

The Iowa County

magazine



June 2021

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ISAC's Mission:

To promote effective and responsible county government
for the people of Iowa.

ISAC's Vision:

To be the principal, authoritative source of representation,
information and services for and about county government
in Iowa.

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Legal Briefs

In my quest to bring you useful topics for these magazine articles, I often sift through questions I have received from members. I celebrated 10 years with ISAC on May 4, and I still never cease to be amazed by the plethora of issues counties manage. Assisting all of you in that work is truly a joy and honor.

One topic that continually comes up in questions I receive from members is open meetings, so even though this is not a new topic, I thought I would take this opportunity to cover some recent iterations of questions I have received in that category.

Q: Are we required to record electronic public meetings?

A: This is a great question and one that is especially relevant during these times of meeting almost exclusively electronically. Iowa Code §21.5(5) (a) requires counties to make and keep an audio recording of all closed sessions. The public may use cameras or recording devices during any open session of a public meeting. Iowa Code §21.7. Both of these provisions would apply even when meeting via electronic means. There is not a requirement that counties record open sessions of public meetings, but you may choose to do so. Any recordings made of open sessions would be a public record.



Kristi Harshbarger
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As you begin to start meeting in person again, you may wonder if you need to continue to allow the public access to in-person public meetings via electronic means. Similar to the above, this is not required, but you may choose to do so as a matter of convenience to your constituents. The Iowa Public Information Board recently provided information on this question, which you can read here - <https://ipib.iowa.gov/news/are-governmental-bodies-required-provide-video-conferencing-access-all-meetings>.

Q: What requirements are there to involve the public in our meetings?

A: I made this a general question because I get a lot of versions of this idea. Frequently, the questions have to do with if and when the public must be allowed to comment/participate in a public meeting. The short answer is that Chapter 21 of the Iowa Code on public meetings does not require any actual public participation (only that they can attend/listen in and record the meeting). But it is not usually quite that simple, and I would encourage you to work with your county attorney on these matters. You should consider more specific sections of the Code if you are conducting a public hearing that is required by Code. Additionally, you can always allow public comment, but if you do, it is important to be consistent. I would encourage you to have a policy on if, when, and how the public can participate in open sessions of public meetings. A policy will help make sure you can prove consistency not just in relation to potential legal liability, but also in terms of the public's perception.

These types of questions often lead to questions about agendas. The statutory requirements for agendas are fairly basic – Iowa Code §21.4 requires you to provide an agenda “in a manner reasonably calculated to apprise the public of that information.” Thus, the particulars of how an agenda is drafted will be largely decided by local policies and historical practice. Some counties may choose to have a general public comment period on their agenda where members of the public can bring information to the board. If you do this, it is important the board simply listen during this public comment period. If there are matters that may need to be addressed, these issues need to go on agenda for a future meeting. If you go beyond merely collecting information and begin to deliberate on the issue, you may run afoul of Code if the issue is not listed on the meeting agenda.

A related question that sometimes comes up is if specific times must be set for each agenda item. This is not required, but some counties may choose to do this to allow members of the public to attend just the portions of a meeting that interests them. If you do this, you need to stick to the times listed in the agenda, which can be a challenge as it is often hard to predict how long a particular discussion might take. This can also come up when you are dealing with a meeting that is actually a meeting for separate entities. For example, in some counties the board of supervisors also serves as the drainage district trustees. When a time has been set for the start of the drainage district meeting, it is important to honor those start times so that your agenda is accurate for those wishing to attend. Starting early would likely be a bigger problem, as a member of the public could miss the meeting they wanted to hear. A similar issue might occur when a statutorily required public hearing is held before or after a regular public board meeting.

I hope all of you are doing well, and I am looking forward to seeing you (in-person!) at our Annual Conference in August. If you have questions on this article (or any other legal topics) please reach out to me.

Proposed Changes to the Health Insurance Portability and Accountability Act

The United States Department of Health and Human Services (HHS) proposed modifications to the Health Insurance Portability and Accountability Act (HIPAA) in December of 2020. The comment period closed May 6, 2021 and final regulations have not been published yet. The last time HIPAA was updated was with the HIPAA Omnibus Rule in 2013, which implemented provisions of the Health Information Technology for Economic and Clinical Health (HITECH) Act. According to HHS, the purpose of the proposed change is to “support individuals’ engagement in their care, remove barriers to coordinated care, and reduce regulatory burdens on the health care industry.”

