



**Minnesota Association of County Administrators**  
*Executive Committee Meeting*  
**March 24, 2017 (10:00 AM – 12:00 PM)**  
**Association of Minnesota Counties**  
**125 Charles Avenue; St. Paul, Minnesota**

## Minutes

1. Call to order

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

<u>Member</u>	<u>Office</u>	<u>County</u>	<u>Attendance</u>
Chuck Whiting	President	Polk	Present
Becky Young	Vice-president	Stevens	Present
Bruce Messelt	Treasurer	Chisago	Present
David Minke	Secretary	Pine	Present
Laura Elveback	At Large	Steele	Present
Peg Heglund	At Large	Yellow Medicine	Present
Lee Kelly	At Large	Wright	Present
Michael Plante	At Large	Wabasha	Present
Roxy Traxler	Past President	Sibley	Present

**Others Present.** Matt Hilgart, AMC Legislative Analyst and MACA Liaison

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve minutes from the January 27 Executive Committee meeting

Peg moved, 2<sup>nd</sup> by Roxy to approve the minutes from the January 27 executive committee meeting. Motions passed 8-0.

4. Introduction of new at-large Executive Committee member—Lee Kelly, County Coordinator Wright County.

Lee was introduced and welcomed to the committee.

## 5. Mentorship Program—Overview and presentation

AMC Executive Director Julie Ring explained that Heather Bandeen, AMC director of Training has been reviewing county requests for training. AMC has historically provided training on a county by county basis. Heather is looking at a five-year planning horizon for training needs and offering training on a regional basis at seven sites around the state. Trainings could include strategic planning, succession planning, performance management, mental health first aid, and difficult conversations. Some training will be targeted for commissioners and other training for staff.

Julie noted that there has been turnover in county administrators/coordinators. AMC is working with Gary Weiers of David Drown and Associates on a training aimed at new Administrators/Coordinators.

The training will be provided (initially) at no cost to the participants.

The executive committee expressed support for the training, discussed the opportunity for AMC to engage commissioners in the training, and requested Julie contact Kevin Frazell at the Minnesota City/County Management Association.

## 6. Treasurer Report.

Bruce reviewed that the 2017 budget included planned use of reserves while MACA worked to expand services and phase in dues increases.

The group discussed possible cost savings and revenue increase including charging for the summer training and reducing meal expenses at the annual conference.

Motion by David, 2<sup>nd</sup> by Peg to request Bruce form a team from the executive committee, review the current financial situation and develop recommendations to bring the budget into balance. Motion passed 9-0

The group also discussed membership in the National Association of County Administrators (NACA). Annual cost is \$2,800. Consensus was to invite Scott Arneson (MACA's representative to NACA) to a future executive committee meeting to discuss the benefits of membership.

The group discussed travel costs related to testifying at legislative hearings. It was the consensus of the group that MACA should not reimburse travel costs except in extraordinary circumstances.

## 7. Old Business

### a. Legislative Conference Follow Up

The group discussed the legislative conference. Consensus was that Thursday was better than Friday. AMC is reviewing options for next year including having move events at the capital to increase legislative participation.

There was also discussion about the transition away from the joint county, city, school district, township conference. AMC continues to engage those other organizations on legislative issues.

### b. Speaker requests:

The group discussed PERA, possible changes to PERA, and the Public Employees' Pension Services Association (PEPSA).

Jim Brimeyer. Chuck will contact Jim to see if he is willing to attend the next executive committee meeting.

Other speaker ideas include Craig Waldron & Robyn Sykes

## 8. MACA Secretary Duties

Group discussed the secretary duties. Consensus was that it was a benefit to have a member take the lead in preparing the agenda and minutes and to coordinate the article for Minnesota Counties' magazine.

## 9. Merit System Meeting Update.

Roxy updated the group that the Merit System has indicated it is willing to work with MACA to define the process for counties to get out of the Merit System. MACSSA has a work group that has been meeting with the Merit System. Can MACA and/or MACHRA have a member on the work group? Roxy will continue to follow up.

## 10. Summer Workshop Planning (July 20/21).

The summer conference is being coordinated with MACHRM. They have a speaker for a joint session.

Topic ideas for the Summer Conference include:

- Risk Management including perspective from counties who self-insure
- Gary Weiers to discuss the new administrator/coordinator training
- Workers Compensation Insurance

## 11. Legislative Update

Matt provided a legislative update.

12. Membership Support Committee & Professional Development Committee.  
(item held over to next executive committee meeting)

13. County updates  
Members provide updates on their counties.

14. Next Meeting. The next Executive Committee Meeting is scheduled for April 28, 10:00 a.m.  
at the AMC building in St Paul.

15. Adjourn. The meeting adjourned at 1:50 p.m.

Approved April 28, 2017