

The Iowa County

Iowa State Association of Counties



April 2011

Linda Langston for
NACo 2nd VP

County Day at the Capitol a Success



SPCC PLANS DUE NOVEMBER 2011

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The Iowa County

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Feature	4
<i>Linda Langston for NACo 2nd VP</i>	
Capitol Comments	5
<i>Linda Hinton</i>	
Legal Briefs	6
<i>Nate Bonnett</i>	
Case Management	7
<i>Deb Eckerman Slack</i>	
Technology Center	8-9
<i>Robin Harlow</i>	
ISAC Meetings	10
<i>Stacy Horner</i>	
ISAC Brief	11-12
Affiliate Highlights	13
Miscellaneous	14-17
Preferred Vendor Highlights	18
Calendar of events	20



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ISAC's Mission:

To promote effective and responsible county government for the people of Iowa.

ISAC's Vision:

To be the principal, authoritative source of representation, information and services for and about county government in Iowa.

Linda Langston for NACo 2nd VP

Last month the ISAC Board of Directors unanimously endorsed Linda Langston's (Linn County Supervisor) candidacy for NACo 2nd Vice President. According to NACo's new rules approved in 2009, candidates for NACo 2nd Vice President must file by January 31 and answer all the candidate questionnaire information. Linda was the only candidate to file in a timely fashion. At the NACo conference held in Washington DC, March 5-9, she began her campaign activities that will culminate at the NACo Annual conference in Portland, Oregon this summer, with the election to be held at the annual meeting.

If elected in July 2011, Linda would be the first Iowan to serve as a NACo officer and would become President of NACo in July, 2013.

"I am proud to have this opportunity to serve NACo and to represent ISAC and Iowa. I look forward to working hard with all of NACo's members to advance the cause of county government. I appreciate the support of Bill Peterson and the ISAC Board of Directors in my campaign to serve as a NACo officer."



Her focus at this time centers on the following key issues:

- Using technology to advance effective and efficient government;
- Advancing the NACo program of Restore the Partnership which made an impact during the 2008 Presidential elections and encourages all candidates for the Presidency of the United States to build partnerships with their local government;
- Continuing to solve issues related to health care and to advance NACo's position on health promotion and health reform; and
- Renewing people's trust in public service and government and promoting civil discourse that allows the important work of local government to get done.

She notes, "We are all challenged in our budgets these days and we must work cooperatively within our boards, our communities and with our partners at the state and federal level to serve our citizens. I believe our citizens want government to work well together and to use modern tools and technology to creatively get work done."

Please visit her web site at www.lindalangstonfornaco2ndvp.com.



Linda addressing attendees during the Conference Wide Luncheon at the NACo Legislative Conference.

Iowa Redistricting Process

By: *Linda Hinton*

ISAC Government
Relations Manager



The first step in the process of redistricting Iowa's congressional and legislative boundaries occurs prior to the decennial census. Iowa's Governor and legislative leadership have authorized the nonpartisan Legislative Services Agency (LSA) to work with the Census Bureau to establish permissible geographic areas based on recognizable political boundaries. These boundaries must coincide with recognizable map features, such as roads and rivers, or they can represent current local election precincts. The Census Bureau reports the population data it collects based on these geographic boundaries.

Once the census is completed, the results for each state are reported to the President by December 31 of the census year (each year ending in zero). The President reports the census counts and the numbers of representatives to which each state is entitled to the Clerk of the House of Representatives. The Clerk then informs the Governors of the states. The legislature in each state is responsible for defining the boundaries of their congressional districts through redistricting.

In Iowa, the LSA is charged with preparing the geographic units for which population will be reported. Once the LSA assigns each geographic unit with population totals from the Census Bureau, the redistricting process begins. The LSA develops a redistricting proposal and releases it to the General Assembly. At that time copies of the plan and maps illustrating the plan are made available to the public. This proposal includes a statement about the population of each proposed district and its deviation from the ideal district population.

Legislative leaders select four Temporary Redistricting Advisory Commission members, with a fifth, who is the chair chosen by the other four by February 15. Commission members are eligible Iowa voters who do not hold a partisan public office or are not related to or employed by a member of Congress or the Iowa Legislature. The Commission job is to provide direction to the LSA and to conduct at least three public hearings on the first plan. No hearings are required on subsequent plans.

The LSA is required to deliver the first plan by April 1. Within 14 days of submission of the plan, the Commission must hold three public hearings around the state and submit their report on the plan to the General Assembly. Within three days of the report, one chamber must vote on the plan. Only corrective amendments are allowed. Once the first chamber approves the plan, the second chamber must take it up "expeditiously." The Governor then has to sign the bill.

In the event that the first plan is not approved by both chambers or vetoed by the Governor, the LSA must submit a second plan. This plan must reflect the reasons cited by the Senate, the House, or the Governor in a veto message, for the failure of the first plan as long as the reasons do not conflict with the standards specified in the Code. The second plan must be submitted within 35 days of disapproval. Once submitted, the General Assembly has seven days to act. Again, only corrective amendments are allowed.

If the second plan is rejected, the LSA must submit a third plan within 35 days, again in accordance with the reasons cited for the failure of the second plan, and the General Assembly must act within seven days. Unlike the first two plans, the third plan may be amended like any other bill.

If no plan is adopted or if the plan is challenged in court, the Iowa Supreme Court will have the responsibility of establishing a valid redistricting plan.

What happens at the local level? Each county must review its precinct boundaries and supervisor boundaries to see whether the existing boundaries comply with the law. Each county must file the following with the Secretary of State's office: county precinct worksheet, precinct maps, certification of the populations of each precinct, ordinance describing precinct boundaries, and any agreements with cities that might exist.

In counties where the supervisors are elected at-large, the Board of Supervisors develops and submits the final plans for the precinct boundaries. In counties where the supervisors are either elected at-large with district residency requirements or elected by district, the Board of Supervisors establishes a Temporary Redistricting Commission. In all three cases, a public hearing must be held before final action is taken to adopt the new precincts.

All precincts must meet the following standards: 1) have a population of less than 3500; 2) lie within one legislative district; 3) be composed of contiguous territory; and 4) follow census block boundaries. In addition, there are standards for the use of or division of townships as precincts. Supervisor district boundaries must follow political subdivision boundaries as much as possible. Therefore, supervisor districts should be drawn first and then the county should work with the cities to draw city precinct boundaries.