The proposed changes are limited but will have an impact on Iowa counties and mental health and disability services (MH/DS) regions. Counties and MH/DS regions will need to update their HIPAA policies and procedures by the compliance date. HHS proposed a compliance date of 180 days after the effective date of the final rule, which has not been published yet.



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Several of the proposed changes are specific to an individuals’ right of access to personal health information (PHI). The proposed right of access changes is likely in response to the HHS HIPAA Right of Access Initiative, which launched in 2019 and has resulted in 18 settlement of enforcement actions as of March 26, 2021. The proposed changes include, but are not limited to:

- Strengthening an individual’s right to inspect their PHI in person.
- Shortening the required response time to provide access to PHI to no more than 15 calendar days and the opportunity for a 15 calendar day extension (currently 30 days for both the response and extension).
- Clarifying the form and format required for responding to individuals’ requests for their PHI.
- Specifying when an individual must be provided access to their PHI at no cost (example: individual taking pictures of their PHI or accessing an internet-based system like a personal health application).
- Clarifying when a reasonable cost-based fee may be charged, and what that cost can include.
- Requiring covered entities to post estimated fee schedules for access and disclosure requests on their websites and give individual fee estimates for PHI copy requests.

Other proposed changes include, but are not limited to:

- Eliminating the requirement for HIPAA covered entities to obtain and document an acknowledgement of receipt of a provider’s Notice of Privacy Practices.
- Modifying the contents of the Notice of Privacy Practices.
- Excluding Telecommunications Relay Services from the definition of business associate and expressly permitting disclosures to Telecommunications Relay Services communication assistants for individuals who are deaf, hard of hearing, deaf-blind, or who have a speech disability.
- Changing the ability of a covered entity to disclose PHI to avert a threat to health or safety when harm is “serious and reasonably foreseeable” instead of the current definition of “serious and imminent.”
- Clarifying when a covered entity is able to disclose PHI to social service agencies, community-based organizations, home and community based service providers, and other similar third parties that provide health or human services for individual-level care coordination and case management activities.
- Broadening the definition of healthcare operations to include individual-level care coordination and case management.
- Eliminating the minimum necessary standard for individual-level care coordination and case management uses and disclosures.

Please see the notice of proposed rulemaking on the Federal Register for a complete list of proposed modifications to the HIPAA Privacy Rule: <https://www.govinfo.gov/content/pkg/FR-2021-01-21/pdf/2020-27157.pdf>.

ISAC HIPAA Program

ISAC offers a HIPAA Program to its members that provides basic consultation, assistance, and training on general HIPAA topics and issues. HIPAA can be difficult to understand, especially when it comes to its application to different offices within a county, and the ISAC HIPAA Program can help answer your questions. There is a yearly fee to be part of the ISAC HIPAA Program, and returning members receive a discounted price. The new year of the program starts on July 1, 2021. Please contact me if you have any questions or want to join the program.

ISAC Group Benefits Program

Back in January 2020, we had no idea what we would be facing in the coming months, let alone in the next year and a half. We had many changes on the horizon and implementing them was going to have to be a well-coordinated team effort by all parties involved. Change after change, things are finally beginning to settle down, and we have made huge progress. While this sounds like a broken record during this pandemic, I am actually talking about the ISAC Group Health Program. We have implemented many changes in the past 16 months, and I could not be more excited about what we have to offer.

In January 2020, ISAC sought to find an insurance broker that could help us achieve the vision that we had for the ISAC Group Health Program. While working on this program for several years, we realized that there were areas where we needed to improve, areas we needed to change, and additional benefits we could offer. We had some really good candidates to consider through the RFP process, and ultimately selected Group Benefit Partners, who has locations in Des Moines, Decorah, Waverly, Cedar Rapids, and Fort Madison. The individuals within Group Benefit Partners have previously worked with all the counties in our pool as well as many other counties throughout the state, and our vision has become a shared vision.



Brad Holtan
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Between January and July 2020, Group Benefit Partners spearheaded a significant change to the administration of the program by implementing a new web-based enrollment platform. This platform (Employee Navigator) was a large part of our vision as it would allow all benefits offered through Group Benefit Partners to be entered into one system, instead of entering them into multiple different websites. This reduces the administration by the county department as they can enter all enrollments or terminations in one system.

