

M.C.C.A.

Peter Baldacci, President
Penobscot County Commissioner

Thomas Coward, Vice President
Cumberland County Commissioner

Michael Cote, Secretary-Treasurer
York County Commissioner



Maine County Commissioners Association

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

Rosemary Kulow
Executive Director

Lauren Haven
Office Manager

MCCA Board of Directors' Meeting Agenda 10:00 a.m., July 13, 2016

- I. **Call to Order, Introductions, Attendance & Pledge of Allegiance**
- II. **Approval of/Additions to the Agenda**
- III. **Approval of June 8, 2016 Board of Directors' Meeting Minutes**
- IV. **Old Business**
 - A. **Host County for 2017 MCCA Conference**
- V. **New Business**
 - A. **Nomination of Representatives to NACo Board of Directors**
 - B. **Consideration of MCCA's Offering Contracted Work to Counties**
- VI. **Reports**
 - A. **Executive Director's & Financial Reports**
 - B. **Legislation Development Committee Report**
 - C. **Professionalism in Management Committee Report**
 - D. **Association Reports**
 - E. **Corrections Report**
 - F. **Annual Convention Report**
 - G. **NACo Report**
- VII. **Other Business**
 - A. **DHHS Rulemaking for Medication-Assisted Treatment (Methadone)**
 - B. **Appointment to DOC Jail Advisory Committee (Michael Cote is current member)**
- VIII. **Adjournment**

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MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting Minutes 10:00 a.m., June 8, 2016

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

President Peter Baldacci called the meeting to order at 10:25 a.m. The attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Franklin* – Comm. Gary McGrane; *Kennebec* – Administrator Bob Devlin proxy for Comm. George Jabar II; *Knox* – Administrator Andy Hart proxy for Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – Administrator Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Sagadahoc* – Administrator Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Cumberland* – Comm. Steve Gordon, Manager Peter Crichton; *Lincoln* – Administrator Carrie Kipfer; *Somerset* – Administrator Dawn DiBlasi; *MACT* – David Parkman; and *MSA* – Sheriff Troy Morton and Sheriff Dale Lancaster.

DIRECTORS ABSENT: *Hancock* – Comm. Steven Joy; *Kennebec* – Comm. George Jabar II; *Knox* – Comm. Roger Moody; *Oxford* – Comm. Steven Merrill; *Sagadahoc* – Comm. Charles Crosby III; and *Washington* – Comm. Chris Gardner.

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

II. Approval of/Additions to the Agenda

Comm. Fournier moved and Comm. Fowler seconded approving the agenda as written. The motion was approved unanimously.

III. Approval of May 11, 2016 Board of Directors' Meeting Minutes

Comm. Cote moved and Comm. Fowler seconded approving the minutes from the Board of Directors' meeting on May 11, 2016. The motion was passed unanimously.

IV. Old Business

A. Host County for 2017 MCCA Conference

Comm. Bell reported that Androscoggin County Administrator Larry Post is concerned that he does not have the staff he thinks is necessary to host the convention. However, the final decision will be made at the next meeting on June 15th. If the commissioners choose not to host the convention in 2017, they may offer to do so in 2018. This matter will be brought back for consideration at the July Board of Directors' meeting.

B. Consideration of Nominations for NACo Steering Committees

The group reviewed the NACo Steering Committee rosters and the nomination forms for Comm. McGrane and Comm. Baldacci. Comm. Fournier made a motion to nominate Comm. Baldacci to serve on NACo's Justice and Public Safety Steering Committee and Comm. McGrane to serve on the Community, Economic and Workforce Development Committee and the Environment, Energy and Land Use Committee. Comm. Blodgett seconded the motion and it was approved unanimously.

V. New Business

A. Discuss How the USDOL Final Overtime Rule Affects MCCA

The group reviewed the fact sheet of the final rule to update the exemption for executive, administrative, and professional employees provided by the Wage and Hour Division of the U.S. Department of Labor. Executive Director Rosemary Kulow explained that MCCA qualifies as a government agency. The rule factors in regular increases and increases the base salary for exempt workers. The MCCA administrative position held by Lauren Haven fits the criteria for overtime eligibility and is affected by the rule change, effective December 1st, 2016. There are several ways to meet the requirement, but Ms. Kulow recommends increasing the salary for the position which is currently \$727 per week, to the minimum \$913 per week, making the annual salary \$47,476.

The group discussed whether or not the duties performed in the MCCA administrative position required exceeding 40 hours in a work week. Ms. Kulow stated that MCCA is expanding the services it provides and the administrative position is expanding to accommodate the work necessary to accomplish the goals. Comm. Baldacci suggested that MCCA staff document the hours being worked and the topic would be revisited at a later date with the proposal for the change.

B. Discussion about the Value of County Charters

The group discussed the pros and cons of county charters. Some points included the importance of charters to define and strengthen county government. The makeup and authority of the budget committee outlined in the county charter is critical to the success of county government

operations. The majority expressed that benefits outweigh the issues involved and recommend supporting county charters.

C. Nomination of NACo Board of Directors Voting Representative(s)

Comm. Baldacci will not be attending the next NACo conference in July with Comm. McGrane and Executive Director Rosemary Kulow due to other commitments. Comm. Cote made a motion, seconded by Comm. Graff to nominate Comm. McGrane as MCCA's voting member at on the annual NACo conference. The motion passed with a unanimous vote.

VI. Reports

A. Executive Director's & Financial Reports

Executive Director Rosemary Kulow presented her reports. *(See attached.)* Ms. Kulow touched on her schedule including visits to county commissioners meetings around the state, and the MainePERS employee contribution increase from 7.5% to 8%. Ms. Kulow invited questions. Comm. McGrane made a motion to place the reports on file. Comm. Cote seconded the motion which was passed unanimously.

B. Legislation Development Committee Report

The Legislation Development Committee met at the MCCA offices on May 25th and voted Comm. Gordon to serve as chair for the committee. The group reviewed the mission of the committee and worked to develop a timeline and strategy to achieve their set goals. A questionnaire will be created for counties to submit ideas for legislation. The next committee meeting is scheduled for June 20th.

C. Professionalism in Management Committee Report

Comm. Cote reported that the group would be meeting after the Board of Directors' meeting. One idea is to develop a manual for newly elected commissioners and other county officials, and a basic booklet outlining duties and responsibilities could be developed by this committee and MCCA staff. In addition, the committee will develop appropriate training programs for county officials.

D. Association Reports

EMAD: No report was given.

MACCAM: Oxford County Administrator Scott Cole reported the group is in favor of the development of a data bank by MCCA staff that will reduce redundancy of data collection performed by individual counties throughout the year.

MACT: David Parkman reported the group met with representatives of the IRS has been requested for clarification on the details of W9, 1099, 1094 & 1095 forms. The group believes it will be beneficial to have MEHT representative Anne Wright speak at the convention to clarify the Affordable Care Act updates.

MARP: No report was given.

MECCA: Owen Smith reported via MCCA staff that the class sponsored by MECCA in May had 27 county dispatchers attend out of a total of 44 attendees. Other attendees were from state agencies. Nine attendees were from Bowdoin College communications and security. It was a good training at a great price.

MRDA: No report was given.

MSA: No report was given.

E. Corrections Report

Comm. Cote reported revisions to the Jail Standards glossary of terms have been completed leaving no further issues. The group expects to wrap up the project within one month.

F. Annual Convention Report

MCCA Office Manager Lauren Haven reported that vendor registration opened on June 1st. The Convention Planning Committee met on May 20th and continued to develop the educational session lineup for the convention. The group will meet next on June 17th at Penobscot Commissioners' Office in Bangor. Attendee registration is expected to open in July.

G. NACo Report

NACo's Annual Conference will be in Long Beach, CA in July. Travel arrangements have been made. Registration fees for this conference have been waived for both Comm. McGrane and Executive Director Rosemary Kulow.

D. Other Business

No other business was brought before the board.

