**Minutes**

**Iowa State Association of Counties – Board of Directors Meeting (Virtual)**

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

**Phone 515.244.7181**

**Present:** Carla Becker, Dawn Smith, Richard Crouch, Kevin Grieme, Joel Rohne, Joan McCalmant, Kris Colby, Matt Cosgrove, Melvyn Houser, AJ Mumm, Burlin Matthews, Grant Veeder, Brian McDonough, Elizabeth Ledvina, Jennifer Robbins, Jean Keller, Shane Walter, Brad Skinner, John Werden, Barry Anderson, John Werden

**Absent:** Brian Gardner, Linda Zuercher

**Guests:** Ryan Berven

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

**Wednesday, April 28 – Virtual**

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

**ISAC Group Benefits Program**

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.

Moved by Grant Veeder, seconded by Melvyn Houser to approve offering the ISAC Group Medicare Program as proposed. The motion passed unanimously.

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.

**Approval of Minutes**

Moved by Burlin Matthews, seconded by Kris Colby to approve the meeting minutes of the February 10, 2021, ISAC Board of Directors as written. The motion passed unanimously.

Moved by Joel Rohne, seconded by Melvyn Houser to approve the meeting minutes of the March 4, 2021, ISAC Executive Committee as written. The motion passed unanimously.

Moved by Burlin Matthews, seconded by Richard Crouch to approve the meeting minutes of the March 22, 2021, ISAC Executive Committee as written. The motion passed unanimously.

Moved by Melvyn Houser, seconded by Grant Veeder to approve the meeting minutes of the March 24, 2021, ISAC Virtual Spring Conference General Session as written. The motion passed unanimously.

**Management and Financial Report**

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

Moved by Joel Rohne, seconded by Kevin Grieme to accept the March 31, 2021, ISAC financial report as presented. The motion passed unanimously.

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

Moved by Richard Crouch, seconded by Matt Cosgrove to accept the March 31, 2021, ISAC investment report as presented. The motion passed unanimously.

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 remodeling projects within the first 18 months of the new lease.

Moved by Dawn Smith, seconded by Burlin Matthews to approve the lease extension as recommended. The motion passed unanimously.

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 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.

Moved by Richard Crouch, seconded by Burlin Matthews to approve the proposed agreement between ISAC an GBP as presented. The motion passed unanimously.

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

Moved by Brian McDonough, seconded by Kris Colby to approve the ISAC Employee Handbook changes as presented. The motion passed unanimously.

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.

**NACo Activities**

Rachel reported that the NACo 2021 Annual Conference will be a hybrid event and offer programing 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.

**ISAC Conference Report**

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.

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.

Moved by Grant Veeder, seconded by Melvyn Houser to approve the 2021 ISAC Annual Conference Proposal as presented. The motion passed unanimously.

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.

**Update on 2021 Legislative Session**

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.

President Becker adjourned the meeting at 11:45 am.