LR 2528      Sen. Saviello – An Act To Clarify the Authority of a Plantation To Regulate Land Use

*This bill would clarify that plantations have the same amount of authority to regulate land use as that granted to the Maine Land Use Planning Commission.*

## APPROPRIATIONS & FINANCIAL AFFAIRS

### STATE FINANCES

#### BONDED DEBT

LR 2134      Rep. Vachon – An Act to Amend the Laws Governing the Issuance of Bonds

*This bill would require the Governor to issue a general obligation bond that has been ratified by the legal voters of the State unless one of 5 specific conditions exists, and it would require the Governor to provide certain information upon delaying or forgoing issuance of a bond.*

LR 2257      Rep. Tuell – An Act to Expand the Role of Voters in the Governmental Facilities Bonding Process

*This bill would reclassify governmental facilities bonds as “general obligation bonds” and require that any governmental facilities bond approved by the Legislature also be approved by a majority of those qualified to vote in the next general or primary election.*

LR 2316      Sen. Valentino – An Act To Modernize and Consolidate Court Facilities

*This bill would increase the maximum amount of securities that may be issued by the Maine Governmental Facilities Authority for specific allocation to the judicial branch. The increase would be used to fund projects for court facilities in Waldo, Oxford and York counties.*

## **COUNTY-RELATED LEGISLATIVE REQUESTS AS OF 10-19-15**

### **BUDGET PROCEDURES**

LR 2338      Rep. Rotundo – An Act to Clarify Expenditures Regarding  
Androscoggin County

*This bill would clarify that an appropriation in the current biennial budget is for the College for ME in Androscoggin County.*

### **CRIMINAL JUSTICE & PUBLIC SAFETY**

#### **CORRECTION DEPARTMENT**

##### **ADMINISTRATION**

LR 2399      Rep. Rotundo – An Act To Fund and Implement Wage  
Adjustments for All State Correctional Employees Who Perform  
Direct Care or Supervision of Prisoners

*This bill would allocate funding necessary to meet the legislative intent to provide wage adjustment to all correctional employees who perform direct care or supervision of prisoners.*

#### **CRIMINAL PROCEDURE**

##### **OTHER CRIMINAL LAW**

LR 2192      Rep. Dion – An Act to Improve Pretrial Justice & Public Safety

*This bill would implement the recommendations of the Pretrial Justice Reform Task Force, which was created to make recommendations designed to reduce the human and financial costs of pretrial incarceration, while maintaining individual and public safety and the integrity of the criminal justice system.*

#### **FIRE SAFETY**

##### **FIREWORKS**

LR 2167      Rep. Devin – An Act to Allow Plantations to Establish Local  
Fireworks Ordinances

*This bill would allow a plantation to establish ordinances for the sale and use of fireworks within that plantation.*



## **COUNTY-RELATED LEGISLATIVE REQUESTS AS OF 10-19-15**

### **JAILS**

LR 2253      Rep. Long – An Act to Provide Proper Funding for County Jails

*This bill would appropriate funds to the counties sufficient to cover the costs of operating the county jails.*

LR 2286      Rep. Nadeau – An Act to Provide Supplemental Funding to the  
County Jail Operations Fund

*This bill would appropriate \$1,800,000 to the County Jail Operations Fund.*

LR 2287      Sen. Rosen – An Act to Amend the Law Reversing Jail  
Consolidation

*This bill would amend the law reversing jail consolidation to provide consistency in the administration of the finances for the jails by the Department of Corrections and to correct minor errors in the use of the terms “prisoner” and “Inmate” and in the wording on deductions from days of sentence of a prisoner transferred from one jail to another.*

### **LAW ENFORCEMENT**

#### **PERSONNEL**

LR 2317      Sen. Davis – An Act to Provide Wage Parity for Supervisors in  
Law Enforcement

*This bill would allocate funding for wage adjustments for law enforcement supervisors in order to eliminate the salary schedule compression between supervisory and nonsupervisory job classifications.*

### **PRISONERS**

#### **MEDICAL CARE**

LR 2297      Rep. Beavers – Resolve, To Provide the Legislature with  
Information on the Need for Mental Health Services in County  
Jails

*This resolve would direct the Consumer Council System of Maine to convene a working group to collect data to determine the unmet needs for mental health services in the county jails.*

**COUNTY-RELATED LEGISLATIVE REQUESTS  
AS OF 10-19-15**

**HEALTH AND HUMAN SERVICES**

**MENTAL HEALTH SERVICES**

**PLANNING**

LR 2456      Rep. Gattine - Resolve, To Improve Access to and the Quality of Services for Persons with Mental Illness

