

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Thursday

December 5, 2019 at 12:00 p.m.

5500 Westown Parkway, West Des Moines, IA 50266

Members Present: Andrew Van Der Maaten, Nick Johnson, Ronda Burnes, Beverly Clark, Andrew Ritland, Danelle Essing

Guest: Tyler Loontjer

Members Absent: Ryan Baldridge, Matthew Wilber, Matt Schultz

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

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:03 p.m.

Minutes from previous meetings: Motion to approve the minutes from October 24, 2019 was made by Danelle Essing, seconded by Beverly Clark. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement. Brad also reported that the Audit report came back clean with no adjustments needed. A copy of the report will be sent to the Board.
 - b. Program Report:

Jessica Trobaugh provided an update regarding Karpel and the process involved with adding this software to the Project. Karpel is aware that we are a State Project and that everything will be managed through ISAC. Karpel is also aware of the Exchanges that are needed prior to any onboarding of member counties. The Exchanges needed include: Hearing Order, Complaint, and Charge Code. Karpel will also work closely with URL to ensure they have everything needed for the Exchanges to work correctly. We will also make Karpel aware of Exchanges wanted/needed for the future. The Project will

pay for the Exchanges to be built but with that being said the price associated with adding Karpel will still be very costly for the counties. Karpel quoted a price of approximately \$31,000 to bring on a county of two users. Our hope is that ISAC can fill in some of the gaps and bring the costs down considerably. ISAC would like to provide all the user training, and this should reduce the costs to around \$15-17,000 for a county of two users. And \$7500 of this price is for data migration. If a county does not want to do a data migration, the price could be reduced by another \$7500. It was also discussed that if a county does not do the data migration, they could keep one Prolaw license which would allow them to have access to any previous record. Jessica, Brad, and Tyler Loontjer, the Assistant County Attorney from Mills County, will be traveling to St. Louis December 12th to meet with representatives from Karpel to discuss contracts and negotiate costs. They will report back to the Board following this meeting with more accurate/final costs associated with bringing on Karpel.

Jessica also provided an update on the Shared Server environment. The sunset date is set for June 30, 2021. Jessica will draft a letter to be sent to all Shared Server counties and will send to Board President, Andy Van Der Maaten to review/sign. The letter will then be mailed to all the Shared Server counties. There is concern that the Shared Server counties will not be able to afford moving to Karpel and/or buying their own server if they want to stay with Prolaw. ISAC will investigate funding streams or grants that might be available to assist counties with absorbing some of the financial costs. Board member, Danelle Essing, also suggested that the Project consider loaning the counties the money needed for the initial install of Karpel and then billing the counties over time to recoup the loan amount.

II. Old Business

a. Karpel- moving forward

As previously stated, Jessica has been in discussions with Karpel to add them as a software option to the Project. We currently have put TechShare on halt as they are considerably more expensive than Karpel and they are not as far along as Karpel in terms of meeting the needs of Iowa's Prosecuting Attorney needs.

b. Other Old Business

None

III. New Business

a. AG Office

Jessica reported that the AG Office currently has a \$7500 outstanding bill from FY 2016/2017. The bill is for the individual user fee. We have re-submitted this same bill to them for the past 3-4 years. The AG Office was

supposed to start to receive the Data Exchanges during FY 2016/17; however, they did not. They have paid all other bills sent to them. We suggest we write off this bill as it does not appear that they will be paying it at this point. Motion to write off the \$7500 bill to the AG Office was made by Nick Johnson, seconded by Andrew Ritland. Motion carried unanimously.

b. Karpel and Prolaw Letters of Agreement

Jessica reviewed Letters of Agreement for Prolaw with updated changes made to the Agreement. The Board asked that she send a copy of the original Prolaw Agreement and a copy of the new agreement with the changes noted in red so they could review. Jessica also reviewed the Letter of Agreement drafted for Karpel. The Karpel Agreement is based from the Prolaw agreement, but changes are needed due to Karpel being a cloud-based software. The Board will review, and this will be added as an action item to the January meeting.

The 28E agreement was also discussed and we don't believe any changes are needed. Jessica will also send a copy of the 28E to all Board members to review.

c. Other New Business- Possible Re-vision of the Budget

If we continue to move forward with Karpel and bring on counties prior to the end of 2020, we will need a new fee structure to reflect the Karpel charges and will need to re-vise the current budget. We will know more about the fee structure after the December 12th meeting in St. Louis. We will review Karpel fees and discuss at the next BOD meeting in January.

Next meeting date: January 22, 2020 at 12:00 p.m.

Adjourn: Meeting adjourned at 12:56 p.m.