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Iowa State Association of Counties



June 2012

Plymouth County Embraces
"The Necessity of Empty Places"

Legislative Request Form



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The Iowa County

June 2012 * Volume 41, Number 6

The Iowa County: The official magazine of the Iowa State Association of Counties
5500 Westown Parkway, Suite 190
West Des Moines, IA 50266
515.244.7181 FAX 515.244.6397
www.iowacounties.org
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ISAC members are elected and appointed county officials from all 99 counties. *The Iowa County* (ISSN 0892-3795, USPS 0002-150) is published monthly by the Iowa State Association of Counties, 5500 Westown Parkway, Suite 190, West Des Moines, IA 50266. Periodicals postage paid at Des Moines, IA 50318. POSTMASTER: Send address changes to rbicego@iowacounties.org. Subscriptions: \$25 per year.

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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.

Plymouth County Embraces “The Necessity of Empty Places”

One of my favorite authors is Paul Gruchow. Gruchow was an author, editor, and conservationist who grew up and lived in Southern Minnesota. He was a professor at St. Olaf and Concordia Colleges and editor of the Worthington Daily Globe in Worthington, Minnesota. He wrote several books and stories about nature and the value of nature in helping us survive in a hectic world. One that I have found to be particularly meaningful is titled “The Necessity of Empty Places.”

The main thesis of the book is that life has become so hectic and loud for most of us, that we have difficulty slowing things down enough to reflect on what we have accomplished and plan for where we want to go. That we are so busy doing the things we have to do, we don’t take the time to analyze, evaluate and strategize about whether it is the best way to do them; or more importantly, should we be doing them at all. Gruchow found that only when he purposely took himself to “empty places” could he escape the noise of civilization and free his mind for true reflection. He found those “empty places” among the Minnesota Blue Mounds, the Badlands of South Dakota, the Nebraska Sandhills and the Bighorn Mountains of Wyoming. I suppose you are beginning to wonder what this has to do with Plymouth County. And if you are from Plymouth County, you might be wondering about my use of “empty places.” Just hang in there for another paragraph or two.

We have printed three articles in “The Iowa County” by Jeffrey Schott. Jeff works with the Institute of Public Affairs at the University of Iowa. The articles have been titled “Goal-Setting and County Effectiveness,” “Strategies for Fiscal Health: The Long-Term Perspective,” and “Applying the Team Concept to Achieve Board Effectiveness.” If you happened to miss them, you can find them in the March, April and May issues of the magazine. It would be a productive use of your time read these articles over and consider some of the suggestions. You won’t even have to go to the Bighorns to understand their value.

So what about Plymouth County? In mid-April, I was fortunate to be invited by Darin Raymond, Plymouth County Attorney and ISAC 1st Vice President, to participate in the Plymouth County Strategic Planning Session. This session was facilitated by Jeff Schott. The connection to “empty spaces” was the location. The planning session was held at the recently completed “Education Conservation Opportunities

By: Bill Peterson

ISAC Executive Director



(ECO) Center at Hillview Park near Hinton, Iowa. This is a beautiful facility and probably deserves its own story. The ECO Center is located on a hilltop with a beautiful view of the rolling hills of Plymouth County. The location and natural surrounding triggered my recollections of Gruchow’s book and a sense that this was a perfect setting for the task at hand.

The Plymouth County Board members Craig Anderson, Don Kass, Jack Guenther, Jim Henrich and Mark Loutsch convened this planning session to review and update the plan adopted by the county in 2006. Darin Raymond, ISAC First VP, arranged for Jeff Schott to facilitate. Jeff has facilitated planning sessions for ISAC and several ISAC affiliates. The planning session participants included Stacey Feldman (Auditor), Linda Dobson (Treasurer), Jolynn Goodchild (Recorder), Mike Van Otterloo (Sheriff), Bob Heyderhoff (Assessor), Dennis Sohl (Conservation Director), Sharon Nieman (CPC Administrator), Gary Junge (Emergency Management Director), Tom Rohe (County Engineer), Shawn Olson (IT Director), and Alan Lucken (Zoning). The participants encompassed nearly the complete leadership team. As an observer, it was obvious this was a group that was comfortable expressing their ideas with each other. Which I think is a key to having an effective planning session. I attribute that comfort to regularly scheduled meetings of all elected officials and department heads held in Plymouth County. Secondly, I believe the board of supervisors understands that having participation by all members of the team is necessary to successfully develop and implement a plan.

Each participant was asked to complete a questionnaire prior to the planning session. The questionnaire asks the individual: what their vision of the county in the next five years is; major accomplishments achieved; identification of issues, challenges, concerns, trends and opportunities; a list of significant goals; initiative or programs for the next five years; and ways to improve the organization’s effectiveness. The survey results are then provided to the participants in advance of the session. Well thought-out responses to the survey questions will improve the efficiency of the planning session.

After an initial explanation of the planning process, Jeff led the participants through a review of the county’s vision statements from 2006 and a process of confirming the county’s vision for

the next five years. I won't spend time going through Plymouth County's full list, but here are some words that encapsulate the vision: well-managed, business friendly, collaborative, family friendly, technologically advanced, safe, collaborative, educationally rich, sense of community, and tax conscious.

Next, the group reviewed the "Strategic Leadership Focus Areas." These are areas where county leadership must focus their attention to achieve their vision. The key areas were:

- Preserving things that the community values and "holds dear;"
- Economic base and development;
- Work force attraction and retention;
- Technology;
- Intergovernmental collaboration and partnership;
- Leadership commitment;
- Communications, personal and electronic;
- Budget and Finance;
- Infrastructure; and
- Preserving Plymouth County's ability to achieve its own vision and desired future with a minimum state and federal interference.

Jeff then led the group through a review of the county's major accomplishments since their last planning session. It is not a coincidence that the major accomplishment within the community related to the visions that were established in 2006 and the areas where leadership focused their efforts. A vibrant business environment, low tax rates, a professional and collaborative working environment, an increasing population, a rich educational environment, and many more.

