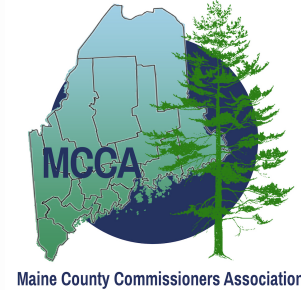


# M.C.C.A.

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

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

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## MCCA Board of Directors' Meeting Agenda 10:00 a.m., December 9, 2015

- I. Call to Order, Introductions, Attendance, & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of Minutes
  - A. November 18, 2015 Board of Directors' Meeting *Minutes*
- IV. New Business
  - A. Senator Angus King's Staff to Discuss Senator's Position on *WOTUS*
  - B. Budget & Finance Committee's Recommendation on *Audit Firm*
- V. Old Business
  - A. Discussion of Proposed Amendments to *MCCA Bylaws*
  - B. Discussion of Proposed 2016 *Budget*
- VI. Reports
  - A. Financial Report
  - B. Executive Director's Report
  - C. Legislative Report
  - D. Association Reports
  - E. Corrections Report
  - F. Annual Convention Report
  - G. NACo Report
- VII. Other Business
- VIII. Adjournment

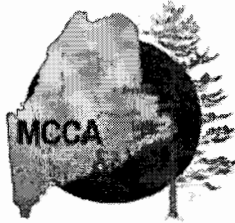


# M.C.C.A.

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Cumberland County



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

Rosemary Kulow  
Executive Director

Lauren Haven  
Office Manager

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

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

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

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

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell;; *Kennebec* – Administrator Bob Devlin proxy for Comm. George Jabar II; *Knox* – Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Administrator Bill Collins proxy for 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* – Scott Cole; *MACT* – David Parkman; *MARP* – Kathleen Ayers; *MRDA* – Susan Bulay; and *MSA* – Sheriff Todd Brackett.

OTHERS PRESENT: *Aroostook* – Comm. Paul Underwood; *Cumberland* – Commissioner Stephen Gorden and Assistant Manager Bill Whitten; *Franklin* – County Clerk Julie Magoon; *Knox* – Administrator Andy Hart; *Piscataquis* – Interim County Manager Tom Lizotte; *Somerset* – Admin. Dawn DiBlasi.

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

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

County Manager Betsy Fitzgerald **moved** and Comm. Fowler **seconded** approving the agenda as presented. The **motion** was approved unanimously.

### III. Approval of Meeting Minutes

Comm. Moody **moved** and Comm. Fowler **seconded** approving the minutes from the Board of Directors' meeting on October 14, 2015 as presented. The **motion** was approved unanimously.

### IV. Old Business

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

The group discussed the history of the MCCA bylaws and the proposed amendments, as well as implications these changes would have on participation from associations. Several representatives from member associations voiced concerns that not having a voting member on the MCCA Board of Directors would diminish the perceived value of their contribution. Some said that approving the amendments would be regressive and work contrarily to improvements made in recent years.

It was suggested that the amendments being considered should be voted on as a package at the annual meeting in January, not as individual revisions. Comm. Cote **moved** and Comm. Fowler **seconded** accepting Comm. Norm Fournier's additional amendments as follows:

##### 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.

Administrator Scott Cole moved to add the following language to 2. ARTICLE V. MEETINGS-----  
"Each County shall have one vote at any membership meeting, **and one vote only.**" The **motion** to add the amendment **passed** with 14 in favor and two in opposition. The original **motion**, as amended and the **motion** passed with three voting in opposition.

The proposed amendments may be discussed further at the December Board of Directors' meeting. As the changes have been introduced by five commissioners, the item will be added to the agenda for the annual meeting on January 13, 2016.

### V. New Business

#### A. Announce President's Appointments to Budget & Finance Committee

- Aroostook County Commissioner Norman Fournier

- Cumberland County Commissioner, Thomas Coward
- Franklin County Commissioner, Gary McGrane
- Knox County Commissioner, Roger Moody
- Penobscot County Administrator, Bill Collins

#### **B. Announce President's Appointments to Nominating Committee**

- Aroostook County Commissioner Norman Fournier
- Cumberland County Commissioner Thomas Coward
- Kennebec County Commissioner George Jabar II
- Knox County Commissioner Roger Moody
- Penobscot County Commissioner Peter Baldacci

#### **C. Determine Scoring Criteria for Audit Proposals**

Rosemary Kulow explained the evaluation grading sheet and guidelines for choosing the firm that will perform the MCCA audit. The Budget and Finance Committee will review the submitted proposals and make the final recommendation to the board. Administrator Scott Cole **moved** and Comm. Fowler **seconded** accepting the scoring criteria, and the **motion** passed unanimously.

#### **D. Presentation of Proposed 2016 Budget**

The Board was presented the proposed budget. There will be an opportunity at the December Board of Directors' meeting for more discussion before the budget is voted on at the annual meeting.

#### **E. Determine 2016 Annual General Membership Meeting Location**

Four estimates were obtained for prospective meeting locations: The Sportsman's Alliance catered by White Flour Catering, The Senator Inn & Spa Event and Conference Center, The Camden National Bank Ice Vault catered by Rebecca's Place, and The Governor Hill Mansion. Bill Blodgett **moved** to hold the meeting at the Senator Inn which is known to be suitable for our needs, easily accessible and comparatively well priced. Comm. Fowler **seconded** the **motion** and the **motion** was approved.

#### **F. Nominations to Governor's Review Panel for State's Fund for the Efficient Delivery of Local & Regional Services**

MCCA has been asked to present three nominees to the Governor's Review Panel. After some discussion, Comm. Newell Graf was nominated by Comm. Fowler and seconded by Scott Cole; Comm. Stephen Gorden was nominated by Comm. Blodgett and seconded by Comm. Moody; and Comm. Amy Fowler was nominated by Comm. Cote and seconded by Comm. Graf to serve on the panel. All voted in favor of the three nominations.

## **VI. Reports**

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

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

Executive Director Rosemary Kulow presented her reports. Comm. Cote made a ***motion*** to approve the Executive Director's Report and the Financial Report as written. Comm. Moody seconded the ***motion***, which was ***passed*** unanimously.

## **C. Legislative Report**

Bill Whitten suggested using one of the two bills that had been carried over as a vehicle for the supplemental budget proposal. He recommended not trying to make any more changes to the legislation at this time.

Ms. Kulow has scheduled a joint meeting of MCCA and MSA. She encouraged everyone to attend the meeting on Monday, November 23<sup>rd</sup> at The Governor Hill Mansion on State Street in Augusta at 1:30 pm.

## **D. Association Reports**

**MACCAM:** Andy Hart reported the group met recently and discussed restructuring and improving the handling of restitution monies, so that receipts are given and monetary amounts are properly applied to the correct account.