Continues on page 9.

Farewell from Nate

By: **Nate Bonnett**

ISAC Legal Counsel



Census May Impact Road Jurisdiction

With the 2010 Census now behind us and the official population data rolling out, I want to draw your attention to Iowa Code §306.4(3) from 2003, which may impact your county in 2011. This section specifies that as of July 1, 2004 jurisdiction and control over farm-to-market extensions or roads within a city with a population of less than 500 shall be vested in the county board of supervisors. If a city didn't make the cut in 2004, the law also says that if a city's population drops below 500 after July of 2004, according to the latest available federal census data, jurisdiction and control over those roads shall be vested with the board of supervisors effective July 1 following census certification by the secretary of state. Incidentally, if the population of a city for which jurisdiction was transferred to the county back in 2004 now exceeds 750, the county must transfer jurisdiction back to the city on July 1. The corresponding road funds are also transferred in these situations.

When this became law in 2004, ISAC developed a model 28E agreement for counties and cities to enter into that essentially returned jurisdiction, control, and the road funds back to the sub-500 population city on July 2. If the new census data will impact your county and you are interested in a 28E agreement, the model is available on the ISAC website, www.iowacounties.org.

Binding Successor Boards

I have been asked recently if the board of supervisors can enter into a contract that will possibly extend beyond the time that its members will hold office. In other words, can the current board bind future boards?

The general rule is that a local governmental body may not bind its successors in matters that are essentially legislative or governmental in nature, as opposed to business or proprietary in nature, without express statutory authority. This is discussed in Attorney General Opinion 00-2-4(L). This opinion also says "the general prohibition against one governing board binding its successors applies only to matters involving governmental policy decisions and is not applicable to business contracts." (See *Sampson v. City of Cedar Falls*, 231 N.W.2d 609, 613 (Iowa 1975) which states city council may contract to bind future councils with respect to procurement of an adequate supply of electricity for municipal electric utility and *City of Des Moines v. City of West Des Moines*, 30 N.W.2d 500, 507 (1948) which says city council authorized to enter into 20-year contract for use of sewage disposal system).

Are you Making the Proper Motion?

Since several new supervisors took office in January, I have had a few questions pertaining to parliamentary procedure in

board meetings. Most people have heard of *Robert's Rules of Order* and turn to the "Newly Revised" edition as the source for proper parliamentary procedure. I think this is a great resource for conducting simple, effective meetings. They maintain a website (www.robertsrules.com) where interested parties can purchase the rules and that contains other valuable information, such as frequently asked questions and a question and answer forum. I also have a book titled *Notes and Comments on Robert's Rules* by Jon L. Ericson that serves as a handy reference to simplify procedure. There are many such guides available.

One note of caution; just because *Robert's Rules* says a particular action is proper under parliamentary procedure does not mean that Iowa law says it is proper. An example would be setting an official agenda. *Robert's Rules* says that it is in order for any member to move to amend the proposed agenda at the outset of a meeting when the agenda is presented for adoption by adding any item the member desires to add. Please do not do this, as it would be a violation of Iowa Code §21.4 which requires notice of the tentative agenda to be posted at least 24 hours prior to commencement of a meeting of a governmental body. Only for "good cause" can a governmental body hold a meeting on a topic with less than 24 hours notice. This is a tough threshold to meet.

Finally, there was one other interesting point I picked up in reviewing my reference guide. I came across a section explaining the difference between the motion to postpone definitely and the motion to lay on the table, the latter of which is often misused in meetings I have attended. In fact, *Notes and Comments* says it is never used properly! It is improper to "lay on the table until the next meeting" or to "table until 10:30." No such motion exists in *Robert's Rules*. Instead, it is proper to make a "motion to postpone definitely." A member can either specify the time when it will be taken up again in the current meeting, such as after the hearing on the budget or until 1:30, or until the next meeting where it becomes unfinished business unless a specific point in time is given.

Farewell!

I want to say farewell to my colleagues and friends in county government as I begin the next leg of my career. My experience working for ISAC the last 3.5 years has been challenging at times, but also valuable and wonderful. I have grown professionally and personally from the lifelong contacts and friends I met and I feel fortunate to have assisted county officials in a manner that allows you to better serve the citizens of Iowa. For this I will always be proud. Thank you all!

Odds and Ends and Then Some

Targeted Case Management (TCM) Services continue to deal with changes on a daily basis it seems, but then again that is true for all businesses and life in general. One of the new situations that TCM has had to deal with since October 2010 is the prior authorization of certain waiver services. This requirement has led to increased work on the part of the TCM and increased scrutiny on what is being authorized. Beginning April 1, 2011 additional services will require a prior authorization to include Consumer Choice Option non-standard purchase requests, Supportive Community Living services for individuals under the age of 18, and Interim Medical Monitoring and Treatment. Prior authorization of respite services has been delayed further. At the time of this writing, Iowa Medicaid Enterprise (IME) staff has informed me that the April 1 implementation date may be moved back so as to give IME time to educate the field in the process. An added note to this; IME continues to work on allowing the TCM assessment to be sent electronically through the Iowa Medicaid Portal Access (IMPA) system to cut down on the time (and continued headaches) it takes case managers when trying to fax them in.

As of July 1, 2011 the definition for a billable unit for TCM will change. Currently, a billable unit is defined as a billable activity of one to 15 minutes in length. Beginning July 1, a billable unit will be defined as a billable activity of eight to 15 minutes in length, and anything 7 minutes or less is not billable. All minutes of service in a given *day* to an individual are to be added, divided by 15 and then rounded up or down to determine the number of billable units for that day. For example, a TCM has a face to face contact with an individual for 25 minutes, and on that same day has contact with the individual's guardian for 10 minutes and contact with their service provider for 15 minutes, equaling 50 minutes; divide the 50 by 15 resulting in 3.3 units, thus you will bill for 3 units for that day. This change in the definition of a billable unit will require agencies to track case managers' time differently (starting immediately if not sooner) in order to complete the projected cost report for FY 2012, which are due no later than July 1. It is proposed that all services that have been billing in one hour units will be changing to 15 minute billable units.