VII. Adjournment

Comm. Fowler made a motion to adjourn at 11:27 a.m.; Comm. McGrane seconded the motion, which was unanimously approved. The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Michael Cote

MCCA Annual Convention Host Counties

2002 - Hosted by Cumberland

2003 - Hosted by York

2004 - Hosted by Franklin and Somerset

2005 - Hosted by Androscoggin

2006 - Hosted by Oxford

2007 - Hosted by Knox

2008 - Hosted by Aroostook

2009 - Hosted by Waldo

2010 - Hosted by Cumberland

2011 - Hosted by Penobscot

2012 - Hosted by Lincoln

2013 - Hosted by Franklin

2014 - Hosted by York

2015 - Hosted by Hancock

2016 – Hosted by Penobscot

Counties that have not hosted in the recent past:

- Kennebec
- Piscataquis
- Sagadahoc
- Washington



Rosemary Kulow <rkulow@mainecounties.org>

NACo Board of Directors Nominations 2016-2017

1 message

Jamie Richards <jrichards@naco.org>

Fri, Jun 3, 2016 at 11:46 AM

To: Rosemary Kulow <rkulow@mainecounties.org>

**MEMORANDUM**

TO: Rosemary Kulow, Executive Director
Maine County Commissioners Association

FROM: Jamie Richards

DATE: June 3, 2016

RE: Nominations to the NACo Board of Directors

In just a few weeks we will be in Los Angeles County (Long Beach), California attending the NACo Annual Conference and electing a new NACo Board of Directors!

It is time for you to submit the nomination(s) for your representative(s) to serve on the 2016-2017 NACo Board of Directors. The NACo Board term is for one year beginning with the election at the Annual Business Meeting and Elections of Officers and Directors on Monday July 25th and ending July 2017.

Your current NACo Board of Directors representatives are:

Maine State Seat - Peter Baldacci

100% State Seat – Gary McGrane

Being a 100% membership state you have 2 seats.

- Your nomination(s) to the NACo Board must be in writing, on state association letterhead.
- You may mail, email or fax them to me – but I must have them by Monday, July 11, 2016.

- Let me know if your state association will not make this decision until your meeting at the NACo Annual Conference and we will accommodate you.

Excerpt from the NACo Bylaws:

Article VI, Section 1. Membership

The board of directors is comprised of elected officials of active member counties or designated officials as follows:

1. One (1) elected official from each state which has an active member county. That official must be from a county whose membership dues are fully paid at the time of the close of credentials registration at the annual conference.
2. Twelve (12) elected officials from active member counties, one (1) from each of the 12 states having the highest number of votes as certified by the Credentials Committee based upon NACo membership as of 60 days before the first day of the annual conference, provided that such state has either 50 percent of its counties as active member counties or has active member counties representing 50 percent of the state's population. Where a state, otherwise qualified, fails to meet either 50 percent standard, it shall not be eligible for an additional director under this paragraph; the state having the next highest number of votes will be elevated to the list, provided that such state meets either 50 percent standard.
3. One elected county official from each state having 100 percent of its counties as active members.

IMPORTANT: If your state is eligible for more than one seat on the Board, please designate which category each person is representing; (1 – state seat, 2 – Top 12 seat, 3 – 100% membership seat)

The Nominating Committee Report is being prepared for presentation at the Annual Business meeting. This report will list every person nominated by a state association to serve on the Board. We want to be sure that every state association is represented on the NACo Board of Directors in accordance with the NACo Bylaws and in order to accomplish this we must receive your nomination so that it is included in the report and so the NACo Membership will be able to vote on it.

If you cannot or do not submit a nomination at the Annual Conference, your first opportunity to nominate a board representative will be at the NACo Fall Board of Directors' meeting in December.

If you have any questions please contact me at jrichards@naco.org or 202-942-4258

Jamie Richards

Executive Assistant

M.C.C.A.

Peter Baldacci, President
Penobscot County

Thomas Coward, Vice President
Cumberland County

Michael Cote, Secretary-Treasurer
York County



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Executive Director's Report July 8, 2016

Activities:

- Prepared meeting minutes for Professionalism in Management Committee
- Prepared meeting minutes and history of jails for Legislation Development Committee.
- Worked on compensation survey instrument.
- Sent request to counties for documents for MCCA data bank.
- Researched interpretation of jail boarding fee issue.
- Conducted ongoing financial management.
- Worked on conference planning.
- Visited County Commissioners' meetings.
- Attended Legislative committee and commission meetings.
- Participated in NACo steering committee conference call meetings.
- Prepared for Board of Directors' meeting, including reports.

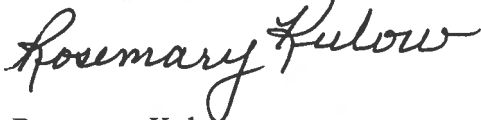
Meetings/Events since the June 8, 2016 Board of Directors' Meeting

June 8	Professionalism in Management Committee meeting at MCCA
June 9	NACo Agriculture & Rural Affairs Steering Committee conference call meeting
June 13	Cumberland County Commissioners' meeting in Portland
June 14	Knox County Commissioners' meeting in Rockland
June 17	Convention Planning Committee meeting in Bangor
June 20	Legislation Development Committee meeting at MCCA
June 21	Piscataquis County Commissioners' meeting in Dover-Foxcroft
June 22	NACo Northeast Region conference call meeting
June 23	Government Oversight Committee meeting at Cross Building
June 28	Penobscot County Commissioners' meeting in Bangor
July 6	York County Commissioners' meeting in Alfred

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

July 14	Waldo County Commissioners' meeting in Belfast
July 15	Convention Planning Committee meeting in Bangor
July 18	LDC meeting at MCCA in Augusta
July 19	Legislature's Taxation Committee meeting at State House
July 20-30	In California for annual NACo Conference & vacation
August 2	Kennebec County Commissioners' meeting in Augusta
August 3	Androscoggin County Commissioners' meeting in Auburn
August 9	Sagadahoc County Commissioners' meeting in Bath
August 10	MCCA Board meetings in Augusta

Respectfully submitted,

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

Rosemary Kulow
Executive Director

MAINE COUNTY COMMISSIONERS ASSOCIATION

June 2016 Financial Report

Attached please find the monthly financial reports for the month of June 2016. The Balance Sheet shows total assets and liabilities at \$214,221.97. Debits to the bank account in June totaled \$19,624.76, and \$25,540.98 income was deposited in the checking account. \$25,000 of that income came from the Risk Management Pool assessment. The bank balance on June 30th was \$177,661.56, as expenditure of \$2,374.64 had not yet cleared the bank by the end of the month.

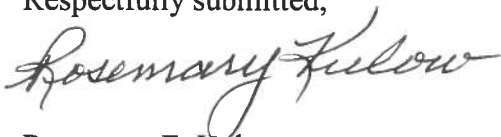
With 50% of the year complete, \$166,630 (66%) of the \$252,150 budgeted revenue had been received by June 30th

On the expenditure side, \$20,619 (8% of the total budget) was expended in June, and a total of \$104,452 (41%) had been expended year-to-date. Additional details appear in the *Profit & Loss Budget vs. Actual* report.

Finances are within budget, and there are no problems in any line item at this time. However, the MainePERS line will most likely be slightly exceeded at the end of the year due to the increased employer contribution that became effective July 1, 2016. At the end of June the employer contribution for MainePERS increased from 5.6% to 6.5%, and the *employee* contribution rate increased July 1st from 7.5% to 8.0%. Keep in mind that the employee contribution is not paid by MCCA, as employees pay that portion themselves. Any overage from budgeted estimates in the MCCA share of MainePERS costs (estimated at a few hundred dollars) will be covered by the "surplus" MainePERS funds in the MCCA money market account at the end of the year.

