

M.C.C.A.

Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

Carol Maines, Secretary-Treasurer
Knox County

Charles Pray
Executive Director

Lauren Haven
Office Manager



Maine County Commissioners Association

4 Gabriel Drive, Suite 2

Augusta, ME 04330

207-623-4697

www.mainecounties.org

MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting

September 14th, 2018 at 9:00 am

DoubleTree by Hilton, Portland

Agenda

- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of August 8, 2018 Meeting Minutes
- IV. Bicentennial Project 2020
Dave Cheever, State Archivist from the office of the Secretary of State
- V. Reports
 - A. Executive Director and Legislative Report
 - B. Financial Reports
 - C. Association Reports
 - D. Annual Convention Report
 - E. NACo Report
 - F. Strategic Plan Review Committee
- VI. Other Business
- VII. Adjournment

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MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes MCCA Offices Augusta, August 8, 2018

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

President Thomas Coward called the meeting to order at approximately 10:17 a.m. following the MCCA Risk Pool meeting. Attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Admin Scott Adkins proxy for Comm. Percy Brown; *Kennebec* – Admin. Bob Devlin proxy for Comm. George Jabar; *Knox* – Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Oxford* – Interim Admin. Tom Winsor proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Somerset* – Admin. Dawn DiBlasi proxy for Comm. Newell Graf; *Waldo* – Comm. Amy Fowler.

OTHERS PRESENT: *Cumberland* – Comm. Steve Gorden; *Lincoln* – Admin. Carrie Kipfer; *MACCAM* – Bill Collins; and *Oxford* – Interim County Administrator Tom Winsor.

DIRECTORS ABSENT: *Androscoggin* – Comm. Noel Madore; *Kennebec* – Comm. George Jabar; *Hancock* – Comm. Percy Brown; *Oxford* – Comm. Steven Merrill; *Sagadahoc* – Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Washington* – Comm. Chris Gardner; and *York* – Comm. Michael Cote.

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

II. Approval of/Additions to the Agenda

Comm. Fowler moved and Comm. Baldacci seconded approving the agenda with no additions. The motion was approved unanimously.

III. Approval of July 11, 2018 Board of Directors' Meeting Minutes

Comm. Fournier moved to approve the minutes from the Board of Directors' meeting on July 11, 2018 with revisions. Comm. Fowler seconded the motion and it passed unanimously.

IV. Invitation to Join a NACo Steering Committee

The group reviewed the list of Steering Committees, information about how to join a committee, caucuses which address key county issues and more. Commissioner Baldacci pointed out most meetings are conducted via video conferencing or conference call. It's usually not necessary to travel. President Coward said it looked like all the committees deal with topics which would be interesting to Maine commissioners. He re-appointed Commissioner Baldacci for the Justice & Public Safety Committee. MCCA staff will submit the completed form.

V. Reports

A. Executive Director and Legislative Report

Executive Director Charles Pray presented his report with updates on various topics. The group discussed items on his report. We are waiting for the Legislature to adjourn which will mark the beginning of the 90 days after which the law will be effective. Two notable items pending are tax conformity and the election fund. All agreed the jail money allocated to counties will need to be released as soon as possible. Penobscot for one, needed to open a line of credit to stay afloat which means borrowed funds will need to be paid back with interest. This conversation led to the coming election and potentially drafting a legislative package with MACCAM.

B. Financial Reports

Office Manager Lauren Haven presented the July financial reports. She mentioned the receipt payments from vendors and attendees registering for the convention. More payments are expected as we get closer to the event. The only concerns were related to the convention. It's unlikely we will meet the vendor income as projected in the budget. We acquired at least two new vendors participating this year, but we have lost at least that many. She and the Convention Planning Committee will continue to try to get a few more vendors, sponsors and/or exhibitors. Ms. Haven invited questions about the reports. Hearing none, Comm. Fowler moved and Admin. Dawn DiBlasi seconded approving the financial reports. The motion was passed with no opposition.

C. Association Reports

MACCAM: Penobscot Admin. Bill Collins stated the association cancelled their last scheduled meeting. All counties have submitted their numbers for the wage survey being formulated by Laurie Bouchard. They hope to have this before the convention.

D. Annual Convention Report

Office Manager Lauren Haven reported the Convention Planning Committee met on July 27th at the MCCA offices in Augusta. The committee finalized the list of educational sessions and had worked diligently to provide applicable topics for every county group. Attendee registration opened July 20th and completed forms had begun to come in through mail and the MCCA website. She referred to the registration paperwork in the agenda packet. The Committee was

scheduled to meet next on August 17th at the MCCA offices. They planned to choose a program cover design among other tasks. More details were captured in the meeting minutes enclosed in the agenda packet.

E. NACo Report

Comm. Baldacci reported he and Comm. Fowler recently attended the annual NACo conference in Nashville, TN. He took part in the Justice & Public Safety Steering Committee meetings, was involved with making resolutions to Congress, and more. Comm. Fowler participated in a wide variety of informative meetings, trainings and discussions, taking advantage of networking opportunities throughout the event with representatives from counties across the United States. There were discussions about jail issues, particularly regarding mental illness. One goal which will likely lower the number of mentally ill in county jails, is to stabilize at risk people by helping them find housing along with connecting them with counseling services. They also talked about setting up a system to partner with health care providers to triage people who might be better served by being admitted into a rehabilitation program. Other topics included successful PILT funding, and cyber security services as a NACo member benefit.

NACo will be offering a Higher Performance Leadership Academy, which will be a 12-week online program, designed to enable frontline county staff to achieve their fullest potential, making them smarter, more effective leaders. NACo will pay \$1,000 of the \$1,995 fee for the first employee from each county. Any county with multiple participants will receive a discount. The academy gives managers the tools they need to accomplish their goals faster, build collaboration across departments and foster positive cultures within their teams. Covering topics such as leadership, organization, collaboration, communication and delivery, the curriculum addresses the whole solution of competencies needed to close the leadership skills gap at the frontline. Additionally, and importantly, the academy is designed to be non-disruptive to frontline leaders' busy schedules. It requires just a few hours of time each week, and there's no travel away from the county required. The first sessions begin September 17. Subsequent sessions will begin in January 2019.

Comm. Fowler commented counties in other states have a huge presence and are considered an authority in many areas. It's important for Maine counties to become a more prominent, "go to" for information and statistics in the state, improving our overall reputation and public image.

F. Strategic Plan Review Committee

Executive Director Charles Pray said the committee has been collaborating to refocus the existing plan, eliminate old target dates and make the document more concise. They expect to combine ideas from committee members and have a draft for consideration at the September or October Board of Directors' meeting.

XIII. Other Business

Comm. Fowler mentioned the MCCA might work on drafting legislation to require new employers to pay a percentage of the cost of employee training completed while working for the previous employer. Training is very costly and if employees move on shortly after completing their training, those dollars are lost unless reimbursed by the next employer. The group discussed coming up with the estimated cost including time spent to quantify the value.