The atypical coding project that IME is implementing in response to the mandate by the Centers for Medicare and Medicaid Services (CMS) to implement the HIPAA requirement

By: Deb Eckerman Slack
ISAC Case Management
Services Manager



for standardized coding systems for describing and identifying health care transactions is another major undertaking that will directly affect TCM in the coming months. We are currently using W- codes for billing, but effective January 1, 2012 all W-codes will be changed to correspond to Healthcare Common Procedure Coding System. This will change the current number of W-codes from 100 to 40 HCPCS codes, with two digit modifiers in the code to define the specific service. IME will be producing a crosswalk of W-codes to the new codes and modifiers, which is anticipated to be published by May 1, 2011. This change in billing codes results in the need for changes in over 30,000 individual service plans in Individualized Services Information System (ISIS) to be made by the case managers. These changes will have to be done manually by case managers because they cannot be done automatically within the ISIS system. This change will also require all providers (including TCM providers) to re-enroll through IMPA. At this point in time, the plan is to have this enrollment process begin in May and be completed by October 1, 2011. Beginning in November case managers will begin making changes to the plans in order to be complete by January 1, 2012. We are waiting for further information/directives from IME.

There are many other issues that are of importance to case management on the horizon, including: the redesign of the MHDD system – what will that look like and what effect it will have on counties; the continued issue of cash flow for county case management agencies in light of the new 15 minute billing unit and authorizations; the Community Services Network (CSN) TCM module; the seemingly “moving target” for level of care determinations; and many more. CCMS continues to strive to get information to you as we receive it and advocate on behalf of member counties with DHS, IME and Magellan. We look forward to this continued partnership during these changing times.

technology center

Further Engagement

I introduced the concept of Citizen Engaged Communities last month and explained a few of its' key features. This month I want to explore the key components of what makes a local government "engaged" with the community that it supports.

For this discussion, I will use the Public Technology Institute's four components: Citizen Participation, Integrated Communications Channels, Integrated Technology and Performance Reporting.

Citizen Participation

This concept of "citizen participation" as a key component of the Citizen Engaged Communities denotes administrative participation. It is defined as a citizen activity that seeks to receive administrative service benefits through administrative participation from e-government. These engaged activities are classified as active; e.g. when a citizen goes online to enter a service request that would be an activity because the citizen initiated the action. On the other hand, a survey that is mailed to every citizen would be passive because they did not initiate the activity. Active activities would include information requests, service requests, complaints, interactive business applications and forms, online surveys, focus groups, suggestions, chats. Though voting is an active activity, Citizen Engaged Communities does not deal with the voting, because it is not administrative in nature.

Integrated Communications Channels

These types of channels allow a citizen to use a call center, self-service web, automated phone systems, and/or walk-ins that contain an automated linkage to service departments, mobile citizens and mobile crews. For example, with today's smart phones, an app on the phone could be used to report pot holes and open a ticket that is delivered to a street crew or service department. The receiving department could send a

By: Robin Harlow

ISAC Technology Project
Manager



reply acknowledging the ticket with an estimated repair timeframe. The ticket could then be routed to a crew supervisor for handling.

Integrated Technology

If integrated communication channels are the eyes and ears, integrated technology would be the brains. Some examples of integrated technology would be 311; Citizen Relationship Management; e-mail alerts; GIS; work management; mobile communications; knowledge-based data repositories. An integrated technology is the glue that makes the above channels work.

A citizen web-portal is a good utilization of an integrated technology. What if a citizen moves to a new address? The citizen can go to the citizen website, login and change their address. This change could ripple through the various links the citizen has added to personalize their portal. It could update the registration information on your car, notify elections officials and let your child's school of know about the new address. The portal could be used to electronically alert you to register your car, boat or that your property taxes are due. In the background various departments are responsible for completing different tasks, but to the citizen, it appears they have a one stop shop.

Performance Reporting

The Governmental Accounting Standards Board (GASB) refers to this as "Service Efforts and Accomplishments" (SEA) reporting. According to GASB, the goal of performance reporting is to "help officials effectively communicate the government's SEA performance in a way that the public will find meaningful and understandable."

Continues on next page.

SAVE THE DATE!

The Seventh Annual **ISAC**  Scholarship Golf Fundraiser

September 21, 2011

Offer Creek Golf Course, Ankeny

Golfer and sponsor registration forms available this summer at www.iowacounties.org.

Hosted by the Iowa State Association of County Auditors and the Iowa State Association of County Supervisors

One can ask, “What do financials and accounting have to do with the reporting of service efforts?” Because of the Integrated Technology, there should be data available to help officials and users to make better decisions. GASB’s SEA Concept Paper 1, simply states that “Financial reporting should provide information to assist users in assessing the service efforts, costs, and accomplishments of the governmental entity.”

In the coming months, I want to continue exploring in more depth each component to help us gain a better understanding. A future goal is to develop a standard or maturity model to

help guide Iowa counties in the process of becoming Citizen Engaged Communities through the work of the County Strategic Advisory Resource (CoSTAR).

Table 1 is an example of what a model could look like. The author of the paper where I obtained the model said, “While we might quibble with some of the attributes of e-Government at various levels in this particular model, the overall model is probably a good consensus of where e-Government is headed and thus can highlight a path for us to follow as we move forward.”

Table 1: e-Government Maturity Model

	Level 1 Simple Website	Level 2 Online Government	Level 3 Integrated Government	Level 4 Transformed Government
Attributes	<ul style="list-style-type: none"> Static pages Lists of departments and contact information Links to separate departments Policy statements Downloadable forms and documents Access primarily via telephone No site reporting, tracking or analysis 	<ul style="list-style-type: none"> Departmental focus Online forms for applications and registrations Online payment Request information or service via email Respond to online surveys Limited online help, FAQs, resolution services Basic account inquiry Basic benefits enrollment 	<ul style="list-style-type: none"> End-to-end electronic transactions Automated RFP and procurement process Cross-departmental sharing of information Automated advice and problem resolution data Limited configuration capabilities Self-service HR administration Web-based training 	<ul style="list-style-type: none"> Community-centric, integrated, intergovernmental processes Common platform for targeting content through any channel/touch point Internal/external business process integration and collaboration (planning, workflow, design) Constituent case tracking to ensure resolution and satisfaction Highly configurable HR (benefits, career planning, development training)

Continued from page 5.

