

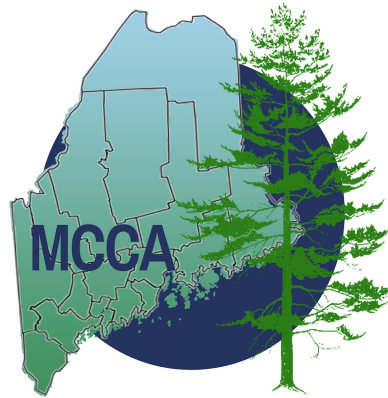
# M.C.C.A.

Stephen Gorden, President  
Cumberland County

Brian Hobart, Vice President  
Sagadahoc County

Norm Fournier, Secretary-Treasurer  
Aroostook County

Lauren Haven  
Administrator



Maine County Commissioners Association

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### Board of Directors' Meeting Agenda

March 10<sup>th</sup>, 2021 10:00 am via Zoom

- I. Call to Order
- II. Attendance: Phone attendees will be requested to introduce themselves.
- III. Approval of the Agenda
- IV. Approval of the Minutes
- V. Officer Reports:
  - A. Finance
    - 1. Financial Report - Lauren Haven
    - 2. Treasurer: Norm Fournier - Comments about the state of MCCA finances
  - B. NACo: Peter Baldacci – Updates on Federal legislation, national programs and resources
  - C. President: Updates
- VI. Committee Reports
  - A. Standing Committees:
    - 1. Budget and Finance Committee – Norm Fournier, Chair
    - 2. Legislative Policy Committee – Brian Hobart, Chair, James Cohen, Verrill Dana
    - 3. Risk Pool Agency - Norm Fournier and Malcolm Ulmer
    - 4. Affiliate Organization Committee Reports?
      - MACCAM
      - MACT
      - MARP
      - MECCA
      - MRDA
      - MSA
    - 5. Other?
  - B. Ad Hoc Committees
    - 1. Bylaws and Policies Committee – Norm Fournier, Chair
  - C. MCCA Staff Reporting – Admin. Lauren Haven
- VII. New Business
- VIII. Adjournment

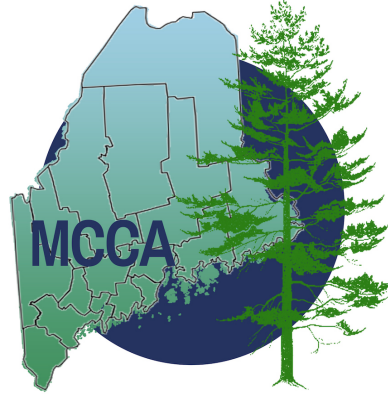
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## MAINE COUNTY COMMISSIONERS ASSOCIATION Annual General Membership Meeting Minutes MCCA Zoom Conference, February 10<sup>th</sup>, 2021

### I., II. Call to Order and Roll Call Attendance

MCCA President Steve Gorden called the meeting to order at approximately 10:00 am. Attendees announced themselves.

#### DIRECTORS PRESENT:

Androscoggin – Comm. Noel Madore  
Aroostook – Comm. Norman Fournier  
Cumberland – Comm. Steve Gorden  
Hancock – Comm. William Clark  
Kennebec – Admin. Bob Devlin proxy for Comm. George Jabar  
Knox – Comm. Sharyn Pohlman  
Lincoln – Comm. William Blodgett  
Oxford – Admin. Donald Durrah proxy for Comm. Steven Merrill  
Penobscot – Comm. Peter Baldacci  
Sagadahoc – Comm. Brian Hobart  
Somerset – Admin. Dawn DiBlasi proxy for Comm. Newell Graf  
Waldo – Comm. Betty Johnson  
Washington – Comm. Chris Gardner  
York – Comm. Richard Dutremble

#### OTHERS PRESENT:

Hancock – Admin. Scott Adkins  
Lincoln – Admin. Carrie Kipfer  
Penobscot – Admin. Erika Honey  
Sagadahoc – Admin. Pam Hile  
MARP – Kathleen Ayers  
MSA – Sheriff Troy Morton

#### DIRECTORS ABSENT:

Kennebec – Comm. George Jabar  
Oxford – Comm. Steven Merrill  
Piscataquis – Comm. Wayne Erkkinen  
Somerset – Comm. Newell Graf

#### STAFF PRESENT:

Risk Pool Manager – Malcolm Ulmer  
Lobbyists – James Cohen and Clara McConnell from Verrill Dana  
Administrator – Lauren Haven

### III. Approval of the Agenda

President Steve Gorden asked if there any additions to the written agenda. There were none. Comm. Gorden stated the agenda was approved.

### IV. Approval of the Minutes

Comm. Hobart moved to approve the minutes from the Board of Directors' meeting on January 13th. The motion was seconded by Comm. Gardner and the motion passed with no revisions.

### V. Officer Reports

#### A. Finance

1. Lauren Haven presented the monthly Financial Reports. Lauren mentioned she was receiving payments for membership dues. Also, she was taking orders from vendors for advertisements in the 2021 Directory of Maine Counties and estimated a total of almost \$5,000 in additional income. Comm. Gardner moved to approve the financial reports seconded by Comm. Blodgett and the motion passed with no opposition.
2. Treasurer: Norm Fournier – Comments about the state of MCCA finances. There was not much to report only being one month into the year. MCCA did realize a cost savings as the annual general membership meeting was conducted online via Zoom.

- B. NACo: Peter Baldacci - National Legislation, Comm. Baldacci mentioned NACo's Live Healthy program. Some directors responded they already participate in the program. Lauren said she would send out information again, and the link to sign up.

Comm. Fournier asked about COVID related legislation and President Biden's plan to move forward. Comm. Baldacci indicated funding numbers for local government are not out yet. He said a lot of hate mail is being received due to limited access to county buildings, mask mandates, etc. Counties are an easy target.

- C. President: Comm. Steve Gorden welcomed the new Oxford County Administrator Donald Durrah who was already employed as the Communications Director for the county.

President Gorden reported the Executive Committee met on Monday, February 8<sup>th</sup>. During that meeting the Committee voted to recommend postponing the annual convention. He invited like to make a motion to postpone the convention. Comm. Fournier made the motion to postpone the convention another year seconded by Comm. Gardner. The discussion commenced including comments about the uncertainty of COVID vaccinations, the potential lack of participation from attendees, speakers and vendors which are necessary to make the event successful. Everyone would need to commit early in the year. Additionally, we could lose more money by making arrangements that are cancelled later. The group was not in favor of a virtual conference as the most important aspect of the convention is having all the commissioners gather for activities which would be difficult to enjoy while practicing social distancing. President Gorden requested a roll call vote. All counties represented at the meeting voted to ratify the Executive Committee's decision to postpone and the motion passed.

