

# IOWA COUNTY ATTORNEY'S CASE

## MANAGEMENT PROJECT

**GOVERNING BOARD MEETING**  
**Minutes for Wednesday**  
**October 25, 2017 at 10:00 a.m.**  
**Iowa League of Cities**  
**500 SW 7<sup>th</sup> Street, Des Moines, IA 50309**

**Call to Order:** Chair Tim Dille called the meeting to order at 10:05a.m.

**Present:**

Allamakee	Johnson
Boone	Jones (Proxy to Johnson)
Buena Vista	Madison
Cerro Gordo	Marion
Clay	Mills
Clinton (Proxy to Chair)	Plymouth
Crawford	Pottawattamie
Dallas	Sac (Proxy to Buena Vista)
Dickinson (Proxy to Plymouth)	Sioux
Floyd (Proxy to Cerro Gordo)	Story
Hardin	Tama
Henry (Proxy to Jefferson)	Warren
Howard (Proxy to Winneshiek)	Webster
Jasper	Winneshiek
Jefferson	

**Staff:** Andrea Jansen, Brad Holtan, Molly Hill, Molly Steffen, Bailey Krebs, Zetta Pilch

**Minutes from previous meetings:** Motion to approve the minutes from September 20, 2017 was made by Mills County, seconded by Marion County. Motion carried unanimously.

**Agenda Items:**

**I. Reports:**

**a. Financial Report**

- Brad Holtan reviewed the Financial Report for FY17. Motion to approve the Financial Report was made by Dallas County, seconded by Marion County. Motion carried unanimously.

**b. Project Managers Report**

- Andrea Jansen reviewed staff time allocation reports. 47% of staff time is spent on User Support Tickets, followed by Onsite visits with 16%, and Program Management with 13%. The majority of user support tickets continue to surround Prolaw itself followed by the Data Exchange.
- Andrea provided an update on the Regional training for new users. We held three new user trainings in September and the trainings were held in West Des Moines, Iowa City, and Mason City. The location of the trainings was based on user interested. 30 individuals expressed an interest in a new user training, 18 attended. Because it is often difficult for employees to get away from the office, we plan to offer Webinar trainings for new users this winter and for advanced users next spring.
- Andrea informed the group that Prolaw 2017.1 is currently being tested by one County with two more Counties slated to test. It was also discussed that an updated version of Prolaw- 2017.2 is scheduled to be released this December. The decision to move forward with upgrading will be the decision of the Board of Directors.
- Most .Net reports have been re-written and we hope to send out soon. Counties need to know that the v11 reports will fail in new version of Prolaw.

Motion to approve the Project Manager's report was made by Dallas County, seconded by Marion County. Motion carried unanimously

**II. New Business**

**a. Review and approval of ICACMP Budget for FY 18-19 ACTION ITEM**

- Brad Holtan reviewed the proposed Budget for FY 18-19. It was noted that there will not be able changes to the due structure for FY 18-19. Motion to approve the Budget for FY 18-19 was made by Plymouth County, seconded by Webster County. Motion carried unanimously.

**b. Shared Server Cost Allocation**

- The Board of Directors asked that we discuss the shared server environment and funds associated with managing the server for seven member counties. Allocation of these funds was reviewed for FY 15, 16 and 17. Staff Maintenance costs consisted of \$33,007, Hardware Replacement dues consisted of \$19,530 and Maintenance dues consisted of \$11,510. There was a difference of \$21,497. This topic will continue to be discussed at the next BOD meeting and the Board will decide if the Project will continue to manage the Shared Server moving forward.

c. **Election of Board of Directors for those with expiring terms**

- Current Board members Ryan Baldrige and Matt Wilbur have expiring terms and have agreed to serve another term. There has been one vacancy on the Board and Rhonda Burnes was invited to serve. There were no new nominations for replacements. Motion to appoint the three individuals named above was made by Johnson County, seconded by Mills County. Motion carried unanimously.

d. **List Serve**

- Andrea explained the concept of List Serve and peer support to the group which consists of a community of people wanting to help each other with a Q&A type of system. Ultimately this will allow members to ask and answer questions amongst themselves. The majority expressed an interest. Staff will look into setting this up.

e. **Other New Business**

- Andrea introduced our guests from Thomson Reuters-Maurice Williams, Kevin Arredondo, and Brian Clay. They discussed goals for the Project including the Portal, Mobile App, and Outlook View. They presented the Road Map for later versions and 2017.2 will be released in December. Thomson Reuters recommends that we test 2017.2 before deciding on any upgrade. They report 2017.2 is the most stable version they have put out. Following the presentation, a Question and Answer Session was provided for those that had questions. It was again noted by Andrea that any upgrade needs approval from the Board.

**Adjourn:** A motion to adjourn the meeting was made by Dallas County, seconded by Webster County. Meeting adjourned at 11:58am.