Administrator Bill Collins said more cell phones are being used for 911 calls increasing pressure for funding as a result. Comm. Gorden said there should be a small 911 fee on cell phone bills. Penobscot is using a new software for dispatch and has an interim director. The conversation turned to hiring and interviewing candidates.

Lauren Haven reported MCCA was notified Noel Madore was named as the replacement on the MCCA Board for Androscoggin Comm. Zachary Maher who resigned to accept a position Town Manager for Mechanic Falls.

XIV. Adjournment

President Thomas Coward invited a motion to adjourn at approximately 11:40 a.m. Comm. Fowler made the motion seconded by Comm. Baldacci, and the motion was unanimously approved. The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Carol Maines

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MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report *September 14, 2018*

Legislative Report:

Session End: The official end to the 128th Legislative Second Special Session was yesterday, September 13, 2018, when the Legislature adjourned sine die. Pursuant to the State Constitution, all laws enacted without a specific enactment date laws become effective ninety days after final adjournment, will be December 12, of this year as the effective date of those laws enacted in the Second Special Session of the 128th Legislature.

This will release the remaining \$6.1 million, \$3 million allocated to the State formula and \$2.7 million to the Counties, as directed by statute, to those Counties who expressed projected shortfalls, with an additional \$230,000 reserve fund for any additional unforeseen Jail funding shortfalls. It needs to be noted, the legislature prescribed no guidelines or directives as to how these reserved funds should be allocated or distributed. I was advised to wait until the statute became law before approaching a conversation with the Administration, even to await the incoming Administration. I have advised career individuals in State government we are available to discuss establishing appropriate responsible criteria to define such a situation and distributions.

Director's Report

Jail Funding: As previously reported, as enacted and signed the 128th provided \$18.3 million, or roughly 20.22% of the operation costs of operating our fifteen facilities and related programs which, as projected, will run at just \$394 under \$90.5 million.

With that understood, we accomplished receiving a State allocation providing the County Jails an appropriation of \$18.3 million. To put this in perspective, of a State-wide projected total operating budget of all fifteen jails of \$90,449,604, we achieved a breakdown of a 79.78% County / 20.22% State cost share ratio. For the biennium, the additional \$9.1 million represents a 37.3% increase in State revenues from what the Administration had proposed in the initial budget presented to the Legislature in 2017. A focused teamwork did this, working together as an organization.

Jail Funding and More: The 129th Legislative Version:

Elections are in 52 days. A new legislature and Governor will take office in December, on the 5th of that month, in 81 days for Legislators and a new Governor in 109 days, on January 2nd. A number of the individuals we dealt with this year will be gone, a fair number of Legislators will be new, a number of Committee members will have changed. House Floor Leadership, Majority and Minority will all be new

to their leadership positions with only the Speaker most likely remaining. In the State Senate, the Republican leadership's top two will be gone, control yet to be determined, both Democratic leaders returning and if a change in control happens an addition member of Leadership and committee changes. This creates a cascade of committee assignments and makeup, all which will determine actions we will need to undertake in a superficial way to address our needs.

Our main tasks remain to educate legislators to the role and services County government provides to their - and our - joint constituencies.

We need to be non-partisan and bi-partisan in our efforts, to continue to provide the services to our citizens. On budget items, the goal is always to achieve the two-third vote of each chamber to assure emergency enactment to allow a smooth continuing operation of services.

Maine Sheriffs Association

The Maine Sheriffs Association and the MCCA/MACCAM meeting to discuss a pro-active effort in approaching the incoming legislature I hope will be October 10th at our next monthly meeting. This last session showed if we are in collective agreement we do well, we do very well.

Maine Department of Corrections

Ryan Andersen, Manager of Correctional Operations, inquired if there is interest of Commissioners, officers and officials of a workshop on the Jail Inspection Process expressing the value in the sense of a better understanding and understanding with jails being Counties' largest budget line item. (see attached for MDOC's slide show used for the workshop)

Maine National Alliance on Mental Illness

The Maine National Alliance on Mental Illness (NAMI) Executive Director Jenna Mehnert, has reached out to Sheriff Joyce and us to discuss organizing a forum on mental illness and incarceration. Mehnert would like to include families, peers, County Commissioners, Sheriffs and Legislators in this forum.

White House Office of Intergovernmental Affairs Invitation

Associate Director Brittany Carter, via an email, inquired if Maine County Commissioners would like a White House Briefing offering October 16th as a date. The White House is offering a briefing to each of the States, at least one White House briefing by the fall of 2020. The invitation are for Commissioners and includes a guest. This includes a White House tour at 10:30 a.m. and a briefing from 1:00 p.m. to 4:00 p.m. (see attached sheet of Virginia's County's Association's July briefing for an idea of the briefing)

Muskie School of Public Service

Director Firooza Pavri, is still in India dealing with a family illness I believe. I had hope she would have been available to address in ways the Muskie School and the MCCA could work together on educational issues both internally to us as an organization and in an outreach to our pre post-secondary educational systems. We will continue this endeavor.

Maine Municipal Association:

The MMA Annual Conference is scheduled for October 3rd and 4th, a Wednesday and Thursday. Lauren and I will attend and we will continue to reach out to their officers and staff.

A Reminder of the Gubernatorial Forum: Alan Caron, Maine Treasurer Terry Hayes and Maine Attorney General Janet Mills are participation in our forum. Please attend. Shawn Moody campaign notified us Mr. Moody would not be participating.

MAINE COUNTY COMMISSIONERS ASSOCIATION
August 2018 Financial Report

Attached please find the financial reports for the month of August 2018. The Balance Sheet shows total assets and liabilities at \$151,452.52. This amount includes \$31,850 from the money market account for MainePERS employer contributions.

Debits to the bank account in August totaled \$20,731.35, and receipts of \$26,513.91 were credited to the account. Most of the deposits were from registrations, exhibitors, advertisers and sponsorships received for the convention. The general fund checking account balance as of September 3rd was \$112,498.24 as some transactions had not yet cleared. With about 66% of the year elapsed, approximately 72% of the \$250,446 budgeted revenue has been received. On the expenditure side, \$24,103 was expended in August, and \$143,954 or 57% had been expended year-to-date.

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. There are no financial concerns to note.