President Gorden announced Brian Hobart agreed to Chair the LPC Committee. He also mentioned speaking at the Judiciary Committee orientation and reported on what was discussed at the meeting.

### VI. Committee Reports

#### A. Standing Committees

1. Budget and Finance Committee – Norm Fournier, Chair  
Comm. Fournier reported there was a second round of paycheck protection program loans (PPP) available. However, the guidelines required a significant loss of income, more than 25% when compared to the previous year. Therefore, MCCA did not qualify for this second loan. He suggested sharing the information with organizations able to benefit from the second round of PPP loans. The window of opportunity to apply for the loan would be open until end of March.

2. Legislative Policy Committee – Brian Hobart, Chair

(Note: this section was taken out of order, but the notes were placed here for the sake of readability.)

The group thanked Comm. Hobart for taking on the added responsibility of chairing the committee. Comm. Hobart turned the update over to Jim Cohen.

Many bills were talked about to develop a position for our lobbyists. A few points that came up during this portion of the meeting were as follows:

LD 214 "An Act To Eliminate Qualified Immunity for Police Officers". This could cause the resignation of acting police officers if they feel unprotected by law. Already there are exceptions to immunity as stated in the Maine Tort Claims Act. Comm. Gardner said the bill is malicious and dangerous. MSA has asked for our support of this bill.

Mr. Cohen mentioned there is now an automatic referral of bills to legislative committees based on content.

Comm. Gardner brought up LD 272, "An Act To Establish Separate Prosecutorial Districts in Downeast Maine" which has a public hearing scheduled for February 19<sup>th</sup>. Judiciary realized there had been no change since 1974. This uncovered a bigger issue and might be more inclined to advance that bill. Washington County is in favor, even to the point of picking up cost on the fiscal note and would like MCCA's support. Comm. Fournier moved to support LD 272, seconded by Comm. Hobart and opened the floor for discussion of the motion. Comm. Baldacci asked what the bill would change. This would add a new district splitting Washington from Hancock County District 7 as the geographic size justifies the need for another district attorney. This is not a reflection on Matt Foster. They would augment the salary to a full-time position.

Some attendees commented this bill only involves two counties and the organization should, therefore maintain neutrality. Norm Fournier withdrew his motion. Comm. Johnson moved to take the position of "Neither for nor against" LD 272. The motion was seconded by Comm. Baldacci and the motion passed.

An LPC Zoom meeting was set for Monday, February 22<sup>nd</sup> at 9:00 am due to the February 15<sup>th</sup> holiday.

3. Risk Pool Agency - Norm Fournier and Malcolm Ulmer– Comm. Fournier said there was nothing to report.
4. Affiliate Organization Committee Reports

MACCAM – Admin. Carrie Kipfer said the group had not met since the last MCCA board meeting.

MARP – Kathy Ayers reported at a meeting in January appearing in front of Judiciary regarding confidentiality issues with guardianships. Federal rules are expected to have a negative impact with electronic filing. The association does not want to see that happen. We need to strongly object to this. She will keep the group posted and will continue to work with Jim on this and other probate bills.

MSA – Sheriff Troy Morton reported the group was meeting weekly on Friday to finalize the rewriting of the jail funding bill. They are particularly concerned with the County Coordinating Council language.

The Sheriff's are adamantly opposed to LD 214, "An Act To Eliminate Qualified Immunity for Police Officers". MSA is drafting testimony to oppose. They believe the passing of this bill would cause mass exit of the profession in Maine and asked for MCCA's support in their position. Comm. Fournier moved to oppose LD 214 seconded by Comm. Gardner and the motion passed with a unanimous vot.

5. Other

B. Ad Hoc Committees -

1. Bylaws and Policies Committee – Norm Fournier, Chair

Comm. Fournier thanked members who volunteered to serve on the committee. He plans to schedule a meeting in the next month. They would work on the bylaws first which have not been updated since 2016. Upon completion, they will work on the following policies: financial/investment, purchasing, and the personnel policy. Each document will be brought to

the Board of Directors to consider the changed language. Any revisions will be made and circulated before a vote to adopt the amended documents.

- C. MCCA Staff Reporting – Admin. Lauren Haven said there was nothing significant to report beyond normal operations. She planned to mail out copies of the 2021 Directory of Maine Counties prior to the next board meeting.

VII. New Business

VIII. Adjournment BH PB/adjourned

MCCA President Steve Gorden invited a **motion** to adjourn at approximately 12:10 p.m. Comm. Hobart made the **motion** seconded by Comm. Baldacci, and the **motion** was **approved**.

Respectfully submitted,



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MCCA Administrator, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Comm. Norman Fournier

# **MAINE COUNTY COMMISSIONERS ASSOCIATION**

## **February 2021 Financial Report**

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Attached please find the financial reports for the month of February 2021. The Balance Sheet shows total assets and liabilities at \$239,839. This amount includes \$12,450 from the money market account MCCA established for MainePERS employer contributions, the expected membership dues of \$148,354, and the \$2,500 set aside for the annual audit.

Debits to the bank account in February totaled \$12,310.16, and \$123,515.89 was credited to the checking account. The debits were from normal operating expenses during the month with one NACo registration payment. The credits included payments for membership dues and advertisements in the 2021 Directory of Maine Counties which is expected to be \$5,200.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail, Expenses by Vendor*, and *Profit & Loss Previous Year Comparison* reports. Please don't hesitate to contact me with any questions and please let me know if you would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven  
Administrator

Accepted by:

Date: March 10, 2021

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Norman Fournier, Secretary-Treasurer

**Maine County Commissioners Association**  
**Balance Sheet (accrual)**  
**As of February 28, 2021**

	<b>February 2021</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000-00 · Bank and Cash Accounts	
1010-00 · MCCA Checking-Savings Bank	202,947.43
1020-00 · Money Market Account	12,450.58
1030-00 · Petty Cash Account	200.00
<b>Total 1000-00 · Bank and Cash Accounts</b>	<b>215,598.01</b>
<b>Total Checking/Savings</b>	<b>215,598.01</b>
<b>Accounts Receivable</b>	
1300-00 · Receivables	26,155.00
<b>Total Accounts Receivable</b>	<b>26,155.00</b>
<b>Other Current Assets</b>	
1120-00 · Pass Through	-2,500.00
<b>Total Other Current Assets</b>	<b>-2,500.00</b>
<b>Total Current Assets</b>	<b>239,253.01</b>
<b>Fixed Assets</b>	
1200-00 · Fixed Assets	
1210-00 · Accumulated Depreciation	-6,074.00
1220-00 · Equipment	6,660.00
<b>Total 1200-00 · Fixed Assets</b>	<b>586.00</b>
<b>Total Fixed Assets</b>	<b>586.00</b>
<b>TOTAL ASSETS</b>	<b>239,839.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100-00 · Other Current Liabilities	
2120-00 · MainePERS Employee Contribution	427.95
2130-00 · Employee Health Insurance Contr	1,043.11
2140-00 · Accrued Vacation	820.90
<b>Total 2100-00 · Other Current Liabilities</b>	<b>2,291.96</b>
<b>Total Other Current Liabilities</b>	<b>2,291.96</b>
<b>Total Current Liabilities</b>	<b>2,291.96</b>
<b>Total Liabilities</b>	<b>2,291.96</b>
<b>Equity</b>	
3000-00 · Equity Accounts	
3020-00 · Fund Balance to Current Yr Inc	-89,430.00
<b>Total 3000-00 · Equity Accounts</b>	<b>-89,430.00</b>
3100-00 · Earnings	202,198.16
Net Income	124,778.89
<b>Total Equity</b>	<b>237,547.05</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>239,839.01</b>