Between July and December 2020, we found ourselves working on multiple projects (FY 2022 renewal rates, a robust accident program rolled into our wellness program, and other exclusive ancillary product offerings). Based on claims experience in the pool, we are proud to say that for FY 2022, the base rates were not increased. While most counties experienced some sort of fluctuation, their situation was dependent on county experience, large claim history, and wellness participation. The county rates were released in December 2020 during the budget cycle.

Also during this time, Group Benefit Partners had multiple discussions with insurance companies and ultimately chose to partner with Reliance Standard. Reliance Standard was able to roll our Basic AD&D policy into an accident policy, took over our Voluntary AD&D program without changing benefits or cost, and can provide Long-Term Disability, Short-Term Disability, Life Insurance, and Critical Illness products at competitive rates.

The accident insurance policy is a huge benefit for our pool as we move forward. Any county employee who has health insurance through ISAC is provided a single accident policy at no cost. In addition to this, the employee can upgrade to a family plan and/or buy-up to an enhanced plan. Reliance Standard has also allowed Group Benefit Partners to market this product to all counties in the state at the same rates.

ISAC Group Benefits Program

In March 2021, the American Rescue Plan has made some changes to the COBRA rules: most importantly, providing six months of premium assistance (April through September 2021) to those individuals who were involuntarily terminated after April 2020 and may still be eligible for COBRA. Because of this new rule, ISAC has decided to provide COBRA administration to all counties in the ISAC Group Health Program. The COBRA administration will only cover the benefits that your county may have through ISAC, such as health, dental, vision, and/or flex. For instance, if your county is not part of the ISAC dental program, COBRA administration for dental benefits will remain with the county.

As of April 2021, Group Benefit Partners is rolling out yet another group benefit - ISAC Group Medicare. As of January 2020, Medicare Supplement Plan F is no longer available on the individual market. However, Wellmark offers this supplement on a group basis, and the ISAC Board of Directors approved this offering at its April 2021 board meeting. The ISAC Group Medicare Supplement is a replica of Supplement F and can be purchased by anyone aged 65 or older, that is enrolled in Medicare Part A and B. This program is available to all Iowa counties, but Group Benefit Partners will not directly solicit counties or individuals outside of the ISAC Group Health Plan.

As you can see, the ISAC Group Health Program has come a long way over the past 16 months. We have had a lot of interest in the programs and services being offered and would welcome the opportunity to work with you on designing a cost-efficient benefits package that you can be proud of.

Here is list of services that ISAC can provide in conjunction with Group Benefit Partners:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Wellness programs
- Accident Insurance
- Long-Term Disability
- Short-Term Disability
- Group and Voluntary life Insurance
- Critical Illness
- Voluntary AD & D
- Employee Assistance Program
- ISAC Group Medicare (NEW)

If you have any questions or would like to explore any of these benefit opportunities, please reach out to me or Ryan Berven with Group Benefit Partners (ryanb@gbp-ins.com).

ISAC Information Technology

ISAC IT Team Update

Iowa Counties Technology Services (ICTS) is a 28E supported by the ISAC IT Team that primarily focuses on technology services for the counties in Iowa. We provide the software development and management for the Community Services Network (CSN), the Iowa Precinct Atlas Consortium (IPAC) software, and other ISAC tools.

CSN provides a streamline workflow for regions/counties to enter claims, funding requests, provider referral tracking, justice involved services (arrests/charges), and many other features to best serve clients. We are continuously working with users to improve the program, while ensuring it is in full compliance with HIPAA and Iowa Laws.

Compliance is an important part of CSN because of the sensitive nature of the information involved. The ISAC Compliance Officer, Beth Manley, works closely with the ISAC IT Team to guarantee CSN is compliant with both state and federal confidentiality laws. State and federal confidentiality laws dictate not only who can have access to certain types of information, but those laws also dictate what security measures must be in place to keep information secure. To help ensure compliance is maintained, Beth performs monthly security audits to make sure access rules are being followed, assists with CSN user trainings, and reviews current and proposed laws that may affect CSN. As she mentioned in her article, she is happy to answer any questions users may have regarding compliance.

ICTS is currently involved in multiple projects for CSN as well as a variety of other projects for ISAC affiliates. Two key enhancements recently added to improve daily processes are the Service Collaboration Tool and the Others in Household module. The Service Collaboration Tool is a streamlined process for client applications that can include multiple agencies and service areas. This tool allows users to enter a service request in CSN and collaborate with other entities around the area to fund that request. Each entity determines if they will pledge an amount to fund the request based on the client's eligibility. This prevents individuals from going to various agencies and gives them one intake access point where all funding available is tracked in a central area.



