**Minutes**

**Iowa State Association of Counties – Board of Directors**

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

**Phone 515.244.7181**

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

**Absent:** Brian Gardner

**Guests:** Wendy Moran, Jose Garcia, Mike VanKat

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Katie Cook, Courtney Biere, Chris Schwebach, Brandi Kanselaar, Dylan Young, Beth Manley, Jamie Cashman, Lucas Beenken

**Wednesday, June 29, 2022**

ISAC President Richard Crouch called the meeting to order at 8:30 am and led the Board in the Pledge of Allegiance.

**Approval of Minutes**

Moved by Grant Veeder, seconded by Burlin Matthews to approve as written the April 28, 2022, meeting minutes of the ISAC Board of Directors. The motion passed unanimously.

Moved by Barry Anderson, seconded by Burlin Matthews to approve as written the June 20, 2022, meeting minutes of the ISAC Executive Committee. The motion passed unanimously.

**Meeting with Financial Auditor**

Wendy Moran, Jose Garcia, and Mike VanKat, McGowen, Hurst, Clark & Smith, P.C., discussed planning, issues, and changes related to the FY 2022. Staff was dismissed so that ISAC Board members could have the opportunity to raise any issues of concern prior to the start of the audit scheduled for August 2022.

Moved by Joel Rohne, seconded by Carissa Sisson to accept the report given by the financial auditors. The motion passed unanimously.

**Management and Financial Report**

Brad Holtan gave a highlight of the financial report dated May 31, 2022, including an increase in the overall revenue due to stopping the waiver of IPAIT’s fees. He further discussed leasing reporting changes related to the FY 2022 audit.

Moved by Brad Skinner, seconded by Ryan Dokter to accept the May 31, 2022, financial report as presented. The motion passed unanimously.

**Discuss and Approve Proposed FY 2023 ISAC Budget Amendment**

Bill Peterson reported that the ISAC Executive Committee met and recommended an amendment to the FY 2023 budget that includes changes in three areas.

1. Increase the revenue from IPAIT from $60,000 to $144,000 due to the elimination of fee waivers.
2. Increase expenditures in the personnel category of the budget from 3% to 6% due to significant change in cost-of-living and inflation since the budget was considered beginning in January 2022.
3. Adjust the executive director’s compensation to reduce the retirement contribution to 8.5% to match the remainder of the staff and move the difference ($10,303) to the salary. There is no change to the cost-of-living increase for the executive director.

He reviewed the budget overview of the previously approved FY 2023 budget and the overall positive outcome of the proposed budget amendment.

Moved by Carissa Sisson, seconded by Tim Neil to approve the recommend FY 2023 budget amendment. The motion passed unanimously.

**Discussion and Approval of Actuarial Contract for ISAC Group Health Fund**

Brad reported that the auditors have consistently raised concerns that the ISAC Group Health Plan IBNR is over-stated. He recommended getting a second opinion from Nyhart and requested approval of their actuarial contract.

Moved by Grant Veeder, seconded by Joel Rohne to approve the ISAC Group Health Plan actuarial contract as recommended. The motion passed unanimously.

**General Counsel Report**

Kristi Harshbarger discussed legal matters including payouts related to the Opioids lawsuit.

President Crouch recessed and reconvened the ISAC Board following adjournment of the Iowa Counties Technology Services Board meeting.

**Review and Approve Architectural Proposals**

Katie Cook recommended the approval of a pre-construction proposal for space planning and schematic design from BBS Architects | Engineers (BBS). BBS was chosen after researching multiple firms and strong recommendations from previous clients whose offices were toured by ISAC staff. The tentative timeline for the renovation is during the winter of 2022/2023. A/V technology upgrades and a media room were suggested.

Moved by Brian McDonough, seconded by Linda Zuercher to approve the proposal as presented. The motion passed unanimously.

**Report of Litigation Committee**

John Werden and Kristi requested approval of filing a joint brief with the Iowa County Attorney’s Association, Inc. in the Godfrey discrimination lawsuit.

Moved by Joel Rohne, seconded by Ryan Dokter to approve filing the joint brief as recommended. The motion passed unanimously.

**ISAC Appointment to NACo Board of Directors**

Bill explained that Iowa has one appointment to the NACo Board of Directors. Melvyn Houser is the current representative, and he will reach the completion of his third, three-year term limit after the 2022 NACo Annual Conference. ISAC received two applications for the position, and the ISAC Executive Committee recommended that Richard Crouch be appointed as the ISAC NACo Board Representative.

Moved by Melvyn Houser, seconded Burlin Matthews to appoint Richard Crouch as the ISAC NACo Board Representative. Barry Anderson called for the vote following the abstention of President Crouch. The motion passed unanimously.

**Conference and Meeting Report**

Brad and Katie reported that the ISAC Annual Scholarship Golf Fundraiser will be held at Otter Creek Golf Course on July 13.

Rachel Bennett gave agenda highlights for the 2022 ISAC Annual Conference, and Jacy Ripperger gave a vendor and sponsor update.

Rachel reviewed the schedule and information related to the 2022 NACo Annual Conference.

Rachel requested approval of the dates and locations of the 2024 ISAC Spring and Annual Conferences. The 2024 ISAC Spring Conference would be held March 13-15 at the Veterans’ Memorial Community Choice Credit Union Convention Center, and the 2024 ISAC Annual Conference would be held at the same location on August 20-23.

Moved by Linda Zuercher, seconded by Kevin Grieme to approve the recommended 2024 conference dates and locations.

**Government Relations Team Report**

Jamie Cashman and Lucas Beenken gave a final report of the 2022 legislative session, an overview of the 2023 legislative policy development process, and American Rescue Plan Act activities.

President Crouch adjourned the meeting.