

## **Minutes**

**Iowa State Association of Counties**

**Board of Directors Meeting**

**Held via Zoom**

**ISAC Offices, 5500 Westown Parkway, Suite 190**

**West Des Moines, Iowa (Phone – 515.244.7181)**

**Present:** Brian Gardner, Richard Crouch, Rhonda Deters, Carissa Sisson, Wade Weiss, Grant Veeder, Dave Muhlbauer, Danelle Bruce, Melvyn Houser, Mary Ward, Linda Zuercher, Brian McDonough, Micah Van Maanen, Sandy Bubke, Mark Campbell, Barry Anderson, Mike Miner, John Werden

**Absent:** Kevin Grieme, AJ Mumm, Patrick Sweeney, Carla Becker

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

### **Wednesday, February 22, 2023**

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

Grant Veeder, Rhonda Deters, Danelle Bruce, and Melvyn Houser were sworn in by President Gardner.

### **Approval of Minutes**

Moved by Richard Crouch, seconded by Mark Campbell to approve the meeting minutes of the January 20, 2023, ISAC Board of Directors meeting. The motion passed unanimously.

Moved by Barry Anderson, seconded by Linda Zuercher to approve the meeting minutes of the February 8, 2023, ISAC Executive Committee meeting. The motion passed unanimously.

President Gardner: recessed the ISAC Board; convened and adjourned the ICTS Board; convened and adjourned the IGBP Board; and reconvened the ISAC Board.

### **Team Reports**

Rachel Bennett reported that ISAC is now accepting nominations for the 2023 ISAC Golden Eagle. She reviewed the process, eligibility, and the timeline for honoring the Golden Eagle.

Kristi Harshbarger reviewed the history of the sales tax dispute specifically related to ISAC's status as an instrumentality of government. Further clarification is now needed because rules have changed so that non-profits can only offer 401-K retirement plans and instrumentalities can only offer 457(b) retirement plans. To guarantee that ISAC's employee retirement plan offerings comply, ISAC needs to request a private letter ruling from the IRS. Fees for the letter would be around \$38,000, and attorney's fees will also need to be expended. A response is not expected for around six months.

Moved by Brian McDonough, seconded by Barry Anderson to direct staff to submit the IRS request as presented. The motion passed unanimously.

Kristi gave an update on the opioid litigation and settlement.

Katie Cook gave a history of the office redesign project. ISAC has been contracting with BBS Architects for the project, but since the smaller scale option was decided upon, staff also reached out to Knapp Properties to receive a proposal. A rough draft of Knapp's drawing as well as a proposal from BBS were included in the materials. Knapp proposed a five-year lease extension with allowance for construction and design built into the lease. A/V would be separate, and we would avoid permanent fixtures when possible. The timeline is to have the Board approve the final plan during May meeting and preferably have construction commence this summer/fall.

Moved by Carissa Sisson, seconded by Brian McDonough to proceed with Knapp Properties for planning of the smaller scope office remodel project. The motion passed unanimously.

### **ISAC Budget Presentation**

Bill Peterson gave an overview of the budget approval process. Staff met with the ISAC Executive Committee in February. The Committee recommended the included FY 2024 budget for Board recommendation to the ISAC membership. The membership will be asked to approve the budget during the ISAC Spring Conference General Session on March 9.

Brad highlighted FY 2023 budget projections and gave an overview of the FY 2024 budget changes. Decision points that the Board was asked to recommend to the membership include:

- \$200 dues increase (3.28%)
- \$30,000 Health Fund Admin Fee Increase
- \$225 increase in ISAC University Registration Fee
- ISAC Technology Services Bureau
- Recommended salary and benefit changes.

Bill reviewed details of the job evaluation and compensation study that is included in the proposed budget. The timeline for the study and related action will occur from July 1, 2023, to June 2025. Money will be set aside in those two budget years.

Moved by Grant Veeder, seconded by Richard Crouch to recommend to the membership the adoption of the FY 2024 ISAC Budget as presented. The motion passed unanimously.

### **Conference and Meetings Report**

Rachel Bennett gave an overview of the 2023 NACo Legislative Conference, and board members who attended encouraged future increased attendance at NACo events by ISAC members.

Kelsey Sebern and Jacy Ripperger reported increases in expected number of attendees and vendors for the ISAC Spring Conference, and Kelsey reviewed the board scenario for the event.

Rachel reported that NACo Annual Conference registration is open. The event is being held July 21-24 in Austin, Texas.

Kristi and Bill reported that ISAC is planning a strategic planning session related to the expenditure of opioid settlement funds. The Opioid Response Network (ORN) has offered to sponsor the event as one of its regional grant-funded trainings. A proposed agreement with ORN to jointly provide the session is included in materials. ISAC would be reimbursed for related staff time, facility rental fees, etc. The dates of May 24 and 25 are tentatively being held for the one or two-day training.

Moved by Barry Anderson, seconded by Dave Muhlbauer to give staff discretion and authority to enter into the ORN agreement as presented. The motion passed unanimously.

**ISAC Legislative Report**

Jamie Cashman and Lucas Beenken reviewed the status of ISAC’s legislative objectives and top priorities as well as a variety of bills that would have an impact on counties. Board members discussed legislation and asked questions.

**Scholarship Update**

Katie Cook reported that the scholarship interviews were held on February 7, and the Scholarship Selection Committee made its decisions for awarding the 2023 ISAC Education Foundation Scholarships during the ISAC Spring Conference General Session on March 9. Details of the winners and amounts were highlighted and included in the materials.

President Gardner adjourned the meeting at 11:30 am.