

BOARD OF DIRECTORS MINUTES – May 13, 2011



EXECUTIVE COMMITTEE

President, Duane Bakke (Fillmore)	_____	X
1st Vice President, Randy Maluchnik (Carver)	_____	
2nd Vice President, Joe Vene (Beltrami)	_____	X
Secretary/Treasurer, John Baerg (Watowan)	_____	X
Immediate Past President, Jon Evert (Clay)	_____	

DISTRICT DIRECTORS

District I	Kevin Adee (Koochiching)	_____	X	District IX	Bruce Kubicek (Steele)	_____	X
District II	Todd Beckel (Lake of the Woods)	_____	X	District X	Rhonda Sivarajah (Anoka)	_____	X
District III	Bill Montague (Polk)	_____	X	District X	Jim Ische (Carver)	_____	X
District IV	Paul Anderson (Douglas)	_____	X	District X	Liz Workman (Dakota)	_____	X
District V	Jack Russek (Wright)	_____	X	District X	Peter McLaughlin (Hennepin)	_____	X
District VI	Gary Hendrickx (Swift)	_____	X	District X	Rafael Ortega (Ramsey)	_____	X
District VII	Tom Warmka (Faribault)	_____	X	District X	Barbara Marschall (Scott)	_____	
District VIII	Marvin Tinklenberg (Pipestone)	_____	X	District X	Lisa Weik (Washington)	_____	X

NACO REPRESENTATIVES

Tony Bennett (Ramsey)	_____
Randy Johnson (Hennepin)	_____
Harlan Madsen (Kandiyohi)	_____
Paul Wilson (Olmsted)	_____ X
Leigh Lenzmeier (Stearns)	_____ SP*

POLICY COMMITTEE CHAIRS

ENRPC:	Victoria Reinhardt (Ramsey)	_____	X
GGPC:	Tom Warmka (Faribault)	_____	X
HSPC:	Toni Carter (Ramsey)	_____	X
TPC:	Don Jensen (Pennington)	_____	
PSPC:	Nancy Schouweiler (Dakota)	_____	X

AT LARGE APPOINTMENT

Jim McDonough (Ramsey)	_____
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AFFILIATE MEMBERS (EX-OFFICIO)

Molly O'Rourke (Washington) (MACA)	_____	X	Mandy Landkamer (Nicollet) (MACPZA)	_____
Timothy Fox (Wilkin) (MCAA)	_____	X	Jim Franklin (MSA)	_____
Doug Fischer (Anoka) (MCEA)	_____		Randy Ehlers (Rock) (MACSSA)	_____
Mark Lohmeier (Becker) (MACLC)	_____		Richard Walter (Houston) (MACS)	_____
Lowell Johnson (Washington) (LPHA)	_____		Jim Gogart (Le Sueur) (MACVSO)	_____
Randy Johnson (MWCA)	_____		Bob Swanberg (Stearns) (MAPCED)	_____
Bev Wangerin (McLeod) (MAGIC)	_____		Carol Roberts (Ramsey) (MACCAC)	_____
Robyn Sykes (MCIT)	_____		Deb Paige (Washington) (AMEM)	_____
Mjyke Nelson (Washington) (MNCLITA)	_____		Elissa Lindquist (MACHP)	_____
Patty O'Connor (Blue Earth) (MACO)	_____		Gloria Stevenson (Todd) (MCGISA)	_____

STAFF

Jeff Spartz, Executive Director	_____	X
Laurie Klupacs, Membership Services	_____	X
Donna Hauptert, Administrative Assistant	_____	X

SP denotes attendance via speaker phone

CALL TO ORDER

President Duane Bakke called the AMC Board of Directors' meeting to order at 10:00 a.m. on Friday, May 13, 2011 in the AMC Board Room.