Scott Cole brought up the topic of "Waters of the US" in which regulations on the boundaries were potentially being expanded. Ms. Kulow stated that NACo is heavily involved. Since the U.S. Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (Corps) finalized their Definition of Waters of the U.S. under the Clean Water Act, NACo has expressed multiple concerns on the rule's impact on county-owned and maintained roadside ditches, flood control channels, drainage conveyances and wastewater and storm water systems. She has been in touch with Senator Collins and Senator King and intends to follow up. Sen. King's staff will be invited to the next meeting to explain the Senator's position on this issue.

**MARP:** Kathleen Ayers reported that more LDs mandating changes for probate are being addressed. She will forward the list to Rosemary to share with the group. There is currently a noticeable increase in turnover of Registrars' staff due to the stress placed by these changes in an effort to stay in compliance. Family issues concerning guardianship and family court continue to be at the forefront.

**MRDA:** Susan Bulay reported the group has been addressing the issue of space as linen-based or mylar maps need to be stored. They are working with the bail lien process using property writing guidelines. A couple of the registrars are talking to members of the Bar Association to keep on target.

**MSA:** Sheriff Brackett stated there is a meeting scheduled for November 19<sup>th</sup>. They plan to work through the jail legislation.

## **E. Corrections Report**

Comm. Cote reported that progress was being made on reducing the number of Maine Jail Standards. He will keep the Board updated.

## **F. Annual Convention Report**

Administrator Bill Collins reported that Penobscot County is looking at a few area venues such as the Cross Center, the Residence Inn and the Hilton for the 2016 convention. The commissioners are taking several factors into consideration including room capacity and overall price.

## **G. NACo Report**

The 2016 NACo Legislative Conference will be held February 20-24 in Washington, DC. Comm. McGrane plans to attend with Penobscot Comm. Peter Baldacci and MCCA Executive Director Rosemary Kulow.

## **VII. Other Business**

Comm. Fowler mentioned Spirit of America program in which community volunteers are recognized for their efforts. Bruce Flaherty, who came to the 2015 Convention of Maine Counties, promotes the awards program. It is his hope that all Maine counties will adopt the program and put in place a process for honoring deserving individuals.

## **VIII. Adjournment**

Comm. Fowler made a **motion** to adjourn at 12:00 p.m.; Comm. Cote 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





# M.C.C.A.

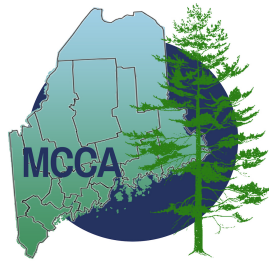
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TO: MCCA Board of Directors  
FROM: Rosemary Kulow, Executive Director   
DATE: December 3, 2015  
RE: Audit Proposal

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MCCA received proposals from eight firms to provide audit service for either or both of the two-year periods of 2014-2015 and/or 2016-2017. Responding firms included the following:

1. Ron L. Beaulieu & Co.,
2. Brantner, Thibodeau & Associates
3. Cost Review Service
4. Dawson, Smith, Purvis & Bassett, PA
5. Horton McFarland & Veysey
6. RHR Smith & Company
7. Runyon Kersteen Ouellette
8. Smith & Associates, CPAs

Most firms did submit bids for both years. Ranking criteria were distributed to the members of the Budget and Finance Committee. Two committee members completed the ranking forms and submitted them to MCCA staff, and two other committee members communicated their preferences either by email or phone. Lauren and I also ranked the proposals according to the established criteria.

The committee's number one choice to do MCCA's audit is **Ron L. Beaulieu & Company**. This firm ranks high in experience and approach, experience with both local governments and non-profit organizations, price, and peer review. Also ranking high were the firms of RHR Smith & Company; Brantner, Thibodeau & Associates; and Smith & Associates. RKO quoted the highest price of all respondents. A copy of my ranking sheet is attached for your information.

**RECOMMENDATION:** The Budget & Finance Committee and MCCA staff recommend awarding the audit contract to **Ron L. Beaulieu & Company**. If the Board of Directors would like us to meet with the firm's representatives personally before awarding a contract, and/or if anyone would like to review the proposals, please let me know. Otherwise, I would appreciate the Board's authorization of my entering into a contract on behalf of MCCA with Ron. L. Beaulieu & Company for audit service.

December 3, 2015



# AUDIT PROPOSAL RANKING SUMMARY

FIRM NAME	Price		Experience & Approach	Gov't Experience	Non-Profit Experience	Peer Review		TOTAL POINTS
	One Year	Two Years	A (40)	B (15)	C (25)	D (10)	E (10)	
1 Ron L. Beaulieu & Co.	\$ 3,000	\$ 6,000	40	15	25	10	10	100
2 Brantner, Thibodeau & Assts	\$ 3,700	\$ 7,400	35	12	20	9	10	86
3 Cost Review Service			10	0	0	0	0	10
4 Dawson, Smith, Purvis & Bassett, PA	\$ 7,350	\$ 15,100	30	0	15	3.75	10	58.75
5 Horton McFarland & Veysey	\$ 6,000		20	10	20	5.75		55.75
6 RHR Smith & Co	\$ 4,000	\$ 8,000	40	15	25	8.5	10	98.5
7 RKO (Runyon Kersteen Ouellette)	\$ 8,700	\$ 17,450	40	15	25	2	10	92
8 Smith & Associates, CPAs	\$6,500-\$7,500	\$7,000-\$8,000	38	13	22	4.5	10	87.5



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



**November 19, 2015**

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

**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	<u>Section 1.</u> Membership shall be open to each of the sixteen counties in the State of Maine.
Active Members	<u>Section 2.</u> 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	<u>Section 1.</u> 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	<p><u>Section 2.</u> The Association shall have a Board of Directors made up of the following:</p> <ul style="list-style-type: none"> <li>a. One County Commissioner from each member county who shall be elected in accordance with Article IV, Section 1 of these By-laws, and</li> <li>b. <del>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:</del> <ul style="list-style-type: none"> <li>▪ <del>Maine Association of County Clerks, Administrators and Managers</del></li> <li>▪ <del>Maine Association of County Treasurers</del></li> <li>▪ <del>Maine Sheriffs Association</del></li> <li>▪ <del>Emergency Management Agency Directors Association</del></li> <li>▪ <del>Maine Registry of Deeds Association</del></li> <li>▪ <del>Maine Jail Association</del></li> <li>▪ <del>Maine Association of Registers of Probate</del></li> <li>▪ <del>Maine Emergency Communications Directors Association</del></li> </ul> </li> </ul>
Officers	<p><u>Section 3.</u> 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.</p> <ul style="list-style-type: none"> <li>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</li> </ul>



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 two Commissioners from ~~a county~~ counties which ~~is a~~ are members 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 Representatives.

### 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.~~ Each county shall have one vote, and only one 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                      Section 1. 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 ~~and Directors of the Associations~~ at least twenty days prior to such meeting.

Effective Date                Section 2. Amendments shall become effective immediately after being formally voted.

#### ARTICLE IX. DISSOLUTION

Procedure                      Section 1. 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.

