



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

(406) 449-4360 Fax (406) 442-5238

www.mtcounties.org

BOARD OF DIRECTORS

Thursday, September 25, 2014

7:30 A.M.

Room: Glacier 1

Hilton Garden Inn, Kalispell, MT

MINUTES

1. **President's Welcome:** President Schulz called the meeting to order and welcomed new Executive Committee and Board members.
2. **Roll Call:** Associate Director Wood conducted roll call.
3. **Board of Directors Binders:** Associate Director Wood reviewed the contents of the Board Binders and noted a number of documents would be provided at the December meeting to reflect the decisions of the membership this week.
4. **Board Member Duties & Responsibilities:** Director Blattie provided an overview of the organizational structure and board member duties and responsibilities. It was noted there is confusion on what type of non-profit the Association is, and he would be conducting some research to answer the question.
5. **Conflict of Interest Disclosure:** Director Blattie reviewed conflicts of interest for Board members. Disclosure forms were distributed and asked to be completed and returned, as our auditors require them.
6. **District Chair Duties & Responsibilities:** Director Blattie reviewed the Board Handbook and the responsibilities of District Chairs.
7. **Overview of MACo Legislative Process:** Discussion was held regarding how it would be handled if an individual county did not agree with the MACo platform. Director Blattie explained that every county has a right to their position, but it is very helpful if MACo staff is informed so they don't provide conflicting testimony. Commissioners were encouraged to testify at the capitol as it is clear the legislators want to hear from them and their testimony carries considerable weight. Commissioner Davey requested training on the legislative process be provided at the December board meeting.
8. **American Heroes Quilting Project:** Commissioner McGinley proposed that the Board approve budget authority to allow Marlys Lee to deliver the quilts to the soldiers at the Madigan Army Hospital in Washington state. He noted that Mrs. Lee has worked tirelessly at our conferences to organize the project and it has now expanded to the Road Supervisors conference as well. Associate Director Wood reported that the South Dakota Association of Counties is now hosting the event also, based on Mrs. Lee's work.

Commissioner McGinley moved and Commissioner Barron seconded to approve the budget expenditure for Marlys Lee to deliver quilts from the American Heroes Project to the soldiers at Madigan Army Hospital in Washington State. Motion carried unanimously.

It was noted the funds would be expended from the MACo Member travel budget, and pictures were requested.

9. **2014 - 2015 Committee Appointments:** President Schulz announced that he would be making committee appointments soon and requested MACo 1st Vice President Davey assist. He added it was not his intention to rock the boat regarding chairs and vice chairs, and already has had discussions with some of the chairs regarding their continuation in those positions.

Commissioner Malone reported that the Large Predator Group may want to be named as a Committee. Commissioner Davey noted that the group is a subcommittee of the MACo Agriculture Committee.

10. **MACo Health Care Trust (HCT) Trustee Appointments:** Associate Director Wood reviewed the process for MACo Executive and Board member appointments to the Health Care Trust (HCT), noting that Past President Eissinger and Park County Commissioner Malone have been serving as the Board representatives to the Health Care Trust for the past year.

Per the HCT Trust Agreement, Immediate Past President Joe Briggs of Cascade County would assume a position as a Trustee of the Health Care Trust to represent the MACo Board.

Fiscal Officer McGinley was recently re-elected for a 4-year term on the Ttrust, and per the Trust Agreement he could either retain his elected position, or waive it to be the MACo Executive Committee appointed Trustee. Mr. McGinley chose to retain his elected 4-year position as a Trustee.

Ms. Wood then reviewed the eligibility of Past Presidents, noting Commissioner Eissinger, Commissioner Seilstad and Commissioner Prinkki were eligible to serve, adding that Commissioner Prinkki holds an elected position on the HCT.

Following discussion, Commissioner McGinley nominated Commissioner Seilstad, Fergus County, to the position as a MACo Board Officer on the HCT Board of Trustees, to serve until the next Annual Conference. Commissioner Hendrickson seconded. Commissioner Seilstad accepted the nomination. Motion carried unanimously.

Director Blattie thanked Commissioner Eissinger for her service to the Trust.

11. **Staff Policy and Procedures Handbook:** Associate Director Wood reported that the Bylaws require the Board to annually review and approve the MACo Staff Policies and Procedures Handbook. She added that there are no changes since the prior adoption, but there may be in the future regarding the sick leave donation policy.

Commissioner Macdonald moved and Commissioner Malone seconded to approve the MACo Staff Policy and Procedures Handbook as presented. Motion carried unanimously.

12. **Long Term Executive Succession Plan:** Discussion was opened regarding the proposed Plan. Commissioner Hendrickson recommended that the Board approve the appointment of the Succession Planning Committee. It was the consensus of the board that the statement "with the consultation of the Board" would be added regarding the appointment of the Succession Planning Committee.

