

KANSAS ASSOCIATION OF COUNTIES
GOVERNING BOARD
Minutes of November 13, 2012
KAC Annual Conference - Topeka, Shawnee County, Kansas

Attendance

Board Members Present: Gary **Baker**, Stevens County Commissioner; Marvin **Beesley**, Gove County Noxious Weed Director; Ben **Bennett**, Geary County Commissioner; Gene **Bryan**, Unified Government of Wyandotte County/Kansas City; Jim **Emerson**, Crawford County Counselor; Bill **Guy**, Reno County Emergency Management Director; Kerry **McCue**, Ellis County EMS Director; J.R. **McMahon** II, Miami County Director of Public Works; Richard **Malm**, Jefferson County Commissioner; John **Miller**, Norton County Commissioner; Tim **Norton**, Sedgwick County Commissioner, President; Dan **Partridge**, Lawrence-Douglas County Health Department Administrator; Duane **Patrick**, McPherson County Commissioner (NACo Representative) and Kimberly **Skillman-Robahn**, Coffey County Commissioner.

KAC Staff Present: Randall Allen, Executive Director; Melissa Wangemann, General Counsel; Dennis Kriesel, Senior Analyst.

Proceedings

President Tim Norton called the meeting to order at 8:00 a.m. Bill Guy moved and Duane Patrick seconded a motion to approve the meeting agenda as presented. The motion passed.

Richard Malm moved and Gene Bryan seconded a motion to approve the minutes of October 5, 2012. The motion passed.

Treasurer Dan Partridge discussed the bills and payroll for November 13, 2012 and Dan Partridge moved -- with a second from Richard Malm -- to approve the bills and payrolls. The motion passed.

President Norton called on Randall Allen to present his response to the 911 audit. Randall Allen explained the action taken to address the significant deficiency and noted the letter sent from KAC to Brenda Flanagan, CPA. Duane Patrick moved and Gene Bryan seconded a motion to accept and file the response to the 911 audit. The motion passed.

President Norton called on Brenda Flanagan to present the KAC audit. She noted the third paragraph of the auditor's report letter that says the financial statement presents fairly in all material respect the financial position of the KAC. She noted the increased assets from \$393,508 to \$643,752 from the prior year. Total net assets are \$513,156

compared with \$258,629 from 2010. The assets include restricted assets of \$125,865, which are dedicated to the public health grants. She went through the schedule of expenses noting compensated absences, professional fees and food expenses were down, while printing and postage expenses were higher. Dan Partridge moved and Gary Baker seconded a motion to accept and file the audit.

Randall Allen reviewed the 2013 budget for adoption. He noted the increase in KPERS and health insurance. He said KAC would need to change out file servers in the next year, so \$6,000 was budgeted for that update. He noted concerns about whether KDOT will offer its share for the Road Engineer program, but said he had a commitment from the current Secretary for the payment in 2013. He concluded that KAC has increased its cash balance over the last few years, which puts the Association in a better position to do things in the future, like look for a new location when the lease is up. Randall Allen noted KAC has unrestricted assets of \$387,000. John Miller suggested a subcommittee to review the budget to determine whether additional personnel should be added to KAC. Kerry McCue asked if Randall should provide options for additional personnel. President Norton suggested a working group to work with the Executive Director on personnel options. President Tim Norton appointed incoming president Jim Emerson, J.R. McMahon and Kimberly Skillman-Robrahn to a subcommittee to assist Randall Allen in assessing the KAC personnel needs.

Randall Allen discussed the annual conference. He noted that attendance was down, 390 compared with 420 budgeted, as were pre-conference registrations. He reviewed the program for each day of the conference. Sarah Meyer sold out the vendor booths in exhibition hall. He explained the protocol for the opening general session. Randall Allen discussed the regional meetings at the conference, and encouraged the board members to attend and help facilitate the discussions. He called on Dennis Kriesel to explain the phone application that provides information about the annual conference. He also noted that KAC was using a golf cart to assist members in getting around because the conference is spread out throughout the hotel and the conference center.

Executive Director Randall Allen provided the Executive Director's report. He said that he had arranged the December 14th board meeting to be at the Hyatt Hotel in Topeka because of the large number - both out-going members and newly appointed members will be attending.

Melissa Wangemann explained the legislative policy statement review to occur on Wednesday, November 14 and outlined the protocols. The board discussed the renewable portfolio standards that will be proposed by Sedgwick County Commissioner Richard Ranzau.

Richard Malm moved to enter into executive session for the purpose of discussing employment matters of non-elected personnel, specifically, to discuss the annual review of the Executive Director for 20 minutes, starting at 9:51 a.m. The motion was seconded by Duane Patrick. The Board recessed to executive session, and reconvened at 11:10 a.m.

After reconvening after executive session, President Norton said the incoming Board will review the Executive Director's contract. The Board will continue the process of a mid-year review and end-of-year review. He said the Board will work to align the contract and evaluations in the future.

The meeting was adjourned at 11:14 a.m.

Minutes prepared by Melissa Wangemann