



Iowa's County Conservation System

I.C.C.S.

IOWA ASSOCIATION OF COUNTY CONSERVATION BOARDS
(dba as Iowa's County Conservation System)

BOARD OF DIRECTORS MEETING

President Mark Vavroch called the meeting of the IACCB Board of Directors to order on **Tuesday, May 19, 2020** – 9:00 AM in the **ICCS ZOOM Meeting Room** online.

BOARD MEMBERS PRESENT: Vavroch (Poweshiek), Wilson (Johnson), Miner (Butler), Shoemaker (Pottawattamie), Straw (Chickasaw), Beeck (Plymouth), Chatfield (Mitchell), Dixon (Mahaska), Beeck (Plymouth), Malcomson (Polk), DeVos (Plymouth)

BOARD MEMBERS ABSENT: Lara (Hardin)

OTHERS PRESENT: Hazelton (Executive Officer)

ALL ITEMS DISTRIBUTED ELECTRONICALLY (via email) TO THE BOARD IN ADVANCE OF THE MEETING: Meeting Agenda; April 2020 Financial Report and Supplemental; March 2020 MCP.com Financial Report; Minutes of the February 4, 2020 Board of Directors Meeting; March & April 2020 Online Reservation/Registration Reports; Processing Fees Reimbursement Form & Instructions; MCP.com Cyber Breach Information – Letter to CCBs, Instructions for Local Inquiries, Copy of Letter to Customers, Call Center Q&A Pages; Strategic Transition Survey; FY2020 Budget – Proposed Amendment & Narrative; FY2021 Proposed Budget & Narrative; MCP.com FY2021 Proposed Budget & Narrative; FY2021 Goals & Objectives for ICCS by Hazelton; FY2020 Compensation Comparison; 2020 CEO Performance Evaluation Tabulation by Vavroch.

ITEMS DISTRIBUTED TO THE BOARD AT THE BOARD MEETING: (None)

ITEM 1. CALL TO ORDER – Vavroch called the meeting to order at 9:00 AM

ITEM 2. WELCOME & INTRODUCTIONS

- a. Vavroch introduced Victoria DeVos (Plymouth) as the first ever representative to the Board from the Iowa Association of Naturalists (IAN). Victoria provided brief comments about her history with the CCB system and that she was happy to serve on the Board and “give back” to the county conservation industry.

ITEM 3. APPROVAL OF AGENDA

M/S by Wilson/Shoemaker to approve the agenda as presented. **VOTE AYE** – Unanimous.

ITEM 4. APPROVAL OF PREVIOUS MEETING MINUTES – February 4, 2020

- a. **M/S by Wilson/Dixon** to approve the minutes as presented. **VOTE - AYE** – Unanimous

ITEM 5. FINANCIAL REPORTS / MEMBERSHIP UPDATES

- a. Hazelton presented the April ICCS Operational financial reports and went over the highlights.
- b. Hazelton presented the MCP.com Financial Report for March 2020 (*most current available*) – noting that it was a fairly quiet month. He also presented the March and April Online Registration/Reservation Reports – noting the impact of COVID-19 on both. **M/S by Miner/Chatfield** to approve ICCS and MCP.com financial reports as presented. **VOTE – AYE** – Unanimous

- c. Hazelton noted that we had already received over \$30K in FY2021 County Membership revenue from 35 CCBs – well ahead of the pace from previous years. This was due in part to invoices having been sent out in mid-April.

ITEM 6. OFFICE & DIVISION REPORTS

- a. **President Vavroch** – Thanked Hazelton for pivoting his administrative priorities to handle the COVID-19 crisis and MCP.com cyber data breach that had erupted in the past 3 months
- b. **Other Board Members** – None
- c. **CEO Hazelton**
 - **ZOOM CALENDAR** has been busy with over 40 meetings in the past two months, and that CCBs and Divisions have been appreciative of having the Zoom Room available.
 - **Governor’s Staff Liaison** – Hazelton discussed working with our Lobbyist and the Governor’s Staff directly on COVID-19 communications.
 - **MAY NEWSLETTER** – Hazelton noted several important articles that would be in the May ICCS Newsletter to be distributed in the next day or so
- d. **ICCS DIVISION REPORTS**
 - a) **IACCBE** – Vavroch reported that the IACCBE Winterfest Planning Committee has met twice on Zoom, and is in the initial planning steps for Winterfest 2021
 - b) **CCDA** – Miner reported that Summer ISAC was coming up in August (*NOTE: Online CCDA Membership renewals for 2020 have now topped 73 – believed to be a new record*)
 - c) **CCPOA** – Beeck noted that the CCPOA Division recently held their three regional spring workshops with great attendance. The 35th Annual Fall Workshop is scheduled for October, along with a 35th Anniversary Celebratory Banquet.
 - d) **IAN** – DeVos noted that due to COVID-19 that IAN had cancelled both their Spring and Summer workshops, encouraging members to continue professional development locally.
 - e) **AFIRM** – Straw noted that they barely got their spring meeting in prior to COVID-19, and that the fall AFIRM Meeting is scheduled in Winneshiek County. They have recently added Roadside Programs in Kossuth, Hancock and Wright Counties – hoping they will become members of AFIRM.
 - f) **MCP.com** – Malcomson noted that even though there have been numerous cancellations for reserved facilities, the openings seem to be filling up quite quickly.
 - g) **IowaTLC** – Hazelton reported that the TLC Trust remains “on the shelf”.

