**Minutes**

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

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

**Phone 515.244.7181**

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

**Absent:** Brian Gardner, Jennifer Robbins,Brian McDonough, Elizabeth Ledvina

**Guests:** Wendy Moran, Jose Garcia, Josh Nichols, Beau Hupke

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Katie Cook, Kelsey Sebern, Courtney Biere, Beth Manley, Justin Putney, Lucas Beenken, Jamie Cashman, Molly Hill, Tammy Norman, Jacy Ripperger, Dylan Young, Chris Schwebach

**Wednesday, July 7, 2021 – Virtual**

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

**Approval of Minutes**

Moved by Grant Veeder, seconded by Melvyn Houser to approve the meeting minutes of the April 29, 2021, ISAC Board of Directors as written. The motion passed unanimously.

**ISAC Golden Eagle Committee Report**

Rachel Bennett reported that the ISAC Golden Eagle Nominating Committee met on June 29. They reviewed many nominations and recommended that Lonny Pulkrabek, retired Johnson County Sheriff and ISAC Past President, be honored as the 2021 ISAC Golden Eagle.

Moved by Richard Crouch, seconded by Joel Rohne to approve the committee’s recommendation. The motion passed unanimously.

**Management and Financial Report**

Brad Holtan gave highlights from the financial report dated May 31, 2021. He gave an update on the status of the audit and reported a lot of new interest in the ISAC Group Health and Dental Programs.

Moved by Barry Anderson, seconded by Dawn Smith to accept the May 31, 2021, ISAC financial report as presented. 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 2021 audit with the ISAC Board. They gave the Board the opportunity to raise any issues of concern prior to the start of the audit scheduled for August 2021.

**General Counsel Report**

Kristi Harshbarger reported that the Student Loan Repayment Plan has been put on hold as new law changes may be passed that would affect its implementation. A Basecamp Data Retention Policy was created that includes language stating that posts are records of the counties. ISAC will assist with the collection of records and notification of impacted counties. The Board amply discussed the policy, public records, adding terms and conditions, and data retention.

Moved by Richard Crouch, seconded by Joel Rohne to approve the Basecamp Data Retention Policy as presented. The motion passed unanimously.

Updates have been made to the Employee Handbook related to the ISAC office reentry plan. It was shared with the Board for informational purposes.

Kristi reported that two Drake University Law Students have begun working part-time for ISAC as law clerks. Elijah Tornow will work primarily on the American Rescue Plan, and Justin Putney as a generalist.

Lastly, an update was given on the Department of Revenue Sales Tax dispute. A hearing was held, and briefs will be due in the next couple months.

**Member Relation Staffing Update**

Rachel gave details of reorganization and improvement of positions within the member relations team. Katie Cook, formerly the Office Coordinator, has accepted the position of Member Support Coordinator. Courtney Biere was hired as the Office Support Coordinator.

**Conference and Meeting Reports**

Kelsey Sebern and Jacy Ripperger gave on update on the ISAC Scholarship Golf Fundraiser being held on July 29, 2021, at Toad Valley Golf Course in Pleasant Hill.

They reported great registration, housing, and vendor numbers for the 2021 ISAC Annual Conference. ISAC Casino Night will be held on the evening of Thursday, August 26. Kelsey reviewed the board scenario.

Rachel gave schedule highlights and important information for the upcoming NACo Annual Conference.

**Government Relations Team Report**

Jamie Cashman and Lucas Beenken gave a final report for the 2021 Legislative Session, an overview of the upcoming special session, and reviewed plans for the 2022 ISAC policy process. Jamie reported on the activities of ISAC and NACo related to the American Rescue Plan.

**County Risk Management Services (CRMS), Inc.**

Josh Nichols and Beau Hupke highlighted recent and upcoming CRMS, Inc activities. They thanked ISAC for its partnership.

Grant Veeder commended the ISAC staff for its help on a recent conference the Iowa State Association of County Auditors (ISACA) held related to recent election law changes.

Bill Peterson gave an update on the reopening of the ISAC office and staff schedules.

The meeting was adjourned at 10:40 am.