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

Respectfully submitted,



Lauren Haven
Office Manager

Accepted by:

Date: September 14, 2018

Charles Pray, Executive Director

Thomas Coward, President

Amy Fowler, Vice-President

Carol Maines, Secretary-Treasurer

**Maine County Commissioners Association
Reconciliation Summary**

Money Market Account, Period Ending 08/19/18

	August 2018
Beginning Balance	<u>31,845.13</u>
Cleared Transactions	
Deposits and Credits - 1 item	<u>5.58</u>
Total Cleared Transactions	<u>5.58</u>
Cleared Balance	<u><u>31,850.71</u></u>
Register Balance as of 08/19/18	31,850.71
Ending Balance	31,850.71

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 09/03/18

	August 2018
Beginning Balance	117,243.51
Cleared Transactions	
Checks and Payments - 15 items	-20,731.35
Deposits and Credits - 23 items	26,513.91
Total Cleared Transactions	<u>5,782.56</u>
Cleared Balance	<u><u>123,026.07</u></u>
Uncleared Transactions	
Checks and Payments - 9 items	-10,527.83
Total Uncleared Transactions	<u>-10,527.83</u>
Register Balance as of 09/03/18	<u><u>112,498.24</u></u>
New Transactions	
Deposits and Credits - 1 item	1,500.00
Total New Transactions	<u>1,500.00</u>
Ending Balance	<u><u>113,998.24</u></u>

Maine County Commissioners Association

Reconciliation Detail

MCCA Checking-Savings Bank, Period Ending 09/03/18

	Date	Num	Name	Amount	Balance
Beginning Balance					117,243.51
Cleared Transactions					
Checks and Payments - 15 items					
	7/25	3927	Penobscot County Treasurer	-2,664.74	-2,664.74
	7/25	3928	Maine Farm Bureau	-1,497.14	-4,161.88
	8/3	EFT	Bangor Payroll	-2,417.61	-6,579.49
	8/9	3930	MainePERS	-713.10	-7,292.59
	8/9	3932	Country Cafe Catering	-275.00	-7,567.59
	8/9	EFT	Spectrum Business/TWC	-168.77	-7,736.36
	8/9	3933	Haven, Lauren	-150.03	-7,886.39
	8/9	3931	Capitol Computers	-125.00	-8,011.39
	8/10	EFT	Bangor Payroll	-2,417.61	-10,429.00
	8/17	EFT	Bangor Payroll	-2,417.61	-12,846.61
	8/24	EFT	Bangor Payroll	-2,417.61	-15,264.22
	8/29	3939	2018 Convention of Maine Counties	-574.00	-15,838.22
	8/29	3936	Fowler, Amy_	-258.35	-16,096.57
	8/29	EFT	Liberty Mutual Insurance	-56.87	-16,153.44
	8/31	EFT	Bangor Payroll	-4,577.91	-20,731.35
Total Checks and Payments				-20,731.35	-20,731.35
Deposits and Credits - 23 items					
	8/3		Square	384.28	384.28
	8/7		US Communities	109.95	494.23
	8/8			3,852.00	4,346.23
	8/9		Franklin County	322.00	4,668.23
	8/10		Square	164.93	4,833.16
	8/10		Square	450.00	5,283.16
	8/13	64561	SMRT, Inc.	457.50	5,740.66
	8/13			1,557.00	7,297.66
	8/14		Square	1,038.49	8,336.15
	8/15			165.00	8,501.15
	8/17		Square	925.88	9,427.03
	8/20			1,116.00	10,543.03
	8/21			398.79	10,941.82
	8/22		Square	2,694.17	13,635.99
	8/23			2,309.00	15,944.99
	8/27		Square	1,280.07	17,225.06
	8/28		Square	247.07	17,472.13
	8/28			957.50	18,429.63
	8/28			4,211.50	22,641.13
	8/31		Square	465.00	23,106.13
	8/31		Square	536.79	23,642.92
	8/31			2,865.56	26,508.48
	9/3			5.43	26,513.91

	Date	Num	Name	Amount	Balance
Total Deposits and Credits				26,513.91	26,513.91
Total Cleared Transactions				5,782.56	5,782.56
Cleared Balance				5,782.56	123,026.07
Uncleared Transactions					
Checks and Payments - 9 items					
	3/27	3896	Maine Farm Bureau	-1,497.17	-1,497.17
	4/25	3904	Maine Farm Bureau	-1,497.17	-2,994.34
	8/29	3937	Fun Enterprises, Inc.	-2,000.00	-4,994.34
	8/29	3941	Maine Farm Bureau	-1,497.17	-6,491.51
	8/29	3940	Maine Brew Bus	-1,450.00	-7,941.51
	8/29	3935	Waldo County_	-1,080.46	-9,021.97
	8/29	3934	Waldo County_	-717.06	-9,739.03
	8/29	3938	Tina Kelly	-500.00	-10,239.03
	8/29	EFT	US Bank	-288.80	-10,527.83
Total Checks and Payments				-10,527.83	-10,527.83
Total Uncleared Transactions				-10,527.83	-10,527.83
Register Balance as of 09/03/18				-4,745.27	112,498.24
New Transactions					
Deposits and Credits - 1 item					
	9/4			1,500.00	1,500.00
Total Deposits and Credits				1,500.00	1,500.00
Total New Transactions				1,500.00	1,500.00
Ending Balance				-3,245.27	113,998.24

**Maine County Commissioners Association
Balance Sheet (accrual)
As of August 31, 2018**

	<u>August 2018</u>
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	112,492.81
Money Market Account	31,850.71
Petty Cash Account	<u>200.00</u>
Total Checking/Savings	<u>144,543.52</u>
Accounts Receivable	
Receivables	<u>1,497.00</u>
Total Accounts Receivable	<u>1,497.00</u>
Total Current Assets	<u>146,040.52</u>
Fixed Assets	
RLB0019 · Accumulated Depreciation	-2,912.00
RLB0028 · Equipment	6,660.00
RLB0030 · Depreciation	<u>1,664.00</u>
Total Fixed Assets	<u>5,412.00</u>
TOTAL ASSETS	<u><u>151,452.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-725.28
Total Accounts Payable	<u>-725.28</u>
Other Current Liabilities	
1000-00 · Employee Health Insurance Contr	1,043.11
1001-00 · MainePERS Employee Contribution	111.79
RLB0032 · Accrued Vacation	<u>820.90</u>
Total Other Current Liabilities	<u>1,975.80</u>
Total Current Liabilities	<u>1,250.52</u>
Total Liabilities	1,250.52
Equity	
3200-00 · Fund Balance to Current Yr Inc	-111,452.00
3900-00 · Earnings	225,271.11
Net Income	<u>36,382.89</u>
Total Equity	<u>150,202.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>151,452.52</u></u>

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
 January through August 2018

