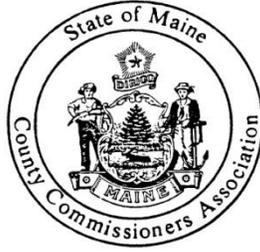


M.C.C.A.

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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MCCA Board of Directors' Meeting Minutes 10:00 a.m., May 14, 2014

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

President William Blodgett called the meeting to order at 10:03 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* – Comm. Caldwell Jackson; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. Jim Annis; *Sagadahoc* – Admin. Pam Hile; *Somerset* – Comm. Robin Frost; *Waldo* – Comm. Amy Fowler; *MACCAM* - Andrew Hart (proxy for Bill Collins); *MACT* – David Parkman; *MARP* – Kathleen Ayers; *MSA* – Sheriff Todd Brackett

OTHER MANAGERS/ADMINISTRATORS PRESENT: *Cumberland* – Manager Peter Crichton and Assistant Manager Bill Whitten; *Somerset* – Administrator Dawn DiBlasi

STAFF PRESENT: Executive Director Rosemary Kulow and Risk Pool Manager Malcolm Ulmer. Administrative Assistant Lauren Haven was absent due to illness.

II. Approval of/Additions to the Agenda

Comm. Fowler made a motion to approve the agenda as presented, and Comm. Joy seconded the motion, which was approved unanimously.

III. Approval of April 9, 2014 Meeting Minutes

Comm. Joy made a motion to approve the minutes as presented, and Comm. Fowler seconded the motion, which was approved unanimously.

IV. Old Business

A. **MCCA Logo Decision**

Comm. Baldacci made a motion to approve Logo #2 – the state of Maine showing the counties, the name of Maine County Commissioners Association and a pine tree – with the pine tree reduced by ten percent in size and moved slightly to the right to allow all counties to be clearly seen. The motion was seconded by Comm. Moody and approved, with one director voting in opposition.

V. New Business

At this time Comm. Baldacci made a motion to go to executive session per M.R.S. Title 1, Ch. 13, Sub. 1, §405. 6. A. to discuss the performance appraisal and compensation of the Executive Director. Comm. Joy seconded the motion, which was approved unanimously. The Executive Director and non-board members were asked to leave the room.

The board returned to open session at 10:30 a.m.

A. **Approval of One-Year Anniversary Pay Increase for Rosemary Kulow**

Comm. Fournier made a motion to increase the Executive Director's annual salary to \$72,000 retroactively to March 18, 2014, which is the Executive Director's one-year anniversary date of hire. Comm. McGrane seconded the motion, which was approved unanimously.

B. **Approval of Six-Month Anniversary Pay Increase for Lauren Haven**

Comm. Moody made a motion to increase the Administrative Assistant's annual salary to \$35,000 per year effective April 28, 2014 due to the successful completion of her six-month probationary period. Comm. Joy seconded the motion, which was unanimously approved.

C. **Approval of Cell Phone Reimbursement Allocation for Administrative Assistant**

The Executive Director explained that she often requires the Administrative Assistant to use her cell phone for work purposes and requested that an appropriation of \$75 per month be approved to reimburse the Administrative Assistant for cell phone costs. If approved, the Administrative Assistant would be eligible to claim cell phone reimbursements April through December in 2014.

Ms. Kulow further explained that there is an unnecessary appropriation in the MainePERS budget account due to a PLD surplus MCCA accumulated at MainePERS, which may be used to pay contributions toward MainePERS. Ms. Kulow requested that \$675 be appropriated for 2014 for cell phone reimbursements for the Administrative Assistant and funded by a transfer of \$675 from the MainePERS budget account #5040-00 to the Cell Phone account #6241-00.

Comm. Baldacci made a motion to approve a \$675 appropriation for 2014 cell phone reimbursements for the Administrative Assistant, with funding as described in the Executive Director's explanation; and Comm. Joy seconded the motion. The motion was approved, with three directors voting in opposition.

D. Approval of Additional Appropriation for Audit Service

The Executive Director explained that the auditor's bill for the 2014 financial audit came in \$1,500 more than was budgeted (\$1,500). Only \$900 was billed to MCCA for the prior audit, so the amount appropriated for the 2014 audit was decreased from \$3,000 in 2013 to \$1,500. Comm. Baldacci suggested that MCCA should request proposals for future multi-year audit contracts to try to save money.

Comm. Baldacci made a motion to approve an additional appropriation of \$1,500 for the financial audit, funded by a transfer of \$1,500 from MainePERS account #5040-00 to Financial Audit account #6013-00. The motion was seconded by Comm. Moody and approved unanimously.

E. President's Appointment of the Annual Convention Planning Committee

President Blodgett announced his appointment of members to the Annual Convention Planning Committee based on a list of volunteers and persons from the host county of York. Past President Steve Joy will also serve on the planning committee, since his county, Hancock, will host the convention in 2015.

Conference Planning Committee members include the following: Amy Fowler (Waldo), Barbara Arseneau (Waldo), Barbara Veilleux (Penobscot), Betsy Fitzgerald (Washington), Bill Collins (Penobscot), Deborah Tibbets (Lincoln), Greg Zinser (York), Hannah Dickinson (Sagadahoc), Jim Ryan (Penobscot), John O'Connell (Lincoln), Kathryn Dumont (York), Lauren Haven (MCCA Adm. Asst.), Linda Kinney (Waldo), Malcolm Ulmer (Risk Pool), Mary Frank (Franklin), Owen Smith (Waldo), Rosemary Kulow (MCCA Exec. Dir.), Steve Joy (Hancock), and William Blodgett (Lincoln).

