**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 Pulkrabek, 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, Elizabeth Ledvina

**Absent:** AJ Mumm

**Staff:** Bill Peterson, Kristi Harshbarger, Brad Holtan, Kelsey Sebern,Jamie Cashman, Lucas Beenken, Robin Harlow, Jeanine Scott, Beth Manley

**Friday, April 7, 2017**

ISAC President Peggy Rice 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 approve the February 9, 2017 meeting minutes of the ISAC Board of Directors. The motion passed unanimously.

Moved by Burlin Matthews, second by Lonny Pulkrabek to approve the March 9, 2017 meeting minutes of the ISAC Legislative School General Session. The motion passed unanimously.

Moved by Eric Stierman, second by Burlin Matthews to approve the March 9, 2017 meeting minutes of the ISAC Executive Committee Meeting. The motion passed unanimously.

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

**Legislative Update**

Jamie presented on bills that are outstanding during the anticipated final weeks of the session. Jamie explained the current versions of a bill on MH/DS Region funding and the weaknesses of both options. Jamie also discussed food fees, texting while driving, stand your ground gun legislation, and the state budget process. Lucas summarized several bills that ISAC supports that have passed or are likely moving forward, such as veterans’ services officers, federal tax liens, and federal swap funds for county road projects. Lucas also discussed the backfill, which is currently in the Governor’s proposed budget, and he will be working to make sure that stays in the Legislature’s budget bill as well. The Board and staff discussed the compensation board history and current legislation.

**Management Report**

Brad gave an update on the financial report as of February 28, 2017. Brad discussed practices and procedures for the 4th quarter to get ready for the audit and work on cost allocation formulas. Brad also demonstrated the dashboard he has been working on to prepare different graphs and charts that would help show financial reports visually.

Moved by Burlin Matthews, second by Grant Veeder to accept the financial report as of February 28, 2017. The motion passed unanimously.

Brad gave an update on the ISAC Scholarship Golf Fundraiser being held on August 2 at Toad Valley Golf Course. Sponsors are starting to come in, but many spots are still open.

Kristi gave an update on legal matters, including an update on the State Elections Administration Training (SEAT) 28E and various pending court cases that could impact counties.

Bill summarized the process that ISAC went through to decide to contract with IP Pathways to provide network administration services for the organization. Bill reviewed the contracts and arrangement with IP Pathways.

Joel Rohne moved, second by Eric Stierman, to ratify the contracts with IP Pathways. The motion passed unanimously.

Jeanine provided an update on the agreement between ISAC and the Iowa Precinct Atlas Consortium (IPAC). The Board was provided with the latest draft of the agreement, but there may still be changes to timing, transition and process for sharing of duties between ISAC and Cerro Gordo County. Bill explained that we are waiting for input on the latest draft of the agreement from IPAC, thus the agreement is not ready for Board action, but he wanted the Board to be aware of the status of the discussion. The Board discussed with staff the contract, the arrangement, the work and the staffing plan necessary for the arrangement with IPAC.

Brad gave the Board an update on the contractor ISAC retained to do performance testing on ISAC’s Event Management system. Next steps are to conduct load testing and stress testing.

Bill updated the Board on the process for how the online voting will work for the 2018 legislative priorities. Jeanine explained that for the first year we will be using Survey Monkey, so that we have a better handle on our needs before we decide if we want to build a custom tool.

Robin showed the Board the current research tools on ISAC’s website and highlighted updates to the Tableau software.

**NACo Report**

Melvyn and Grant updated the Board with highlights from the latest NACo board meeting. Bill provided the Board with registration information for the NACo Annual Meeting in Columbus, Ohio and reviewed the ISAC policy related to Board members attending NACo conferences.

**ISAC Conference Report**

Kelsey reviewed the Legislative Conference Survey, despite low attendance and low survey results. Kelsey summarized the conference app analytics – usage has decreased. Thus, ISAC will use the app at the Annual Conference but not at the 2018 Legislative Conference. Kelsey discussed the results from the Affiliate Leadership and Preferred Vendor Meeting, including that affiliates really seemed to appreciate learning about the “how and whys” of ISAC conference planning.

Beth reviewed the agenda for the ISAC in-person training for the HIPAA Program on April 13 in at the Courtyard by Marriott in Ankeny.

Robin reviewed the agenda for the Smart Connections Conference on April 27at the Holiday Inn Airport in Des Moines.

Kelsey provided the updated Annual Conference agenda, including the inclusion of County Day at the Ballpark on the evening of Thursday, August 24.

Kelsey shared the tentative agenda for the ISAC Board of Directors Retreat on September 27-29.

President Rice adjourned the meeting following reports and inquiries from board members at 2:10 pm.