**Minutes**

**ISAC Board of Directors Meeting**

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

**Phone 515.244.7181**

**Meeting held virtually via Zoom**

**Present:** Richard Crouch, Grant Veeder, Melvyn Houser, Tim Neil, Burlin Matthews, Ryan Dokter, Linda Zuercher, Barry Anderson, Carissa Sisson, Elizabeth Ledvina, Matt Cosgrove, Brad Skinner, Joan McCalmant, Joel Rohne, Kevin Grieme, Danelle Bruce, Brian McDonough, A.J. Mumm, Mary Ward, John Werden, Shane Walter

**Absent:** Brian Gardner, Carla Becker

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Kelsey Sebern, Katie Cook, Courtney Biere, Jacy Ripperger, Molly Hill, Lucas Beenken, Beth Manley, Jamie Cashman, Ashley Clark

**Thursday, April 28, 2022**

ISAC President Richard Crouch called the meeting to order at 9:00 am and led the Board in the Pledge of Allegiance.

**Approval of Minutes**

Moved by Burlin Matthews, seconded by Melvyn Houser to approve as written the ISAC Board of Directors meeting minutes from February 9, 2022. The motion passed unanimously.

Moved by Burlin Matthews, seconded by Barry Anderson to approve as written the ISAC Spring Conference General Session minutes from March 10, 2022. The motion passed unanimously.

**Management and Financial Report**

Brad Holtan reviewed highlights of the financial and investment reports dated March 31, 2022.

Moved by Barry Anderson, seconded by Joel Rohne to accept the financial report as presented. The motion passed unanimously.

Moved by Tim Neil, seconded by Barry Anderson to accept the investment report as presented. The motion passed unanimously.

Brad reported that bylaws and an administrator’s contract for the ISAC Group Benefits Program will be presented for approval during the next Board meeting.

A job description for the ISAC Technology Service Bureau manager position has been created and is being vetted prior to posting with a hopeful hire date later this summer.

Brad highlighted increased membership and the successful transitioning to Karpel by the Iowa County Attorneys Case Management Project (ICACMP). Karpel trainings are scheduled through May 2023.

Kristi Harshbarger gave an update on legal matters.

Brad and Kristi presented the recommended addendum to the consulting agreement between ISAC and Group Benefit partners related to marketing and administration of the ISAC Group Benefits Program. It includes an increase of $1 per contract per month effective July 1, 2022.

Moved by Ryan Dokter, seconded by Melvyn Houser to approve the contract as presented. The motion passed unanimously.

**NACo Activities**

Rachel Bennett reviewed highlights of the NACo 2022 Annual Conference agenda including Iowa-specific events. She reviewed the ISAC Board expense reimbursement, and it was suggested that this increase in the future.

Bill Peterson reviewed the process for submitting NACo Presidential and Steering Committee Appointment requests.

**ISAC Conference Report**

Kelsey Sebern reported high registration, full hotel blocks, and great speaker reviews for the 2022 ISAC Spring Conference. Jacy Ripperger detailed the good exhibit booth and sponsorship numbers.

The 17th Annual ISAC Scholarship Golf Fundraiser will be held at Otter Creek in Ankeny on July 13, 2022. This is a new location and registration is open now.

Kelsey reviewed the recommended 2022 ISAC Annual Conference agenda.

Moved by Burlin Matthews, seconded by Barry Anderson to approve the agenda as presented. The motion passed unanimously.

President Crouch and Kelsey gave an overview of the ISAC Board Retreat being held in Mills County on August 2-4, 2022.

Kelsey reviewed the upcoming webinar and event schedule.

**Government Relations Team Update**

Jamie Cashman and Lucas Beenken gave an update on the legislative session and the American Rescue Plan Act reporting deadlines and second tranche of funds.

President Crouch adjourned the meeting at 11:00 am.