**Minutes**

**Iowa State Association of Counties**

**Board of Directors Meeting**

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

**Phone 515.244.7181**

**Present:** Lonny Pulkrabek, Eric Stierman, Burlin Matthews, Joan McCalmant, Melvyn Houser, Elizabeth Ledvina, Carl Mattes, Joe Neary, Matt Cosgrove, Jean Keller, Joel Rohne, Grant Veeder, AJ Mumm, Brad Skinner, Wayne Reisetter, Peggy Rice, Kim Painter, Kathy Babcock, Denny Wright via conference call

**Absent:** Carla Becker, Russell Wood, Shane Walter

**Guests:** Nicole Loux, Wendy Moran

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Jeanine Scott, Jamie Cashman, Kelsey Sebern, Jacy Bartling, Katie Cook, Tammy Norman, Beth Manley

**Wednesday, June 27, 2018**

ISAC President Lonny Pulkrabek called the meeting to order at 9:00 am and led the Board in the Pledge of Allegiance.

**Approval of Minutes**

Moved by Burlin Matthews, seconded by Grant Veeder to approve as written the minutes of the April 26, 2018 ISAC Board of Directors. The motion passed unanimously.

**Management and Financial Report**

Brad Holtan reported on the financials as of May 31, 2018. Dues notices have gone out.

Moved by Melvyn Houser, seconded by Joel Rohne to approve the May 31, 2018 financial report. The motion passed unanimously.

**Meeting with Financial Auditor**

Nicole Loux and Wendy Moran, McGowen, Hurst, Clark & Smith, P.C., discussed issues related to the FY 2018 audit with the ISAC Board. Large, sweeping changes will affect audit requirements for non-profits in the future. ISAC staff and the auditors will be prepared. Prior to FY 2020 budget approval, ISAC will need to approve an official operating policy. Staff was dismissed giving board members an opportunity to raise any issues of concern prior to the start of the audit scheduled for August 2018.

**Management and Financial Report Continued**

Rachel Bennett discussed the continuation of county visits that are occurring this summer. Various staff are visiting 10 counties based on issues chosen by the host county.

Jeanine Scott reported that all contracts have been signed and finalized and that termination has gone through with LightEdge. The migration process is going smoothly.

Moved by Joel Rohne, seconded by Peggy Rice to accept the contracts related to the ISAC IT migration including: IP Pathways, LightEdge, and Pratum. The motion passed unanimously.

Tammy Norman reviewed activities of the Iowa Precinct Atlas Consortium and plans moving forward. The IPAC Board has passed a new service fee structure that includes additional hardware support. Brad reported that ISAC will take over financials as of July 1. A discussion involving an increase in dues will be needed in the future. Other discussion included the use of the Basecamp website, a support ticketing system, and the governance structure.

Kristi Harshbarger discussed legal matters of interest to counties.

Beth Manley reviewed recommended changes to the HIPAA Policies and Procedures.

Moved by Burlin Matthews, seconded by Eric Stierman to approve the HIPAA Policies and Procedures changes as recommended. The motion passed unanimously.

Katie Cook reported that all affiliates have been contacted and all participating affiliates are on schedule to be migrated from the ISAC affiliate websites to Basecamp prior to July 1, 2018. She reviewed a list of those utilizing Basecamp, our meeting registration system, and CEUs.

**ISAC Golden Eagle Committee Report**

Rachel reported that the ISAC Golden Eagle Committee recommended Harlan Hansen, ISAC Past President and former Humboldt County Supervisor, as the 2018 ISAC Golden Eagle.

Moved by Grant Veeder, seconded by Kathy Babcock to name Harlan Hansen the 2018 ISAC Golden Eagle. The motion passed unanimously.

**Government Relations Activities Report**

Rachel reported that the Summary of Legislation, a 2018 session wrap-up video, and a call for legislative proposals for the 2019 legislative session were sent to the membership.

Jamie Cashman gave an overview of the session. Overall it was a good session and progress was made on our priorities. The supervisors have again contracted with ISAC for the 2019 legislative session.

**Conference and Meeting Report**

Kelsey Sebern reported that the ISAC Scholarship Golf Fundraiser will be held on the Tuesday prior to the Annual Conference (August 21). Registrations are on track for golfers and sponsors.

Kelsey reported that the opening of registration and hotel rooms for the 2018 ISAC Annual Conference went very smoothly. During the conference free professional photos will be offered for all attendees, graphic recording will be included in three sessions, and the community service project will benefit the Momentum project. She reviewed the Board scenario.

Jacy Bartling reported that the preferred vendor program has added seven new preferred vendors in 2018 and has retained 34 of 36 from the previous year. Booth and sponsorship sales for the Annual Conference are going well also.

Rachel discussed Iowa events being held in conjunction with the 2018 NACo Annual Conference which is being held from July 13-16 in Nashville, Tennessee.

Kelsey reported that contracting needs to begin for the 2022 and 2023 Annual and Spring Conferences. The Board came to the consensus that the conference should continue to be held in Des Moines over similar dates in March and August.

Moved by Kathy Babcock, seconded by Matt Cosgrove to approve contracting for the 2022 and 2023 Annual and Spring Conference in March and August in Des Moines.

Board members shared issues, concerns, ideas, and achievements with other board members.

Moved by AJ Mumm, seconded by Brad Skinner to adjourn the ISAC Board of Directors meeting. The motion passed unanimously.

President Pulkrabek adjourned the meeting at 12:00 pm.