KANSAS ASSOCIATION OF COUNTIES
GOVERNING BOARD

Minutes of December 17, 2010 Meeting
Topeka, Shawnee County, Kansas

Attendance

Board Members Present: Sheila Biggs, Dickinson County Commissioner, President; Joe Connor, Unified Government Health Department Administrator; Bill Guy, Reno County Emergency Management Director; Terry David, Rice County EMS Director; Jim Emerson, Crawford County Counselor; Jack Frick, Scott County Commissioner; Mark Low, Finney County Appraiser; J R McMahon II, Miami County Director of Public Works; John Miller, Norton County Commissioner; Dan Partridge, Lawrence-Douglas County Health Department Administrator; Duane Patrick, McPherson County Commissioner (NACo representative); Dale Phillips, Barton County Noxious Weed Director; Tom Wagner, Atchison County Commissioner and Dick Works, Allen County Commissioner.

New Board Members Present: Richard Malm, Jefferson County Commissioner; Ben Bennett, Geary County Commissioner.

Others Present: Randall Allen, KAC Executive Director; Melissa Wangemann, KAC General Counsel; Dennis Kriesel, KAC Senior Policy Analyst; Sarah Meyer, Education/Conference Coordinator.

Board Members Absent: Tim Norton, Sedgwick County Commissioner.

Proceedings

Sheila Biggs called the meeting to order at 10:04 a.m. Sheila Biggs welcomed the new board members Richard Malm and Ben Bennett, and J .R. McMahon's nephew Luke who was observing the meeting.

Randall Allen asked that the agenda be amended to allow him the opportunity to request travel authorization. Mark Low moved to amend the agenda, and Duane Patrick seconded the motion. The motion passed.

Jack Frick moved to approve the minutes of the November 14, 2010 meeting, and his motion was seconded by Joe Connor. The motion passed.

Randall Allen passed out Christmas cards that will be sent to the annual conference sponsors; Randall asked that board members sign the cards.

Randall Allen passed out a new notebook, explaining that it was created to orient new board members as to the history and functions of the KAC. He asked that Board members provide biographical information to insert in the notebook.
Dick Works explained that the Finance Committee met that morning to review the vouchers and bills. He noted a $.30 discrepancy. Dick Works moved approval of the bills and payroll for December 17 with the correction. The motion was seconded by Tom Wagner. The motion passed. Treasurer Dick Works thanked Tom Wagner for his service on the finance committee.

Dennis Kriesel presented the monthly financial report. He explained the inflated effects on the statement from monies held for the Kansas Collaborative that have not been dispersed. Expenses from the annual conference have not arrived yet, and therefore the year-end balance is not known. Terry David moved and Dick Works seconded the motion to accept the report and place it on file. The motion passed.

Melissa Wangemann introduced Brenda Flanagan, C.P.A. with Summers, Spencer and Callison. Brenda reviewed the 911 audit conducted for the prior year. She also explained the management letter attached to the audit. She noted that she is responsible for identifying errors in the process when they are discovered. The audit discovered that checks sent in from telecommunications companies were processed by KAC immediately and delivered to LKM who was not depositing them daily but once a month. Brenda explained that her information was based on Quick Books for prior years as she did not have bank statements for these prior years. There were several questions and comments about the failure to deposit checks in a timely basis. Jack Frick asked that KAC outline a process for the lockbox - Melissa Wangemann said she would amend the agreement between the League and KAC to set forth the lockbox process. Jack Frick moved that the 911 audit report be accepted and filed, that a policy be developed and recommended to LKM on how to handle 911 with the lockbox, that the process be approved by a C.P.A., that KAC amend the MOU, and that a letter be sent from the KAC president to the LKM president asking that the deposit problem be remedied. His motion noted that these tasks were to be completed before the January board meeting. Mark Low seconded the motion. The motion passed.

Randall Allen explained the methodology for allocating county membership dues. J.R. McMahon asked Dennis to explain how the cap affects the allocation of dues. There was a lot of discussion on the dues and specifically on the caps on large urban areas and its effects on mid-size and smaller counties. John Miller suggested we need to consider increasing dues to pay for more legislative help. Sheila Biggs suggested a letter be sent with the dues statements explaining that KAC will consider raising dues to help fund legislative functions and requesting feedback. Jack Frick suggested we decide what staff increases are needed to determine the dues increase. Sheila Biggs suggested the incoming president create a subcommittee to study the issue. John Miller moved and Joe Connor seconded a motion to accept the dues structure as outlined for 2011. The motion passed.

Duane Patrick gave a report on the NACO board meeting that occurred earlier in the month in Tarrant County, Texas.

The Board recessed for lunch at 11:40 a.m. The Board meeting resumed at 12:05 p.m.
Sarah Meyer, the KAC Education and Conference Coordinator, reviewed the evaluations and feedbacks she received on the 2010 annual conference. Sheila Biggs asked all the board members to share what they liked best about the conference.

Randall Allen requested authorization for himself to travel to Chicago January 6-7, 2011 for a Nationwide deferred compensation meeting. Duane Patrick moved authorization of the trip, J.R. McMahon seconded the motion, which passed.

Sheila Biggs recognized the outgoing board members Terry David, Joe Connor, and Tom Wagner and presented them with gifts. The outgoing board members made remarks, and introduced the incoming board members. Terry David explained the problem with KEMSA’s appointment of his replacement, noting that counties are involved in EMS but not always directly as a county employee, and therefore it is difficult to find a member that meets the qualifications under the KAC bylaws.

Sheila Biggs presented the slate of officers:
President - J.R. McMahon
Vice President - John Miller
Secretary - Jim Emerson
Treasurer - Dick Works

Jack Frick moved that the nominations cease and that a unanimous ballot be submitted for the slate of nominations. Duane Patrick seconded the motion. The motion passed.

President Sheila Biggs handed over the role of presidency to J.R. McMahon. J.R. McMahon made comments as the new president, thanking Sheila Biggs for her service as KAC president. President McMahon introduced his initiative for 2011, a review of the legislative program. President McMahon suggested that the Finance Committee meet with Dennis to discuss the dues structure. Randall Allen offered to get information from other associations of counties on how they structure their dues. Dale Phillips suggested an enclosure letter with the dues statements explaining what KAC does for its members.

President McMahon appointed a steering committee to assist with the initiative. He appointed John Miller, Jack Frick, Jim Emerson, Tim Norton, and J.R. McMahon. As the board discussed the legislative initiative, it was mentioned that KAC should involve the affiliates on issues occurring at the Capitol.

President McMahon pointed to the handout for KAC board meeting dates for 2011 and asked that the dates and locations be approved. Sheila Biggs moved to accept the dates, Bill Guy seconded the motion. The motion passed.

President McMahon appointed to the finance committee Dick Works, Dan Partridge, Richard Malm, and Ben Bennett.

Melissa Wangemann gave the legislative report. She reviewed a memo she prepared outlining the various issues that may arise during the 2011 legislative session, including
911, city legislation affecting counties (City of Topeka - distribution of fuels tax, City of Wichita - collection of special assessments) and the legislation relating to felons in county jails. She also reminded the Board about County Government Day 2011.

Melissa Wangemann explained the changes to the 2011 secretariat agreement with the County Counselors Association of Kansas. Jim Emerson moved its approval, which was seconded by Bill Guy. The motion passed.

The meeting was adjourned at 2:25.

Minutes prepared by Melissa Wangemann

Jim Emerson, Secretary

Minutes approved by the Board on January 18, 2011