



**Minnesota Association of County Administrators**  
*Executive Committee Meeting*  
**January 27, 2017 (10:00 AM – 12:00 PM)**

**Minutes**

**I. Introductions/County issue updates**

Whiting called the meeting to order at 10:05 a.m.

The following roll was taken:

Chuck Whiting	President	Polk County	Present
Becky Young	Vice-president	Stevens County	Present
Bruce Messelt	Treasurer	Chisago County	Present
David Minke	Secretary	Pine County	Absent
Laura Elveback	At Large	Steele County	Via telephone
Peg Heglund	At Large	Yellow medicine County	Present
Michael Plante	At large	Wabasha County	Present
Roxy Traxler	Past President	Sibley County	Present

Others present: Matt Hilgart, AMC Staff, MACA Liaison

- II. 2017 MACA calendar.** The executive committee reviewed the proposed schedule of board and committee meetings and conferences. **Motion by Traxler, 2<sup>nd</sup> by Messelt to approve the 2017 calendar. Motion passed.**

**III. Financial update**

- a. Approve Checks. Motion by Heglund, 2<sup>nd</sup> by Traxler to approve checks. Motion passed.**
- b. Payment Approval Process.** Messelt updated the executive committee that executive committee approval will be sought for payment of bills prior to payment, unless timing is such that the executive committee will not meet prior to the required payment date. In the event that payment is needed prior to the next executive committee meeting, the treasurer will secure the recommendation of the Association of Minnesota Counties prior to payment. The treasurer will then submit a list of such payments at the next executive committee for review. **It was the consensus of the executive committee to follow this process.**

- c. MACA Organizational Status. MACA has maintained a checking account, but has not completed annual financial reporting on the account. The treasurer recommends that MACA close its checking account and transfer the funds to AMC. These assets will be accounted for separately in AMC's accounting structure, similar to how AMC manages the financial assets of other affiliate groups. **Motion by Messelt, 2nd by Heglund to close the MACA bank account, transfer MACA funds to AMC and for AMC to manage the MACA financial assets. Motion passed.**
  
- d. The Executive Committee reviewed the budget and noted that, while revenue from dues was up considerably (approximately \$9,000 more than projected), significant expenses were also incurred in 2016. In particular, miscellaneous costs of \$2,800 were incurred in 2016, due to payment for NACA membership. Higher than anticipated expenses were offset by additional revenues, leaving the 2016 budget close to the budgeted \$19,000 deficit (part of a ramp up of AMC staff support by spending down some reserves while dues are increased over the next several years). The Executive Committee commented that the 2017 budget and revenue projections from Membership and Dues, as well as future planned expenditures, may need to be looked at during the Summer Conference, as increased dues/membership revenues realized this year, primarily as a result of additional unbudgeted memberships, may not re-occur in future years; thus requiring expenditures to be constrained/paired back.”

The executive Committee requested Sue breakdown the 2016 hours of staff time committed to MACA.

The Executive Committee requested the 2017 dues payment be updated to reflect Lisa is show twice and Pope County Dues are due.

**IV. Committee Structure.** The executive committee discussed the current committee structure and makes the following recommendations:

- a. Finance Committee (recommends dues and budget) two members. Sharon Hanson current member. **Traxler moved, 2<sup>nd</sup> by Heglund to appoint Hanson and Bob Meyer with alternates Minke and Messelt. Motion passed.**
  
- b. Officer Succession. Whiting reviewed the current process of the executive committee and the practice that Vice President moves up to President, but noted that process is not outlined in the bylaws.
  
- c. Nominating Committee. Messelt, Traxler, and Young will bring back a list of candidates for an interim secretary until the annual meeting when they will have to affirm the remainder of term.

Chuck notes that he would like this to be the main nominating committee.

**V. Committee Appointments** – to fill vacancies, regional balance and so forth, also our Secretary

- a. **Traxler moved, 2<sup>nd</sup> by Plante to recommend combining the Professional Development and Membership committees.** The recommendation to be presented to the membership for a vote at the legislative conference. Motion passed.
- b. Nominations committee. The nominations committee will be Bruce Messelt, Roxy Traxler, and Becky Young.

**VI. Website.** The executive committee discussed the website. **Consensus was to eliminate the “MACA Talk” section as not used and to get the executive committee minutes posted on the web site.**

**VII. Leg Conference**

- a. Speaker, agenda, social event, MERIT ad hoc group
- b. Heather Worthington development where county fits/economic development
- c. Bob Meyer on health and human services financing
- d. Doug Anderson PERA meet with executive committee
- e. Met Council issues worth discussing at AMC?
- f. Jim Brimeyer—quasi executive recruitment... Asking to talk metropolitan affairs for MACA Executive Committee

**VIII. Speaker topics for future Executive Committee meetings**

-Ethics committee (Messelt)

**IX. Legislative update**

Hilgart provided update on CPA, Data Practices and assessor accreditation, among others.

Whiting adjourned the meeting at 12:50 PM

Minutes Approved March 24, 2017