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

Respectfully submitted,



Rosemary E. Kulow
Executive Director

Accepted by:

Date: _____

Peter Baldacci, President

Thomas Coward, Vice-President

Michael Cote, Secretary-Treasurer

Maine County Commissioners Association
Reconciliation Summary
Money Market Account, Period Ending 06/20/2016

	Jun 20
	2016
Beginning Balance	<u>38,756.67</u>
Cleared Transactions	
Deposits and Credits - 1 Item	<u>3.38</u>
Total Cleared Transactions	<u>3.38</u>
Cleared Balance	<u><u>38,760.05</u></u>
Register Balance as of 06/20/2016	38,760.05
Ending Balance	38,760.05

Maine County Commissioners Association
Balance Sheet (accrual)
As of June 30, 2016

	June 30 2016
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	175,286.92
Money Market Account	38,760.05
Petty Cash Account	200.00
Total Checking/Savings	214,246.97
Accounts Receivable	
Receivables	-25.00
Total Accounts Receivable	-25.00
Total Current Assets	214,221.97
TOTAL ASSETS	214,221.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-682.49
Total Accounts Payable	-682.49
Other Current Liabilities	
1000-00 · Employee Health Insurance Contr	-268.68
1001-00 · MainePERS Employee Contribution	478.11
Total Other Current Liabilities	209.43
Total Current Liabilities	-473.06
Total Liabilities	-473.06
Equity	
3200-00 · Fund Balance to Current Yr Inc	-59,216.00
3900-00 · Earnings	211,734.23
Net Income	62,176.80
Total Equity	214,695.03
TOTAL LIABILITIES & EQUITY	214,221.97

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 06/30/2016

	June 30 2016
Beginning Balance	<u>171,745.34</u>
Cleared Transactions	
Checks and Payments - 21 items	-19,624.76
Deposits and Credits - 4 items	<u>25,540.98</u>
Total Cleared Transactions	<u>5,916.22</u>
 Cleared Balance	 <u><u>177,661.56</u></u>
 Uncleared Transactions	
Checks and Payments - 4 items	<u>-2,374.64</u>
Total Uncleared Transactions	<u>-2,374.64</u>
 Register Balance as of 06/30/2016	 <u><u>175,286.92</u></u>
 Ending Balance	 175,286.92

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 06/30/2016

	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						171,745.34
Cleared Transactions						
Checks and Payments - 21 items						
	5/20	3673	US Bank	√	-275.00	-275.00
	5/25	3674	Maine Farm Bureau	√	-1,497.17	-1,772.17
	5/25	3676	Staples Credit Plan	√	-70.47	-1,842.64
	6/2	3677	Penobscot County Treasurer	√	-2,100.75	-3,943.39
	6/2	EFT	Bangor Payroll	√	-1,862.53	-5,805.92
	6/2	3678	MainePERS	√	-479.42	-6,285.34
	6/2	3679	Macomber Farr & Whitten	√	-35.00	-6,320.34
	6/10	EFT	Bangor Payroll	√	-1,862.53	-8,182.87
	6/10	3681	Country Cafe Catering	√	-270.00	-8,452.87
	6/10	3682	Kulow, Rosemary	√	-208.97	-8,661.84
	6/10	3683	Haven, Lauren	√	-202.61	-8,864.45
	6/10	3684	Great Falls Insurance Company	√	-147.00	-9,011.45
	6/10	3680	Capitol Computers/Main Security	√	-125.00	-9,136.45
	6/13	EFT	Time Warner Cable	√	-167.41	-9,303.86
	6/15	3686	Camden National Bank	√	-769.32	-10,073.18
	6/15	3685	US Bank	√	-275.00	-10,348.18
	6/15	3688	MTCMA	√	-100.00	-10,448.18
	6/15	3687	Capitol Computers/Main Security	√	-42.50	-10,490.68
	6/17	EFT	Bangor Payroll	√	-1,862.58	-12,353.26
	6/24	EFT	Bangor Payroll	√	-5,419.67	-17,772.93
	6/30	EFT	Bangor Payroll	√	-1,851.83	-19,624.76
Total Checks and Payments					-19,624.76	-19,624.76
Deposits and Credits - 4 items						
	6/9	3693	MCCA Risk Management Pool	√	25,000.00	25,000.00
	6/15	EFT	National Association of Counties_	√	83.60	25,083.60
	6/28			√	450.00	25,533.60
	6/30			√	7.38	25,540.98
Total Deposits and Credits					25,540.98	25,540.98
Total Cleared Transactions					5,916.22	5,916.22
Cleared Balance					5,916.22	177,661.56

11:12 AM
07/05/16

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 06/30/2016

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Uncleared Transactions						
Checks and Payments - 4 items						
	6/30	3692	Maine Farm Bureau		-1 497.17	-1 497.17
	6/30	3690	MainePERS		-479.42	-1,976.59
	6/30	3689	US Bank		-275.00	-2,251.59
	6/30	3691	MTCMA		-123.05	-2,374.64
Total Checks and Payments					-2,374.64	-2,374.64
Total Uncleared Transactions					-2,374.64	-2,374.64
Register Balance as of 06/30/2016					3,541.58	175,286.92
Ending Balance					3,541.58	175,286.92

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through June 2016

	Budget	June 2016	Jan-June 2016	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4120-00 · Registration	28,000			-28,000	
4130-00 · Sponsorship	8,000			-8,000	
4140-00 · Vendor	11,500	450	450	-11,050	4%
Total 4100-00 · Convention Income	47,500	450	450	-47,050	1%
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	1,100	84	371	-729	34%
4500-00 · NACo Roster	500		500		100%
4600-00 · MCCA Risk Pool Assessment	25,000		25,000		100%
4800-00 · MainePERS Surplus Funds	6,500			-6,500	
4810-00 · Interest Earned	45	11	69	24	153%
4920-00 · Transfer in from Fund Balance	31,265			-31,265	
Total Income	252,150	544	166,630	-85,520	66%
Gross Profit	252,150	544	166,630	-85,520	66%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,850	172	888	-962	48%
5030-00 · FICA	7,800	707	3,785	-4,015	49%
5040-00 · MainePERS Contributions	6,500	959	3,596	-2,904	55%
5050-00 · Salary-Office Manager	38,000	3,640	18,926	-19,074	50%
5060-00 · Salary-Executive Director	74,500	7,062	36,720	-37,780	49%
Total 5000-00 · Payroll Expenses	128,650	12,540	63,915	-64,735	50%
5100-00 · Insurance					
5110-00 · Health Insurance	21,000	1,740	10,442	-10,558	50%
5120-00 · Commercial, Crime, D&O Ins	2,100	35	1,237	-863	59%
5130-00 · Workers Comp	650	147	147	-503	23%
5140-00 · Unemployment Comp Ins	500		204	-296	41%
Total 5100-00 · Insurance	24,250	1,922	12,030	-12,220	50%
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	4,800			-4,800	
Total 6010-00 · Prof. Services	5,300			-5,300	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200		200		100%
Total 6030-00 · Lobbying	200		200		100%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through June 2016

	Budget	June 2016	Jan-June 2016	\$ Over Budget	% of Budget
6040-00 · NACO Expenses					
6041-00 · Conferences	8,500	1,714	5,129	-3,371	60%
Total 6040-00 · NACO Expenses	8,500	1,714	5,129	-3,371	60%
6050-00 · Education and Training	500	100	245	-255	49%
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	6,500			-6,500	
6114-00 · MCCA Staff Registration Expense	1,000			-1,000	
6118-00 · Meeting Exp.	25,000		200	-24,800	1%
6121-00 · Supplies	2,500			-2,500	
6124-00 · Commissioner Retirement Plaques	500			-500	
Total 6110-00 · Convention Expense	35,500		200	-35,300	1%
6140-00 · Copies-Printing					
6142-00 · Directory	825		69	-756	8%
6143-00 · Other Copying or Printing	150			-150	
Total 6140-00 · Copies-Printing	975		69	-906	7%
6145-00 · Dues Expense	1,400	123	1,423	23	102%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	1,500		339	-1,161	23%
6152-00 · IT Services	2,800	168	793	-2,007	28%
6153-00 · Photocopier Lease	2,000	550	1,856	-144	93%
6154-00 · Printer & Supplies	1,200	70	263	-937	22%
6155-00 · Telephone System	200			-200	
6156-00 · Other	500		304	-196	61%
Total 6150-00 · Equipment - Office	8,200	788	3,555	-4,645	43%
6160-00 · Fees	100		36	-64	36%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	1,500		1,325	-175	88%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	3,250	313	1,518	-1,732	47%
6174-00 · Retreat Meeting	800			-800	
6175-00 · Meetings - Other	800	21	167	-633	21%
Total 6170-00 · Meeting Expense	6,600	334	3,010	-3,590	46%
6180-00 · Mileage & Travel Expense	5,200	1,028	3,278	-1,922	63%
6195-00 · Office Space Rental	18,375	1,497	8,983	-9,392	49%
6215-00 · Postage-Shipping	250		66	-184	26%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through June 2016

