

**Meeting Minutes
NDCCA Board of Directors
December 10, 2025
NDACo County Office Building**

President Neal Messer called the meeting to order at 9:01 AM. After the pledge of allegiance, the President asked for a calling of the roll. A quorum was declared.

Members Present:	Neal Messer	Tracey Dolezal
Glenda Collier	Joan Hollekim	Jason Arth
Cory Hanson	Jim Kapitan	Miranda Schuler
Andy Zachmeier		
Also Present:	Aaron Birst, NDACo Executive Director	
	Genny Dienstmann, NDACo Staff	
	Michelle Tabbert, NDACo Staff	
	Jason Horning, NDACo Staff	
	Sara Cote, NDACo Staff	
	Michael Casey, NDACo Staff	
	Jeff Eslinger, NDACo Staff	
	Donnell Preskey, NDACo Staff	
	Linda Svhovec, NDACo Staff	

The President asked the Board to review the proposed agenda. As there were no changes proposed, Hanson moved that the agenda be approved as presented. The motion was seconded and passed on a voice vote.

The President introduced one new member of the NDCCA Board—Ward County Commissioner Miranda Schuler. Miranda was given an opportunity to say a few words. The President welcomed her and thanked her for her willingness to serve; he asked the remaining Board members and staff to introduce themselves to the new member.

As directed by Article III, Section 5 of the NDCCA Constitution, the office of Secretary needs to be appointed to a one-year term by the Board. Dolezal made a motion to appoint Aaron Birst as Secretary of the NDCCA Board of Directors. The motion was seconded and passed unanimously on a voice vote.

Consideration of the minutes of August 27, 2025, and October 27, 2025, was requested. Hollekim moved to approve the August 27th minutes. The motion was seconded and passed on a voice vote. Collier moved to approve the October 27th minutes. The motion was seconded and passed on a voice vote.

The President requested the Treasurer's Report. Treasurer Glenda Collier provided a review of the financial statements. After answering questions, Arth moved to accept the Treasurer's Report as presented. The motion was seconded and passed on a voice vote.

The President asked Aaron and Genny to explain a requested change regarding financial authorizations and signatures. It was recommended that authorization for checks would transition from requiring two signatures to one signature and all invoices would receive prior approval by the Treasurer or President before issuing checks. This would also include the same approval process of issuing/cashing in investments on behalf of NDCCA. Collier made a motion to approve authorization changes to one signature on checks and issuing/cashing in investments and all invoices be approved by Board Treasurer or President prior to payment. The motion was seconded and passed unanimously on a voice vote.

Aaron next shared a clarification on the approval of the NDCCA budget. He noted that Article IV, Section 2 of the NDCCA Constitution & Bylaws states the Board of Directors are to prepare and adopt the budget. He noted that for some time the budget has been approved by the full membership during the Annual Business Meeting. Moving forward, approval of the budget will be the duty of the Board of Directors. Genny explained that new accounting software is being implemented at a cost to NDCCA of \$1,460 for the next biennium. The President called for a motion to amend the budget. Hollekim made a motion to amend the 2026/2027 budget to include accounting software costs of \$1,460 for the biennial budget. The motion was seconded and passed on a voice vote.

Aaron next explained the request to change the NDCCA fiscal year from October-September to a calendar year beginning in January 2028. Dolezal made a motion to approve a change in fiscal year for NDCCA from October-September to a calendar year (January-December) starting in January 2028. The motion was seconded and passed unanimously on a voice vote.

Under County Financial Partnerships, Jason reported on the Next Generation 9-1-1 Program. Sara continued with an update on the Indirect Cost Reimbursement Services. Genny followed with an update on the Tractor Lease Program. Aaron continued with an update on the activities of the Traffic Safety Resource Prosecutor Program that Peter Halbach oversees. Aaron continued with a recap of the work being accomplished by Ryan through the Vision Zero Outreach Program.

Michael gave an update on the work being accomplished through the County Employer Group. Aaron followed with an update on the Nationwide Retirement Solutions Report, highlighting the number of participants and plan value of assets.

Under Member Services, Jeff was invited to present the 2025 Conference Report. Attendance and registrations were highlighted, and the financial results were shared. A summary of conference feedback was noted and shared a slide show of conference photos would be shown at lunch. Aaron followed with a recap of the County Commissioners Summit that was held on December 9th.

The President called on Linda and Donnell to begin the Legislative Services Report with a presentation on the Impacts of Caps. Donnell provided updates on the activities of the interim committees that affect counties.

Aaron highlighted the NDCCA Mailbag and gave an update on National Participation. Under Other Business, President Messer directed attention to the written report on County Tours, which shows the counties that were visited in 2025 and those that will be visited in 2026 and 2027. Aaron explained that the commitment by the Presidents and NDACo staff to participate in four separate Tours is difficult and that beginning in 2026 the NDACo President and 1st Vice President will share the tours, with each member taking two of the Tours. The NDCCA Board members were encouraged to participate in county tours.

President Messer urged all members to complete their evaluation form.

There was no further business and having reached the end of the agenda, the meeting was declared adjourned at 11:02 AM.

Approved by Board Resolution: _____
Aaron Birst, Secretary

Date: _____