

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Wednesday

September 20, 2017

5500 Westown Parkway, West Des Moines, IA 50266

Members present: Tim Dille, Danelle Essing, Matthew Wilbur, Matt Schultz, Nick Johnson, Jessica Trobaugh, Andrew Van Der Maaten

Members Absent: Ryan Baldrige

Staff: Andrea Jansen, Brad Holtan, Molly Steffen, Jeanine Scott

Call to Order: Chair Tim Dille called the meeting to order at 10:00a.m.

Minutes from previous meetings: Motion to approve the minutes from July 19, 2017 was made by Andrew Van Der Maaten, seconded by Nick Johnson. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Program Manager Report
 - Andrea presented the time allocation reports for the months of July and August. As with previous months, much of the time spent was on User Support needs, however Andrea did note that we received about 40 less tickets compared to the last report. Most of the questions continue to surround Prolaw itself followed by the Data Exchange.
 - Andrea is finalizing the Annual Governing Board Meeting scheduled for Oct 25th. The primary purpose of this meeting is to adopt a budget and fees for FY18-19, however, representatives from Thomson Reuters will be in attendance to discuss where the Prolaw software is headed in the future and provide a Q&A session. Registration will be required for this meeting. If less than 30 people register, the meeting will be held at the ISAC office. If more than 30 people register, a venue will be arranged that can host 30+ if needed. The plan is to finalize the Agenda for the Annual Governing Board during today's

meeting and then send it out to all members. Andrea also informed the Board that the representatives from Prolaw are scheduled to arrive in Des Moines on Oct 24th and are interested in seeing our business set-up. The Board recommended that we take them to an Agency so they can see an actual set-up. Andrea will contact Story County to check their availability for a tour the afternoon of Oct 24th.

- Andrea reported that testing for the Prolaw 2017.1 upgrade has begun. Currently Johnson County is testing this. Linn County will begin testing after their new server is installed and Plymouth County is waiting on quotes related to testing prior to beginning.
- Andrea also reported that Zetta is nearing the final stages of updating the Charging Table. Once this is completed, Andrea will reach out to all IT Departments to push this out.
- Andrea provided an update on the Data Exchange. URL is still working on the exchange for the AG Office and has said this is now their top priority. URL is also working on an exchange for Trial Information.

b. Financial Report

Brad Holtan reviewed the Financial Report for FY17. Motion to accept the Financial Report was made by Andy Van Der Maaten, seconded by Matthew Wilbur. Motion carried unanimously.

c. Budget FY18

Brad Holtan reviewed the proposed Budget for FY 18-19. Much discussion surrounded the Shared Server and the financial costs to the Project and the Counties using this Server. It will need to be determined if it is financially viable to continue with a Shared Server and this will be added as an Agenda Item for next month's Board meeting. The Board asked that Andrea share the financial costs of the Shared Server with the Counties using this option so they are made aware prior to the Board Meeting next month. The Board also wants to know the financial cost and differences between a 30, 15, 10 and 7 day back up plan on the Shared Server. The Board would also like ISAC to put together Specs for the purchase of 7 servers should it be decided that ISAC will no longer host the shared server. This will give the Board and the 7 Counties currently utilizing the Server the cost of purchasing their own Server. There was also a discussion surrounding if a new County wants to join the Project mid-year if their rate would be pro-rated. Jessica Trobaugh proposed that any new county coming on board at any time pay full fee, this was seconded by Matthew Wilbur. Tim Dille asked for a motion to approve the proposed budget. Motion to approve the proposed budget was made by Andy Van Der Maaten, seconded by Nick Johnson. Motion passed unanimously.

II. Old Business

a. Regional Training Update

Molly Steffen provided an update on the new user trainings held in various locations throughout the State. The trainings have gone well and have been well received by those attending. Our first new user training was held Sept 7th at the ISAC office. Seven new users registered and seven attended. The second training was held in Johnson County on Sept 13th. Thirteen new users registered and five attended. This was due to unforeseen conflicts in schedules and others deciding they did not need new user training after all. We arranged for Expert Users to attend the new user trainings to answer any business questions from the group. Teresa Smith from Story County attended the training on Sept 7th and Danelle Essing from Johnson County attended the training on Sept 13th. However, because these trainings consisted of new employees there were very few questions from the group regarding the business processes. Our third new user training is scheduled for Sept 27th in Cerro Gordo County. We currently have nine new users registered. In addition, this Spring we plan to offer Level 2 trainings for more seasoned users. We will again determine interest, which will determine location. We will also reach out to Expert Users to assist with these trainings and to answer business type questions. Andrea also shared that she would like to create some webinars as a training tool and an option for those that find it difficult to get away from the office for a day.

b. On-site Visit Update

Molly Steffen reported that the on-site visits have been going well and that she and Andrea visited 14 counties over the summer. Molly will now be taking over the on-site visits and the goal is to visit every member county annually. The visits continue to allow us to get a sense of how each Agency is utilizing Prolaw and to share any tips or tricks with our members during the visits that we have learned along the way. We also trouble shoot any issues they may be experiencing as well as share any updates regarding the Project. Additional communication ideas for all users were discussed that included setting up a List Serve as a Q&A type of document. This would allow Users to ask and answer questions amongst themselves.

c. IT Specialist Update

Andrea reported that IT Specialist, Justin Cervetti, is no longer working with the Project and she will be looking to replace this position.

III. New Business

a. Server Update

Adam Woerdehoff presented on switching over to VPN to access the shared server. He provided security features and recommended this method be tested on a few users before we move forward with implementing it to all users on the Shared Server.

b. Annual Governing Board Agenda

The Board finalized the Agenda today and Andrea will send out to all members this week. Andrea also informed the Board that because the Prolaw representatives will be arriving in Des Moines on Oct 24th that she will plan a dinner with them that evening and invited the Board members to attend if available. Andrea will finalize plans and notify Board members.

c. Other New Business

Danelle Essing would like the Board to look at the By Laws to see if the Board President could appoint a similar representative if there is an opening. And if the Board President can appoint in the case of an opening, Danelle also recommended that they look for a similar size county with similar concerns as the replacement. She also asked that similar employees are to replace each other-i.e. an existing attorney is replaced with an attorney, support staff is replaced by another support staff, etc. All members agreed to pursue this option in order to have all seats on the Board filled.

Next meeting date: Governing Board Meeting, 10:00 a.m. Wednesday, October 25, 2017 tentatively to be held at the ISAC Offices- 5500 Westown Parkway, West Des Moines, IA 50266.

Adjourn: Meeting adjourned at 12:51pm.