

Pennsylvania State Association of County Auditors
51st Annual Convention – Quality Inn, Franklin, Venango County PA
September 29 – October 3, 2013

Sunday, September 29, 2013

Venango County Auditors Mary Danzer, Terri McFadden, and Heather Mohnkern welcomed the County Auditors to the Quality Inn. Following dinner, a walking tour of DeBence's Music Museum in downtown Franklin was offered.

Monday, September 30, 2013

Heather Mohnkern welcomed the auditors to Venango County and introduced Commissioner Bonnie Summers. Commissioner Summers welcomed the group and told of the many activities available in the county and surrounding area. Franklin is an historic Victorian city with many examples of that era of architecture, along with many little local shops and trails within walking distance of the hotel. Commissioner Summers, along with the other Commissioners, are very appreciative of their auditors' work, the most important thing is being very balanced and keeping us aware of what we may be doing wrong and showing us how to correct the deficiencies. During Venango County's formal audit there were no findings and we thank our county auditors for their work.

President Luther Black opened the 51st Annual Convention with the official Call to Order with the Invocation offered by Donna Jones, Perry; followed by the Pledge of Allegiance led by President Black. Roll Call was performed by Julie Palmer, Secretary, and due to many new auditors, Vice President Annette Isgan handed out the Policy & By-Laws Booklet.

Minutes 2012 Convention: President Black asked for the reading of the 50th Convention minutes. A motion was made to accept the minutes as presented on the website and waive the reading by Annette Isgan, Somerset; seconded by Tonya Clark, Bedford. Motion carried unanimously.

Treasurer's Report:

Heather Mohnkern presented the Treasurer's Report.

Total Checking Account Beginning Balance:	\$59,206.08
Receipts for 2012:	24,715.20
Total Balance:	\$83,921.28
Expenses:	(32,569.61)
Balance 9/30/13:	\$51,351.67

See attached report for account detail. (Page A-1)

Rod Ralston, Columbia, motioned to approve the Treasurer's Report as presented; seconded by Charlotte Wright, Huntingdon. Motion unanimously carried.

Legislative Report: John Steele, Somerset, stated there is currently no legislation affecting Auditors.

County Code rewrite: we have been working to improve the language in §1556 that speaks to benefits and pay, but mostly benefits, we wanted to have language in the Code to differentiate between the terms "county officers" and "county employees". Elected officials are "officers"; if hired by the county, we are county "employees". Some resistance has been by the County Commissioners to this wording. This §1556 is what CCAP tried to link, in a meeting with the Clinton Co. after the jury commissioners situations, due to the vague language. Clinton Co. went to their Solicitor, got info of the previous Court case, Columbia Co Auditors. v. Columbia Co. Commissioners, which has some very good language about county "officers" and county "employees". It is my understanding that after this, the County Commissioners backed-off. CCAP has and will continue to have an issue with language and we will continue to pursue. It is my advice that any sit-down with your Commissioners that has to do with §1556, end the meeting and contact your solicitor first.

Northumberland Co.: The Commissioners voted to cut all elected officials' salary by 50%, including their own. An extensive outline of the case and PSAECOs Resolution is contained in Jeff Shank's set of hand-outs.

Use of Website: Laura Dickson, Wyoming, thanked all for allowing her to represent us in Harrisburg. Laura, in her concern to elevate our profile among the other row officers suggested we use the website to upload all bills, or other pertinent info. Annette Isgan receives info to be placed on the site. The info received for the website will be reviewed, as some items may be more suitable for the secretary to release only to the auditors.

Election of Legislative Representatives: President Black asked for motion to elect John Steele, Laura Dickson, and Elizabeth Mader as Alternate. Rod Ralston, Columbia, made motion; Margo Germino, Potter, seconded. Motion passed unanimously.

Solicitor's Report:

Jeff Shank thanked John Steele and Laura Dickson for their work on behalf of our Association with PSAECO.

The Annual Report was reviewed, with opinions rendered, and background to several items previously discussed by John Steele, Legislative Rep. The Annual Report was provided to each auditor.

Committee Reports:

AUDIT COMMITTEE: Rod Ralston, Columbia; Helen Kirk, Mifflin; Amy Perry, Tioga; and Robert Rooney, Clinton. The committee conducted an audit of the 2012 Convention financial records and the Treasurer's 2012-2013 financial records. After reviewing, both sets of records were found to be in good order and correct.

