



Minnesota Association of County Administrators
Executive Committee Meeting
April 28, 2017 (10:00 AM – 12:00 PM)

Minutes

1. Call to Order

President Whiting called the meeting to order at 10:00 a.m.

The following roll was taken:

<u>Member</u>	<u>Office</u>	<u>County</u>	<u>Attendance</u>
Chuck Whiting	President	Polk County	Via telephone
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	Present
Peg Heglund	At Large	Yellow Medicine County	Present
Michael Plante	At large	Wabasha County	Present
Lee Kelly	At Large	Wright County	Absent
Roxy Traxler	Past President	Sibley County	Present

Others present:

Laurie Klupacs, AMC Deputy Director
Matt Hilgart, AMC Staff, MACA Liaison
Ben Baglio, AMC Policy Liaison

2. Review/Approve Agenda

The Agenda was reviewed and recommended with the following additions:

9. ~~Other~~ *Executive Committee Member Selection – Discussion*
10. Next Meeting
11. ~~Adjourn~~ *County Updates*
12. *Adjourn*

Motion by Heglund, seconded by Plante, to approve the Agenda as amended. Motion passed unanimously.

3. Review/Approve Minutes from March 24, 2017 Executive Committee Meeting.

The executive committee reviewed the draft Minutes from the March 24, 2017 Meeting. **Motion by Traxler, seconded by Plante**, to approve the Minutes as drafted. **Motion passed unanimously.**

4. Treasurer's Report

a. Financial Update/Approve Bills

Treasurer Messelt presented the YTD (January – March) Financial Report and recommended acceptance and approval of payment of Bills (Check #549 to AMC). **Motion by Young, seconded by Plante. Motion passed unanimously.**

b. Report on 2017 Annual Budget – Recommended Adoption/Amendments

Treasurer Messelt presented options for bringing the 2017 MACA Budget into closer balance with respect to planned drawdown of cash reserves in 2016-2020 while immediately increasing AMC staff support and improving summer and fall conferences. The following actions were discussed/taken:

- i. **Conference Registrations** – Discussion was held regarding establishing registration rates for 2017 conferences. **Motion was made by Traxler, seconded by Plante**, to set the Summer Conference rate at \$100 and the Fall Conference rate at \$175/\$200 for late registration. **Motion passed unanimously.**
- ii. **Conference Speakers Fees/Expenses** – Discussion was held regarding limiting 2017 conference expenses and speakers fees. It was noted that MACA has already been committed to \$3,750 for Fall Conference speakers' fees for Alan Zimmerman (1/2 of total fee). **By unanimous consensus**, it was agreed that the following Members would work as an *ad hoc* Conference Planning Committee to develop conference programming and secure presenters/speakers consistent with the to-be-approved 2017 MACA Budget: Becky Young, Roxy Traxler, Matt Hilgart and Laurie Klupacs.
- iii. **MACA Meals & Meeting Expenses** - Discussion was held regarding limiting 2017 expenses related to MACA Meals and Meetings, including changing the Annual Conference social dinner to Dutch treat (AMC to reserve venue, select available menu options, and manage reservations) and limiting extra food costs as the Annual Conference Awards Luncheon. **Motion made by Heglund, seconded by Traxler. Motion passed unanimously.**
- iv. **Adopted/Amended 2017 MACA Budget** - Discussion was held regarding adopting/amending the 2017 MACA Budget to reflect the above-made changes and to re-invest \$10,000 in recently-matured CDs into new CDs, generally as presented as MACA Option-1 at today's Meeting. **Motion made by Messelt, seconded by Plante. Motion passed unanimously.**

5. **Summer Workshop Planning** – Matt provided an overview of the proposed Summer Workshop Agenda and timeline. Wednesday, June 19th is pretty set (by MCHRMA), including a major afternoon session with Dr. Jody Janati on communication skills. This leaves all of Thursday, June 20th for MACA. Wednesday evening Speaker and/or professional activity/social is still a consideration. MACA Executive Committee could then meet Thursday afternoon (versus Friday morning). Members are to send speaker/presenter/topic ideas to Matt, Laurie, Roxy and Becky for consideration and follow-up. **By unanimous consensus**, it was agreed that the *ad hoc* Conference Planning Committee would further develop the Workshop Program and secure presenters/speakers, consistent with the approved 2017 MACA Budget.
6. **Bylaws Changes to Combine Membership Support & Professional Development Committees** – President Whiting indicated a desire to appoint the same Members to both committees until the Fall Conference, when a proposed bylaws change can be acted upon by the membership. **By unanimous consensus**, it was agreed that President Whiting and Matt Hilgart would draft the proposed bylaws change for consideration at the Fall Conference.
7. **Legislative Update** – Matt provided an overview of major issues of concern to AMC and MACA in play at the state legislature. Discussion was held regarding the comparison of House and Senate Tax Bills, proposed formula changes and funding increases to County Program Aid, possible changes to the State’s Buffer Law, and other key legislation.
8. **Guest Speaker – Mr. Brennan Furness, Policy Advisor, Office of Governor Mark Dayton** – Mr. Furness continued the discussion on legislative topics by reviewing the Governor’s position on several key legislative items, including the competing Tax Bills and possible transportation and bonding bills. Questions/comments from Members included increased county costs related to child protection and out-of-home placement, Department of Revenue defense of property tax challenges by utilities, and importance of County Program Aid formula changes and funding as property tax relief.
9. **Executive Committee Member Selection** – The Executive Committee discussed the impending vacancy in an At-Large position (Laura – Steele County) and directed, **by unanimous consensus**, that the Nominating Committee (Becky, Bruce & Roxy) convene to evaluate possible interim appointments to this position and evaluate opportunities for “members-in-transition” to stay connected and involved, if so desired.
10. **Next Meeting** – The next meeting of the Executive Committee is scheduled for Friday, June 23rd, 2017 at the AMC office in St. Paul, MN.
11. **Updates** - The Executive Committee discussed what is going on in member counties and across the state and profession.
12. **Adjourn** – Having no other business, **a motion was made by Messelt, seconded by Plante**, to adjourn the Meeting at 12:50 PM. **Motion passed unanimously.**

Approved June 23, 2017