

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Wednesday January 16, 2019 at 12:00pm Telephonically

Members present: Nick Johnson, Ryan Baldrige, Danelle Essing, Ronda Burnes, Beverly Clark, Matthew Wilber, Andrew Van Der Maaten

Members Absent: Matt Schultz

Staff: Andrea Jansen, Jessica Trobaugh, Bailey Krebs, Molly Steffen, Molly Hill, Jeanine Scott

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:00 pm

Minutes from previous meetings: Motion to approve the minutes from October 25, 2018 was made by Nick Johnson, seconded by Ronda Burnes. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Molly Hill reviewed the Balance Sheet and Income Statement.
Ryan Baldrige made a motion to approve the Financials as presented, seconded by Nick Johnson. Motion carried unanimously.
 - b. Program Manager Report
Andrea Jansen reviewed time allocations for September, October, November and December. Majority of staff time continues to be spent on user support tickets, and this number was consistent with the last report with staff spending approximately 27% of their time on tickets. We received 207 tickets with the majority requesting assistance with Prolaw in general, followed by assistance with the Data Exchange, Version Upgrade, Profiling, Adobe, Reports, and Documents. In addition to tickets, staff time was also spent on Program Management, Maintenance, Data Exchanges, Onsite visits, Version Upgrades, Reports Redesign, Governing Board, Charging Table and User Training.

Andrea also informed the Board of additional activities that occurred within the Project which included:

- On boarding Jessica
- On boarding new counties: Andrea and Jessica will be providing new county training in Adams Jan 22-23. And Chickasaw is scheduled for March.
- Andrea is attending the New County Officer School this week and Supervisor's Conference at the end of the month to market the Project.
- FY20 dues structure letter along with our recommendations were mailed this week to all county members.
- Andrea plans to email all newly elected county attorneys to introduce herself and the Project.

Andy Van Der Maaten reported that he has had some conversations with the Fayette County Attorney and encouraged him to reach out to Andrea. Andrea reported that he left her a voice message and she will follow up with him.

II. Old Business

a. Version Upgrade Update

Bailey Krebs reported that close to 50% of our members have been updated to 2017.2. The upgrades are now slowing down a little bit because most of the remaining counties need to get their IT environment ready before they can update to 2017.2.

b. Training Update

Jessica will be providing four repeat Admin trainings across the State over the next few months. The training dates and locations include:

- Jan 30th- ISAC Office West Des Moines
- Feb 13th- Plymouth County
- Feb 28th- Johnson County
- March 6th- Cerro Gordo County

Every participating county will be given a binder when they leave the training as a resource. In addition, all the information will be posted on Basecamp.

Jessica is also organizing information for a Prosecutor's Conference this fall. We know how difficult it is for staff to be away from the office so the goal is a one day or possibly a day and a half training. Several people have already reached out to Jessica indicating they would like training information regarding E-Discovery and Out of State Governors' warrants so this information will be included in the conference. If anyone has any additional suggestions/ideas, please let Jessica know. This conference will only be available to the Prosecuting Attorney's staff.

c. Update on Exchanges

- The Victim Witness Exchange is being installed with the URL yearly updates. We have some process questions regarding the VW Exchange that we presented to URL, so we are holding off on this training until they are clarified.
- The Trial Information Exchange infrastructure is also being installed with URL's yearly updates. There are a few process tweaks with the TI Exchange that we are asking to be done and URL is checking with EDMS and will get back to us.
- Charging Table Exchange- about 20 counties have received this, but a hiccup occurred, and URL is currently working on correcting this before proceeding. Once this is corrected, URL will re-install.

d. Other Old Business

None

III. New Business

a. Shared Server Hardware Discussion

Jeanine Scott, ISAC IT Manager, provided an update to the Board regarding the shared server environment. In the September board meeting it was recommended that we host the shared server on ISAC's in-house servers. However, after further research regarding Microsoft licensing it brought up questions whether ISAC is considered a government entity or not which effects the licensing and ability to host other entities on our server. Because the answer to this is not definitive, Jeanine recommends that the best approach is to extend the support contract on the current server and then put together a bid to purchase a new server and related software. She will present the bid to the Board within the next 6 months. The Project will also check with Thomson Reuters regarding when they will require a new SQL license as this most likely will also need to be purchased.

b. Board Member Terms

Andrea Jansen informed the Board that we need to replace Tim Dille's vacancy. Tim's position was an attorney position so an attorney will need to fill this open position. Andrea reported that District 7 and 8 are not represented on the Board and this includes: Cedar, Clinton, Muscatine, Poweshiek, Mahaska, Monroe, Washington, Jefferson, Henry and Lee counties. The Board asked that Andrea reach out by sending a letter to the above-mentioned counties inquiring about their interest in serving on the Board. The Board also asked that Andrea keep them updated on any interest so they can be invited to participate in the March meeting.

c. Other New Business

- Page County

Andrea reported that Page county withdrew from the Project, but we haven't received their final payment of approximately \$8000.00. The Board recommended that Andrea send a 2nd invoice and follow up with a phone call. They also recommended that we make it clear to them that the bill is for services received-not for services moving forward.

- Chair the Board

Tim Dille was the Board Chair so we will need to fill the Chair position. The Board discussed that this position should be reviewed annually. Andy Van Der Maaten said he would be willing to Chair, and this will be added as an action item to be voted on at the March meeting. In addition, we will also need a Vice Chair and 2nd Vice Chair; also, to be added as an Action Item and voted on at the March meeting.

Next meeting date: March 20, 2019 at noon.

Adjourn: Meeting adjourned at 12:37 p.m.