The group next turned their attention to a discussion of issues, challenges, concerns, trends and opportunities. Plymouth County, like every community, had no trouble coming up with a long list of items that will pose a challenge to their future success. However, recognizing of those potential stumbling blocks and developing strategies to mitigate their impacts will often turn them into opportunities and increase the likelihood of continued positive results. As I often find in discussion with local officials, they view actions occurring at both the

state and federal level as the greatest impediments to their continued success. They have a strong belief in their ability to provide solutions to their problems.

The final step in the planning process was to take those strategic focus areas and assign responsibility for achieving results. This is kind of where the rubber meets the road in this process. The participants have to step forward and commit to working toward achieving the identified goals. This group wasn't shy about making themselves responsible for accomplishing their goals. The first step in this process was the adoption of the strategic planning report by the board of supervisors during a regular board meeting in early May. This action makes the process public and informs their constituents of the goals that need to be achieved. As we all know, telling others what goals we hope to achieve creates an expectation of accomplishment. I have a positive feeling about their chances for success.

So, let's get back to the beginning and "The Necessity of Empty Places." I think to be successful as individuals and organizations, we have to step off the everyday treadmill and do some self-assessment. Plymouth County did exactly that through their strategic planning session. Most of us just aren't talented enough to be able to focus our minds on doing everything that needs to be done today; and still effectively think about whether what we are doing today is what we ought to be doing five years from now. If you are, I want to meet you. If you aren't, maybe you should think about taking a break for a little planning session for the future.

To conclude, I want thank Darin Raymond for the invitation. I want to thank the Plymouth County Board of Supervisors, elected officials and department heads for allowing me to be part of their activity. As a side note, if you are ever in the vicinity of Hinton, Iowa, you ought to take some time to visit the ECO Center. I think it is terrific. And, for any counties considering a strategic planning session, I would love the opportunity to attend and observe, so don't hesitate to invite me.

The Case for a Meeting Procedures Policy

In March, I had the privilege of being able to attend the NACo Legislative Conference. One of the educational sessions was on meeting procedures, and was a panel made up of several county attorneys from across the country and moderated by Chuck Thompson, the executive director of the International Municipal Lawyers Association. An interesting take-away from the session, and one of the few areas where the panel seemed unanimous in a response or conclusion, was “You need to have a meeting procedures policy for your county!” Why? Well, let’s consider that – here are the top ten benefits (there may be even more, but these are the ones I came up with) for having a meeting procedures policy in your county:

1. A policy helps make citizens feel as though they are being treated fairly.

This seemed to be one of the reasons really emphasized in the session for support of a meeting procedures policy. One of the best ways to make citizens feel like they are being treated fairly is to make sure everyone is treated the same. Policies help make sure a person on one side of an issue isn’t inadvertently treated differently than another just because there aren’t consistent rules. For example, let’s say your board will be voting on a contentious issue and there are citizens from both sides wishing to speak. If you have a policy that allows each side to choose a certain number of representatives to speak on the issue and a policy that gives each speaker a certain amount of time to be heard, everyone may not be happy, but at least you won’t be accused of skewing the meeting in favor of a certain side. And, if you have the same policies in place the next time a contentious issue arises, it sets up an overall atmosphere of fairness.

Having policies in place will make it easier to handle citizens’ requests related to meeting procedures more efficiently, which in turn will help them feel as though their inquires are being respected.

2. A policy helps make employees feel as though they are being treated fairly.

The same goes for employees. No matter what board you serve on, you likely have staff that needs your board’s approval for various activities and expenditures. Having policies in place for how they can get that approval and present questions or problems to the board will not only make work more efficient, but will foster good relationships between the board and the officials, employees and other staff.

By: Kristi Harshbarger

ISAC Legal Counsel



3. The Iowa Code doesn’t cover most situations.

I get fairly frequent calls on meeting procedure-type questions, and only a small percentage of them have answers that come from the Iowa Code. The Iowa Code does address some procedure-type matters such as open meeting policies, notice publication requirements and timing, etc. And to the extent the Iowa Code does address an issue, your policy should comply with the law. But it doesn’t cover a lot of the typical, but important, meeting practices; for example, addressing citizen agenda requests, voting process (i.e., do you use a roll call vote?), and procedures for an out-of-order speaker.

4. Robert’s Rules of Order may not be enough.

Robert’s Rules of Order (or sometimes parliamentary procedure) are often referenced as the chosen meeting policies, rather than having something county-specific. The panelists pointed out several problems with relying strictly on Robert’s Rules: 1) Robert’s Rules were not designed with county government in mind; 2) Robert’s Rules can be quite convoluted – do you have someone designated as your parliamentarian that has a strong handle on Robert’s Rules?; and 3) there are many versions of Robert’s Rules – have you designated which edition controls (and do all your board members have a copy of that edition)? Certainly, Robert’s Rules can be a good default in the event you run into a question that your policies do not cover (even ISAC’s bylaws do that).

5. A policy can help resolve board disputes.

Much like reasons 1 and 2, above, the clarity and consistency that comes from having meeting policies can ease tension between board members related to how a certain vote or agenda item should be handled.

6. A policy can help protect you in case of litigation.

Of course, there is no guarantee and other factors will always be at play, but being able to demonstrate you took a certain action due to a neutral meeting policy, can be evidence that a decision was not based on discrimination.

7. A policy makes meetings run more quickly and efficiently.

Considering the example from 1 above, meeting policies limiting the time for a speaker to talk can mean the public still gets to weigh in on an issue, and you can adjourn the meeting at a reasonable hour.

Continues on page 17.

Session Wrap-up

Another legislative session is finally in the books. Three weeks after funding for legislator's expenses and clerks ran out, the session finally ended. One would have thought that in an election year with several incumbents facing primaries and an early spring calling to the legislators who still farm, that the motivation to leave earlier rather than later would trump partisan politics, but that was not the case.

Property Tax Reform

Property tax reform had to go by the wayside in order for the session to come to an end. The proposals from the Senate Democrats and the House Republicans were on the table, but there appeared to be little movement toward compromise. Both proposals would have negatively impacted county revenues, with the House version including a revenue limitation as well. Both proposals also included changes to apartment classifications and telecommunications property that would have decreased local government revenues. The work done by city and county officials to notify their legislators of the local impact of the changes was crucial in keeping either of these pieces of legislation moving forward this year. This issue will be back next year with a group of newly elected legislators. Make sure that you are working with the candidates throughout the summer and fall to make sure that they understand the importance of the property tax revenue on local services.