**Maine County Commissioners Association**  
**Reconciliation Summary**  
1020-00 · Money Market Account, Period Ending 02/18/21

	<b>February 2021</b>
<b>Beginning Balance</b>	12,450.07
<b>Cleared Transactions</b>	
Deposits and Credits - 1 item	0.51
<b>Total Cleared Transactions</b>	0.51
<b>Cleared Balance</b>	<b>12,450.58</b>
<b>Register Balance as of 02/18/21</b>	12,450.58
<b>Ending Balance</b>	12,450.58



# Maine County Commissioners Association

## Reconciliation Summary

1010-00 - MCCA Checking-Savings Bank, Period Ending 02/28/21

	<b>February 2021</b>
<b>Beginning Balance</b>	<b>99,039.30</b>
<b>Cleared Transactions</b>	
<b>Checks and Payments - 12 items</b>	<b>-12,310.16</b>
<b>Deposits and Credits - 6 items</b>	<b>123,515.89</b>
<b>Total Cleared Transactions</b>	<b>111,205.73</b>
<b>Cleared Balance</b>	<b>210,245.03</b>
<b>Uncleared Transactions</b>	
<b>Checks and Payments - 8 items</b>	<b>-7,297.60</b>
<b>Total Uncleared Transactions</b>	<b>-7,297.60</b>
<b>Register Balance as of 02/28/21</b>	<b>202,947.43</b>
<b>Ending Balance</b>	<b>202,947.43</b>

# Maine County Commissioners Association

## Reconciliation Detail

1010-00 · MCCA Checking-Savings Bank, Period Ending 02/28/21

	Type	Date	Name	Amount	Balance
Beginning Balance					99,039.30
Cleared Transactions					
Checks and Payments - 12 items					
	Bill Pmt -Check	1/15/21	Camden National Bank	-12.00	-12.00
	Bill Pmt -Check	1/27/21	Verrill	-4,500.00	-4,512.00
	Bill Pmt -Check	1/27/21	Haven, Lauren	-89.40	-4,601.40
	Bill Pmt -Check	1/29/21	Maine Farm Bureau	-1,497.17	-6,098.57
	Bill Pmt -Check	1/29/21	Unlimited Technology	-125.00	-6,223.57
	Bill Pmt -Check	2/5/21	Bangor Payroll	-993.90	-7,217.47
	Bill Pmt -Check	2/12/21	Bangor Payroll	-993.90	-8,211.37
	Bill Pmt -Check	2/12/21	MainePERS	-665.16	-8,876.53
	Bill Pmt -Check	2/12/21	Spectrum Business/TWC	-181.85	-9,058.38
	Bill Pmt -Check	2/12/21	Liberty Mutual Insurance	-60.16	-9,118.54
	Bill Pmt -Check	2/19/21	Bangor Payroll	-993.90	-10,112.44
	Bill Pmt -Check	2/26/21	Bangor Payroll	-2,197.72	-12,310.16
Total Checks and Payments				-12,310.16	-12,310.16
Deposits and Credits - 6 items					
	Deposit	2/1/21	Square	250.02	250.02
	Deposit	2/4/21		400.00	650.02
	Deposit	2/11/21		66,568.00	67,218.02
	Deposit	2/17/21		47,349.25	114,567.27
	Deposit	2/22/21		8,945.00	123,512.27
	Deposit	2/28/21		3.62	123,515.89
Total Deposits and Credits				123,515.89	123,515.89
Total Cleared Transactions				111,205.73	111,205.73
Cleared Balance				111,205.73	210,245.03
Uncleared Transactions					
Checks and Payments - 8 items					
	Bill Pmt -Check	10/24/19	Treasurer, State Of Maine	-100.00	-100.00
	Bill Pmt -Check	2/12/21	Unlimited Technology	-136.00	-236.00
	Bill Pmt -Check	2/26/21	Verrill	-4,500.00	-4,736.00
	Bill Pmt -Check	2/26/21	Maine Farm Bureau	-1,497.17	-6,233.17
	Bill Pmt -Check	2/26/21	US Bank	-387.96	-6,621.13
	Bill Pmt -Check	2/26/21	Camden National Bank	-300.20	-6,921.33
	Bill Pmt -Check	2/26/21	Maine Municipal Association	-272.86	-7,194.19
	Bill Pmt -Check	2/26/21	Haven, Lauren	-103.41	-7,297.60
Total Checks and Payments				-7,297.60	-7,297.60
Total Uncleared Transactions				-7,297.60	-7,297.60
Register Balance as of 02/28/21				103,908.13	202,947.43
Ending Balance				103,908.13	202,947.43

