

**KANSAS ASSOCIATION OF COUNTIES
GOVERNING BOARD**

**MINUTES OF SEPTEMBER 10, 2009 MEETING
KAC OFFICE, LOWER LEVEL
TOPEKA, SHAWNEE COUNTY, KANSAS**

Attendance

Board Members Present: Michele Abbott, Marion County Emergency Management Director; Sheila Biggs, Dickinson County Commissioner; Joe Connor, Unified Government Health Department Administrator; Terry David, Rice County EMS Director; Jack Frick, Scott County Commissioner; Duane Patrick, McPherson County Commissioner (new NACo Representative); Mark Low, Finney County Appraiser; Larry McAulay, Johnson County Director of Legal Services; JR McMahon II, Miami County Director of Public Works; John Miller, Norton County Commissioner; Dennis Peterson, Riley County Noxious Weed Director; Tom Wagner, Atchison County Commissioner; Dick Works, Allen County Commissioner.

Board Members Absent: Tim Norton, Sedgwick County Commissioner; Dale Phillips, Barton County Noxious Weed Director.

Others Present: R. Steven Garten, Barber County Commissioner (previous NACo Representative); Randall Allen, KAC Executive Director; Melissa Wangemann, KAC General Counsel; Sarah Meyer, KAC Annual Conference Coordinator, for discussion on the annual conference; Brenda Flanagan of Summers, Spencer and Callison, for presentation of the 2008 KAC audit.

Proceedings

President Connor called the meeting to order at 1:00 p.m.

President Connor recognized Steve Garten as the outgoing NACo representative and presented a gift from KAC. Steve Garten introduced the new NACo representative, Duane Patrick.

Terry David moved and Duane Patrick seconded a motion to approve the agenda as presented. The motion passed.

JR McMahon moved and Mark Low seconded a motion to approve the July 10, 2009 meeting minutes with an amendment reflecting why Michele Abbott and Larry McAulay voted "no" on the County Official of the Year Award. The motion passed.

Dick Works presented the report on the bills and payrolls. Dick Works moved and Tom Wagner seconded a motion to approve the Report of Bills and Payrolls for September 10, 2009. The motion passed.

Brenda Flanagan of Summers, Spencer and Callison presented the audit report on December 31, 2008 financial statements of the Kansas Association of Counties and answered questions relating to the audit. Terry David moved, and JR McMahon seconded a motion to accept and file the audit report.

Board discussion concerning the management letter ensued, particularly with respect to the merits of presenting monthly financial statements on a cash basis, and then converting them to an accrual basis prior to the annual financial audit, or presenting ongoing, monthly financial statements on an accrual basis, thereby eliminating the need for a conversion to an accrual basis just prior to the audit.

Jack Frick moved and Duane Patrick seconded a motion to request staff to analyze the cost difference between presenting monthly and annual financial statements on an accrual basis vis-à-vis a cash basis, as is the current practice, and present such findings to the board. The motion passed.

JR McMahon moved and Terry David seconded a motion to direct Randall Allen and staff to formulate a policy allowing write-off of accounts receivable. The motion passed.

Melissa Wangemann outlined the engagement letter from Summers, Spencer and Callison for the E911 audit for FY 2009, explaining the fee was \$7,400, which was \$200 higher than the previous year. Melissa Wangemann noted that Kansas law, specifically, KSA 12-5331, requires an annual audit. Michele Abbott moved and Larry McAulay seconded a motion to accept the engagement letter. The motion passed. The audit is slated to begin September 14.

Randall Allen presented the financial report. Larry McAulay asked about changes in the reports of bank account balances from the May and July reports to the September 3 report, as included in the board packet. Randall Allen explained that the amount of money in the certificate of deposit at Citizens Bank was reduced when it was renewed during the summer, and some monies transferred to the operating account to provide cash flow during the summer. Mark Low moved and Dennis Peterson seconded a motion to receive and file the report.

Randall Allen reviewed with the Board the handout listing the KAC Governing Board succession for 2009-2010. He indicated that the KAC President would be appointing a nominating committee at the October 23, 2009 meeting.

Melissa Wangemann provided a legislative report, outlining the interim legislative committees occurring during the fall, the discussions at the House Appropriations Committee in August, and the progress on the Legislative Policy Statement. She also noted that KAC and LKM were talking with telecommunications lobbyists about E911.

Sarah Meyer provided information about the upcoming 34th Annual Conference, including videos showing our opening general session keynote speaker Dr. Bill Conerly and Joel Sartore, a *National Geographic* photographer slated to speak at the closing general session of the

conference. Sarah Meyer also outlined the current number of registrations for the annual conference, indicating that the number of registrations this year is trailing the pace from prior years.

Sarah Meyer outlined the contract renewals for the upcoming conferences in 2013 and 2014, noting that the conference is supposed to take place in Wichita, but the Wichita Hyatt Regency is not able to accommodate KAC's proposed dates. JR McMahon moved and Jack Frick seconded a motion to directing Sarah to check with Capital Plaza/Expo Center in Topeka to see about their availability for the conference in 2013, and if they are available, sign a contract with Topeka for 2013 and sign the contract with the Wichita Hyatt Regency for the 2014 and 2015 annual conferences. The motion passed.

Randall Allen outlined suggested evaluation criteria to be used in evaluating the nominees for the 2009 County Official of the Year Award. Dennis Peterson moved and Dick Works seconded a motion to approve the criteria. The motion passed.

John Miller gave a report on behalf of the KAC Employee Benefits Trust Board. John Miller explained that Rob Mahoney was providing consulting services to counties.

Randall Allen explained that he received the clean version of the endorsement contract with KCAMP this week, and that KCAMP's attorney and Melissa Wangemann needed to review the contract. Randall Allen will request authorization to sign the contract during a conference call meeting of the Governing Board in the near future.

Randall Allen requested authorization from the Governing Board for Melissa Wangemann to travel to the IMLA conference in Miami, Florida and Duane Patrick to travel to the NACo board meeting in Sonoma, California in December, 2009. Larry McAulay moved and Terry David seconded a motion to authorize travel for Melissa Wangemann and Duane Patrick as requested. The motion passed.

Randall Allen noted that John Miller had been appointed to the Kansas Board of EMS and Gwen Martin of Woodson County had been appointed to the Kansas Advisory Council on Intergovernmental Relations (KACIR). Randall also noted that the KAC building lease for the KAC's current office space expires at the end of 2009 and that LKM has submitted a lease agreement at the same rental amount for the next five years. Randall Allen also updated the Board on his meeting with Secretary Bremby and the Kansas Department of Health and Environment on H1N1 funding.

Individual board members provided reports on issues arising in their counties or with their affiliate associations. Terry David noted that Tim Norton gave the welcome address to those attending the Kansas Emergency Medical Services Association (KEMSA) Conference held August 13-16, 2009 at the Wichita Marriott and did an excellent job in welcoming EMS providers to Sedgwick County from across the state and emphasizing the importance of KEMSA-- and all associate and affiliate members -- being partners in the Kansas Association of Counties.

The meeting was adjourned at 4:40 p.m.

Minutes prepared by Melissa Wangemann

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Michele Abbott, Board Secretary

Minutes approved by the KAC Board on October 23, 2009.