



Montana Association of Counties

Serving Montana Counties Since 1909

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MACo BOARD OF DIRECTORS

Monday, February 22, 2010 - 10:00 a.m.

Best Western Heritage Inn, Great Falls, MT

Minutes

1. **Roll Call – Introductions:** Roll call and introductions were conducted. The attendance sheet is attached.
2. **Executive Committee – Approval of the Minutes: 11/18/09 & 01/27/10**

Commissioner Johnson requested a correction on the 01/27/10 minutes. Commissioner Chilcott moved and Commissioner Ostlund seconded to approve the minutes as corrected. Motion carried unanimously.
3. **Approval of the Minutes: September 20 and 24, 2009:** Commissioner Chilcott moved and Commissioner Davey seconded to approve the minutes as presented. Motion carried unanimously. (Note: the December 2009 Board meeting was cancelled.)
4. **Finance Reports:**
 - a. **FY 2009 MACo Audit:** Brian Wickens, JJCS, presented the audited financial statements as of June 30, 2009. Mr. Wickens reported that JJCS has issued an unqualified opinion that the information is materially correct, with no significant deficiencies or material weaknesses on internal controls. Following discussions regarding board designated funds and outstanding receivables, Commissioner Johnson moved and Commissioner Ostlund seconded to accept the 2009 Audited Financial Statements as presented. Motion carried unanimously.
 - b. **MACo Finance Report:** Tom Swindle reviewed the financial statements as of December 31, 2009. The Board also was provided a budget versus actual expenditure report for the period from July 1 to December 31, 2009.
5. **2010 WIR Conference Update:** Commissioner Bill Kennedy, Yellowstone County, presented a letter to the Board requesting the \$5,000 sponsorship check be forwarded to the County, along with the balance of the board designated WIR Conference funds. He also provided an overview of the revenue and proposed expenses. Commissioner Kennedy recommended that the revenue received from the NACo room subsidy, as well as the reconciled balance ending be returned and set in a board designated fund for future WIR events, such as the WIR Presidents retreat.

6. **Interoperability Montana (IM):** Commissioner Joe Brenneman, Flathead County, provided an overview of the operation and governance, and discussed sustainability. President Seilstad informed the Board that IM has requested that the NACo delegation deliver a package to the congressional delegation while in Washington, D.C., in support of the IM federal funding request.

Commissioner Curtiss moved and Commissioner Hunthausen seconded to have the MACo Board of Directors send a letter of support to the Congressional delegation in support of the IM federal funding request. Following discussion, the motion carried unanimously.

7. **MT Public Health System Improvement Task Force (PHSI):** Commissioner Jean Curtiss, Missoula County, reported that the PHSI is close to achieving voluntary accreditation for public health in Montana. Commissioner Curtiss offered to draft an article for the newsletter.
8. **Aging Population and Services:** Commissioner Jean Curtiss, Missoula County, reported that she would like this issue kept in the forefront, and provided an overview of the activities of the last legislative session regarding funding for aging services.

9. **Staffing & Personnel**

- a. **Staff Policy & Procedures Manual – Proposed Amendments:** Director Blattie presented and discussed the proposed amendments to the MACo Personnel Policy. He reported that the proposed amendments were drafted in consultation with staff and management.

Commissioner Curtiss questioned the proposed telework policy, and recommended it be expanded. Commissioner Johnson moved and Commissioner Ostlund seconded to accept the amendments to the MACo Personnel Policy as presented, and requested that an amendment be brought to the June meeting expanding the language regarding telework.

Discussion: Discussion was held regarding funeral leave, foster care, performance evaluations and the definition of family. A friendly amendment was offered to include “siblings” in the definition of immediate family. Commissioners Johnson and Ostlund accepted the friendly amendment. Motion carried unanimously.

- b. **MACo Staff Vacancy:** Director Blattie reported that the Communications Officer had resigned to relocate with his spouse. Following a review, the Administrative Assistant’s position had been restructured to assume the majority of the duties. Director Blattie informed the Board that management is considering restructuring the position to have it more focused on legislative services such as legislative alerts, member communication and legislative tracking.
- c. **Executive Director - Leave Extension Request:** Director Blattie reported that he had exhausted his excess vacation leave, so this item was no longer applicable.

10. FY 2011 Budget Preparation

- a. **Consumer Price Index:** Director Blattie reported that the CPI was a -.4% and the recommendation would be to reduce member dues by that amount.
- b. **Staff Compensation & Career Analysis – CMS:** Director Blattie reported that the study is underway and may result in adjustments in job titles and essential functions. He added that staff has been informed there would be no requests for COLA increase this year, and merit increase requests would be based on the outcome of the compensation analysis.

11. Staff Reports

- a. **Correctional Risk Services Inmate Medical Program Report:** Associate Director Wood reported that the program is going well, and almost 20 counties have enrolled.
- b. **NACo County Leadership Institute Nominee:** Director Blattie reported that the Executive Committee had nominated Phillips County Commissioner Lesley Robinson to participate in the 2010 NACo County Leadership Institute.
- c. **MACo Transition to Nationwide Retirement Program;** Director Blattie reported that the transition went well and an overwhelming majority of employees are participating.

12. Other Business:

- a. **Spring District Meetings:** President Seilstad reported that MACo staff would not be travelling to attend the meetings, unless invited by the District Chair. MACo would post the budget information on the website and be available via conference call for budget discussions.
- b. **NACo travel:** Director Blattie asked for clarification regarding Commissioner Alan Underdal's travel to NACo in March. President Seilstad noted that it is budgeted and recommends funding this position this time. Future funding will be discussed during the FY 2011 budget setting process. Commissioner Dunbar moved and Commissioner Johnson seconded to approve funding Toole County Commissioner Alan Underdal's travel to the NACo Legislative Conference in March. Motion carried unanimously.
- c. **Montana Meth Project:** Director Blattie reported that he had received a request for a letter of support for the Federal appropriation for the Montana Meth Project. Commissioner Davey moved and Commissioner Tempel seconded to approve the request. Motion carried unanimously.

There being no further business to come before the Board, the meeting adjourned at 12:25 p.m.

Approved this 29th day of June, 2010.



Carl Seilstad, President



L. Harold Blattie, Executive Director

MEMBERS

Officers

- Carl Seilstad, President
- John Ostlund, 1st Vice President
- Connie Eissinger, 2nd Vice President
- Cynthia Johnson, Fiscal Officer
- Greg Chilcott, Urban Representative
- Michael J. McGinley, Past President

- Bernie Lucas, District #9
- Tony Berget, District #10
- Jean Curtiss, 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
- Penni Lewis, Clerk and Recorders
- Marilyn Craft, Clerks of Court
- Steve Immenschuh, Coroners
- Gary A. Olsen, Magistrates
- T. Gregory Hintz,
Sheriff & Peace Officers
- Kevin Larkin, Treasurers
- Diane Inbody,
School Superintendents

Others Present: Harold Blattie, MACo Executive Director; Sheryl Wood, MACo Associate Director; Tom Swindle, MACo Finance Officer; Mike Sehestedt, Chief Legal Counsel, Brian Wickens, JCCS; Joe Brenneman, Flathead County Commissioner; Kathleen Driscoll, Ravalli County Commissioner.