

# IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

## BOARD OF DIRECTORS MEETING Agenda for Wednesday February 15, 2017 at 12:00pm Telephonically

Members present: Tim Dille, Jessica Trobaugh, Andrew VanDerMaaten, Nick Johnson

Member Absent: Danelle Essing, Matthew Wilbur, Matt Schultz, Ryan Baldrige

Staff: Andrea Jansen, Molly Hill, Jeanine Scott, Justin Cervetti

Chair Tim Dille called the meeting to order at 12:05pm.

Moved by Andrew VanDerMaaten, seconded by Nick Johnson to approve both the October 5, 2016 Governing Board and December 21, 2016 meeting minutes.

### Agenda Items:

#### I. Reports:

##### a. Financial Report

Molly Hill went over the current account balances; they have changed since the release of the January statements. Specifically the Accounts Payable balance has been reduced to zero as the outstanding balance due to Thomson Reuters has been paid. This will be discussed further in the Program Manager's Report.

##### b. Program Manager Report

Andrea presented the time allocation report for the month of January. As with previous months, the majority of time spent was on Support. That time was then broke out by both the count of tickets by County and type of support requested. Zetta's time has been added to the report and currently she is at 73% of her contract hours. Jeanine and Andrea have been meeting with Thomson to resolve past billings and have reconciled this. Going forward Thomson will refer to the Project's counts and make changes in their accounting system as needed. Lastly, onsite visit time will increase over the next couple of months.

- c. IT Specialist Report  
Justin gave an update on the progress of updating the charging table, SQL triggers, and .NET reports. Overall 70% of the counties have been updated and we are continuing to reach out to counties have not had these updated. He continues to monitor the shared server environments and provide technical support.

II. Old Business:

a. Prolaw Version 2017

We have scheduled an install of version 2017 on the training environment for March 7<sup>th</sup>. In addition, Jessica Trobaugh brought up that new versions typically are tested on both a larger and smaller county environment. Andrea will work on a project plan to incorporate the different testing stages.

b. Regional Training Plan

Andrea gave an update that due to support needs there has not been much progress on this project and she continues to make an effort to plan the first training. Thus far it appears that Johnson County would be a good fit as they have a training lab.

c. Other Old Business

None

III. New Business

a. Backups for the Shared Server

Currently backups of the Shared Server Counties are being kept on the same server which is not a best practice. Justin is currently researching options to improve this process. Several options with costs will be presented during the next board meeting.

b. Other New Business

Andrea asked members about two new County Attorney's that have been appointed in Washington and Fremont Counties. She will reach out to them, introduce herself, and the project. The frequency of the Board meetings was also discussed. In the past six months there has not been enough agenda items to hold the meetings on a monthly basis. Andrea suggested the frequency be moved to bimonthly to see if that would be more appropriate. Members discussed and agreed to hold the March meeting as scheduled but then go to a bimonthly meeting schedule to determine if that is a better fit.

Adjourn

Next meeting date: March 15, 2017 at 12:00 p.m.