	Budget	June 2016	Jan-June 2016	\$ Over Budget	% of Budget
6230-00 · Advertising	750			-750	
6235-00 · Supplies	2,500	101	561	-1,939	22%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,600	124	738	-862	46%
6243-00 · Phone, Fax & Internet	2,000	335	1,002	-998	50%
Total 6240-00 · Telephone, Fax & Internet	3,600	459	1,740	-1,860	48%
6250-00 · Website	250	12	12	-238	5%
6260-00 · Contingency	1,000			-1,000	
Total Expense	252,150	20,619	104,452	-147,698	41%
Net Income		-20,074	62,178	62,178	100%

Maine County Commissioners Association Transaction Detail by Account June 2016

MCCA Checking-Savings Bank

Date	Num	Name	Memo	Amount
6/2	3677	Penobscot County Treasurer	NACo Conference	-2,100.75
6/2	3678	MainePERS		-479.42
6/2	3679	Macomber Farr & Whitten		-35.00
6/2	EFT	Bangor Payroll	Payroll for week 5/23 to 5/29/16	-1,862.53
6/9	3693	MCCA Risk Management Pool		25,000.00
6/10	3680	Capitol Computers/Main Security		-125.00
6/10	3681	Country Cafe Catering	BOD Meeting Lunch	-270.00
6/10	3682	Kulow, Rosemary	Executive Director Expenses	-208.97
6/10	3683	Haven, Lauren		-202.61
6/10	3684	Great Falls Insurance Company	Policy WCD0809690016	-147.00
6/10	EFT	Bangor Payroll	Payroll for week 5/30 to 6/5/16	-1,862.53
6/13	EFT	Time Warner Cable		-167.41
6/15	3685	US Bank	Invoice 298044918	-275.00
6/15	3686	Camden National Bank		-769.32
6/15	3687	Capitol Computers/Main Security		-42.50
6/15	3688	MTCMA		-100.00
6/15	EFT	National Association of Counties_	Deposit	83.60
6/17	EFT	Bangor Payroll	Payroll for week 6/6 to 6/12/16	-1,862.58
6/24	EFT	Bangor Payroll	Payroll for week 6/13 to 6/19/16	-5,419.67
6/28			Deposit	450.00
6/30	3689	US Bank		-275.00
6/30	3690	MainePERS		-479.42
6/30	3691	MTCMA		-123.05
6/30	3692	Maine Farm Bureau	Office Rent	-1,497.17
6/30	EFT	Bangor Payroll	Payroll for week 6/20 to 6/26/16	-1,851.83
6/30			Interest	7.38
				5,384.22
6/20			Interest	3.38
				3.38
6/9	3693	MCCA Risk Management Pool		-25,000.00
				-25,000.00

Total MCCA Checking-Savings Bank

Money Market Account

Total Money Market Account

Receivables

Total Receivables

Maine County Commissioners Association Transaction Detail by Account June 2016

Accounts Payable

Date	Num	Name	Memo	Amount
6/2		Penobscot County Treasurer	NACo Conference	-2,100.75
6/2		MainePERS		-479.42
6/2		Macomber Farr & Whitten		-35.00
6/2	3677	Penobscot County Treasurer	NACo Conference	2,100.75
6/2	3678	MainePERS		479.42
6/2	3679	Macomber Farr & Whitten		35.00
6/2	2016-23	Bangor Payroll	Payroll for week 5/23 to 5/29/16	-1,862.53
6/2	EFT	Bangor Payroll	Payroll for week 5/23 to 5/29/16	1,862.53
6/9		Capitol Computers/Main Security		-125.00
6/10	3680	Capitol Computers/Main Security		125.00
6/10		Country Cafe Catering	BOD Meeting Lunch	-270.00
6/10	3681	Country Cafe Catering	BOD Meeting Lunch	270.00
6/10		Kulow, Rosemary	Executive Director Expenses	-208.97
6/10	3682	Kulow, Rosemary	Executive Director Expenses	208.97
6/10		Haven, Lauren		-202.61
6/10	3683	Haven, Lauren		202.61
6/10		Great Falls Insurance Company	Policy WCD0809690016	-147.00
6/10	3684	Great Falls Insurance Company	Policy WCD0809690016	147.00
6/10	2016-24	Bangor Payroll	Payroll for week 5/30 to 6/5/16	-1,862.53
6/10	EFT	Bangor Payroll	Payroll for week 5/30 to 6/5/16	1,862.53
6/13		Time Warner Cable		-167.41
6/13	EFT	Time Warner Cable		167.41
6/15		US Bank	Invoice 298044918	-275.00
6/15	3685	US Bank	Invoice 298044918	275.00
6/15		Camden National Bank		-769.32
6/15	3686	Camden National Bank		769.32
6/15		Capitol Computers/Main Security		-42.50
6/15	3687	Capitol Computers/Main Security		42.50
6/15		MTCMA		-100.00
6/15	3688	MTCMA		100.00
6/17	2016-25	Bangor Payroll	Payroll for week 6/6 to 6/12/16	-1,862.58
6/17	EFT	Bangor Payroll	Payroll for week 6/6 to 6/12/16	1,862.58
6/24	2016-26	Bangor Payroll	Payroll for week 6/13 to 6/19/16	-5,419.67
6/24	EFT	Bangor Payroll	Payroll for week 6/13 to 6/19/16	5,419.67

Maine County Commissioners Association
Transaction Detail by Account
June 2016

Date	Num	Name	Memo	Amount
6/30		Maine Farm Bureau	Office Rent	-1,497.17
6/30		MainePERS		-479.42
6/30		MTCMA		-123.05
6/30		US Bank		-275.00
6/30	3689	US Bank		275.00
6/30	3690	MainePERS		479.42
6/30	3691	MTCMA		123.05
6/30	3692	Maine Farm Bureau	Office Rent	1,497.17
6/30	2016-27	Bangor Payroll	Payroll for week 6/20 to 6/26/16	-1,851.83
6/30	EFT	Bangor Payroll	Payroll for week 6/20 to 6/26/16	1,851.83
Total Accounts Payable				0.00
1000-00 · Employee Health Insurance Contr				
6/2	2016-23	Bangor Payroll	EE Health Insurance Contributions	-290.68
6/10	2016-24	Bangor Payroll	EE Health Insurance Contributions	-290.68
6/17	2016-25	Bangor Payroll	EE Health Insurance Contributions	-290.68
6/24	2016-26	Bangor Payroll	EE Health Insurance Contributions	1,162.65
6/24	2016-26	Bangor Payroll	EE Health Insurance Contributions	-290.61
6/30	2016-27	Bangor Payroll	EE Health Insurance Contributions	-290.68
Total 1000-00 · Employee Health Insurance Contr				-290.68
1001-00 · MainePERS Employee Contribution				
6/2	2016-23	Bangor Payroll	Employee Contribution	-160.51
6/10	2016-24	Bangor Payroll	Employee Contribution	-160.51
6/17	2016-25	Bangor Payroll	Employee Contribution	-160.51
6/24	2016-26	Bangor Payroll	Employee Contribution	-160.51
6/24	2016-26	Bangor Payroll	EE MEPRS Retirement Contributions	642.04
6/30	2016-27	Bangor Payroll	Employee Contribution	-171.21
Total 1001-00 · MainePERS Employee Contribution				-171.21
4100-00 · Convention Income				
4140-00 · Vendor				
6/28	1027	IIS Financial Services, LLC	Deposit	-450.00
Total 4140-00 · Vendor				-450.00
Total 4100-00 · Convention Income				

