

Kansas Association of Counties
Strategic Planning Session
May 25, 2018

The KAC Board and Staff met from 9:00 to 11:30 a.m. on Friday, May 25, 2018 in the Lower Level Conference Room, 300 SW 8th, Topeka, KS, with Kathleen Harnish McKune of Team Tech, Inc. to engage in a strategic planning process. Following the strategic planning session, Commissioner Lon Pishny requested time to address the Board in reference to the Broadband Task Force, giving an update on a recent meeting he attended in Manhattan.

Attendance

Board Members Present: John **Bartolac**, Johnson County Director of Records and Tax Administration; Jeff **Blosser**, Morris County Engineer and Road Supervisor; Craig **Cox**, Assistant Riley County Counselor; Max **Dibble**, Phillips County Commissioner; Ed **Eilert**, Urban County Representative; Susan **Hubbell**, Kingman County Register of Deeds; Dave **Johnston**, Sedgwick County EMS Operations Manager; Lon **Pishny**, Finney County Commissioner; Gary **Scoby**, Nemaha County Commissioner; Hannah **Stambaugh**, Saline County Emergency Management Director; Chip **Westfall**, Harvey County Commissioner.

Absent

Nick **Baldetti**, Reno County Public Health Director; Patti **Israel**, Ford County Appraiser; Richard **Malm**, Jefferson County Commissioner; Lynn **Peterson**, Dickinson County Commissioner; Rob **Roberts**, Miami County Commissioner; Clair **Schrock**, Thomas County Noxious Weed Director; Barbara K. **Wasinger**, Ellis County Commissioner.

Staff Present

Randall Allen, KAC Executive Director; Dennis Kriesel, Operations and Financial Director; Dorrie Sullivan, Education and Communications Director; Betty Oliva, Office Manager.

At noon the strategic planning session concluded and lunch was served. The regular board meeting was convened at 12:30 p.m. Commissioner Lon Pishny was excused for the afternoon Board Meeting.

Governing Board Meeting Minutes
May 25, 2018

Attendance

Board Members Present: John **Bartolac**, Johnson County Director of Records and Tax Administration; Jeff **Blosser**, Morris County Engineer and Road Supervisor; Craig **Cox**, Deputy Riley County Counselor; Max **Dibble**, Phillips County Commissioner; Ed **Eilert**, Urban County Representative; Susan **Hubbell**, Kingman County Register of Deeds; Dave **Johnston**, Sedgwick County EMS Operations Manager; Gary **Scoby**, Nemaha County Commissioner; Hannah **Stambaugh**, Saline County Emergency Management Director; and Chip **Westfall**, Harvey County Commissioner.

Absent

Nick **Baldetti**, Reno County Public Health Director; Patti **Israel**, Ford County Appraiser; Richard **Malm**, Jefferson County Commissioner; Lynn **Peterson**, Dickinson County Commissioner; Lon **Pishny**, Finney County Commissioner; Rob **Roberts**, Miami County Commissioner; Clair **Schrock**, Thomas County Noxious Weed Director; Barbara K. **Wasinger**, Ellis County Commissioner.

Others Present

Randall Allen, KAC Executive Director; Dennis Kriesel, Operations and Financial Director; Dorrie Sullivan, Education and Communications Director; Betty Oliva, Office Manager.

Proceedings

President Max Dibble called the meeting of the KAC Governing Board to order at 12:30 p.m.

President Dibble called on the board to review the minutes from March 23, 2018. John Bartolac moved to approve the minutes as amended, and Dave Johnston seconded the motion. The motion passed with no additional discussion.

There were no changes to the agenda.

President Dibble called on Hannah Stambaugh, Treasurer, to present the KAC Bills and Payrolls Report. Ms. Stambaugh reported the KAC Bills & Payrolls Report dated May 25, 2018 was reviewed by herself, Gary Scoby and Chip Westfall. Two minor typos were found on the report. The corrections were noted and approved in the amount of \$77,571.50. Hannah requested a motion to approve the report. Gary Scoby moved to approve as noted, and Craig Cox seconded the motion. The motion passed with no additional discussion.

President Dibble called on Dennis Kriesel, Operations & Finance Director to present the summary of the March, 2018 financials. Dennis provided a report focusing on the financial highlights and gave a review on program activities noting that KAC is in a break-even position as of the end of March, 2018. He noted the Net Asset Change is positive of about \$1,000 as of March but is projected to end the year in a net asset negative of about \$21,000. A quick review and explanation of the programs currently showing a loss was given. The Legislative/Research program budget condition is consistent with prior years with no income associated with it, instead relying on subsidization from other KAC programs. The Annual Conference expenses through March are mostly staff expenses while income at this time is primarily from the sale of vendor booths. Income for the conference will generate as registration opens. The Institute of Excellence is KAC's education program and is budgeted as a small loss of approximately \$4,000. Additional income-generating events, including a "refresher" course on county government for new county officials, as well as a mini-leadership event haven't happened yet. There should be more activity for these events once registration opens. Otherwise everything is performing as it should for the first quarter of the year.

