**Minutes**

**Iowa State Association of Counties (ISAC)**

**ISAC Board of Directors**

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

**Phone 515.244.7181**

**Present:** Lonny Pulkrabek, Eric Stierman, Burlin Matthews, Wayne Reisetter, Melvyn Houser, Joan McCalmant, Shane Walter, Kathy Babcock, Carla Becker, Joe Neary, Denny Wright, Matt Cosgrove, Carl Mattes, Jean Keller, Kim Painter, Joel Rohne, Russell Wood, AJ Mumm, Grant Veeder, Peggy Rice

**Absent:** Elizabeth Ledvina, Brad Skinner

**Guests:** Erin Dickinson (via conference call)

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

**Friday, January 19, 2018**

ISAC President Lonny Pulkrabek called the meeting to order and led the Board in the Pledge of Allegiance.

ISAC Past President and retired Johnson County Attorney J. Patrick White swore in President Pulkrabek, the ISAC Executive Committee, and members of the 2018 ISAC Board of Directors.

**Approval of Minutes**

Moved by Grant Veeder, seconded by Eric Stierman to approve as written the meeting minutes of the November 15, 2017 ISAC Litigation Committee, the November 16-17, 2017 ISAC Board of Directors, and the December 15, 2017 ISAC Litigation Committee. The motion passed unanimously.

President Pulkrabek recessed the ISAC board and reconvened following the Iowa Counties Technology Services (ICTS) Board meeting.

**ISAC Financial Report**

Brad Holtan reviewed balances for the ISAC checking, savings, and investment accounts as well as aging accounts receivables. He reviewed all funds and programs in detail and answered questions.

Moved by Burlin Matthews, seconded by Joe Neary to approve the financial report for the six months ending December 31, 2017. The motion passed unanimously.

**Litigation Committee Report**

Erin Dickinson, Crueger Dickinson, updated the Board on the opioid litigation. Thirty-six counties have filed suit, eight more have engaged and will be filed soon. The Iowa lawsuits were filed Ohio on January 5. A first hearing was held during which the judge expressed the desire for an early resolution. Erin answered questions from the Board, and the Board amply discussed the litigation as well as other desired efforts to address the epidemic as an Association.

Bill Peterson presented a letter from Washington County addressed to the Board regarding the Board’s action in encouraging counties to enjoin the opioid litigation. The Board discussed the contents of the letter, the process that was taken to involve counties in the opioid litigation, and the authorities of the Board in general and its abilities related to this effort.

Moved by Wayne Reisetter, seconded by Burlin Matthews to respond to Washington County via letter from ISAC President Pulkrabek. The motion passed unanimously.

Kristi Harshbarger updated the Board on a lawsuit that could influence counties and other local governments.

Moved by Eric Stierman, seconded by Kathy Babcock, to authorize the expenditure of up to $1,000 on a friend of the court brief as described. The motion passed with all ayes with Russell Wood abstaining.

**Management Report**

Brad supplied the Board with and reviewed the completed ISAC 990 and ISAC Education Foundation 990.

Moved by Eric Stierman, seconded by Peggy Rice to approve the ISAC and ISAC Education Foundation 990s. The motion passed unanimously.

Bill Peterson gave an overview of the budget process for the ISAC FY 2019 budget. The ISAC Executive Committee will meet to review the budget and make recommendations on January 31, the ISAC Board will be asked to recommend the budget to the membership during its February 9 meeting, and the FY 2019 budget will be brought to the full membership for approval during the Spring Conference General Session on March 15.

Brad asked board members to read the conflict of interest statement and to return signed copies to him.

Kristi gave a summary of the history of ISAC’s involvement with State Election Administrators Training (SEAT). SEAT is now a subcommittee of the Iowa State Association of County Auditors (ISACA) after the expiration of the 28E agreement, and ISACA would like for ISAC to be more involved and provide a variety of services to SEAT. The incorrect Agreement for Services was included in the board materials, so the item was placed on the table until the correct documentation could be provided.