Maine County Commissioners Association
Transaction Detail by Account
June 2016

	Date	Num	Name	Memo	Amount
4400-00 · Other Income					
Total 4400-00 · Other Income	6/15	EFT	National Association of Counties	Deposit	-83.60
					-83.60
4810-00 · Interest Earned					
	6/20			Interest	-3.38
	6/30			Interest	-7.38
Total 4810-00 · Interest Earned					-10.76
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees					
	6/2	2016-23	Bangor Payroll	Processing fee	32.00
	6/10	2016-24	Bangor Payroll	Processing fee	32.00
	6/17	2016-25	Bangor Payroll	Processing fee	32.00
	6/24	2016-26	Bangor Payroll	Processing fee	44.00
	6/30	2016-27	Bangor Payroll	Processing fee	32.00
Total 5020-00 · Payroll Fees					172.00
5030-00 · FICA					
	6/2	2016-23	Bangor Payroll	Taxes	141.48
	6/10	2016-24	Bangor Payroll	Taxes	141.48
	6/17	2016-25	Bangor Payroll	Taxes	141.53
	6/24	2016-26	Bangor Payroll	Taxes	141.49
	6/30	2016-27	Bangor Payroll	Taxes	141.48
Total 5030-00 · FICA					707.46
5040-00 · MainePERS Contributions					
	6/2		MainePERS	EmployER Retirement Contribution	479.42
	6/30		MainePERS	EmployER Retirement Contribution	479.42
Total 5040-00 · MainePERS Contributions					958.84
5050-00 · Salary-Office Manager					
	6/2	2016-23	Bangor Payroll	Administrative Assistant Salary	727.93
	6/10	2016-24	Bangor Payroll	Administrative Assistant Salary	727.93
	6/17	2016-25	Bangor Payroll	Administrative Assistant Salary	727.93

Maine County Commissioners Association
Transaction Detail by Account
June 2016

	Date	Num	Name	Memo	Amount
Total 5050-00 · Salary-Office Manager	6/24	2016-26	Bangor Payroll	Office Managers Salary	727.93
	6/30	2016-27	Bangor Payroll	Administrative Assistant Salary	727.93
					<u>3,639.65</u>
5060-00 · Salary-Executive Director					
	6/2	2016-23	Bangor Payroll	Executive Directors Salary	1,412.31
	6/10	2016-24	Bangor Payroll	Executive Directors Salary	1,412.31
	6/17	2016-25	Bangor Payroll	Executive Directors Salary	1,412.31
	6/24	2016-26	Bangor Payroll	Executive Directors Salary	1,412.31
	6/30	2016-27	Bangor Payroll	Executive Directors Salary	1,412.31
Total 5060-00 · Salary-Executive Director					<u>7,061.55</u>
Total 5000-00 · Payroll Expenses					
					12,539.50
5100-00 · Insurance					
5110-00 · Health Insurance					
Total 5110-00 · Health Insurance	6/24	2016-26	Bangor Payroll	ER Health Insurance Contributions	1,740.37
					<u>1,740.37</u>
5120-00 · Commercial, Crime, D&O Ins					
Total 5120-00 · Commercial, Crime, D&O Ins	6/2		Macomber Farr & Whitten	D&O/Employ Prac Liability	35.00
					<u>35.00</u>
5130-00 · Workers Comp					
Total 5130-00 · Workers Comp	6/10		Great Falls Insurance Company	Workers Comp	147.00
					<u>147.00</u>
Total 5100-00 · Insurance					1,922.37
6040-00 · NACO Expenses					
6041-00 · Conferences					
Total 6041-00 · Conferences	6/2		Penobscot County Treasurer	NACO Conference Expenses for Peter Bal	1,714.40
					<u>1,714.40</u>
Total 6040-00 · NACO Expenses					1,714.40

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Accrual Basis

Maine County Commissioners Association
Transaction Detail by Account
June 2016

	Date	Num	Name	Memo	Amount
6050-00 · Education and Training					
Total 6050-00 · Education and Training	6/15		MTCMA	Education and Training	<u>100.00</u> 100.00
6145-00 · Dues Expense					
Total 6145-00 · Dues Expense	6/30		MTCMA	Membership Dues	<u>123.05</u> 123.05
6150-00 · Equipment - Office					
6152-00 · IT Services	6/9		Capitol Computers/Main Security		125.00
Total 6152-00 · IT Services	6/15		Capitol Computers/Main Security		<u>42.50</u> 167.50
6153-00 · Photocopier Lease					
Total 6153-00 · Photocopier Lease	6/15		US Bank	Invoice 298044918	275.00
	6/30		US Bank		<u>275.00</u> 550.00
6154-00 · Printer & Supplies					
Total 6154-00 · Printer & Supplies	6/15		Camden National Bank		<u>70.00</u> 70.00
6150-00 · Equipment - Office					
Total 6150-00 · Equipment - Office					787.50
6170-00 · Meeting Expense					
6173-00 · Monthly	6/10		Country Cafe Catering	BOD Meeting Lunch	270.00
Total 6173-00 · Monthly	6/10		Haven, Lauren		<u>43.43</u> 313.43
6175-00 · Meetings - Other					
Total 6175-00 · Meetings - Other	6/15		Camden National Bank		<u>21.05</u> 21.05

Maine County Commissioners Association
Transaction Detail by Account
June 2016

Date	Num	Name	Memo	Amount
Total 6170-00 · Meeting Expense				
6180-00 · Mileage & Travel Expense				
6/2		Penobscot County Treasurer	Travel Expenses for NACo Conference	386.35
6/10		Kulow, Rosemary	Executive Director Mileage	133.97
6/10		Haven, Lauren		85.00
6/15		Camden National Bank		423.09
				<u>1,028.41</u>
Total 6180-00 · Mileage & Travel Expense				
6195-00 · Office Space Rental				
6/30		Maine Farm Bureau	Rent	1,497.17
				<u>1,497.17</u>
Total 6195-00 · Office Space Rental				
6235-00 · Supplies				
6/10		Haven, Lauren		24.95
6/15		Camden National Bank		75.63
				<u>100.58</u>
Total 6235-00 · Supplies				
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone				
6/10		Kulow, Rosemary	Cell Phone Reimbursement	75.00
6/10		Haven, Lauren	Cell Phone Reimbursement	49.23
				<u>124.23</u>
Total 6241-00 · Cell Phone				
6243-00 · Phone, Fax & Internet				
6/13		Time Warner Cable	Phone Fax & Internet	167.41
6/15		Camden National Bank		167.38
				<u>334.79</u>
Total 6243-00 · Phone, Fax & Internet				
Total 6240-00 · Telephone, Fax & Internet				
6250-00 · Website				
6/15		Camden National Bank		12.17
				<u>12.17</u>
Total 6250-00 · Website				

Maine County Commissioners Association Expenses by Vendor Detail

June 2016

Type	Date	Memo	Account	Amount
Bangor Payroll				
Bill	6/2	Administrative Assistant Salary	5050-00 · Salary-Office Manager	727.93
Bill	6/2	Taxes	5030-00 · FICA	141.48
Bill	6/2	Processing fee	5020-00 · Payroll Fees	32.00
Bill	6/2	Executive Directors Salary	5060-00 · Salary-Executive Director	1,412.31
Bill	6/10	Administrative Assistant Salary	5050-00 · Salary-Office Manager	727.93
Bill	6/10	Taxes	5030-00 · FICA	141.48
Bill	6/10	Processing fee	5020-00 · Payroll Fees	32.00
Bill	6/10	Executive Directors Salary	5060-00 · Salary-Executive Director	1,412.31
Bill	6/17	Administrative Assistant Salary	5050-00 · Salary-Office Manager	727.93
Bill	6/17	Taxes	5030-00 · FICA	141.53
Bill	6/17	Processing fee	5020-00 · Payroll Fees	32.00
Bill	6/17	Executive Directors Salary	5060-00 · Salary-Executive Director	1,412.31
Bill	6/24	Office Managers Salary	5050-00 · Salary-Office Manager	727.93
Bill	6/24	Taxes	5030-00 · FICA	141.49
Bill	6/24	Processing fee	5020-00 · Payroll Fees	44.00
Bill	6/24	Executive Directors Salary	5060-00 · Salary-Executive Director	1,412.31
Bill	6/24	ER Health Insurance Contributions	5110-00 · Health Insurance	1,740.37
Bill	6/30	Administrative Assistant Salary	5050-00 · Salary-Office Manager	727.93
Bill	6/30	Taxes	5030-00 · FICA	141.48
Bill	6/30	Processing fee	5020-00 · Payroll Fees	32.00
Bill	6/30	Executive Directors Salary	5060-00 · Salary-Executive Director	1,412.31
Total Bangor Payroll				13,321.03
Camden National Bank				
Bill	6/15		6235-00 · Supplies	75.63
Bill	6/15		6243-00 · Phone, Fax & Internet	167.38
Bill	6/15		6250-00 · Website	12.17
Bill	6/15		6154-00 · Printer & Supplies	70.00
Bill	6/15		6175-00 · Meetings - Other	21.05
Bill	6/15		6180-00 · Mileage & Travel Expense	423.09
Total Camden National Bank				769.32

