

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Wednesday July 19, 2017 at 12:00pm Telephonically

Members present: Tim Dille, Danelle Essing, Alicia Gehrmann (for Matthew Wilbur), Ryan Baldrige, Jessica Trobaugh, Andrew VanDerMaaten

Members Absent: Matt Schultz, Nick Johnson

Staff: Andrea Jansen, Molly Hill, Justin Cervetti, Molly Steffen, Jeanine Scott, Bill Peterson

Call to Order: Chair Tim Dille called the meeting to order at 12:02pm.

Minutes from previous meetings: Motion to approve the minutes from March 15, 2017 and May 17, 2017 meetings was made by Andrew VanDerMaaten, seconded by Jessica Trobaugh. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report
Molly Hill reviewed the balance sheet and income statement. Motion to accept the financial report was made by Ryan Baldrige, seconded by Andrew VanDerMaaten. Motion carried unanimously.
 - b. Program Manager Report
Andrea presented the time allocation reports for the months of May and June. As with previous months, the majority of time spent was on User Support needs, although Andrea did note a 5% decrease was spent on this from the last report. Andrea reported we consistently receive around 60 support tickets per month with most of the questions surrounding ProLaw itself followed by the Data Exchange, and this is most likely due to implementing the new TRaCS update. Andrea shared that Greene County has joined the Project. Andrea and Molly Steffen will be going to Greene County the first week of August to assist staff with on-boarding. Andrea shared an update on the ProLaw Conference she attended in Florida in June.

Andrea also shared that she plans to work with Rachel Bennett, ISAC's Communications and Marketing Manager, after the elections this Fall to reach out to newly elected County Attorney's regarding the Project.

c. IT Specialist Report

Justin reported he is working on finalizing the environment for Green County on the shares server. He is continuing to work with URL to implement DL vehicle Info tab along. He continues to provide Technical Support on the shared server and on tickets that are more technical.

II. Old Business

a. Prolaw 2017 Update

Internal testing is in the final stages. External testing is in the initial stages. Johnson, Linn and Plymouth had volunteered to pilot 2017.1, however, Johnson County is still thinking it over after receiving the specs, Linn County must wait until they upgrade their server, as OS and SQL versions need to be compatible with 2017.1. Jessica Trobaugh from Plymouth County reported they are ready and will send in a ticket to begin testing 2017.1.

b. Regional Training Update

Molly Steffen reported that 28 individuals have expressed an interest in attending a new user training and based on location of those interested, three Regional trainings have been scheduled and will be held on: Sept 7th at the ISAC office, Sept 13th in Johnson County and Sept 19th in Cerro Gordo County. The budget for these trainings will be minimal as staff decided to drive to the trainings the morning of, so the only costs for these trainings will be gas and lunch. Molly also provided an update on the on-site county visits. We have been traveling weekly to member offices and they have been going well. Jessica Trobaugh asked that when we are on-site that we check and review to make sure that all offices have the same ProLaw tabs. Some may not have all of them and we will follow up on this during our visits.

c. Other Old Business

III. New Business

a. Greene County

As previously mentioned, Greene County has joined the Project.

b. Charging Table Language Feedback

Zetta is in the process of updating the charging table based on the new code changes from the legislative session. Zetta normally would repeal and replace any changes, but since these changes involve only minor language changes to the phrase, she is wondering if there are any objections to making the changes en mass. It would not affect any charges made after July 1, 2017 but it would affect them if they had not yet filed charges in a case which occurred prior to July 1, 2017- they would just have to modify the notes. Discussion from the Board is to have Zetta do whatever is easiest; however,

they would like an email sent to notify every one of the changes as well as the protocol.

c. Annual Governing Board Meeting

This will be held in October. Jessica Trobaugh shared that 2-4 representatives from ProLaw/Thomson have expressed an interest in attending this meeting. The group feels that if ProLaw is in attendance, this will increase the attendance at this meeting. A discussion on where to hold the meeting was then discussed. Options include holding it at the Drury Inn as in previous years, at ISAC, or at a new venue all together. Andrea will reach out to ProLaw to inquire if they plan to attend. Pre-registration will be required for this meeting so this will give us an idea of attendees. ISAC has the capacity to host up to 30 members for this meeting. If less than 30 register, this meeting will be held at ISAC, if more than 30, we will work with our Events Coordinator to secure a location to accommodate all that wish to attend.

d. Other New Business

Next meeting date: September 20, 2017 at 12:00 p.m.

Adjourn: Meeting adjourned at 12:41pm.