Mental Health Reform

There will be major changes in mental health and disability services come July 1. The first change is that the state will divert all of the funds that came from the state to the counties, including property tax relief, to Medicaid to fund all Medicaid services previously managed by the counties. Unfortunately, this shift does not include the bills for services in FY 2012 that are received and paid in FY 2013. In addition to this liability, each county will be responsible for funding non-Medicaid services with the available property tax levy. For those counties whose expenses are greater than their revenues, there is a transition fund application process. The county applies to the Director of the Department of Human Services (DHS) by October 15, DHS analyzes the appropriateness of the requests and submits a report to the Legislature in December. The new General Assembly will then determine whether to appropriate supplemental funding to address the funding gap. Counties have been given the ability to "borrow" from the general fund to cash flow the system until January.

By: Linda Hinton

ISAC Government Relations
Manager



Additionally, the bill moves forward with the concept of regionalization and per capita property tax levies in FY 2014. There will be an article in the next magazine describing these changes in depth.

Tax Increment Financing

A Tax Increment Financing bill made it through the process this year. It originally placed restrictions on a county's ability to use TIF for windmills, but this was stripped out during the process. The final bill addresses issues of reporting, transparency and anti-piracy. The reporting provisions require local governments to provide information specified in the bill to the Department of Management annually before budget certification. The transparency provisions include a requirement that, for public buildings, the entity proposing the TIF provide justification for the projects to other affected taxing entities. When undertaking a new TIF project in an existing urban renewal area, local governments are required to hold a new project-based public hearing and to amend the urban renewal plan.

A major restriction on the Local Options Sales Tax TIF, requiring the Board of Supervisors to approve the LOST-TIF, was also included in the bill. ISAC has been seeking changes to LOST-TIF since it was passed in 2008.

Open Meetings/Open Records

We can only hope that with the passage of SF 430, which creates the Iowa Public Information Board that we are done with Open Meeting/Open Records legislation for a few years. This board is designed to oversee compliance and enforcement of the open meetings and public records statutes as it relates to local government and the executive branch of state government with the exception of the Governor's office. The nine member board is made up of no more than three representatives of the media and no more than three representatives of local government. The bill adds the opinion of the board as a defense for a violation and adds a new category of confidential records, "tentative, preliminary, draft, speculative or research material," which are prior to completion and prior to the form used or to be used in the actual policy action.

Continues on next page.

capitol comments

2013 Legislative Priorities

This will be the third year since ISAC switched from seven steering committees determining the legislative package to the Legislative Policy Committee (LPC) made up of two members from each affiliate with the ISAC 2nd vice president chairing the committee.

The LPC will meet for a two-day meeting in August where they will discuss the outcome of the previous legislative session and lessons learned, and will be presented with and discuss proposals for the next legislative session. The committee will then meet for a final time in September to determine the legislative platform, including recommendations for top priorities to present to the ISAC Board of Directors.

The ISAC Board will review the proposal at their October board meeting. Following the Board's approval, the platform is presented to the membership during the general session at the ISAC Fall School of Instruction in November. Once the platform is approved by the membership, the objectives will be published in a book to be shared with the legislators. The policy statements will be placed on the ISAC website, www.iowacounties.org, for reference by members, staff and legislators.

In the past, staff has found that not all of the information necessary to adequately evaluate a proposal has been provided, so a legislative request form was created. The form is designed

By: Hanna De Groot

ISAC Public Policy Specialist



to make sure that every idea is adequately fleshed out before being adopted. The information needed for the form is the overall issue, the individual or affiliate putting forth the issue for consideration, a brief history on the issue, legislators who have been or could be contacted in regards to the issue, any known objections to the issue, and any other information that would help with understanding the issue. This information would assist the LPC in determining the viability of the suggestion, as well as help policy staff in working the issues through the legislature.

If you want the LPC to consider an objective from 2012 it must be resubmitted. Every request must be submitted using the form provided and forwarded to your affiliate to review during their legislative process. This helps to ensure that the proposed ideas are properly vetted prior to consideration by the LPC. The forms must be submitted to ISAC by no later than August 1. You can email them to Linda Hinton, lhinton@iowacounties.org.

The LPC members, minutes and more committee information can be found on the ISAC website, www.iowacounties.org. The legislative request form is available on the next two pages or on the ISAC website.

capitol comments

Continued from page 7.

Treasurer, Recorders, and Auditors

Both the Treasurers and Recorders were successful in getting technical bills passed. Unfortunately, no elections bills passed this year. These issues were stymied by the politics of voter identification. The Senate refused to move on any bill that could be amended on the floor to include voter ID.

Road Funding

The year started with great hope that there would be movement on an increase in gas tax. There was significant discussion regarding this early in the year, but as the year went on and the prices at the pump continued to jump, the political will waned. This, of course, will continue to be an issue next year when the new General Assembly convenes. Moving forward we may want to craft this as a jobs issue rather than a revenue generator.



Legislative Request Form

The Legislative Policy Request Form is to be filled out by affiliates or individual members of ISAC. The form is the official avenue through which proposals are brought to the full ISAC Legislative Policy Committee to be considered as priorities during the 2013 legislative session.

Please fill out the form as completely as possible

Date of Submission:

- 1. Title:**

- 2. Describe the problem.**

- 3. History of the problem.**

- 4. Why does the problem need legislative resolution?**

- 5. What is the suggested solution? Please include code references.**

- 6. Who will support the legislation? Who will oppose it?**



Legislative Request Form

7. Has this legislation had previous introductions? Have you discussed this issue with any legislator? If so, which ones? Will those legislators champion the bill?