Precinct boundary plans must be submitted to the Secretary of State’s office and postmarked no later than 90 days after the legislative districts have become law or by October 15, whichever is later.

Information on the state process was drawn from materials written by Ed Cook, Senior Legislative Counsel with the LSA. Information on the local process was drawn from materials provided by the Secretary of State’s office. These materials will be available on the ISAC website.

meetings

Legislative District Meetings Scheduled

This summer the ISAC staff will travel to the six ISAC districts to conduct a series of meetings to provide county officials with a summary of the legislation that passed during the 2011 session and to discuss important issues. The 2011 ISAC Legislative District Meetings will be held on the following dates and at the following locations:

Wednesday, June 8

District 5
Bridge View Center
102 Church Street, Ottumwa, IA 52501
**Registration deadline 4:30 pm, May 31.*

Thursday, June 9

District 4
Southwestern Community College
1501 West Towline Street, Creston, IA 50801
**Registration deadline 4:30 pm, May 31.*

Friday, June 10

District 6
The Hotel at Kirkwood Center, Kirkwood Community College
7725 Kirkwood Boulevard, Cedar Rapids, IA 52404
**Registration deadline 4:30 pm, May 31.*

Wednesday, June 22

District 2
Clarion Inn Mason City
2101 4th Street Southwest, Mason City, IA 50401
**Registration deadline 4:30 pm, June 14.*

Thursday, June 23

District 3
Clay County Regional Events Center
800 West 18th Street, Spencer, IA 51301
**Registration deadline 4:30 pm, June 14.*

Friday, June 24

District 4
Stoney Creek Inn
5291 Stoney Creek Court, Johnston, IA 50131
**Registration deadline 4:30 pm, June 14.*

By: *Stacy Horner*

ISAC Meeting/Event Administrator



Beginning at 8:30 am Tuesday, May 19 you can register for all district meetings at www.iowacounties.org. A copy of the legislative summary book, morning refreshments and lunch will be included in your registration fee.

The agenda is as follows:

9:00 am-9:30 am Registration and Morning Refreshments
9:30 am-11:30 pm General Session
11:30 am-12:30 pm Lunch
12:30 pm-3:30 pm Affiliate Breakout Meetings

If you have any questions, please don't hesitate to contact me at shorner@iowacounties.org or 515.244.7181.

County Day at the Capitol a Success!

The third annual County Day at the Capitol was held on Thursday, March 3, in Des Moines. This extremely successful event began at the Wallace building where all attendees were updated on the legislative session by ISAC staff. Following the update, the group traveled to the Capitol where the public and legislators were able to learn more about the important roles that county government serves through affiliate displays in the Capitol Rotunda. Lunch was served by ISAC to all county officials, legislators, and legislative staff. Thanks goes to all members who attended and who helped in the planning of affiliate displays. The photo below and cover photo were taken at this year's event. A special thanks goes to this year's event photographer, ISAC staff member Robin Harlow.



ISAC Board of Directors Meeting Summary - February 24-25, 2011

President Marge Pitts, Clay County Auditor, called the meeting to order and led the Pledge of Allegiance.

Following a tour of two facilities under lease consideration by ISAC, Bill Peterson introduced Paul Weeks, CB Richard Ellis/Hubbell Commercial, who gave a quick overview of each building and answered questions from the board.

Bill went over the estimated costs of each property based on seven-year and 10-year lease rates. The board had ample discussion in regards to the cost and pros and cons of each property. Remaining in the flood plain continued to be of concern to a majority of the board.

The ISAC Board of Directors meeting minutes from January 28, 2011 were reviewed and approved unanimously.

The ETC/CSN Board of Directors meeting minutes from January 28, 2011 were reviewed and accepted unanimously.

The ISAC Executive Committee meeting minutes from February 10, 2011 were reviewed and approved unanimously as amended to read "...increased salary to..."

The board was informed that the executive committee met prior to the board meeting (February 24) and minutes will be prepared and presented for approval at a future board meeting.

Brad Holtan reviewed the financial reports for January 31, 2011. The new liability account for Linda Langston's campaign fund was created. Campaign funds will be from campaign contributions and non-dues revenue, e.g. preferred vendor and advertising revenue. The board had a discussion in regards to the future of the *Chicago Central & Pacific Railroad Company vs. Calhoun County Board of Supervisors, Acting as Trustee for the Drainage District No. 86* case. The board accepted the financial report unanimously.

Brad reported that the internal control policy that was approved at the January board meeting has been revised to satisfy ISAC's audit firm.

Brad also reported that ISAC has a total of \$125,000 theft coverage for employees through the Hartford package. The board questioned if this was adequate and asked for more details on the specifics of the policy's coverage and for quotes on higher levels of coverage.

Nate Bonnet reported that the petition for declaratory order

was denied by the Iowa Department of Revenue. Potential steps forward will be discussed with Nyemaster Goode.

Stacy Horner provided an outline of board activities for the 2011 ISAC Spring School of Instruction to be held at the Des Moines Marriott Downtown and Renaissance Savery on March 23-24.

Sally Stutsman, Johnson County Supervisor, discussed forming an urban caucus made up of supervisors from the 10 most populous counties. The board came to the consensus that having a meeting during downtime at the spring school would be appropriate.

Stacy discussed a request from the treasurers to meet as part of their spring school full affiliate programming on the afternoon of Tuesday, March 22. After ample discussion, the board asked that a survey be sent asking if affiliates prefer a two or three-day conference for the spring school. The board agreed to allow the treasurers to meet at the spring school on Tuesday because it was of no extra cost to ISAC, but stated that in the future the affiliates should be expected to do their own planning for any full affiliate meetings outside of the allotted conference time.

Rachel Bicego discussed the agenda and affiliate displays for 2011 County Day at the Capitol being held on Thursday, March 3.

Tammy Norman updated the board on the scholarship selection committee results. The scholarships will all be announced and one winner will speak during the spring school ISAC Business Meeting and Awards Ceremony.

Bill and Brad presented the proposed FY 2012 budget. Following the executive committee's budget discussion the budget was updated based on the feedback from the committee. The changes have been approved by the committee.