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ISAC Information Technology

The Others in Household Tool cross-references roommates, spouses, and parent/child relationships within the system. This helps identify when other resources may need to be involved with the client's household, which supports Children's Behavioral Health. At the present time, ISAC IT is engaged in developing other projects that are expected to be released in the next few months. These projects include the Client Planning Tool, a data exchange with the Criminal Justice Information System (CJIS), Polk County Health and Services integration-phase 1.

The Client Planning Tool is a screen/assessment used in Justice Involved Services to assist in identifying the services that best match the client's needs (mental health, substance abuse, health care, housing, etc.). The model also attempts to identify the best provider matches based on location, the services the agency offers, and available openings.

The CJIS Data Exchange will automatically enter approved data elements and booking information directly into CSN from the CJIS system. This will decrease user input and allow more accurate information on inmates. We are currently testing the data exchange between CSN and CJIS to ensure the process is working as expected. The exchange is expected to launch late summer to begin collecting data.

Polk County Health Services Region will begin using CSN in FY 2023. There were three gaps identified and approved to be incorporated in CSN to assure the integration. The three gaps are Level of Support (LOS), Outcomes, and Financial/Budgeting Tools. The gaps have been divided into project phases. ISAC IT began development of phase 1, LOS, in the fall 2020, and testing began in March 2021. Following the release of the LOS features, the second phase (Outcomes) will begin.

Further, we work closely with the IPAC program to make sure the software is updated and abides by Iowa Law. To improve the workflow and features of the software, the IPAC Board decided to rewrite the program. The discovery phase has begun with an outsource company; however, ISAC IT staff continues to be involved in the process, so they can maintain and support the software following the rewrite.

The ISAC IT team is dedicated to assist MH/DS regions/counties to collaborate and ease the processes for users and members to best serve the clients. If you have any questions or suggestions, feel free to contact us at CSNstaff@iowacounties.org.

Iowa Precinct Atlas Consortium (IPAC)

Precinct Atlas Program Update

Software Rewrite Process

We have exciting news to share regarding the IPAC program, we are in the beginning stage of the Precinct Atlas software rewrite process, the discovery phase. The IPAC Board has selected Spindustry to work with them and the IPAC Future's Committee Workgroup to assist with the process. The discovery phase will consist of meetings between Spindustry staff, the IPAC Future's Committee, and ISAC staff. Spindustry will be reviewing the current software and database structure. Spindustry is also including the SOS in the discussions to ensure when the software is developed it will work the new software being developed to replace the state's program, IVOTERS. The discovery phase will involve reviewing all options for the software application: desktop, web-based, or a hybrid. The discovery phase will provide the IPAC Board and Future's Committee Workgroup a high-level system diagram, possible sample screens, the project scope, timeline, and most importantly, a budget for the rewrite. The discovery phase should be completed by the end of summer 2021.



Tammy Norman

ISAC IPAC Program Manager
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The IPAC Future's Committee had surveyed the IPAC membership before beginning the discovery phase of the software rewrite process. The membership gave the Future's Committee and IPAC Board of Directors guidance on which elements the new software should retain and the new features and options to be considered and included in the rewrite. The survey results were shared with Spindustry and will help them in providing a recommendation of how the software should be designed to accommodate these requests. A few of the features and requests that are being considered for the new software include the ability to use on either a laptop or a tablet, capability to enable the camera to scan voter IDs, and possible printer options.

Once the discovery phase has been completed, the IPAC Future's Committee User Group and IPAC Board will decide on the direction of the software rewrite. The next phases will be design followed by deployment of the software. The current timeline for the deployment of the software is planned for 2023 to coincide with the implementation of the state's new election database. It is a very exciting time for the IPAC program.

Training

The IPAC program, with the assistance from the Future's Committee, will begin to host monthly virtual trainings at no additional cost to the membership. The first virtual training will feature how to issue vote credits using the software. Each training will consist of a different topic, be recorded, and be placed out on the IPAC Member Basecamp website. If you have any suggestions for a training, please contact Karen Showalter, Black Hawk County Elections Manager and Future's Committee Chairperson. An in-person meeting will be scheduled in the future. PEO training videos will continue to be created, along with IPAC manuals.

Precinct Atlas Member Map



Membership

The current membership includes 87 counties. The IPAC program gained several counties, that had been using the state's pollbook (ExpressVote was dissolved at the end of 2020). We are in the process of onboarding these counties and assisting them as they make the transition from ExpressVote to the IPAC software.

