

**MONTANA
ASSOCIATION OF
COUNTIES**

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**BOARD OF DIRECTORS
Thursday, September 29, 2005
Holiday Inn Grand Montana
Billings, MT
Madison Room
7:30 – 8:30 a.m.**

MEMBERS PRESENT

Officers

- Doug Kaercher, President
- John Prinkki, 1st Vice President
- Cynthia Johnson, 2nd Vice President
- ^{no-not present} Allan Underdal, Fiscal Officer
- Greg Chilcott, Urban Representative
- Bill Kennedy, Past President
- Bernie Lucas, District #9
- Paddy Trusler, District #10
- Bill Carey, District #11
- David Schulz, District #12

District Chairs

- Richard Dunbar, District #1
- Mark Rehbein, District #2
- Mack Cole, District #3 Vice Chair
- Art Kleinjan, District #4
- Arnie Gettel, District #5
- Carl Seilstad, District #6
- Maureen Davey, District #7
- Ed Tinsley, District #8

Association Representatives

- Leo Gallagher, Attorneys
- Pam Castleberry, Clerk and Recorders
- Marilyn Hollister, Clerks of Court
- Joseph Christiaens, Coroners
- Gary A. Olsen, Magistrates
- T. Gregory Hintz, Sheriff & Peace Officers
- Stephanie Downs, Treasurers
- Karla Christensen, School Superintendents

OTHERS PRESENT: MACo Executive Director, Harold Blattie

1. President's Welcome: Doug Kaercher, MACo President, welcomed the members to the Board of Directors. He outlined items he would like to accomplish during the coming year and advised the Board that due to the change in Executive Director and other changes, he is planning to have a Board Retreat this year where the Association's services, mission and goals can be reviewed.

2. Committee Appointments: Doug Kaercher, MACo President, advised the Board that he will be reviewing all committee appointments with an eye toward reducing the size of some committees and increasing others, with an objective of having 10 members on each committee. He will also be reviewing NACo Steering Committee appointments. He intends to have all appointments done in the near future.

3. Personnel Policy and Procedures: Harold Blattie, MACo Executive Director, distributed copies of the current MACo Personnel Policy and Procedures Manual for members review. He discussed changes that have been incorporated to reflect the change in the Executive Director position description and responsibilities, Board of Directors responsibilities and the changes needed to reflect the amendments to the MACo Bylaws that were approved by the membership the previous day. He noted that he planned to have additional proposed changes at this time but upon review had determined that a complete review and update was needed. The current policy has become outdated and an extensive review is needed to reflect changes in laws. He requested approval of the current policy amendments with an understanding that revisions will be presented to the Board in 2006.

Discussion followed with Carl Sielstad asking about the rationale for changing the position from Assistant Director to Associate Director. MACo Past President, Bill Kennedy responded that the position had evolved into one where the position has greater responsibility and autonomy, so the term "Associate" is a more accurate title for the position. Other comments were concerns about the Board's involvement in the selection and supervision of the Associate Director.

Richard Dunbar expressed concern that the language, as written, could cause chain of command problems and possibly set up a situation where the Associate Director would circumvent the Executive Director. Ed Tinsley suggested that in paragraph #1, following the word "Directors" to strike the words "either directly or", clarifying that the Associate Director works under the supervision of the Executive Director. Art Kleinjan made a motion to that effect. Seconded by Richard Dunbar and passed unanimously.

There was discussion about the qualifications of the Associate Director, with general comments being that the Executive Director and Associate Director need to work hand in hand, and that they should compliment each other. Marilyn Hollister questioned the reasoning for the qualifications as set out in the Associate Director Position Description. Harold responded that this was language that has been in place for some time. Bill Carey suggested removing having a BA in journalism as one of the requirements. There being general consensus, that requirement will be stricken.

Paddy Trusler then inquired about the language providing that the Associate Director assume the duties of the Executive Director in their absence. Carl commented that the only authority granted to the Associate Director should be that expressly authorized by the Executive Director. Following

discussion, Paddy Trusler made a motion that was seconded by Richard Dunbar to instruct Executive Director Blattie to work with MACo JPIA Personnel Services Administrator, Jack Holstrom to come up with wording. The motion passed with one vote against.

NOTE – The following language was added to the BASIC FUNCTION section of the Position Description for the Associate Director: “Assumes duties as delegated by the Executive Director in the absence of the Executive Director.”

Elaine Mann then spoke in favor of adding specific responsibilities to the Associate Director Position Description related to growth issues. She commented that many counties are unable to keep up with the issues surrounding growth and that additional assistance from MACo would be very beneficial. Paddy commented that the MACo Land Use Planning Committee and Urban Counties need to work more closely on growth issues. Bill Kennedy observed that with limited staff, it would not be wise to establish a practice of placing responsibility for specific programming areas in the position description and that cost/benefits for all services needed to be carefully weighed.

Doug reminded the members that the Personnel Policy is always subject to change and that additional changes will be considered in the future. Mark Rehbein cautioned against removing any supervisory authority from the Executive Director. There being no further changes proposed at this time, Ed Tinsley made a motion to approve the Personnel Policy, as amended. Dave Schultz seconded the motion which passed without objection.

4. MACo Board Retreat: Doug Kaercher, MACo President, told the members that he understood the decision three years ago to no longer hold a Board Retreat but because of the changes within the Association, he feels there is a need to hold a retreat. He also commented that the decision at the time was largely a financial decision and that there was a significant savings by not having a retreat. He would like to have it in conjunction with the MACo Loss Control Conference as a means to reduce travel cost because many members would be attending the Loss Control Conference anyway. Carl Seilstad noted that because the Board made a decision to not have Board Retreats in the future that this should be referred to as a working session rather than a retreat to more accurately reflect the purpose of the meeting and not cause any misunderstandings among the membership.

5. Associate Director Search Status: Harold Blattie, MACo Executive Director advised the Board members that the MACo Executive Committee had approved going ahead with the search, with a target date of December 1st for filling the vacancy. Everything is on track for meeting that date.

6. Other Business:

Salary ranges: Bill Kennedy made a motion to establish the salary ranges for the Executive Director and the Associate Director with a minimum and maximum. Paddy Trusler seconded the motion, which was then passed without objection.

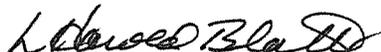
Executive Director Blattie requested approval of a Corporate Resolution for signature authority for accounts at Valley Bank Helena. There was a short discussion about adding signature

authority for the Associate Director and/or Finance Officer. Harold commented that he feels there is a better check and balance with only the Executive Director and President having signature authority. Arnie Gettel then made a motion to approve the resolution as presented. Dave Schultz seconded the motion, which was then passed without objection.

Executive Director Blattie advised the Board that the state is considering taking the Governor's DES Conference out of the MACo Midwinter week. Concerns were expressed that this would distance commissioners from DES in general. If the state makes this choice, they need to assure continued involvement of county commissioners.

No further business came before the Board and the meeting was adjourned with President Kaercher thanking the members for their attendance at such an early meeting.

Approved this 13th day of Feb, 2006


Harold Blattie, MACo Executive Director


Doug Kaercher, MACo President