

IOWA COUNTY ATTORNEY'S CASE

MANAGEMENT PROJECT

GOVERNING BOARD MEETING Minutes for Thursday

October 24, 2019 at 10:00am

Iowa League of Cities, 500 SW 7th Street, Des Moines, IA 50309

Call to Order: Chair Andrew Van Der Maaten called the meeting to order at 10:01 am

Introductions/Counties Present:

Adams	Lee (proxy to Sioux)
Allamakee (proxy to Winneshiek)	Linn
Boone	Lucas (non-voting/guest)
Buena Vista (proxy to Dickinson)	Madison
Calhoun	Mahaska
Cerro Gordo	Mills
Chickasaw (proxy to Winneshiek)	O'Brien (proxy to Sioux)
Clay	Palo Alto (proxy to Clay)
Crawford	Plymouth (proxy to Sioux)
Dallas	Pottawattamie
Dickinson	Poweshiek (proxy to Johnson)
Floyd (proxy to Cerro Gordo)	Sac (proxy to Boone)
Fremont (proxy to Mills)	Sioux
Greene (proxy to Boone)	Story
Jasper (proxy to Madison)	Tama (proxy to Johnson)
Jefferson	Warren (proxy to Madison)
Johnson	Winneshiek

Staff: Jessica Trobaugh, Brad Holtan, Bailey Krebs, Molly Steffen

Minutes from previous meetings: Motion to approve the minutes from September 18, 2019 was made by Madison County, seconded by Mills County. Motion carried unanimously.

Agenda Items:

- I. **Reports:**
 - a. Financial Report
Brad Holtan reviewed the Balance Sheet and Income Statement.

Madison County made a motion to accept the Financials as presented, seconded by Mills County. Motion carried unanimously.

b. Program Manager Report

Jessica Trobaugh provided the Program Manager's report for the past year and highlighted the following information:

- Received 709 support tickets from July 1, 2018- June 30, 2019.
- Opened up 200 support tickets with Thomson Reuters and this was mainly due to version update issues.
- Completed Admin, Victim Exchange, and Document trainings for our members this past year.
- Organized and offered a Support Staff Conference. This was held in October and 49 counties plus the AG Office attended. This conference was last held in 2011. Consideration will be towards offering this conference annually or bi-annually moving forward.
- Jessica Trobaugh and Bailey Krebs attended the Prolaw Conference in June. Informed Thomson Reuters that we were looking into adding new software products due to the ongoing issues we have been having with Prolaw including the delayed customer service response, and our members wanting a cloud-based product to access anytime, anywhere. We have specifically researched TechShare and Prosecutors by Karpel. Both will be here later today to showcase their software. We do not have final numbers for either software but will work with them on numbers should we decide to move forward with a cloud-based product. It should be noted that we will continue to support Prolaw even if the Project goes forward with adding a cloud-based product.
- We continue to work with URL to manage the Exchanges:
 - Charging Table: has been updated in all counties and we can now push out Iowa Code as changes are made.
 - Hearing Order: Noticed a bug in this exchange that requires indictment charges be added. URL will be correcting this when they install the Victim Exchange in each County.
 - Victim Exchange: Nine counties have this installed; although recently a bug was noticed. They will correct in the nine counties that this has been installed in and then will continue rolling this out in the remaining counties.
 - Trial Information Exchange: Still waiting on the Courts to build their end of this exchange. We have our end built and are ready to deploy when the Courts notify us that they are ready.
 - Future Exchanges: the next exchange that will be worked on will allow a file stamped document that comes into EDMS to be automatically filed into Prolaw.

- Staff Changes: Brock Ridders has joined the Project to assist with IT needs. He will work closely with Bailey Krebs and will also provide back up for her as needed. Molly Steffen will continue to provide support for the Project but will also be providing support for additional programs within ISAC.

II. New Business

a. Review and Approval of ICACMP Budget for FY 20-21

Brad Holtan reviewed the budget for FY 20-21 which is similar to last years with the exception of the per user fee increasing by \$10. Brad also emphasized the budget does not consider if the Project decides to go with any other software products. If the Project would add another product, the budget would need to be re-vamped. Motion to approve the Budget for FY 20-21 as proposed was made by Madison County, seconded by Mills County. Motion carried unanimously.

b. Discussion of Shared Server Environment

We currently have 6 counties on the shared server, but one will be leaving so that leaves 5 counties. Estimates are that it costs around \$25,000 to manage the Shared Server environment annually and ISAC currently receives around \$15,000 annually. Counties are also experiencing extreme slowness due to the requirement for them to VPN into the Shared Server. In addition, our current server is not compatible with Prolaw 2018.2 and a new server would need to be purchased before any additional upgrades could take place. For the above-mentioned reasons, it is no longer financially viable for ISAC to continue to manage the Shared Server long term. We would like to transition all the Shared Server counties to a cloud-based product. However, they have the option of purchasing their own server and continuing with Prolaw should they so decide. Discussion also included if the Shared Server counties chose to leave the Project it would be approximately a \$50,000 hit. We would provide an 18-24 month notice to our Shared Server counties to provide ample time for them to budget and make decisions.

c. Election of Board of Directors

Current Board members Nick Johnson and Matt Schultz have expiring terms and have agreed to serve another term. There were no new nominations for replacements from the floor. Motion to approve the two individuals named above was made by Dickinson County, seconded by Johnson County. Motion carried unanimously.

d. Other New Business

Jessica reported we had 15 proxy votes today and had received a suggestion to allow members to vote online if they are unable to attend this annual

meeting in person. The Board will need to consider if they would like to offer this as an option moving forward.

- III. TechShare Demonstrated their software product.
- IV. Lunch
- V. Prosecutors by Karpel demonstrated their software product.

Adjourn: Meeting adjourned at 2:17 p.m.