8. Does this issue or problem have statewide effects and why?

9. What data needs to be collected to support the issue?

10. Contact Person

Name:
Office:
County:
Telephone:
E-Mail:

Please attach any helpful documentation and return either to your affiliate for consideration in their legislative process or to ISAC. If forwarding to ISAC please submit by August 1, 2012 to:

Linda Hinton, Government Relations Manager
Iowa State Association of Counties
501 SW 7th Street, Suite Q
Des Moines, IA 50309
or
lhinton@iowacounties.org

Moore's Law

Technology always changes, always progresses, like it or not. What is considered state of the art today might be considered quaint, sometimes in just two or three years. Moore's Law ([http://en.wikipedia.org/wiki/Moore's Law](http://en.wikipedia.org/wiki/Moore's_Law)) is a tool that can be used to predict one facet of this change. The law is actually a "rule of thumb" stating that the number of transistors in an integrated circuit (IC) will double about every two years. This law has been remarkably accurate since it was first described by Moore in 1965. A similar law called Kryder's Law applies to the density of computer hard drives. Ten years ago, picking up a 40GB (gigabyte) hard drive at a local computer store was a cause for celebration for you—although perhaps not so for your wallet. We don't even need to go back further than that, when 3 ¼ inch 1.44MB (mega-byte) floppy disks were the solution to 5 ¼ inch 720KB (kilo-byte) bendable floppy disks and before that when floppy drives were the latest answer to tape drives. But now, I can shop online and buy a 500GB hard drive for \$50 or perhaps splurge on a 3TB (terabyte) hard drive for \$150.

One of the main driving forces behind both of these technological patterns is the marketplace. IC chips exist in nearly every electronic component sold today. Some IC chips supply trivial functions to their devices, while some seamlessly control all the myriad functions in the latest gadget. More transistors on an IC chip mean more available memory if that IC chip is a computer memory chip or more processing power if

By: **Sam Watson**

ISAC Information Technology Specialist



that chip is the central processing unit (CPU) in a desktop computer or 4G smartphone. As far as the ever-increasing hard drive sizes, it can be stated: which came first? "Large" hard drives or the proliferation of portable consumer media files, containing music, pictures, and videos? Those files can require loads of space, depending on the quality of sound, image, or video the consumer wishes, and that is where these large hard drives find their market. Even the trusty DVR (digital video recorder), sold by satellite companies such as *DirecTV* and *Dish Network*, contain a hard drive where your favorite shows are stored for later retrieval.

These laws were created as a result of technology. Over the years, when obstacles arose that threatened the laws' continued projections, engineers found different storage mediums, more power efficient methods, or other solutions that maintained the pace. Hard drives, which eventually replaced floppy and tape drives, are themselves in the process of being replaced by solid state drives (SSD). And here is where we tie the two laws together. SSD drives are not based on a cylinder coated by magnetic material like hard drives, but are just a number of IC assemblies utilized as memory. Yet in time, SSD drives will be replaced, as the successor to Moore's Law dictate they should. After all, technology always changes, always progresses, like it or not.

SEE CONFERENCE AGENDA ON PAGE 14!



Save the Date!

TARGETED CASE MANAGEMENT
THE THREE RS: RESILIENCY, RECOVERY, REJUVENATION
20TH ANNUAL CCMS CONFERENCE

AUGUST 8-10, 2012

EMBASSY SUITES DES MOINES DOWNTOWN

technology center

Windows DVD Maker

By: **Tammy Norman**

ISAC Office Manager



Q: Do you have any advice on how to create a slideshow for a photo presentation to be played either on a computer or with a DVD player?

A: This is a very easy process if your desktop computer or laptop has a DVD burner. Below are the steps in creating a DVD photo slideshow for use on a computer or a DVD player:

Step One: Insert a DVD-R into the DVD drive of your computer. Once inserted a popup will appear, select “Burn a DVD video disc using Windows DVD Maker.”

Step Two: You will now be able to select and add pictures to the DVD. Click the “Add items” icon in the upper left corner of the popup window, browse out and select the photos you wish to add into your slideshow. To quickly select photos in your folder, click on the top photo you wish to select and while pressing the “Shift” key, select the last photo you plan to insert. When using this method, all photos between the first and last will be highlighted and selected for insertion. Another tip, if you wish to select several photos and they are not listed in sequential order, click on the photos you wish to upload while pressing the “Ctrl” key, each photo clicked on will be highlighted and selected for insertion. Once uploaded, right click on the folder to open and now you are able to move photos within the presentation by using the up and down arrows. When you select a photo, the arrows will become enabled for this process. Now that you have your photos in the

order you wish, select the “Options” button. Once selected, you can choose to have a DVD menu or you may wish to select “Play video in a continuous loop,” select the “Next” button after this step has been completed.

Step Three: If you plan to add music into your show or modify the length of your show, click on the “Slide Show” button. To add music, select the “Add Music...” button and browse out and select your songs. You can adjust when each song is played by clicking on the title of the song and selecting the “Move Up” or “Move Down” buttons. You can also remove songs as you wish by selecting the “Remove” button. To enable your slide show to play as long as your music, select the checkbox entitled “Change slide show length to match music length.” Once completed, select the “Change Slide Show” button.

Step Four: You can view your slideshow before burning it onto a DVD by selecting the “Preview” button in the upper left corner of the popup window. Once you preview and you are ready to burn it onto a DVD, select the “Burn” button. Your DVD will now be burned and ready for use in a DVD player or on a computer with a DVD drive.

Website Note: If you have a question regarding new technology and would like it addressed in this column, please contact me at 515.369.7015 or tnorman@iowacounties.org. Until next month, keep clicking!

Save these Important Dates!

ISAC's
Fall School
of Instruction
November 28-30, 2012

New Location!