Accrual Basis	Budget	August 2018	2018 Jan-Aug	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
4120-00 · Registration	22,000	19,578	21,771	-229	99%
4130-00 · Sponsorship	9,000	2,100	5,350	-3,650	59%
4140-00 · Vendor	11,500	3,588	7,652	-3,848	67%
Total 4100-00 · Convention Income	42,900	25,266	34,773	-8,127	81%
4300-00 · Dues	136,935		136,935		100%
4400-00 · Other Income	4,500	1,243	8,557	4,057	190%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	26,250			-26,250	
4800-00 · MainePERS Surplus Funds	9,431			-9,431	
4810-00 · Interest Earned	100	6	72	-28	72%
4920-00 · Transfer in from Fund Balance	29,830			-29,830	
Total Income	250,446	26,515	180,337	-70,109	72%
Gross Profit	250,446	26,515	180,337	-70,109	72%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	178	1,262	-738	63%
5030-00 · FICA	9,620	920	6,431	-3,189	67%
5040-00 · MainePERS Contributions	9,431	713	6,122	-3,309	65%
5050-00 · Salary-Office Manager	47,951	4,611	32,357	-15,594	67%
5060-00 · Salary-Executive Director	79,040	7,600	53,200	-25,840	67%
Total 5000-00 · Payroll Expenses	148,042	14,022	99,372	-48,670	67%
5100-00 · Insurance					
5110-00 · Health Insurance	11,300	940	7,518	-3,782	67%
5120-00 · Commercial, Crime, D&O Ins	2,054	57	1,805	-249	88%
5130-00 · Workers Comp	550		132	-418	24%
5140-00 · Unemployment Comp Ins	450		507	57	113%
Total 5100-00 · Insurance	14,354	997	9,962	-4,392	69%
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	3,000			-3,000	
Total 6010-00 · Prof. Services	3,500			-3,500	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200		200		100%
Total 6030-00 · Lobbying	200		200		100%
6040-00 · NACO Expenses					
6041-00 · Conferences	6,470	1,645	3,661	-2,809	57%
Total 6040-00 · NACO Expenses	6,470	1,645	3,661	-2,809	57%

Accrual Basis	Budget	August 2018	2018 Jan-Aug	\$ Over Budget	% of Budget
6050-00 · Education and Training	600			-600	
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	2,500	2,500	2,500		100%
6114-00 · MCCA Staff Registration Expense	1,340	574	574	-766	43%
6118-00 · Meeting Exp.	29,760	1,450	1,950	-27,810	7%
6121-00 · Supplies	500			-500	
6124-00 · Commissioner Retirement Plaques	400			-400	
Total 6110-00 · Convention Expense	34,500	4,524	5,024	-29,476	15%
6140-00 · Copies-Printing					
6142-00 · Directory	100		100		100%
Total 6140-00 · Copies-Printing	100		100		100%
6145-00 · Dues Expense	1,100		1,350	250	123%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	250		250	0	100%
6152-00 · IT Services	1,700	125	1,276	-424	75%
6153-00 · Photocopier Lease	3,400	289	2,310	-1,090	68%
6154-00 · Printer & Supplies	1,000		511	-489	51%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	6,750	414	4,347	-2,403	64%
6160-00 · Fees	100		65	-35	65%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	2,000		1,495	-505	75%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	2,800	312	2,200	-600	79%
6175-00 · Meetings - Other	750		463	-287	62%
Total 6170-00 · Meeting Expense	5,800	312	4,158	-1,642	72%
6180-00 · Mileage & Travel Expense	2,750	410	1,210	-1,540	44%
6195-00 · Office Space Rental	19,000	1,497	11,977	-7,023	63%
6215-00 · Postage-Shipping	250		117	-133	47%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000	38	425	-1,575	21%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	75	600	-1,230	33%
6243-00 · Phone, Fax & Internet	2,200	169	1,346	-854	61%
Total 6240-00 · Telephone, Fax & Internet	4,030	244	1,946	-2,084	48%
6250-00 · Website	100		40	-60	40%
6260-00 · Contingency	500			-500	
Total Expense	250,446	24,103	143,954	-106,492	57%

**Maine County Commissioners Association
Expenses by Vendor Detail
August 2018**

	Accrual Basis	Date	Memo	Account	Amount	Balance
2018 Convention of Maine Counties						
Bangor Payroll						
	8/28			6114-00 · MCCA Staff Registration Expens	574.00	574.00
	8/31		MCCA Staff	4120-00 · Registration	-574.00	0.00
					0.00	0.00
Total 2018 Convention of Maine Counties						
Bangor Payroll						
	8/3		Office Managers Salary	5050-00 · Salary-Office Manager	922.13	922.13
	8/3		Taxes	5030-00 · FICA	183.27	1,105.40
	8/3		Processing fee	5020-00 · Payroll Fees	34.00	1,139.40
	8/3		ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,659.40
	8/10		Office Managers Salary	5050-00 · Salary-Office Manager	922.13	3,581.53
	8/10		Taxes	5030-00 · FICA	183.27	3,764.80
	8/10		Processing fee	5020-00 · Payroll Fees	34.00	3,798.80
	8/10		ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,318.80
	8/17		Office Managers Salary	5050-00 · Salary-Office Manager	922.13	6,240.93
	8/17		Taxes	5030-00 · FICA	183.27	6,424.20
	8/17		Processing fee	5020-00 · Payroll Fees	34.00	6,458.20
	8/17		ED Salary	5060-00 · Salary-Executive Director	1,520.00	7,978.20
	8/24		Office Managers Salary	5050-00 · Salary-Office Manager	922.13	8,900.33
	8/24		Taxes	5030-00 · FICA	183.27	9,083.60
	8/24		Processing fee	5020-00 · Payroll Fees	34.00	9,117.60
	8/24		ED Salary	5060-00 · Salary-Executive Director	1,520.00	10,637.60
	8/31		Office Managers Salary	5050-00 · Salary-Office Manager	922.13	11,559.73
	8/31		Taxes	5030-00 · FICA	186.83	11,746.56
	8/31		Processing fee	5020-00 · Payroll Fees	42.00	11,788.56
	8/31		ER Health Insurance Contributions	5110-00 · Health Insurance	939.79	12,728.35
	8/31		Payroll for week 8/20 to 8/26/18	5060-00 · Salary-Executive Director	1,520.00	14,248.35
					14,248.35	14,248.35
Total Bangor Payroll						
Capitol Computers						
	8/9			6152-00 · IT Services	125.00	125.00
					125.00	125.00
Total Capitol Computers						

	Accrual Basis	Date	Memo	Account	Amount	Balance
Country Cafe Catering						
Total Country Cafe Catering					275.00	275.00
Cumberland County						
	8/9			6173-00 · Monthly	275.00	275.00
	8/13	Nancy Lane		4120-00 · Registration	-213.00	-213.00
	8/13	Jessica Spaulding		4120-00 · Registration	-111.00	-324.00
	8/15	Jim Gailey		4120-00 · Registration	-165.00	-489.00
	8/28	5 Commissioners		4120-00 · Registration	-1,042.00	-1,531.00
Total Cumberland County					-1,531.00	-1,531.00
Fowler, Amy_						
	8/30	NACo Conference		6180-00 · Mileage & Travel Expense	108.00	108.00
	8/30	NACo Conference		6041-00 · Conferences	150.35	258.35
Total Fowler, Amy_					258.35	258.35
Fun Enterprises, Inc.						
Total Fun Enterprises, Inc.					2,000.00	2,000.00
Haven, Lauren						
	8/30	Casino Night		6113-00 · Entertainment/Speakers	2,000.00	2,000.00
	8/9			6173-00 · Monthly	37.33	37.33
	8/9			6235-00 · Supplies	37.70	75.03
	8/9			6241-00 · Cell Phone	75.00	150.03
Total Haven, Lauren					150.03	150.03
Libby O'Brien Kingsley & Champion, LLC						
Total Libby O'Brien Kingsley & Champion, LLC					-1,600.00	-1,600.00
Liberty Mutual Insurance						
	8/8	Wine Sponsor		4130-00 · Sponsorship	-1,600.00	-1,600.00
Total Liberty Mutual Insurance					-1,600.00	-1,600.00
Maine Brew Bus						
Total Liberty Mutual Insurance					56.87	56.87
Maine Brew Bus						
	8/30	MCCA Sept 15, 2018		5120-00 · Commercial, Crime, D&O Ins	56.87	56.87
Total Maine Brew Bus					1,450.00	1,450.00
Maine Farm Bureau						
	8/22	Printed by MCCA		6195-00 · Office Space Rental	1,497.17	1,497.17
Total Maine Farm Bureau					1,497.17	1,497.17