ITEM 7. LEGISLATIVE UPDATE

Hazelton noted that it has been extremely quiet with the Legislature shut down. Only recently Have small groups began preliminary discussions in preparation for the resumption of the 2020 Legislative Session on June 3. We are hopeful to see an extension of the sunset on REAP for a couple of years – if we note any efforts to stall this initiative, we may call upon the CCB system to contact their legislators to push for action. The upcoming two-week session will deal primarily with financial/budget items and very little policy action.

ITEM 8. MCP.com DISCUSSION

- a. Hazelton updated the Board on Phase #1 testing of the 2020 Development
- b. Hazelton reviewed the impact of COVID-19 on Processing Fee Revenue – thinking that we are past the worst of the impact and return to a new “normal” this summer.
- c. Hazelton provided a thorough summary of the January-March Data Breach situation and the response that has been provided by ICCS and Informatics. We should be completing the “Recovery Phase” of this breach soon.
- d. **Cyber Liability & Data Breach Insurance** – Hazelton noted that we should acquire a more expansive policy of coverage – but is still researching exactly what to recommend. He noted the two quotes he had solicited ranged in annual premium costs of \$1,300 to \$3,500 for \$500K and \$1 million in coverage respectively. Discussion deferred to the proposed FY2021 budget reviews later on in the agenda for today’s meeting.

ITEM 9. ANNUAL CONFERENCE UPDATES

- a. **UPDATE on 2020** – Hazelton noted that the planning committee (including Ames CVB) have had initial discussions concerning what the conference may look like with COVID-19 restrictions. Hazelton will attend the June 3rd Conference Planning Committee Meeting where some decisions will be made – which we can then share with the CCB System about what the meeting will look like to encourage registrations. Currently, there are over \$30K in sponsorships lined up for this conference, including \$2,500 from MCP.com. Hazelton projected that we would probably be able to retain 60-100% of those sponsorships depending on the donor's preferences.
- b. **MCP.com Sponsorship** – Hazelton expressed concern about the MCP.com donation being used for anything other than direct educational expenses or actual benefits to CCB attendees – but deferred the conversation to another time.
- c. **COVID-19 Impacts** – Hazelton noted that it was unlikely that the conference could be postponed until 2021. More likely – we will see changes in the bus tours, more virtual sessions with the presenters, etc.

ITEM 10. 2021 STRATEGIC TRANSITION PLANNING

- a. **Committee Report** – Shoemaker provided comments on the only meeting of the Committee (via Zoom), and the discussion on the subject by the Directors at Spring ISAC. Information that was received (albeit very minor) – was used to develop the 2020 Survey.
- b. **Statewide Survey** – The final draft of the survey was reviewed. A PDF copy will be sent out with the link to the online survey with instructions to use the PDF as a worksheet with Conservation Board Members / CCB Staff to collaborate on prior to completing the Survey Monkey online. There would be only one survey allowed to be submitted from each county. Deadline for surveys to be returned will be August 1st.

ITEM 11. FY2021 BUDGETS DISCUSSIONS – ICCS & MCP.com

- a. **FY2020 ICCS Operational Budget Amendment** – Hazelton presented the proposed amendments and justifications for the remainder of the FY2020 Budget. Most of the proposed modifications have come about due to external influences caused by concerns over COVID-19 and the data breach of the website. **M/S by Wilson/Beeck** to approve the FY2020 Proposed Budget Amendment as presented. **VOTE – Aye – Unanimous**
- b. **FY2021 ICCS Operational Budget** – Hazelton presented the proposed ICCS Operational Budget for FY2021 - noting that it was “conservative”, but also flexible. **M/S by Straw/Dixon** to approve the FY2021 ICCS Operational Budget as presented. **VOTE – Aye - Unanimous**
- c. **FY2021 MCP.com Budget** – Hazelton presented the proposed MCP.com FY2021 Budget that was structured to allow for flexibility in development, contracted staffing, management agreements data breach insurance. **M/S by Dixon/Shoemaker** to approve the FY2021 MCP.com Budget as presented, with the new line item of Cyber Liability Insurance in the amount of \$3,500 – allowing the ICCS CEO to research and recommend a proposal for purchase of a new policy. **VOTE – Aye - Unanimous**

ITEM 12. NEW BUSINESS

- a. **Executive Office Evaluation** – Vavroch noted that the Board had discussed this item in advance, and opted not to move into a closed session. Hazelton provided a brief overview of the Goals and Objectives he had prepared for FY2021, and Vavroch inquired if he had any questions about his review that had previously been provided to him for review. Hazelton thanked the Board for the smooth process and appreciated all the positive comments. **M/S by Miner/Shoemaker** to provide a 5% increase to the Contract for Services for FY2021. **VOTE – Aye - Unanimous**

ITEM 13. OLD BUSINESS

None brought forth.

ITEM 14. OTHER

- a. Hazelton will circulate a Doodle for an early August meeting date/time. – Straw noted that she appreciated the 9:00 AM meeting time (or earlier!) for Zoom Meetings
- b. Dixon requested a copy of the new organizational flow chart of ICCS that would include the restructuring into a Division-based Association over the past two years. Hazelton noted that he already had one prepared and he would email it out to the Board.
- c. An informal discussion occurred on the reopening of Nature Centers and what that might look like in the new world of COVID-19.

ITEM 14. ADJOURNMENT

Meeting was adjourned at approximately 11:10 AM

Thomas F. Hazelton
Chief Executive Officer
05/29/2020