

M.C.C.A.

William Blodgett, President
Lincoln County

Peter Baldacci, Vice President
Penobscot County

Thomas Coward, Secretary-Treasurer
Cumberland County

Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant



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MAINE COUNTY COMMISSIONERS ASSOCIATION

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

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

President William Blodgett called the meeting to order at 10:20 a.m., and the attendees said the Pledge of Allegiance.

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Tom Coward; *Franklin* – Comm. Gary McGrane; *Hancock* – Comm. Steve Joy; *Kennebec* – Comm. George Jabar; *Knox* – Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole, proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. Jim Annis; *Sagadahoc* – Admin. Pam Hile, proxy for Comm. Charles Crosby; *Somerset* – County Admin. Dawn DiBlasi, proxy for Comm. Robin Frost; *Waldo* – Comm. Amy Fowler; *MACCAM* - Bill Collins; *MACT* – David Parkman; *MCAA* – Mark Westrum; *MRDA* – Linda Smith; *MSA* – Sheriff Todd Brackett

OTHER MANAGERS/ADMINISTRATORS PRESENT: *Cumberland* – Assistant County Manager Bill Whitten; *Kennebec* – County Admin. Bob Devlin; *Knox* – County Admin. Andrew Hart

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

II. Approval of/Additions to the Agenda

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

III. Approval of August 21, 2014 Meeting Minutes

Comm. Fournier made a **motion** to approve the minutes as presented. Comm. Baldacci seconded the **motion** and the **motion** was approved.

IV. Old Business

No old business was brought before the Board.

V. New Business

A. Endorsement of Betsy Fitzgerald to Serve on the NACO Community, Economic, & Workforce Development Steering Committee

There was a brief discussion in which it was stated that each county pays the expenses for their own county representative who belongs to a NACo committee. Comm. Baldacci made a **motion** to endorse Betsy Fitzgerald to serve on the NACO Community, Economic, & Workforce Development Steering Committee. Comm. Fowler seconded the **motion** and the vote in favor was unanimous.

B. First Reading of the Following Policies:

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

The meaning of "First Reading" was questioned as well as the need for a Personnel Policy for an organization of this size. The employment contract might serve the same purpose. Comm. Joy stated that contracts are individual and it might be better to have a blanket standard policy that covers all employees. Several Directors then voiced concerns over certain sections.

Comm. Fowler **moved** that the topic be tabled until February, seconded by Comm. Bell. However as the discussion continued, President Bill Blodgett explained that the First Reading will simply put the documents on the table for future discussion. Comm. Baldacci stated that having some guidelines in place will pave the way for future growth. Comm. Moody said adopting policies will protect the organization and the employees. Admin. Scott Cole suggested we give everyone a chance to review the documents and talk about it at the November meeting. Comm. McGrane then requested that an editable document of the working drafts be made available to all. Comm. Fowler amended her **motion** to acknowledge this as the First Reading to be discussed again at the November meeting, seconded by Comm. Blodgett and the vote was passed unanimously. Comm. Moody **moved** that we do the same with B. 2. The Financial Management and Investment Policy and B. 3. The Purchasing Policy. Comm. Baldacci seconded the **motion** and it was approved unanimously.

C. Recommendation from the Joint Corrections Task Force on Membership Rules

Executive Director Rosemary Kulow explained that some members had not been attending meetings. Comm. Baldacci, Chair of the committee, explained everyone should participate on a consistent basis rather than come when there is a specific issue or simply to vote. Comm. Baldacci **moved** that MCCA adopt a Joint Corrections Task Force membership policy stating that if there are more than two unexcused absences in a year, the member will be removed from the committee and

the appropriate association will be requested to appoint another member. Admin. Scott Cole seconded the ***motion*** and the policy was approved effective as of the next meeting on November 6th.

VI. Reports

A. Executive Director's & Financial Reports – Rosemary Kulow

The Executive Director presented her reports (see attached).

Comm. Fournier requested to have a legal opinion and summary of the pros and cons of a separate tax identification number (EIN) for the Risk Pool.

