**Minutes**

**Iowa State Association of Counties**

**Board of Directors Meeting**

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

**Phone 515.244.7181**

**Present:** Eric Stierman, Burlin Matthews, Carla Becker, Richard Crouch, Shane Walter, Elizabeth Ledvina, Brad Skinner, Gene Meiners, John Werden, Melvyn Houser, Joe Neary, Jean Keller, Joel Rohne, Peggy Rice, Russell Wood, Lonny Pulkrabek, Grant Veeder

**Conference Call:** Kim Painter

**Absent:** Matt Cosgrove, Joan McCalmant, Kathy Babcock, AJ Mumm, Brian Gardner

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Kelsey Sebern, Brad Holtan, Jeanine Scott, Jacy Ripperger, Jamie Cashman, Lucas Beenken, Beth Manley, Molly Hill, Chris Schwebach

**Thursday, April 25, 2019**

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

**Approval of Minutes**

Moved by Grant Veeder, seconded by Richard Crouch to approve as written the meeting minutes of the February 7, 2019 ISAC Board of Directors. The motion passed unanimously.

Moved by Burlin Matthews, seconded by Russell Wood to approve as written the meeting minutes of the March 14, 2019 ISAC Spring Conference General Session. The motion passed unanimously.

**Management and Financial Report**

Brad Holtan reviewed highlights of the financial report ending on March 31, 2019 including the ISAC General Fund, Health Insurance Fund, and the Dental Program. Brad reported that ISAC has signed contracts to provide financial administration for the Iowa Community Services Association, the Iowa State Association of County Supervisors, and the Iowa State Association of County Auditors including its State Election Administrators Training (SEAT) program.

Moved by Burlin Matthews, seconded by Melvyn Houser to accept the March 31, 2019 financial report as presented. The motion passed unanimously.

Brad reviewed the March 31, 2019 ISAC quarterly investment report.

Moved by Russell Wood, seconded by Joe Neary to accept the investment report. The motion passed unanimously.

Brad reported that our three-year contract for audit services with McGowen, Hurst, Clark and Smith PC ended after the FY 2018 audit. Brad requested and received a quote from the state auditor and although some of the audits were less expensive, some were considerably more. The proposal from McGowen was higher on some audits, but they agreed to lower the cost on some audits to be more competitive. The recommended proposal is higher than what we budgeted for FY2019 but that is due to the increased time that will be spent on the audit as required by new standards. Brad recommended adoption of the McGowen proposal.

Moved by Lonny Pulkrabek, seconded by Peggy Rice to approve the recommended three-year proposal for McGowen to provide audit services as proposed. The motion passed unanimously.

Brad reported that he is seeking approval of the ISAC 990. After waiting for guidance from the IRS regarding parking as an employee benefit which did not come, the auditors have recommended to file without parking. ISAC will file per their recommendation upon approval.

Moved by Gene Meiners, seconded by Joel Rohne to approve the ISAC 990 as presented. The motion passed unanimously.

Beth Manley reported for informational purposes that there was a possible HIPAA breach of ISAC employee participant information of the Balanced Habits program by Balanced Habits. ISAC sent a notification letter to the three people that it affected. ISAC will no longer be working with Balanced Habits in the future.

Kristi Harshbarger reviewed a memo regarding the gift law related to the ISAC Scholarship Golf Fundraiser. She also gave updates on friend of the court briefs in which ISAC participated.

**NACo Activities**

Bill Peterson reviewed the steering committee and presidential appointment nomination processes.

Bill reported that Barry Anderson, Clay County Supervisor, was nominated and his nomination was accepted to attend the NACo County Leadership Institute this summer.

Rachel Bennett reviewed the schedule for the 2019 NACo Annual Conference including the Iowa Caucus Meeting that is being held from 5:00 pm – 6:00 pm on Saturday, July 13.

Bill Peterson reported the ISAC Board appoints the ISAC NACo Board Representative which is a three-year term with a term limit of three terms. ISAC received one application which came from the current representative, Melvyn Houser, Pottawattamie County Auditor. Melvyn does an excellent job as our representative.

Moved by Grant Veeder, seconded by Russell Wood to appoint Melvyn Houser as the ISAC NACo Board Representative for his final three-year term. The motion passed unanimously.

Moved by Carla Becker, seconded by Melvyn Houser to recess the ISAC Board of Directors meeting. The motion passed unanimously.

President Stierman reconvened the meeting at the conclusion of the ICTS Board of Directors meeting.

**Community State Bank Presentation**

Mark Rathbun, Lacy Covarrubias, and Crystal Edwards from Community State Bank (CSB) gave introductions and discussed their services and banking philosophies. They gave an overview of benefits and answered questions. Bill and Brad reported that we currently utilize CSB for the new affiliate accounts and recommended that we move ISAC’s banking to CSB. ISAC would retain Wells Fargo for investments.

Moved by Shane Walter, seconded by Burlin Matthews to accept the proposal to move banking services from Wells Fargo to CSB. The motion passed unanimously.

**Update on 2019 Legislative Session and Video Campaigns**

Jamie Cashman and Lucas Beenken gave updates on ISAC’s priorities, objectives, and other bills of interest to counties. Rachel Bennett gave an update on the #MentalHealthMattersIA campaign.

**ISAC Conference Report**

Kelsey Sebern reviewed the survey responses from the 2019 ISAC Spring Conference which were very good. She will be working with the Hilton on parking issues that were experienced.

Jacy Ripperger reported an increase of 10 exhibit booths over last year’s conference and good reviews from exhibitors. She also reviewed app data for the read-only app that ISAC tried for the first time during the conference. There were more users, and we didn’t hear any complaints. Overall, the app was considerably less expensive, and we will continue to use it for future conferences.

Beth reported that the 2019 ISAC HIPAA Training was a success with around 30 members in attendance.

Kelsey reported that registration has begun for the 2019 ISAC Scholarship Golf Fundraiser that is being held on June 12 at Toad Valley Golf Course in Pleasant Hill.

Kelsey reviewed the 2019 ISAC Annual Conference agenda including the Legislative Policy Committee meeting being held on Tuesday, a full-day Flood Track being held alongside educational seminars and a mobile tour on Wednesday, and a conference-wide I-Cubs game on Wednesday evening. The Board and Staff Dinner will be held on Thursday night. The Keynote speaker for the General Session is Steve Cannon who recently completed the Iditarod Trail race on his bicycle.

President Stierman reviewed the schedule for the ISAC Board Retreat which is being held in Dubuque County September 18-20, 2019.

**Golden Eagle Nomination Process**

Rachel reviewed the nomination process for the 2019 Golden Eagle. ISAC is currently accepting nominations.

President Stierman recognized Joe Neary for his services on the ISAC Board.

Richard Crouch gave on update on the flooding in southwest Iowa.

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

Moved by Russell Wood, seconded by Joel Rohne to adjourn the ISAC Board of Directors meeting. The motion passed unanimously.

President Stierman adjourned the meeting.