



S.E.A.T. Board Minutes

S.E.A.T. BOARD MINUTES
1:00 p.m., March 3, 2009
Des Moines Marriott Downtown, Des Moines, Iowa

Marge Pitts, Clay County Auditor, called the meeting to order at approximately 1:09 p.m. at the Des Moines Marriott Downtown, Des Moines, Iowa. Members present: Marge Pitts (Clay County), Jamie Fitzgerald (Polk County), Tom O’Neill (Dubuque County) and Diana Dawley (Poweshiek County). Members absent: Mike King (Union County), Linda Langenberg (Secretary of State’s Office), Peggy Rice (Humboldt County). Also present were Ann Clary and Sarah Reisetter (Secretary of State’s Office) and Carl Wiederaenders (Deputy Polk County Auditor).

Moved by Tom O’Neill, second by Jamie Fitzgerald to approve the agenda for the March 3, 2009 S.E.A.T. Board meeting. All ayes. Motion carried.

Moved by Jamie Fitzgerald, second by Tom O’Neill to approve the minutes of the January 14, 2009 S.E.A.T. Board meeting. All ayes. Motion carried.

Moved by Tom O’Neill, second by Diana Dawley to approve termination of the Services Contract for Administration of SEAT between Iowa State University and SEAT. All ayes. Motion carried.

Board member Peggy Rice (Humboldt County) arrived at this time.

Bill Peterson, ISAC Executive Director was present to discuss with the SEAT Board what services ISAC could provide for SEAT. He stated the following:

1. Database Management – the counties currently have access to the Auditor’s website and imbedded in that is a program we could use to create an on line database to show what courses a person has taken. The conversion of the ISU database would be billed at \$40-\$50 per hour or on a time and materials basis.
2. Meeting Registration – this is currently available through ISAC but they could give anyone approved by SEAT the authority to create a meeting to sign up for and designate where the fees are to go. There will be no charge for this

service.

3. Meeting & Training Material Production – ISAC could do this for SEAT, but would need to establish deadlines for material to get to ISAC staff for preparation. The cost would be \$15.00 per registration billed on a time and materials basis.
4. Bill offered to provide financial reporting and management of funds ISAC would invest and provide financials but no price was discussed.

In order to have ISAC assist us, we will need to have a contract or administrative agreement with ISAC stating what services we want ISAC to provide.

Marge Pitts informed the Board that a certification status report would be sent to each county. This lists each county, who attended a SEAT class from that county and the date of that class. Ann Cleary has been working on cleaning up the data she received and a letter will be drafted to go along with the status report before it is sent out for counties to review. Marge will see if she can get all sign in sheets that were turned in to ISU from the past SEAT sessions.

Marge Pitts discussed with the Board the Core III SEAT session in January 2010. The meeting site has already been secured by ISU and if we forfeit the contract we may have significant fees that we have to pay. Ann Cleary will contact the motel and see if we can take over the CORE III contract from ISU.

The Board discussed the CORE II session in November of 2009, there are several possibilities for a meeting place. Ann Cleary will check on the details and e-mail the results to the SEAT Board.

Ken Kline (Cerro Gordo County Auditor) arrived at this time.

The Board discussed on site class management during a SEAT session and maintenance of SEAT training records. Carl Wiederaenders and Ann Cleary will work on setting up the records to keep track of this.

The Board discussed the upcoming SEAT continuing education session on July 30 in Okoboji. The Board asked that the President of ISACA work with Ann Cleary on equipment rent, meals and snacks. The use of ISAC for registration and the cost of the continuing education class will be determined based on meal costs. Certificates of completion of the class should be kept simple. The second location in July for continuing education should be somewhere in Eastern Iowa.

The next meeting of the S.E.A.T. Board will be a conference call on April 1, 2009 at 2:00 p.m.

The Chairman adjourned the meeting at 2:45 p.m.

Respectfully submitted,
Peggy J. Rice
S.E.A.T. Board Secretary