Bill recommended approval of professional activities and fees associated with the ISAC Group Health Program for which ISAC will engage Kingston Life and Health. The consulting agreement will include three major functions: 1) Consulting services to ISAC management of the ISAC Group Health Program related to the future design of the Program; 2) Direct services to members at a much-reduced rate; and 3) Creation of an ancillary benefits trust for the delivery of benefit services to members. Financing of the agreement will include $5.50 per contract per month and $6.25 per contract per month for members of the ISAC Group Health Program. ISAC will receive 25% of the revenue of any ancillary benefits trust. Kingston Life and Health will be included as an ISAC Endorsed Preferred Vendor and an ISAC Elite Preferred Vendor.

Moved by Grant Veeder, seconded by Joel Rohne to approve entering into a consulting agreement with Kingston Life and Health as recommended. The motion passed unanimously.

Bill recommended that ISAC refund 50% of the Case Management and Mental Health and Disability Services (CM&MHDS) reserves back to the counties that remained members through its termination. The 28E stated that all funds would go to ISAC. The refund amounts by county were reviewed. The Board amply discussed the refunds and the logistics for the distribution of the funds.

Moved by Russell Wood, seconded by AJ Mumm, to approve refunding 50% of the CM&MHDS reserves back to member counties as presented. The motion passed unanimously.

Rachel Bennett gave a demo of the new ISAC association app that will be a resource and tool for members to use throughout the year. It will also include conference apps for the ISAC Spring and Annual Conferences

Kristi supplied the correct services agreement between ISAC and ISACA for services related to SEAT. The Board reviewed the document.

Moved by Russell Wood, seconded by Grant Veeder to enter into the Agreement for Services with ISACA. The motion passed unanimously.

**Request for Funding of Governor’s 2018 Future Ready Iowa Summit**

Bill reported that it’s been requested that ISAC support the Governor’s 2018 Future Ready Iowa Summit.

Moved by Kathy Babcock, seconded by Grant Veeder to approve a contribution of $1,000 to the event. The motion passed unanimously.

**Legislative Report**

Rachel reported that ISAC has created two videos related to property taxes – one advocating for full funding of the backfill and one educating on the role of the county in the property tax process. She showed the videos and discussed plans for their roll out.

Jamie Cashman and Lucas Beenken game an update on the actions taken during the first week of the legislative session and meetings between ISAC staff, President Pulkrabek, and legislative leadership.

Rachel gave an update on legislative communications including the use of a new mass email service provider and a redesign of both the ISAC Update and the Supervisors Capitol News.

**Conference and Meeting Report**

Kelsey Sebern reported that ISAC University was a success with around 190 attendees. Speakers and the new location received high marks.

Rachel explained changes to County Day at the Capitol that include no affiliate tables/displays around the Rotunda and no pre-event update from staff at a different location. The event will take place from 11:00 am – 3:00 pm at the Capitol with lunch being served at 11:30 am. Meeting Room 116 will act as a meeting place for ISAC members and staff.

Rachel reported that changes made to the opening of registration for the 2018 ISAC Spring Conference were successful. Separating registration from hotel reservations by one week enabled everything to run smoothly. One-day registrations were also offered, but most members opted for the full conference registration. Kelsey discussed that registrations are consistent with past conferences, but hotel reservations are way down. She explained that ISAC will be in danger of receiving high attrition fees if more rooms are not filled within our conference hotel blocks. Kelsey reviewed the conference agenda and board events during the conference.

Rachel gave an overview of the ISAC webinar schedule for 2018 and registration numbers for past webinars. Overall, the average participation has declined.

**NACo Report**

President Pulkrabek and Bill reported on the NCCAE State Association Presidents and Executive Directors meeting that they attended in early January in Washington, D.C. It was very busy, but a great educational and networking experience.

Rachel reviewed a tentative schedule for Iowa attendees of the NACo Legislative Conference being held in March in Washington, D.C.

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

President Pulkrabek adjourned the ISAC Board meeting at 2:45 pm.