

Minutes
Iowa State Association of Counties
Board of Directors Meeting
ISAC Offices, 5500 Westown Parkway, Suite 190
West Des Moines, Iowa 50266 (Phone – 515.244.7181)

Present: Brian Gardner, Richard Crouch, Carissa Sisson, Grant Veeder, Melvyn Houser, Linda Zuercher, Sandy Bubke, Mark Campbell, Rhonda Deters, Wade Weiss, Danelle Bruce, Mary Ward, Brian McDonough, Micah Van Maanen, Barry Anderson, Patrick Sweeney, Kevin Grieme, Carla Becker, John Werden

Absent: AJ Mumm, Mike Miner, Dave Muhlbauer

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

Wednesday, May 3

ISAC President Brian Gardner 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 February 22, 2023, ISAC Board of Directors meeting. The motion passed unanimously.

Moved by Mary Ward, seconded by Richard Crouch to approve the meeting minutes of the March 9, 2023, ISAC Spring Conference General Session. The motion passed unanimously.

President Gardner recessed the ISAC Board and reconvened following adjournment of the ISAC Group Benefit Program Board meeting.

Management and Financial Report

Brad Holtan gave highlights of the ISAC financial report dated March 31, 2023. The inclusion of the new lease standards on the balance sheet was described. The ISAC Technology Service Bureau didn't have any funding in FY 2023 so the amount due to ISAC will likely need to be written off with board approval during the June meeting.

Moved by Kevin Grieme, seconded by Carissa Sisson to accept the March 31, 2023, ISAC financial report as presented. The motion passed unanimously.

Brad reviewed the ISAC investment report dated March 31, 2023. ISAC holds a Signature Bank CD, which is one of the banks that went under, so we are waiting to see what happens.

Moved by Mark Campbell, seconded by Linda Zuercher to accept the March 31, 2023, ISAC investment report as presented. The motion passed unanimously.

Brad reported that the investment policy for ISAC Unemployment Program needed to be updated as well to mirror the policy of the health fund. All 28Es will be updated.

Moved by Sandy Bubke, seconded by Rhonda Deters to approve the ISAC Unemployment Program Investment Policy as presented. The motion passed unanimously.

Brad updated the Board on the funding for the ISAC Technology Service Bureau. ISAC has been working on legislation for an appropriation to fund the program. Legislation including FY 2024 funding of \$324,000 is going to the Governor for signature. It is hoped that the same amount of funding will be appropriated over the next couple of years as the program gets up and running. The audit will likely need to be amended so that CSN and the ISAC Tech Service Bureau are separate. Their funds are held separately.

Kristi Harshbarger gave an update on legal matters.

Beth Manley reviewed the ISAC Business Continuity Plan. The project was completed with input from all ISAC departments and is a plan that outlines what occurs in the event of a disaster.

Moved by Sandy Bubke, seconded by Grant Veeder to approve the ISAC Business Continuity Plan as presented. The motion passed unanimously.

Katie Cook and Bill Peterson gave a history and update on the ISAC Office Reconstruction Project. Included in the Board materials are the remodel proposal and specifications received from Knapp Properties. A demo and floor plan were also included. The lease renewal options for consideration were reviewed including their future impacts on the cost of leasing.

Moved by Grant Veeder, seconded by Mark Campbell to approve the ISAC Office Reconstruction Project with the 10-year lease option as presented. The motion passed unanimously.

NACo Activities

Bill reported that the 2023 NACo Annual Conference will be held in Austin from July 21-24. He reported that Iowa specific events as well as credentials information will be shared with attendees in closer proximity of the conference.

Bill recommended that the ISAC Board Travel Expense Policy related to NACo Conferences be updated to provide reimbursement in the amount equal to the early-bird registration rate instead of \$400.

Moved by Melvyn Houser, seconded by Richard Crouch to approve the updated policy as presented. The motion passed unanimously.

Bill asked those interested in joining a NACo steering committee to contact him.

ISAC Conference Report

Kelsey Sebern reported that the ISAC Spring Conference was a success with great attendance and feedback from members. Jacy Ripperger gave an update on vendor participation in the conference and the ISAC Preferred Vendor Program.

Brad and Jacy updated the Board on the registrations and sponsorships for the 18th Annual ISAC Scholarship Golf Fundraiser being held July 12 at Toad Valley Golf Course in Pleasant Hill.

Kelsey reviewed and recommended for approval the 2023 ISAC Annual Conference agenda.

Moved by Mary Ward, seconded by Sandy Bubke to approve the agenda as presented. The motion passed unanimously.

President Gardner gave an overview of planning that has taken place related to the ISAC Board Retreat that will be held in Linn County on September 20-22, 2023.

Kristi highlighted the agenda and plans for the Opioid Settlement Funds Strategic Planning Summit that the Opioid Response Network (ORN) and ISAC are jointly hosting in Des Moines on May 24-25. Bill explained the budget process.

Kelsey reviewed and recommended for approval the 2025 ISAC Spring (March 11-14) and Annual Conference (August 18-22) contracts for the Hilton Des Moines and Iowa Events Center.

Moved by Mark Campbell, seconded by Brian McDonough to approve the contracts as presented. The motion passed unanimously.

Government Relations Team Update

Jamie Cashman and Lucas Beenken gave an overview of the 2023 legislative session. They reported that the session is expected to end soon.

Jamie reviewed the 2023-2024 ISAC legislative timeline related to the approval of the 2024 ISAC Legislative Priorities.

President Gardner adjourned the meeting at 11:58 am.