#### 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





## **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.

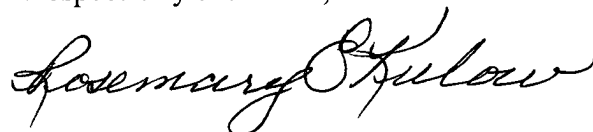
About \$47,500 in Convention revenue is estimated for 2016. This is less than was budgeted for 2015 and reflects the lower amount received in 2015. Expenditures for the 2016 convention are estimated at \$35,500. If these numbers are achieved, the convention would provide about \$12,000 more income than 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 black ink, reading "Rosemary E. Kulow". The signature is fluid and cursive, with the first name being the most prominent.

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%
	<i>Subtotal Convention Income</i>	<b>\$ 55,000</b>	<b>\$ 45,915</b>	<b>\$ 9,085.00</b>	<b>83%</b>	<b>\$ 47,500</b>	<b>\$ (7,500)</b>	<b>-13.6%</b>
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%
	<b>TOTAL INCOME</b>	<b>\$ 246,550</b>	<b>\$ 261,317</b>	<b>\$ (14,767)</b>	<b>106%</b>	<b>\$ 252,150</b>	<b>\$ 5,600</b>	<b>2.3%</b>
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			\$ -			\$ -	
	<i>Subtotal Payroll Expense</i>	<b>\$ 120,600</b>	<b>\$ 98,436</b>	<b>\$ 22,164</b>	<b>82%</b>	<b>\$ 128,650</b>	<b>\$ 8,050</b>	<b>6.7%</b>
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%
	<i>Subtotal Insurance</i>	<b>\$ 23,100</b>	<b>\$ 19,377</b>	<b>\$ 3,723</b>	<b>84%</b>	<b>\$ 24,250</b>	<b>\$ 1,150</b>	<b>5.0%</b>
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%
	<i>Subtotal Professional Service</i>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>\$ 2,550</b>	<b>0%</b>	<b>\$ 5,300</b>	<b>\$ 2,750</b>	<b>107.8%</b>
6030-00	Lobbying Expense							
6030	Contractual Lobbying	\$ 2,000		\$ 2,000	0%	\$ -	\$ (2,000)	
6031	Lobbying Registration	\$ 300	\$ 200	\$ 100	67%	\$ 200	\$ (100)	
	<i>Subtotal Lobbying Expense</i>	<b>\$ 2,300</b>	<b>\$ 200</b>	<b>\$ 2,100</b>	<b>9%</b>	<b>\$ 200</b>	<b>\$ (2,100)</b>	<b>-91.3%</b>
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%					\$ 5,600	



# 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**

# MAINE COUNTY COMMISSIONERS ASSOCIATION

## November 2015 Financial Report

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Attached please find the monthly financial reports for the month of November 2015. The Balance Sheet shows total Assets/Liabilities & Equity equaling \$170,047.67. Debits to the bank account in November totaled \$13,633.46. The ending bank balance on November 30<sup>th</sup> was \$171,603.52.

With about 90% of the budget year completed, 87% of *budgeted* revenue (\$215,122), which does not include the disbursement from the MainePERS PLD surplus fund, had been received by the end of November. MCCA received a total of \$108.57 income in November.

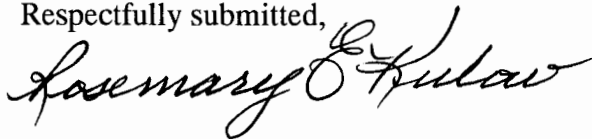
On the expenditure side of MCCA's budget, a total of \$206,442 (84%) had been expended by November 30<sup>th</sup>. \$14,786 (6% of the total budget) was expended in November. See the *Profit & Loss Budget vs. Actual* report for additional revenue and expenditure details for the year.

By November 30<sup>th</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 November 30<sup>th</sup>, \$33,328 (93% of the budget) had been spent on convention expenditures, with \$60 paid out in November. Even though the Convention received less income than estimated, it earned \$12,587 *more* in income than it expended.

The MCCA budget is in fine shape and only line 6180-00 *Mileage & Travel Expense* exceeded its budget (by \$126 to-date). This line was reduced from the recommended amount at the annual meeting when the budget was adopted. Fortunately, the many other lines seeing less expenditure than anticipated will more than make up the difference. At the end of November, \$40,108 of the budget remained unexpended.

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 (accrual)**  
 As of November 30, 2015

	November 2015
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MCCA Checking-Savings Bank	169,872.67
Petty Cash Account	200.00
<b>Total Checking/Savings</b>	<u>170,072.67</u>
Accounts Receivable	
Receivables	-25.00
<b>Total Accounts Receivable</b>	<u>-25.00</u>
<b>Total Current Assets</b>	<u>170,047.67</u>
<b>TOTAL ASSETS</b>	<u><u>170,047.67</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	-717.42
<b>Total Accounts Payable</b>	<u>-717.42</u>
Other Current Liabilities	
1000-00 · Employee Health Insurance Contr	-398.85
1001-00 · MainePERS Employee Contribution	146.39
<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	54,392.11
<b>Total Equity</b>	<u>171,017.55</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>170,047.67</u></u>



**Maine County Commissioners Association**  
**Reconciliation Summary**  
MCCA Checking-Savings Bank, Period Ending 11/30/2015

	<b>November 2015</b>
<b>Beginning Balance</b>	185,143.41
<b>Cleared Transactions</b>	
<b>Checks and Payments - 17 items</b>	-13,648.46
<b>Deposits and Credits - 2 items</b>	108.57
<b>Total Cleared Transactions</b>	<u>-13,539.89</u>
<b>Cleared Balance</b>	<u><u>171,603.52</u></u>
<b>Uncleared Transactions</b>	
<b>Checks and Payments - 4 items</b>	-1,730.85
<b>Total Uncleared Transactions</b>	<u>-1,730.85</u>
<b>Register Balance as of 11/30/2015</b>	<u><u>169,872.67</u></u>
<b>Ending Balance</b>	169,872.67



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12/02/15

**Maine County Commissioners Association**  
**Reconciliation Detail**  
**MCCA Checking-Savings Bank, Period Ending 11/30/2015**