# Maine County Commissioners Association

## Profit & Loss Budget vs. Actual

January through February 2021

Accrual Basis

	2021 Budget	Feb 2021	Jan - Feb 2021	\$ Over Budget	% of Budget
<b>Income</b>					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
4120-00 · Registration	26,000			-26,000	
4130-00 · Sponsorship	10,000			-10,000	
4140-00 · Vendor	9,000			-9,000	
<b>Total 4100-00 · Convention Income</b>	<b>45,400</b>			<b>-45,400</b>	
4300-00 · Dues	148,354		148,353	-1	100%
4400-00 · Other Income	10,000	1,814	3,314	-6,686	33%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	24,063			-24,063	
4810-00 · Interest Earned	100	4	7	-93	7%
<b>Total Income</b>	<b>228,417</b>	<b>1,818</b>	<b>151,674</b>	<b>-76,743</b>	<b>66%</b>
<b>Gross Profit</b>	<b>228,417</b>	<b>1,818</b>	<b>151,674</b>	<b>-76,743</b>	<b>66%</b>
<b>Expense</b>					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	140	280	-1,720	14%
5030-00 · FICA	4,031	295	611	-3,420	15%
5040-00 · MainePERS Contributions	4,215	328	702	-3,513	17%
5050-00 · Salary-Office Manager	52,695	4,054	8,373	-44,322	16%
<b>Total 5000-00 · Payroll Expenses</b>	<b>62,941</b>	<b>4,817</b>	<b>9,966</b>	<b>-52,975</b>	<b>16%</b>
5100-00 · Insurance					
5110-00 · Health Insurance	12,651	1,007	2,013	-10,638	16%
5120-00 · Commercial, Crime, D&O Ins	2,070	60	120	-1,950	6%
5130-00 · Workers Comp	550			-550	
5140-00 · Unemployment Comp Ins	240	273	273	33	114%
<b>Total 5100-00 · Insurance</b>	<b>15,511</b>	<b>1,340</b>	<b>2,406</b>	<b>-13,105</b>	<b>16%</b>
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500	13	13	-487	3%
6013-00 · Financial Audit	4,000			-4,000	
<b>Total 6010-00 · Prof. Services</b>	<b>4,500</b>		<b>13</b>	<b>-4,487</b>	<b>0%</b>
6030-00 · Lobbying					
6032-00 · Lobbying - Contractual	54,000	4,500	9,000	-45,000	17%
<b>Total 6030-00 · Lobbying</b>	<b>54,000</b>	<b>4,500</b>	<b>9,000</b>	<b>-45,000</b>	<b>17%</b>
6040-00 · NACO Expenses					
6041-00 · Conferences	5,465	275	275	-5,190	5%
<b>Total 6040-00 · NACO Expenses</b>	<b>5,465</b>	<b>275</b>	<b>275</b>	<b>-5,190</b>	<b>5%</b>
6050-00 · Education and Training	600			-600	
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					

Accrual Basis

	2021 Budget	Feb 2021	Jan - Feb 2021	\$ Over Budget	% of Budget
6113-00 · Entertainment/Speakers	6,500			-6,500	
6114-00 · MCCA Staff Registration Expense	500			-500	
6118-00 · Meeting Exp.	32,500			-32,500	
6121-00 · Supplies	300			-300	
6124-00 · Commissioner Retirement Plaques	400			-400	
<b>Total 6110-00 · Convention Expense</b>	<b>40,200</b>			<b>-40,200</b>	
6140-00 · Copies-Printing					
6142-00 · Directory	100			-100	
<b>Total 6140-00 · Copies-Printing</b>	<b>100</b>			<b>-100</b>	
6145-00 · Dues Expense	600		625	25	104%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	300			-300	
6152-00 · IT Services	1,800	148	285	-1,515	16%
6153-00 · Photocopier Lease	4,500	388	776	-3,724	17%
6154-00 · Printer & Supplies	800			-800	
6156-00 · Other	400			-400	
<b>Total 6150-00 · Equipment - Office</b>	<b>7,800</b>	<b>536</b>	<b>1,061</b>	<b>-6,739</b>	<b>14%</b>
6160-00 · Fees	100			-100	
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	1,000			-1,000	
6172-00 · County Officials' Workshop	5,000			-5,000	
6173-00 · Monthly	3,600			-3,600	
6175-00 · Meetings - Other	2,000			-2,000	
<b>Total 6170-00 · Meeting Expense</b>	<b>11,600</b>			<b>-11,600</b>	
6180-00 · Mileage & Travel Expense	300			-300	
6195-00 · Office Space Rental	19,000	1,497	2,994	-16,006	16%
6215-00 · Postage-Shipping	150	2	16	-134	11%
6230-00 · Advertising	100			-100	
6235-00 · Supplies	1,000	27	27	-973	3%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	900	75	150	-750	17%
6243-00 · Phone, Fax & Internet	2,800	182	362	-2,438	13%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	<b>3,700</b>	<b>257</b>	<b>512</b>	<b>-3,188</b>	<b>14%</b>
6250-00 · Website	200			-200	
6260-00 · Contingency	500			-500	
<b>Total Expense</b>	<b>228,417</b>	<b>13,264</b>	<b>26,895</b>	<b>-201,522</b>	<b>12%</b>

**Maine County Commissioners Association**  
**Expenses by Vendor Detail**  
February 2021

**Bangor Payroll**

Type	Date	Memo	Account	Amount	Balance
Bill	2/5	Office Managers Salary	5050-00 · Salary-Office Manager	1,013.39	1,013.39
Bill	2/5	Taxes	5030-00 · FICA	73.83	1,087.22
Bill	2/5	Processing fee	5020-00 · Payroll Fees	34.00	1,121.22
Bill	2/12	Office Managers Salary	5050-00 · Salary-Office Manager	1,013.39	2,134.61
Bill	2/12	Taxes	5030-00 · FICA	73.83	2,208.44
Bill	2/12	Processing fee	5020-00 · Payroll Fees	34.00	2,242.44
Bill	2/19	Office Managers Salary	5050-00 · Salary-Office Manager	1,013.39	3,255.83
Bill	2/19	Taxes	5030-00 · FICA	73.83	3,329.66
Bill	2/19	Processing fee	5020-00 · Payroll Fees	34.00	3,363.66
Bill	2/26	Office Managers Salary	5050-00 · Salary-Office Manager	1,013.39	4,377.05
Bill	2/26	Taxes	5030-00 · FICA	73.83	4,450.88
Bill	2/26	Processing fee	5020-00 · Payroll Fees	38.00	4,488.88
Bill	2/26	ER Health Insurance Contributions	5110-00 · Health Insurance	1,006.70	5,495.58
Total Bangor Payroll				5,495.58	5,495.58
<b>Camden National Bank</b>					
Bill	2/26	Email Backup	6152-00 · IT Services	12.00	12.00
Bill	2/26		6012-00 · Prof Services - Legal Services	13.20	25.20
Bill	2/26		6041-00 · Conferences	275.00	300.20
Total Camden National Bank				300.20	300.20
<b>Haven, Lauren</b>					
Bill	2/26		6241-00 · Cell Phone	75.00	75.00
Bill	2/26		6215-00 · Postage-Shipping	1.60	76.60
Bill	2/26		6235-00 · Supplies	26.81	103.41
Total Haven, Lauren				103.41	103.41
<b>Liberty Mutual Insurance</b>					
Bill	2/12		5120-00 · Commercial, Crime, D&O Ins	60.16	60.16
Total Liberty Mutual Insurance				60.16	60.16
<b>Maine Farm Bureau</b>					
Bill	2/26	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17

