



Montana Association of Counties

Serving Montana Counties Since 1909

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BOARD OF DIRECTORS
Tuesday, June 30, 2009
MACo Conference Room
Helena, MT

MINUTES

Call to Order – Roll Call and Introductions: 1st Vice President Carl Seilstad opened the meeting and roll call and introductions were conducted. It was noted President McGinley was unable to attend due to a family emergency. The attendance sheet is attached.

Executive Director Performance Evaluation Report: Chair Seilstad informed the Board that the Executive Committee had met this morning to review the results of the membership survey and conduct the annual performance evaluation for the Executive Director. He stated it was a good evaluation, and reflects the level of professionalism and the amount of work performed by the Executive Director. Chair Seilstad stated that the Executive Committee recommends that \$5,000 be added to the budget for professional development for the Executive and Associate Directors. The allocation would be split between MACo and the three Insurance Pools.

Approval of the Minutes – February 9, 2009: *Commissioner Chilcott moved and Commissioner Johnson seconded to approve the minutes as presented. Motion carried unanimously.*

Finance Report: Tom Swindle reviewed the unaudited financial statements as of May 31, 2009. Director Blattie reported that the SWIM grant has been funded, and the Court Administrator Grant funds have been expended.

Commissioner Davey asked for a status report on the Madison County Impact Fee Study. Director Blattie responded that MACo has not received any bills from the consultant and he will follow up.

FY 2010 Budget Review:

- a.) **2010 Membership Dues:** Fiscal Officer Underdal explained the history of the MACo dues structure, and the authorization within the bylaws for the Board's authority to add a cost of living increase without a vote of the membership. The intent of this authority was to have small annual increases, rather than a large adjustment later. Discussion was held regarding the use of the additional funds with the COLA increase and the MACo cash reserve levels if the COLA was not approved. The COLA increase applies only to the MACo dues, and not to the PILT assessment.

Following discussion, *Commissioner Hunthausen moved and Commissioner Davey seconded to approve a 3.8% cost of living adjustment to the MACo dues for FY 2010. Motion carried on a vote of 14-1.*

- b.) **FY 2010 Budget:** Associate Director Wood provided an overview of the proposed FY 2010 MACo budget and proposals for supplemental budget authority. It was recommended that the Board consider adopting a base budget without salary and termination leave costs, and then independently adopt those items. Following discussion, *Commissioner Rehbein moved and Commissioner Brooker seconded to approve the proposed budget of \$586,720, which is a base budget of \$580,106 without salary costs, and includes MACo's portion of supplemental budget requests of \$1750.00 for professional development and \$4,864 for the telephone system. Motion carried unanimously.*

- c.) **FY 2010 Salary Adjustment:** Director Blattie informed the Board that the preliminary budget was prepared based on the 3.8% cost of living adjustment. He reported that the three insurance pools had given preliminary approval for the 3.8% adjustment.

Following discussion, *Commissioner Rehbein moved and Commissioner Chilcott seconded to approve a 2% cost of living adjustment. Motion failed on a 2-12 vote.*

Commissioner Ostlund moved and Commissioner Underdal seconded to approve a 3.8% adjustment for salaries and termination leave liability calculations. Following discussion, motion passed on a 10-3 vote.

President's Scholarship - Review of Eligibility Guidelines: Director Blattie informed the Board that the application for the President's Scholarship lists the colleges that applicants must be attending to be eligible to win. The eligible colleges do not include two year technical or private schools. This year, a situation developed where it was determined the winner was not attending an eligible school, so the award had to be withdrawn.

Following discussion, *Commissioner Johnson moved to amend the scholarship application to expand the eligible schools and include accredited two or four year post-secondary institutions of higher learning in Montana. Commissioner Chilcott seconded. Motion carried unanimously.*

Other Business:

- a) **Fire Books:** Director Blattie noted that Pat McElvey had brought over the new fire safety books and asked the Board to take them home to their counties.
- b) **MACo FY 2008 Audit:** Brian Wickens, JCCS, presented a preliminary overview of the FY 2008 MACo Audit. He noted the Association will receive an unqualified opinion on its June 30, 2008 financial statements, and hopes to have the final report issued by the end of the week.

Brian noted there was one management comment regarding credit card charges. They had noted that the Association is not consistently receiving receipts for the charges to the various credit cards, and the recommendation is that the Association should follow its policy requiring all credit charges be supported by receipts. Director Blattie and Finance Officer Swindle reported that there had been some instances where receipts had been lost and/or not provided. Procedures have been implemented that require substantiation of all charges in writing if a receipt is not provided.

- c) **MACo Lobbying Costs:** Commissioner Rehbein inquired as to how MACo reports its lobbying costs, as it was reported that MACo is third in the list of top ten lobbying firms. Director Blattie reported that MACo over-reports, as there are penalties for under-reporting. All of the Executive and Associate Directors salaries and costs are reported for the four months of the Session. The reports also include costs for the lobbying efforts of Mike Sehestedt, MACo Chief Counsel and Myra Schulz, MACo land use attorney, as well as the legislative luncheon and Board travel costs.
- d) **District Meetings Report - Nominations/Elections:** Associate Director Wood referred to the handout and noted that District 10 will have a new District Chair in September – Tony Berget from Lincoln County.

