**Minutes**

**Iowa State Association of Counties**

**Board of Directors Meeting and Annual Retreat**

**Oxbow Lodge, Humboldt County Conservation Oxbow Park**

**Present:** Harlan Hansen, Melvyn Houser, Joan McCalmant, Peggy Rice, Grant Veeder, Kathy Babcock, Russell Wood, Wayne Walter, Deb McWhirter, Lonny Pulkrabek, Wayne Chizek, Jeff Garrett, Matt Cosgrove, AJ Mumm, Jim George, Joe Neary, Wayne Clinton, RJ Moore, Marjorie Pitts

**Absent:** Darin Raymond, Linda Langston

**Staff:** Bill Peterson, Stacy Horner, Brad Holtan, Jamie Cashman, Lucas Beenken, Tammy Norman

**Thursday, September 11, 2014**

ISAC President Harlan Hansen called the meeting to order at 1:00 pm and led the Board in the Pledge of Allegiance.

**Approval of Minutes**

The ISAC Board meeting minutes from June 25, 2014 were reviewed.

Moved by Russell Wood, seconded by Deb McWhirter to approve the June 25, 2014 ISAC Board minutes as written. The motion passed unanimously.

The ETC Board minutes from June 25, 2014 and the ETC Advisory Committee minutes from August 13, 2014 were reviewed for informational purposes.

**Management and Financial Report**

Brad Holtan summarized the financial reports for the fiscal year ending on June 30, 2014. These financials were presented to the auditors and there were no issues. The auditors did recommend one adjustment in NACo RMA, LLC long term assets. They do not like showing a negative asset and recommended it be reclassified as revenue. This reclassification will cause issues in reporting our taxes on the K-1. Brad has recommended declining to make that adjustment for this reason.

Brad summarized the financial report. Revenue decreased roughly by $38,000 from FY 2013. CCMS and ETC reimbursements decreased by $81,000 due to staff changes. IPAIT royalty was down by $12,000. Pheasants Forever increased revenue of $30,000. Revenues increased for the spring and fall conferences by $45,500. The lack of district legislative meetings caused a reduction in revenue by $22,000. The increased revenue for the ISAC conferences was due to the increase in meeting registration fees and added exhibitors. Expenditures increased by $24,000 from FY 2013. Increases were due to depreciation and equipment purchase.

Brad also gave the highlights from other programs. The Unemployment Program fund balance is approximately $2.3 million. A spreadsheet has been created to reflect the breakdown of the contributions and claims by county and the balance for each county. This spreadsheet was created to assist with the payout that was approved at last year’s September board meeting to payout approximately 50% of the balance of this fund. Payments will be made this fall once the investments come due.

County Case Management Services (CCMS) experienced a net loss of $142,435 as a result of payments ($12,000 per month) made for the maintenance of the TCM Module to ETC/CSN. Revenue also decreased due to the creation of the integrated health homes as part of the Mental Health Redesign.

Brad Holtan reported on the 10th Annual ISAC Scholarship Golf Fundraiser that was held on August 6th at the Toad Valley Golf Course in Pleasant Hill. The fundraiser was a success netting around $24,000 without the check from Chili’s. The profit from Chili’s will be around $500. Expenses were less this year due mainly to the change of courses.

The Financial Report for July 30, 2014 was presented by Brad Holtan. Cash and savings are at $539,539.50, and $200,000 was moved to investments in August. Revenues from the new HIPAA program were discussed. There are currently 36 counties participating in this program with revenues of $63,000. CCMS are now paying $8,000 a month in FY 2015 to ETC for maintenance. A loss of $240,000 has been budgeted for FY 2015.

Brad reported that most of the counties have paid their dues for FY 2015.

Moved by RJ Moore, seconded by Marge Pitts to accept the financial reports dated June 30, 2014 and July 31, 2014. The motion passed unanimously.

**Fall School Update**

Stacy gave updates regarding the 2014 ISAC 50th Anniversary Celebration (Fall School) to be held at Veterans Memorial Community Choice Credit Union Convention Center in Des Moines on November 12-14. The keynote speaker will be Steve Ford. Affiliate agendas are slowly coming in. A food drive will be held this year instead of a book drive. The 50th anniversary celebration events were discussed. The events include a silent auction, appetizers, and a toast to end the day. She encouraged board members to attend. A map of Iowa will be at the registration desk for members to sign and a membership photo will be taken to commemorate the event.

Registration opened on the August 24. To date there have been 547 members registered for fall school. 41 out of the 56 available exhibit booths have been sold. Nine sponsors for anniversary celebration. Silent auction gifts are being collected from each of the affiliates.