We are very excited about the future of the IPAC Program and will continue to provide updates throughout the software rewrite process. If you have any questions regarding the IPAC Program, please contact Carla Becker, the IPAC Board President, or me.

Iowa Public Agency Investment Trust (IPAiT)

Latest Stimulus Payments to Iowa Counties

President Biden recently signed the American Rescue Plan (ARP), providing additional resources directly to local units of government to assist with lost revenue or added expenditures incurred due to the Coronavirus pandemic.

Funds received by counties can be used for the following purposes:

- Responding to or mitigating the public health emergency with respect to the COVID-19 emergency or its negative economic impacts;
- Providing government services to the extent of the reduction in revenue;
- Making necessary investments in water, sewer, or broadband infrastructure; and
- Responding to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.

Regulations generally require that municipal entities take steps to ensure they have proper reporting mechanisms in place to separately track and monitor the funds and account for all interest earnings specific to the funds.

Utilizing the Iowa Public Agency Investment Trust (IPAiT Fund), participants are able to establish separate sub-accounts to easily segregate funds for reporting purposes. If you would like to make use of a separate account to track your county's allocation of federal funds, contact your IPAiT representative at funds@pmanetwork.com or Paul Kruse at pk@pmanetwork.com to establish the account. If you have any questions, you can email Paul or call him at 515.554.1555.

The graphic features a stylized map of Iowa in the center, with the letters 'IPAiT' overlaid. Below the map, the text 'IOWA PUBLIC AGENCY INVESTMENT TRUST' is written in a bold, sans-serif font. The background consists of a series of diagonal lines that create a sense of depth and movement.

IPAiT
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IPAiT Board Representatives:
Craig Anderson - Plymouth County Supervisor Jarret Heil - Marshall County Treasurer Dan Zomermaand - Sioux County Treasurer

Contact Paul Kruse: (515) 554-1555 | toll-free (800) 269-2363 | pk@pmanetwork.com

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Iowa Environmental Council

New Report Highlights Crucial Role of Rural Water in Iowa

Challenges facing rural water systems reflect challenges facing rural areas writ large. A new report from the Iowa Environmental Council (IEC), *Rural Water Systems in Iowa: Analysis of Opportunities and Challenges*, finds that while rural water systems face declining populations, outdated infrastructure, and water quality issues, they also have opportunities to fill emerging needs in rural communities.

The report releases findings from a survey of Iowa rural water administrators, conducted in conjunction with Dr. Silvia Secchi at the University of Iowa over the past year. The survey sought information on the challenges faced by rural water utilities.

“We wanted to better understand how rural water systems fit into the larger picture of drinking water access in Iowa,” said Dr. Secchi. “It’s unknown just how many Iowans rely on private wells as their primary drinking water source. Understanding barriers and opportunities for rural water systems to provide service will help ensure that all Iowans have access to clean, safe drinking water.”



Alicia Vasto

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The report highlights opportunities for rural water systems to fill needs in rural Iowa where more and more municipal systems struggle to provide low-cost water service to declining populations of customers with increased treatment expenses. Connecting to rural water systems creates an economy of scale to reduce individual customer cost.

Matt Mahler, CEO of the Iowa Regional Utilities Association, emphasized the value rural water systems bring to small communities facing these challenges. “Many small communities across rural Iowa are facing a variety of water system challenges including: a retiring workforce, aging infrastructure, increasing operation and maintenance costs, capital construction projects, or maintaining regulatory compliance. A water system improvement project would quickly cause their residents to face significant financial hardship. Rural water is a simple and viable option for them.”

Mahler also pointed out how rural water systems benefit. “High-density, high-usage community customers also benefit from a rural water organization because their economy of scale generates revenue while requiring less operation, maintenance, and administrative expense compared to a rural water system’s more traditional individual retail customers.”

Rural water systems have the opportunity to be part of the policy conversation surrounding rural revitalization and investment in infrastructure. Recently, Iowa’s state leaders have prioritized these issues and developed legislation to support them, including funding for broadband expansion and improved mental health services. At the federal level, the American Jobs Plan proposes

Iowa Environmental Council

\$111 billion for water infrastructure modernization. IEC's findings support the case for investment in rural water and wastewater access and infrastructure as a crucial element of rural revitalization. Flexibility in water infrastructure funding will help operators make the best use of those funds for the customers they serve.

