IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING
Minutes for Wednesday
February 21, 2018 at 12:00pm
Telephonically

Members present: Tim Dille, Danelle Essing, Ronda Burnes, Jessica Trobaugh, Andrew Van Der Maaten

Members Absent: Matt Schultz, Nick Johnson, Ryan Baldridge, Matthew Wilbur,

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

Call to Order: Chair Tim Dille called the meeting to order at 12:07pm.

Minutes from previous meetings: Motion to approve the minutes from December 20, 2017 was made by Andrew Van Der Maaten, seconded by Jessica Trobaugh. Motion carried unanimously.

Agenda Items:

I.   Reports:
   a. Financial Report:
      Molly Hill reviewed the Balance Sheet and Income Statement.
      Andy Van Der Maaten made a motion to approve the Financials as presented, seconded by Jessica Trobaugh. Motion carried unanimously.

   b. Program Manager Report
      Andrea Jansen reviewed time allocation for the past two months. Again about 50% of staff time was spent on User Support Tickets. We received 103 support tickets over the past two months with the majority requesting assistance with Prolaw in general, followed by Reports, the Data Exchange and then the Charging Table. In addition to support tickets, staff time was spent researching options regarding the Shared Server, finalizing new user webinars, and planning for upcoming trainings this Spring. An email was sent to all Prolaw Administrators inquiring about training needs. Results will be compiled and trainings scheduled accordingly this Spring. We will be

requesting assistance from Expert Users for some training needs. Andrea also shared that Zetta Pilch's last day with the Project will be March 31, 2018.

Andy Van Der Maaten made a motion to approve the Program Manager's report, seconded by Jessica Trobaugh. Motion carried unanimously.

    c. IT Technician Report

Bailey Krebs reported that in addition to support tickets she has been working on implementing the .NET reports, updating the Charging table and reports there are only two counties that still need this update. Bailey is also working on setting up a peer support module where users can post and answer questions from other users.

Andy Van Der Maaten made a motion to approve the IT Technician Report, seconded by Jessica Trobaugh. Motion carried unanimously.

II. Old Business

    a. Shared Server Discussion

During the December Board meeting, the Board asked that we continue to gather information regarding the Shared Server environment and options for Counties. Specifically, they asked about utilizing Google Cloud including if the TR Endorsed Cloud Vendor: ProCirrus offered a cost savings if additional Counties other than the Shared Server Counties utilized this option. The Board also wanted to know the cost for Counties to purchase their own servers and SQL license.

There are too many unknowns with Google Cloud so this is not a viable option. The TR Endorsed Cloud Vendor: ProCirrus does not appear to offer a price break until we reach approximately 100 users. An estimated cost for Counties to set up their own server and host Prolaw themselves would be between $12-15,000 per County plus on-going maintenance costs.

An additional option was discussed which included seeking an outside council to research Microsoft rules to see if ISAC could continue to manage the Shared Server environment via the 28E agreement.

Andy Van Der Maaten made a motion to approve up to $4000 for an outside council to research Microsoft rules, seconded by Jessica Trobaugh. Motion carried unanimously.

    b. Version Upgrade Update

Linn and Johnson Counties have Prolaw 2017.2 installed and are testing currently. We hope to provide an update with results from 2017.2 at the next meeting. We also asked Thomson Reuters a time frame of when ProLaw 2018 will be released. They were not able to give a time frame other than it will be ready for release sometime during Quarter 2.

c. Other Old Business
None

III. New Business
a. Budget Update
Brad Holtan provided an update to the Budget. ICACMP and ISAC complete their budgets at different times with ICACMP completing theirs in October and ISAC in February. ISAC plans to change how programs are charged for time; therefore, the ICACMP budget will change. ISAC will now charge programs an hourly rate which will streamline the pay structure. The Project will be charged for staff time spent working directly for the Project. If staff spend time working in other Programs, that program will be billed the staff time.
Andy Van Der Maaten made a motion to approve the Budget Update as presented, seconded by Jessica Trobaugh. Motion carried unanimously.

b. Other New Business
None

Adjourn: Meeting adjourned at 12:39 p.m.

Next meeting date: April 18, 2018 at 12:00 p.m.