**Minutes**

**ISAC Board of Directors Meeting**

**ISAC Office, 5500 Westown Parkway, Suite 190, West Des Moines, IA 50266**

**Phone 515.244.7181**

**Present:** Peggy Rice, Lonny Pulkrabak, Eric Stierman, Burlin Matthews, Joan McCalmant, Melvyn Houser, Kathy Babcock,Carl Mattes, Matt Cosgrove,Jean Keller,Wayne Reisetter,Marilyn Dopheide, Brad Skinner, Mark Sybesma, Shane Walter, Joel Rohne, Tim Huey, Joe Neary, Grant Veeder

**Absent:** AJ Mumm, Elizabeth Ledvina

**Guests:** Representative Mike Sexton

**Staff:** Bill Peterson, Kristi Harshbarger, Rachel Bennett, Brad Holtan, Kelsey Sebern,Jamie Cashman, Lucas Beenken

**Friday, January 20, 2017**

ISAC President Peggy Rice called the meeting to order and led the Board in the Pledge of Allegiance.

Representative Mike Sexton swore in Peggy Rice as 2017 ISAC President. Representative Sexton swore in the remainder of the ISAC Board and Executive Committee.

**Approval of Minutes**

Moved by Grant Veeder, seconded by Burlin Matthews to approve the December 14, 2016 meeting minutes of the ISAC Board of Directors. The motion passed unanimously.

Moved by Melvyn Houser, seconded by Lonny Pulkrabek to recess the ISAC board. The motion passed unanimously.

President Rice recessed the ISAC board meeting and reconvened at the conclusion of the ICTS board meeting.

**Management Report**

Brad Holtan reviewed the financial report for December 31, 2016. He highlighted the NCO School, ISAC Fall School of Instruction and royalty revenue.

Brad presented the ISAC 990 and the ISAC Education Foundation 990T.

Moved by Joe Neary, seconded by Burlin Matthews to accept the 2016 ISAC 990 and ISAC Education Foundation 99T as presented. The motion passed unanimously.

Bill Peterson reviewed the process for adopting the FY 2018 ISAC Budget. The budget recommendation from the ISAC Executive Committee will take place and be acted on during the February 9 meeting of the Board.

Brad presented the ISAC Board Conflict of Interest Policy and asked that Board members return the signed acknowledgement.

Kristi Harshbarger gave an update on legal matters.

Rachel Bennett reviewed the new timeline for the ISAC Golden Eagle nomination process. Nominations are currently being accepted through May 26, 2017.

Rachel gave an update on the ISAC online voting tool that will be used for ISAC voting members to vote on the 2018 ISAC Legislative Priorities next fall.

Bill Peterson reported that the ISAC Board appointment to the Case Management and Mental Health Disability Services (CM&MHDS) Board is vacant. Changes were made to the CM&MHDS 28E agreement so that the representative doesn’t need to be a member of CM&MHDS.

Moved by Burlin Matthews, seconded by Grant Veeder to appoint Mark Sybesma to the CM&MHDS Board. The motion passed unanimously.

The Board discussed the need to fill ISAC Board seat on the State Elections Administrators Training (SEAT) Board that is currently vacant.

Moved by Grant Veeder, seconded by Kathy Babcock to appoint Burlin Matthews to the SEAT Board. The motion passed unanimously.

**Legislative Report**

Jamie Cashman and Lucas Beenken gave an update on the first week and an outlook of the legislative session. A proposal was presented to the Board that included up to $1,000 in funds to be used for a social media campaign for hands free communication with other coalition members.

Moved by Lonny Pulkrabek, seconded by Burlin Matthews to approve the proposal for a social media campaign for hands free communication. The motion passed unanimously.

**Conference and Meeting Report**

Kelsey Sebern gave an update on the 2017 ISAC NCO School that was held January 18-19, 2017.

County Day at the Capitol will be held on March 8 in conjunction with the ISAC Legislative Conference which is March 9-10. Kelsey reviewed the Legislative Conference educational seminars and the highlights of the agenda.

Rachel gave an overview of the 2017 schedule of webinars and requested ideas for future webinars that would highlight county projects that are being done across the state.

Kelsey presented a proposal to the Board for hotel rooms at the convention center hotel for the Annual Conference from August 2018 through 2021. The rates are very comparable to current rates and include a 3% increase each year.

Moved by Lonny Pulkrabek, seconded by Shane Walter to move the conference hotel proposal to an action item on the agenda. The motion passed unanimously.

Moved by Joel Rohne, seconded by Lonny Pulkrabek to approve the hotel rates at the convention center hotel as proposed. The motion passed unanimously.

Kelsey gave an overview of the 2017 ISAC Leadership Institute that will cover performance management and effective performance reviews. Dates have been set across Iowa in May and June.

Brad and Bill distributed a handout and discussed the issues that occurred in conjunction with registration opening for the ISAC Legislative Conference. They explained why the issues occurred and how they were different from past registration problems, what standard procedures are for customer service, and what steps are being taken to guarantee that similar problems aren’t experienced in the future. The board expressed frustration and amply discussed future testing and solutions.

**NACo Report**

President Rice and Bill reported on the NCCAE State Association Presidents and Executive Directors meeting that was held in Washington, D.C. in January.

Rachel gave an overview of Iowa events that will occur during the NACo Legislative Conference being held in Washington, D.C. in February.

President Rice adjourned the meeting following reports and inquiries from board members.