"Investment in rural water systems should be viewed as an important piece of the puzzle in increasing the attractiveness of rural living and improving rural quality of life," says Alicia Vasto, co-author of the paper.

The survey findings led to recommendations to address drinking water issues in rural Iowa. Perhaps most crucially, rural Iowans would benefit from a comprehensive

regional or state-level approach to drinking water treatment, access, and planning led by the Iowa Department of Natural Resources. A proactive, science-based approach is especially important in the face of climate change, which could affect water quantity and availability in different ways in different parts of the state.

Additionally, a clearinghouse of federal program information and funding opportunities would help some small rural and municipal systems navigate complementary programs administered by various federal agencies. Systems that lack capacity and experience working with federal programs may not know how to navigate the complex logistics of finding and applying for financial and technical support to upgrade or consolidate systems.

To read the full report and recommendations, visit www.iaenvironment.org or contact Alicia Vasto at vasto@iaenvironment.org.



NACo news

NACo Leadership Training Is Being Used By Two-Thirds Of U.S. Counties

If you are like most county leaders, you are looking for proven, succession planning solutions, workforce training that actually works, and professional development opportunities to make existing leaders better and emerging leaders ready. Look no further!

The NACo High Performance Leadership Academy (www.naco.org/skills) is now being used for succession planning and workforce training by nearly two-thirds of all counties in the U.S. because of its success. Consider the key performance indicators in the graphic below from administrators who enrolled their county leaders, managers, and supervisors.

The program, and its associated results, has been described as “Unprecedented!” by county officials, business executives, and academics. This is not too surprising based on feedback like this:

- “This leadership program is a game changer! It creates in you an appetite to be the best leader you can be. And it leaves you feeling empowered with tools you can implement immediately.” – HR Supervisor
- “This program provided me with new tools to enable, motivate and retain employees. It has helped me better serve my staff and the public.” – Supervisor
- “This program has given me the knowledge to be more confident in my ability to lead. It has strengthened the abilities I have and helped point out the things I need to work on. I would highly recommend this course to anyone!” – Administrator
- “What I found to be invaluable is the shared insight from various exceptional business leaders. The variation of material through videos, lessons and assignments was phenomenal. As a trainer this approach meets the needs of all learners.” – Staff Development Specialist

Graduates from NACo Leadership Academy

Iowa county officials, professionals, and ISAC staff members participated in the NACo Leadership Academy, a 12-week online program that empowers front-line county government employees with fundamental leadership skills. Across the country, 812 county employees participated.

Iowa graduates include:

- Douglas Reed, Potawattamie County
- Machel Eichmeier, Hardin County
- Ken Bahls, Cerro Gordo County
- Christy Duncan, Boone County
- Jen Smit, Lyon County
- Lisa Mootz, Jones County
- Lindsay Lauferweiler, Webster County
- Brenda Noteboom, Gundy County
- Burlin Matthews, Clay County
- James Cheek, Story County
- Stacie Herridge, Story County
- Kristi Harshbarger, ISAC
- Brad Holtan, ISAC

Congratulations to all of these individuals who completed the program. To learn more about the Academy, [visit the NACo website here](http://www.naco.org/skills).

Nearly 2,000 county leaders have experienced this program just this year. The next start happens in August. Take advantage of available NACo scholarships and join your peers, colleagues, and county leaders in the next NACo High Performance Leadership Academy. Enroll at www.naco.org/skills.



Summary of Minutes - April 28, 2021

ISAC President Carla Becker called the ISAC Board of Directors meeting to order and led the Board in the Pledge of Allegiance.

Brad Holtan introduced Ryan Berven, Group Benefits Partners, who proposed an ISAC Group Medicare Program that would be a voluntary benefit and offered to all Iowa county retirees and spouses with no cost to the association. Each county would offer the program individually, and it would become effective July 1, 2021. The Board approved the offering as proposed.

Ryan gave an overview of the growth of the ISAC Group Health Program and negotiations related to stop-loss coverage for FY 2022. Lastly, he presented a COVID-19-related claim report for the Program.

Minutes of the following meetings were approved as written: February 10, 2021, ISAC Board of Directors; March 4, 2021, ISAC Executive Committee; March 22, 2021, ISAC Executive Committee; and March 24, 2021, ISAC Virtual Spring Conference General Session.

Brad gave financial highlights from the complete report dated March 31, 2021. He discussed royalties, compensated absences, and virtual conference revenue. The report was accepted as presented.

Brad reviewed, and the Board accepted, the ISAC investment report dated March 31, 2021. Low interest rates continue.