*This resolve would require the Department of Health and Human Services, by November 1, 2016, to develop an extensive and comprehensive plan to improve access to and the quality of care for patients who need inpatient and residential mental health services, whether forensic or civil. The plan would include an evaluation of the need for such services in Maine, the number of patients who need the services, a ten-year projection of the number of patients who will need to be served and multiple options for meeting any unmet needs that are determined to exist or improvements to care that need to be made.*

**JUDICIARY**

**COURTS**

**DISTRICT COURT**

LR 2254      Rep. Long – An Act To Establish the County Court System and Provide for Elected Judges

*This bill would abolish district courts and establish a county court system with judges elected by the voters of each county.*

**JUDICIARY**

**COURTS**

**SECURITY**

LR 2326      Rep. Head – An Act To Improve Security in Courtrooms

*This bill would provide for a review of security in courtrooms to determine the need for more cameras and for funding for more cameras.*

# **COUNTY-RELATED LEGISLATIVE REQUESTS AS OF 10-19-15**

## **LABOR, COMMERCE, RESEARCH & ECONOMIC DEVELOPMENT**

### **LABOR RELATIONS**

#### **COLLECTIVE BARGAINING**

LR 2402      Sen. Patrick – An Act To Improve Working Conditions for Public Sector Employees by Removing the Prohibition against Striking

*This bill would remove the prohibition against striking for public sector employees under all sections of public sector labor law in Maine.*

## **STATE & LOCAL GOVERNMENT**

### **COUNTY GOVERNMENT**

#### **SERVICES**

LR 2405      Rep. Chace (Durham) – An Act To Revise the Governance of the Cumberland County Recreation Center

*This bill would change the entity responsible for the management of the Cumberland County Recreation Center to the Cumberland County Board of Commissioners.*

### **MUNICIPALITIES**

#### **REIMBURSEMENT**

LR 2178      Rep. Verow – An Act to Require Disclosure of Settlement Amounts between Persons and Local Governments

*This bill would require disclosure of monetary settlement amounts between persons and local governments.*

### **STATE GOVERNMENT**

#### **APPOINTMENTS**

LR 2379      Sen. Johnson – An Act To Ensure the Continued Operation of Boards and Commissions in State Government

*This bill would provide that the President of the Senate may nominate persons to positions subject to nomination by the Governor, except for a nominating process set forth in the Constitution of Maine, if these positions are vacant for 6 months or more because no nomination is made or a nomination is made and withdrawn.*

## **COUNTY-RELATED LEGISLATIVE REQUESTS AS OF 10-19-15**

### **PURCHASES**

LR 2156      Sen. Miramant – An Act to Reduce Fuel Costs to State, County & Local Government

*This bill would require that fuel economy be the first consideration for purchasing a vehicle for use by state, local or county government or a government agency.*

### **TAXATION**

#### **TAX INCREMENT FINANCING**

##### **DISTRICTS**

LR 2188      Rep. Turner – An Act To Provide Sensible Options for Tax Increment Financing Proceeds in Small Towns

*This bill would clarify the procedure for municipalities to jointly participate in a tax increment financing district and permit municipalities with a population of fewer than 1,500 persons singly or jointly to include certain regional and municipal improvements in project costs.*

### **VETERANS & LEGAL AFFAIRS**

#### **LOBBYISTS**

##### **QUALIFICATIONS**

LR 2187      Rep. Sirocki – An Act to Require Lobbyists to be Sworn in When Registering as Lobbyists

*This bill would require a person, when registering as a lobbyist with the Commission on Governmental Ethics and Election Practices, to be administered and swear to an oath to tell the truth when working as a lobbyist.*



Rosemary Kulow &lt;rkulow@mainecounties.org&gt;

**FW: Maine Jail Standards Update**

1 message

**Cote, Michael J.** <mjcote@co.york.me.us>  
 To: Rosemary Kulow <rkulow@mainecounties.org>

Fri, Nov 6, 2015 at 11:04 AM

Hi Rosie,

Just in case you haven't gotten this.

I want to make sure everyone is up to date on what is happening.

If you could put me on the next agenda I could do a quick update.