POLICY & BY-LAWS COMMITTEE: John Steele, Somerset; Tonya Clark, Bedford; David Hauser, Clarion; and Matt Allen, Bradford; and Laura Dickson, Wyoming (absent).

Changes suggested for POLICY: Remove the last two sentences in Policy #1 and replace with:

"They shall present an oral report to the annual Convention covering any legislation affecting the office of County Auditor and any activity regarding the Auditors at the PSAECO meetings during the year. A written report covering the same issues shall be sent to the Secretary at the end of the year, including any new information, for posting and/or distribution."

John Steele asked for motion to adopt the suggested POLICY change. Motion to accept by Tom Foran, Pike; seconded by David Hauser, Clarion. Motion unanimously carried.

Changes suggested for BY-LAWS: Article V – Officers, Section 1: Remove the last two words in the last sentence ("for re-election."), and replace with "to serve consecutive elected terms."

With this change, Article V – Officers, Section 1 will now read:

"The Secretary and Treasurer shall be elected for a four-year term and shall not be eligible to serve consecutive elected terms."

Luther Black, Columbia, asked for motion to adopt suggested BY-LAWS change. Motion to accept by Rod Ralston, Columbia; seconded by Sue Leonard, Clarion. Motion unanimously carried.

Tom Foran, Pike, asked for discussion on Article X – Special Fund, regarding the fund amount of \$12,000.00. Tonya Clark, Bedford, stated that it had been decided that no money would be given to fight anything other than when the auditors were put on referendum—not to pay for legal fees for fighting for benefits or more days. Tonya believed that the decision to not pay legal fees, etc., accept to protect the office of Auditor, was made at the Gettysburg Convention.

Jeff Shank recalled a discussion and to this point, it is my understanding that either by approval or general consensus, that the fund was to be used specifically to defend the office in the way Tonya described above, and whether it rose to the level that there was something that caused our policy to change, I don't specifically recall, or if whether everyone was just satisfied with the fact that the By-Law's states what it states and it was everyone's understanding either the Executive Board or the Association would not be approving that fund for anything other than defending the office of Auditor.

Tom Foran asked to increase the fund due to the possible upcoming legislation. This led to a discussion of possibly changing the wording of the Article. Jeff Shank reminded that Article VII – Executive Board, Section 3, gives the Board full power to act in an emergency.

The Secretary will research the former convention minutes. The subject will be TABLED until the June 2014 Executive Board meeting.

BUDGET COMMITTEE: Ann Seaman, Pike; Karen Gies, Elk; Heather Mohnkern, Venango; and Kenneth Jackman, Columbia. Motion to accept the 2014 budget as proposed by Rodney Ralston, Columbia; seconded by Terri McFadden, Venango. Motion passed unanimously. (Proposed 2014 Budget: Page A-2)

NOMINATING COMMITTEE: Diana Perry, Crawford; Tom Foran, Pike; Margo Germino, Potter; and Donna Jones, Perry. The Nominations Committee presented the slate of officers to be elected:

President: Annette Isgan

Vice President: Tom Foran

Executive Board: Charlotte Wright
Brenda Scarantine
Diana Perry

New Business:

Convention 2014: Wyoming County will be our host. The Convention will be held in Wilkes-Barre at the Best Western Genetti Hotel & Conference Center, from September 28 – October 2, 2014. Wilkes-Barre is a medium-sized city—everything is within walking distance. Thanks to Laura, Judy, and Bill!

Convention 2015: Juniata County has accepted! The proposed site will be State College. Thanks to Mim, Laura, and Nancy!

Heather Mohnkern has developed a convention booklet, which will be passed to Wyoming, as an aid.

Web Site: Annette Isgan will continue to maintain the PSACA web site.

The business meeting adjourned for the day at 11:30a.m.

Convention Agenda:

Monday, September 30, 2013

8:45 a.m. Official Convention Opening

Roll Call

Business Meeting

10:45 a.m. Jeff Shank, Solicitor

Noon: Lunch

Tuesday, October 1, 2013

9:00 a.m.: New GASBY Presentation & DCED Online Report – Marita Kelly & Karen O'Neill, DCED

Noon: Lunch

1:00 p.m.: Auditing MDJS System – Andrew Simpson, AOPC

Wednesday, October 2, 2013

10:00 a.m.: Deborah Wilson, Fred Pryor Seminars, "Professional Communication: What Message Are You Sending"

Noon: Lunch

1:00 p.m.: Deborah Wilson, Fred Pryor, continuing

President's Remarks: With the installation of new officers, President Black thanked all in attendance for the advice and support given him during his tenure, congratulating the new officers and asking for their continued support in the years to come.