Veteran's Memorial Community Choice Credit Union Convention Center
Des Moines, Iowa

Wednesday, August 29 (8:30 am)
Fall School Registration Opens

Friday, October 12 (4:30 pm)
Affiliate Agendas and Conference
Program Information Due

Friday, November 2 (4:30 pm)
Fall School Housing Bureau Deadline

Tuesday, November 13 (4:30 pm)
Fall School Pre-Registration Deadline

Prepping for the Fall School

The ISAC Board of Directors would like to announce the agenda (see next column) for the 2012 ISAC Fall School of Instruction being held on November 28-30 at the Veterans Memorial Community Choice Credit Union Convention Center in Des Moines. The 2012 fall school agenda is very similar to the past fall schools, which have received great feedback; however, the conference has a new location. After hosting the fall school at the Coralville Marriott Hotel and Conference Center for the past four years, it will now be held at the recently renovated Veterans Memorial Community Choice Credit Union Convention Center, which is located right off of I-235 in downtown Des Moines at 833 Fifth Street. ISAC, along with the Iowa Events Center and Greater Des Moines CVB, hosted a tour of the new convention center for the ISAC Board of Directors and affiliate representatives on April 19. If you have specific questions about this new conference location, please don't hesitate to contact ISAC and/or your board or affiliate representative to get their feedback on the new facility.

Prior to the start of the conference on Tuesday evening and Wednesday morning, we are giving affiliates the opportunity to hold small affiliate committee meetings at the convention center. During this time we have reserved a limited amount of meeting space for small committee meetings. This space will be available free of charge to all affiliates to ensure that they don't need to use any of their normal affiliate time (11 hours) for small committee meetings. This space will be reserved on a first-come, first served basis, so please plan your affiliate committee meetings as early as possible (prior to the October 12 deadline).

Conference registration and hotel rooms through the Iowa Housing Bureau for the 2012 fall school will open on Wednesday, August 29 at 8:30 am. Affiliate agendas must be sent to ISAC by Friday, October 12 prior to the housing bureau deadline of Friday, November 2. As soon as ISAC receives an affiliate agenda, it will be posted on the ISAC website for conference attendees to review. The following hotels will be available through the Iowa Housing Bureau: Des Moines Marriott Downtown (conference headquarters hotel), Renaissance Des Moines Savery Hotel, Embassy Suites Des Moines Downtown and Holiday Inn Downtown. Please DO NOT try to make your hotel reservation until this time. Various transportation and parking options will be available to/from the convention center and your hotel, so attendees will be able to choose what options work best for their schedule and needs. Additional registration information and other fall school details will be available in future Iowa County magazines, as well as at www.iowacounties.org. In the meantime, please don't hesitate to contact me at shorner@iowacounties.org if you have any questions.

By: *Stacy Horner*

ISAC Meeting/Event Administrator



Tuesday, November 27

4:00 pm-6:00 pm Exhibitor Setup
4:00 pm-7:00 pm Affiliate Committee Meetings (Time available for small affiliate committee meetings)

Wednesday, November 28

ISAC Registration/Information Desk Hours: 9:00 am-3:00 pm
Exhibit Hall Hours: 9:00 am-3:00 pm

7:00 am-9:00 am Exhibitor Setup
7:00 am-9:00 am Affiliate Committee Meetings (Time available for small affiliate committee meetings)
9:00 am-3:00 pm ISAC Registration and Information Desk
9:00 am-10:00 am Exhibitor Morning Refreshments
10:00 am-11:30 am ISAC Educational Seminars
10:00 am-11:30 am Exhibitor Learning Center
11:30 am-12:30 pm Exhibitor Box Lunch
12:30 pm-2:00 pm ISAC Educational Seminars
12:30 pm-2:00 pm Exhibitor Learning Center
2:00 pm-3:00 pm Exhibitor Ice Cream Social
3:00 pm Exhibit Hall Closes
3:00 pm-5:30 pm ISAC General Session
6:30 pm-8:30 pm Hospitality Rooms (Des Moines Marriott Downtown)
8:30 pm-11:00 pm ISAC Dance/DJ (Des Moines Marriott Downtown)

Thursday, November 29

ISAC Registration/Information Desk Hours: 7:30 am-4:00 pm
Exhibit Hall Hours: 7:30 am-12:30 pm

7:30 am-4:00 pm ISAC Registration and Information Desk
7:30 am-8:30 am Exhibitor Morning Refreshments
8:30 am-11:00 am Affiliate Time
11:00 am-12:30 pm Exhibitor Lunch Buffet/Vendor Drawing
12:30 pm Exhibitor Teardown
12:30 pm-5:00 pm Affiliate Time

Friday, November 30

ISAC Registration/Information Desk Hours: 7:30 am-10:30 am

7:30 am-10:30 am ISAC Registration and Information Desk
7:30 am-8:00 am Morning Refreshments
8:00 am-12:00 pm Affiliate Time



Targeted Case Management: The 3 R's: Resiliency, Recovery and Rejuvenation
ISAC/CCMS 20th Annual Conference
August 8 - 10, 2012 - Embassy Suites, Des Moines, Iowa

WEDNESDAY, AUGUST 8, 2012	
7:30 - 9:00	Registration/Morning Refreshments
9:00 - 10:30	KEYNOTE: "My Family's Story: Courage, Passion and Overcoming the Odds" <i>Aaron Thomas</i>
10:30 - 10:45	Break
10:45 - 12:00	1. My Life After A Traumatic Brain Injury <i>Bridgid Ruden</i>
12:00 - 1:00	LUNCH
1:00 - 2:00	3. IPART <i>Abby Dierks & Susan Smith</i>
2:00 - 2:15	Break
2:15 - 3:15	5. 10 Keys to Supporting a Child with Autism <i>Alyson Beytien</i>
3:15 - 3:30	Refreshment Break
3:30 - 4:45	7. 10 Keys to Supporting a Child with Autism (cont') <i>Alyson Beytien</i>
4:45 - 6:00	WELCOME RECEPTION: Networking ♦ Door Prizes ♦ Fun ♦ Food
THURSDAY, AUGUST 9, 2012	
7:30 - 8:30	Continental Breakfast in the Atrium
9:00 - 10:30	KEYNOTE: From the Couch, to the Bus Depot, to the Mall, to Work: The Relationship Between Post-Psychotic Psychological Adjustment and Recover <i>Mary Moller</i>
10:30 - 10:45	Break
10:45 - 12:00	9. Complimentary Therapies for Recovery <i>Dr. Kuhn</i>
12:00 - 1:00	LUNCH
1:00 - 2:15	11. Assistive Technologies <i>Gary Johnson</i>
2:15 - 2:30	Break
2:30 - 4:00	CLOSING KEYNOTE: Finding Happiness in the Chaos of Work and Life (<i>Kathy Peterson</i>)
FRIDAY, AUGUST 10, 2012	
7:30 - 8:30	Continental Breakfast in the Atrium
8:00 - 12:15	Post-conference A: Mandatory Reporter Certification (<i>Diana Nicholls Blomme</i>)
8:30 - 11:30	Post Conference B: Ethics <i>Bruce Buchanan</i>

Board Meeting Summary - April 19, 2012

President Wayne Walter called the meeting to order and led the Board in the Pledge of Allegiance.

