

Pennsylvania State Association of County Auditors

53nd Annual Convention – Ramada Conference & Golf Hotel, State College PA (Juniata County)
September 27 – October 1, 2015

Sunday, September 27, 2015

Juniata County Auditors Miriam (Mim) Anstine, Laura Cunningham, and Nancy Phelan welcomed the County Auditors to the Ramada. Due to the distance, Juniata County Commissioners will join us to give official Convention on Wednesday.

Monday, September 28, 2015

Mim Anstine welcomed the auditors to the convention located in Centre County, introducing Laura Cunningham, and Nancy Phelan as the rest of the hosting team. Juniata County, located half-way between Harrisburg and State College, along Rt 322. Juniata County is known for its rural and picturesque mountains and countryside; our race track in Port Royal, campgrounds and two relatively-new wineries.

On behalf of the Executive Board, President Tom Foran, Pike, welcomed everyone to the Convention, and thanked all in attendance from the difference counties—it means a lot to have attendance from across the state. Tom stated it was an honor to serve as your President this year. We worked on the convention and have some interesting topics, and we hope you take the information back with you to your county. Ann Seaman, Pike, could not be here and sends her regards. Ann will be retiring at the end of this year.

President Tom Foran opened the 53rd Annual Convention with the official Call to Order with the Invocation offered by Nancy Phelan, Juniata; followed by the Pledge of Allegiance led by Nancy Phelan, Juniata. Roll Call was performed by Julie Palmer, Secretary, and President Tom Foran handed out the Policy & By-Laws Booklet.

Minutes 2014 Convention: President Foran asked for the reading of the 52nd Convention minutes. Motion was made to accept the minutes as emailed to each auditor and waive the reading by Michelle Crowell, Clinton; seconded by Luther Black, Columbia. Motion carried unanimously.

Treasurer's Report:

Heather Mohnkern presented the Treasurer's Report.

Total Checking Account Beginning Balance:	\$55,163.33
Receipts for 2014:	29,302.56
Total Balance:	\$84,465.89
Expenses:	(24,346.46)
Balance 9/28/14:	\$60,119.43

NOTES: Please take note of SPECIAL NOTES added at end of Report.

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

Pauline Kleintop, Potter, motioned to approve the Treasurer's Report as presented; seconded by Miriam (Mim) Anstine, Juniata. Motion unanimously carried.

Legislative Report: Laura Dixon, Wyoming, presented an extensive update to the legislative activities, which was given each member present. The presentation was very thorough as to the ongoing PSAECO Code overhauling, her responsibilities and duties as our sole (presently) legislative rep. Laura had been chosen by PSAECO to serve as a Legislative Liaison to the Urban Committee, which means she will work directly with the committee.

With PSAECO not meeting until November, Laura had no new news, except Committee reports are still being worked; Laura feels honored to be our Legislative rep and expressed her desire to continue to serve. She will also work with our webmaster and Missi Strub, Pike, to have PSAECO's activities and legislation placed on our newly-designed website.

Solicitor's Report:

Solicitor's Contract Renewal: Tom Foran motioned to renew the PSACA contract with Jeffrey Shank for the Year 2015 in the amount of \$4,000.00. Diana Perry, Crawford, seconded the motion. The motion passed unanimously.

- PSACA's Agreement for Legal Services contract, dated September 27, 2015, effective September 28, 2015, for a period of one (1) year, in the amount of \$4,000.00. Executed by Jeffrey S. Shank, and PSACA Representatives, President Thomas Foran, President and Secretary Julie D. Palmer.

Jeff Shank thanked Tom Foran and the Executive Board for renewing his contract for another year.

Jeff congratulated those retiring. At looking the number of auditors there is 145 collective years of knowledge, effort, and expertise leaving the counties in which you serve. This is very impressive.

The Annual Report was reviewed Jeff Shank, and in response to his request for topics via email, including right-to-know requests, provided written notes regarding those email topics for our 2015 convention copies.

Convention 2014, Jeff recommended we direct the Treasurer to hire a firm to obtain a formal opinion from a qualified CPA. To that end, we should generally know if we should file, and if the IRS questions us filing now, then we will handle at that time.

Committee Reports:

AUDIT COMMITTEE: Christopher R. Seeley, Crawford; Sue Leonard, Clarion, and Kathleen Schloesser, Wayne. The Committee conducted a review of the financial records PSACA from September 2014 to September 2015. The Committee believes the records are free from material misstatement, and accurately reflect the activities of the account for the same period of time. Motion to accept Audit Committee's submission as presented by Brenda Scarantine, Jefferson; seconded by Diana Perry, Crawford. Motion passed unanimously.

BUDGET COMMITTEE: Heather Mohnkern, Venango; Judy Shupp, Wyoming; Pauline Kleintop, Potter; Elizabeth Mader, Elk. Heather went over the budget with a few explanations regarding the legislative fees due to fewer reps; and the convention speaker expenses. Heather thanked all for their support and that it was a pleasure to serve. The Proposed 2016 Budget is included on Page A-2.pdf.

- ASSISTANCE TO CAUCUS HOSTS FOR REGIONAL MEETINGS:

It was proposed that a sum NOT TO EXCEED the sum of TWO HUNDRED and 00/100 (\$200.00) DOLLARS, be awarded to each Caucus host, upon application to and approval by the Executive Board.

