



Executive Committee Minutes
Minnesota Association of County Administrators
Conference Call
Friday, January 28th, 2011
9:30 a.m.

President, Molly O'Rourke	<u> x </u>	At-Large, Brian Berg	<u> </u>
Vice President, Mary Callier	<u> x </u>	At-Large, Luci Botzek	<u> x </u>
Secretary, Riaz Aziz	<u> x </u>	At-Large, Duane Hebert	<u> x </u>
Treasurer, Sharon Hanson	<u> </u>	AMC Liaison, Joe Mathews	<u> x </u>
Past President, Trish Klein	<u> </u>	AMC Staff, Maria Slavik	<u> </u>

- I. **Call to order:** MACA President, Molly O'Rourke 9:35 a.m.
- II. **Update from Committees:** Mary Callier provided an update from the Professional Development Committee (PDC). She has pulled together the strategic priorities for her committee, received input from MACA President and staff, and shared it with her committee. The PDC is working to pull together a panel at the legislative conference on outcome based management. PDC is also working on a process to support the development of white papers for MACA members. Both the panel and white paper session are anticipated for March 23rd.

Riaz will be representing MACA in the AMC annual meeting planning process via the planning committee. Riaz indicated that he will be soliciting input from MACA members.

- III. **Discussion of Legislative Conference:** Molly O'Rourke is planning to extend the MACA meeting in order to accommodate the professional development components discussed above. It is anticipated that the meeting will be extended to 5:00 p.m. to allow folks to continue networking at the reception that is part of the AMC Legislative conference.

MACA will be holding a short formal business meeting at the legislative meeting as part of an effort to make things more regular and organized. MACA will have three regular business meetings, at the AMC legislative conference, the MACA/MCHRMA fall conference and the AMC annual meeting. Minutes from each meeting will be approved by the full assembly rather than the executive committee which was past practice. The draft minutes will be posted

on the website within a short time of the meeting's conclusion after approval from the MACA secretary.

Mary suggested another regular meeting might be added in conjunction with the AMC leadership conference or consider an additional meeting separate from an AMC event. Riaz asked if the group has considered a phone or web conversation as well. Molly suggested raising this issue at the upcoming business meeting in March and also considering a resurrection of the MACA technical days. Luci suggested encouraging the regional meetings and using ITV to pull the regional meetings together for an additional business meeting.

- IV. **Review of Strategic Planning Process:** Molly is looking over the documents that were shared at the annual meeting in December and begin discussing outcomes for many items. She has addressed about 20 items and Tim Houle is working on taking those outcomes and preparing them for the next step. That is one additional item for the business meeting agenda.
- V. **Discussion of NACA Representation:** There have been several past discussions about whether or not MACA would support sending a representative to NACA financially. Molly indicated that the NACA representative would like to continue going. She noted that several counties have eliminated out-of-state travel for county staff. The current NACA representative will be unable to attend the NACA meeting without financial support from MACA.

Riaz suggested this might be an annual discussion where MACA will decide whether or not to provide financial support in the coming year and include that discussion with the annual budget process. Questions have also been asked by members about how the NACA representative is chosen and what the responsibilities for the NACA representative might be. The Executive Committee discussed what other value we get from NACA and how to convey the value of NACA to MACA members who receive a membership as part of paying their MACA dues.

The group discussed addressing all MACA appointments and coordinating a rotation to include as many MACA members as possible. Molly indicated she could touch base with other affiliates to find out how they handle representation at national conferences and appointments to represent the affiliate with other associations.

The group consensus was to provide no financial support for the 2011 NACA conference, and consider financial support for next year as part of the preparation and approval of the 2012 budget.

- VI. **Website Update Status:** Joe indicated that the directory has been completely updated and revamped. Becker county was in need of an update after receiving information about their new county administrator. Meeting minutes are also being updated on the website and 2009 has already been posted along with the October 2010 business meeting minutes. December 2010 minutes would be

sent to MACA Secretary in draft form for review and other 2010 executive committee minutes will also be posted. In the future all executive committee minutes will be posted as soon as possible following approval of the draft by the MACA secretary and all minutes will use a template to provide uniformity.

- VII. **AMC/MACA MOU Discussions:** Joe reinforced that Maria Slavik is now available as a contact to MACA members who need to distribute items via the list-serv or post items on the web. Additionally she will continue to update the directory as information on new MACA members becomes available. Joe indicated that AMC feels strongly committed to providing MACA with whatever level of service is desired. Joe also indicated that AMC staff are very open to changing the structure or implementation of the AMC/MACA relationship in order to provide MACA members with greater value. Jeff Spartz, AMC Executive Director, has been supportive of staff in this effort and has been very receptive to requests for his involvement. Joe left the call to allow the executive committee to discuss the MOU amongst themselves. Exec. Comm. discussed what services had been provided in the past through the MOU. It was agreed that the relationship and services provided are more similar to a contract for service and that we should enter into such a contract with AMC for the coming year and consider whether an RFP for services should be issued at a later date.
- VIII. **Adjourn:** _____ moved to adjourn, seconded by _____. Motion prevailed and the executive committee adjourned at _____.