**Minutes**

**Iowa State Association of Counties**

**ISAC Board of Directors Meeting**

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

**Phone 515.244.7181**

**Present:** Joan McCalmant, Lonny Pulkrabek, Eric Stierman, Danny Waid, Shane Walter, Wayne Clinton, Grant Veeder, Burlin Matthews, Melvyn Houser, Darin Raymond, Elizabeth Ledvina, Peggy Rice, Joel Rohne

**Absent:** Linda Langston,Deb McWhirter, Matt Cosgrove, AJ Mumm, Joe Neary, Tim Huey, Kathy Babcock, Cara Marker-Morgan,

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

**Friday, February 12, 2016**

President McCalmant called the meeting to order and led the Board in the Pledge of Allegiance.

**Approval of Minutes**

Moved by Lonny Pulkrabek, seconded by Eric Stierman to accept the January 22, 2016 ISAC Board of Directors meeting minutes as written. The motion passed unanimously.

Moved by Wayne Clinton, seconded by Lonny Pulkrabek to accept the February 3, 2016 ISAC Executive Committee meeting minutes as written. The motion passed unanimously.

**Discussion and Review of Iowa County Attorney Case Management Project**

Jeanine Scott gave a history of the Iowa County Attorney Case Management Project (ICACMP) analysis of the Prolaw Software Project. A workgroup for the project has asked Iowa Counties Technology Services (ICTS) for a proposal for the support of the program. She also discussed ICTS providing support for Precinct Atlas. Two proposals were reviewed and discussed by the Board at length – scenario one included the support of Precinct Atlas and ICACMP and scenario two included only ICACMP.

Moved by Eric Stierman, seconded by Burlin Matthews to approve the concept of ICTS supporting ICACMP and Precinct Atlas.

The Board requested more information on a clear governance structure and funding.

The motion passed unanimously.

**Management Report**

Brad Holtan reviewed the financial statements for the seven months ending on January 31, 2016. He highlighted registration numbers for the 2014 Fall School that was held in Des Moines (central) and the 2015 Fall School that was held in Cedar Rapids (east) and noted that there was a difference of about 50 registrants.

Moved by Peggy Rice, seconded by Shane Walter to accept the financial report. The motion passed unanimously.

Brad provided a listing of staff credit cards with corresponding credit limits to the Board.

Moved by Lonny Pulkrabek, seconded by Eric Stierman to approve the ISAC Credit Card Authorization Resolution as presented. The motion passed unanimously.

Kristi Harshbarger gave an update on legal matters.

Jeanine Scott gave an update on CSN and IT activities as well as a presentation on how managed care is affecting CSN.

**ISAC Budget Presentation**

Bill presented the proposed ISAC budget for FY 2017 that was recommended by the ISAC Executive Committee. He reviewed significant income and expenditure adjustments and the summary of required actions:

* County dues set at $5,700 per county an increase of $200.
* Fall conference registration fees increased by $20 to $200/registrant.
* Authorize a 2.5% increase in the staff salary line item – each additional 0.5% increase in salary costs $5,821 in staff salary line item.
* Approve change in employer contribution to family health insurance cost.
* Salary adjustment for Executive Director recommended increase of 2.5%.
* Authorize video funding of $15,000.

The Board discussed the recommendations at length.

Moved by Lonny Pulkrabek, seconded by Wayne Clinton to approve and recommend to the full membership the FY 2017 ISAC budget. The motions passed unanimously.

Grant Veeder was recognized and thanked for his Lincoln Letters series of articles that has been published in *The Iowa County magazine* for several years*.*

**Conference and Meeting Report**

Rachel Bennett reviewed a schedule of activities for the Iowan’s attending the 2016 NACo Legislative Conference.

Rachel gave an update on County Day at the Capitol being held on Wednesday, March 9.

Rachel reported on the exhibitors and sponsors for the Spring School, and Kelsey Sebern reviewed the conference board scenario.

Brad Holtan presented a series of management trainings that will be held in each of ISAC’s six districts in May and June. Limited registration will begin and more information will be disseminated in mid-March.

**Legislative Report**

Jamie Cashman and Lucas Beenken gave an update on the ISAC legislative priorities, objectives, and issues of concern to counties.

**Scholarship Update**

President McCalmant reviewed the results of the Scholarship Selection Committee. Awards will be presented during the Spring School General Session.

President McCalmant reviewed the ISAC Board committee appointments.

President McCalmant adjourned the Board at 3:00 pm following board members sharing issues, concerns, ideas, achievements, etc. with other board members.