Commissioner Rehbein noted that June is a bad time for District Meetings. Associate Director Wood noted that on non-legislative years, they are done in June to allow time following the session to prepare the legislative updates and the preliminary budget for presentation to the membership. On pre-legislative years, District meetings are normally held in May and August, due to the resolutions process. Chair Seilstad commented that he will be visiting with MACo staff and the Executive Committee regarding having MACo staff only attend the fall district meetings next year.

- e) **NACo Board and Steering Committee Report:** Associate Director Wood informed the Board that MACo President McGinley had completed the appointments to the NACo Board of Directors and Steering Committees. A list of the appointments was provided to the Board.
- f) **Loss of Elected Officials:** Associate Director Wood reported that MACo had lost three elected officials in the prior week. Powell County Commissioner Gail Jones and Yellowstone County Sheriff Chuck Maxwell both passed away from cancer, and Fallon County Commissioner Dennis Afrank was killed in a farm accident.
- g) **NACo County Leadership Institute Report:** Commissioner Chilcott thanked the Board for sponsoring his attendance at the Leadership Institute in New York. He was honored to represent Montana and noted it was a very busy, but very exciting week. There was invaluable training on leadership and communication skills, and he noted that he came home armed with 24 commissioners from around the country to rely on for information and advice.
- h) **MACo and Insurance Pool Service and Lease Agreements:** Associate Director Wood informed the Board that at the end of the joint meeting with the three Insurance Pools, the MACo Board of Directors will be convening to ratify the Service Agreements with the HCT, JPA and JPIA. Also, the MACo Board of Directors will be asked to enter into a lease agreement with the JPA/JPIA for space rental for HCT services in the second building. Previously, this was an agreement between the JPA/JPIA and HCT Trustees. However, for budgeting purposes, in the future it will be a MACo/JPA/JPIA agreement, and the costs will be included in the service agreement between MACo and the HCT.
- i) **Letter to the U.S. Environmental Protection Agency:** Commissioner Davey distributed copies of a letter that Stillwater County sent to the EPA regarding extending the public comment period on the regulation of greenhouse gases. Commissioner Davey urged all counties to send a letter requesting a 60 day extension on the comment period. Chair Seilstad asked Commissioner Davey to prepare a document that could be sent to the membership by MACo.
- j) **Clean Water Act Fly-in:** Commissioner Johnson reported that she was asked by NACo to participate in the fly-in to Washington DC to meet with congressional members regarding the proposed changes to the Clean Water Act. She will be acting on behalf of MACo, and is also partnering with the State and Montana Farm Bureau Agencies. Cyndi asked that counties provide her with their comments and input so she can take it to Washington.
- k) **MACo Centennial Conference:** Director Blattie reported that MACo sent out almost 800 postcards to former elected officials to inform them of the upcoming conference. A number of counties have still not responded to the numerous requests for the information on former elected officials. Commissioner Hunthausen suggested that MACo create a database to maintain the lists of former elected officials for a historical record. It was noted that the database could contain names, offices and counties, but it would be very difficult to maintain current contact information.
- l) **MACo FY 2010 Organizational Chart:** The Board was presented with the MACo FY 2010 Organizational Chart. The only change from FY 2009 was the addition of a part time maintenance position.

There being no further business to come before the Board, the meeting was adjourned.

Approved this 20th day of September, 2009



Carl Seilstad, 1st Vice President



L. Harold Blattie, Secretary

MACo Board of Directors (MACo)

**Tuesday, June 30, 2009
Attendance Sheet**

MEMBERS

Officers

- Mike McGinley, President
- Carl Seilstad, 1st Vice President
- John Ostlund, 2nd Vice President
- Allan Underdal, Fiscal Officer
- Greg Chilcott, Urban Representative
- Cyndi Johnson, Past President
- Bernie Lucas, District #9
- Carol Brooker, District #10
- Carlotta Grandstaff, District #11
- Tom Rice, District #12

District Chairs

- Richard Dunbar, District #1
- Mark Rehbein, District #2
- Donald Reiger, District #3
- Russ Tempel, District #4
- Arnie Gettel, District #5
- Leslie Burroughs, District #6
- Maureen Davey, District #7
- Andy Hunthausen, District #8

Association Representatives

- Leo Gallagher, County Attorneys
- Amanda Kelly, Clerk and Recorders
- Marilyn Craft, Clerks of Court
- Steve Immenschuh, Coroners
- Gary A. Olsen, Magistrates
- T. Gregory Hintz,
Sheriff & Peace Officers
- Pam Shelton, Treasurers
- Diane Inbody,
School Superintendents

Others present: Harold Blattie, MACo Executive Director; Sheryl Wood, MACo Associate Director; Tom Swindle, MACo Finance Officer.