Commissioner Chilcott noted that the Committee is not a "Succession" committee, but rather a "Selection" committee, and requested that the name be changed throughout the document. It was the consensus of the Board to make the suggested change.

Director Blattie noted that the Succession Plan is establishes a plan to look to the future of how to replace the Executive Director and other key positions. He added that the adoption of this plan creates changes in responsibilities, by moving more executive responsibilities from the Executive Director to the Associate Director.

Director Blattie noted that he had struggled with how to graphically show it on the organizational chart. It was noted by Director Blattie that it is within his position description to maintain the chart, but it is not required he "share" it with anyone. He provides it to the Board and Trustees as a matter of practice for informational purposes regarding the structure of the Association.

Discussion was held regarding the proposed organizational chart. Commissioner Chilcott noted that the organizational chart reflects how it works today with the current Executive and Associate Directors, but wondered how it would work if these individuals were no longer with the Association. Commissioner Briggs reminded all that the Board has no input on the organizational chart, as it is fully within the Executive Director's authority to modify as they see fit.

Commissioner Macdonald moved and Commissioner Mosness seconded to accept the recommendations of the Executive Succession Planning Committee and to adopt the Executive Succession plan as amended.

Discussion: Commissioner Brooker thanked Commissioner Briggs for the awesome document. Commissioner Devlin questioned how the dates would be imputed on the Transition Plan. Director Blattie responded that the first date would be today, with the adoption of the Plan. Subsequent dates would be input immediately following his notification of retirement.

The question was called and the motion passed unanimously.

13. **Executive Director Position Description:** Director Blattie reviewed the proposed amendments and noted the change regarding serving as a voting member and secretary of the Pools. He noted that he is responsible for ensuring the secretarial duties are performed, but does not necessarily perform the duties.

Director Blattie reported that a question had arisen regarding the Executive Director being a voting member of the Trusts. He informed the Board that the Service Agreements contain the language that appoints the Executive Director to the Trusts, and the statement in the Position Description is the Board directing the Executive Director to perform the duty.

Commissioner Seilstad reported that he had asked the question, as there are concerns about how a future Executive Director could use that authority. He added that there are no concerns about the current Executive Director, but noted that a future Executive Director could use that authority as a swing vote on issues and cast an overriding vote.

Commissioner Chilcott moved and Commissioner Seilstad seconded to approve the amended Executive Director Position Description. Motion carried unanimously.

Commissioner Chilcott thanked Commissioner Briggs for his work on the monumental task regarding the Executive Succession Plan.

14. Other Business:

a. Calendar of Upcoming Events:

- i. **Council of County Officials - October 30, Helena:** Director Blattie reported this meeting will have to be changed, as the Clerk and Recorders will be busy with the November 4 General Election, and the Treasurers will be busy with tax deed notices.
- ii. **Board/Budget Meetings – June 24, 2015:** Director Blattie noted that the Board will be receiving an Outlook calendar meeting for the June 24, 2015 meetings and asked that all accept and refrain from scheduling their county budget hearings that day.

There being no further business to come before the Board, the meeting was adjourned at 9:13 a.m.

Approved this 1st day of December, 2014.



Dave Schulz, MACo President



L. Harold Blattie, MACo Executive Director

Executive Committee

- Dave Schulz, President
- Maureen Davey, 1st Vice President
- Todd Devlin, 2nd Vice President
- Joe Briggs, Immed. Past President
- Mike McGinley, Fiscal Officer
- Jim Reno, Urban Representative

Past President's

- Greg Chilcott
- Connie Eissinger
- John Ostlund
- Carl Seilstad
- John Prinkki
- Bill Kennedy
- Carol Brooker
- Bob Mullen

District Chairs

- Gary Macdonald, District #1
- Shane Gorder, District #2
- Doug Martens, District #3
- Larry Hendrickson, District #4
- Ron Ostberg, District #5
- Richard Moe, District #6
- Susie Mosness, District #7
- Laura Obert, District #8
- Marty Malone, District #9
- Bill Barron, District #10
- Jeff Burrows, District #11
- Jim Hart, District #12

Association Representatives

- Leo Gallagher, County Attorneys
- Bret Rutherford, Clerk and Recorders
- Connie Mattfield, Clerks of Court
- Valerie Hornsveld, Clerks of Court
- Vacant, Coroners
- Linda Budeski, Magistrates
- Chris Hoffman, Sheriffs & Peace Officers
- Jane Stene, Treasurers
- Marcia Sheffels, School Superintendents

Others present: Harold Blattie, MACo Executive Director; Sheryl Wood, MACo Associate Director; Kathy Johnson, MACo Finance Director; Mike Sehestedt, MACo General Counsel.