**Minutes**

**ISAC Board of Directors Meeting**

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

**Phone 515.244.7181**

**Present:** Burlin Matthews, Richard Crouch, Jean Keller, Russell Wood, Matt Cosgrove, John Werden, Brad Skinner, Joel Rohne, Shane Walter, Kris Colby, Brian Gardner, Gene Meiners, Linda Zuercher, Elizabeth Ledvina, Grant Veeder, Melvyn Houser, Lonny Pulkrabek, Joan McCalmant

**Phone:** Carla Becker

**Absent:** AJ Mumm, Kathy Babcock, Peggy Rice

**Guests:** Wendy Moran, Jose Garcia,Terry Axman,Willene White

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Kelsey Sebern, Katie Cook, Jamie Cashman, Lucas Beenken, Molly Hill, Jeanine Scott

**Wednesday, November 20**

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

**Approval of Minutes**

Moved by Grant Veeder, seconded by Lonny Pulkrabek to approve as written the meeting minutes of the September 19-20 ISAC Board of Directors. The motion passed unanimously.

Moved by Grant Veeder, seconded by Melvyn Houser to approve as written the meeting minutes of the November 20, 2019 ISAC Articles/Bylaws/Membership Committee. The motion passed unanimously.

Moved by Linda Zuercher, seconded by Joel Rohne to approve as written the meeting minutes of the November 20, 2019 ISAC Scholarship Planning Committee. The motion passed unanimously.

The meeting minutes of the September 19, 2019 ICTS Board of Directors were reviewed for informational purposes.

**FY 2019 ISAC Audit Presentation**

Wendy Moran and Jose Garcia, McGowen Hurst Clark and Smith, P.C., presented the ISAC Audit Report to the Board. A clean opinion was offered for the entire engagement. The governance letter to the Board was included in the report. Staff was dismissed.

Moved by Russell Wood, seconded by Gene Meiners to accept the audit report. The motion passed unanimously.

The ISAC Board recessed and was reconvened following adjournment of the ICTS Board.

**2020 Legislative Policy Committee Report**

Carla Becker, ISAC Legislative Policy Committee (LPC) Chair, reported that the LPC had a productive and successful year. Rachel Bennett reviewed the online voting results including the recommended top priorities from the LPC, member vote, and ISAC staff. Jamie Cashman and Lucas Beenken reviewed all legislative objectives in detail.

Moved by Elizabeth Ledvina, seconded by Joan McCalmant to set the 2020 ISAC Legislative Top Priorities as: Mental Health and Disability Services; Commercial and Industrial Property Tax Backfill; and Water Quality and Quantity, Natural Resources, and Outdoor Recreation.

The Board discussed the top priorities at length.

Moved by Brad Skinner, seconded by Melvyn House to amend the motion to include Weight Limits on Secondary Roads as an additional top priority. The amendment passed unanimously.

The motion as amended passed unanimously.

Moved by Russell Wood, seconded by Brian Gardner to approve the 2020 ISAC Legislative Objectives and Policy Statements. The motion passed unanimously.

Jamie Cashman presented the Report Relating to the Payment of Required Medical Aid Provided to Prisoners of County Jails that was prepared by the Iowa State Sheriffs’ and Deputies’ Association, ISAC, and the Iowa Hospital Association and will be submitted to the legislature before December 15.

Moved by Brian Gardner, seconded by Lonny Pulkrabek to accept the report. The motion passed unanimously.

**Westward Migration of the Buffalo**

Robin Harlow gave a presentation about his bicycle trip across the United States.

**County Risk Management Services, Inc.**

Willene White and Terry Axman, County Risk Management Services (CRMS), Inc. representing ICAP and IMWCA, gave an update on CRMS and discussed the benefits of pooling.

The Board recessed at 4:45 pm.

**Thursday, November 21, 2019**

The Board reconvened at 8:30 am.

**Report of the Articles of Incorporation/Bylaws/Membership Committee**

Moved by Grant Veeder, seconded by Melvyn Houser to accept the recommended bylaws changes.

Grant Veeder and Kristi Harshbarger presented changes to the bylaws concerning practices for filling vacancies on the ISAC Executive Committee.

