

# 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



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## MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes MCCA Offices Augusta, November 14, 2018

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

President Thomas Coward called the meeting to order at approximately 10:20 a.m. following the MCCA Risk Pool meeting. Attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Androscoggin* – Comm. Noel Madore; *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; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Somerset* – Admin. Dawn DiBlasi proxy for Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Androscoggin* – Admin. Larry Post; *Cumberland* – Comm. Steve Gorden; *Knox* – Admin. Andy Hart; *Lincoln* – Admin. Carrie Kipfer; *MACT* – David Parkman; *MECCA* – Owen Smith; and *MSA* – Sheriff Ken Mason.

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

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

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

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

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

*Comm. Blodgett moved to approve the minutes from the Board of Directors' meeting on October 10, 2018 with no revisions. Comm. Fowler seconded the motion and it passed unanimously.*

#### IV. Old Business

##### A. Newly Elected Official Training Update

Office Manager Lauren Haven reported arrangements had been made for the training day to take place at the Senator Inn in Augusta. The event space fee had been waived due to the cancellation of a meeting we had planned earlier this year. All the instructors from the 2016 training were willing to present again, and a session on tax abatement and appeals had been added from the recent convention taught by Nichole Philbrick from Maine Revenue Services. The group discussed the cost involved. Risk Pool Manager Malcolm Ulmer offered sponsor the event up to \$1,500. Comm. Cote **moved to continue the \$25 per person fee to help offset the overall cost.** Comm. Fowler **seconded the motion which was approved unanimously.** Lauren will research budget line items to utilize if additional funds are needed.

#### V. New Business

##### A. Consideration of the 2020 Convention Host County

The group discussed offers from potential host counties and venues which might be included on the eventual three-year rotation schedule. Board members asked Office Manager Lauren Haven to approach Point Lookout about a contract for a second year with similar pricing to 2019. She will update the Board of Directors at the next meeting.

#### VI. Reports

##### A. Executive Director and Legislative Report

The group discussed the items on Executive Director report by Charles Pray, particularly in reference to elections, budgets and a status update from MSA. Mr. Pray mentioned the intent of MCCA staff to provide copies of the 2019 Directory to every Maine legislator. He also noted he will continue to serve on the Legislative Policy Committee for the Maine Municipal Association, and proposed officers from both organizations meet to nurture a working relationship which will be mutually beneficial.

##### B. Financial Reports

Office Manager Lauren Haven presented the October financial reports. She mentioned most convention transactions had been completed. Again, the lack of revenue from the convention was a concern, however, the combined circumstances were unusual and unlikely to repeat. There was also a substantial deposit of \$5,000 required by Point Lookout for the 2019 event which will be reflected in 2018. Ms. Haven reported the Budget and Finance Committee met on November 6, laying the groundwork for the 2019 budget which will be finalized and presented for discussion at the December meeting. Ms. Haven invited questions about the reports. Hearing none, Comm. Fowler **moved and Comm. Maines **seconded approving the financial reports.** The **motion was passed with no opposition.****

##### C. Association Reports

**MACCAM:** Penobscot Admin. Andrew Hart presented a letter to MCCA President Thomas Coward from the MACCAM President Greg Zinser regarding the proposed study to review the cost drivers of county jails. The group discussed concerns about the timeline for the study and agreed to revisit the idea with a deliberate and more thoughtful plan. Sheriff Mason offered to bring this topic to the attention of MSA at their meeting scheduled for November 15<sup>th</sup>.

**MACT:** Treasurer David Parkman reported this would be the last meeting he would be attending before retiring from his position. Treasurer Kathy Robinson will be his replacement as the Association

representative at future MCCA meetings. President Tom Coward wished him well and thanked him for his years of service. All present applauded in support.

#### **D. Annual Convention Report**

Office Manager Lauren Haven reported the Convention Planning Committee met on Thursday, October 11<sup>th</sup> at the 2019 venue for a tour and meeting with Point Lookout staff. Waldo County employees were enthusiastic and offered many ideas for organizing the event. The next meeting was scheduled for Friday, November 16<sup>th</sup> at the MCCA offices.

#### **E. NACo Report**

Comm. Baldacci reminded members about NACo's High Performance Leadership Academy, an online 12-week program that will empower frontline county government professionals with the most fundamental leadership skills to deliver results for counties and communities. NACo will provide a one-time stipend of \$1,000 to subsidize the first of each member county sponsoring a participant making the cost \$495. Additional county employees may participate at a discounted rate of \$1,495. The program typically costs \$1,995 per enrollee.

Information was included in the agenda packet about an upcoming online webinar, *Stepping Up: Reducing recidivism for People with Mental Illnesses in Jails* scheduled for December 12<sup>th</sup> at 2:00 pm. Office Manager Lauren Haven said there was a link on the home page of the MCCA website to register for the webinar.

#### **F. Strategic Plan Review Committee**

Office Manager Lauren Haven reported the finishing touches were being made on the strategic plan update. The committee members expected to present the draft document for consideration at the December Board of Directors' meeting.

### **XIII. Other Business**

Mr. Pray requested recommendations for the Transitional Committee. Comm. Maines asked about the Bicentennial Project, but there was no update to report.

### **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,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Carol Maines