	Accrual Basis	Date	Memo	Account	Amount	Balance
MainePERS						
Total MainePERS		8/9		5040-00 · MainePERS Contributions	713.10	713.10
NACo Public Employee Benefits LLC						
Total NACo Public Employee Benefits LLC		8/31	Endorsement	4400-00 · Other Income	-1,096.56	-1,096.56
Spectrum Business/TWC						
Total Spectrum Business/TWC		8/9		6243-00 · Phone, Fax & Internet	168.77	168.77
Tina Kelly						
Total Tina Kelly		8/22	Entertainment Friday	6113-00 · Entertainment/Speakers	500.00	500.00
US Bank						
Total US Bank		8/30		6153-00 · Photocopier Lease	288.80	288.80
Waldo County_						
Total Waldo County_		8/30	Comm. Fowler	6041-00 · Conferences	717.06	717.06
		8/30		6041-00 · Conferences	778.03	1,495.09
		8/30		6180-00 · Mileage & Travel Expense	302.43	1,797.52
					1,797.52	1,797.52
TOTAL					19,301.40	19,301.40

Maine County Commissioners Association Transaction Detail by Account

August 2018

Accrual Basis

MCCA Checking-Savings Bank

Date	Name	Memo	Amount	Balance
8/3	Bangor Payroll	Payroll for week 7/23 to 7/29/18	-2,417.61	-2,417.61
8/3	Square	Deposit	384.28	-2,033.33
8/7	US Communities	Deposit	109.95	-1,923.38
8/8		Deposit	3,852.00	1,928.62
8/9	MainePERS		-713.10	1,215.52
8/9	Capitol Computers		-125.00	1,090.52
8/9	Country Cafe Catering		-275.00	815.52
8/9	Spectrum Business/TWC		-168.77	646.75
8/9	Haven, Lauren		-150.03	496.72
8/9	Franklin County	Deposit	322.00	818.72
8/10	Bangor Payroll	Payroll for week 7/30 to 8/5/18	-2,417.61	-1,598.89
8/10	Square	Deposit	164.93	-1,433.96
8/10	Square	Deposit	450.00	-983.96
8/13	SMRT, Inc.		457.50	-526.46
8/13		Deposit	1,557.00	1,030.54
8/14	Square	Deposit	1,038.49	2,069.03
8/15		Deposit	165.00	2,234.03
8/17	Bangor Payroll	Payroll for week 8/6 to 8/12/18	-2,417.61	-183.58
8/17	Square	Deposit	925.88	742.30
8/20		Deposit	1,116.00	1,858.30
8/21		Deposit	398.79	2,257.09
8/22	Square	Deposit	2,694.17	4,951.26
8/23		Deposit	2,309.00	7,260.26
8/24	Bangor Payroll	Payroll for week 8/13 to 8/19/18	-2,417.61	4,842.65
8/27	Square	Deposit	1,280.07	6,122.72
8/28		Deposit	4,211.50	10,334.22
8/28		Deposit	957.50	11,291.72
8/28	Square	Deposit	247.07	11,538.79
8/29	Liberty Mutual Insurance		-56.87	11,481.92
8/29	US Bank		-288.80	11,193.12
8/29	Waldo County_		-717.06	10,476.06
8/29	Waldo County_		-1,080.46	9,395.60

Accrual Basis

Date	Name	Memo	Amount	Balance
8/29	Fowler, Amy_	NACo Conference	-258.35	9,137.25
8/29	Fun Enterprises, Inc.		-2,000.00	7,137.25
8/29	Tina Kelly		-500.00	6,637.25
8/29	2018 Convention of Maine Counties		-574.00	6,063.25
8/29	Maine Brew Bus	MCCA Sept 15, 2018	-1,450.00	4,613.25
8/29	Maine Farm Bureau	Printed by MCCA	-1,497.17	3,116.08
8/31		Deposit	2,865.56	5,981.64
8/31	Bangor Payroll	Payroll for week 8/20 to 8/26/18	-4,577.91	1,403.73
8/31	Square	Deposit	536.79	1,940.52
8/31	Square	Deposit	465.00	2,405.52
			<u>2,405.52</u>	<u>2,405.52</u>
8/19		Interest	5.58	5.58
			<u>5.58</u>	<u>5.58</u>
8/6	SMRT, Inc.		457.50	457.50
8/13	SMRT, Inc.		-457.50	0.00
			<u>0.00</u>	<u>0.00</u>
8/3	Bangor Payroll	Payroll for week 7/23 to 7/29/18	-2,417.61	-2,417.61
8/3	Bangor Payroll	Payroll for week 7/23 to 7/29/18	2,417.61	0.00
8/9	MainePERS		-713.10	-713.10
8/9	MainePERS		713.10	0.00
8/9	Capitol Computers		-125.00	-125.00
8/9	Capitol Computers		125.00	0.00
8/9	Country Cafe Catering		-275.00	-275.00
8/9	Country Cafe Catering		275.00	0.00
8/9	Spectrum Business/TWC		-168.77	-168.77
8/9	Spectrum Business/TWC		168.77	0.00
8/9	Haven, Lauren		-150.03	-150.03
8/9	Haven, Lauren		150.03	0.00
8/10	Bangor Payroll	Payroll for week 7/30 to 8/5/18	-2,417.61	-2,417.61
8/10	Bangor Payroll	Payroll for week 7/30 to 8/5/18	2,417.61	0.00
8/17	Bangor Payroll	Payroll for week 8/6 to 8/12/18	-2,417.61	-2,417.61
8/17	Bangor Payroll	Payroll for week 8/6 to 8/12/18	2,417.61	0.00
8/22	Tina Kelly		-500.00	-500.00

