**Minutes**

**ISAC Board of Directors Meeting**

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

**Phone – 515.244.7181**

**Present:** Burlin Matthews, Richard Crouch, Brian Gardner, John Werden, Melvyn Houser, Joan McCalmant, Matt Cosgrove, Shane Walter, Elizabeth Ledvina, Peggy Rice, Lonny Pulkrabek, Linda Zuercher, Kris Colby, Russell Wood, Jean Keller, Joel Rohne, Brad Skinner, AJ Mumm, Kathy Babcock

**Absent:** Jennifer Robbins, Carla Becker, Grant Veeder

**Guests:** Marge Pitts, Paul Kruse

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Kelsey Sebern, Brad Holtan, Katie Cook, Jacy Ripperger, Jamie Cashman, Lucas Beenken

**Wednesday, February 12, 2020**

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

ISAC President Matthews was sworn in by Clay County Auditor and ISAC Past President Marge Pitts. Marge swore in the ISAC Executive Committee and all ISAC Board members.

**Approval of Minutes**

Moved by Brad Skinner, seconded by Joel Rohne to approve as written the meeting minutes of the January 17, 2020 ISAC Board of Directors and the January 29, 2020 ISAC Executive Committee meeting. The motion passed unanimously.

**Iowa Public Agency Investment Trust Presentation**

Paul Kruse, PMA Financial Group – marketer for the Iowa Public Agency Investment Trust (IPAIT), gave a history and overview of IPAIT. He discussed the benefits for counties and for ISAC when counties invest in IPAIT.

**Basecamp Tutorial**

Katie Cook gave a tutorial and answered questions about the Basecamp software that ISAC uses to share information and communications with the ISAC Board. It is offered to all affiliates free of charge.

**Management Report**

Brad Holtan presented income and expenditure highlights from the financial report dated December 31, 2019. He reported that the Iowa County Attorneys Case Management Project (ICACMP) will be adding Karpel as a software option in addition to ProLaw.

Moved by Elizabeth Ledvina, seconded by Brian Gardner to accept the financial report as presented. The motion passed unanimously.

Brad presented the FY 2019 ISAC 990 for approval.

Moved by Russell Wood, seconded by Dawn Smith to approve as presented the FY 2019 ISAC 990. The motion passed unanimously.

**ISAC Golden Eagle**

Rachel Bennett reported that nominations are now being accepted for the 2020 ISAC Golden Eagle. She reviewed the timeline and process for nominations as well as eligibility requirements.

**ISAC Budget Presentation**

Bill Peterson gave an overview of the budget presentation. He reviewed highlights of FY 2020 budget estimates and gave a detailed overview of the FY 2021 proposed budget. The summary of required actions includes:

* Approve recommended institutional value fee adjustments
* County dues – no change recommended
* ISAC conference registration fees – $10 increase in spring and annual conference registration. New County Officers School registration increased by $25.
* Approve 3% increase cost of living adjustment for staff salaries.
* Approve creation of salary adjustment fund of $36,000.
* Executive Director salary recommended to be $168,868 according to three-year salary adjustment plan adopted in 2019.

The FY 2021 budget proposal includes:

* Bottom line of $577,977
* Reserve Fund Balance of $901,015
* Depreciation Fund Balance of $175,000
* Building Development Fund of $250,000

The Board discussed the budget at length and posed questions to staff.

Moved by Russell Wood, seconded by Lonny Pulkrabek to recommend the FY 2021 ISAC Budget as presented to the ISAC membership for approval during the ISAC Spring Conference. The motion passed unanimously.

**ISAC Legislative Report**

Jamie Cashman and Lucas Beenken gave an update on the ISAC Legislative Top Priorities, Objectives, and other issues of interest to counties. Leadership meetings will be held on February 13.

**Friends of the ISAC Education Foundation**

Jacy Ripperger presented the newly developed Friends of the ISAC Education Foundation that will raise money for the ISAC scholarships. The program is set up similar to the ISAC Preferred Vendor program in that it contains annual packages of benefits. This program is open to companies, ISAC affiliates, and individuals. Donations are tax deductible.

**Conference and Meetings Report**

Rachel gave an overview of conference activities related to the 2020 NACo Legislative Conference. She also gave an update on Cindy Bobbitt’s campaign for NACo 2nd Vice President.

Kelsey Sebern reviewed the 2020 ISAC Spring Conference Board Scenario and gave an update on conference registration numbers and hotel room block reservations.

Rachel reported that registration will open soon for the NACo Annual Conference being held in Orange County, Florida in July 2020.

**Scholarship Update**

Katie Cook reported that the Scholarship Selection Committee met on February 11 and made the following selections for ISAC Scholarships that will be awarded during the ISAC Spring Conference General Session in March.

$5,000 Top Winner: District 2, Lauren Erickson, Parent: Kathy Erickson, Humboldt County Community Services

$2,000 District 1: Whitanie Nedderhoff, Parent: Heidi Nedderhoff, Grundy County Supervisor

$2,000 District 3: Hailey Kellen, Parent: Bobbi Kellen, Plymouth County Treasurers Department

$2,000 District 4: Sydnee Nicholl, Parent: Charles Nicholl, Madison County Planning and Zoning

$2,000 District 5: Faith Royer, Parent: Duane Royer, Washington County GIS

$2,000 District 6: Emma DeWitt, Parent: Gabrielle DeWitt, Black Hawk County Health Department

$2,500 Past President: Andrea Benner, Parent: Kenton Benner, Lee County Secondary Roads Department

President Matthews presented the 2020 ISAC Board committee appointments.

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

President Matthews adjourned the meeting at 1:45 pm.