	Type	Date	Memo	Account	Amount	Balance
Total Maine Farm Bureau					1,497.17	1,497.17
<b>Maine Municipal Association</b>						
Total Maine Municipal Association	Bill	2/26	Membership Dues	5140-00 · Unemployment Comp Ins	272.86	272.86
<b>MainePERS</b>					272.86	272.86
Total MainePERS	Bill	2/12		5040-00 · MainePERS Contributions	328.26	328.26
<b>Spectrum Business/TWC</b>					328.26	328.26
Total Spectrum Business/TWC	Bill	2/12		6243-00 · Phone, Fax & Internet	181.85	181.85
<b>Unlimited Technology</b>					181.85	181.85
Total Unlimited Technology	Bill	2/12		6152-00 · IT Services	136.00	136.00
<b>US Bank</b>					136.00	136.00
Total US Bank	Bill	2/26		6153-00 · Photocopier Lease	387.96	387.96
<b>Verrill</b>					387.96	387.96
Total Verrill	Bill	2/26	Lobbying Services	6032-00 · Lobbying - Contractual	4,500.00	4,500.00
<b>TOTAL</b>					4,500.00	4,500.00
					<b>13,263.45</b>	<b>13,263.45</b>

**Maine County Commissioners Association**  
**Transaction Detail by Account**  
**February 2021**

Accrual Basis	Type	Date	Name	Amount	Balance
<b>1000-00 · Bank and Cash Accounts</b>					
<b>1010-00 · MCCA Checking-Savings Bank</b>					
	Deposit	2/1	Square	250.02	250.02
	Deposit	2/4		400.00	650.02
	Bill Pmt -Check	2/5	Bangor Payroll	-993.90	-343.88
	Deposit	2/11		66,568.00	66,224.12
	Bill Pmt -Check	2/12	MainePERS	-665.16	65,558.96
	Bill Pmt -Check	2/12	Liberty Mutual Insurance	-60.16	65,498.80
	Bill Pmt -Check	2/12	Spectrum Business/TWC	-181.85	65,316.95
	Bill Pmt -Check	2/12	Unlimited Technology	-136.00	65,180.95
	Bill Pmt -Check	2/12	Bangor Payroll	-993.90	64,187.05
	Deposit	2/17		47,349.25	111,536.30
	Bill Pmt -Check	2/19	Bangor Payroll	-993.90	110,542.40
	Bill Pmt -Check	2/22	Bangor Payroll	-964.43	109,577.97
	Deposit	2/22		8,945.00	118,522.97
	Bill Pmt -Check	2/26	Maine Municipal Association	-272.86	118,250.11
	Bill Pmt -Check	2/26	Verrill	-4,500.00	113,750.11
	Bill Pmt -Check	2/26	Camden National Bank	-300.20	113,449.91
	Bill Pmt -Check	2/26	US Bank	-387.96	113,061.95
	Bill Pmt -Check	2/26	Maine Farm Bureau	-1,497.17	111,564.78
	Bill Pmt -Check	2/26	Haven, Lauren	-103.41	111,461.37
	Bill Pmt -Check	2/26	Bangor Payroll	-2,197.72	109,263.65
	Deposit	2/28		3.62	109,267.27
Total 1010-00 · MCCA Checking-Savings Bank				109,267.27	109,267.27
<b>1020-00 · Money Market Account</b>					
	Deposit	2/18		0.51	0.51
Total 1020-00 · Money Market Account				0.51	0.51
Total 1000-00 · Bank and Cash Accounts				109,267.78	109,267.78
<b>1300-00 · Receivables</b>					
	Invoice	2/2	Nationwide Retirement Solutions	1,000.00	1,000.00
	Payment	2/11	Androscoggin County	-9,840.00	-8,840.00
	Payment	2/11	Aroostook County	-9,129.00	-17,969.00
	Payment	2/11	Lincoln County	-8,953.00	-26,922.00
	Payment	2/11	Kennebec County	-10,215.00	-37,137.00
	Payment	2/11	Cumberland County Maine	-15,289.00	-52,426.00
	Payment	2/11	York County	-13,142.00	-65,568.00
	Payment	2/17	Hancock County	-9,685.00	-75,253.00
	Payment	2/17	Penobscot County	-10,587.00	-85,840.00
	Payment	2/17	Oxford County	-9,185.00	-95,025.00
	Payment	2/17	Knox County	-9,008.00	-104,033.00
	Payment	2/17	Sagadahoc County	-8,720.00	-112,753.00
	Payment	2/22	Somerset County	-8,945.00	-121,698.00
Total 1300-00 · Receivables				-121,698.00	-121,698.00
<b>1110-00 · Undeposited Funds</b>					
	Payment	2/11	Androscoggin County	9,840.00	9,840.00
	Payment	2/11	Aroostook County	9,129.00	18,969.00
	Payment	2/11	Lincoln County	8,953.00	27,922.00
	Payment	2/11	Kennebec County	10,215.00	38,137.00
	Payment	2/11	Cumberland County Maine	15,289.00	53,426.00
	Payment	2/11	York County	13,142.00	66,568.00
	Deposit	2/11	Androscoggin County	-9,840.00	56,728.00

Accrual Basis	Type	Date	Name	Amount	Balance
	Deposit	2/11	Aroostook County	-9,129.00	47,599.00
	Deposit	2/11	Lincoln County	-8,953.00	38,646.00
	Deposit	2/11	Kennebec County	-10,215.00	28,431.00
	Deposit	2/11	Cumberland County Maine	-15,289.00	13,142.00
	Deposit	2/11	York County	-13,142.00	0.00
	Payment	2/17	Hancock County	9,685.00	9,685.00
	Payment	2/17	Penobscot County	10,587.00	20,272.00
	Payment	2/17	Oxford County	9,185.00	29,457.00
	Payment	2/17	Knox County	9,008.00	38,465.00
	Payment	2/17	Sagadahoc County	8,720.00	47,185.00
	Deposit	2/17	Hancock County	-9,685.00	37,500.00
	Deposit	2/17	Penobscot County	-10,587.00	26,913.00
	Deposit	2/17	Oxford County	-9,185.00	17,728.00
	Deposit	2/17	Knox County	-9,008.00	8,720.00
	Deposit	2/17	Sagadahoc County	-8,720.00	0.00
	Payment	2/22	Somerset County	8,945.00	8,945.00
	Deposit	2/22	Somerset County	-8,945.00	0.00
Total 1110-00 · Undeposited Funds				0.00	0.00
<b>2000-00 · Accounts Payable</b>					
	Bill	2/5	Bangor Payroll	-993.90	-993.90
	Bill Pmt -Check	2/5	Bangor Payroll	993.90	0.00
	Bill	2/12	MainePERS	-665.16	-665.16
	Bill Pmt -Check	2/12	MainePERS	665.16	0.00
	Bill	2/12	Liberty Mutual Insurance	-60.16	-60.16
	Bill Pmt -Check	2/12	Liberty Mutual Insurance	60.16	0.00
	Bill	2/12	Unlimited Technology	-136.00	-136.00
	Bill	2/12	Spectrum Business/TWC	-181.85	-317.85
	Bill Pmt -Check	2/12	Spectrum Business/TWC	181.85	-136.00
	Bill Pmt -Check	2/12	Unlimited Technology	136.00	0.00
	Bill	2/12	Bangor Payroll	-993.90	-993.90
	Bill Pmt -Check	2/12	Bangor Payroll	993.90	0.00
	Bill	2/19	Bangor Payroll	-993.90	-993.90
	Bill Pmt -Check	2/19	Bangor Payroll	993.90	0.00
	Bill Pmt -Check	2/22	Bangor Payroll	964.43	964.43
	Bill	2/26	Maine Farm Bureau	-1,497.17	-532.74
	Bill	2/26	Maine Municipal Association	-272.86	-805.60
	Bill	2/26	Verrill	-4,500.00	-5,305.60
	Bill	2/26	Camden National Bank	-300.20	-5,605.80
	Bill	2/26	US Bank	-387.96	-5,993.76
	Bill	2/26	Haven, Lauren	-103.41	-6,097.17
	Bill Pmt -Check	2/26	Maine Municipal Association	272.86	-5,824.31
	Bill Pmt -Check	2/26	Verrill	4,500.00	-1,324.31
	Bill Pmt -Check	2/26	Camden National Bank	300.20	-1,024.11
	Bill Pmt -Check	2/26	US Bank	387.96	-636.15
	Bill Pmt -Check	2/26	Maine Farm Bureau	1,497.17	861.02
	Bill Pmt -Check	2/26	Haven, Lauren	103.41	964.43
	Bill	2/26	Bangor Payroll	-2,197.72	-1,233.29
	Bill Pmt -Check	2/26	Bangor Payroll	2,197.72	964.43
Total 2000-00 · Accounts Payable				964.43	964.43
<b>2100-00 · Other Current Liabilities</b>					
<b>2120-00 · MainePERS Employee Contribution</b>					
	Bill	2/5	Bangor Payroll	-79.04	-79.04
	Bill	2/12	MainePERS	336.90	257.86
	Bill	2/12	Bangor Payroll	-79.04	178.82



