

# M.C.C.A.

Peter Baldacci, President  
Penobscot County

Thomas Coward, Vice President  
Cumberland County

Michael Cote, Secretary-Treasurer  
York 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](http://www.mainecounties.org)

---

## MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes MCCA Offices, December 13, 2017 at 10:00 am

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

Vice President Tom Coward called the meeting to order at 10:12 a.m. The attendees recited the Pledge of Allegiance and all present introduced themselves. Please note, some less important agenda items were taken out of order while waiting for President Baldacci to join the meeting.

**DIRECTORS PRESENT:** *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Kennebec* – Admin. Bob Devlin proxy for Comm. George Jabar; *Knox* – Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. Jim Annis; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* - Admin. Dawn DiBlasi proxy for Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

**OTHERS PRESENT:** *Cumberland* – Comm. Steve Gorden; *Lincoln* – Admin. Carrie Kipfer; *MACCAM* – Bill Collins; *EMAD* – Sean Goodwin; *MACT* – David Parkman.

**DIRECTORS ABSENT:** *Androscoggin* – Comm. Sally Christner; *Franklin* – Comm. Charles Webster; *Hancock* – Comm. Percy Brown; *Kennebec* – Comm. George Jabar, II; *Oxford* – Comm. Steven Merrill; *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. Cote moved and Comm. Fowler seconded approving the agenda with no additions. The motion was approved unanimously.*

### III. Approval of November 8, 2017 Board of Directors' Meeting Minutes

Comm. Fournier **moved** and Comm. Fowler **seconded** approving the minutes from the Board of Directors' meeting on November 8, 2017 with no changes requested. The **motion** was **passed**.

### IV. New Business

#### A. Presentation of Proposed 2018 Budget (Budget & Finance Committee)

Comm. Norm Fournier presented the 2018 budget proposal to the Board of Directors recommended by the Budget and Finance Committee. Comm. Fournier explained every major budget line item in detail with the reasoning behind each calculation. The Committee's recommendation included an overall 4% decrease from the 2017 budget.

Board members discussed several items in the 2018 budget to consider.

NACo: In 2018, Maine will no longer have two members on the NACo Board of Directors as it will not be a 100% participating state. However, MCCA will continue to have two NACo representatives and the Board has the option to send a second representative to reap the benefits of meetings, contacts and educational sessions offered at NACo conferences. President Baldacci suggested increasing the budget by \$2,000 to allow MCCA's second representative, Comm. Fowler, to attend one conference. The amount could be offset by increasing estimated income from the 2018 convention. Comm. Coward **moved** and Admin. Dawn DiBlasi **seconded** approving the \$2,000 budget increase. The **motion** was **passed with one member opposed**.

Monthly Meetings: The group discussed adding the cost of lunch at monthly Board meetings back into the budget. The meal provides a more informal conversational setting for the group to talk about current issues and any other topics of interest. Comm. Blodgett **moved** and Admin. Scott Cole **seconded** approving the \$2,250 budget increase. The **motion** was **passed with five members opposed**.

Comm. Fournier offered to adjust budget line items as necessary to keep the same bottom line amount. Comm. Cote **moved** and Comm. Fowler **seconded** approving the budget proposal with the modifications made during the meeting to be presented to the general membership at the annual meeting in January. The **motion** was **passed unanimously**.

Administrator Pamela Hile reminded Board Members the general fund balance is dwindling and would need to be addressed in the future for the organization to continue to be solvent. Comm. Coward referred to a brainstorm list of revenue building ideas from MCCA staff which could be implemented. The group supported adding advertisements to the Directory of Maine Counties and monetizing the MCCA website. Other potential income sources could be revisited in future meetings. All agreed this would be helpful, but would not solve the funding issue.

#### B. Choose Venue for January 10<sup>th</sup> Annual General Membership Meeting

After some discussion, Comm. Fournier **moved** and Comm. Fowler **seconded** holding the annual meeting at the Senator Inn providing we're in an upstairs room as suggested by the estimate referring to the State Room. The **motion** was **passed unanimously**.

### C. Consideration of Training (Professionalism in Management Committee)

Comm. Mike Cote proposed the MCCA staff schedule two educational sessions for the afternoon of the annual meeting. As discussed previously, commissioners would be able to take advantage of the offered training sessions without having to set aside extra time or expense for a separate occasion. Attorney Peter Marchesi has graciously offered to teach a session on some aspects of employment law. Additionally, due to the many recent news stories involving sexual harassment, the Committee would like to schedule a timely HR training using MMA recommended KMA HR Consultants. The estimated price would be approximately \$750.

Comm. Cote proposed the Board consider developing a certification program for county employees incorporating sessions like the two proposed for the annual meeting. Each session would allow participants to collect credits for their certification. The Professionalism in Management Committee would research appropriate course curriculum and design testing for successful completion of the program. Naturally, there would be no requirement to become certified. The program would be completely optional and available to county employees and prospective elected officials. However, earning the certificate would lend credibility to those sincere about acquiring comprehensive knowledge to achieve the highest possible performance level for county employees. The group agreed the Committee should look into the possibility further and report back to the Board of Directors.