Maine County Commissioners Association Expenses by Vendor Detail

June 2016

	Type	Date	Memo	Account	Amount
Capitol Computers/Main Security					
	Bill	6/9		6152-00 · IT Services	125.00
	Bill	6/15		6152-00 · IT Services	42.50
Total Capitol Computers/Main Security					<u>167.50</u>
Country Cafe Catering					
	Bill	6/10	BOD Meeting Lunch	6173-00 · Monthly	270.00
Total Country Cafe Catering					<u>270.00</u>
Great Falls Insurance Company					
	Bill	6/10	Workers Comp	5130-00 · Workers Comp	147.00
Total Great Falls Insurance Company					<u>147.00</u>
Haven, Lauren					
	Bill	6/10	Cell Phone Reimbursement	6241-00 · Cell Phone	49.23
	Bill	6/10		6173-00 · Monthly	43.43
	Bill	6/10		6235-00 · Supplies	24.95
	Bill	6/10		6180-00 · Mileage & Travel Expense	85.00
Total Haven, Lauren					<u>202.61</u>
Kulow, Rosemary					
	Bill	6/10	Executive Director Mileage	6180-00 · Mileage & Travel Expense	133.97
	Bill	6/10	Cell Phone Reimbursement	6241-00 · Cell Phone	75.00
Total Kulow, Rosemary					<u>208.97</u>
Macomber Farr & Whitten					
	Bill	6/2	D&O/Employ Prac Liability	5120-00 · Commercial, Crime, D&O Ins	35.00
Total Macomber Farr & Whitten					<u>35.00</u>
Maine Farm Bureau					
	Bill	6/30	Rent	6195-00 · Office Space Rental	1,497.17

Maine County Commissioners Association Expenses by Vendor Detail June 2016

	Type	Date	Memo	Account	Amount
Total Maine Farm Bureau					1,497.17
MainePERS					
	Bill	6/2	EmployER Retirement Contribution	5040-00 · MainePERS Contributions	479.42
Total MainePERS	Bill	6/30	EmployER Retirement Contribution	5040-00 · MainePERS Contributions	479.42
					<u>958.84</u>
MTCMA					
	Bill	6/15	Education and Training	6050-00 · Education and Training	100.00
Total MTCMA	Bill	6/30	Membership Dues	6145-00 · Dues Expense	123.05
					<u>223.05</u>
National Association of Counties_					
Total National Association of Counties_	Deposit	6/15	Deposit	4400-00 · Other Income	-83.60
					<u>-83.60</u>
Penobscot County Treasurer					
	Bill	6/2	NACo Conference Expenses for Peter Balt	6041-00 · Conferences	1,714.40
Total Penobscot County Treasurer	Bill	6/2	Travel Expenses for NACo Conference	6180-00 · Mileage & Travel Expense	386.35
					<u>2,100.75</u>
Time Warner Cable					
Total Time Warner Cable	Bill	6/13	Phone Fax & Internet	6243-00 · Phone, Fax & Internet	167.41
					<u>167.41</u>
US Bank					
	Bill	6/15	Invoice 298044918	6153-00 · Photocopier Lease	275.00
Total US Bank	Bill	6/30		6153-00 · Photocopier Lease	275.00
					<u>550.00</u>
TOTAL					<u><u>20,535.05</u></u>

M.C.C.A.

Peter Baldacci, President
Penobscot County Commissioner

Thomas Coward, Vice President
Cumberland County Commissioner

Michael Cote, Secretary-Treasurer
York County Commissioner

Rosemary Kulow
Executive Director

Lauren Haven
Office Manager



Maine County Commissioners Association

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

MCCA Legislation Development Committee Meeting Minutes 10:00 a.m., Thursday, May 26, 2016

I. Call to Order & Attendance

The meeting was called to order at 10:00 a.m. The following were present: Comm. Peter Baldacci, Comm. William Blodgett, Sheriff Todd Brackett, Comm. Mike Cote, Comm. Steve Gorden, Comm. Newell Graf, Jail Adm. Cory Swope, and Executive Director Rosemary Kulow.

Comm. Cote nominated Steve Gorden as chairman, and there being no further nominations, all voted in favor of Comm. Gorden's serving as chairman.

II. Review Mission of Committee

A. Provide Guidance for the Creation of Legislation

1. Strive for flexible language that will allow counties to either opt in or out of compliance with the legislation's mandates.
2. MCCA's position on legislation will be determined by a majority vote of the Board of Directors. Individual counties will be able to pursue different legislative courses of action if it is in their best interest to do so.

B. Develop County Government Legislation for Next Legislative Session

1. Legislation for County Jails – Review Existing Law & Recommend Changes

Several basic premises regarding jail legislation were identified, including the following:

- Committee members should re-read and become more familiar with P.L. Ch. 335 to fully understand how it should be revised.
- County commissioners should work and communicate with their county department heads/sheriffs and others to agree on and formulate their county's position on legislative matters.

- Committee members want a better understanding of the history of the jail issue.
- County jails should receive a portion of their funding from the State of Maine, and counties should track and provide data to justify the portion of jail costs that is the State's responsibility.
- Funds for Community Corrections programs should be defined and kept separate from other state funding.
- A cap on the portion of local property tax revenue raised for jail budgets should remain as defined in P.L. Ch. 335 (*with potential for adjustment by the county's LDI growth factor up to a maximum of 3%*) with the current dollar amounts re-evaluated and adjusted.
- Counties should illustrate efficiencies and effectiveness of jail operations to help encourage State investment in the county correctional system.
- The State's responsibility for helping to address the opiate addiction crisis as it affects county jails should be further defined.
- "Receiving" counties should be allowed to charge inmate boarding fees to "sending" counties, without restrictions placed on them by state legislation.

2. Survey County Governments for Ideas for Other Legislation

Individual county boards will solicit ideas for other legislation from their board and department heads and bring the legislative proposals back to the MCCA Board of Directors and Legislation Development Committee (LDC).

Comm. Gorden said he would like to see a change in current legislation that allocates E-911 fee revenue to the State Police E-911 bureau. He would like a portion of that revenue to go to emergency communication centers.

Sheriff Brackett said he would like a portion of speeding ticket revenue shared with local government, including counties.

3. Review & Analyze Survey Results

4. Develop Bills for Consideration by the Legislative Policy Committee

B. Plan and Host a Forum for Candidates and State Legislators

Individual counties will host forums for their legislators and candidates in September and October. MCCA staff will distribute a forum format and questionnaire for counties to use, so that data can be relatively easily compiled and analyzed to determine results. The forums will be used to educate legislators and candidates about issues facing county governments, ascertain opinions about county-related issues, and solicit support for county government issue positions.

III. Develop Strategy & Timeline

- July 2016 – All county boards will have an item on their agendas to obtain ideas for legislation from county commissioners and department heads.
- August 2016 – Counties will present their ideas for legislation to the MCCA Legislation Development Committee and the MCCA Board of Directors for consideration and development.

- September-October 2016 – Counties host forums for their legislators and candidates for the state legislature to educate them about county government related issues, ascertain their opinions about county issues, and solicit their support for MCCA/county positions on potential legislation.
- January 2017 – potentially a legislative forum/breakfast in Augusta jointly sponsored by MCCA and the MSA

The LDC will meet monthly to carry out its mission. The committee will develop a more detailed strategy and timeline in the near future.

IV. Assign Tasks & Homework

Sheriff Brackett will provide an executive summary of county jail history and related statutes.