Jessica Trobaugh gave an update on the Iowa Attorney's Case Management Project (ICACMP) including the push to move as many counties as possible to a new, online software – Karpel. Additional counties are looking to join the project. Grants have been received and allocated among counties to transition to the new system.

Tammy Norman highlighted the Iowa Precinct Atlas Consortium (IPAC) membership, upcoming election dates, and the software rewrite process. She reviewed State Election Auditors Training (SEAT) Program training opportunities.

Bill Peterson reported that ISAC's current lease will expire on December 31, 2021. Within the current lease there is an option for a five-year extension. He recommended executing that option effective January 1, 2022, with the caveat of discussing re-modeling projects within the first 18 months of the new lease. The extension was approved as recommended.

Kristi Harshbarger gave an update on legal matters.

Beth Manley led a general discussion on retention policies specifically related to Basecamp records. She gave an update on the ISAC HIPAA Program.

Brad proposed, and the Board approved, an updated consulting agreement between ISAC and Group Benefit Partners (GBP) that is not tied to commission and includes an enhanced preferred vendor package while the fees remain unchanged.

Kristi presented and the Board approved ISAC Employee Handbook changes related to the health benefits that were approved by the board and membership within the FY 2022 budget.

Rachel Bennett reviewed the ISAC Golden Eagle nominating process. The committee will meet in June, and the ISAC Board will select the 2021 ISAC Golden Eagle during its July meeting.

Rachel reported that the NACo 2021 Annual Conference will be a hybrid event and offer programming and member voting virtually and in-person – July 9-12 in Grand Harbor, Maryland. ISAC will hold virtual discussions with candidates for NACo 2nd Vice President as well as a virtual Iowa Caucus meeting. Details were included in the board materials and sent via email to all NACo members.

Kelsey Sebern reported a great turnout for the 2021 ISAC Virtual Spring Conference. Jacy Ripperger gave an overview of vendor participation and stats for the online platform that was used for exhibitor interaction.

Kelsey gave notice that the 16th Annual ISAC Scholarship Golf Fundraiser will be held on July 29 at Toad Valley Golf Course in Pleasant Hill. The event will have safety modifications including no dinner or reception following the event.

Summary of Minutes - April 28, 2021

Kelsey proposed that the 2021 ISAC Annual Conference be held in-person with minor changes pending CDC guidelines. She gave a detailed overview of the agenda and event plans related to safety modifications, including a mask requirement. The proposal was approved as presented.

President Becker and Kelsey gave an overview of the ISAC Board of Directors Retreat being held in Delaware County from September 15-17.

Kelsey also reported that the November 9-10 Board meeting will be held in Clay County.

Jamie Cashman and Lucas Beenken gave a general overview of the legislative session, an update on ISAC priorities and objectives, details related to the county funds within the American Rescue Plan (ARP), and moderated a general discussion of legislative issues of interest to counties.

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2021 Calendar

June 2021

- 11 2021 Election Law Legislation for County Auditors
(Stoney Creek Hotel, Johnston)
- 22-25 ISACA Summer Conference
(Hilton Garden Inn Riverfront, Sioux City)

July 2021

- 7 ISAC Board of Directors Meeting
(Virtual)
- 9-12 NACo Annual Conference
(Hybrid - Virtual/Prince George's County, MD)
- 29 ISAC Scholarship Golf Fundraiser
(Toad Valley, Pleasant Hill)

August 2021

- 24 ISAC LPC Meeting
(Veterans Memorial Community Choice Credit
Union Convention Center, Des Moines)
- 25-27 ISAC Annual Conference
(Veterans Memorial Community Choice Credit
Union Convention Center, Des Moines)
- 26 ISAC Casino Night Fundraiser
(Hilton Des Moines Downtown)

September 2021

- 12-15 ISSDA Fall Jail School
(Airport Holiday Inn, Des Moines)
- 15-17 ISAC Board of Directors Retreat
(Delaware County)
- 23 ISAC LPC Meeting
(TBD)

October 2021

- 10-13 Assessors Fall School
(Airport Holiday Inn, Des Moines)
- 12-14 Records Annual School
(Dubuque)

November 2021

- 9-10 ISAC Board of Directors Meeting
(Clay County)
- 17-19 ISACA Conference
(TBD)

December 2021

- 1-3 ICEA Conference
(Veterans Memorial Community Choice Credit
Union Convention Center, Des Moines)
- 5-8 ISSDA Winter School
(Holiday Inn Des Moines Airport)

2022

- October 9-12 Assessors Fall School (Des Moines)

If you have any questions about the meetings listed above or would like to add an affiliate meeting to the ISAC calendar, please contact Kelsey Sebern at ksebern@iowacounties.org.