Accrual Basis	Type	Date	Name	Amount	Balance
	Bill	2/19	Bangor Payroll	-79.04	99.78
	Bill	2/26	Bangor Payroll	-79.04	20.74
Total 2120-00 · MainePERS Employee Contribution				20.74	20.74
<b>2130-00 · Employee Health Insurance Contr</b>					
	Bill	2/5	Bangor Payroll	-48.28	-48.28
	Bill	2/12	Bangor Payroll	-48.28	-96.56
	Bill	2/19	Bangor Payroll	-48.28	-144.84
	Bill	2/26	Bangor Payroll	193.06	48.22
	Bill	2/26	Bangor Payroll	-48.22	0.00
Total 2130-00 · Employee Health Insurance Contr				0.00	0.00
Total 2100-00 · Other Current Liabilities				20.74	20.74
<b>4400-00 · Other Income</b>					
	Deposit	2/1	Square	-250.02	-250.02
	Invoice	2/2	Nationwide Retirement Solutions	-1,000.00	-1,250.02
	Deposit	2/4	Skelton, Taintor & Abbott	-400.00	-1,650.02
	Deposit	2/17	National Association of Counties	-164.25	-1,814.27
Total 4400-00 · Other Income				-1,814.27	-1,814.27
<b>4810-00 · Interest Earned</b>					
	Deposit	2/18		-0.51	-0.51
	Deposit	2/28		-3.62	-4.13
Total 4810-00 · Interest Earned				-4.13	-4.13
<b>5000-00 · Payroll Expenses</b>					
<b>5020-00 · Payroll Fees</b>					
	Bill	2/5	Bangor Payroll	34.00	34.00
	Bill	2/12	Bangor Payroll	34.00	68.00
	Bill	2/19	Bangor Payroll	34.00	102.00
	Bill	2/26	Bangor Payroll	38.00	140.00
Total 5020-00 · Payroll Fees				140.00	140.00
<b>5030-00 · FICA</b>					
	Bill	2/5	Bangor Payroll	73.83	73.83
	Bill	2/12	Bangor Payroll	73.83	147.66
	Bill	2/19	Bangor Payroll	73.83	221.49
	Bill	2/26	Bangor Payroll	73.83	295.32
Total 5030-00 · FICA				295.32	295.32
<b>5040-00 · MainePERS Contributions</b>					
	Bill	2/12	MainePERS	328.26	328.26
Total 5040-00 · MainePERS Contributions				328.26	328.26
<b>5050-00 · Salary-Office Manager</b>					
	Bill	2/5	Bangor Payroll	1,013.39	1,013.39
	Bill	2/12	Bangor Payroll	1,013.39	2,026.78
	Bill	2/19	Bangor Payroll	1,013.39	3,040.17
	Bill	2/26	Bangor Payroll	1,013.39	4,053.56
Total 5050-00 · Salary-Office Manager				4,053.56	4,053.56
Total 5000-00 · Payroll Expenses				4,817.14	4,817.14
<b>5100-00 · Insurance</b>					
<b>5110-00 · Health Insurance</b>					
	Bill	2/26	Bangor Payroll	1,006.70	1,006.70
Total 5110-00 · Health Insurance				1,006.70	1,006.70
<b>5120-00 · Commercial, Crime, D&amp;O Ins</b>					
	Bill	2/12	Liberty Mutual Insurance	60.16	60.16
Total 5120-00 · Commercial, Crime, D&O Ins				60.16	60.16
<b>5140-00 · Unemployment Comp Ins</b>					
	Bill	2/26	Maine Municipal Association	272.86	272.86
Total 5140-00 · Unemployment Comp Ins				272.86	272.86