The Board discussed fall school registration and hotels. Stacy reported that all hotels were completely booked the first day. Several members were concerned with how quickly the rooms were reserved and that none were available by 9:30 am the morning registration opened. Deb McWhirter raised a concern regarding the current hotel reservation system. The assessors were in a conference and unable to register for the fall conference and reserve rooms until after 9:00 am. When they went into register, there were no longer any hotel rooms available. She inquired if there is another system that will work better for our membership. Is it better to have the membership to make hotel reservations for conferences on their own? There was considerable discussion on this topic by the Board. Stacy explained that we are allocated rooms by the hotels based on the final number of rooms that we use. Hotels won’t allocate more rooms to us because we don’t ultimately sell out all the rooms that are allocated to us because a fair number of reservations are canceled just before the cancelation deadline. We need to create awareness amongst our members that many rooms open up at a later date due to cancelations. Encourage our affiliates to contact their members before cancelling a hotel reservation. At this time, the registration system will remain the same.

**Legislative Policy Committee Update**

Joan McCalmant, Legislative Policy Committee (LPC) Chair, stated that the first LPC meeting was held on August 21 - 22. She reported that the legislative planning process has been going well. Jamie Cashman reviewed the new legislative objectives that were brought forth during the August LPC retreat. The LPC will reconvene on September 25 and create a report for the October ISAC Board meeting. Senator Gronstal will meet with LPC committee during the September meeting. Bill stated that a draft of the legislative priorities that the LPC will be recommending to the ISAC BOD will be sent out to the entire membership. This draft will be sent before the October meeting. This will allow ample opportunity for the membership to review before the ISAC Fall School. After the October board meeting the legislative information will again be sent out to the membership.

Grant Veeder discussed the Articles of Incorporation/Bylaws/Membership Committee report. He stated that Kristi Harshbarger wanted to work on a policy that allows for any proposed changes to the legislative packet. The proposed amendment to the bylaws states the following, “If any amendments to the legislative objectives and priorities for the next legislative session are to be proposed at the fall school of instruction, such amendment must be provided in writing to the ISAC Executive Director no later than 5:00 pm two business days prior to the member meeting at the fall school of instruction. If a member wishes to propose an amendment to the legislative objectives and priorities after this deadline, such amendment must be provided in writing to the ISAC Executive Director no later than 10 days prior to a meeting of the ISAC Board of Directors and the adoption of such amendment will be dependent upon approval by the ISAC Board of Directors at such meeting.”

ISAC’s bylaws will need to be amended to reflect the following:

d. Parliamentary Rules. All questions of parliamentary practice not determined by Iowa law, ISAC’s Articles of Incorporation, Bylaws or Board Policies shall be decided by Robert’s Rules of Order.

Moved by Russell Wood, seconded by Wayne Clinton to adopt the discussed bylaws amendment regarding changes to ISAC’s legislative objectives and the revision to Robert’s Rules of Order. The motion passed unanimously.

**ETC Board of Directors Meeting**

Moved by Wayne Walter, seconded by Melvyn Houser to recess the ISAC Board of Directors at 1:37 pm. The motion passed unanimously.

The Board reconvened at the conclusion of the ETC Board of Directors meeting.

**Executive Session with Executive Director**

ISAC staff was dismissed for an executive session with the Executive Director at 2:15 pm.

The Board recessed at 4:00 pm for the day.

**Friday, September 12, 2014**

**Present:** Harlan Hansen, Melvyn Houser, Joan McCalmant, Peggy Rice, Grant Veeder, Kathy Babcock, Russell Wood, Wayne Walter, Deb McWhirter, Wayne Chizek, Jeff Garrett, Matt Cosgrove, AJ Mumm, Joe Neary, Wayne Clinton, Marjorie Pitts

**Absent:** Darin Raymond, Linda Langston, Jim George, RJ Moore and Lonny Pulkrabek

**Staff:** Bill Peterson, Stacy Horner, Brad Holtan, Jamie Cashman, Lucas Beenken, Tammy Norman

President Harlan reconvened the meeting of the ISAC Board of Directors at 8:30 am.

**County Visit Survey Results**

Bill Peterson created a report containing suggestions and comments that were obtained by staff who conducted the county survey visits. The suggestions were grouped into categories. To review the report, members of the Board were divided into three groups. Each group was assigned categories and a leader. Melvyn, Harlan and Joan are the three group leaders.

Bill instructed the groups to go over the categories and select the top suggestions and create action steps for your group.