Bill gave an overview of the budget including significant revenue and expense adjustments. The following proposed actions were discussed: county dues and conference registrations to remain unchanged for FY 2012; increase of the health fund payment; executive director's salary increase by \$6,000 recommended by the executive committee (5.2%); 2% increase in the staff salary line item with necessary benefit adjustments (equals 3.4%); reaffirmation of employer retirement contribution for employees; and consideration of options based on facilities discussion.

Continues on next page.

ISAC brief

County dues will make up around 20% of the FY 2012 budget revenue. The board discussed a possible dues increase to cover the cost of increased office space because the office is a core service and dues go to pay for core services. The option of pro-rating dues was raised. A dues increase for FY 2012 was not included in the budget recommendation.

The board recessed and was reconvened the next morning.

Bill gave an overview of the ISAC facility process that began early in 2009. The priorities of a needs study completed by RDG Planning and Design were all considered when searching for a new facility. Accessibility and usability for our members and cost were of utmost importance.

The three final properties were discussed by the board. Major concerns brought up by the board included: cost; accessibility; the need for more space; meeting space logistics; external needs for meeting groups; and technology concerns. The board agreed that the necessary due diligence has been done and unanimously authorized the executive director to negotiate a 10-year lease term beginning in September 2011 for the Westbridge Building (5500 Westown Parkway) in West Des Moines.

Bill explained that the proposed budget will need to be amended in the future to accommodate the final lease negotiations. However, the Board needs to take action on FY 2012 proposed budget so it can be presented to the membership at the spring school in March.

The board had ample discussion regarding salary increases and benefits during which the executive committee was asked to justify the raise for the executive director (ED). Marge explained that the committee compared the salaries of the EDs in states equivalent to Iowa. Based on number of staff and years of service, Bill is not comparably compensated and hasn't been for a long time. His management responsibilities have also grown with no reflection of compensation. Over the past several years there has been little to no increase. The board unanimously approved the FY 2012 budget as proposed.

Linda Hinton, Hanna De Groot and Mary Beth Mellick reported on the status of ISAC's legislative priorities and other legislative issues of concern to counties. Linda discussed the de-appropriations bill that will cut \$6 million in spending. Mary Beth discussed property tax bills, agricultural classification, telecommunications assessments and conservation issues. Hanna discussed gun bills, posting notices, county compensations boards and elections issues. Linda also discussed the possible creation of the Iowa Public Information Board and MH/DD reform.

Bill and Rachel distributed a schedule and discussed the various activities planned for the NACo Legislative Conference in Washington, DC from March 5-9. Bill also updated the board that Linda Langston has raised just under \$10,000 for her campaign.

Grant Veeder, Black Hawk County Auditor and NACo Board Representative, reported that he has been appointed to the NACo Deferred Compensation Committee. The committee acts as oversight for Nationwide Retirement Solutions, administrators of NACo's 457 Deferred Compensation Plan.

Bill reported that registration is now open for the NACo Annual Conference and Exposition being held in Portland (Multnomah County), Oregon from July 15-19.

Bill discussed that ISAC has three spots on the Iowa Public Agency Investment Trust (IPAIT) Board. Currently serving are Richard Heidloff, Lyon County Treasurer, and chair Diane Kiefer, Wapello County Treasurer. Richard needs to be reappointed and a spot previously held by Wayne Northey needs to be filled. Bill commented that both Richard and Diane are very active participants on the board. The board unanimously reappointed Richard Heidloff and appointed Chuck Rieken, Cass County Supervisor, to serve on the IPAIT Board.

Bill reported that there is currently a vacancy on the CCMS Board. The board unanimously appointed Jill Davisson, Clinton County Supervisor, to the CCMS Board as recommended by the CCMS Board.

ISAC was approached by John Torbert, Iowa Drainage District Association Executive Director, requesting that ISAC submit a letter of support to the Governor for Margene Bunda, Pocahontas County Auditor, for consideration to be named a member of the Environmental Protection Commission. The board unanimously approved sending a letter of support as recommended.

Bill alerted the board that the veteran affairs county offices have approached ISAC about possible interest in becoming an affiliate. He discussed the process of creating a new affiliate organization.

Bill shared a draft letter of support with the board regarding Community Service Block Grants (CSBG) to be shared with the Iowa delegation. The board unanimously approved sending the letter of support as recommended.

Following reports and inquiries from board members, the Board unanimously approved adjournment and adjourned at 12:05 pm.

ICIT Midyear Conference June 15-17, 2011

Plans are well under way to make the 2011 ICIT Midyear Conference, to be held June 15-17, 2011, both informative and fun. The theme this year is a throwback to the 80's: "We Didn't Start the Fire," which acknowledges that most of us in current IT and GIS positions in county government did not start the "technology boom," but in these ever-changing fields, need to continue to look for innovative, creative and exciting ways to push forward with the limited resources available. For the majority of counties, computerized automation began in earnest in the 80's. This year's conference promises to be a fun and interesting look back at where technology has brought us over the past three decades...in essence, a tribute to the history and evolution of our fields and to the decade which exploded with technology.

Besides a fun look back, the conference will help us focus on where we are headed by featuring discussions on current issues related to the unique aspects of technology implementation, development, security and deployment within Iowa county governments. The conference is being hosted by Districts 4 and 5 of ICIT this year, but will be located at the same great facility as last year's conference, the Marriott West Des Moines (1250 Jordan Creek Parkway).

ICIT welcomes all county IT/GIS staff, as well as municipal utility staff, technology vendors/exhibitors, or anyone else interested in learning more about technology to join us at the conference. Since IT and GIS resources can easily be shared across jurisdictions, this conference is an excellent way to see how others have made intergovernmental cooperation work. We wish to extend a special invitation to officials and staff in the following county offices to join us for a valuable learning opportunity as well: board of supervisors; auditors; assessors; recorders; planning and zoning; treasurers; and sheriffs.

As usual, the ICIT conference committee is working diligently to produce an event that will be both professionally rewarding and enjoyable. Highlights among the many great presentations will be comedian, Tom Mabe and motivational speaker Kevin Kush.

The two and-a-half day conference will consist of general sessions and separate tracks covering GIS, IT, Web and Miscella-

neous. Some of the planned sessions include the following:

IT/Web Track:

Public Safety IT: In car laptops and what some of the different brands have to offer (Dell/Panasonic/etc.). Using Netmotion and the pros of autoconnecting VPN and security. Data911 and using In-Car Digital Video/Integrated license plate recognition and mobile PCs.