Total MCCA Checking-Savings Bank
Money Market Account

Total Money Market Account
Receivables

Total Receivables
Accounts Payable

Accrual Basis

Date	Name	Memo	Amount	Balance
8/22	Maine Farm Bureau	Printed by MCCA	-1,497.17	-1,997.17
8/24	Bangor Payroll	Payroll for week 8/13 to 8/19/18	-2,417.61	-4,414.78
8/24	Bangor Payroll	Payroll for week 8/13 to 8/19/18	2,417.61	-1,997.17
8/28	Convention of Maine Counties		-574.00	-2,571.17
8/29	Liberty Mutual Insurance		56.87	-2,514.30
8/29	US Bank		288.80	-2,225.50
8/29	Waldo County_		717.06	-1,508.44
8/29	Waldo County_		1,080.46	-427.98
8/29	Fowler, Amy_	NACo Conference	258.35	-169.63
8/29	Fun Enterprises, Inc.		2,000.00	1,830.37
8/29	Tina Kelly		500.00	2,330.37
8/29	Convention of Maine Counties		574.00	2,904.37
8/29	Maine Brew Bus	MCCA Sept 15, 2018	1,450.00	4,354.37
8/29	Maine Farm Bureau	Printed by MCCA	1,497.17	5,851.54
8/30	Liberty Mutual Insurance		-56.87	5,794.67
8/30	Waldo County_		-717.06	5,077.61
8/30	Waldo County_		-1,080.46	3,997.15
8/30	Fowler, Amy_	NACo Conference	-258.35	3,738.80
8/30	Fun Enterprises, Inc.		-2,000.00	1,738.80
8/30	Maine Brew Bus	MCCA Sept 15, 2018	-1,450.00	288.80
8/30	US Bank		-288.80	0.00
8/31	Bangor Payroll	Payroll for week 8/20 to 8/26/18	-4,577.91	-4,577.91
8/31	Bangor Payroll	Payroll for week 8/20 to 8/26/18	4,577.91	0.00
			0.00	0.00
Total Accounts Payable				
1000-00 · Employee Health Insurance Contr				
8/3	Bangor Payroll	EE Health Insurance Contributions	-46.42	-46.42
8/10	Bangor Payroll	EE Health Insurance Contributions	-46.42	-92.84
8/17	Bangor Payroll	EE Health Insurance Contributions	-46.42	-139.26
8/24	Bangor Payroll	EE Health Insurance Contributions	-46.42	-185.68
8/31	Bangor Payroll	EE Health Insurance Contributions	185.68	0.00
8/31	Bangor Payroll	Payroll for week 8/20 to 8/26/18	0.00	0.00
			0.00	0.00
Total 1000-00 · Employee Health Insurance Contr				
1001-00 · MainePERS Employee Contribution				
8/3	Bangor Payroll	Employee Contribution	-195.37	-195.37
8/10	Bangor Payroll	Employee Contribution	-195.37	-390.74
8/17	Bangor Payroll	Employee Contribution	-195.37	-586.11

Accrual Basis

Date	Name	Memo	Amount	Balance
8/24	Bangor Payroll	Employee Contribution	-195.37	-781.48
8/31	Bangor Payroll	Employee Contribution	-195.37	-976.85
8/31	Bangor Payroll	EE MEPEERS Retirement Contributions	976.85	0.00
			0.00	0.00

Total 1001-00 - MainePERS Employee Contribution

4100-00 - Convention Income

4120-00 - Registration

8/3	Square	Deposit	-384.28	-384.28
8/8	Washington County	Betsy Fitzgerald	-188.00	-572.28
8/8	York County	Derocheon,Dumont,Charles,Cortliss	-1,214.00	-1,786.28
8/9	Franklin County	Black & Braley	-322.00	-2,108.28
8/10	Square	Deposit	-164.93	-2,273.21
8/13	Cumberland County	Nancy Lane	-213.00	-2,486.21
8/13	Cumberland County	Jessica Spaulding	-111.00	-2,597.21
8/13	Waldo County	Betty Johnson	-138.00	-2,735.21
8/13	Waldo County	Karen Trussell	-85.00	-2,820.21
8/13	Waldo County	David Parkman	-85.00	-2,905.21
8/13	Waldo County	Bill Shorey	-223.00	-3,128.21
8/13	Stacy Grant	Mel Grant	-108.00	-3,236.21
8/13	Waldo County	Stacy Grant	-144.00	-3,380.21
8/14	Square	Deposit	-1,038.49	-4,418.70
8/15	Cumberland County	Jim Gailey	-165.00	-4,583.70
8/17	Square	Deposit	-925.88	-5,509.58
8/20	Hancock County	Janice Eldridge	-55.00	-5,564.58
8/20	Hancock County	Julie Curtis, Scott Adkins	-264.00	-5,828.58
8/20	Smith, Linda	Linda Smith	-55.00	-5,883.58
8/20	Smith, Owen	Mary Mel Bryant	-159.00	-6,042.58
8/20	Waldo County	Arseneau & Patten	-195.00	-6,237.58
8/20	Waldo County	Amy Fowler	-199.00	-6,436.58
8/20	Waldo County	Owen Smith	-189.00	-6,625.58
8/21	Knox County	Linwood Lothrop	-328.00	-6,953.58
8/21	Flaherty, Bruce	Sat Dinner	-34.00	-6,987.58
8/22	Square	Deposit	-2,694.17	-9,681.75
8/23	Kennebec County	3Comm,2Probate,&Admin	-2,063.00	-11,744.75
8/23	Franklin County	Desjardins	-85.00	-11,829.75
8/23	Franklin County	Morton	-161.00	-11,990.75
8/27	Square	Deposit	-1,280.07	-13,270.82

Accrual Basis	Date	Name	Memo	Amount	Balance
	8/28	Sagadahoc County	Moore & Oliver	-110.00	-13,380.82
	8/28	Androscoggin County	Multiple Employees	-610.00	-13,990.82
	8/28	Washington County	Jill Holmes	-188.00	-14,178.82
	8/28	York County	8 Attendees	-1,804.00	-15,982.82
	8/28	Cumberland County	5 Commissioners	-1,042.00	-17,024.82
	8/28	Square	Deposit	-247.07	-17,271.89
	8/31	Lincoln County	5 Attendees	-1,195.00	-18,466.89
	8/31	Convention of Maine Counties	MCCA Staff	-574.00	-19,040.89
	8/31	Square	Deposit	-536.79	-19,577.68
				-19,577.68	-19,577.68
Total 4120-00 · Registration					
4130-00 · Sponsorship					
	8/8	Libby O'Brien Kingsley & Champion	Wine Sponsor	-1,600.00	-1,600.00
	8/28	Fidlar Technologies, Inc.	Sponsor	-500.00	-2,100.00
Total 4130-00 · Sponsorship				-2,100.00	-2,100.00
4140-00 · Vendor					
	8/6	SMRT, Inc.	Ad or Exhibit	-457.50	-457.50
	8/8	Skelton, Taintor & Abbott	Advertise	-400.00	-857.50
	8/8	IIS Financial Services, LLC	Exhibit	-450.00	-1,307.50
	8/10	Square	Deposit	-450.00	-1,757.50
	8/13	Allac	Booth	-450.00	-2,207.50
	8/28	Nationwide Mutual Insurance Co	Exhibit	-457.50	-2,665.00
	8/28	Fidlar Technologies, Inc.	Exhibit	-457.50	-3,122.50
	8/31	Square	Deposit	-465.00	-3,587.50
Total 4140-00 · Vendor				-3,587.50	-3,587.50
Total 4100-00 · Convention Income				-25,265.18	-25,265.18
4400-00 · Other Income					
	8/7	US Communities	Deposit	-109.95	-109.95
	8/21	US Communities	Endorsement	-36.79	-146.74
	8/31	NACo Public Employee Benefits LLC	Endorsement	-1,096.56	-1,243.30
Total 4400-00 · Other Income				-1,243.30	-1,243.30
4810-00 · Interest Earned					
	8/19		Interest	-5.58	-5.58
Total 4810-00 · Interest Earned				-5.58	-5.58
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees					
	8/3	Bangor Payroll	Processing fee	34.00	34.00