**Group 1 Action Items**

Deb, Marge, Harlan, Peggy and Wayne Walter

Staff: Brad and Stacy

Categories to cover: Conferences and services, including technology services

**Conferences**

* Adding additional east/west trainings on the same topic; allowing more staff and members to be able to attend.
* Smaller districts per trainings
* One-day conference fee – if allowed, what should that rate be? Current rate for full conference is $175.00 and the rate at the door is $200.00. A full conference registration would be required for each office to be allowed to have a staff person register for a one-day only. Harlan Hansen instructed the conference committee and staff to come back with a plan to present to the full board at a later date.
* Affiliate agendas – instill member awareness that ISAC does not create the affiliate agendas. If there are issues or topics that members wish to have addressed during their affiliate time; they need to contact their affiliate president.
* Green initiative – meeting/conference attendees should be responsible for bringing their conference materials. They can use electronic or hard copy means to do so. If the green initiative is put into place, all conference/meeting materials must be sent out beforehand via email.
* A county VIP list to be created for ISAC staff. The VIP list would be utilized to communicate important information between ISAC and the county they represent. The VIP representative must be willing to share information with all their county offices. The VIP representative must be interested and supportive of ISAC to make this process work properly.

**Services**

* More affiliate issues
* Sample ordinances – make our members aware that there are sample ordinances available online through the auditor’s affiliate website.
* Salary survey – discussion of expanding the benefits information that is shown on the salary survey.

**Group 2 Action Items**

Melvyn, Russell, Joe, Kathy and Grant

Staff: Tammy and Bill

Categories to cover: District meetings, training and website

**District Meetings**

* ISAC to send letter to affiliate presidents to invite them or a representative to a breakfast meeting at the upcoming ISAC fall conference to discuss district meeting changes and ideas. Instruct them to go back to their affiliates to obtain suggestions to bring back to a follow-up meeting which will be held at the ISAC Spring School of Instruction. A few questions that should be addressed, will all the affiliates want to participate in district meetings? If they do not want to be involved; should the district meetings be geared to suit the needs and requirements of those will attend. Address the issue of the one-day/reduction conference rates for affiliate staff/deputies at this discussion. Melvyn and Grant will be in charge of this action item.
* When the 2017 conference occurs, the district meetings will be held in September/October. A possible benefit to this change, will be that ISAC and our membership can become more proactive versus reactive in the legislative process. ISAC should invite political candidates to the conference and district meetings. The timing of this will afford opportunities to meet with political candidates and get their opinion/perspective on issues important to county officials/government before the election process occurs.

**Training**

* ISAC to create a tutorial on how to participate in a webinar.
* Add a link on the website to allow members to submit suggestions for trainings/webinars.
* Survey membership on ideas and topics for future trainings/webinars.

**Website**

* If there is not a current sitemap, one should be created.
* Salary survey – add suggestion/comment area.
* Set up a technology room for the ISAC conferences to be staffed by ICIT and technology staff to assist members that may have technology questions with their smart phones, laptops and other “techie” issues.
* Create webinar on new website. It should cover the website structure and how to locate information.

**Group 3 Action Items**

Joan, Wayne Clinton, Wayne Chizek, AJ Mumm and Jeff Garrett

Staff: Lucas and Jamie

Categories to cover: Legislation and organization

**Organization**

* Survey visits – it is very important to continue these visits but should rotate ISAC staff.

**Legislation**

* Undecided – ISAC needs to better explain why they register as U on a piece of legislation. Put a note on the ISAC legislative website explaining why the position has been registered as U. A tutorial should be created to explain why registering on a bill is important for the purpose of future tracking.
* Mentoring program – conduct a webinar on legislation process.
* LPC – an orientation should be held for new appointees the morning of the first meeting.
* 2107 conferences – should communicate with affiliate members the changes required for the legislative process.
* Create a flow chart on how the LPC works.
* When members lobby on their own, who do they contact at ISAC?

**Public Relations**

* Create a better relationship with legislators. Communicate and educate legislators on how counties function. Have informational sessions with legislators, not issue driven to assist in creating a relationship.
* Create a brochure on “Why ISAC Matters.” ISAC should also create a template for counties to edit and use as needed.
* State COG Association – should ISAC utilize the COGs for future trainings and information sharing? COGs may be a resource for the legislative process as well.

Does ISAC have staff available to lobby on a federal level? How does ISAC inform and protect membership from the impact of legislation that is passed on a federal level? Currently this information is coming from NACo. There are some state associations that have representation at a federal level by contracting with other resources; however, this is extremely costly. ISAC plans on connecting our legislative staff with the NACo staff, so that there will be better communication and relationship for future federal legislative issues.

**County Visits**

ISAC will be visiting the counties that have not been active with ISAC. Staff will inquire as to the reasons they are not attending our conferences or actively participating in ISAC programs. The plan is to visit the 25 least active counties.

**Reports and Inquires from the Board**

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

President Harlan adjourned the Board at 11:57 pm.