Backups and Disaster Recovery:

Physical/Virtual/Cloud: There are lots of different ways to backup any environment today. Want to look at some of the different options for each type of environment and the easiest to maintain? Advantages of Offsite Backups and a Disaster Recovery site. Using some of the newer Tape Devices with new tapes. Pros of using an appliance to backup to cloud. Pros of using deduplication and how it works. Taking a Look at Virtual Snapshots.

Network Security: Network Appliances: Security is getting more and more complex in today's network.

Want to look at different appliances from different brands and how they can make security easier to manage? Easy Monitoring tools for a network.

Physical Security: Electronic Doors and Video Surveillance: IT is becoming broader and physical security is very important in today's environment. A look at different types of Electronic Door Systems. The different brands of Video Surveillance and how they are maintained. Different types of video recorders and how to teach users to properly use them.

Virtual Desktops: There are lots of different options for virtual desktops today. A look at the different brands and how to deploy them. Also, a look at Cloud applications and services that different companies like Google offer.

Web Tracking: An active look at different ways to keep statistics on your websites. Using applications like Google Analytics, Stat Counter and other free web tracking software.

Email Spam Fixes: Spam has been taking more and more attention in today's environments. A look at different appliances like Mailfoundry/Barracuda/etc. Advantages of using different types of services like Symantec Protection Suite Enterprise Edition.

Web Hosting: A look at different ways of hosting our sites. Differences of Internal vs External Hosting and the types of advantages each can provide.

Continues on page 14.



miscellaneous

Upcoming LAD Courses

Graham Law Office and Kirkham Michael Consulting Engineers have scheduled two (2) of Jim Graham's professional-accredited Land Acquisition Design courses to be held in Ames, Iowa.

LAD Volume 1, *Economic Development*, is a two-day seminar scheduled for April 27-28, 2011. The course focus will be on planning, scheduling, managing, and acquiring land for joint public and private economic development projects. Mechanisms will be discussed on ways to make inter-governmental agreements, for funding, staffing, acquisition procedures, and power-pooling agreements work.

LAD Volume 3 *Easements*, is also a two-day seminar scheduled for Wednesday, September 28-29, 2011. The course focus will be on the easement itself, possessory rights problems, adjacent landowner conflicts, jurisdictional conflict resolutions and remedies. It will discuss transferring and termination of roads, abandoned railroad easements, and provide transfer document illustrations for road, aviation, scenic, solar, and utility easements.

For a complete outline of these LAD courses see the "LAD Course Outline" link on our website grahamlad.com. Course brochures are posted under the link "Brochures for Scheduled Courses" also on the website.

Participants may use the course Certification of Completion to make application for Continuation Education Credits. Both of these courses will be held at the Quality Inn & Suites Conference Center, 2601 E 13th St. Ames, IA 50010. Overnight lodging may be obtained by calling 515.232.9260.

For further information contact Vicky Fagerland at Graham Law Office at 515-382-4186 Monday through Friday from 9 AM to 12 Noon. You may also fax 515.382.4187 with questions or e-mail grahamlawoffice@grahamlad.com.

affiliate highlights

Continued from page13.

Open Source Content Management: Advantages of using open source. How open source can make our environments more flexible and easier to maintain.

Web Security: Tools and Appliances: Maintaining today's web environment is not enough. We also need to look at ways of keeping our content secure. A look at different tools we can use to keep our data safe and the appliances that can be put in place. A look at appliances like Barracuda Web Filters.

GIS Track:

GIS for Citizens: Using GIS as a communication tool between local governments and the citizens they serve. Whether it's an app for reporting a pothole or other nuisance, making a map, or serving your data GIS can provide a simple streamlined approach for interacting with the public.

GIS for Public Safety: E911 and Sheriff: GIS has increasingly become an asset in protecting the safety of the public. Using GIS to create accurate E911 addresses is the most basic use. However, GIS can help track crime statistics, trends, and other needs of the County Sheriffs office.

Land records: Maintenance and Workflow: Land records have always been one of the primary uses of GIS. Above and beyond the task of mapping parcels GIS can simplify and organize the real estate process within the court house. Custom GIS applications that assist in this process show that GIS is more than just a graphical mapping tool.

LiDAR: With the recent availability of statewide LiDAR data GIS coordinators from around the state have been developing useful products. Hillshade maps, impervious land, building footprints, and much more can be derived from the free LiDAR data. Sessions will range from acquiring the data to the many possibilities that LiDAR provides.

The registration fee entitles you to all these sessions and includes two breakfasts, two lunches, an evening banquet AND exciting evening entertainment to follow the banquet. This will definitely be a conference you will NOT want to miss!!! To register or review additional information, visit the ICIT Mid-Year Conference web site, <http://www.icitmidyear.com>.

Iowa's Public Employees Leadership Academy

What's that you say? You can provide employee development training for your staff and employees whenever you want? And when THEIR workloads allow, in periods as short as 30–45 minutes? WOW! What's that? There's more? Each course consists of several lectures and quizzes that may be reviewed and repeated for as long as 90 days? Amazing! Tell me more...

In 2007, members of the Iowa Chapter of the American Public Works Association approached the Local Technical Assistance Program (LTAP) director about the need for in-house, conveniently accessible, employee development training. The result of those initial discussions: Iowa's Public Employees Leadership Academy, a series of online training courses, or modules, developed in Iowa for and with Iowa's city/town, county and state employees.

The modules can replace in-person workshops that normally require travel and sometimes overnight expenses for attendees and their agencies. The fee for each online module is a modest \$75.

A unique development and delivery approach

An advisory committee has guided the development of the overall Leadership Academy and of individual courses, or modules. The committee includes representatives from interested cities, counties and the Iowa DOT.

To develop each module, a regular workshop on the topic is first conducted face-to-face for a "live" group of participants. Workshop lectures are provided by working professionals whose knowledge and interest level in their fields provide the best training possible.

After the workshop, timing or content problems are identified and addressed, then the speaker presentations are professionally videotaped and loaded into a web-based software, owned and operated by Iowa State Extension, through an agreement with Iowa LTAP. The videotapes are reviewed and edited, then coordinated with the presentation slides, supplemented with short auto-scored quizzes about the material presented, and uploaded to the web.