PRESIDENT'S REPORT

President Bakke reported that NACo has 100% representation from all Minnesota's 87 counties. Bakke thanked AMC's NACo 100% representative, Stearns County Commissioner Leigh Lenzmeier; Beltrami County Commissioner Joe Vene and AMC Executive Director Jeff Spartz for traveling to Ottertail County to discuss the importance and benefits of being a NACo member at the Ottertail board meeting.

Bakke reported he attended a REDESIGN Smorgasbord Event at the History Center with several AMC staff and legislators. The Bush Foundation; and the Minneapolis and St. Paul Foundations were also in attendance. Bakke complimented Ryan O'Connor, AMC policy analyst on the update he provided and the collaboration of the AMC staff together with the executive director, Jeff Spartz on a job well done.

Each district director was asked to report on how many counties in each of their districts turned in their MAGIC Act resolutions and SSTS letters as requested by the AMC president and staff in an email dated May 9, 2011.

APPROVAL OF AGENDA

MOTION by Tom Warmka; seconded by Jack Russek to approve the May 13, 2011 AMC Board of Directors' agenda as presented. The motion carried.

SECRETARY/TREASURER REPORT

MOTION by John Baerg; seconded by Marv Tinklenberg to approve the April 15, 2011 board meeting minutes as presented. The motion carried.

MOTION by John Baerg; seconded by Bruce Kubicek to approve the March 2011 financial statement pending the AMC 2011 annual audit. The motion carried.

MOTION by Jack Russek; seconded by Bill Montague to approve the 2010 annual audited financial statement. The motion carried.

EXECUTIVE DIRECTOR'S REPORT

Jeff Spartz, AMC Executive Director gave a brief overview of the amicus brief that relates to Steele County Human Services. A handout was provided for members to review.

MOTION by Nancy Schouweiler, seconded by Paul Wilson to approve support for entering into the Steele County amicus brief and to direct AMC's executive director to work with professional contract services to fulfill the duties that are requested in the amicus. The motion carried.

Spartz reviewed a letter he received from the Office of the Legislative Auditor (OLA). The Legislative Audit Commission has directed the OLA to evaluate consolidation of local governments. They are interested in hearing from AMC regarding this topic. The legislative auditor stated they expect to complete the evaluation and issue a report to the Legislature in early 2012. Suggestions from board members include: this is a chance to do some constructive work; an opportunity to highlight the work counties accomplish; put together a list to generate specific ideas.

Spartz reviewed the work plan from Creative Government Services (CGS). CGS is proposing to provide educational materials and seminars to assist counties with reducing costs for jail inmates. The cost is a fixed fee of \$10,000 plus out-of-pocket

expenses. AMC would pay CGS and request reimbursement from each district of \$1,000. The counties could have members pay a registration fee of approximately \$25.00 to cover costs.

Several board members expressed their concerns with AMC choosing vendors for counties and the lack of process in choosing a vendor. It would appear that there are a number of sources that could provide this type of information and it was unclear why we would give preference to CGS without more of a process.

MOTION by Rhonda Sivarajah; seconded by Toni Carter to move forward with a procurement process to send out a Request for Proposal indicating looking for a company to do the training in each district to get a bid. The motion failed.

After further discussion, there was a recommendation from some board members to approve the work plan as presented by the executive director; have the executive director prepare a policy and procedure for procurement process and selection of vendors to present to the board at the next board of directors' meeting.

MOTION by Tom Warmka; seconded by Paul Anderson to approve the work plan as presented by the executive director and have the executive director prepare a policy and procedure for procurement process and selection of vendors.

MOTION by Victoria Reinhardt; seconded by Rhonda Sivarajah to table the motion to approve the work plan as presented by the executive director and have the executive director prepare a policy and procedure for procurement process and selection of vendors. The motion carried.

The AMC executive director has been directed by the board to prepare a policy and procedure for procurement process and selection of vendors which he will present at the next board of directors' meeting.