The February 16-17, 2012 ISAC Board of Directors meeting minutes and March 15, 2012 ISAC Spring School of Instruction General Session minutes were reviewed and approved unanimously.

Rachel Bicego gave the board a brief description and history of the ISAC Golden Eagle program. Small updates to the call for nominations and nomination form were reviewed. Following a lengthy discussion, the board unanimously approved an ISAC Golden Eagle Committee composed of five board members and two staff members with voting rights.

Stacy Horner reported there were 727 attendees at the 2012 Spring School of Instruction which was down a little from 2011. Completed results from 131 surveys were included in the board materials. Much of the input was very positive. The concerns were addressed.

The Board unanimously approved holding the 2013 New County Officers School on January 23-24 at The Meadows Events and Conference Center in Altoona.

The Board recessed for a tour of the Veterans Memorial Community Choice Credit Union Convention Center, site of the 2012 ISAC Fall School of Instruction. Members from various affiliates toured the facility with the Board.

The Board reconvened with affiliate representatives in attendance as Stacy discussed possible dates for the 2015 and 2016 ISAC Fall Schools of Instruction. Because of the way Thanksgiving, Veterans Day and elections fall on the calendar, our dates (the second week in November) won't work either year. The options of moving the dates to later in November/December, moving the facility or moving the dates to a different month were discussed. The group agreed that Des Moines is the optimal location for the conference. The decision regarding the dates will be made in the future after receiving feedback from the Des Moines conference facility, CVB and hotels.

The Board approved the dates for the 2015 and 2016 ISAC Spring Schools of Instruction as proposed. (The dates will be announced when contracts have been signed.)

Following lunch, the affiliate representatives were excused from the meeting.

Bill Peterson reported that ISAC has been invited to participate on the Freight Advisory Council by the Iowa Department of Transportation. After learning more about the council by attending the first meeting, ISAC will make an appointment to the Council.

Bill reported that a request has been received from the Drainage District Association, related to coverage through the ISAC Group Health Program, through a member county. After ample discussion, the board came to the consensus that the decision should be made after the county has taken action on the matter.

Bill discussed the difference between the member and non-member conference registration rates.

Bill reported that ISAC is considering a new option for the management of the ISAC Group Health Program Funds and introduced Mark Rathbun, Andrea James and Brett Halley from Wells Fargo who gave a proposal to the board about Short Term Asset Management (STAM). They explained that because of the low interest rate environment STAM will be used to try to get better returns for the same price and will be in accordance the ISAC Investment Policy. The Wells Fargo representatives were dismissed and following discussion, the Board unanimously approved entering into STAM with the ISAC Group Health Program Funds.

Brad Holtan gave the financial report as of March 31, 2012. He discussed a possible need for a finance charge in the future for unpaid invoices.

Robin Harlow gave an update on ETC/CSN and reported that staff members have been very busy with large increases in claims and tickets.

Kristi Harshbarger gave an update on the sales tax issue.

Hanna De Groot, Mary Beth Mellick and Bill updated the Board on legislative issues.

Continues on next page.

NACo news

Dental Discount Program now Available to Member Counties

By: **Andrew Goldschmidt**

NACo Membership Marketing Director

After a thorough vetting process that included a formal request for proposals process and a successful one-year pilot, the NACo Dental Discount Program is now available to all member counties in 47 states. The program gives counties an opportunity to offer their uninsured residents or employees dental and orthodontics savings. The discount card allows people to save 5% to 50% on dental care and 20% on orthodontics.

The NACo Dental Discount Program is easy to use. County residents pay an annual or monthly fee for access to participating providers who have agreed to give services at discounted rates. For individuals, the fee is \$59 per year or \$6.95 per month. For families, the fee is \$69 per year or \$8.95 per month.

With the dental discount program, a county resident simply schedules an appointment with a participating dentist or specialist and presents the membership card to receive a discount at the time of service.

“Especially during these tough times, NACo is excited to introduce another substantial membership exclusive service with the NACo Dental Discount Program, which can assist county residents and county employees who do not have dental insurance,” said NACo President Lenny Eliason, commissioner, Athens County, Ohio. “This program is the latest of many valuable services that our association provides to our member counties.”

Important program highlights:

- everyone is accepted
- family membership includes all family members
- discounts are available at the time of service
- unlimited plan usage, with no administrative forms or waiting
- significant savings on dental cleanings, x-rays, braces, dentures, crowns, root canals and more
- discount dental plans are a great option for individuals or families on tight budgets, but who still place great importance on their family’s dental hygiene.

The plan can complement health insurance plans or work with health savings accounts, flexible spending accounts and health reimbursement arrangements. This plan is not insurance.

For more information on implementing this new program in your county, go to www.naco.org and click on “Solutions Center” and “Help Your Residents” from the drop-down list. You will see a clear link to the NACo Dental Discount Program. You may also call toll-free for more information at 1.888.407.6226 (NACo) and ask for “membership.”

ISAC brief

Continued from page 15.

The ISAC Legislative Policy Committee (LPC) meeting dates have been set for August 16-17 and September 27. The 2012 LPC will be chaired by Harlan Hansen, ISAC 2nd Vice President.

The Legislative District Meeting Schedule has been announced to the membership and is available on the ISAC website, www.iowacounties.org.

Grant Veeder’s report regarding the NACo Legislative Conference was included in the April issue of *The Iowa County*

magazine. He will attend the NACo Western Interstate Region conference in Santa Fe in May during which there will be a board meeting.