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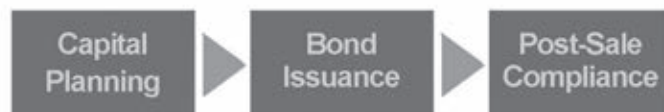
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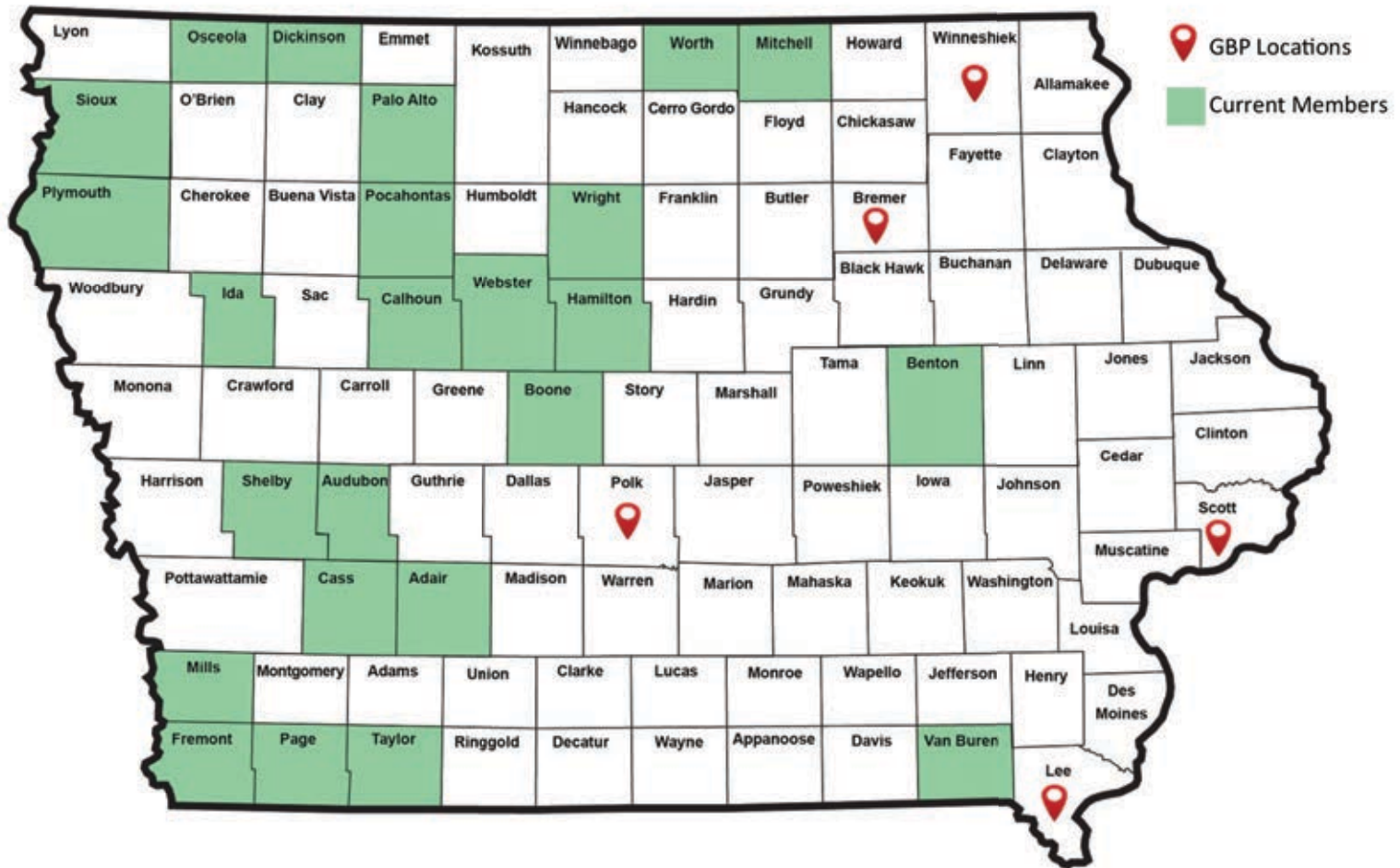
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