

IOWA COUNTY ATTORNEY'S CASE

MANAGEMENT PROJECT

GOVERNING BOARD MEETING
Minutes for Thursday
October 25, 2018 at 10:00am
5500 Westown Parkway, West Des Moines, IA 50266

Call to Order: Chair Tim Dille called the meeting to order at 10:06 am

Introductions/Counties Present:

Boone	Linn
Buena Vista (proxy to Webster)	Madison
Calhoun (proxy to Webster)	Mahaska (proxy to Chair)
Cerro Gordo	Marshall
Clay	Mills (proxy to Chair)
Clinton (proxy to Chair)	Monona
Crawford	O'Brien (proxy to Sioux)
Dallas	Plymouth
Greene (proxy to Chair)	Pottawattamie
Hardin	Sac (proxy to Boone)
Henry (proxy to Chair)	Sioux
Howard (proxy to Winneshiek)	Story
Jasper (proxy to Chair)	Tama
Jefferson	Webster
Johnson	Winneshiek

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

Minutes from previous meetings: Motion to approve the minutes from September 19, 2018 was made by Plymouth County, seconded by Pottawattamie. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement.
Plymouth County made a motion to accept the Financials as presented,
seconded by Clay County. Motion carried unanimously.

b. Program Manager Report

Andrea Jansen reviewed staff time allocation for the year. Staff continue to spend most of their time on user support tickets. The main support ticket issue surrounds Prolaw in general, followed by requests for assistance with the Data Exchange, Reports, Documents, Charging Table, Microsoft Outlook and Adobe. Decreasing the amount of staff time spent on user support tickets was a main goal of ours and staff spent 33% of their time on support tickets compared to 47% from one year ago. Staff time was also spent on Program Management (17%), User Trainings (12%), Onsite visits (10%), and Projects (10%) including the version update to 2017.2, the Charging Table, and Data Exchanges. Andrea also informed the Board of additional activities that the Project has been working on which includes:

- Implementing Basecamp- a peer support tool for our Prolaw users.
- Creating on demand trainings; currently have trainings for: New Users, Collections, .NET Reports, Querying and Documents. Look for Prolaw Admin and Victim Witness trainings in the future. All trainings are stored in Basecamp.
- Started the 2017.2 Update process; goal is to have all member counties updated by August of 2019.
- Working with URL to implement new Data Exchanges: Charging Table and Victim Witness Exchanges are very close to being done. Implementing the Exchanges will be a main focus for next year.
- Growing membership by marketing the Project to counties that are currently not using any type of case management system.

II. New Business

a. Review and approval of ICACMP Budget for FY 19-20

Brad Holtan reviewed the process for establishing the budget for FY 20 which included: reviewing income and expenses for prior years, evaluating current expenditures and projected future expenditure needs, and evaluating current income sources and devising options for meeting expenditure needs. Staff provided several options to the members and The ICACMP Board of Directors recommended adoption of the following FY 2020 Budget Proposal:

- Flat Fees based on services provided by the Project:
 1. \$1,500: General Membership (for non-Prolaw Counties)
 2. \$3,500: Tier 1- Support charged hourly at \$150
 3. \$5,000: Tier 2- Unlimited support for FY 20 (but for FY 21 the ICACMP Board will look at capping support hours)
- No Change to the User Fee
- Maintenance Fee up \$10 per user
- Shared Server flat fee \$2,500 (previously a per user fee)

Discussion did ensue surrounding the fee structure of the Shared Server. Due to the expense of maintaining the Shared Server including managing the storage, backups, licensing, and setting up new users an increase was necessary.

The Project will make individual recommendations to member counties based on history regarding the package that is recommended but ultimately counties will have the final say in choosing their service. Motion to approve the Budget for FY 19-20 was made by Pottawattamie County, seconded by Sioux County. Motion carried unanimously.

b. Iowa Public Agency Investment Trust

Brad Holtan reviewed the Iowa Public Agency Investment Trust and reported he would like to explore this as an investment vehicle. In order to invest, you must open an account and have approval from your Board. Dallas County made a motion to authorize investment into the Iowa Public Agency Investment Trust, seconded by Plymouth County. Motion carried unanimously.

c. Election of Board of Directors

Current Board members Tim Dille and Andrew Van Der Maaten have expiring terms and have agreed to serve another term. There is one vacancy on the Board and Beverly Clark was invited to serve. There were no new nominations for replacements. Motion to approve the three individuals named above was made by Dallas County, seconded by Pottawattamie County. Motion carried unanimously.

d. Basecamp Demonstration

Bailey Krebs and Molly Steffen provided an overview and demonstration of Basecamp.

e. Other New Business

None

Adjourn: Meeting adjourned at 11:50 a.m.