B. Financial Reports – Rosemary Kulow

Executive Director Rosemary Kulow presented her reports and offered to elaborate. President Bill Blodgett stated that it is common to be signing up vendors for the MCCA convention until quite late in the game. Admin. Dawn DiBlasi brought up the fact that costs per person may be a deterrent for county folks interested in participating in the convention. Ms. Kulow explained that MCCA is only charging the direct cost from the facility which was decreased during the initial negotiations. Income will be accrued from sponsors, vendors and advertisers. Comm. McGrane moved to accept the financial reports as presented, seconded by Comm. Baldacci and the motion was approved unanimously.

C. Legislative Report – Rosemary Kulow, et al

Ms. Kulow stated that there was no legislative activity to report. The group discussed the importance of MCCA and the LPC being proactive with new legislation. The updated strategic plan will reflect this ideal, encouraging early influence on legislation as it's introduced and perhaps working on drafting new legislation.

D. Association Reports

MRODA: Linda Smith spoke about a recent increase in real estate sales around the state. Last year the legislature increased recording fees by \$6.00 per document at the counties' request which increased revenue for each county as the number of documents increased. For instance, if a county registry recorded 80,000 documents per year, they would realize \$480,000 more in recording fees than they had before the increase went into effect in Oct. 2013. As a tradeoff, the counties now offer 500 free copies annually that may be downloaded or printed from each registry website. The registries continue to charge for copies produced in-house by the registry staff. All monies are paid to the county treasurer to be deposited in the county general fund.

E-recording (electronic recording) is now being offered in about half the county registries. Most other counties are in the process of offering this service. The registrars have an informal agreement among themselves to accept only level 2 E-recordings, which means the original documents were signed in ink by the grantors before a notary public, then scanned and submitted to the registries as a digital document. We are striving to protect the integrity of our records. The Association

is hosting a speaker on Level 2 vs. Level 3 E-recording at their meeting at the MCCA convention in Oct.

MRODA has scheduled a meeting with the Maine Revenue Services to discuss among other issues, the need to continue requiring transfer tax forms with municipal quitclaim deeds.

MACT: David Parkman reported on their August meeting which was held at the Trade Winds in Rockland. They also plan to have an association meeting at the MCCA convention.

MACCAM: Bill Collins reported they will not officially meet at the convention, but have scheduled a meeting for 1:00 pm on October 23rd at the MCCA office.

MCAA: Mark Westrum announced there will be a meeting concerning the issue of the decrease in phone service revenues. This decrease may cause a significant loss in program funding for jails and needs to be addressed.

MECCA: Executive Director Rosemary Kulow relayed the following emailed report sent by Owen Smith.

"The MECCA training class in October is filling up well. There continues to be nagging problems with the new 911 system for many centers. Other than that, there will be an association meeting on Tuesday, September 16th. Vice President Mike Smith will be attending the County Convention and will speak for MECCA at that meeting."

MSA: Sheriff Todd Brackett reported that the association is working with DHHS to help with the medical marijuana inspection process to ensure compliance. Also, MSA is continuing to work to formalize mutual aid between counties. There is a decided benefit to sharing resources as provided in statutes. This is exciting as it demonstrates a positive step in decreasing dependence on the state.

E. Corrections Report

Executive Director of the Board of Corrections, Ryan Thornell, reported that he has been visiting each county, generally accompanied by Sheriff Merry as Chair of the BOC. This has provided an opportunity to answer many questions. He then reviewed with the group the draft of the Board of Corrections Rulemaking Schedule.

F. Annual Convention Report - York County

Executive Director Rosemary Kulow announced there will be a NACo speaker at the convention who will speak about corrections programs and public safety issues although it is not the representative who was originally expected.

G. NACo Report - Peter Baldacci

Comm. Baldacci reported that he will not be attending the next winter NACo conference which will be held in Hawaii.

VII. Other Business

No other business was brought before the Board.

VIII. Adjournment

*Comm. McGrane made a **motion** to adjourn at 11:50 a.m., and Comm. Coward seconded the **motion**, which was unanimously approved. Lunch was served.*

Respectfully submitted,

MCCA Administrative Assistant, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Thomas S. Coward