	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>	<b>Balance</b>
<b>Beginning Balance</b>					<b>185,143.41</b>
<b>Cleared Transactions</b>					
<b>Checks and Payments - 17 items</b>					
	11/3	3599	MainePERS	-593.33	-593.33
	11/3	3596	Governor Hill Mansion	-200.00	-793.33
	11/3	3595	Gorham Leasing Group	-164.35	-957.68
	11/3	3598	Capitol Computers/Main Security	-125.00	-1,082.68
	11/3	3597	MTCMA	-40.00	-1,122.68
	11/6	EFT	Bangor Payroll	-1,865.37	-2,988.05
	11/10	EFT	Bangor Payroll	-1,886.60	-4,874.65
	11/18	3600	Bank of Maine	-468.29	-5,342.94
	11/18	3602	Kulow, Rosemary	-308.55	-5,651.49
	11/18	3601	Country Cafe Catering	-250.00	-5,901.49
	11/18	3605	Liberty Mutual Insurance	-185.00	-6,086.49
	11/18	3603	Haven, Lauren	-178.69	-6,265.18
	11/18	3604	Bangor Daily News	-171.00	-6,436.18
	11/20	EFT	Bangor Payroll	-1,886.60	-8,322.78
	11/24	3608	MaineToday Media	-67.28	-8,390.06
	11/27	EFT	Bangor Payroll	-5,243.40	-13,633.46
	11/30			-15.00	-13,648.46
Total Checks and Payments				-13,648.46	-13,648.46
<b>Deposits and Credits - 2 items</b>					
	11/24			102.17	102.17
	11/30			6.40	108.57
Total Deposits and Credits				108.57	108.57
Total Cleared Transactions				-13,539.89	-13,539.89
Cleared Balance				-13,539.89	171,603.52
<b>Uncleared Transactions</b>					
<b>Checks and Payments - 4 items</b>					
	11/24	3606	Maine Farm Bureau Association	-1,497.17	-1,497.17
	11/24	3607	State of Maine-Hall of Flags	-100.00	-1,597.17
	11/24	3610	Staples Credit Plan	-68.68	-1,665.85
	11/24	3609	MTCMA	-65.00	-1,730.85
Total Checks and Payments				-1,730.85	-1,730.85
Total Uncleared Transactions				-1,730.85	-1,730.85
Register Balance as of 11/30/2015				-15,270.74	169,872.67
<b>Ending Balance</b>				<b>-15,270.74</b>	<b>169,872.67</b>



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

	Budget	November 2015	Jan-Nov 2015	\$ Over Budget	% of Budget
<b>Income</b>					
4100-00 · Convention Income					
4110-00 · Plaques			66		
4120-00 · Registration	30,000		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>45,915</b>	<b>-9,085</b>	<b>83%</b>
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	500	102	3,420	2,920	684%
4500-00 · NACo Roster	500		500		100%
4600-00 · MCCA Risk Pool Assesssment	25,000		25,000		100%
4800-00 · MainePERS Surplus Funds		-593	45,710		
4810-00 · Interest Earned	50	6	47	-3	94%
4920-00 · Transfer in from Fund Balance	25,260			-25,260	
<b>Total Income</b>	<b>246,550</b>	<b>-485</b>	<b>260,832</b>	<b>14,282</b>	<b>106%</b>
<b>Gross Profit</b>	<b>246,550</b>	<b>-485</b>	<b>260,832</b>	<b>14,282</b>	<b>106%</b>
<b>Expense</b>					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,850	136	1,604	-246	87%
5030-00 · FICA	7,750	571	6,781	-969	87%
5050-00 · Salary-Office Manager	37,000	2,891	33,280	-3,720	90%
5060-00 · Salary-Executive Director	74,000	5,649	66,019	-7,981	89%
<b>Total 5000-00 · Payroll Expenses</b>	<b>120,600</b>	<b>9,247</b>	<b>107,684</b>	<b>-12,916</b>	<b>89%</b>
5100-00 · Insurance					
5110-00 · Health Insurance	20,000	1,635	18,082	-1,918	90%
5120-00 · Commercial, Crime, D&O Ins	2,000	185	2,057	57	103%
5130-00 · Workers Comp	600		611	11	102%
5140-00 · Unemployment Comp Ins	500		447	-53	89%
<b>Total 5100-00 · Insurance</b>	<b>23,100</b>	<b>1,820</b>	<b>21,197</b>	<b>-1,903</b>	<b>92%</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 November 2015

	Budget	November 2015	Jan-Nov 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		5,975	-2,425	71%
<b>Total 6040-00 · NACO Expenses</b>	<b>8,400</b>		<b>5,975</b>	<b>-2,425</b>	<b>71%</b>
6050-00 · Education and Training	500	65	210	-290	42%
6100-00 · Bank Charges	50	15	20	-30	40%
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers	5,000		6,443	1,443	129%
6114-00 · MCCA Staff Registration Expense	1,000		809	-191	81%
6118-00 · Meeting Exp.	26,000		24,761	-1,239	95%
6121-00 · Supplies	3,250		1,115	-2,135	34%
6124-00 · Commissioner Retirement Plaques	600	60	200	-400	33%
<b>Total 6110-00 · Convention Exp.</b>	<b>35,850</b>	<b>60</b>	<b>33,328</b>	<b>-2,522</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	40	1,340	-160	89%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	1,500		856	-644	57%
6152-00 · IT Services	3,250	125	2,150	-1,100	66%
6153-00 · Photocopier Lease	2,000	164	1,808	-192	90%
6154-00 · Printer & Supplies	1,700	140	802	-898	47%
6155-00 · Telephone System	200			-200	
6156-00 · Other	500			-500	
<b>Total 6150-00 · Equipment - Office</b>	<b>9,150</b>	<b>429</b>	<b>5,616</b>	<b>-3,534</b>	<b>61%</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	287	2,725	-275	91%
6174-00 · Retreat Meeting	1,500			-1,500	
6175-00 · Meetings - Other	800	300	459	-341	57%
<b>Total 6170-00 · Meeting exp.</b>	<b>7,050</b>	<b>587</b>	<b>4,456</b>	<b>-2,594</b>	<b>63%</b>
6180-00 · Mileage & Travel Expense	4,000	256	4,126	126	103%



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

	<b>Budget</b>	<b>November 2015</b>	<b>Jan-Nov 2015</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
6195-00 · Office Space Rental	18,375	1,497	16,239	-2,136	88%
6215-00 · Postage-Shpping	350	49	120	-230	34%
6230-00 · Advertising	1,000	319	319	-681	32%
6235-00 · Supplies	2,500	118	1,928	-572	77%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,800	115	1,296	-504	72%
6242-00 · Conference Call Line	100			-100	
6243-00 · Phone, Fax & Internet	3,000	168	1,508	-1,492	50%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>4,900</b>	<b>283</b>	<b>2,804</b>	<b>-2,096</b>	<b>57%</b>
6250-00 · Website	250		18	-232	7%
6260-00 · Contingency	3,000			-3,000	
<b>Total Expense</b>	<b>246,550</b>	<b>14,786</b>	<b>206,442</b>	<b>-40,108</b>	<b>84%</b>



