

# M.C.C.A.

Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
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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, 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; *Waldo* – Comm. Amy Fowler; *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 27<sup>th</sup> 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 20<sup>th</sup> 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 17<sup>th</sup> 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,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Carol Maines