Who should participate in the Leadership Academy?

The Leadership Academy is geared toward current, first-line supervisors and up, as well as employees aspiring to become leaders within their professions. Some public employees may choose to complete just one or two modules that have a direct impact on their particular job roles.

By: Bob Sperry

Leadership Academy
Coordinator



The modules cover a broad scope of topics (see below), many of which can help all employees, whether public or private, improve their skills to better qualify for more responsible positions in their organizations.

How to participate

Individuals can register for and access the modules via the web (www.intrans.iastate.edu/ltap/leadership_academy.htm). Special forms are available for multiple registrants from one agency for a given module, or one registrant for multiple modules.

Each course site includes printable handouts, speaker photos and biographies, and self-assessment quizzes. The registration is valid for 90 days, allowing participants to move through each module at their own pace and to review the material and re-take the quizzes as often as desired during those 90 days. Participants are mailed a certificate for each completed module.

Training topics

The Leadership Academy module topics follow the basic outline developed nationally by the APWA, modified where necessary to meet Iowa's needs. Eleven modules have been completed and are available online: Supervisory Techniques; Team Development; Communications Skills; Leadership Skills; Community Service; Legal Understanding; Fundamentals of Government; Finance; Resource Management; Operations and Management; and Basic Management.

Three additional modules are scheduled to be available by late July 2011:

- Emergency Management
- Project Management
- Winter Maintenance Management

National APWA accreditation for Iowa's Leadership Academy is expected soon. It will be announced on the website.

For more information

Specific questions about the Leadership Academy should be addressed to Leadership Academy Coordinator Robert Sperry, 515.294.7311, rsperry@iastate.edu. Registration forms and module details are online, www.intrans.iastate.edu/ltap/leadership_academy.htm. For more information about online registration and courses, contact ISU Extension Continuing Education and Professional Development (CEPD), 515.294.6222, cepd-courses@iastate.edu.

Annual Retirement Account Check-ups

By: **Bob Beasley, CRC, CIC**

NRS Communications
Consultant

Change happens. Though it often doesn't reveal itself until a situation occurs, such as an underground erosion which creates a sinkhole or landslide. The same could be said about deferred compensation accounts. It's easy to get lulled into a false sense of security until the market gives way. In both situations, with a little monitoring, the problem could possibly have been prevented.

Asset allocations shift over time

That's why Nationwide recommends conducting regular check-ups, paying particular attention to how asset allocation percentages may shift over time. That's because some investments may grow (or lose) earnings faster than others, causing some classes to be over-represented versus the original investment strategy.

Left uncorrected, the account can take on more risk than the employee may be comfortable with, or become too conservative to potentially achieve the expectant goals over the long term. Regular account reviews can identify these shifts and allow participants to bring their portfolio back to their original asset allocation mix – a process known as rebalancing.

Even if the portfolio has remained the same, the accountholder's situation may have changed. Regular check-ups also give participants a chance to review their investment strategies and adjust for how market conditions or other factors have evolved over time.

Promoting regular reviews is just one way employers can show concern for their participants' welfare. Participants are more likely to be satisfied with their employer-sponsored retirement plan when employers take active involvement in educating them on how to be successful in the plan.

The use of diversification and asset allocation as part of an overall investment strategy does not assure a profit or protect against loss in a declining market.

A complete review checks more than investments

As part of an account review, employees should consider updating beneficiary designation forms. After all, marriages, births, deaths and other life events can impact beneficiary decisions. Some employers require their employees to complete a new form as frequently as each year. Others leave it to their employees' discretion.

As plan sponsor, it may be in the employer's best interest to promote regular reviews of beneficiary designations. Here's why:

- Failing to have a beneficiary designation form on file likely means account assets would become part of the deceased participant's estate – meaning beneficiaries may be delayed in receiving the proceeds.
- Failing to have a current form on file may lead to contested designations, possibly embroiling the employer in a costly court case.
- At the very least, having accurate forms on file can help reduce the chance of tense conversations occurring between grieving families and benefits personnel.

Make it easy: Encourage annual reviews

Because so many unexpected events can happen each year, many experts suggest account reviews tied to annual events. While any annual event would do, tax time and benefits enrollment are two periods when employees tend to be in "the right frame of mind" and have at hand the data that may be necessary to make informed decisions, while employers have reasons to distribute communications to all employees at least once during each period.

For more ideas on how you can help your employees stay grounded in their retirement plans, contact your Nationwide® representatives Chad Chirstensen (christc9@nationwide.com) or Levi Lathen (lathenl@nationwide.com).

Information provided by representatives is for educational purposes only and is not intended as investment advice. Neither Nationwide nor any of its representatives give legal or tax advice. Please contact your legal or tax advisor for such advice.

The Cooperative Purchasing Advantage

By: Chris Mellis

U.S. Communities Program Manager

For government and nonprofit agencies, utilizing the most cost-efficient and effective purchasing methods is paramount to maximizing taxpayers' dollars. In recognition of this need, the public purchasing community has come together to pool its purchasing power by forming one of the most effective resources in its toolkit: cooperative purchasing.

The Benefits of Collaboration

Cooperative purchasing has been around for a long time and this model continues to keep costs low and adapt to changes in the purchasing world. Rick Grimm, Chief Executive Officer of the National Institute of Governmental Purchasing, explains that cooperative purchasing is good business for counties of all sizes because it saves them time and money.

"It is doubtful that they would be able to obtain the same price by going out alone," says Grimm. "A better price is achieved when the volume and scale of the contract is larger."

"This is especially true for small and medium-sized agencies that do not always have the capacity to implement the best public procurement practices for their organizations," adds Grimm. In these difficult economic times, agencies are laying off employees, he explains. With limited resources, public agencies can leverage cooperative purchasing programs by "piggybacking" on a lead public agency's competitively-bid contract; saving time and money. This approach allows public agencies to re-direct their precious resources to more complex procurements.

Cooperative purchasing also allows agencies to free up resources by reducing time spent on administrative activities while providing access to quality products and services from reliable suppliers.

Cooperative Purchasing for Professionals

Professional purchasers looking for cooperative purchasing organizations to join will encounter a variety of associations and organizations.

