**Minutes**

**Iowa State Association of Counties – Board of Directors Meeting and Retreat**

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

**Phone 515.244.7181**

**Present:** Burlin Matthews, Brian Gardner, Melvyn Houser, Lonny Pulkrabek, Dawn Smith, Peggy Rice, Kris Colby, Joan McCalmant, Jean Keller, Matt Cosgrove, Brad Skinner, Shane Walter, Kevin Grieme, A.J. Mumm, Linda Zuercher, Brian McDonough, John Werden, Grant Veeder, Richard Crouch, Joel Rohne, Elizabeth Ledvina

**Absent:** Carla Becker, Jennifer Robbins

**Guests:** Wendy Moran, Jose Garcia

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Kelsey Sebern, Katie Cook, Jacy Ripperger, Molly Hill, Lucas Beenken, Jamie Cashman, Jessica Trobaugh, Tammy Norman

**Thursday, October 1 (via Zoom conference call)**

ISAC President Burlin Matthews called the meeting to order at 9:00 am.

Moved by Melvyn Houser, seconded by Dawn Smith to approve as written the ISAC Board of Directors April 29, 2020 meeting minutes. The motion passed unanimously.

Moved by Shane Walter, seconded by Kris Colby to approve as written the ISAC Board of Directors June 18, 2020 meeting minutes. The motion passed unanimously.

Moved by Brian Gardner, seconded by Melvyn Houser to approve as written the ISAC Executive Committee August 11, 2020 meeting minutes. The motion passed unanimously.

**Meeting with Financial Auditor**

Wendy Moran and Jose Garcia, McGowen, Hurst, Clark & Smith, P.C., discussed issues related to the FY 2020 audit with the ISAC Board. This year’s audit is being done remotely and has gone very smoothly. Expected reporting changes related to accounting and leases have been delayed due to the COVID-19 pandemic.

**Management and Financial Report**

Brad Holtan reviewed highlights of the June 30, 2020 and August 31, 2020 financial reports. Overall, 2020 was a good year with around $250,000 in net income; however, full impacts of the COVID-19 pandemic will still be felt due to interest rates, unemployment claims, conference cancelations, health claims, etc. The HIPAA line item in the report is incorrect in the budget.

Moved by Dawn Smith, seconded by Matt Cosgrove to accept the June 30, 2020, and August 31, 2020, financial reports. The motion passed unanimously.

Bill Peterson reported that ISAC has two appointments of county treasurers that need to be made to the Iowa Public Agency Investment Trust (IPAIT) Board of Trustees.

Moved by Shane Walter, seconded by Melvyn Houser to nominate Jarret Heil, Marshall County Treasurer, and Dan Zomermaand, Sioux County Treasurer, to serve three-year terms as ISAC representatives on the IPAIT Board of Trustees. The motion passed unanimously.

Bill explained that ISAC’s employee handbook currently contains a vacation carry-over policy with a total of one-year of accumulated vacation. Anything over one-year will be lost and not paid at the end of each fiscal year. Due to travel restrictions, many ISAC staff had to cancel or postpone vacations prior to the end of the fiscal year causing larger than expected balances. Bill recommended allowing unlimited carry-over until the end of FY 2021 at which point the policy would return to normal. Vacation is paid out on termination or leave, so there would be some implication on the financial statement.

Moved by Brian Gardner, seconded by Kris Colby to approve the one-time carryover of vacation as recommended. The motion passed unanimously.

Kristi Harshbarger presented and recommended drafts of an ISAC Business Travel Policy and an ISAC Office Re-entry Plan that will be considered temporary policies in the employee handbook. Bill has the authority to make changes as needed, and the documents are expected to be updated as changes arise. The goal of the policies is to ensure consistency. The policies were reviewed and discussed at length including a discussion on the use of the term essential and the testing requirements.

Moved by Brian Gardner, seconded by Melvyn Houser to approve the recommended drafts of the policies as presented with the expectation of edits in the future at the discretion of the executive director. The motion passed unanimously.

**Conference and Meeting Reports**

Kristi gave financial details of cancellation penalties and negotiations related to the ISAC Annual Conference and contracts with the Des Moines Marriott Downtown, the Iowa Event Center (IEC), and the Hilton Des Moines Downtown with a recommendation of paying a $10,000 penalty to the Hilton and IEC with an additional $5,000 to the Hilton that can be used at a later event. The Marriott agreed to waive all penalties.

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

Rachel Bennett reviewed a recommended proposal for a hybrid-style event for the 2021 ISAC New County Officers (NCO) School that includes recording all conference sessions, limited in-person attendees, safety measures, and changes to the agenda. She reviewed financial implications of the suggested changes. The Board discussed the proposal at length and staff addressed questions related to seating, recording, meals, networking, and other conference-related concerns.

Moved by Grant Veeder, seconded by Melvyn Houser to approve the hybrid proposal for the 2021 ISAC NCO School as presented. The motion passed unanimously.

Jacy Ripperger gave an update on the redesign of the ISAC website. She explained new features, functions, and showed the designs and layouts for different pages.

**Government Relations Team Updates**

Jamie Cashman gave an update on the local government relief funds process and reimbursement for CARES Act funding through the state of Iowa.

Lucas Beenken and he reviewed the policy creation process for the 2021 ISAC Legislative Priorities and the ISAC Legislative Policy Committee (LPC) recommendations for top priorities, objectives, and policy statements. Rachel reviewed the process for online voting which will be open for ISAC Voting Members October 14 through 11:59 pm on October 28.

Rachel also reported that ISAC will be rolling out a small-scale social media campaign related to voting.

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

President Matthews recessed the meeting at 11:30 am and reconvened at 1:15 pm.

**Washington’s Enduring Relevance: The Integration of Strategy, Leadership, and Management**

Dr. Joseph Stoltz, Director of Leadership Programs at George Washington’s Mount Vernon, gave a presentation citing specific examples of George Washington’s military and political career. He explored the on-going dynamics of strategic development and highlight the importance of integrating leadership, management, and strategy. A question and answer session was held, and a virtual tour of the Library Special Collection was given.

President Matthews adjourned the meeting.