	Accrual Basis	Type	Date	Name	Amount	Balance
Total 5100-00 · Insurance					1,339.72	1,339.72
6010-00 · Prof. Services						
6012-00 · Prof Services - Legal Services						
	Bill		2/26	Camden National Bank	13.20	13.20
Total 6012-00 · Prof Services - Legal Services					13.20	13.20
Total 6010-00 · Prof. Services					13.20	13.20
6030-00 · Lobbying						
6032-00 · Lobbying - Contractual						
	Bill		2/26	Verrill	4,500.00	4,500.00
Total 6032-00 · Lobbying - Contractual					4,500.00	4,500.00
Total 6030-00 · Lobbying					4,500.00	4,500.00
6040-00 · NACO Expenses						
6041-00 · Conferences						
	Bill		2/26	Camden National Bank	275.00	275.00
Total 6041-00 · Conferences					275.00	275.00
Total 6040-00 · NACO Expenses					275.00	275.00
6150-00 · Equipment - Office						
6152-00 · IT Services						
	Bill		2/12	Unlimited Technology	136.00	136.00
	Bill		2/26	Camden National Bank	12.00	148.00
Total 6152-00 · IT Services					148.00	148.00
6153-00 · Photocopier Lease						
	Bill		2/26	US Bank	387.96	387.96
Total 6153-00 · Photocopier Lease					387.96	387.96
Total 6150-00 · Equipment - Office					535.96	535.96
6195-00 · Office Space Rental						
	Bill		2/26	Maine Farm Bureau	1,497.17	1,497.17
Total 6195-00 · Office Space Rental					1,497.17	1,497.17
6215-00 · Postage-Shipping						
	Bill		2/26	Haven, Lauren	1.60	1.60
Total 6215-00 · Postage-Shipping					1.60	1.60
6235-00 · Supplies						
	Bill		2/26	Haven, Lauren	26.81	26.81
Total 6235-00 · Supplies					26.81	26.81
6240-00 · Telephone, Fax & Internet						
6241-00 · Cell Phone						
	Bill		2/26	Haven, Lauren	75.00	75.00
Total 6241-00 · Cell Phone					75.00	75.00
6243-00 · Phone, Fax & Internet						
	Bill		2/12	Spectrum Business/TWC	181.85	181.85
Total 6243-00 · Phone, Fax & Internet					181.85	181.85
Total 6240-00 · Telephone, Fax & Internet					256.85	256.85

# **Maine County Commissioners Association** **Profit & Loss Prev Year Comparison**

February 2021

Accrual Basis

	February 2021	February 2020	\$ Change	% Change
<b>Income</b>				
4400-00 · Other Income	1,814.27	1,100.00	714.27	64.93%
4810-00 · Interest Earned	4.13	2.31	1.82	78.79%
<b>Total Income</b>	<b>1,818.40</b>	<b>1,102.31</b>	<b>716.09</b>	<b>64.96%</b>
<b>Gross Profit</b>	<b>1,818.40</b>	<b>1,102.31</b>	<b>716.09</b>	<b>64.96%</b>
<b>Expense</b>				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	140.00	144.00	-4.00	-2.78%
5030-00 · FICA	295.32	774.48	-479.16	-61.87%
5040-00 · MainePERS Contributions	328.26	975.03	-646.77	-66.33%
5050-00 · Salary-Office Manager	4,053.56	3,935.48	118.08	3.0%
5060-00 · Salary-Executive Director	0.00	6,381.40	-6,381.40	-100.0%
<b>Total 5000-00 · Payroll Expenses</b>	<b>4,817.14</b>	<b>12,210.39</b>	<b>-7,393.25</b>	<b>-60.55%</b>
5100-00 · Insurance				
5110-00 · Health Insurance	1,006.70	1,006.70	0.00	0.0%
5120-00 · Commercial, Crime, D&O Ins	60.16	57.08	3.08	5.4%
5140-00 · Unemployment Comp Ins	272.86	267.90	4.96	1.85%
<b>Total 5100-00 · Insurance</b>	<b>1,339.72</b>	<b>1,331.68</b>	<b>8.04</b>	<b>0.6%</b>
6010-00 · Prof. Services				
6012-00 · Prof Services - Legal Services	13.20	0.00	13.20	100.0%
<b>Total 6010-00 · Prof. Services</b>	<b>13.20</b>	<b>0.00</b>	<b>13.20</b>	<b>100.0%</b>
6030-00 · Lobbying				
6031-00 · Lobbying Reg	0.00	200.00	-200.00	-100.0%
6032-00 · Lobbying - Contractual	4,500.00	0.00	4,500.00	100.0%
<b>Total 6030-00 · Lobbying</b>	<b>4,500.00</b>	<b>200.00</b>	<b>4,300.00</b>	<b>2,150.0%</b>
6040-00 · NACO Expenses				
6041-00 · Conferences	275.00	0.00	275.00	100.0%
<b>Total 6040-00 · NACO Expenses</b>	<b>275.00</b>	<b>0.00</b>	<b>275.00</b>	<b>100.0%</b>
6050-00 · Education and Training	0.00	80.00	-80.00	-100.0%
6140-00 · Copies-Printing				
6142-00 · Directory	0.00	96.35	-96.35	-100.0%
<b>Total 6140-00 · Copies-Printing</b>	<b>0.00</b>	<b>96.35</b>	<b>-96.35</b>	<b>-100.0%</b>
6150-00 · Equipment - Office				
6152-00 · IT Services	148.00	137.00	11.00	8.03%
6153-00 · Photocopier Lease	387.96	377.99	9.97	2.64%
6154-00 · Printer & Supplies	0.00	30.18	-30.18	-100.0%
<b>Total 6150-00 · Equipment - Office</b>	<b>535.96</b>	<b>545.17</b>	<b>-9.21</b>	<b>-1.69%</b>
6170-00 · Meeting Expense				
6173-00 · Monthly	0.00	352.57	-352.57	-100.0%
<b>Total 6170-00 · Meeting Expense</b>	<b>0.00</b>	<b>352.57</b>	<b>-352.57</b>	<b>-100.0%</b>

**Accrual Basis**

	<b>February 2021</b>	<b>February 2020</b>	<b>\$ Change</b>	<b>% Change</b>
<b>6180-00 · Mileage &amp; Travel Expense</b>	0.00	0.00	0.00	0.0%
<b>6195-00 · Office Space Rental</b>	1,497.17	1,497.17	0.00	0.0%
<b>6215-00 · Postage-Shipping</b>	1.60	5.19	-3.59	-69.17%
<b>6235-00 · Supplies</b>	26.81	192.13	-165.32	-86.05%
<b>6240-00 · Telephone, Fax &amp; Internet</b>				
<b>6241-00 · Cell Phone</b>	75.00	75.00	0.00	0.0%
<b>6243-00 · Phone, Fax &amp; Internet</b>	181.85	177.26	4.59	2.59%
<b>Total 6240-00 · Telephone, Fax &amp; Internet</b>	256.85	252.26	4.59	1.82%
<b>Total Expense</b>	13,263.45	16,762.91	-3,499.46	-20.88%

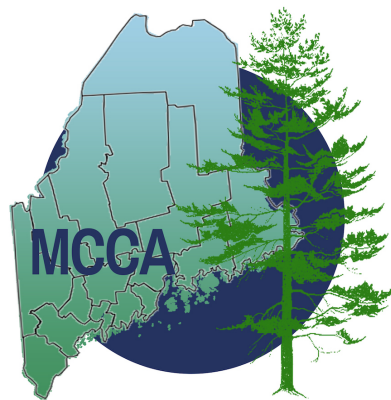


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# MAINE COUNTY COMMISSIONERS ASSOCIATION

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## BY-LAWS



Maine County Commissioners Association

Last Amended January 20, 2016

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**THE BY-LAWS OF THE  
MAINE COUNTY COMMISSIONERS ASSOCIATION  
Amendment Draft 3-3-2021**

**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, **nondiscriminatory** organization serving Maine County Government, whose core functions are:

- a. To strengthen the role of county government in Maine by maintaining a comprehensive and robust advocacy role in the state and federal legislative, administrative and regulatory process.
- b. To enhance management of county government by providing quality member services for all Maine counties.
- c. To provide programming, services, information and education that supports member services for all Maine counties.
- d. To promote public awareness of the vital role of county government.
- e. To promote cohesiveness among the counties and facilitate and promote interaction among internal and external groups who have interests or programs that impact county government.
- f. To ensure professionalism and sound business practices in the management of the Association.