# Maine County Commissioners Association Transaction Detail by Account November 2015

## MCCA Checking-Savings Bank

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/3	3595	Gorham Leasing Group	Lease #ME1827	-164.35
Bill Pmt -Check	11/3	3596	Governor Hill Mansion		-200.00
Bill Pmt -Check	11/3	3597	MTCMA	Membership Dues	-40.00
Bill Pmt -Check	11/3	3598	Capitol Computers/Main Security		-125.00
Bill Pmt -Check	11/3	3599	MainePERS		-593.33
Bill Pmt -Check	11/6	EFT	Bangor Payroll	Payroll for week 10/26 to 11/01/15	-1,865.37
Bill Pmt -Check	11/10	EFT	Bangor Payroll	Payroll for week 11/02 to 11/08/15	-1,886.60
Bill Pmt -Check	11/18	3600	Bank of Maine	Visa Payment	-468.29
Bill Pmt -Check	11/18	3601	Country Cafe Catering	BOD Meeting Lunch	-250.00
Bill Pmt -Check	11/18	3602	Kulow, Rosemary	Executive Director Expenses	-308.55
Bill Pmt -Check	11/18	3603	Haven, Lauren		-178.69
Bill Pmt -Check	11/18	3604	Bangor Daily News		-171.00
Bill Pmt -Check	11/18	3605	Liberty Mutual Insurance		-185.00
Bill Pmt -Check	11/20	EFT	Bangor Payroll	Payroll for week 11/09 to 11/15/15	-1,886.60
Deposit	11/24			Deposit	102.17
Bill Pmt -Check	11/24	3606	Maine Farm Bureau Building Association	Office Rent	-1,497.17
Bill Pmt -Check	11/24	3607	State of Maine-Hall of Flags	2016 County Day	-100.00
Bill Pmt -Check	11/24	3608	MaineToday Media		-67.28
Bill Pmt -Check	11/24	3609	MTCMA		-65.00
Bill Pmt -Check	11/24	3610	Staples Credit Plan		-68.68
Bill Pmt -Check	11/27	EFT	Bangor Payroll	Payroll for week 11/16 to 11/22/15	-5,243.40
Check	11/30			Service Charge	-15.00
Deposit	11/30			Interest	6.40
					<u>-15,270.74</u>

Total MCCA Checking-Savings Bank

## Accounts Payable

Bill	11/3		Gorham Leasing Group	Lease #ME1827	-164.35
Bill Pmt -Check	11/3	3595	Gorham Leasing Group	Lease #ME1827	164.35
Bill	11/3		Governor Hill Mansion		-200.00
Bill Pmt -Check	11/3	3596	Governor Hill Mansion		200.00
Bill	11/3		MTCMA	Membership Dues	-40.00
Bill Pmt -Check	11/3	3597	MTCMA	Membership Dues	40.00
Bill	11/3		Capitol Computers/Main Security		-125.00
Bill Pmt -Check	11/3	3598	Capitol Computers/Main Security		125.00
Bill	11/3		MainePERS		-593.33
Bill Pmt -Check	11/3	3599	MainePERS		593.33

# Maine County Commissioners Association Transaction Detail by Account

November 2015

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12/02/15  
Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill	11/6	2015-45	Bangor Payroll	Payroll for week 10/26 to 11/01/15	-1,865.37
Bill Pmt -Check	11/6	EFT	Bangor Payroll	Payroll for week 10/26 to 11/01/15	1,865.37
Bill	11/10	2015-46	Bangor Payroll	Payroll for week 11/02 to 11/08/15	-1,886.60
Bill Pmt -Check	11/10	EFT	Bangor Payroll	Payroll for week 11/02 to 11/08/15	1,886.60
Bill	11/18		Bank of Maine	Visa Payment	-468.29
Bill Pmt -Check	11/18	3600	Bank of Maine	Visa Payment	468.29
Bill	11/18		Country Cafe Catering	BOD Meeting Lunch	-250.00
Bill Pmt -Check	11/18	3601	Country Cafe Catering	BOD Meeting Lunch	250.00
Bill	11/18		Kulow, Rosemary	Executive Director Expenses	-308.55
Bill Pmt -Check	11/18	3602	Kulow, Rosemary	Executive Director Expenses	308.55
Bill	11/18		Haven, Lauren		-178.69
Bill Pmt -Check	11/18	3603	Haven, Lauren		178.69
Bill	11/18		Bangor Daily News		-171.00
Bill Pmt -Check	11/18	3604	Bangor Daily News		171.00
Bill	11/18		Liberty Mutual Insurance		-185.00
Bill Pmt -Check	11/18	3605	Liberty Mutual Insurance		185.00
Bill	11/20	2015-47	Bangor Payroll	Payroll for week 11/09 to 11/15/15	-1,886.60
Bill Pmt -Check	11/20	EFT	Bangor Payroll	Payroll for week 11/09 to 11/15/15	1,886.60
Bill	11/24		Maine Farm Bureau Building Association	Office Rent	-1,497.17
Bill Pmt -Check	11/24	3606	Maine Farm Bureau Building Association	Office Rent	1,497.17
Bill	11/24		State of Maine-Hall of Flags	2016 County Day	-100.00
Bill Pmt -Check	11/24	3607	State of Maine-Hall of Flags	2016 County Day	100.00
Bill	11/24		MaineToday Media		-67.28
Bill Pmt -Check	11/24	3608	MaineToday Media		67.28
Bill	11/24		MTCMA		-65.00
Bill Pmt -Check	11/24	3609	MTCMA		65.00
Bill	11/24		Staples Credit Plan		-68.68
Bill Pmt -Check	11/24	3610	Staples Credit Plan		68.68
Bill	11/27	2015-48	Bangor Payroll	Payroll for week 11/16 to 11/22/15	-5,243.40
Bill Pmt -Check	11/27	EFT	Bangor Payroll	Payroll for week 11/16 to 11/22/15	5,243.40
Total Accounts Payable					0.00

## 1000-00 - Employee Health Insurance Contr

Bill	11/6	2015-45	Bangor Payroll	EE Health Insurance Contributions	-268.34
Bill	11/10	2015-46	Bangor Payroll	EE Health Insurance Contributions	-268.34
Bill	11/20	2015-47	Bangor Payroll	EE Health Insurance Contributions	-268.34
Bill	11/27	2015-48	Bangor Payroll	EE Health Insurance Contributions	1,074.08

Maine County Commissioners Association  
Transaction Detail by Account  
November 2015

	Type	Date	Num	Name	Memo	Amount
Total 1000-00 · Employee Health Insurance Contr	Bill	11/27	2015-48	Bangor Payroll	EE Health Insurance Contributions	-269.06
						0.00
1001-00 · MainePERS Employee Contribution	Bill	11/6	2015-45	Bangor Payroll	Employee Contribution	-158.92
	Bill	11/10	2015-46	Bangor Payroll	Employee Contribution	-160.51
	Bill	11/20	2015-47	Bangor Payroll	Employee Contribution	-160.51
	Bill	11/27	2015-48	Bangor Payroll	Employee Contribution	-160.51
	Bill	11/27	2015-48	Bangor Payroll	EE MEPERS Retirement Contributions	640.45
Total 1001-00 · MainePERS Employee Contribution						0.00
4400-00 · Other Income	Deposit	11/24	1074431	US Communities	Advertising	-102.17
Total 4400-00 · Other Income						-102.17
4800-00 · MainePERS Surplus Funds	Bill	11/3		MainePERS	EmployER Retirement Contribution	593.33
Total 4800-00 · MainePERS Surplus Funds						593.33
4810-00 · Interest Earned	Deposit	11/30			Interest	-6.40
Total 4810-00 · Interest Earned						-6.40
5000-00 · Payroll Expenses	Bill	11/6	2015-45	Bangor Payroll	Processing fee	32.00
5020-00 · Payroll Fees	Bill	11/10	2015-46	Bangor Payroll	Processing fee	32.00
	Bill	11/20	2015-47	Bangor Payroll	Processing fee	32.00
	Bill	11/27	2015-48	Bangor Payroll	Processing fee	40.00
Total 5020-00 · Payroll Fees						136.00
5030-00 · FICA	Bill	11/6	2015-45	Bangor Payroll	Taxes	141.59
	Bill	11/10	2015-46	Bangor Payroll	Taxes	143.21
	Bill	11/20	2015-47	Bangor Payroll	Taxes	143.21
	Bill	11/27	2015-48	Bangor Payroll	Taxes	143.11
Total 5030-00 · FICA						571.12

