**Minutes**

**Iowa State Association of Counties**

**ISAC Board of Directors Meeting**

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

**Phone 515.244.7181**

**Present:** Joan McCalmant, Lonny Pulkrabek, Eric Stierman, Darin Raymond, Melvyn Houser, Wayne Clinton, Burlin Matthews, Shane Walter, Joe Neary, Elizabeth Ledvina, Deb McWhirter, Matt Cosgrove, Tim Huey, Kathy Babcock, Grant Veeder

**Absent:** Cara Marker-Morgan, Joel Rohne, Peggy Rice, Danny Waid, AJ Mumm

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Kelsey Sebern, Jamie Cashman, Lucas Beenken, Robin Harlow, Jon Covalt, Beth Manley

**Friday, April 29, 2016**

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

**Approval of Minutes**

Moved by Burlin Matthews, seconded by Melvyn Houser to accept the February 12, 2016 ISAC Board of Directors meeting minutes and the March 10, 2016 ISAC Spring School of Instruction General Session minutes as written. The motion passed unanimously.

President McCalmant recessed the ISAC Board and reconvened following the Iowa Counties Technology Services Board Meeting.

**Management and Financial Report**

Brad Holtan gave the financial and investment reports as of March 31, 2016. Highlights included a significant increase in IPAIT revenue and an increase in spring school registration. Statements have been sent out for past-due invoices.

Brad reported that the 12th Annual ISAC Scholarship Golf Fundraiser will be held on Wednesday, August 31 at the Toad Valley Golf Course in Pleasant Hill.

Kristi Harshbarger gave an update on legal matter.

Kristi gave a report of the ISAC articles and bylaws committee concerning changes related to the 2017 legislative policy process. Redline changes of the articles included defining a voting member of the association as an elected official of an Iowa county or principal officer for a county department that is represented by an affiliated association. Changes to the bylaws continue to clarify voting rights and walk through the process. A detailed timeline of the process was also reviewed. The board amply discussed the changes and requested language updates.

Kristi reviewed changes to the ICACMP contract and the items that remain points of discussion and negotiation.

Moved by Burlin Matthews, seconded by Wayne Clinton to approve granting authority to the ISAC Executive Committee to approve the final contract. The motion passed unanimously.

Beth Manley presented a plan for the FY 2017 ISAC HIPAA Program of which the costs will remain unchanged. Additional perks include monthly webinars and access to the County Information Network information sharing site that includes message board functions.

Jon Covalt gave an update on the ISAC network upgrades, installations, and connections. He presented initial quotes for new internet and phone contracts.

**Research and Innovations Updates**

Robin Harlow gave a demonstration of several functions and maps with the Tableau tool. The Board discussed the tool amply and the need for the ability to notify ISAC of bad data.

Robin gave an update on the County Strategic Technology Advisory Resource (CoSTAR) committee activities.

**Communications Department Updates**

Rachel Bennett reported that plans are moving forward to create three election videos with the involvement of the auditors affiliate. Completion date of the project is July 1.

Nominations are now being accepted for the 2016 ISAC Golden Eagle.

Rachel gave a demonstration of the new ISAC Event Management tool which will be used by ISAC members to register for meetings. ISAC requested to attend affiliate meetings to help members get signed up in advance of registration for Fall School.

**Update on the 2016 Legislative Session**

Jamie Cashman and Lucas Beenken gave an update on the legislative session. They highlighted the status of bills of concern to counties including successes on E-911 funding, delinquent court debt, and funding for courthouse furniture.

**NACo Report**

Melvyn Houser and Grant Veeder gave the NACo Board of Directors report.

Rachel reported that the Iowa Caucus Meeting during the NACo Annual Conference will take place from 5:00 pm – 6:30 pm on Saturday, July 23.

Bill Peterson reported that ISAC received one nomination for the NACo Board Member position from Melvyn Houser.

Moved by Darin Raymond, seconded by Eric Stierman to reappoint Melvyn Houser as the ISAC NACo Board Member for a three-year term. The motion passed unanimously.

**ISAC Conference Report**

Kelsey Sebern reviewed the survey results from the 2016 ISAC Spring School of Instruction. It was a successful conference overall with some concerns about food quality and selections.

Rachel reported an overall decrease in the use of the Spring School conference app compared to the Fall School app.

Beth reported that the HIPAA Program Training was successful, and Robin reported a successful Smart Connections Conference as well.

Kelsey presented the proposed 2016 ISAC Fall School of Instruction agenda.

Moved by Kathy Babcock, seconded by Elizabeth Ledvina to approve the agenda as recommended. The motion passed unanimously.

Kelsey gave an overview of the ISAC Board of Directors Retreat being held in Cedar Rapids on September 21-23 and presented the 2017 New County Officers School Agenda.

Kelsey reported that the 2017 ISAC Legislative Conference is contracted to be held on St. Patrick’s Day. Due to travel concerns and increased activity in the hotel, she recommended that the date be moved to the week prior with no charge to move the dates.

Moved by Eric Stierman, seconded by Burlin Matthews to approve holding the 2017 ISAC Legislative Conference on March 9-10, 2017. The motion passed unanimously.

President McCalmant adjourned the Board at 2:30 pm following board members sharing issues, concerns, ideas, achievements, etc. with other board members.