Cooperative purchasing agencies range from national agencies with multiple contracts available nationally such as U.S. Communities to regional cooperatives designed to procure items that are commonly used in one region of the country (e.g., road salt, etc.). There are also organizations specializing in education, green procurement and energy.

Growth in Cooperative Public Purchasing

It is no wonder that with the time savings, cost-efficiencies and conveniences realized through cooperative purchasing, it is becoming increasingly widespread.

Both Grimm and Fiorot expect cooperative purchasing to grow with more participants joining networks and a wider offering of products. Grimm reports that purchasing cooperatives are branching out into higher-priced product commodities such as turf, roofing, and classroom and office furniture. Expect continued focus on new products and lower prices.

U.S. Communities

When researching purchasing cooperatives, professional purchasing practitioners are encouraged to connect with the various national purchasing associations, which provide their members with services such as professional development opportunities in the form of seminars and webinars, access to libraries of information to save time and money and a network of public procurement professionals to share and discuss purchasing topics. Connecting with officials who share similar responsibilities, interests or knowledge areas is an effective way to learn about cooperative purchasing agencies.

U.S. Communities is a purchasing cooperative that offers competitively solicited contracts to local governments throughout the country with no cost to participate and no minimum spend. U.S. Communities is overseen by an Advisory Board comprised of local and state procurement professionals from around the country. For more information on U.S. Communities or other cooperative programs visit www.uscommunities.org.

For more information, visit:

- National Institute of Governmental Purchasing (NIGP): www.nigp.org
- National Association of Counties (NACo): www.naco.org
- National Association of State Procurement Officials (NASPO): www.naspo.org

preferred vendor highlights

LBC Technology

LBC Technology – Providing Affordable Document Imaging and Management Solutions for Iowa County Governments

County governments are under the microscope to provide faster and better services to their citizens; at the same time they are also under extreme pressure to minimize staffing and associated costs, to work within existing space constraints, and to be transparent in all their deliberations.

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LBC's Document Imaging and Management Solutions, which include Westbrook's Fortis document management platform and Kofax's Ascent Capture, solve the staffing, space, and private/public collaboration challenges that county governments face. LBC's solutions also provide the ability to search records and make them accessible on the Web, thus addressing citizen information requests. This benefits county government entities that aim to be responsive to citizens and businesses conducting work in their respective jurisdictions. LBC's solutions facilitate document capture, indexing, retrieval, and archiving. LBC's solutions also facilitate efficient sharing and routing of various types of information within departments and between staff and elected commissions.

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County Government Applications

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- County Assessor
- County Attorney
- Human Resources
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- County Auditor
- Administration
- Central Accounting
- Election Office
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- Tax Division
- County Recorder
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- Emergency Management

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2011 calendar

April 2011

- 5-6 Iowa Governor's Conference on Public Health
(Scheman Center, Ames)
12 CCMS Administrators Meeting
(Stoney Creek Inn, Johnston)

May 2011

- 5 CCMS Advanced Case Management
(Hilton Garden Inn, Urbandale)
6 ISAC Board of Directors Meeting
(ISAC Office, Des Moines)
18-20 County Zoning Officials Spring Conference
(Dubuque)

June 2011

- 2 CCMS Supervisors Training
(Hilton Garden Inn, Urbandale)
8 District 5 Legislative Meeting
(Bridge View Center, Ottumwa)
9 District 4 Legislative Meeting
(Southwestern Community College, Creston)
10 District 6 Legislative Meeting
(The Hotel at Kirkwood, Cedar Rapids)
15-16 CCMS Fundamentals Training
(Holiday Inn Airport, Des Moines)
15-17 ICIT Conference
(West Des Moines Marriott)
22 District 2 Legislative Meeting
(Clarion Inn, Mason City)
23 District 3 Legislative Meeting
(Clay County Regional Events Center, Spencer)
24 District 1 Legislative Meeting
(Stoney Creek Inn, Johnston)

July 2011

- 8 ISAC Board of Directors Meeting
(ISAC Office, Des Moines)
12 CCMS Administrators Meeting
(Stoney Creek Inn, Johnston)
15-19 NACo Annual Conference
(Portland, OR)
27-29 Iowa State Association of County Auditors Conference
(Isle of Capri, Waterloo)

August 2011

- 3-5 Iowa County Recorders Association Summer School
(Terrible's Lakeside Casino, Osceola)
4-5 Supervisors Executive Board Retreat
(Springhill Suites by Marriott, Council Bluffs)
10-12 CCMS Annual Conference
(Sheraton, West Des Moines)

September 2011

- 15-16 ISAC Board of Directors Retreat
(Arrowwood Resort & Conference Center, Okoboji)
15-16 CCMS Strengths Based Training
(Hilton Garden Inn, Urbandale)
21 ISAC Scholarship Golf Fundraiser
(Otter Creek Golf Course, Ankeny)

October 2011

- 2-5 Assessors School of Instruction and Conference
(Holiday Inn Airport, Des Moines)
11 CCMS Administrators Meeting
(Stoney Creek Inn, Johnston)
19-20 CCMS Fundamentals Training
(Courtyard by Marriott, Ankeny)
27-28 ISAC Board of Directors Meeting
(ISAC Office, Des Moines)

November 2011

- 3 CCMS Advanced Case Management
(Hilton Garden Inn, Urbandale)
16-18 ISAC Fall School of Instruction
(Coralville Marriott Hotel and Conference Center)

December 2011

- 9 ISAC Board of Directors Meeting
(ISAC Office, Des Moines)

Please visit ISAC's online calendar of events at www.iowacounties.org and click on 'Upcoming Events.' A listing of all the meetings scheduled for 2011, agendas and meeting notices can be found on ISAC's website. A majority of ISAC's meetings offer online registration. If you have any questions about the meetings listed above or would like to add an affiliate meeting to the ISAC Calendar, please contact Stacy Horner at 515.244.7181 or shorner@iowacounties.org.

SAVE THE DATE!

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ISAC



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September 21, 2011

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Nationwide Retirement Solutions (Nationwide) partners with the National Association of Counties (NACo) to provide counties and their employees with a competitive deferred compensation program. As part of this partnership, Nationwide pays a fee to NACo.

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