MEMBERSHIP SERVICES REPORT

Laurie Klupacs reported that the logistics for the upcoming spring district meetings have been completed and agendas will be sent early next week.

The AMC Board of Directors made a decision to postpone this year's August Leadership Summit and move it to January 2012, and offer the Summit every other year. This means that the Leadership Summit as listed in AMC's annual calendar has been moved to January 2012. In place of the Leadership Summit, the AMC Board will be having their annual strategic planning retreat from August 10-12, 2011 at The Lodge in Brainerd. Klupacs will create a master bill for all hotel reservations. Toni Smith and Kim Boyce, U of M Extension Educators will be facilitating the retreat.

The AMC Annual Conference Planning Committee, chaired by AMC 1st Vice President Randy Maluchnik, has selected the 2012 conference theme: "Planning Progress: County Government Works to find inspired Solutions to Real Problems".

For the first time, AMC has created an RFP for developing workshops by soliciting the expertise that exists in our counties. The workshop proposal submission deadline is June 30, 2011. All board members were encouraged to solicit interesting workshop proposals from their colleagues. The planning committee will then have the task of evaluating and selecting which applications will be finalized and added to the conference program.

Klupacs reported that hotel reservations have been made for all AMC board members for the Annual Conference. These reservations cannot be changed or modified by anyone but Laurie. Confirmation numbers will be sent early September. All other room block reservations are on hold until August 1 in an effort to give each county equal opportunity to make reservations once conference registration opens.

ANNOUNCEMENT

Ramsey County Commissioner Toni Carter announced her candidacy for the position of second vice president on the AMC Board of Directors in 2012. She talked about how she has enjoyed working with all the members of the board and asked for their support.

AUDIT COMMITTEE REPORT

Commissioner Jack Russek reported that the AMC 2010 annual audit went well and thanked the AMC staff. He stated his term as district director will expire in June and a new representative from the board will need to be appointed. Commissioner Russek has fulfilled his three two-year terms on the AMC Audit Committee. Current Audit Committee members include: Kevin Corbid from Washington County and Riaz Aziz from Pope County. Russek recommended expanding the committee up to five members, with the recommendation of adding one CPA.

NACO UPDATE

Stearns County Commissioner Leigh Lenzmeier reported on the 2011 Rail Conference in Lisle/Naperville, IL he attended in April that focused on the impact of freight and passenger rail on county, city and state governments and their citizens and businesses.

Dakota County Commissioner Nancy Schouweiler reported that five county commissioners from Minnesota were invited to the White House Summit on May 3rd to meet with President Obama.

AMC BUDGET/DUES

President Bakke addressed the board in regards to the budget and dues for 2012. The board made the following recommendations:

1. Review the report from the AMC 2005 Dues Review Committee on the dues formula process
2. Form a new finance committee with three staff members (executive director, membership manager, and accountant), 1st and 2nd vice presidents, secretary/treasurer, MACA representative and a county commissioner that has a finance background. The finance committee would meet on a quarterly basis.
3. Change the AMC budgeting process so that it's ready when counties are creating their budgets.

MOTION by Nancy Schouweiler; seconded by Paul Wilson to direct the AMC Executive Committee to put together a finance committee to present to the board. The motion carried.

INTERGOVERNMENTAL SERVICES - LEGISLATIVE HOT TOPICS

The AMC staff provided an update on the legislative session.

DISTRICT DIRECTORS REPORT

Each district director was asked to report on how many counties in each of their districts turned in their MAGIC Act resolutions and SSTS letters as requested by the AMC president and staff in an email dated May 9, 2011.

AFFILIATE MEMBERS REPORT

Each of the Affiliate members gave an overview of current activities concerning their associations.

ADJOURN

Prepared by Donna Hauptert, for John Baerg, Secretary/Treasurer of the AMC Board of Directors, at the direction of Jeff Spartz, AMC Executive Director.

Jeff Spartz, Executive Director

John Baerg, AMC Secretary/Treasurer