Motion to accept proposed by Laura Dixon, Wyoming; seconded by Peggy Heller, Clinton. Motion passed unanimously.

POLICY & BY-LAWS COMMITTEE: John Steele, Somerset; Margo Germino, Potter; Luther Black, Columbia; and Laura Dickson, Wyoming (Absent). The Committee had no suggested changes to the Policy and By-Laws of the Association.

Motion to accept report as presented by Tom Foran, Pike; seconded by Robin Horne, Huntingdon. Motion passed unanimously.

- John Steele commented on Laura’s legislative presentation, that she’s doing a great job, Dave Hauser, Clarion; Ann Seaman, Pike, and Tonya Clark, former auditor of Bedford, all worked both with me and after me. It has been a real experience this (her presentation) is going to show you what we do for you. The page which indexes all applicable auditor County Code references is one you want to have handy in your office.

NOMINATING COMMITTEE: Brenda Scarantine, Jefferson; Ann Seaman, Pike (Excused); Diana Perry, Crawford; and Richard (Butch) Rooney, Clinton. The Nominations Committee presented the slate of officers to be elected:

President:	Brenda Scarantine	Jefferson
Vice President:	Christopher (Chris) R. Seeley	Crawford
Secretary:	Krystle Bristol	Bradford
Treasurer:	Amy Perry	Tioga
Executive Board:	Diana Perry	Crawford
	Robert (Butch) Rooney	Clinton
	Luther (Luke) Black	Columbia
Legislative Reps:	Laura Dickson	Wyoming
	Tom Foran	Pike
	Judy Shupp	Wyoming

A Motion to accept the nominations as presented was made by Ken Jackman, Columbia; seconded by Maxine Zimmerman, Jefferson. Motion passed unanimously.

New Business:

• **Convention 2016:** Clinton County, with assistance by Jefferson County, will be our host. The Convention will be held in Harrisburg, place TBD, dates TBD, but probably October 2-6, 2016. Since Clinton was recruited to “volunteer” our very big Thanks to Michelle, “Butch”, and Peggy....and those assisting in Jefferson!

• **Convention 2017:** Crawford County will be our host. Details TBD.

• **Convention 2018:** IT’S NOT TOO SOON TO START THINKING!!

Web Site: Missi Strub, Pike, has worked diligently on refining the website. She gave a presentation describing the site, as well as how to provide changes, links, and updates. The site, www.auditpa.org is up and running. Julie Palmer, Secretary, will provide her as much new info for the site after the General election.

Convention Booklet: Carol Manbeck, Union, is the point of contact for any upcoming conventions. The Secretary will work with her regarding the Auditor listing and maintain the spreadsheet used in compiling the Index of Auditors.

Convention Agenda:

Monday, September 28, 2015

9:00 a.m. Official Convention Opening
Welcome Remarks
Roll Call
Business Meeting
11:00 a.m. Jeff Shank, Solicitor
Noon Lunch
1:00 p.m. Presentation and Discussion on Revised Website – *Missi Strub, Pike*
1:30 p.m. Excel Workshop – *Heather Mohnkern, Venango*

Tuesday, September 29, 2015

9:00 a.m. Roll Call
9:15 a.m. Tim Connor, Motivational Speaker
10:45 a.m. Continued: Tim Connor
Noon Lunch
1:00 p.m. Fraud Investigation, *Nathan Lipton, PA Auditor General’s Office*
2:15 p.m. Tax Collector Round-Table, *Christopher Seeley, Crawford - Facilitator*

Wednesday, September 30, 2015

- 9:00 a.m. Roll Call
- After her final Roll Call, Julie Palmer, Secretary, thanked all for their help and support during the last four years.
- 9:15 a.m. Social Media Investigation Presentation-
Lisa Myers and Sam Giannelli, Boyer & Ritter, LLC
- 10:45 a.m. Continued: Social Media Investigation Presentation
- Noon Lunch
- 5:45 p.m. Dinner and Installation of Officers

Juniata County Commissioners Alice Gray and Teresa O'Neal welcomed the group and told of the many activities available in Juniata county and surrounding area.

Judge Kenneth Mummah, 41st Judicial District, performed the Oath of Office for the present newly-elected slate of officers for 2016: President – Brenda Scarantine, Jefferson; Vice President – Christopher R. Seeley, Crawford; Treasurer – Amy Perry, Tioga; Executive Board Members – Diana Perry, Crawford and Richard (Butch) Rooney, Clinton; Legislative Reps – Laura Dixon, Wyoming; Tom Foran, Pike; and Judy Shupp, Wyoming.

Julie Palmer, Secretary, emailed Oaths of Office to the Secretary-Elect – Krystle Bristol, Bradford; and Executive Board Member-Elect - Luther (Luke) Black, Columbia.

NOTE: As of October 6, 2015, both Oaths of Office have been sworn to and properly notarized. The Oaths are on file with the Secretary.

Thursday, October 1, 2015

7:00 a.m.: Breakfast and Closing of 2015 Convention

President Tom Foran asked for motion to adjourn the 2015 Convention. Brenda Scarantine, Jefferson, made motion to adjourn the Convention; seconded by Diana Perry, Crawford.

Respectfully submitted,

Julie D. Palmer

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Secretary