Accrual Basis	Date	Name	Memo	Amount	Balance
Total 5020-00 - Payroll Fees	8/10	Bangor Payroll	Processing fee	34.00	68.00
	8/17	Bangor Payroll	Processing fee	34.00	102.00
	8/24	Bangor Payroll	Processing fee	34.00	136.00
	8/31	Bangor Payroll	Processing fee	42.00	178.00
5030-00 - FICA			178.00	178.00	
Total 5030-00 - FICA	8/3	Bangor Payroll	Taxes	183.27	183.27
	8/10	Bangor Payroll	Taxes	183.27	366.54
	8/17	Bangor Payroll	Taxes	183.27	549.81
	8/24	Bangor Payroll	Taxes	183.27	733.08
	8/31	Bangor Payroll	Taxes	186.83	919.91
5040-00 - MainePERS Contributions			919.91	919.91	
Total 5040-00 - MainePERS Contributions	8/9	MainePERS		713.10	713.10
				713.10	713.10
Total 5050-00 - Salary-Office Manager	8/3	Bangor Payroll	Office Managers Salary	922.13	922.13
	8/10	Bangor Payroll	Office Managers Salary	922.13	1,844.26
	8/17	Bangor Payroll	Office Managers Salary	922.13	2,766.39
	8/24	Bangor Payroll	Office Managers Salary	922.13	3,688.52
	8/31	Bangor Payroll	Office Managers Salary	922.13	4,610.65
5060-00 - Salary-Executive Director			4,610.65	4,610.65	
Total 5060-00 - Salary-Executive Director	8/3	Bangor Payroll	ED Salary	1,520.00	1,520.00
	8/10	Bangor Payroll	ED Salary	1,520.00	3,040.00
	8/17	Bangor Payroll	ED Salary	1,520.00	4,560.00
	8/24	Bangor Payroll	ED Salary	1,520.00	6,080.00
	8/31	Bangor Payroll	Payroll for week 8/20 to 8/26/18	1,520.00	7,600.00
5100-00 - Insurance			7,600.00	7,600.00	
Total 5100-00 - Insurance			14,021.66	14,021.66	
Total 5110-00 - Health Insurance	8/31	Bangor Payroll	ER Health Insurance Contributions	939.79	939.79
				939.79	939.79
5120-00 - Commercial, Crime, D&O Ins				56.87	56.87

Accrual Basis	Date	Name	Memo	Amount	Balance
Total 5120-00 · Commercial, Crime, D&O Ins				56.87	56.87
Total 5100-00 · Insurance				996.66	996.66
6040-00 · NACO Expenses					
6041-00 · Conferences					
Total 6041-00 · Conferences	8/30	Waldo County_	Comm. Fowler	717.06	717.06
Total 6040-00 · NACO Expenses	8/30	Waldo County_		778.03	1,495.09
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers					
Total 6113-00 · Entertainment/Speakers	8/30	Fowler, Amy_	NACo Conference	150.35	1,645.44
Total 6110-00 · Convention Expense				1,645.44	1,645.44
6114-00 · MCCA Staff Registration Expense					
Total 6114-00 · MCCA Staff Registration Expense	8/22	Tina Kelly	Entertainment Friday	500.00	500.00
6118-00 · Meeting Exp.					
Total 6118-00 · Meeting Exp.	8/30	Fun Enterprises, Inc.	Casino Night	2,000.00	2,500.00
Total 6114-00 · MCCA Staff Registration Expense	8/28	Convention of Maine Counties		2,500.00	2,500.00
6150-00 · Equipment - Office					
Total 6150-00 · Equipment - Office	8/30	Maine Brew Bus	MCCA Sept 15, 2018	1,450.00	1,450.00
6152-00 · IT Services					
Total 6152-00 · IT Services	8/9	Capitol Computers		125.00	125.00
6153-00 · Photocopier Lease					
Total 6153-00 · Photocopier Lease	8/30	US Bank		288.80	288.80
Total 6150-00 · Equipment - Office				288.80	288.80
6170-00 · Meeting Expense					
6173-00 · Monthly					
Total 6173-00 · Monthly	8/9	Country Cafe Catering		275.00	275.00
Total 6170-00 · Meeting Expense	8/9	Haven, Lauren		37.33	312.33
6180-00 · Mileage & Travel Expense					
Total 6180-00 · Mileage & Travel Expense				312.33	312.33

Accrual Basis	Date	Name	Memo	Amount	Balance
Total 6180-00 · Mileage & Travel Expense	8/30	Waldo County_		302.43	302.43
6195-00 · Office Space Rental	8/30	Fowler, Amy_	NACo Conference	108.00	410.43
				410.43	410.43
Total 6195-00 · Office Space Rental	8/22	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
6235-00 · Supplies				1,497.17	1,497.17
Total 6235-00 · Supplies	8/9	Haven, Lauren		37.70	37.70
6240-00 · Telephone, Fax & Internet				37.70	37.70
6241-00 · Cell Phone					
Total 6241-00 · Cell Phone	8/9	Haven, Lauren		75.00	75.00
6243-00 · Phone, Fax & Internet				75.00	75.00
Total 6243-00 · Phone, Fax & Internet	8/9	Spectrum Business/TWC		168.77	168.77
Total 6240-00 · Telephone, Fax & Internet				168.77	168.77
				243.77	243.77

Maine County Commissioners Association
Profit & Loss Prev Year Comparison
August 2018