The motion passed unanimously.

Bill Peterson reported that Joan McCalmant has agreed to continue to serve in 2020 as one of the three immediate past presidents due to a vacancy.

**ISAC Scholarship Planning Committee Report**

Katie Cook reported that the ISAC Scholarship Planning Committee has recommended decreasing the overall amount of money that is given out in 2020, but also reducing the number of scholarships so that each scholarship is a higher amount. The Committee recommended awarding a total of $17,500 in scholarships which includes: one top scholarship in the amount of $5,000; five district scholarships in the amount of $2,000 each; and one past president’s scholarship in the amount of $2,500.

Moved by Melvyn Houser, seconded by Kris Colby to adopt the Committee’s recommendation. The motion passed unanimously.

**ISAC Group Health Program Presentation**

Bill Peterson gave an overview of the process, research, and data that is required for the preparation of the presentation and ISAC Group Health Program recommendations. Lacy Litton, Wellmark Blue Cross and Blue Shield of Iowa, gave an overview of health and pharmacy reporting for the ISAC Group Health Program. Bill gave financial highlights, and Brad Holtan reviewed the wellness program and recommended changes. Tim Johnston, Kingston Life and Health, gave an overview of their activities and progress during over the past year.

Bill reviewed the 2020 ISAC Group Health Program recommendations that included:

* Effective July 1, 2020
	+ Approve recommended base rates with income increase of 6.13% at $150,000 stop-loss. Plan rate increases range for 1.43 to 9.64%. This averages 5.65%. Authorize movement to $175,000 stop-loss after further analysis by staff if appropriate.
	+ Approve experience, wellness, and large claim adjustment plan.
	+ Approve one-time reserve balance adjustment of 6%.
	+ Adopt discount proposal with loss of discount limited to 5% per year.
	+ Adopt proposal to pay PCORI through FY 2021.
	+ Approve 2020 Wellness Program and funding – including ability to offer wellness services to counties not in ISAC Group Health Program.

Moved by Brian Gardner, seconded by Russell Wood to approve the 2021 ISAC Group Health Program recommendations as proposed. The motion passed unanimously.

**Management Report**

Moved by Joel Rohne, seconded by Joan McCalmant to accept the financial report dated October 31, 2019. Brad reviewed the financial statements including all program funds. ISAC will be issuing an RFP for broker services for the ISAC Group Health Program and will hope to bring a recommendation in January. The ISAC Unemployment Fund was being administered by Employer’s Edge, but they were bought out by Equifax. The motion passed unanimously

Moved by Melvyn Houser, seconded by Lonny Pulkrabek to accept the quarterly ISAC investment report dated October 31, 2019. Brad provided an overview and highlights of the quarterly ISAC investment report. The motion passed unanimously.

Rachel Bennett gave an overview of the items that were discussed during the ISAC Board Retreat in September. Items were tallied and broken into categories: 1. More information will be provided to the ISAC Board; 2. Solution has been determined/work has begun; 3. Still evaluating; and 4. Monitoring.

Kristi Harshbarger reported that the Board needs to decide how it would like to proceed with the sales tax exemption request. Options were given that included timeframe and cost.

Moved by Grant Veeder, seconded by Lonny Pulkrabek to move forward with the protest for ISAC to be exempt from paying sales tax. The motion passed unanimously.

Katie Cook gave an update on the ISAC office lease including the addition of space and a redesign of office spaces at our current location.

**Conferences and Event Report**

Kelsey Sebern reviewed the 2020 ISAC Board of Directors meeting schedule.

Kelsey and Rachel gave an overview ISAC University which is being held in West Des Moines on January 15-16.

Kelsey reviewed the 2020 ISAC Spring conference agenda.

Moved by Russell Wood, seconded by Elizabeth Ledvina to approve the agenda as presented. The motion passed unanimously.

Rachel reported that ISAC will host the 2020 Midwest State Association Staff Retreat in Des Moines in June.

Kelsey reported that ISAC plans to hold a casino night as its conference wide event during the ISAC Annual Conference in August. This event will also serve as a fundraiser for the ISAC Education Foundation.

President Matthews adjourned the meeting at 12:15 pm following reports and inquiries from board members.