Bill reported that the NACo Annual Conference breakfast for Iowans who are in attendance will be held on the morning of Monday, July 16.

Following reports and inquiries from board members, President Walter adjourned the meeting.

State and County Health Offices Meet in Ames

The Scheman Conference Center at Iowa State University was again the site for the Governor's Conference on Public Health. On April 17-18, public health professionals from state, county and municipal agencies gathered to learn about such topics as air quality, nanotechnology and food, oral health, the farm bill and public health and teen driving safety. A highlight of this conference is always the presentation of awards to individuals and agencies that have excelled in public health practice and activities. The following awards were presented this year.

The Iowa Environmental Health Association

- Rookie of the Year: Ben Schubert, Cherokee County
- Industry Award: Cooley Pumping, LLC
- Board of Health of the Year: Jones County
- Galen Robertson Award: Sandra Heinen, Black Hawk County
- Environmental Health Professional of the Year: Misty Day, Floyd County

By: *Jon McNamee*

Black Hawk County Environmental Health and ISAC Board Member

The Iowa Public Health Association

- Thelma Luther Award: Chris Morphew, Visiting Nurses of Iowa
- Henry Albert Award: Dr. Mary Mincer Hanson
- Local Board of Health Award: Jones County Board of Health
- Richard Remington Award: Shaela Meister, Iowa Department of Public Health, Oral Health
- Harry Grant Award: Tammy McKeever, Clay County

Other awards presented included:

- Friend of Iowa's Children Award: Jane Borst of the Iowa Department of Public Health
- Excellence in Physical Activity Award: Washington County Board of Health
- Excellence in Nutrition Award: Dallas County Board of Health
- Richard and Barbara Hansen Leadership Award and Distinguished Lectureship: Ed Wagner

legal briefs

Continued from page 6.

8. A policy can provide for continuity in county procedure. Leadership and membership on boards change, and policies add ease and continuity to these changes.

9. Developing a policy gives your county the opportunity to consider various situations before they become an issue.

It's much easier to think about how the board would like to see a procedural matter addressed when they are meeting to look at procedural issues only, than when they are in the midst of a meeting about a hot button topic filled with upset citizens, employees, or board members, and have to deal with a procedural question on an ad-hoc basis.

10. A policy gives your county the opportunity to address its own unique needs and circumstances.

Counties have different needs and historical practices, and should run their meetings to reflect that.

There are, however, potential downsides to having your own meeting policies. The most obvious is that it takes time and effort to put these policies together, when everyone already has plenty of issues on their plate. To have effective policies, you need to really take the time to think about procedural scenarios that need to be addressed. All board members and your county attorney need to be a part of the process. Also, if you have a policy and for some reason you do not follow the policy, then a path for a complaint has been pretty clearly laid. That said, I think the benefits outweigh the risks, and putting in the time to craft county-specific meeting procedures can save the county and your board a lot of headaches in the future.

Property and Casualty Coverage: Not All Coverage is the Same

By: *County Risk Management Services, Inc. (CRMS)*

There are 99 counties in Iowa, and each has its own unique set of exposures.

County to county, there are differences in population, land mass, operations, activities and more.

In light of these variations, it is easy to understand why a “one size fits all” approach to insurance coverage for counties does not work.

Different counties face different issues each day. New assets are obtained, new issues spring up and new concerns come to light. The challenges counties face are complex and seem to be ever evolving, which means it is important that counties secure coverage through a provider that is flexible enough to address and adjust to their changing needs.

It is in searching for flexibility that county decision makers realize that not all coverage is the same. Though one company might provide for a specific exposure, another might not (for example, coverage for special events like parades, concerts, festivals, etc.). Thus, it is important counties understand and receive assistance in helping distinguish the differences.

Fortunately, there are a number of educated insurance agents and special coverage providers that are dedicated to helping Iowa public entities obtain the coverage they need.

When it comes to insurance agents and providers, a local presence is key. Having someone in or near the community to understand the county’s wants and needs can be tremendously beneficial when it comes to ensuring the entity obtains the coverage it deserves.

Local insurance agents can benefit counties because they get to see and know the community and its representatives first-hand, thereby enabling them to adequately communicate the current and anticipated risks and exposures to the county’s coverage provider.

Through hands-on interactions with county representatives, a local insurance agent can help clarify and explain items and issues related to exposures and coverage. They might even have the opportunity to educate entity representatives on distinctions of certain programs and coverages, as well as on the limit and deductible options that are available to them.

These, too, are important aspects to consider when securing coverage for an entity. What coverage, limits and deductibles are most appropriate when it comes to meeting the entity’s

needs? The reality is, what is “most appropriate” varies county by county, which means it is important that each county secure coverage through a provider who understands and can address its specific needs.

This is why it is important the entity work through a local or specialty coverage provider. Due to their niche and experience, representatives of such companies should already have a comprehensive understanding of the types and frequency of risks Iowa public entities face. In addition, they should have a comprehensive understanding of the types of coverage the entity will need.

Unfortunately, decision makers do not always understand this right off the bat. Understandably, people can sometimes struggle to see how their county’s exposures differ to those of neighboring counties.

In addition, they don’t always understand the discrepancies in coverage. And why should they? Without understanding the differences in exposures, how can one possibly be expected to understand the differences in the coverages intended to address those exposures?

Once again, we refer back to the county’s insurance agent. When an agent is local, he or she can easily meet with county representatives to discuss the risks they face, the exposures they have and the coverage they need.

There are, of course, other needs counties should consider when securing property, casualty and workers’ compensation coverage. In today’s economy, cost is more important than ever before, which means counties need to secure coverage through a provider who has successfully demonstrated stability in rates and affordability in pricing.

County representatives and decision makers should take these into account while simultaneously considering provider expertise, span and scope of coverage, limit and deductible options, risk management techniques and the loss control services a provider might afford.

Counties face many complex challenges; obtaining coverage should not be one of them. Fortunately, there are programs and solutions that have been created specifically for Iowa counties and offer coverages and options that can be tailored to fit each county’s exclusive needs. Such options are only a mere phone call away, and county representatives can contact their local insurance agent to learn more.

