

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Wednesday December 20, 2017 at 12:00pm Telephonically

Members present: Tim Dille, Danelle Essing, Alicia Gehrmann (for Matthew Wilbur), Ronda Burnes, Andrew Van Der Maaten

Members Absent: Matt Schultz, Nick Johnson, Ryan Baldrige, Jessica Trobaugh

Guests: Monica Rehnstrom

Staff: Andrea Jansen, Baily Krebs, Molly Steffen, Molly Hill, Brad Holtan, Jeanine Scott, Adam Woerdehoff

Call to Order: Chair Tim Dille called the meeting to order at 12:03pm.

Minutes from previous meetings: Motion to approve the minutes from October 25, 2017 was made by Andrew Van Der Maaten, seconded by Danelle Essing. Motion carried unanimously.

Agenda Items:

- I. Old Business:
 - a. Shared Server Discussion

All Shared Server counties were invited to attend today's meeting but only one (Monica Rehnstrom from Clay County) participated. The issue remains that the licensing of the current software is out of compliance with Microsoft's licensing requirements. ISAC staff explored several options on how to move forward with the Shared Server Environment. Options included:

 - Option 1: Thomson Reuters Endorsed Cloud Vendor: ProCirrus
 - Option 2: Thomson Reuter's Endorsed Cloud Vendor: Afinety
 - Option 3: Google Cloud
 - Option 4: Replace current environment at ISAC

Option 1 and 2 are both TR endorsed options. Option 3 includes a lot of unknowns with the price structure at this time. Option 4 is the closest to the current system but again costs are very high as it requires each Shared Server

to purchase their own SQL license. After much discussion, the Board would like the Project to do some further research on Options 3 and 4. The Board feels the Shared Server Counties need more detailed information before making any decisions. They also would like to know the cost of individual servers and SQL licenses for each Shared Server County. The Project will research and then send this information to the Board for their review. The Board will then decide what to send to the Shared Server Counties.

b. Prolaw Upgrade

Johnson County did successfully test 2017.1 and did not have any problems. However, Thomson Reuters just released their latest version of Prolaw, which is 2017.2 earlier this month and reported this is their most stable version to date. We will also ask Johnson County to test 2017.2. Thomson Reuters is also currently working on Prolaw 2018 but a release date has not yet been announced. A survey was sent to the IT Departments requesting information regarding their current IT environment. A sample of the surveys that were returned indicated that most Counties will need to upgrade their SQL server and their Adobe in order to utilize Prolaw 2017.1 and/or 2017.2. This will be a significant financial investment for Counties and the Board will continue to take this into consideration when deciding to upgrade or not. The Board has asked the Project to research a few additional items which includes:

- When does TR plan to release Prolaw 2018
- Reach out to Thomson Reuters Endorsed Cloud Vendor: ProCircus and inquire if there is any cost savings if majority of Counties switched to this vs just the Shared Server Counties.

c. Other Old Business

None

II. Reports

a. Auditors/Financial Report

Brad Holtan reported the Auditors Report went well and no issues were discovered. The program received an unqualified opinion which is the highest you can receive. Molly Hill reviewed the Financial Report and Income Statement.

b. Program Manager Report

Andrea reviewed time allocation for the past two months. Again about 50% of staff time was spent on User Support Tickets. There was an increase with Counties needing assistance with updating the Charging Table and this was expected since the update was pushed out over this past reporting period. Andrea also noted that about 9% of staff time was dedicated to our newest member, Greene County. This is important to note because additional staff time is needed to assist counties with on boarding. Andrea reported that the

new ICACMP marketing materials are complete and will be featured in ISAC's January magazine that is distributed to all 99 counties in Iowa. In addition, staff time was spent on converting the new .NET reports, researching Prolaw upgrade, cleaning up the 28E agreements, and working with the Data Exchange folks in order to take over the Charging Table Exchange from Zetta when she officially retires in March 2018.

c. IT Specialist Report

Bailey Krebs introduced herself as the new IT Specialist. She has been working on the .NET reports, charging table, user support tickets, and researching specifications for Prolaw upgrade.

III. New Business

a. Other New Business

None

Adjourn: Meeting adjourned at 1:10 p.m.

Next meeting date: February 21, 2018 at 12:00 p.m.