Ms. Kulow will provide copies of the “Flannigan Report” to the committee, as it includes a history of the jail funding issue.

V. Schedule Next Meeting

The next meeting of the LDC will be at 10:00 a.m., Monday, June 20, 2016 at the MCCA office.

VI. Other Business

No additional business was discussed.

VII. Adjournment

The committee adjourned at 12:15 pm.

Respectfully submitted:


 Rosemary E. Kulow, MCCA Executive Director

M.C.C.A.

Peter Baldacci, President
Penobscot County Commissioner

Thomas Coward, Vice President
Cumberland County Commissioner

Michael Cote, Secretary-Treasurer
York County Commissioner



Rosemary Kulow
Executive Director

Lauren Haven
Office Manager

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

MCCA Legislation Development Committee

DRAFT Meeting Minutes

10:00 a.m., Monday, June 20, 2016

I. Call to Order & Attendance

Chairman, Steve Gorden, called the meeting to order at 10:23 a.m.

PRESENT: Comm. Steve Gorden, Comm. Newell Graf, Comm. Mike Cote, Comm. Bill Blodgett, County Manager Peter Crichton, Jail Administrator Cory Swope, and Executive Director Rosemary Kulow

ABSENT: Comm. Peter Baldacci and Sheriff Troy Morton

II. Approval of Minutes

The minutes of the May 26th meeting were accepted as presented.

III. Discussion of County Jail History

The group referred to and discussed documents outlining historical events of county jails and concluded that MCCA should develop a concise educational pamphlet for legislators and others that illustrates what has occurred with county jails in Maine over time. It was stressed that we should identify and show the share of jail operational cost attributable to the State in order to justify the amount of funding the State is responsible for. The group also said it would be good to have a basic outline that explains the functions of county jails. JA Cory Swope will work on this, and Rosemary will work on the other educational piece for review by the LDC at the July meeting.

Committee members said that each county should meet with its own legislative delegation to help educate them about jails. The group also stressed that this committee should meet with the members of the Criminal Justice & Public Safety Committee to education them further about county jails. It was suggested that the get-together be a luncheon with a 20 minute presentation about jails at the beginning.

The group also discussed the impact the judicial system has on the jail population, especially by issuing concurrent sentences that stretch the stay of inmates beyond 9 months in many cases.

The group further discussed the melding of the Community Corrections funding with the rest of funding from the state which blurs the lines between Community Corrections funding and other state funding. Yet, the existing law requires that 30% of all state funding be spent on Community Corrections programs.

IV. Plan for County Commissioners to Meet with Department Heads about Legislation Needs

The committee affirmed that MCCA should reach out to all boards of County Commissioners on behalf of the LDC and ask them to meet with their department heads in July about ideas for legislation that should be introduced in the next legislative session. Rosemary will contact all counties.

Steve Gorden mentioned that Cumberland County is considering legislation that would change the Register of Probate from an elected position to an appointed position. It was also mentioned that potential legislation to re-evaluate and adjust the base tax cap amounts for the various jails should be developed to more accurately reflect the true condition of each county.

V. Review Mission & Plan of Action; Discuss Tasks and How to Proceed

The July LDC agenda will include discussion of jail history, potential legislation, and the educational pamphlet.

VI. Assign Tasks & Homework

Rosemary and Cory will work on a draft educational brochure for legislators and others and have it ready to be reviewed at the July meeting.

VII. Schedule Next Meeting

The next committee meeting is 10:00 a.m., Monday, July 18, 2016 at the MCCA office in Augusta.

VIII. Other Business

The committee discussed the possibility of MCCA's producing a quarterly magazine about Maine counties to expand our outreach and enhance the public's understanding of what county government does.

IX. Adjournment

The meeting was adjourned at 12:12 p.m.

M.C.C.A.

Peter Baldacci, President
Penobscot County

Thomas Coward, Vice President
Cumberland County

Michael Cote, Secretary-Treasurer
York County

Executive Director
Rosemary Kulow

Lauren Haven
Office Manager



Maine County Commissioners Association

4 Gabriel Drive, Suite 2
Augusta, ME 04330
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www.maine counties.org

MAINE COUNTY COMMISSIONERS ASSOCIATION Professionalism in Management Committee June 8, 2016 **DRAFT** Meeting Minutes

Present: York County Commissioner, Mike Cote; Cumberland County Commissioner, Tom Coward; Cumberland County Manager, Peter Crichton; Knox County Administrator, Andrew Hart; and Executive Director, Rosemary Kulow

Discussion of Ethics Policies – It was stated that the purpose of developing a model ethics policy for county government was to increase and maintain professionalism in management of public county government affairs. Copies of Knox and York Counties' policies were distributed, and the MCCA and Knox County ethics policies will also be shared with the group with the minutes of the meeting.

Training – The group agreed that it is important for MCCA to provide training opportunities and programs for new county officials on their roles and responsibilities, starting with those defined in the state statutes. The committee will develop a curriculum, which may include, but not be limited to:

- the FOAA,
- executive sessions, commissioners' duties and authority
- roles and responsibilities of commissioners and managers/administrators
- risk management
- county government department services
- human resource management
- labor laws
- tax appeals, etc.

Kennebec County Administrator, Bob Devlin, and Washington County Manager, Betsy Fitzgerald, will be invited to the next committee meeting to explain the training program they have already developed for counties.

Various training venues were discussed, and using facilities for teleconferencing at the University of Maine-Augusta might be a possibility. The committee will look into this. The second half of

November and the first half of December was mentioned as an appropriate time to offer training for newly elected commissioners.

Counties' providing tours of departments to explain their functions and promote understanding were mentioned as a great way to enhance new commissioners' knowledge and appreciation for the roles and responsibilities of the various sectors of county government. Tours are also a great way to promote the public's understanding of county government.

Orientation Booklet for New County Officials – The group agreed that it would be a good idea for counties to develop an orientation booklet for newly elected commissioners and other county officials. A basic booklet could be developed by this committee and MCCA staff, and individual counties could alter/add information to suit their own organizational situations.

Learning from MMA – Andrew Hart will ask Steve Gove or another MMA staff person to attend the next committee meeting to talk about their training programs for municipal officials. MMA will also be asked to share its syllabus for training programs with MCCA.

Administrative Regulations – Peter Crichton shared a copy of Cumberland County's administrative regulations which are very helpful in defining processes, procedures, and authorities across the spectrum of county government departments. The group also agreed that providing books of the organization's policies for new officials is very helpful.

Next Meeting – The next committee meeting will be held after lunch on Wednesday, July 13th (the next MCCA Board of Directors' meeting day). A copy of ethics policies will be included with the minutes of this meeting. On the next agenda will be hearing Bob Devlin and Betsy Fitzgerald's discussion of the training programs they have developed. If an MMA representative is able to join our meeting, we will hear from them, as well.

Respectfully submitted,

Rosemary Kulow, Executive Director



Rosemary Kulow <rkulow@mainecounties.org>

Re: DHHS MAT rulemaking

1 message

Vanderwood, Sara <svanderwood@mainestreetsolutions.com>
 To: "rkulow@mainecounties.org" <rkulow@mainecounties.org>

Fri, Jul 8, 2016 at 3:11 PM

Hi Rosemary,
 Wondering if you've given any thought to weighing-in on the proposed rule?

Other business

Thanks in advance for your consideration of this matter.

Best,
 Sara

Sent from my iPhone

On Jul 1, 2016, at 2:18 PM, Vanderwood, Sara <svanderwood@mainestreetsolutions.com> wrote:

Rosemary:

Hope this email finds you well. Not sure if this is on your radar screen but DHHS has proposed a rule regarding Medication Assisted Treatment. As you may know, Jim Cohen and I represent the coalition of Methadone clinics and they are obviously concerned about the impact this could potentially have on care, delivery of services and ultimately, access to treatment. Below is the Notice of Rulemaking and what the client has outlined as concerns. In general, I think we're concerned that DHHS is proposing to increase the scope of duties for the clinics without increasing the already insufficient reimbursement rate, which could jeopardize access. Given your interest in the issue and prior support regarding MAT I thought it would be important to make you aware. Our clinic coalition will be having a conference call next week and I can provide you with additional information following that.

