**Minutes**

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

**The Meadows Events and Conference Center**

**1 Prairie Meadows Drive, Altoona, Iowa 50009**

**Phone 515.967.8550**

**Present:** Barry Anderson, Linda Zuercher, Mark Campbell, Kevin Grieme, Carissa Sisson, Dave Muhlbauer, Eric Van Lancker, Brad Kunkel, Mike Miner, Sandy Bubke, Micah Van Maanen, Grant Veeder, Brian Gardner, Mary Ward, Wade Weiss, Josh Busard, Carla Becker, AJ Mumm, John Werden

**Absent:** Richard Crouch, Melvyn Houser, Russell Wood, Patrick Sweeney

**Guest:** Burlin Matthews, Crystal McIntyre

**Staff:** Bill Peterson, Rachel Bennett, Kristi Harshbarger, Brad Holtan, Kelsey Sebern, Katie Cook, Courtney Biere, Jacy Ripperger, Andrew De Haan, Joel Rohne, Tammy Norman, Brandi Kanselaar, Ashley Clark

**Wednesday, January 17, 2024**

President Barry Anderson called the meeting to order at 8:30 am and led the Board in the Pledge of Allegiance. Board members and staff introduced themselves.

**Swearing in of Board Members**

President Anderson introduced Burlin Matthews, ISAC past president and former Clay County Supervisor. Burlin swore in President Anderson and the remainder of the ISAC officers and Board members.

**Board Orientation - Structure**

Bill Peterson led the Board Orientation with a discussion of the ISAC operational process and structure. Top down: counties, county officials, and county employees; ISAC affiliates (16); ISAC Board of Directors (governing body); ISAC Executive Committee; ISAC Executive Director (authority to execute operations of the Board including hiring and retaining staff); and ISAC staff.

**Board Orientation - Organizational Documents**

Kristi Harshbarger outlined the organizational documents in order of hierarchy and described the structure of each. The Articles of Incorporation are governed in Code and filed with the Secretary of State. They were last amended on November 30, 2016. Amendments require a Board and member vote. The bylaws are more detailed and relate to the organization and functions, membership rights, officers, districts, conferences, etc. They can be amended by Board action. They were last amended on April 29, 2020. The Board Policies is more of an internal document with several topics and policies. Other organizational documents for the 28Es are like the Articles and are filed by the Secretary of State. We also work with affiliates on their governing documents.

**Board Orientation - Member Relations Team**

The Member Relations Team individually presented and described their duties. The Member Relations Team includes: Rachel Bennett, Kelsey Sebern, Katie Cook, Jacy Ripperger, and Courtney Biere. Overall, the Member Relations Team provides the Association’s communications, marketing, events, education, support for members and staff, and many other duties as assigned.

**Board Orientation - Finance and Program Services Team**

Brad presented on behalf of the Finance and Program Services team and discussed the financial work that Molly Hill and he provide for ISAC and other affiliates.

He described the programs that ISAC manages, including: the Iowa County Attorneys Case Management Project (ICACMP) managed by Jessica Trobaugh; the Iowa Precinct Atlas Consortium (IPAC) managed by Tammy Norman; and the ISAC Group Benefits Program (IGBP) managed by Brad. He listed the staff members who also support these programs: Nick Johnson, Molly Hill, Molly Steffen, Brock Rikkers, and Chris Schwebach.

**Board Orientation - Legal Team**

Kristi Harshbarger described what education and information the Legal Team provides for members. She went into detail about how much of her times is spent outside of the support she provides to ISAC staff programs and staff: County attorney referred questions; “where do I find it” questions; statewide impact projects (e.g. Opioid Settlement); assistance to affiliates; support of the ISAC Litigation Committee; presentations on legal topics for members; and implementation of new rules and regulations.

Beth Manley described the ISAC HIPAA Program that she manages. The Program provides training; access to all historical memos and information; consultation; quarterly newsletters; and webinars. She also provides compliance internally (CSN) and for external entities as well.

As an internal resource, the Legal Team also: acts as an attorney for ISAC Board; reviews and approves contracts for ISAC; provides maintenance of governing documents; provides compliance for programs and services; and any other legal needs.

**Board Orientation - Information Technology**

Andrew De Haan described his goals in his role as the ISAC IT Director. He expressed the need for improvements to the end user experience, user support experience, and end user training. Andrew is also focusing on security and adding enhancements. He discussed that the infrastructure is getting dated, and he will begin replacing items on an ongoing basis. Servers and storage are the main equipment that is at its end of life.

He also discussed bringing virtual servers back in-house for which the upgrades will allow. This will provide increased performance, reliability, redundancy, and will save money. Backups and disaster recovery will also likely be changed similarly at that time. The Board discussed the use of cloud vs. in-house storage and backups. ISAC will take a hybrid approach – some items we can do better in-house, and some items will stay in the cloud.

