**Minutes**

**ISAC Board of Directors Meeting**

**ISAC Offices, 5500 Westown Parkway, Suite 190, West Des Moines, IA 50266**

**Phone 515.244.7181**

**Present:** Peggy Rice, Eric Stierman, Burlin Matthews, Joan McCalmant, Melvyn Houser, Carl Mattes, Shane Walter, Elizabeth Ledvina, Marilyn Dophiede, Joel Rohne, Tim Huey, Joe Neary, Mark Sybesma, Grant Veeder, Wayne Reisetter

**Absent:** Lonny Pulkrabek, Jean Keller, Matt Cosgrove, AJ Mumm, Brad Skinner, Kathy Babcock

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

**Thursday, February 9, 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 Joan McCalmant to approve the January 20, 2017 meeting minutes of the ISAC Board of Directors. The motion passed unanimously.

Moved by Burlin Matthews, seconded by Eric Stierman to approve the February 1, 2017 meeting minutes of the ISAC Executive Committee. The motion passed unanimously.

**Management Report**

Brad Holtan reviewed the financial report for January 31, 2017.

Moved by Eric Stierman, seconded by Joan McCalmant to accept the financial report as presented. The motion passed unanimously.

Kristi Harshbarger gave an update on legal matters.

Moved by Grant Veeder, seconded by Joe Neary to approve spending up to $1,500 on a legal brief regarding the challenging of the public-duty doctrine. The motion passed unanimously.

Bill Peterson reported on the activities of the ISAC IT department. He discussed progress to CSN 3.0 and reported that regional training will take place in May. He also discussed that a contract to approve adding Precinct Atlas to ISAC IT will be brought to the Board in April. Jon Covalt, Network Administrator, has submitted his resignation effective February 24.

Robin Harlow gave an update on the County Strategic Technology Advisory Resource (CoSTAR) goals, objectives and action plan. He reviewed the work that is being done related to each goal.

Kristi gave an update to the Board on the State Elections Administrators Training (SEAT). The 28E will expire at the end of March. The SEAT task force is currently looking at what changes need to occur moving forward. The task force recommended that the 28E Agreement be amended to read that if SEAT were to dissolve the monies would go back to the Iowa State Association of County Auditors (ISACA) to be used for election education purposes.

Moved by Grant Veeder, seconded by Melvyn Houser to approve changes to the SEAT 28E agreement as proposed by the SEAT task force. The motion passed unanimously.

Bill Peterson gave an overview of the budget process and a review of the FY 2017 budget highlights. He discussed the board designated fund and requirements related to the programs that ISAC manages. He highlighted staffing position changes. Revenue will increase by $437,263 and total expenses will increase by $313,855. The biggest changes are in the staffing area with positions being added by ISAC IT and ICACMP. He reviewed a summary of required actions which included:

* County dues at $5,800 per county, an increase of $100;
* ISAC Legislative Conference registration fee set at $190, an increase of $20;
* Authorize a 2% increase in the staff salary line item; and
* No salary adjustment for Executive Director.

The Board discussed the proposal amply.

Moved by Mark Sybesma, seconded by Melvyn Houser to adopt the recommended FY 2018 budget proposal as presented and to recommend the budget to the membership. The motion passed unanimously.

**Conference and Meeting Report**

Rachel Bennett reviewed the Iowa attendee schedule of events during the 2017 NACo Legislative Conference.

Kelsey Sebern gave an update on County Day at the Capitol, reviewed the Legislative Conference Board scenario, and outlined the proposed agenda for the 2017 ISAC Annual Conference.

Moved by Shane Walter, seconded by Elizabeth Ledvina to approve the 2017 ISAC Annual Conference as proposed. The motion passed unanimously.

Robin gave an overview of the 2017 Smart Connections Conference behind held on April 27, and Brad shared the dates and locations of the 2017 ISAC Leadership Training: Performance Management and Effective Performance Reviews.

**ISAC Legislative Report**

Jamie Cashman called in from the Capitol and gave an update on the legislature.

**Scholarship Update**

Tammy Norman updated the Board on the results of the Scholarship Selection Committee.

Board committee appointments were distributed.

President Rice adjourned the board following reports and inquiries from board members.