Dennis recommended that the board approve the March, 2018 financial statements. Dave Johnston moved to approve the March, 2018 financial statements, and Chip Westfall seconded the motion. The motion passed. President Dibble added the financials will look more positive in the future, commenting that additional items will reflect positively.

Randall Allen delivered his Executive Director's report beginning with KAC personnel changes. The General Counsel /Legislative Director position has been posted with the Kansas Bar Association's job listing as well as the employment boards at the Washburn and KU Law Schools. The position is open and at this time 11 persons have applied for the position. The Legal Counsel position formerly held by Nathan Eberline will not be filled. In lieu of hiring a second full-time legal position, KAC has hired a full-time Office Manager, Betty Oliva to be a vital part of the KAC's operation. In filling the General Counsel position, Board President Max Dibble, Board Vice President (and attorney) Craig Cox, and Legislative Policy Chair Lon Pishny were asked to join Randall Allen to interview the finalists before extending an employment offer.

Office Space Lease: The KAC desires to continue the lease but to incur less expense. Randall Allen and Dennis Kriesel have met with the League of Kansas Municipalities to discuss changes in office and parking space changes. Specs of the 3rd floor space with allocations of square footage were distributed for review showing office space layouts with shared (common) footage with the Kansas Association of Local Health Departments (KALHD) and the State Health Care Stabilization Board (HCSB). Randall discussed the projected costs related to the possible reduction in leased space, and said that he and Dennis

had indicated preference for a long-term, 5-year lease but nothing shorter than a three-year lease. Additional discussion included the potential expansion of the large conference room to accommodate the KAC Board meetings, possibly saving monies for meetings currently held at offsite locations. This could save rental costs as well as food costs from vendors/caterers. To summarize, by the LKM leasing space directly to HCSB and by allocating common space to either the KAC/KALHD, or the KAC/KALHD/HCSB, it appears KAC can reduce their annual office space costs by \$8,816.00. The current lease is for four years, ending December 31, 2018. KAC could terminate the current lease to substitute and sign a new lease agreement for up to five years with a minimum of a three-year lease. Randall Allen asked for a motion to authorize the Executive Director to sign a new lease under the terms provided to the board as discussed.

Ed Eilert made a motion to authorize discussions in terms of a new lease as outlined by Randall in all aspects, giving authorization for Randall Allen to sign a new lease if the terms are in line as they have been discussed. Dave Johnston seconded the motion. The motion passed. Randall Allen asked Craig Cox if he would review the new lease document prior to signing if KAC's new legal counsel is not yet in place.

Personnel changes -

John Bartolac asked for explanation on meeting the needs for lobbying with not replacing Nathan Eberline. Randall Allen said that he would be joining the newly hired person in lobbying in 2019.

There was additional discussion in reference to the operating budget deficit, originally anticipating a loss of \$9,000. The revised KCAMP agreement with an additional \$10,000 in income is on the agenda for discussion later in the meeting. The additional income will help to close the gap.

Audit: Berberich Trahan and Company is currently auditing the December 31, 2017 financial statements of the Association. The on-site audit is complete and interviews have been completed with no significant deficiencies. It is anticipated that the final audit report will be presented at the July 27, 2018 KAC Board meeting. A gap between revenues and expenses of more than \$50,000 has been closed from what was originally budgeted for 2017.

Letter from the Kansas Emergency Management Association: Mr. Keith Haberer, President, Kansas Emergency Management Association (KEMA) sent a letter in reference to the term limits for KAC Board members, requesting a KAC Bylaws change that would allow for a board member to serve more than two consecutive terms. The person most affected by this would be Hannah Stambaugh, currently serving on KAC's Board. A change in By-Laws would have to be adopted to change the current term limits. The pros and cons were discussed including Hannah's personal thoughts with serving on the Board being the most rewarding experience, while realizing she would not want to keep someone else from having the same experience. President Dibble asked if there was any history of the By-Laws being changed specifically to address the board's term limits. Randall Allen does not recall any changes to the By-Laws in the pertinent section during his 23 years at the Association. Gary Scoby asked if a board member could go off the Board for two years and then return. Craig Cox confirmed that this is correct. There was unanimous consensus to table the issue for now.

Randall Allen provided a review of his personal leave balances with his current scheduled vacation times and locations.

External Topics

Broadband Task Force / Transportation Task Force – the two task forces created during the 2018 legislative session. The Transportation Task Force, while timely, is likely to not be followed by a new transportation plan because the state doesn't have money to fund it. The task force will be co-chaired by legislators and will include two county commissioners appointed by the KAC, including one from a county with a population greater than 40,000 and one from a county with population less than 40,000. Ten Kansas counties have populations greater than 40,000, including Butler, Douglas, Johnson, Leavenworth, Reno, Riley, Saline, Sedgwick, Shawnee and Wyandotte. The task force will kick-off in late summer or early fall after the primary election, meeting at least eight times, once in each of the KDOT regions and one time in each of the Wichita and Kansas City metro areas.