Office Manager Lauren Haven requested the Board of Directors give Executive Director Charles Pray authority to sign any, and all contracts necessary for the annual meeting and the afternoon training. Comm. Cote **moved** and Comm. Fowler **seconded** empowering Mr. Pray to sign contracts for this event. The **motion** was **passed** with no opposing votes.

## V. Reports

### A. Executive Director Report

Executive Director Charles Pray presented an assessment of the 12.11 meeting with the Commissioner of Corrections and his senior staff. Pray noted Sheriff Joyce, Cumberland, the new acting president of the Maine Sheriffs Association (MSA), presented a position of their organization asking for \$14.6 for State funding as well as the lifting of the property cap restriction. Commissioner Fowler noted Sheriff Joyce stated the State needed to provide the funds and let the jails spend it without restrictions. Joyce also stated all State funding needed to be done by formula, no extra funding for jails with overcrowding.

Pray presented second, sharing the results of the previous month's exercise with the Sheriffs in assessing the priorities facing Counties in the operation of Jails, as again shared with the Commissioners present. Pray note the Counties are provided assistance to the Department of Corrections in providing less expensive incarceration of a number of inmates in the County system who should be in the State operational system as well as addressing a number of non-criminal issues such as mental health and drug addictions, all falling to the Jails. Pray noted the County Administrator and Managers had crunched the numbers for the Jails for fy18-19 and the State had been presented those numbers and Bob Devlin, Kennebec, would follow in explaining those numbers, as Devlin did.

On the topic of WIOA funding, it was suspected only one of the three workforce boards still had money remaining and Governor LePage refused to sign off on additional funding. Pray will

follow up on the status of the situation and report back. The Court Case was heard 12.18.17 with Judge Woodcock taking the last hearing and we await a decision hopefully before year's end. In a discussion on marijuana businesses established in unorganized territories, *Comm. Fowler moved, and Comm. Cote seconded the motion to support legislation and/or propose new legislation giving counties the option to regulate marijuana related businesses in UT's. The motion was approved unanimously.*

Pray announce he would be meeting with MMA's Executive Director and Government Affairs Director on December 19 to discuss how and where the two groups could work together on assuring State funding for jails and other items.

Senator King's Office forwarded a White House Drug Policy Office Releases Funding Opportunity Announcement for Community-Based Coalition Enhancement Grants to Prevent Youth Abuse of Opioids and Methamphetamines for Fiscal Year (FY)18. Details can be found at <https://www.whitehouse.gov/ondcp/grants-programs>. And, Senator King's Outreach Director Teague Morris would be the contact for those who are interested.

Lauren had submitted the MCCA's recommendations for Governor LePage's Efficient Delivery of Local & Regional Services, Review Panel: York County Commissioner Michael Cote, Cumberland County Commissioner Steve Gorden, Sagadahoc County Administrator Pamela Hile and, Somerset County Commissioner Newell Graf.

## **B. Financial Report**

Office Manager Lauren Haven presented the November financial reports and invited questions. She mentioned three major transactions to note: the Risk Management Pool assessment of \$26,250 had been deposited, MainePERS funds in the amount of \$7,000 were transferred from the Money Market account to the MCCA checking account, and \$32,621 was recorded in the Transfer in from Fund Balance as directed in the 2017 budget. *Comm. Coward moved and Comm. Fowler seconded approving the financial reports. The motion was approved.*

## **C. Legislative Report**

There was no further discussion on legislative matters.

## **D. Association Reports**

*EMAD:* Sean Goodwin reported Homeland Security checks are waiting for signatures to distribute allocated money. Damage and Injury Assessment Form (MEMA Form 7) are helping to facilitate the reimbursement of 75% of expenses incurred from disaster damage repair. The EMA deadline was on November 9<sup>th</sup>.

*MACCAM:* Admin. Bill Collins reported the Association plans to meet on January 8<sup>th</sup> in Somerset County. The group is continuing to work on a wage and benefit survey.

*MACT:* Treasurer David Parkman reported the Association met a couple of weeks ago. The Franklin County Treasurer asked if Franklin County employees would be allowed to attend the Convention of Maine Counties if Franklin is not a member of MCCA. Office Manager Lauren Haven remarked MACT is an affiliated association whose members are welcome to attend the convention regardless of the county. Some Board members suggested requiring a higher fee for non-member county attendees. The topic would be revisited.

Mr. Parkman reported Androscoggin County Treasurer Robert Poulin has announced his upcoming retirement.

**E. Corrections Report**

There was no further discussion on this topic.

**F. Annual Convention Report**

Office Manager Lauren Haven reported the Convention Planning Committee met on November 16<sup>th</sup> in Portland. The Committee requested approval from the Board of Directors to implement a discount of \$10 for any county sending 20 or more attendees to the convention. The group concurred the discount might encourage a higher number of attendees. Minutes of the meeting were included in the agenda packet with more detail on discussions during the meeting. The Committee is scheduled to meet next on December 14<sup>th</sup> at the Cumberland County Regional Communication Center in Windham.

**G. NACo Report**

There was no further discussion on this topic. Please see agenda item IV. A. concerning funding for NACo conferences in 2018.

**VI. Other Business**

No other business was brought before the Board.

**VII. Adjournment**

Comm. Fowler made a **motion** to adjourn at approximately 12:05 a.m.; Comm. Cote 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