VI. Reports

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

The Executive Director presented her reports (see attached). She also explained that MCCA would be cutting its telephone and Internet costs about in half by switching companies to Time Warner Cable. The change will occur in a few weeks.

Ms. Kulow also reported that via an update from the Board of Corrections Executive Director, Ryan Thornell, the BOC is prepared to move forward with three members if the Governor is unwilling to fill the other two appointments from the Executive Branch. They are working on an implementation plan for LD 1824 and have activated several subcommittees that will work on various areas of the BOC's responsibilities.

B. Legislative Report - Rosemary Kulow, et al

Comm. Fowler spoke in support of the Governor and expressed displeasure with LD 1824 in general. She urged MCCA to develop a plan to deal with problems that will continue to plague corrections. Although Comm. Blodgett stated that the BOC needs to implement the provisions of LD 1824 itself, many around the table strongly urged MCCA to take a more proactive approach in developing a vision and plan for how the county jails really should be operated. Comm. Baldacci said that a joint approach

among county commissioners, county sheriffs, county administrators, and jail administrators should be used to evaluate and plan. Sheriff Bracket offered the use of his secretary for clerical assistance at meetings.

Comm. Baldacci stressed that we should be positive and strategic, and figure out what to do to avoid a take-over of the county jails. He said MCCA should take a leading role with the BOC. Comm. Frost said we should show good faith and promised that Somerset County would be involved to contribute.

Comm. Fournier made a motion to establish a Joint Task Force consisting of four (4) representatives from MCCA county commissioners, three (3) sheriffs from the MSA, and three (3) county managers/administrators from MACCAM, with three (3) non-voting representatives from jail administrators. The mission of the task force is to utilize vision to evaluate system needs and develop a plan of action for improvement. The task force will achieve fair, geographic representation in its membership and include as many members who also serve on BOC committees to achieve a greater understanding of the issues and avoid duplication of efforts. The task force will look at the needs of the jails system, compare costs by county, consider appropriate funding, consider the requirements of LD 1824 and how they will be implemented, consider further regionalization of jails, develop future policy, and develop new legislation, if appropriate. Comm. Baldacci seconded the motion, and it was unanimously approved.

It was decided that MACCAM and MSA should present nominations for their three candidates respectively to the MCCA Board of Directors for appointment to the joint task force at the June 11, 2014 Board of Directors' meeting. The following MCCA directors volunteered to serve on the joint task force: Comm. Peter Baldacci (Penobscot), Comm. Tom Coward (Cumberland), Comm. Norman Fournier (Aroostook), and Comm. Robin Frost (Somerset).

C. **Association Reports**

Treasurers: David Parkman said they had a good meeting to discuss payroll service offered by Bangor Payroll.

Registers of Probate: Kathy Ayers reported that they are adjusting the electronic filing system.

MACCAM: Andrew Hart told the group that he is filling in for Bill Collins today and that MACCAM will meet at MCCA on May 21 and 29. At those meetings MACCAM will choose its representatives to the joint task force.

MSA will hold a brief meeting Thursday, May 15, 2014 before or after the National Law Enforcement Day observance at the state capitol. They plan to select their representatives for the task force at that time.

EMADA: Owen Smith reported via Ms. Kulow in regard to the Next Generation E-911 communication equipment, that the "cutovers" that have occurred to date have had some serious problems, which as of May 9th had not been corrected. Owen said it is more an issue with the hardware than anything. By Wednesday Penobscot, Cumberland, Franklin and Hancock counties had cut over, along with several state and municipal locations. Waldo County cuts on May 15th, Somerset County May 20th

and Knox County May 22nd, and we hope they go better. Peter Crichton reported that the cutover in Cumberland County went very well, as did the cutover in Penobscot County as reported by Comm. Baldacci.

D. Corrections Report

No additional Corrections report was given, except that Comm. Fowler advised everyone to look at their corrections' service contracts.

E. Annual Convention Report - York County

Ms. Kulow reported that a meeting of the planning committee is being scheduled and will most likely occur Monday, May 19th at the Cumberland County Courthouse in Portland.

F. NACo Report - Peter Baldacci

Comm. Baldacci reported that the annual NACo conference will be held in mid-July in New Orleans. He said NACo has offered technical and informational assistance in regard to the county jails issue.

VII. Other Business

President Blodgett reminded everyone to take as many County Directories as needed for each county because the directories are now available.

Peter Crichton mentioned that he attended a meeting at the Greater Portland Council of Governments (GPCOG) where gubernatorial candidate, Elliot Cutler, made a presentation. Mr. Crichton expressed disappointment that Mr. Cutler gave the impression that he does not consider county government as important as municipal government. Mr. Crichton also strongly urged MCCA to include programs and services in its strategic planning process, as he believes MCCA should be proactive and do more for its members.

VIII. Adjournment

Comm. Fowler made a motion to adjourn at 11:27 a.m., and Comm. Joy seconded the motion, which was unanimously approved. Lunch was served.

Respectfully submitted,

MCCA Executive Director, Rosemary E. Kulow

Attested:

MCCA Secretary-Treasurer, Thomas S. Coward