**Minutes**

**Iowa State Association of Counties**

**Board of Directors Meeting**

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

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

**Present:** Barry Anderson, Linda Zuercher, Eric Van Lancker, Brad Kunkle, Josh Busard, Dave Muhlbauer, Pat Sweeney, Melvyn Houser, Grant Veeder, Mary Ward, Carissa Sisson, Richard Crouch, Mark Campbell, John Werden, Kevin Grieme, AJ Mumm, Micah Van Maanen, Wade Weiss, Carla Becker

**Absent:** Russell Wood, Mike Miner, Brian Gardner, Sandy Bubke

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

**Wednesday, February 21, 2024**

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

President Anderson swore in ISAC Board Members who were absent from the January 17, 2024, ISAC Board Meeting.

**Approval of Minutes**

Moved by Grant Veeder, seconded by Dave Muhlbauer to approve the meeting minutes of the January 17, 2024, ISAC Board of Directors meeting. The motion passed unanimously.

Moved by Linda Zuercher, seconded by Mark Campbell to approve the meeting minutes of the January 31, 2024, ISAC Executive Committee meeting. The motion passed with one abstention.

**Scholarship Update**

Katie Cook provided the Board with the results of the Scholarship Selection Committee. Scholarship recipients will accept their awards during the ISAC Spring Conference General Session on March 14.

**Management and Team Reports**

Brad Holtan gave highlights of the financial report dated January 31, 2024. The balance sheet includes the updated office lease as well as the new copier lease agreement. Affiliate meetings payables are from the engineer’s conference which will be paid out to the Iowa County Engineers Association and be removed from the books. He also mentioned that he expects the Board will need to write off what the ISAC Technology Service Bureau (TSB) owes to ISAC during the June meeting due to not receiving funding in FY 2024.

Moved by Melvyn Houser, seconded by Richard Crouch to approve the January 31, 2024, financial report. The motion passed unanimously.

Rachel Bennett reported that nominations are now being accepted for the 2024 ISAC Golden Eagle. The deadline for accepting nominations is May 31, 2024, the Golden Eagle Selection Committee will meet sometime in June, and the Golden Eagle will be honored during the 2024 ISAC Annual Conference General Session.

Kristi Harshbarger gave an update on legal matters including new opioid settlement payments.

Katie Cook provided the Board with an updated project cost report for the ISAC office remodel.

Moved by Kevin Grieme, seconded by Carissa Sisson to approve the project cost report as presented. The motion passed unanimously.

**Conference and Meetings Report**

President Anderson, Rachel, and Board members who were in attendance of the 2024 NACo Legislative Conference gave an overview of the conference including meetings, featured speakers, and events. Overall, it was a successful and educational conference.

Courtney Biere and Rachel reported that County Day at the Capitol will be held on March 13, 2024, with an emphasis on the ISAC Top Priority of Unfunded Mandates. Rachel gave an overview of the Human Resources Seminar being held the same afternoon at the Convention Center.

Kelsey Sebern and Jacy Ripperger gave updated numbers and reviewed the Board scenario for the ISAC Spring Conference. Exhibit booths are sold out but there remains the option to sell more.

Rachel shared that the 2024 NACo Annual Conference is being held July 12-15, 2024, in Tampa, Florida. Registration is currently open.

**ISAC Budget Presentation**

Brad Holtan highlighted the FY 2024 budget projections and presented the proposed ISAC budget for FY 2025. The following FY 2025 budget decision points were included in the presentation:

* No increase in dues
* No increase in the Annual Conference registration fee
* No increase in the Spring Conference registration fee
* Recommended salary increases of 3% and associated benefit changes
* Approval of transfers from the Building Development Fund office remodeling and updates
* Approval of transfers from the Depreciation Fund to pay for ISAC network replacements and upgrades.

Other items of note included another $25,000 being set aside for a compensation study. Also, the budget assumes $295,000 in funding for ISAC TSB.

Moved by Grant Veeder, seconded by Brad Kunkle to recommend the budget as presented to the membership during the Spring Conference General Session and Business Meeting. The motion passed unanimously.

**Executive Session**

Staff were dismissed, and the ISAC Board met with the ISAC Executive Director in an Executive Session. President Anderson adjourned the Session and staff returned.

Moved by Dave Muhlbauer, seconded by Richard Crouch to adopt the proposed timeline and process for the recruitment and selection of the ISAC executive director. The motion passed unanimously.

President Anderson appointed the following Board members to be part of the Search Committee: Barry Anderson, John Werden, Linda Zuercher, Mark Campbell, Brian Gardner, Grant Veeder, Carissa Sisson, and Josh Busard.

**Legislative Report**

Jamie Cashman and Lucas Beenken reported on the status of ISAC’s legislative priorities and other legislative issues facing counties.

President Anderson adjourned the meeting.