

## **Minutes**

**Iowa State Association of Counties**

**ISAC Board of Directors Meeting**

**ISAC Offices, 5500 Westown Parkway, Suite 190, West Des Moines, Iowa 50266**

**Phone 515.244.7181**

**Present:** Joan McCalmant, Peggy Rice, Lonny Pulkrabek, Eric Stierman, Melvyn Houser, Shane Walter, Joe Neary, Burlin Matthews, Wayne Clinton, Elizabeth Ledvina, Joel Rohne, Cara Marker-Morgan, Danny Waid, Kathy Babcock, Tim Huey, AJ Mumm, Deb McWhirter, Grant Veeder

**Absent:** Matt Cosgrove, Darin Raymond

**Guests:** Wendy Moran, Nicole Loux, Eric Guth

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Kelsey Sebern, Robin Harlow, Laz Schreck, Jeanine Scott, Beth Manley, Tammy Norman, Jamie Cashman, Lucas Beenken, Andrea Jansen

### **Thursday, July 7, 2016**

President Joan McCalmant called the meeting to order and led the Board in the Pledge of Allegiance.

#### **Approval of Minutes**

Moved by Grant Veeder, seconded by Melvyn Houser to accept the April 29, 2016 ISAC Board of Directors meeting minutes as written. The motion passed unanimously.

Moved by Burlin Matthews, seconded by Elizabeth Ledvina to accept the June 8, 2016 ISAC Articles and Bylaws Committee meeting minutes as written. The motion passed unanimously.

Moved by Peggy Rice, seconded by Lonny Pulkrabek to accept the June 10, 2016 ISAC Executive Committee meeting minutes as written. The motion passed unanimously.

#### **Meeting with Financial Auditor**

Brad Holtan introduced Wendy Moran and Nicole Loux, McGowen, Hurst, Clark & Smith, P.C., who discussed issues related to the FY 2016 audit. ISAC staff members were dismissed giving board member the opportunity to raise issues of concern.

Staff returned, and the ISAC Board recessed and reconvened following adjournment of the Iowa Counties Technology Services (ICTS) Board meeting.

#### **CoSTAR Strategic Update and Discussion**

Robin Harlow gave a brief history of the County Strategic Technology Advisory Resource (CoSTAR), and introduced Eric Guth, Winnebago County IT Director, who gave an overview of the core values and goals contained in the CoSTAR strategic plan that was recently created. The development of an action plan that includes long-term funding mechanisms will be the next step.

#### **Management and Financial Report**

Brad gave the financial report as of May 31, 2016 that included a review of the investments in graph form.

Moved by Deb McWhirter, seconded by Wayne Clinton to accept the financial report. The motion passed unanimously.

Bill Peterson gave a brief history of the Drug and Alcohol Testing Alliance, LLC (DATA, LLC) and the decision to turn the program over to St. Luke's. Upon disincorporation the money will be distributed to the

three participating entities – ISAC, the Iowa League of Cities, and the Iowa Association of Municipal Utilities. ISAC will begin an annual marketing agreement with St. Luke.

Moved by Grant Veeder, seconded by Burlin Matthews to dissolve DATA, LLC. The motion passed unanimously.

Kristi reported that a final agreement has been reached and approved by the ISAC Executive Committee with the Iowa County Attorneys Case Management Project.

Moved by Joel Rohne, seconded by Joe Neary to ratify the contract between ICACMP and ISAC. The motion passed unanimously.

Beth Manley gave an overview of the 2015-2016 HIPAA Program that included the financials.

Kristi gave an update on legal matters.

Kristi and Jeanine reported that discussions are taking place between ISAC and the Iowa Precinct Atlas Committee for ISAC to take over the support of the Precinct Atlas system.

### **Articles and Bylaws Amendments**

Kristi reviewed the suggested redline changes to the articles and bylaws related to changes to the 2017 ISAC policy process in response to the Fall School dates being moved from November to August. She described the requirements and the process for updating the bylaws and articles. A sample marketing piece was included with a timeline for the new process.

Moved by Burlin Matthews, seconded by Joe Neary to approve the recommended changes to the ISAC Articles of Incorporation and bylaws. The motion passed unanimously.

Moved by Cara Marker-Morgan, seconded by Eric Stierman to adopt the Resolution to Amend Legislative Priority Setting Process. The motion passed unanimously.

### **NACo Report**

Melvyn Houser reported on the National Association of Counties (NACo) Board of Directors meeting that was held in conjunction with the Western Interstate Region Conference in Teton County, Wyoming.

Rachel Bennett reviewed the schedule of Iowa events during the NACo Annual Conference being held in Los Angeles County, California.

Tammy Norman was honored by the Board and staff for 20 years of services to ISAC.

### **Government Relations Activities Report**

Jamie Cashman and Lucas Beenken gave an overview and timeline of the policy process for the 2017 session. They gave insight to issues that are likely to affect counties during the upcoming session and an outlook on the 2016 General Election.

### **ISAC Video Preview**

Rachel gave an introduction to three voting videos that ISAC produced with assistance from the auditors affiliate. They were shown to the Board in order: 1. Registering to Vote; 2. Voting Absentee; and 3. Voting on Election Day. The videos will be premiered during the auditors annual conference in mid-July and strategically rolled out leading up to the November election.

### **Conference and Meeting Reports**

Brad reported that the Leadership Trainings held in May and June broke about even due to low registration numbers. Staff will be looking into options for future trainings.

Brad gave an update on sponsors and golfers for the ISAC Scholarship Golf Fundraiser being held on August 31 at Toad Valley Golf Course in Pleasant Hill.

President McCalmant and Kelsey Sebern gave an overview of the ISAC Board of Directors retreat agenda. Bill discussed the agenda and questionnaire for the Planning Session that will be held during the retreat.

Kelsey gave an update on the 2016 ISAC Fall School of Instruction. Rachel reported that Trivia Night will again be held during the conference to raise money for ISAC scholarships.

Andrea Jansen and Robin Harlow reported that the 2017 Smart Connections Conference will be joining with the ICTS Advisory Committee Conference to make for a joint, two-day conference that will cover general technology subjects for non-technical county officials and employees. A track for IT professionals will also continue to be offered on the second day. A draft agenda was included in the materials.

President McCalmant adjourned the meeting at 2:30 pm following board members sharing issues, concerns, ideas achievements, etc. with other board members.