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# 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 22, 2016**  
**Billings Hotel & Convention Center**  
**Billings, MT**  
**7:30 A.M.**

**MINUTES**

1. **President's Welcome:** President Devlin welcomed all to the meeting and led the Pledge of Allegiance.
2. **Roll call:** Roll call was conducted.
3. **Multi Bank Securities Sponsor Fee:** Director Blattie reported that with the MACo endorsement of the eConnectDirect program, MACo will receive a \$500 one-time fee for each county that joins the program with the County Treasurers Association. The program was launched last week at the Treasurer's conference, and webinars will be scheduled to train Treasurers on using the program to manage investments.

Director Blattie requested approval to split the \$500 fee with the County Treasurers Association. Commissioner Malone moved and Commissioner Lee seconded to approve splitting the \$500 one-time fee for joining the eConnectDirect program with the County Treasurer's Association. Motion carried unanimously.

4. **Board Member Duties & Responsibilities:** Director Blattie provided an overview of the organizational structure and board member duties and responsibilities, which included confidentiality and conflicts of interest.
5. **Board Binder:** Associate Director Wood reviewed the contents of the Board binder, and noted a number of documents will be distributed at the next meeting after they are updated to include the decisions made by the members at their business meeting.
6. **District Chair Duties & Responsibilities:** Director Blattie reviewed the Board Handbook and the responsibilities of District Chairs. It was requested that all elected officials be invited to District Meetings, conferences and trainings.

It was noted that with Jim Hart's election as MACo 2<sup>nd</sup> Vice President, District 12 has a vacancy for a Vice Chair. District 12 Chair Tom Rice reported they would have a conference call or vote via email to elect a new Vice Chair.

- 7. Overview of MACo Legislative Process:** Director Blattie provided an overview of the resolutions process, and how resolutions move from district meetings to the Resolutions Committee, to Committees and then to the membership. Following the Annual Meeting, the authority for legislative decisions is shifted to the Executive Committee. The updated policies and resolutions adopted at the business meeting will be printed in the MACo Policy booklet.

- 8. 2016-2017 Committee Appointments:** Associate Director Wood reviewed the process of compiling the committee requests from the biographies received. President Devlin stated he would convene a committee to help make the appointments. The request for bios will be in the October newsletter and will also be sent out via e-mail, for those who did not attend the conference or turn one in.

Discussion was held regarding NACo delegates and the need to follow MACo policy when serving at the national level. Director Blattie reported the Reservation Counties had approved sending delegates to NACo, and will be making the appointment through email. They also increased their dues to \$200 per member to help cover the costs. He added that Jim Hart will be representing the Forest Counties Coalition and Greg Chilcott will be serving on the WIR Board following Commissioner Murray's retirement. Commissioner Murray reported that Lewis and Clark County have agreed to fund Commissioner Hunthausen and Geise's travel to NACo.

- 9. MACo Staff Policy and Procedures Handbook:** The Board was presented with a proposed amendment to Section 2.26 Employee Grievance Procedure. General Counsel Hopkins reported that per the Board's direction, he had rewritten the policy for their review. Mr. Hopkins reviewed the proposed changes.

Commissioner Briggs moved and Commissioner Hendrickson seconded to adopt the amendment of Section 2.26 Employee Grievance Procedure as presented. Motion carried unanimously.

Associate Director Wood reported that per the MACo By-laws, the Board of Directors has the responsibility to annually approve the MACo Staff Policies and Procedures Handbook and requested approval as amended.

Commissioner Ostlund moved and Commissioner Lee seconded to approve the MACo Staff Policies and Procedures Handbook as amended. Motion carried unanimously.

- 10. Upcoming Meetings:** Director Blattie reviewed the upcoming in and out of state meetings for the next few months.
- 11. Succession Planning/Vacant Policy Analyst Position:** Director Blattie informed the Trustees that we need to fill the vacancy with a full time person prior to the session, as using part-time and contract employees has not been effective for the long-term, and the amount budgeted will not allow for recruitment of a qualified individual.

Director Blattie reviewed a proposed organizational chart, and presented an overview of the MACo financial position as of FY 2005 and FY 2016, showing that reserves have increased significantly over that period.

Discussion was also held as to the individual hired potentially taking the place of the Executive Director upon his retirement. Commissioner McGinley suggested using reserves to increase the salary as needed to recruit a qualified candidate.

Commissioner Briggs noted that as his presidential project, he spent a significant amount of time developing the succession planning process. He referred to the schedule in the adopted succession plan, and noted that the process begins with the Executive Director announcing his retirement, and not forcing the Executive Director into a set timeframe.

Director Blattie reported that he feels there is enough budget authority currently to adjust the salary as needed to recruit a qualified candidate, but is concerned about overlap for training and sustainability.

The consensus of the Board was the Executive Director has the budget authority and authority to fill the vacant FTE position, so should move forward within the authority granted.

There being no further business to come before the Board, the meeting was adjourned at 9:34 a.m.

Approved this 5<sup>th</sup> day of December, 2016.

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Todd Devlin, MACo President

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L. Harold Blattie, MACo Executive Director

**Executive Committee**

- Todd Devlin, President
- Bill Barron, 1<sup>st</sup> Vice President
- Jim Hart, 2nd Vice President
- Maureen Davey, Immed. Past President
- Mike McGinley, Fiscal Officer
- Andy Hunthausen, Urban Representative

**Past President's**

- Dave Schulz
- Joe Briggs
- Greg Chilcott
- John Ostlund
- Carl Seilstad
- John Prinkki
- Carol Brooker
- Bob Mullen

**District Chairs**

- Gary Macdonald, District #1
- Shane Gorder, District #2
- Bob Lee, District #3
- Larry Hendrickson, District #4
- Ron Ostberg, District #5
- Richard Moe, District #6
- Susie Mosness, District #7
- Susan Good Geise, District #8
- Marty Malone, District #9
- Tony Cox, District #10
- Jeff Burrows, District #11
- Tom Rice, District #12

**Association Representatives**

- Leo Gallagher, County Attorneys
- Ruth Baker, Clerk and Recorders
- Elizabeth Ball-Mavity, Clerks of Court
- Valerie Hornsveld, Clerks of Court
- Vacant, Coroners
- Linda Cantin, Magistrates
- Brian Gootkin, Sheriffs & Peace Officers
- Jane Stene, Treasurers
- Susan Beley, School Superintendents

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