Section 3. The means of achieving this purpose will be by carrying out a comprehensive program in the areas of planning and research, publications, legislation and uniform administration for county government.

**ARTICLE II. MEMBERSHIP**

***Eligibility***

Section 1. Membership shall be open to each of the sixteen counties in the State of Maine.

***Active Members***

Section 2. Active membership shall include all ~~counties~~ **members** whose current dues are paid, or which are not more than three months in arrears.

## ARTICLE III. ORGANIZATION

### **Authority under State Statute**

Section 1. The Association is recognized in Title 30-A, Section 909 MRSA as a County Advisory Organization, and a nonprofit eligible to receive federal grants or contributions.

### **Board of Directors**

Section 2. The Association shall have a Board of Directors **with full voting rights** made up of the following:

- a. One County Commissioner from each member county who shall be elected in accordance with Article IV, Section 1 of these By-laws.

### **Officers**

Section 3. The officers of this Association shall consist of a President, a Vice President, and a Secretary-Treasurer, who shall be elected from among the members of the Board of Directors.

- a. The President shall preside over all meetings and be a responsible ex-officio member of all committees. He/She shall execute any contract entered into by the Association and shall have the general powers of supervision and management usually vested in the president of a corporation under the laws of the State of Maine, unless otherwise enumerated herein or defined by resolution of the Board of Directors. She/He shall see that all orders and resolutions of the Association are carried into effect.
- b. The Vice President shall perform the functions and the duties of the President in the absence or disability of the President.
- c. The Secretary-Treasurer shall ~~perform the functions and duties of the President in the absence of the President and Vice President and shall insure~~ **ensure** 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.
- d. **By a 2/3 vote of the total Board, the Board of Directors may dismiss any officer due to lack of confidence.**

### **Board Authority**

Section 4. The 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, and be solely empowered to approve and authorize all contracts.~~

### **Staff and Administrative**

Section 5. An ~~Executive Director~~ **Administrator** shall manage the affairs of the Association and otherwise provide administrative support under the



## Support

direction of the officers and directors and on such terms as may be prescribed by agreement and as may be identified in the annual budget. The Administrator shall be the Clerk of the Corporation. Annually the president, with input from the Executive Committee, shall review the performance of the Administrator.

## 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 and legislative business between Directors' Meetings and report on any action taken at the next Directors' Meeting.

~~However only the Board of Directors shall be responsible for interviewing individual candidates seeking employment as Executive Director, or representatives of firms wishing to provide 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.~~

- b. Budget and Finance Committee. The President shall annually appoint a Budget and Finance Committee with advice of the Board composed of the Secretary-Treasurer and four three Board members and a county administrator as recommended by Maine Association of County Clerks, Administrators and Managers (MACCAM). The President may appoint additional members as necessary. The Budget and Finance Committee, with the assistance of the Executive Director Administrator, 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 advisory to the Executive Committee and comprised of those who participate in the weekly periodic 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
  - Maine Emergency Management County Agency Directors Association Council
  - Maine Registry Registers of Deeds Association
  - ~~Maine Jail Association~~
  - Maine Association of Registers of Probate

- Maine Emergency **County** Communications ~~Directors~~ Association
- d. Nominating Committee. The President **with advice of the Board** shall annually appoint a ~~five~~ **three**-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 the MCCA Administrator, two representatives **each** 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 **with advice of the Board** 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. **All ad hoc committee terms shall expire at the annual meeting unless extended by vote of the board or reappointment by the President.**

## ARTICLE IV. ELECTIONS AND TERMS OF OFFICE

**Board of Directors** Section 1. ~~The Executive Director~~ **Administrator** shall notify each County Commissioner **prior to** December 1<sup>st</sup> of each year to caucus and elect a Director **and alternate(s)** for the ~~coming next calendar~~ **next calendar** year from that county. The Chairman of the Board of County Commissioners of each county shall inform the ~~Executive Director~~ **Administrator** of the Board's nominees **by December 31<sup>st</sup> at least two weeks before the annual meeting.** The ~~Executive Director~~ **Administrator** will advise all County Commissioners 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 **with advice of the Board**, 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 of 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) **full** consecutive **one-year** terms in any particular office.

### ***Vacancies***

Section 4. In the event of a vacancy or the inability of a **Board** 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** **of** a majority of the Officers and Directors.

### ***NACo Representatives***

Section 5. The Board of Directors shall elect two commissioners (**a representative and an alternate**) from counties which 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 **member** directors may participate in the vote for 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. 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. Only Commissioners representing member counties of this Association which have paid current dues according to the assessment under Article IV of these Bylaws may be heard in debate. 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. A majority **plus one** of the Board of Directors shall constitute a quorum for the discharge of business. It shall consist of at least nine Commissioners. An agenda shall be submitted through e-mail or regular mail by the ~~Executive Director~~ **Administrator**, 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
- **Maine Emergency Management Agency Directors Association Council**
- Maine **Registry Registers** of Deeds Association
- ~~Maine Jail Association~~
- Maine Association of Registers of Probate
- Maine Emergency **County** Communications ~~Directors~~ Association

### ***Proxy Votes***

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

- a. ~~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 the Director's place.~~

### ***Annual Meeting***

Section 4 **3.** 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.

### ***Convention***

Section 5 **4.** 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.

### ***Minutes***

Section 6 **5.** Minutes of all meetings shall be sent to all Commissioners by the ~~Executive Director~~ **Administrator** by e-mail or regular mail as soon after each meeting as is practical.

## **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~~ **Administrator** 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~~ **Administrator** 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, provided the proposed amendments shall have been sent by ordinary mail or e-mail to all Commissioners of member counties 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: Executive Director

\_\_\_\_\_  
Date

## **BY-LAWS**

### **MAINE COUNTY COMMISSIONERS ASSOCIATION, INC.**

**Adopted and Amended September 10, 1977**

**Final Approval December 7, 1977**

**Revised December 1, 1982**

**Amended January 28, 1987**

**Amended September 15, 1989**

**Amended January 8, 1997**

**Amended January 14, 1998**

**Amended July 17, 2002**

**Amended, September 12, 2009**

**Amended, January 10, 2010**

**Amended, January 8, 2014**

**Amended, January 20, 2016**