**Minutes**

**ISAC Board of Directors Meeting**

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

**Phone 515.244.7181**

**Thursday, October 27, 2016**

**Present:** Joan McCalmant, Lonny Pulkrabek, Grant Veeder, Deb McWhirter, Joe Neary, Wayne Clinton, Burlin Matthews, Matt Cosgrove, Melvyn Houser, Shane Walter, AJ Mumm, Elizabeth Ledvina

**Absent:** Tim Huey, Kathy Babcock, Darin Raymond, Peggy Rice, Eric Stierman, Joel Rohne, Cara Marker-Morgan

**Guests:** Nicole Loux, Mike DeKock, Alan Kemp, Robert Palmer

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Jeanine Scott, Tammy Norman, Robin Harlow

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

**Approval of Minutes**

Moved by Burlin Matthews, seconded by Deb McWhirter to approve the meeting minutes of the September 22-23, 2016 Board of Directors as written. The motion passed unanimously.

**FY 2016 ISAC Audit Presentation**

Nicole Loux and Mike DeKock, McGowen Hurst Clark and Smith, P.C., presented the ISAC audit to the Board. An unqualified opinion was given. The governance letter to the Board was included in the report. Staff was temporarily excused so that the auditors could meet privately with the Board.

President McCalmant recessed the ISAC Board and reconvened following the ICTS Board meeting.

Moved by Lonny Pulkrabek, seconded by Wayne Clinton to accept the FY 2016 ISAC audit report as presented. The motion passed unanimously.

**Review and Discussion of the 2016 ISAC Board of Directors Goal Setting Report**

Bill Peterson distributed a one-page summation of the full goal setting report that was prepared by Jeff Schott. The Board discussed the on-going commitments and future goals amply and the process moving forward for the creation of action plans. Staff will prioritize and bring needs, budgets and timelines to the Board during its January meeting.

Moved by Burlin Matthews, seconded by Wayne Clinton to accept the goal setting report and to adopt the mission statement, vision statement and organizational values as outlined in the report. The motion passed unanimously.

**Management Report**

Brad Holtan reviewed and highlighted the September 30, 2016 financial statements.

Moved by Elizabeth Ledvina, seconded by Matt Cosgrove to accept the financial report.

Bill discussed that royalties will increase from the Iowa Public Agency Investment Trust because fees will no longer need to be waived.

The motion passed unanimously.

Brad reviewed the quarterly investment report as of September 30, 2016. Investments are holding steady or increasing slightly.

Moved by Lonny Pulkrabek, seconded by Deb McWhirter to accept the quarterly investment report. The motion passed unanimously.

Kristi Harshbarger gave a summation of the recommended changes to the employee handbook that would allow for flexible work schedules and other updates as needed. The Board discussed the changes amply.

Moved by Deb McWhirter, seconded by Burlin Matthews to accept the updates to the Employee Handbook as presented. The motion passed unanimously.

Tammy Norman discussed the needs and plan for remodeling portions of the office to make room for flexible work spaces in the IT area.

Moved by Elizabeth Ledvina, seconded by Joe Neary. The motion passed unanimously.

**Iowa League of Cities Presentation**

Alan Kemp, Iowa League of Cities (League) Executive Director, and Robert Palmer, League Government Affairs Manager, distributed and reviewed their legislative priorities. The Board and League representatives had ample discussion about topics of mutual interest to counties and cities.

**2017 Legislative Policy Committee Report**

Jamie Cashman and Lucas Beenken reviewed the 2017 ISAC Legislative Priorities that included four top priorities, including: Distracted Driving; Food Safety; Mental Health and Disability Services; and National Resources and Outdoor Recreation Trust Fund. They reported on new objectives and other changes to the priorities. The Board came to the consensus that it would consider Water Quality Management as a priority.

The Board discussed guidance on the continued minimum wage debate and came to the consensus that ISAC should advocate that counties need to maintain the right to set local minimum wage.

President McCalmant recessed the Board.

**Friday, October 28, 2016**

**Present:** Joan McCalmant, Lonny Pulkrabek, Grant Veeder, Deb McWhirter, Joe Neary, Wayne Clinton, Burlin Matthews, Matt Cosgrove, Melvyn Houser, Shane Walter, Peggy Rice, Eric Stierman, Elizabeth Ledvina, Cara Marker-Morgan

**Absent:** Tim Huey, Kathy Babcock, Darin Raymond, AJ Mumm, Joel Rohne

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Jeanine Scott, Tammy Norman, Beth Manley

**Management Report Continued**

Kristi Harshbarger gave an update on legal matters.

Beth Manly reported that ISAC will be going through a vulnerability scan of its network soon. The policies and procedures are also being updated.

**Conferences and Event Report**

Rachel Bennett reviewed the 2016 ISAC Fall School of Instruction Board Scenario and gave conference updates.

Rachel reviewed the 2017 ISAC New County Officer School agenda.

Rachel reviewed the 2017 ISAC Legislative Conference agenda and gave clarification on future conference dates and names. Although the conference names are changing, programming and affiliate time will remain as in the past. County Day at the Capitol will be held on Wednesday, March 8, 2017.

Moved by Peggy Rice, seconded by Grant Veeder to accept the 2017 ISAC Legislative Conference agenda as presented. The motion passed unanimously.

Bill reviewed the 2017 ISAC Board of Directors meeting schedule.

**ISAC Scholarship Planning Committee Report**

Tammy reported that the ISAC Scholarship Planning Committee recommended to award $23,500 in scholarships in 2017, including: six top district scholarships in the amount of $2,500 each; six district runner-up scholarships in the amount of $1,000 each; and one past president scholarship in the amount of $2,500.

Moved by Grant Veeder, seconded by Wayne Clinton to approve the committee recommendation. The motion passed unanimously.

**Prioritizing Legislative Objectives**

Melvyn Houser and Grant Veeder suggested that Water Quality Management be moved to a Top Priority and presented recommended changes to the Water Quality Management legislative objective and the Natural Resources and Outdoor Recreation Trust Fund top priority. The requested changes were vetted amply, and the Board came to an agreement on the wording of each.

Moved by Grant Veeder, seconded by Matt Cosgrove to amend the natural resources top priority as written. The motion passed unanimously.

Moved by Burlin Matthews, seconded by Matt Cosgrove to move the Water Quality Management legislative objective to a top priority.

Moved by Grant Veeder, seconded by Cara Marker-Morgan to amend the wording of the Water Quality Management Top Priority. The motion passed unanimously

The motion as amended passed unanimously.

Moved by Deb McWhirter, seconded by Shane Walter to adopt the amended version of the 2017 ISAC Legislative Priorities. The motion passed unanimously.

Moved by Grant Veeder, seconded by Lonny Pulkrabek to set the Top Priorities in the following order:

* Mental Health and Disability Services;
* Natural Resources and Outdoor Recreation Trust Fund;
* Food Safety;
* Water Quality Management; and
* Distracted Driving.

The motion passed unanimously.

**ISAC Officer Nominating Committee**

President McCalmant announced that Lonny Pulkrabek, Eric Stierman, Deb McWhirter and Joan McCalmant will sit on the Nominating Committee and bring a recommendation to the November 30 meeting of the ISAC Board.

**Executive Director Meeting with the Board**

Staff was excused while the ISAC Board met with Bill.

President McCalmant adjourned the meeting at 11:00 am.