He is also working on the A/V system and phone system replacements.

**Board Orientation - Iowa County Technology Services**

Dylan Young gave an overview of the IT team. Staff members working on ISAC IT include: Ashley Clark, Brandi Kanselaar, Brock Rikkers, Joel Rohne, Chris Schwebach, and Andrew De Haan.

The IT Team builds and supports software externally and internally. He described the software development cycle.

The Community Services Network (CSN) is the main driver within the Iowa Technology Services (ICTS). CSN is a web-based software that manages day-to-day operations of getting services to adults and children in the community with mental health and disability needs. He reviewed the governance structure. He also gave an overview of how large the system is.

Current and future projects for the IT Team include: the launch and takeover of the development of the new IPAC software; building a new salary survey tool for ISAC; upgrading internal systems for finance and HR; and a county directory rewrite. He also described that CSN will integrate with Locus in the future which will add a new legal release, an alerting and notification module, and a security pen test will be performed.

**Board Orientation - Technology Service Bureau (TSB)**

Joel Rohne discussed that the Technology Service Bureau (TSB) will provide digital resources for counties that are dealing with new technologies. Cybersecurity is driving TSB currently. Education is being done locally as well as with other state and federal partners. Since 2011, technology assessments have been offered through the ICIT affiliate, but the TSB will now manage this process which includes conversations with counties about what is working and not working technology wise in their counties and giving ongoing support and guidance. Joel also gave a funding update.

**Board Orientation - ISAC Budget and Finances**

Bill and Brad highlighted the annual budget over the past few years. They broke down our revenues of which dues make up 15-16%. Royalties, conferences and meetings, and advertising were also discussed. Income has grown due to higher interest rates for ISAC investments as well as no longer waiving part of our IPAIT royalty fees.

Expenditures and general operating were discussed as well. Personnel expenses make up about 70% of the expenditure budget. They reviewed the other expenditures in less detail.

**Approval of Minutes**

Moved by Grant Veeder, seconded by Dave Muhlbauer to approve the ISAC Board of Directors meeting minutes from November 15, 2023. The motion passed unanimously.

The November 15, 2023, meeting minutes of the ICTS Board of Directors were reviewed for informational purposes.

The November 15, 2023, meeting minutes of the IGBP Board of Directors were reviewed for informational purposes.

**Conference and Meeting Report**

Kelsey gave an overview of ISAC University. There are 136 registrants, and it should be a great conference. The full agenda is in the packet.

Rachel reported that County Day at the Capitol is being held on March 13 starting at 8:30 am in the Capitol Rotunda. Affiliates have been invited to host booths to exhibit the services they provide. This year’s event will focus on unfunded and underfunded mandates. The event is free, but separate registration is required.

Following County Day, ISAC will host a Human Resources seminar for all Spring Conference attendees or County Day at the Capitol registrants. The Seminar will be held from 2:00 pm – 4:00 pm at the convention center. The panel will include experienced county HR professionals as well as attorneys who work closely with county HR issues.

Rachel outlined the 2024 NACo Legislative Conference agenda and the events specific to Iowa attendees.

Bill and Barry recently attended the NCCAE Presidents and Executive Directors Meeting in Washington, D.C. They summarized the event activities and gave highlights.

**Management Report**

Brad gave a summary and highlights of the ISAC financial report dated December 31, 2023.

Moved by Sandy Bubke, seconded by Carissa Sisson to approve the financial report. The motion passed unanimously.

Brad reviewed the ISAC 990 and referred to the Conflict of Interest and Whistle Blower policies.

Moved by Mary Ward, seconded by Brian Gardner to approve ISAC’s 990. The motion passed unanimously.

All Board members need to sign and return to Brad the Conflict-of-Interest Statement.

Moved by Dave Muhlbauer, seconded by AJ Mumm to instruct Board members to return the signed statement. The motion passed unanimously.

Katie gave an update on the ISAC Office Project. The office is scheduled to open sometime in mid-February.

**Legislative Report**

Jamie Cashman gave an update on the first couple weeks of the legislative session including bills and topics of interest to counties. He gave an overview of the behavioral health alignment. The Governor’s bill should be released soon that will give the framework and structure. Other topics that are being discussed of interest include compensation boards, preemption, property tax, and our top priorities.

Jamie gave an overview of the Government Relations Team and its duties during the legislative session and in the interim. Lucas and he lobby at the Capitol, and other members of the Government Relations Team include Bill Peterson, Krisit Harshbarger, Rachel Bennett, and Katie Cook.

Moved by Carissa Sisson, seconded by Mary Ward to adjourn the meeting. The motion passed unanimously.

President Anderson adjourned the meeting at 12:00 pm.