**Minutes**

**Iowa State Association of Counties**

**Board of Directors Meeting**

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

**Phone 515.244.7181**

**Present (In-person):** Lonny Pulkrabek, Burlin Matthews, Carl Mattes, Elizabeth Ledvina, Jean Keller, Denny Wright, Brad Skinner, Shane Walter, Wayne Reisetter

**Present (Conference call):** Melvyn Houser, Carla Becker, Kim Painter, Matt Cosgrove, Grant Veeder, Joel Rohne, Russell Wood, Peggy Rice

**Absent:** AJ Mumm, Joan McCalmant, Eric Stierman, Joe Neary, Kathy Babcock

**Guest:** Joe Shields, Aaron Kissinger, Grady Martin

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Jamie Cashman, Lucas Beenken, Katie Cook, Tammy Norman

**Thursday, February 9, 2018**

ISAC President Lonny Pulkrabek called the meeting to order at 9:30 am and led the Board in the Pledge of Allegiance.

**Presentation of IP Pathways Proposal for Network Design and Operation**

Joe Shields, IP Pathways, gave an overview of IP Pathways and its history working with ISAC and Iowa counties. ISAC currently utilizes adaptive IT services through IP Pathways. A diagram of ISAC’s current network was provided, and its deficiencies were discussed. Joe reviewed two proposals for a new network design and support. Option one is the adaptive cloud solution which will leverage ISAC’s assets as well as an adaptive cloud platform. Overall, option one will provide for more flexibility in the future. Option two is the private cloud solution in which ISAC would manage, own, and maintain all capital assets. Option two has more upfront cost and less ongoing cost, and while option one has less upfront cost it will cost an estimated $100,000 more over a five-year period. However, there is no way to capture the value of services that we would get from IP Pathways in option one.

Bill Peterson reported that we are currently utilizing services through LightEdge, but that contract will be terminated in a few months. IP Pathways has done an amazing job working with ISAC to mitigate existing issues and to create a plan for moving forward. The FY 2019 budget proposal includes option 1.

The Board discussed the proposals amply and asked questions of Bill and Joe regarding the capacity and flexibility.

**Approval of Minutes**

Moved by Denny Wright, seconded by Shane Walter to approve as written the meeting minutes of the January 19, 2018 ISAC Board of Directors. The motion passed unanimously.

Moved by Burlin Matthews, seconded by Jean Keller to approve as written the meeting minutes of the January 31, 2018 ISAC Executive Committee. The motion passed unanimously.

The meeting minutes of the January 19, 2019 ICTS Board of Directors were reviewed for informational purposes.

**Management Report**

Brad Holtan reported on the financials as of January 31, 2018. He discussed that as a part of the ongoing partnership with Kingston Life and Health that as of March 1 they will take over as our program broker replacing TrueNorth. A letter has been sent to TrueNorth to notify them of this change. Brad also reported that the move from Equifax to Employer’s Edge for the AD&D program has gone well, and the new tools are working well.

Moved by Shane Walter, seconded by Elizabeth Ledvina to accept the financial report. The motion passed.

Kristi Harshbarger gave an update on ongoing litigations of importance to counties.

The Board was provided with a copy of the letter that it asked to be sent to Washington County from President Pulkrabek in response to concern regarding the ISAC Board’s involvement in the opioid lawsuit.

**ISAC Budget Presentation**

Bill Peterson gave an overview of the budget process and a review of the FY 2018 budget highlights. He discussed reconfiguring charges for ISAC services to an hourly rate for different levels of staff services for programs that ISAC manages and a change internally to a departmental budgeting structure. He highlighted changes for the network and data center that was discussed and recommended the adaptive cloud proposal as presented by IP Pathways. He reviewed a summary of required actions which included:

* No change in county dues;
* ISAC Annual Conference registration fee to increase by $10;
* Approve 3% increase in the staff salary line item; and
* Approve 3.5% increase in Executive Director salary, increase contribution to retirement by 1.5%, and pay 100% of association health insurance benefit.

The Board discussed the proposal amply.

Moved by Shane Walter, seconded by Wayne Reisetter to adopt the recommended FY 2019 budget proposal as presented and to recommend the budget to the membership. The motion passed unanimously.

**Iowa Precinct Atlas Report and Contract Review**

Tammy Norman reported that the Iowa Precinct Atlas Consortium (IPAC) currently has 75 members, which is an increase of 12 members since August 1. A statement of work between ISAC and Riley Dirksen for work on IPAC through March 31 was presented. Carla discussed changes moving forward and concerns of the IPAC Board of Directors. She expressed confidence in the working relationship with ISAC, and the plan for ISAC staff to gain knowledge of the system moving forward.

Moved by Burlin Matthews, seconded by Brad Skinner to approve the statement of work as presented. The motion passed unanimously.

**Conference and Meetings Report**

Rachel Bennett reviewed the 2018 NACo Legislative Conference schedule for Iowa attendees.

Rachel reported that County Day at the Capitol is being held on Wednesday, March 14 from 11:00 am – 3:00 pm with lunch being served at 11:30 am. There will be no affiliate booths set up in the Rotunda, and there will be no pre-event briefing by ISAC staff at another location. Meeting Room 116 will act as a meeting place for attending ISAC members.

Kelsey reported that conference registration numbers are on track and that hotel room attrition is less of a concern because the Savery removed 50% of the rooms from the ISAC block without a penalty. She reviewed the ISAC Board Scenario of events related to the ISAC Spring Conference.

Rachel and Kelsey reviewed the proposed 2018 ISAC Annual Conference agendas. Two copies were included for the Board. One included ISAC tracks on Wednesday only and the other included ISAC tracks on Wednesday and Thursday. Based on feedback from the Spring Conference, ISAC staff will decide how many tracks are desired by the membership.

Moved by Carl Mattes, seconded by Burlin Matthews to approve both agenda options for the 2018 Annual Conference. The motion passed unanimously.

**ISAC Legislative Report**

Jamie Cashman and Lucas Beenken reported on the status of ISAC’s legislative priorities, legislative leadership meetings, and other bills of interest to counties. The Board discussed the legislative session at depth.

**Scholarship Update**

Katie Cook gave a listing of scholarship winners to the Board. The Scholarship Interview Committee met on February 8, 2018 and selected top winners and runners up in all six ISAC districts.

**ISAC Board Committee Appointments**

President Pulkrabek presented the ISAC Board Committee appointments are in the Board materials.

President Pulkrabek adjourned the meeting at 2:15 pm following board members sharing issues, concerns, ideas, and achievements with other board members.