# Maine County Commissioners Association Transaction Detail by Account November 2015

Type	Date	Num	Name	Memo	Amount
<b>5050-00 · Salary-Office Manager</b>					
Bill	11/6	2015-45	Bangor Payroll	Administrative Assistant Salary	706.73
Bill	11/10	2015-46	Bangor Payroll	Administrative Assistant Salary	727.93
Bill	11/20	2015-47	Bangor Payroll	Administrative Assistant Salary	727.93
Bill	11/27	2015-48	Bangor Payroll	Administrative Assistant Salary	727.93
Total 5050-00 · Salary-Office Manager					2,890.52
<b>5060-00 · Salary-Executive Director</b>					
Bill	11/6	2015-45	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	11/10	2015-46	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	11/20	2015-47	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	11/27	2015-48	Bangor Payroll	Executive Directors Salary	1,412.31
Total 5060-00 · Salary-Executive Director					5,649.24
<b>Total 5000-00 · Payroll Expenses</b>					
					9,246.88
<b>5100-00 · Insurance</b>					
<b>5110-00 · Health Insurance</b>					
Total 5110-00 · Health Insurance					
Bill	11/27	2015-48	Bangor Payroll	ER Health Insurance Contributions	1,635.09
					1,635.09
<b>5120-00 · Commercial, Crime, D&amp;O Ins</b>					
Total 5120-00 · Commercial, Crime, D&O Ins					
Bill	11/18		Liberty Mutual Insurance	Commercial Package: Terrorism Risk Insur	185.00
					185.00
Total 5100-00 · Insurance					1,820.09
<b>6050-00 · Education and Training</b>					
Total 6050-00 · Education and Training					
Bill	11/24		MTCMA	Education and Training	65.00
					65.00
<b>6100-00 · Bank Charges</b>					
Total 6100-00 · Bank Charges					
Check	11/30			Service Charge	15.00
					15.00
<b>6110-00 · Convention Exp.</b>					

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

	Type	Date	Num	Name	Memo	Amount
<b>6124-00 · Commissioner Retirement Plaques</b>						
Total 6124-00 · Commissioner Retirement Plaques	Bill	11/18		Haven, Lauren	Franklin Host County 2013	59.96
						<u>59.96</u>
Total 6110-00 · Convention Exp.						59.96
<b>6145-00 · Dues Expense</b>						
Total 6145-00 · Dues Expense	Bill	11/3		MTCMA	Membership Dues	40.00
						<u>40.00</u>
<b>6150-00 · Equipment - Office</b>						
<b>6152-00 · IT Services</b>						
Total 6152-00 · IT Services	Bill	11/3		Capitol Computers/Main Security	IT Services and Cloud Backup	125.00
						<u>125.00</u>
<b>6153-00 · Photocopier Lease</b>						
Total 6153-00 · Photocopier Lease	Bill	11/3		Gorham Leasing Group	Photocopier Lease - Monthly	164.35
						<u>164.35</u>
<b>6154-00 · Printer &amp; Supplies</b>						
Total 6154-00 · Printer & Supplies	Bill	11/18		Bank of Maine	Printer Toner	140.00
						<u>140.00</u>
Total 6150-00 · Equipment - Office						429.35
<b>6170-00 · Meeting exp.</b>						
<b>6173-00 · Monthly</b>						
Total 6173-00 · Monthly	Bill	11/18		Country Cafe Catering	BOD Meeting Lunch	250.00
	Bill	11/18		Haven, Lauren	Monthly Meeting Expenses	36.93
						<u>286.93</u>
<b>6175-00 · Meetings - Other</b>						
Total 6175-00 · Meetings - Other	Bill	11/3		Governor Hill Mansion	MCCA/MSA Meeting	200.00
	Bill	11/24		State of Maine-Hall of Flags	Hall of Flags Deposit	100.00
						<u>300.00</u>
Total 6170-00 · Meeting exp.						586.93

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

	Type	Date	Num	Name	Memo	Amount
<b>6180-00 · Mileage &amp; Travel Expense</b>						
	Bill	11/18		Kulow, Rosemary	Executive Director Mileage	242.77
	Bill	11/18		Haven, Lauren	Mileage Reimbursement	13.67
Total 6180-00 · Mileage & Travel Expense						<u>256.44</u>
<b>6195-00 · Office Space Rental</b>						
	Bill	11/24		Maine Farm Bureau Building Association	Rent	1,497.17
Total 6195-00 · Office Space Rental						<u>1,497.17</u>
<b>6215-00 · Postage-Shipping</b>						
	Bill	11/18		Bank of Maine	Stamps	49.00
Total 6215-00 · Postage-Shipping						<u>49.00</u>
<b>6230-00 · Advertising</b>						
	Bill	11/18		Bank of Maine	Advertising	81.13
	Bill	11/18		Bangor Daily News	Advertising	171.00
	Bill	11/24		MaineToday Media	Advertising	67.28
Total 6230-00 · Advertising						<u>319.41</u>
<b>6235-00 · Supplies</b>						
	Bill	11/18		Bank of Maine	Supplies	30.52
	Bill	11/18		Haven, Lauren	Supplies	18.90
	Bill	11/24		Staples Credit Plan	Office Supplies	68.68
Total 6235-00 · Supplies						<u>118.10</u>
<b>6240-00 · Telephone, Fax &amp; Internet</b>						
<b>6241-00 · Cell Phone</b>						
	Bill	11/18		Kulow, Rosemary	Cell Phone Reimbursement	65.78
	Bill	11/18		Haven, Lauren	Cell Phone Reimbursement	49.23
Total 6241-00 · Cell Phone						<u>115.01</u>
<b>6243-00 · Phone, Fax &amp; Internet</b>						
	Bill	11/18		Bank of Maine	TWC	167.64
Total 6243-00 · Phone, Fax & Internet						<u>167.64</u>
Total 6240-00 · Telephone, Fax & Internet						282.65