Mike

**From:** Andersen, Ryan [ryan.andersen@maine.gov]**Sent:** Friday, November 06, 2015 10:50 AM

**To:** Christopher Bisson (bisson@cumberlandcounty.org); craig.l.clossey@aroostook.me.us; Frank (fshepard@hancockcountysoc.org); gagnon, nathan; jhinkley@knoxcountymaine.gov; Jo-Ann Putnam; Laura Briggs (lhbriggs@kennebecso.com); Levon Travis (ltravis@tbrj.org); Long, Ricky; Mason, Delbert; Cote, Michael J.; olson, tom; rclukey@penobscot-sheriff.net; Robbins, Kim; Robyn Dumont; sean.maguire@somersetcounty-me.org; Sleek, Diane; Kortess, Timothy S; zidalism@wcsheffsoffice.com

**Cc:** Joel Merry; LaPlante, Gary**Subject:** Maine Jail Standards Update

The working group has had two meetings and reviewed sections A-F of the county jail standards (see attached recommended revisions). If you have still not made any recommendations on standards sections A-F and wish to do so, please send them to your respective working group representatives (listed below), with a clear and strong justification for the suggested change. All recommendations will be discussed amongst the working group, however there is no guarantee that they will be adopted.

**At our next working group meeting, we hope to review recommendations for Maine jail standards sections G-J. Please provide any recommendations you may have for these sections to your respective working group representatives (listed below) no later than November 19<sup>th</sup>. Please also copy me on those recommendations so that I may discuss any significant recommendations to the Commissioner who will have final approval of changes.**

Smaller Jails (Under 100 Capacity)		Larger Jails (Over 100 Capacity)	



Franklin	Lt. Mary Zidalis Washington County Jail zidalism@wcsheriffsoffice.com	Androscoggin	Capt. Sean Maguire Somerset County Jail sean.maguire@somersetcounty-me.org
Hancock		Aroostook	
Knox		Cumberland	
Oxford		Kennebec	
Piscataquis		Penobscot	
Waldo		Somerset	
Washington		Two Bridges	
		York	

Respectfully,

**Ryan Andersen | Manager of Correctional Operations (Compliance)**

Maine Department of Corrections | 111 State House Station | Augusta, ME 04333-0111

Office (207) 287-4364 | Cell (207) 557-2422 | Fax (207) 287-4370



Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, or an authorized agent of the intended recipient, please immediately contact the sender by reply e-mail and destroy/delete all copies of the original message. Any unauthorized review, use, copying, forwarding, disclosure, or distribution by other than the intended recipient or authorized agent is prohibited.







## **State Associations of Counties Benefit from NACo Initiative!**

September 18, 2015

Ms. Rosemary Kulow  
Executive Director  
Maine County Commissioners Association  
4 Gabriel Dr. Ste 2  
Augusta, ME 04330

Dear Rosemary:

During NACo's Legislative Conference, Feb. 26—March 2, 1999, a membership initiative plan was presented to the NACo Executive Committee and Board for approval. The plan was unanimously approved to reward State Associations of Counties with \$2,000 bonuses to 100 percent NACo membership states.

As part of the initiative, states that have not reached 100 percent will be rewarded with a 25 percent of dues bonus for any new members that join NACo and subsequent \$2,000 bonus if they achieve 100 percent status (to be paid monthly).

Congratulations on your stellar work in helping Maine to achieve 100% state status! Your **\$2,000** check is enclosed to honor the valued participation of Maine Counties with NACo. This bonus may be used for any purpose that you feel is important, although the Membership Committee and the NACo Board did mention some ideas to help financially disadvantaged Counties. Suggestions were made to help County officials attend NACo Conferences or supplement NACo dues for Counties that are more financially in need.

NACo looks forward to many years of participation from Maine's Counties!

Best regards,

A handwritten signature in black ink that reads 'Matt Chase'. The signature is written in a cursive, flowing style.

Matt Chase  
Executive Director

Maine County

October 8, 2015

Check No 000107087

Document No.	Date	Description	Net Amount
09162015	09/16/15	NACo Board Approved Membership Bonus Program	2,000.00

National Association of Counties

Total

2,000.00

THIS CHECK IS VOID WITHOUT A BLUE & BURGUNDY BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

**NACo**

National Association of Counties

National Association of Counties  
25 Massachusetts Avenue, NW  
Suite 500  
Washington, DC 20001-1430

SunTrust Bank  
NACo Operating Account  
65-270/550

Check No. 000107087

Void After 90 Days  
Void Over \$2,000.00

Date: October 8, 2015

Amount: \*\*\*\*\*2,000.00

\*\*\*\*TWO THOUSAND AND 0/100 DOLLARS

Pay To: Maine County  
Commissioners Assn  
4 Gabriel Drive, Suite #2  
Augusta, ME 04330

*[Signature]*

SIGNATURE HAS A COLORED BACKGROUND - BORDER CONTAINS MICROPRINTING

⑈000107087⑈ ⑆055002707⑆ 051106319⑈