Hello, Iowa!

My first four months as marketer for the Iowa Public Agency Investment Trust (IPAIT) program have flown by. I've had the opportunity to visit with many of you face-to-face or by phone, and I've greatly enjoyed those conversations. There are still many of you that I look forward to meeting in the near future.

Even in these times of lower yields, IPAIT is dedicated to the safety and liquidity of your invested funds. Currently, and for some time now, interest rates have been at all-time lows. Banks face obstacles such as the collateralization of deposits. This requirement may make it difficult for many local banks to handle the sizeable deposits of your county. Although IPAIT is sensitive to the commitment to your community and the relationships you may have with a local bank, IPAIT has the capacity and desire to take any and all of the funds presented to them. Having a portion of your funds in IPAIT may also help to alleviate some of the collateralization burden on your local bank.

Market Commentary

- Domestic economic indicators were weaker during April led by slower than expected job growth. The situation in Europe continues to simmer, but the additional liquidity provided by the European Central Bank is likely keeping the region from boiling over.

By: Steve Davis

IPAIT Marketer



- Interest rates fell in April on the weaker domestic economic numbers and continued worries in Europe. While overall fixed income markets were higher on the drop in rates, corporate, mortgage, and municipal bonds all underperformed US Treasury bonds.
- After appreciating nearly 3% in March, the S&P 500 Index slowed in April, declining 0.6% amid mixed global economic reports. Despite lingering challenges, further equity market appreciation is possible if the global economy can continue to show gradual improvement.
- Short rates fell slightly in April as more Treasury Bills matured than were issued. As the supply of Treasury Bills falls, so do short rates. The Fed reiterated their commitment to keeping rates exceptionally low through 2014.

I look forward to talking with you soon. In the meantime, please feel free to contact me to discuss IPAIT or with specific questions that you may have. I can be reached at 1.800.872.4024 or by email at sdavis@miles-capital.com.



About the Cover

The cover picture was taken by Steve DeVries, Iowa County Engineers Association Service Bureau (ICEASB) Executive Director. In his free time Steve enjoys to take photographs and is kind enough to share them with me. Also, because the ICEASB shares office space with ISAC in West Des Moines we are lucky to have many of Steve's photos on display. When you visit our offices please take a moment to check out all of the wonderful artwork. Maybe you'll see a photo that was taken in your county!

I'm always looking for interesting photos for the cover of the magazine and interesting feature stories, please contact me at rbicego@iowacounties.org.

2012 calendar

June 2012

- 6 District 5 Legislative Meeting
(BridgeView Center, Ottumwa)
- 7 CCMS Supervisors Training
(Stoney Creek Inn, Johnston)
- 10-14 County Attorneys Spring Training
Conference (Okoboji)
- 13-15 ICIT Annual Conference
(West Des Moines Marriott)
- 19 District 1 Legislative Meeting
(The Meadows Events and Conference
Center, Altoona)
- 20 District 6 Legislative Meeting
(The Hotel at Kirkwood Center,
Cedar Rapids)
- 20-21 CCMS Fundamentals Training
(Courtyard by Marriott, Ankeny)
- 21 District 2 Legislative Meeting
(Historic Park Inn, Mason City)
- 22 District 3 Legislative Meeting
(Buena Vista University, Storm Lake)
- 27 District 4 Legislative Meeting
(Southwestern Community College,
Creston)
- 28 ISAC Board of Directors Meeting
(ISAC Office, West Des Moines)

July 2012

- 10 CCMS Administrators Meeting
(Hilton Garden Inn, Johnston)
- 13-17 NACo Annual Conference
(Pittsburgh, PA)
- 24-27 Auditors Annual Conference
(Harrah's, Council Bluffs)
- 26-27 Supervisors Executive Board Retreat
(Holiday Inn Express, Sioux Center)

August 2012

- 8-10 CCMS Annual Conference
(Embassy Suites Des Moines Downtown)
- 8-10 Recorders Annual Conference
(Arrowwood Resort, Okoboji)
- 16-17 ISAC LPC Retreat
(Hilton Garden Inn, Johnston)
- 23 ISAC Scholarship Golf Fundraiser
(Offer Creek Golf Course, Ankeny)
- 29 Fall School Registration Opens (8:30 am)

September 2012

- 13-14 ISAC Board of Directors Retreat
(Hotel Winneshiek, Decorah)
- 27 ISAC LPC Meeting
(ISAC Office, West Des Moines)
- 30-3 Assessors Annual Conference
(Holiday Inn Airport, Des Moines)

October 2012

- 17-18 CCMS Fundamentals Training
(Courtyard by Marriott, Ankeny)
- 23 CCMS Administrators Meeting
(Stoney Creek Inn, Johnston)
- 25-26 ISAC Board of Directors Meeting
(ISAC Office, West Des Moines)

November 2012

- 2 Fall School Housing Bureau Deadline
- 1 CCMS Advanced Case Management
Meeting
(Hilton Garden Inn, Johnston)
- 13 Fall School Pre-registration Deadline
- 11-14 County Attorneys Fall Training Conference
(Dubuque)
- 28-30 ISAC Fall School of Instruction
(Veteran's Memorial Community Choice
Credit Union Convention Center,
Des Moines)

December 2012

- 4-6 Engineers Statewide Annual Conference
(Scheman Center, Ames)
- 13 ISAC Board of Directors Meeting
(ISAC Office, West Des Moines)

Future ISAC Conferences

ISAC Spring School of Instruction
(Des Moines Marriott Downtown)

- March 14-15, 2013
- March 13-14, 2014

ISAC Fall School of Instruction
(Veteran's Memorial Community Choice
Credit Union Convention Center, Des Moines)

- November 13-15, 2013
- November 12-14, 2014

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 2012, 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!

The Eighth Annual

ISAC



Scholarship Golf Fundraiser

Co-hosted by the Iowa State County Treasurers' Association
and the Iowa State Association of County Supervisors

August 23, 2012

Otter Creek Golf Course, Ankeny

Golfer and sponsor
registration forms
available at

www.iowacounties.org



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