**Maine County Commissioners Association  
Expenses by Vendor Detail  
November 2015**

	Type	Date	Account	Amount	Balance
<b>Bangor Daily News</b>					
	Bill	11/18	6230-00 · Advertising	171.00	171.00
Total Bangor Daily News				171.00	171.00
<b>Bangor Payroll</b>					
	Bill	11/6	5050-00 · Salary-Office Manager	706.73	706.73
	Bill	11/6	5030-00 · FICA	141.59	848.32
	Bill	11/6	5020-00 · Payroll Fees	32.00	880.32
	Bill	11/6	5060-00 · Salary-Executive Director	1,412.31	2,292.63
	Bill	11/10	5050-00 · Salary-Office Manager	727.93	3,020.56
	Bill	11/10	5030-00 · FICA	143.21	3,163.77
	Bill	11/10	5020-00 · Payroll Fees	32.00	3,195.77
	Bill	11/10	5060-00 · Salary-Executive Director	1,412.31	4,608.08
	Bill	11/20	5050-00 · Salary-Office Manager	727.93	5,336.01
	Bill	11/20	5030-00 · FICA	143.21	5,479.22
	Bill	11/20	5020-00 · Payroll Fees	32.00	5,511.22
	Bill	11/20	5060-00 · Salary-Executive Director	1,412.31	6,923.53
	Bill	11/27	5050-00 · Salary-Office Manager	727.93	7,651.46
	Bill	11/27	5030-00 · FICA	143.11	7,794.57
	Bill	11/27	5020-00 · Payroll Fees	40.00	7,834.57
	Bill	11/27	5060-00 · Salary-Executive Director	1,412.31	9,246.88
	Bill	11/27	5110-00 · Health Insurance	1,635.09	10,881.97
Total Bangor Payroll				10,881.97	10,881.97
<b>Bank of Maine</b>					
	Bill	11/18	6235-00 · Supplies	30.52	30.52
	Bill	11/18	6243-00 · Phone, Fax & Internet	167.64	198.16
	Bill	11/18	6215-00 · Postage-Shpping	49.00	247.16
	Bill	11/18	6230-00 · Advertising	81.13	328.29
	Bill	11/18	6154-00 · Printer & Supplies	140.00	468.29
Total Bank of Maine				468.29	468.29
<b>Capitol Computers/Main Security</b>					
	Bill	11/3	6152-00 · IT Services	125.00	125.00
Total Capitol Computers/Main Security				125.00	125.00
<b>Country Cafe Catering</b>					
	Bill	11/18	6173-00 · Monthly	250.00	250.00
Total Country Cafe Catering				250.00	250.00
<b>Gorham Leasing Group</b>					
	Bill	11/3	6153-00 · Photocopier Lease	164.35	164.35

# Maine County Commissioners Association

## Expenses by Vendor Detail

### November 2015

	Type	Date	Account	Amount	Balance
Total Gorham Leasing Group				164.35	164.35
<b>Governor Hill Mansion</b>					
	Bill	11/3	6175-00 · Meetings - Other	200.00	200.00
Total Governor Hill Mansion				200.00	200.00
<b>Haven, Lauren</b>					
	Bill	11/18	6241-00 · Cell Phone	49.23	49.23
	Bill	11/18	6235-00 · Supplies	18.90	68.13
	Bill	11/18	6173-00 · Monthly	36.93	105.06
	Bill	11/18	6124-00 · Comm. Retirement Plaques	59.96	165.02
	Bill	11/18	6180-00 · Mileage & Travel Expense	13.67	178.69
Total Haven, Lauren				178.69	178.69
<b>Kulow, Rosemary</b>					
	Bill	11/18	6180-00 · Mileage & Travel Expense	242.77	242.77
	Bill	11/18	6241-00 · Cell Phone	65.78	308.55
Total Kulow, Rosemary				308.55	308.55
<b>Liberty Mutual Insurance</b>					
	Bill	11/18	5120-00 · Commercial, Crime, D&O Ins	185.00	185.00
Total Liberty Mutual Insurance				185.00	185.00
<b>Maine Farm Bureau Association</b>					
	Bill	11/24	6195-00 · Office Space Rental	1,497.17	1,497.17
Total Maine Farm Bureau Association				1,497.17	1,497.17
<b>MainePERS</b>					
	Bill	11/3	4800-00 · MainePERS Surplus Funds	593.33	593.33
Total MainePERS				593.33	593.33
<b>MaineToday Media</b>					
	Bill	11/24	6230-00 · Advertising	67.28	67.28
Total MaineToday Media				67.28	67.28
<b>MTCMA</b>					
	Bill	11/3	6145-00 · Dues Expense	40.00	40.00
	Bill	11/24	6050-00 · Education and Training	65.00	105.00
Total MTCMA				105.00	105.00

**Maine County Commissioners Association**  
**Expenses by Vendor Detail**  
November 2015

	Type	Date	Account	Amount	Balance
<b>Staples Credit Plan</b>					
	Bill	11/24	6235-00 · Supplies	68.68	68.68
Total Staples Credit Plan				68.68	68.68
<b>State of Maine-Hall of Flags</b>					
	Bill	11/24	6175-00 · Meetings - Other	100.00	100.00
Total State of Maine-Hall of Flags				100.00	100.00
<b>TOTAL</b>				<b>15,364.31</b>	<b>15,364.31</b>



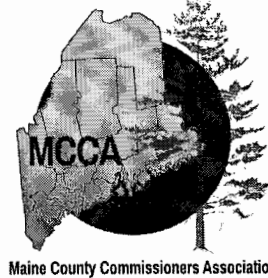
# M.C.C.A.

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Lincoln County

Peter Baldacci, Vice President

Penobscot County

Thomas Coward, Secretary-Treasurer  
Cumberland County



Rosemary Kulow  
Executive Director

Lauren Haven  
Office Manager

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Augusta, ME 04330  
207-623-4697  
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## Executive Director's Report December 4, 2015

### *Nominations of MCCA Directors for 2016*

This is to remind all counties and affiliated associations to let me know your nomination for your county's 2016 MCCA director no later than December 30, 2015. So far, only 4 counties have informed me of their director nominees, and I have not heard from any affiliate groups yet. Thank you.

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

On Wednesday, December 02, 2015, President Blodgett and I met with MMA President, Steve Bunker, and Executive Director, Steve Gove, at the MCCA office to discuss how our two associations might work together for the benefit of our citizen customers. The meeting was cordial and cooperative, and I think our guests left with a better understanding of some of the constraints and challenges facing county government these days. It was a good meeting after which we agreed to take our sentiments back to our Executive Committees and LPCs to determine how formal an arrangement would best benefit the two organizations. All seemed to agree that we need to work together and enhance communications among ourselves if we're to find the best solutions to local government problems.

