

# IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

## BOARD OF DIRECTORS MEETING Minutes for Wednesday April 18, 2018 at 12:00pm Telephonically

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

**Members Absent:** Matt Schultz, Ryan Baldrige, Matthew Wilbur

**Guest:** Tyler Loontjer, Assistant County Attorney Mills County

**Staff:** Andrea Jansen, Baily Krebs, Molly Steffen, Molly Hill, Brad Holtan, Kristi Harshbarger

**Call to Order:** Chair Tim Dille called the meeting to order at 12:03pm.

**Minutes from previous meetings:** Motion to approve the minutes from February 21, 2018 was made by Andrew Van Der Maaten, seconded by Nick Johnson. Motion carried unanimously.

Agenda Items:

- I. Reports:
  - a. Financial Report:

Molly Hill reviewed the Balance Sheet and Income Statement.  
Andrew 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 and reported that support tickets are down, which is a goal we've been working towards. About 24% of staff time was spent on User Support Tickets vs the historical 50%. Most of support tickets we received requested assistance with Reports, followed by Prolaw in general, and then Documents. In addition to support tickets, staff time was spent researching information regarding the Shared Server, researching/testing an update in Prolaw to 2017.2 and working on the Victim Witness Data Exchange. Andrea shared

that ISAC's Iowa County Magazine will feature County Attorney's in the July issue and volunteers will be sought to submit articles. Andrea also informed the Board that the transition to the .NET report formats have taken more resources than anticipated and we have reached our budget for outside consulting. Andrea asked the Board to approve an additional 40 hours of consulting time based on our current need for:

- continued work on the Charging table export
- additional Report troubleshooting in individual counties
- any potential bug fixes.

Andy Van Der Maaten made a motion to approve the additional consulting hours, seconded by Danelle Essing. Motion carried unanimously.

c. Support Coordinator Report

Molly Steffen reported that they have completed New User Webinars and these Webinars have been sent to those that requested a New User training. Molly will also follow up with a survey asking for feedback on usefulness of the Webinars. Molly also provided an update to the On-site visits. They have been going well and the focus remains to troubleshoot issues and gain an understanding of how each office is utilizing Prolaw. Molly has also spent her time coordinating additional trainings for Prolaw users, testing 2017.2 and the new Victim Witness Data Exchange.

d. 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, working on the Prolaw Version update, testing Prolaw 2017.2 and the Victim Witness Data Exchange. Bailey also plans to take some classes to learn more about SSRS Report writing.

II. Old Business

a. Shared Server Discussion

Kristi Harshbarger, ISAC Legal Counsel, reported on the findings from outside Legal Counsel to research the licensing of ISAC hosting a Shared Server environment for member counties. Kristi reported the findings confirmed that under a 28E agreement, the Shared Server environment is correctly licensed.

Nick Johnson made a motion to approve ISAC continuing to manage the Shared Served for FY19, seconded by Andy Van Der Maaten. Motion carried unanimously.

b. Version Upgrade Update

Bailey Krebs reported that external testing of Prolaw 2017.2 from Johnson and Linn Counties has been going well. We have also been testing internally with no major concerns noted. Warren County is slated to install 2017.2 a

test instance later today. The Board discussed that some Counties have been waiting for a while to update and are ready to move forward with this. The Board asked about potential costs to Counties in order to update. Andrea shared there is no actual cost to update but Counties could face potential costs if they need to update their technology/environment. (i.e. if counties still have a 2008 Sequel Server they will need to update. Same with Microsoft Office- 2010 is not compatible with Prolaw 2017.2 but 2013 is. Adobe will need to be DC.)

The Board decided they would like to move forward with the update to Prolaw 2017.2 but because the information was not sent to Counties soon enough to budget for FY18, we cannot expect that everyone will be financially ready to update this Fiscal Year. Jessica Trobaugh made a motion to have The Project notify all members that the Board has decided to move forward with 2017.2 and that by August 2019 all members will be on 2017.2, seconded by Andy Van Der Maaten. Motion carried unanimously.

c. Other Old Business

None

III. New Business

a. Judicial Dialogue Marketing Emails

Andrea shared that she has been forwarded Judicial Dialogue marketing materials that have been sent to our members. These emails have included dues and why other counties have moved away from Prolaw. Andrea asked the Board if they would like staff to take any action in response to these emails. The Board suggested that we send any Judicial Dialogue Marketing Materials to Thomson Reuters as they may want to send out their own Prolaw marketing materials. The Board also suggested sending out the article in the Iowa County magazine that emphasizes efficiencies with the Project.

b. Other New Business

None

Next meeting date: Our next meeting would normally be scheduled for the 3<sup>rd</sup> Wed in June but this is the Prolaw Annual Conference in New York so Andrea will be sending a meeting invite for an alternate date.

Adjourn: Nick Johnson made a motion to adjourn the meeting, seconded by Andy Van Der Maaten. Meeting adjourned at 12:44 p.m.