	August 2018	August 2017	\$ Change	% Change
Income				
4100-00 · Convention Income				
4120-00 · Registration	19,577.68	13,118.63	6,459.05	49.24%
4130-00 · Sponsorship	2,100.00	3,276.50	-1,176.50	-35.91%
4140-00 · Vendor	3,587.50	4,187.70	-600.20	-14.33%
Total 4100-00 · Convention Income	25,265.18	20,582.83	4,682.35	22.75%
4400-00 · Other Income	1,243.30	191.83	1,051.47	548.13%
4810-00 · Interest Earned	5.58	8.83	-3.25	-36.81%
Total Income	26,514.06	20,783.49	5,730.57	27.57%
Gross Profit	26,514.06	20,783.49	5,730.57	27.57%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	178.00	146.60	31.40	21.42%
5030-00 · FICA	919.91	730.57	189.34	25.92%
5040-00 · MainePERS Contributions	713.10	255.64	457.46	178.95%
5050-00 · Salary-Office Manager	4,610.65	3,652.00	958.65	26.25%
5060-00 · Salary-Executive Director	7,600.00	6,080.00	1,520.00	25.0%
Total 5000-00 · Payroll Expenses	14,021.66	10,864.81	3,156.85	29.06%
5100-00 · Insurance				
5110-00 · Health Insurance	939.79	921.36	18.43	2.0%
5120-00 · Commercial, Crime, D&O Ins	56.87	57.50	-0.63	-1.1%
Total 5100-00 · Insurance	996.66	978.86	17.80	1.82%
6040-00 · NACO Expenses				
6041-00 · Conferences	1,645.44	0.00	1,645.44	100.0%
Total 6040-00 · NACO Expenses	1,645.44	0.00	1,645.44	100.0%
6110-00 · Convention Expense				
6113-00 · Entertainment/Speakers	2,500.00	1,225.00	1,275.00	104.08%
6114-00 · MCCA Staff Registration Expense	574.00	586.88	-12.88	-2.2%
6118-00 · Meeting Exp.	1,450.00	0.00	1,450.00	100.0%
6121-00 · Supplies	0.00	126.10	-126.10	-100.0%
6124-00 · Commissioner Retirement Plaques	0.00	191.40	-191.40	-100.0%
Total 6110-00 · Convention Expense	4,524.00	2,129.38	2,394.62	112.46%
6150-00 · Equipment - Office				
6152-00 · IT Services	125.00	125.00	0.00	0.0%
6153-00 · Photocopier Lease	288.80	281.57	7.23	2.57%
Total 6150-00 · Equipment - Office	413.80	406.57	7.23	1.78%
6160-00 · Fees	0.00	0.43	-0.43	-100.0%
6170-00 · Meeting Expense				
6173-00 · Monthly	312.33	315.40	-3.07	-0.97%
6174-00 · Retreat Meeting	0.00	732.84	-732.84	-100.0%

	August 2018	August 2017	\$ Change	% Change
Total 6170-00 - Meeting Expense	312.33	1,048.24	-735.91	-70.2%
6180-00 - Mileage & Travel Expense	410.43	0.00	410.43	100.0%
6195-00 - Office Space Rental	1,497.17	1,497.17	0.00	0.0%
6235-00 - Supplies	37.70	232.46	-194.76	-83.78%
6240-00 - Telephone, Fax & Internet				
6241-00 - Cell Phone	75.00	60.03	14.97	24.94%
6243-00 - Phone, Fax & Internet	168.77	167.12	1.65	0.99%
Total 6240-00 - Telephone, Fax & Internet	243.77	227.15	16.62	7.32%
6250-00 - Website	0.00	159.00	-159.00	-100.0%
Total Expense	24,102.96	17,544.07	6,558.89	37.39%
Net Income	2,411.10	3,239.42	-828.32	-25.57%

M.C.C.A.

Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

Carol Maines, Secretary-Treasurer
Knox County



Maine County Commissioners Association

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Charles Pray
Executive Director

Lauren Haven
Office Manager

MAINE COUNTY COMMISSIONERS ASSOCIATION

Convention Planning Committee Meeting Minutes

MCCA Offices, 4 Gabriel Drive, Augusta

Friday, August 17th at 10:00 am

1. Introductions

Attendance: Abby Shanor, Barbara Arseneau, Deb Tibbetts, Linda Corliss, Lynn Patten, Owen Smith, Suzanna Gallant and Lauren Haven

2. Convention Schedule

Lauren has heard back from most of the associations regarding meeting at the convention. MSA will meet from 8:00 am until 1:00 pm and may have up to 30 attendees. We will have sign-in sheets for each of the association meetings and educational sessions. It looks like we'll need seven meeting rooms including the HR training, in addition to the room for vendors. At this point we don't have enough completed registration forms to determine which educational sessions will go in which room.

3. Program Cover

The group looked at the three anonymous designs submitted for the convention program cover. After some discussion, the votes were tallied, and the design submitted by Barbara Arseneau was chosen! Thank you, Barb!

4. Attendee Registration Stats

Registrations have started to come in slowly. It's likely that counties are waiting until they accumulate a batch of forms before processing a check. The concern is if folks haven't made reservations at the hotel, they won't get the discounted group rate we negotiated.

5. Attendee Bags

We have the Sunday River and IQS cups left over from 2017. Laura from Keefe Group is sending snack packs for the bags although she won't be able to make the conference. Karon Noyes from Voya is donating sticky note pads. NACo is bringing or sending something and we have the Portland visitor guides.

Lauren will find out who is picking them up. Amy Carole has asked Barbara Owens to handle the contents Cumberland County has collected and would like us to bring anything we collect down to her. Lauren will deliver the cups.

6. Speakers

Firooza Pavri, Director of the Muskie school was confirmed to speak on Friday night at the opening ceremonies. However, she is out of the country due to an illness in the family and is not sure when she'll return. Executive Director Charlie Pray is in charge of this. If she can't speak, he has a couple of other great options for speakers. The committee will leave this up to him.

7. Vendors & Sponsors

There are 18 exhibitors, six sponsors and two advertisers at this time. It's unlikely we'll meet the requested budget amount for vendor income of \$20,500. We will continue to follow up on past vendors and leads we've found or been given.

8. Volunteer Sign-up

Lauren set up a form for county folks who would like to volunteer at the convention. This will help us schedule people for the check-in station and assign volunteers for various tasks.

9. Other Updates

MCCA bought two projectors and two screens for under \$300! We now have three sets for the three concurrent educational sessions and won't need to track down sets or borrow them from counties.

10. 2019 Convention Venue

The Board of Directors approved Point Lookout as the 2019 Convention Venue being hosted by Waldo County.

11. Next Steps

Lauren will work on the convention program and then post it on the CPC web page. Barbara offered to help Lauren assemble the programs! Hurray! They will work on this Monday, September 10th.

Linda mentioned Todd Charles had questions about A/V for the Trivia. Lauren will get in touch with him.

12. Schedule Meeting Thursday, September 13th

The group decided to have a conference call on Friday September 7th to go over any updates and finalize any last-minute details. On Thursday, September 13th the committee and any other available volunteers will meet at the DoubleTree at 2:00 pm to set up the check-in area, discuss the volunteer schedule, assemble the MCCA display, put up the convention banner, fill the attendee bags and put together the badges, etc. At some point we will meet with our event planner, Nicole Cayer to make sure we're on the same page with everything.