**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, Matt Cosgrove, Shane Walter, Joan McCalmant, Elizabeth Ledvina, Kathy Babcock, Brad Skinner, AJ Mumm, Gene Meiners, Brian Gardner, John Werden

**Conference Call:** Melvyn Houser, Joe Neary, Kim Painter, Jean Keller, Joel Rohne

**Absent:** Peggy Rice, Russell Wood, Lonny Pulkrabek, Grant Veeder

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

**Thursday, February 7, 2019**

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

**Approval of Minutes**

Moved by Joan McCalmant, seconded by Richard Crouch to approve as written the meeting minutes of the January 18, 2019 ISAC Board of Directors. The motion passed unanimously.

Moved by Burlin Matthews, seconded by Richard Crouch to approve as written the meeting minutes of the January 30, 2019 ISAC Executive Committee. The motion passed unanimously.

Moved by Carla Becker, seconded by Richard Crouch to approve as written the meeting minutes of the February 6, 2019 ISAC Executive Committee. The motion passed unanimously.

Moved by Kathy Babcock, seconded by Joan McCalmant to recess the ISAC Board of Directors. The motion passed unanimously.

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

**Management Report**

Brad Holtan reviewed highlights of the financial report ending on December 31, 2018. He reviewed highlights of the ISAC General Fund, Health Insurance Fund, and the Dental Program. Brad has provided a financial administration quote to the Iowa Community Services Association, and ISAC is still waiting for guidance from the IRS to file ISAC’s 990.

Moved by AJ Mumm, seconded by Brian Gardner to accept the December 31, 2018 financial report as presented. The motion passed unanimously.

Rachel Bennett reported that the Iowa State Association of County Supervisors (ISACS) is developing a continued education certification program that will begin in January 2021 called the Certified Iowa County Supervisors (CICS) program. ISAC staff is working with ISACS members to develop the program.

**Basecamp Tutorial**

Katie Cook gave an overview of Basecamp, which is the website used by the ISAC Board of Directors and other ISAC affiliates, committee, boards, and programs for communication, document storage, and more. She gave a live demo and answered questions.

**Scholarship Update**

Katie Cook updated the Board on the Scholarship Selection Committee results. Scholarship interviews were held on February 6, 2019, and the scholarship recipients were chosen. The top scholarships will be given during the ISAC Spring Conference General Session on Thursday, March 14.

**ISAC Budget Presentation**

Bill Peterson and Brad Holtan presented the recommended FY 2020 ISAC Budget. Brad reviewed the budget process and the FY 2019 income and expense notes for each program. Bill highlighted revenue notes between the FY 2019 budget and the FY 2020 budget proposal. He went into detail regarding specific expense adjustments in personnel expenses. The executive director’s salary was reviewed by the executive committee and a three-year compensation plan was adopted that will adjust the salary by $13,000 per year. This was done to get the position’s compensation more in-line with today’s market. He reviewed the Depreciation Fund, Reserve Fund, and the Building Development Fund. There is a recommended transfer of $250,000 from the Operating Fund to the Building Development Fund for an upcoming move or remodel when the lease expires in two years. He reviewed and recommended a summary of required actions which included:

* Adopt recommended FY 2020 budget proposal with following:
	+ Approve recommended institutional value fee adjustments to .9%
	+ County dues set $5,900
	+ ISAC conference registration fees – no change
	+ Authorize a 3.0% increase in the staff salary line item
	+ Executive Director salary recommended to be $155,868
	+ Authorize staff to enter into contract with ISACA for legislative representation

Moved by Shane Walter, seconded by Kim Painter to approve the FY 2020 budget as proposed. The motion passed unanimously.

**Conference and Meeting Report**

Rachel reviewed Iowa-specific meetings and events being held in conjunction with the 2019 NACo Legislative Conference.

Kelsey reported that 2019 ISAC County Day at the Capitol is being held on March 13 and that all affiliates have been asked to display around the Rotunda. She requested that the board members reach out to the affiliates who have yet to confirm attendance. Rachel gave an overview of events that will be held connected to the mental health and disability services campaign during the event including media involvement.

Kelsey reported that registration and hotel numbers for the 2019 ISAC Spring Conference are good so far and reiterated the need for members to use ISAC hotel room blocks because of existing contracts. She reviewed the ISAC Board scenario for the conference. Jacy Ripperger gave an update on conference exhibitors and sponsors. She also highlighted the exhibitor reception that will be held in the exhibit hall on the afternoon of Thursday, March 14.

**ISACA Contract for Legislative Services**

Kristi Harshbarger reviewed the contract for legislative services between ISAC and the Iowa State Association of County Auditors (ISACA). The contract is very similar to what is currently in place with the Iowa State Association of County Supervisors.

Moved by Richard Crouch, seconded by Kathy Babcock to approve entering into a contract for legislative services with ISACA. The motion passed unanimously.

**Legislative Report**

Jamie Cashman and Lucas Beenken updated the Board on actions taken during the first four weeks of the legislative session and the status of ISAC’s legislative priorities, objectives, and other bills of interest to counties. President Stierman and staff met with legislative leadership this week to discuss ISAC’s top legislative priorities. Rachel Bennett gave an update on the mental health and disability services social media campaign which is performing successfully with well over 100,000 impressions.

**ISAC Board Committee Appointments**

Eric Stierman distributed the 2019 ISAC Board committee appointments.

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

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

President Stierman adjourned the meeting.