Craig Cox moved to appoint Johnson County Commissioner Jim Allen (for counties over 40,000 in population) and President Max Dibble (for counties under 40,000 in population) to the Transportation Task Force. Chip Westfall seconded the motion. The motion passed.

Randall Allen explained that the Broadband Expansion Planning Task Force, also established by the 2018 Legislature, consists of 17 members with one member appointed by KAC. A motion was made by Chip Westfall to appoint Lon Pishny to the Broadband Task Force. Ed Eilert seconded the motion. Additional discussion ensued with Lon Pishny being appointed while not present, stating he may decline if he so wishes, but that he would be a good choice. The motion passed.

The 42nd KCCA Annual Conference: The Conference was held May 1-3, 2018 at the Double Tree by Hilton Hotel in Wichita. Registration totaled 101, with 94 commissioners and 7 county administrators/managers. 47 Counties attended while 58 counties did not. A list of all counties in attendance was included in the Board Member packets. Comments received on the quality of the conferences were positive but there is much disappointment and concern with the continuing drop in attendance. The KCCA Executive Committee decided to hold its 2019 conference in Liberal/Seward County. A concern is that while this may result in greater attendance from western counties, it may have a negative impact on attendance from central and eastern counties and it may be difficult in finding speakers to travel to the Conference.

43rd Annual KAC Conference Report: Online registration is now open with 128 full conference registrations from 44 counties. Staff is confirming presenters for 19 workshops. Bill Stainton is the confirmed keynote speaker for his presentation on the "Five Best Decisions of the Beatles". Senator Nancy Kassebaum has been invited to speak at the Women of KAC event on Monday evening, October 15. Dorrie Sullivan reported that we have contracts with 58 vendors to date and are \$2,000 away from our budgeted sponsorship goal, reporting the conference is in good shape. The next step is to send out a mailer to help drive participation which will go out to 1,900 people, all who receive the *County Comment*. Ms. Hubbell asked to receive the workshop topics so she can presenting them at a meeting with K-State for the Register of Deeds Association in two weeks.

Working Group on Ag Issues: The KAC will convene a small group to have a policy discussion about the intersection of agricultural property interests and the counties' land use regulation authority. Board member Lon Pishny asked for a study on this topic and would like to involve a couple county planning and zoning persons, 2-3 county commissioners and representatives from farm groups such as the Farm Bureau and Kansas Livestock Association. If board members have any interest in this they are to call Randall.

New Agreement with KCAMP: Max Dibble and Randall Allen met with the KCAMP Board on March 28, 2018, presenting a proposed amendment to the current agreement between the KAC and KCAMP. The changes provide additional education services to KCAMP, of which half has already been completed and the remaining half to be completed after new legal counsel joins the Association. The KCAMP Board endorsed the changes. KAC will receive an extra \$10,000.

Calendar updates and additions were discussed:

On Thursday, August 23, 2018, the KAC is conducting a workshop from 9:00 a.m. to 3:00 p.m. on the "Essentials of County Government". It will be held at the Bluemont Hotel in Manhattan, KS. KAC Board members are encouraged to register and attend. Dinner will be that evening at the Bluemont Hotel. The next day will be a KAC Board Meeting, Friday, August 24th. Larry Campbell, former State Representative of Olathe and now the State Budget Director will make presentation at the August 23 meeting about the state budget.

Ed Eilert entertained discussion on the possibility of a tour of the new sports facility at K-State after dinner on Thursday, August 23, and the board showed interest.

Randall concluded his presentation.

President Dibble provided his President's Report: President Dibble noted that the KCCA conference was one of the best he has attended and would like for it to continue. The breakout sessions by population were very popular and people were very receptive.

Melissa Wangemann, Lon Pishny and Max met with Governor Colyer. The Governor has an excellent staff and the KAC is developing a good rapport with the new governor. Melissa and Max attended the bill signing for the legislation affecting the budget and personnel authority of elections commissioner in larger counties. There was a good turnout with photos and good press coverage.

Tara Mays, Economic Lifelines, sent out emails notifying persons about the signing of the transportation bill. Max attended the signing with approximately 50 in attendance, including Mike King, former Kansas Secretary of Transportation. IN addition to Governor Colyer, House Transportation Committee Chairman Richard Proehl of Parsons spoke.

Max asked the Board to have good representation at the KAC workshop on "Essentials of County Government" on August 23 in Manhattan. It is specifically geared for new county officials, including newly appointed commissioners who have not gone through orientation.

The next Board meeting will be Friday, July 27, 2018.

Max Dibble requested that the board hold a closed session to discuss a personnel matter of non-elected for a 20-minute session.

Jeff Blosser formally made the motion and Gary Scoby seconded the motion. The motion passed. 2:00 p.m.

The Executive Council met from 2:00 p.m. until 2:20 p.m. The board then went back into closed session for an additional five minutes at 2:25 p.m and then came out of closed session at 2:30 p.m.

No action was taken during the closed session and the board meeting was adjourned at 2:30 p.m.

Respectfully submitted,



Betty Oliva, Office Manager