1. **Counseling-** increased frequency of counseling required which may result in the need for additional counselors to meet these requirements if the waiver is eliminated. We need clarification on what they mean by stabilization phase as they specify these patients needing counseling every 2 weeks verses patients after this phase needing only monthly counseling.
2. **Individual Treatment Plan-** there was additional language added to specify that the 90 day period begins on the date of the initial signed tx plan. They added that the updates need to reflect a patient's personal history and current needs at the treatment location, with other providers and in the community. If the waiver is eliminated, we would need to increase the frequency patients in Phase IV and V receive a treatment plan update. This would put more of a burden on the counselors again impacting the number of counselors we would need to handle doing the increased demand.
3. **Initial Assessment-** the language is very similar but instead of saying the medical exam has to be completed within 14 days, the proposed rule states that the full exam must be completed by the medical director. This is a problem if programs have more than one medical provider.
4. **Drug Testing-** the proposed rule states that only 8 random drug tests yearly are needed as is specified in our waiver. The regulation requires additional testing since it states they need to be completed every 30 days or 12 per year. In terms of laboratory testing, the proposed rule just states patients have to have appropriate laboratory testing whereas the regulations require specific tests and the waiver removed the requirement for patients to have a syphilis test. If the waiver is eliminated, OTPs would need to start doing syphilis tests again.
5. **Authorization Form-** the proposed rule will require methadone providers to fill out a "Methadone Treatment Center Authorization Form" within 60 days of the first patient visit. This is a new requirement that will put an administrative burden on the OTPs let alone the Department.
6. **Facility Operation-** the proposed rule states that medication-assisted treatment facilities must be open at least 6 days whereas the regulation requires OTPs to be open 7 days per week. Will this mean that the transportation

providers won't transport on the 7th day if a provider chooses to stay open for 7 days? There will be new patients that some providers don't feel comfortable giving a take home bottle to.

7. Diversion Control Plan- the proposed rule adds a requirement to all medication-assisted treatment facilities that they have a diversion control plan which OTPs have had to have based on federal and state regulations.

8. Dosage- the proposed rule just specifies the federal regulations regarding initial dosage.

Please let me know if you have questions. I look forward to hearing from you.

Best,

Sara

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Having trouble viewing this email? View it as a Web page.

<image002.gif>

The Division of Policy posts all proposed and recently adopted rules on MaineCare's Policy and Rules webpage. This website keeps the proposed rules on file until they are finalized and until the Secretary of State website is updated to reflect the changes. The MaineCare Benefits Manual is available on-line at the Secretary of State's website.

Below, please find a Notice of Agency Rule-making Proposal. You can access the complete rule at <http://www.maine.gov/dhhs/oms/rules/index.shtml>

Notice of Agency Rule-making Proposal

AGENCY: Department of Health and Human Services, MaineCare Services

CHAPTER NUMBER AND TITLE: 10-144 C.M.R. Ch. 101 , MaineCare Benefits Manual, Chapters II and III, Section 65, Behavioral Health Services

PROPOSED RULE NUMBER:

CONCISE SUMMARY: This rule makes the following changes to the Medication-Assisted Treatment section: Requiring Medication-Assisted Treatment Facilities to be open at least six days per week throughout the calendar year, updating the twenty-four month prior authorization forms for members who have hit their lifetime methadone cap, adding an authorization form to be completed by the facility within sixty calendar days of the member's first visit, adding a definition of Medication-Assisted Treatment to the definitions section, adding a Medical Director section to the policy that outlines the Medical Directors' required responsibilities, adding a Medical Records section that outlines the minimum required documentation that must accompany Medication-Assisted Treatment services, adding a Counseling section that outlines who can perform counseling to members, and the minimum amount of counseling members should receive during treatment, adding a Medication Administration section that establishes initial dosage limits for methadone and diversion control plan measures, and adding an Individualized Service Plan section that establishes the minimum requirements for a member's service plan.

This rule moves MaineCare's Clubhouse services, which are currently part of Day Supports Services, from Section 17 to Section 65 of the MaineCare Benefits Manual. This rulemaking will also move the Specialized Group Services from Section 17 to Section 65 of the MaineCare Benefits Manual. This rulemaking will also replace the current per hour day treatment procedure code that Clubhouse providers are billing under with the more appropriate Mental Health clubhouse services per 15 minute procedure code.

This rule also updates the reference for diagnostic codes required for billing in Section 65.13, Billing Instructions from ICD-9 to ICD-10 codes, and makes minor technical edits.

See <http://www.maine.gov/dhhs/oms/rules/index.shtml> for rules and related rulemaking documents.

STATUTORY AUTHORITY: 22 M.R.S. §§ 42, 3173

PUBLIC HEARING:

Date: July 11, 2016

Time: 9:00 AM

Location: Champlain Conference Room, 45 Commerce Dr., Augusta, ME 04330

The Department requests that any interested party requiring special arrangements to attend the hearing contact the agency person listed below before July 4, 2016.

COMMENT DEADLINE: Comments must be received by 11:59 PM on July 21, 2016

AGENCY CONTACT PERSON: Thomas Leet, Comprehensive Health Planner II

Thomas.Leet@maine.gov

AGENCY NAME: MaineCare Services

ADDRESS: 242 State St.

11 State House Station

Augusta, Maine 04333-0011

TELEPHONE: 207-624-4068 FAX: (207) 287-1864

TTY: 711 (Deaf or Hard of Hearing)

IMPACT ON MUNICIPALITIES OR COUNTIES (if any): The Department does not anticipate that this rulemaking will have any impact on municipalities or counties

Sara Vanderwood

Government Affairs Consultant

Maine Street Solutions
Government Relations | Public Affairs
Affiliated with Verrill Dana, LLP
45 Memorial Circle
Augusta, ME 04332-5307
Tel: (207) 622-7432
Fax: (207) 622-3117
www.mainestreetolutions.com

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Sara Vanderwood

Government Affairs Consultant

Maine Street Solutions
Government Relations | Public Affairs
Affiliated with Verrill Dana, LLP
45 Memorial Circle
Augusta, ME 04332-5307
Tel: (207) 622-7432
Fax: (207) 622-3117

7/8/2016

Maine County Commissioners Association Mail - Re: DHHS MAT rulemaking

www.mainestreetsolutions.com

<image001.jpg>



VII.B. Other Business

Rosemary Kulow <rkulow@mainecounties.org>

County and Municipal Detention Advisory Committee

1 message

Andersen, Ryan <ryan.andersen@maine.gov>

Fri, Jul 8, 2016 at 4:20 PM

To: "Rosemary Kulow (rkulow@mainecounties.org)" <rkulow@mainecounties.org>

Cc: "LaPlante, Gary" <Gary.LaPlante@maine.gov>

Good Evening Ms. Kulow,

Pursuant to Title 34-A §1208...

6. Advisory review. The commissioner shall create and maintain a county and municipal detention facility advisory committee.

A. The committee shall consist of representatives of the Department of Corrections, Maine Sheriffs' Association, Maine County Commissioners' Association, Maine Chiefs of Police Association, Attorney General, Legislature and citizens. [1983, c. 581, §§10, 59 (NEW).]

B. The terms of members of this committee shall be one year. [1983, c. 581, §§10, 59 (NEW).]

C. Members of the county and municipal detention facility advisory committee are eligible for reappointment at the expiration of their term. [1983, c. 581, §§10, 59 (NEW).]

D. The commissioner shall consult the committee when promulgating standards and may consult the committee when variances are sought, when actions are contemplated by the commissioner in response to a failure to comply with standards and when the commissioner determines that the consultation is necessary for other reasons. [1983, c. 581, §§10, 59 (NEW).]

[1983, c. 581, §§10, 59 (NEW) .]

The expiration for current members (Commissioner Michael Cote, York) of the committee is July 31, 2016. Could you prompt the Commissioner's Association to submit one name with a professional profile for consideration on the upcoming years' term on the committee?

P.S. Commissioner Cote may be reappointed if that is the wish of MCCA.

Thanks and enjoy your weekend!

Ryan Andersen | Manager of Correctional Operations (Compliance)

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

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

