**­­****Minutes**

**Wednesday, June 28, 2023**

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

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

**Phone 515.244.7181**

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

**Absent:** Patrick Sweeny, Danelle Bruce, Carla Becker

**Guests:** Jose Garcia, Wendy Moran, Paul Kruse, Caleb Walter

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

**Wednesday, June 28, 2023**

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

**Meeting with Financial Auditor**

Bill gave an overview of the audit process and introduced Wendy Moran and Jose Garcia, McGowen, Hurst, Clark & Smith, P.C. Board members were encouraged to raise any questions or concerns prior to the FY 2023 audit. The ISAC Group Benefits Program (IGBP) will be shown similarly to the Iowa Counties Technology Services (ICTS) audit. The audit will include the adoption of lease assets and liabilities for those greater than 12 months. Staff have already begun to include this information in the financial reports provided to the Board. The auditors will hold a call with President Gardner prior to the start of the audit. Concerns should be sent to President Gardner or directly to the auditors.

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

President Gardner recessed and reconvened the ISAC Board following adjournment of the Iowa Counties Technologies Services Board meeting.

**Approval of Minutes**

Moved by Grant Veeder, seconded by Richard Crouch to approve the meeting minutes of the May 3, 2023, ISAC Board of Directors meeting. The motion passed unanimously.

President Gardner presented for review the meeting minutes of the June 15, 2023, ISAC Golden Eagle Committee. After much debate, the Committee had recommended Joan McCalmant to be honored as the 2023 ISAC Golden Eagle.

Moved by Mark Campbell, seconded by Melvyn Houser to approve the Committee’s recommendation. The motion passed unanimously.

**Management and Financial Report**

Brad Holtan reviewed with the Board and gave highlights of the financial report dated May 31, 2023. The Board discussed royalties from the Iowa Communities Assurance Pool (ICAP) and the Iowa Public Agency Investment Trust (IPAIT).

Moved by Sandy Bubke, seconded by Richard Crouch to accept the May 31, 2023, financial report. The motion passed unanimously.

Brad explained that ISAC pays all expenses for the ISAC Technology Service Bureau (TSB) and bills TSB for reimbursement as is done with all other programs. TSB had no funding in FY 2023 and currently owes around $170,000 to ISAC. It was recommended that the Board write off up to $200,000 for TSB in FY 2023 with hopes for funding in FY 2024.

Moved by Grant Veeder, seconded by Rhonda Deters to write off up to $200,000 in expenses for TSB in FY 2023. The motion passed unanimously.

Kristi Harshbarger discussed legal matters.

Moved by Brian McDonough, seconded by Sandy Bubke to approve Nyemaster submitting on behalf of ISAC a finalized copy of the letter for private ruling to the IRS related to tax status and retirement plans. The motion passed unanimously.

Katie Cook gave an overview of several estimates for updated meeting room audio visual equipment. Staff will meet internally as well as with ICIT for guidance. A formal proposal will come to the Board in the future. Office reconstruction remains on track to begin in September and is expected to take three months to complete. The expenditure for furniture will also need to be approved in the future.

**IPAIT Presentation**

Bill introduced Paul Kruse and Caleb Walter, PMA, to discuss the benefits of counties investing funds in IPAIT. They gave a general overview and the history of the Trust as well.

**Conference and Meeting Reports**

Brad reported that the ISAC Annual Scholarship Golf Fundraiser is being held on July 12 at Toad Valley Golf Course. More golfers are needed.

Kelsey reported that Annual Conference housing is already sold out, and we have begun suggesting nearby properties. Jacy reported being on track to sell out the exhibit hall booths. The conference board scenario was reviewed.

Rachel Bennett reviewed the 2023 NACo Annual Conference schedule and information.

**Government Relations Team Report**

Jamie Cashman and Lucas Beenken gave an overview of the legislative session and a forecast for their work in the interim. Jamie reviewed the 2024 legislative policy development process.

President Gardner adjourned the meeting.