Thursday, October 3, 2013

7:00 a.m.: Breakfast and Closing of 2013 Convention

President Luther Black asked for motion to close the 2013 Convention. Charlotte Wright, Huntingdon, made motion to close the Convention; seconded by Ann Seaman, Pike.

Respectfully submitted,

Julie D. Palmer

Julie D. Palmer
Secretary

**PENNSYLVANIA STATE ASSOCIATION OF COUNTY AUDITORS
TREASURER'S REPORT AS OF SEPTEMBER 30, 2013**

Beginning Balance Transfer from former Treasurer (9/30/2012)

Checking Account **\$ 59,206.08**

RECEIPTS:

Return of 2012 Convention Money – Huntingdon	\$ 1,015.20
2013 Convention Registration	\$ 10,600.00
2013 PSACA Dues	\$ 13,100.00

TOTAL RECEIPTS

\$ 24,715.20

EXPENSES:

Bank Service Charge	\$ 42.00
Convention Training	\$ 3,300.00
Advance to 2013 Convention Committee	\$ 8,500.00
Liability Insurance	\$ 1,046.00
Printing and Booklets	\$ 230.02
Publications and Books	\$ 6,869.00
Solicitor Retainer	\$ 4,000.00
Stipends: Pres \$500, Sec \$500, Treas \$400	\$ 1,400.00
Website Expense	\$ 354.00
PSAECO Dues	\$ 800.00
Office Supplies	\$ --
Postage	\$ --
Legislative Representatives	\$ 4,053.40
E-Board Meeting in June	\$ 1,725.19
Refunds for Convention 2013	\$ 250.00

TOTAL EXPENSES

\$ 32,569.61

Total Checking Account Balance as of 09/30/2013

\$ 51,351.67

SPECIAL NOTES:

CDs:

Have not invested with CDs due to low / non-existent interest rates.

Breakdown of Checking Account

General Fund	\$ 39,351.67	
Legal Fund	\$ 12,000.00	
		\$ 51,351.67

Respectfully Submitted by:

Heather Mohnkern, Treasurer (Venango Co.)

PENNSYLVANIA STATE ASSOCIATION OF COUNTY AUDITORS (PSACA)

BUDGET PROPOSAL: 2014

RECEIPTS

2014 DUES	9 COUNTIES @ \$400.00	\$ 3,600.00	
	19 COUNTIES @ \$500.00	<u>\$ 9,500.00</u>	\$13,100.00
2014 REGISTRATION	50 AUDITORS @ \$200.00	\$ 10,000.00	
	7 GUESTS @ \$ 50.00	<u>\$ 350.00</u>	\$ 10,350.00
TOTAL PROJECTED RECEIPTS			\$23,450.00

EXPENSES

PSAECO Dues	\$ 800.00	
Officer Stipends: President	\$ 500.00	
Secretary	\$ 500.00	
Treasurer	\$ 400.00	
Treasurer's Bond - 3 yrs (pd 1 st yr)	\$ ---	
Legislative Reps (2 Reps & 1 Alt)	\$ 6,300.00	
Association Solicitor Retainer	\$ 4,000.00	
Convention Training	\$ 3,300.00	
Convention Expense	\$ 8,500.00	
Memorials	\$ 50.00	
Supplies	\$ 50.00	
Executive Board Liability Ins.	\$ 2,200.00	
Executive Board Meeting Expenses	\$ 1,800.00	
Registration to Controller's Conference	\$ 250.00	
Web Site (2 yr fee)	\$ -	
TOTAL PROJECTED EXPENSES		\$28,650.00
PROJECTED DEFICIT		\$ (5,200.00)
Transfer from Reserve		\$ 5,200.00

Budget Committee

- Seaman, Ann (Pike County)
- Gies, Karen R. (Elk County)
- Mohnkern, Heather (Venango County)
- Jackman, Kenneth (Columbia County)