### *Meetings/Events since the November 18, 2015 Board of Directors' Meeting*

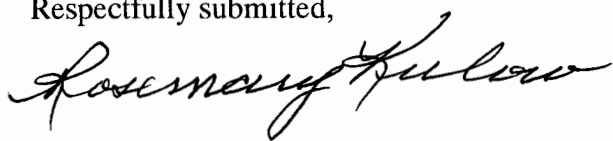
Nov. 19	Legislative Council at State House
Nov. 23	MCCA & MSA meeting at Gov. Hill Mansion, Augusta
Nov. 25	NACo Northeast Region conference call meeting
Dec. 2	MCCA President & Executive Director meeting with MMA President & Executive Director

Dec. 3        MCCA Budget & Finance Committee meeting in Augusta/conference call  
Dec. 4        MTCMA Leadership Exchange at Holiday Inn by the Bay in Portland  
Dec. 7        Franklin County Commissioners' meeting in Farmington to present plaque for  
                 hosting 2013 annual convention

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

Dec. 9        MCCA Board of Directors' Meetings in Augusta  
Dec. 16       Somerset County Commissioners' meeting in Skowhegan  
Jan. 13       MCCA Annual General Membership Meeting at Senators Inn in Augusta

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rosemary Kulow". The signature is fluid and cursive, with the first name "Rosemary" written in a larger, more prominent script than the last name "Kulow".

Rosemary Kulow  
Executive Director

----- Email message -----

From: **Rosemary Kulow** <[rkulow@mainecounties.org](mailto:rkulow@mainecounties.org)>

Date: Wed, Nov 25, 2015 at 2:28 PM

Subject: MCCA-MSA Meeting about Jails Legislation

To:

Dear County Government Officials:

This is a summary of the joint meeting of the MCCA and Maine Sheriffs which took place this week at the Governor Hill Mansion in Augusta. The main topic of the meeting was to discuss whether counties should focus primarily on the request for supplemental budget funds for county jails, since the appropriation was shorted more than \$2.4 million at the end of the legislative session and/or whether counties want to propose new legislation to cure the deficiencies of the newly passed Public Law Chapter 335.

The outcome of the meeting is that counties, including both MCCA and MSA, will support a request for supplemental funding at the Legislature this January. The amount of the budgetary shortfall which should be the supplemental funding request is **\$2,465,896** per each year of the biennium. This amount is the difference between the \$14,668,000 from the general fund that was *originally* approved in the legislation before it was reduced at the last minute and the \$12,202,104 that was finally appropriated from the general fund. Counties also need to enlist legislative support from a sponsor(s) of one of the carried-over jail bills to introduce the new bill.

At the meeting I heard disagreement among some attendees about whether additional fixes to the legislation should be proposed at this time. Although most MCCA members agree that additional fixes to the legislation should *not* be proposed until the 2017 legislative session, comments made by some attendees seemed to indicate that certain counties may be inclined to propose legislative changes to help their particular situations sooner, rather than later. Clear differences among counties remain, but I think it's obvious that counties will be regarded more favorably by legislators if all county representatives deliver and support the same message.

MCCA will not be introducing additional legislation for the 2016 legislative session, but it will support supplemental funding in the amount of \$2,465,896 per year for jails in this biennium.

Please don't hesitate to contact me if you have questions. May you all have a safe and bountiful Thanksgiving.

Sincerely,

**Rosemary Kulow**

Executive Director

Maine County Commissioners Association

4 Gabriel Drive, Suite 2

Augusta, Maine 04330

Office: [207-623-4697](tel:207-623-4697); Cell: [207-653-5855](tel:207-653-5855)

Fax: [207-512-2124](tel:207-512-2124)



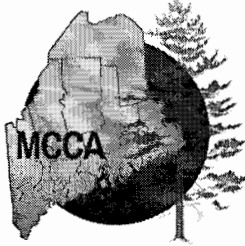


# M.C.C.A.

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Rosemary Kulow  
Executive Director

Lauren Haven  
Office Manager

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## MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA/MSA Jail Legislation Meeting

Governor Hill Mansion  
November 23, 2015

### Attendance:

Androscoggin	Sheriff Eric Samson, Jail Administrator Jeff Chute
Aroostook	Sheriff Darrell Crandall
Cumberland	Commissioner Stephen Gorden, Manager Peter Crichton and Assistant Manager Bill Whitten
Franklin	Comm. Gary McGrane and Sheriff Scott Nichols
Kennebec	Sheriff Ryan Reardon
Knox	Comm. Roger Moody, Administrator Andy Hart, Sheriff Donna Dennison and Chief Deputy Tim Carroll
Lincoln	Comm. William Blodgett; Comm. Mary Trescott, Sheriff Todd Brackett, Administrator John O'Connell
Oxford	Administrator Scott Cole and Sheriff Wayne Gallant
Penobscot	Comm. Peter Baldacci, Sheriff Troy Morton
Piscataquis	Interim County Manager Tom Lizotte, Sheriff John Goggin and Chief Deputy Robert Young
Somerset	Sheriff Dale Lancaster and Administrator Dawn DiBlasi
Waldo	Comm. Amy Fowler and Sheriff Jeff Trafton
Washington	Sheriff Barry Curtis, Jail Administrator Rich Rolfe
York	Comm. Michael Cote, County Manager Greg Zinser and Sheriff William King
MSA	Mary-Anne LaMarre
MCCA	Executive Director Rosemary Kulow, and Office Manager Lauren Haven

MCCA President William Blodgett welcomed those in attendance. MSA President Sheriff Joel Merry stated the group should discuss unresolved issues in regard to jail legislation. MCCA Executive Director suggested that the group should decide whether MCCA and MSA's immediate focus should be getting the supplemental budget passed, work on proposing legislation to correct the weaknesses in PL Chapter 335, or both.

The discussion commenced, acknowledging that no new legislation could be introduced at this time. However, two bills which had been carried over from the last session could be utilized, with the sponsor's permission, to introduce a supplemental budget request. Comm. Blodgett asked if the first priority should be to increase jail funding and keep the critical focus on the main issue of funding. The amount needed was talked about at length. All agreed the supplemental funding should make up for the shortage created by Appropriations when the bill was passed. Everyone should need to agree on the amount and not waiver. In the near future, the tax cap, CCA money, boarding fees and other possible income streams should be considered. It would be imperative to educate legislators on jail funding issues as well as inform them of the differing needs of individual jails. Beyond presenting information about the issues, MCCA and MSA should provide viable solutions that will benefit all of the county jails' unique situations. Innovative, productive and therapeutic jail programs should be touted to legislators, emphasizing accomplishments and collaboration. Each county should come up with a plan to work on this.

The next step was determined to be two-fold. The critical short-term goal is to request the amount of jail funding shorted in the financial note of PL 335 using the previously accepted formula. This amount will be identified and presented both by MSA and MCCA in the requested report from Maine counties. The second goal is to work on long-term sustainability through education and collaboration, advocating a unified position as we work toward the common goal of state and county supported jail management.

In closing, Sheriff Merry invited county representatives to a breakfast for legislators taking place on January 21<sup>st</sup> at 7:30 am at the Senator Inn on Western Avenue in Augusta.