

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Wednesday March 20, 2019 at 12:00pm Telephonically

Members Present: Andrew Van Der Maaten, Beverly Clark

Members Absent: Matt Schultz, Nick Johnson, Ryan Baldrige, Danelle Essing, Ronda Burnes, Matthew Wilber

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

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:06pm

Minutes from previous meetings: Due to not meeting quorum, Andrew Van Der Maaten and Beverly Clark agreed to table all items requiring a motion until the next scheduled meeting in May.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Molly Hill reviewed the Balance Sheet and Income Statement. Andrew Van Der Maaten did ask a follow question from last month regarding Page County. Page county withdrew from the Project but had not yet paid their dues prior to withdrawing. Andrea reported that we cut their invoice in half and they have now paid the new invoice that was sent to them. Motion to approve the Financials will be tabled until the next scheduled meeting in May.
 - b. Program Manager Report
Andrea Jansen reviewed time allocations for January and February. 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 136 tickets over the past two months with the majority requesting assistance with Prolaw in general, followed by

requesting assistance with the Data Exchange, Documents, Shared Server, Administrative, Reports, Login, Adobe, Microsoft Outlook and Word, Profiling and Version Upgrade. In addition to tickets, staff time was also spent on Data Exchanges, User Training, Program Management, Charging Table, IT/Maintenance, Version Upgrades, and New County Implementation. Andrea also informed the Board of additional activities that the Project has been working on which included:

- Attended ISAC's Legislative Conference March 14
- CJIS was billed their outstanding balance which was \$25,000-(work related to the Charging Table)
- Andrea wrote an article for the Iowa County Magazine regarding how the Project used support data to determine FY20 dues structure.
- Collected support tiers from Counties and followed up with Counties that we have not yet heard back from.
- Worked on editing the Admin training that Jessica provided so it can be posted to Basecamp.
- Participated in a TechShare Demo- This was developed in Texas and was built by Prosecutors for Prosecutors. This could potentially be used as a data sharing platform from Law Enforcement to County Attorneys to Defense Attorneys. It has unlimited storage, is Web based and encrypted. This could potentially be very useful for Discovery needs and we will continue to gather information on this.
- Talked with the Lucas County Attorney and their IT about joining the Project.
- Updated the 28E agreements to reflect current membership.

II. Old Business

a. Version Upgrade Update

Bailey Krebs reported that we have 14 counties that still need to update to 2017.2. These last ones may take a little longer due to the counties needing to get their IT environment ready before they can update to 2017.2. The goal is still to have all counties updated by August 2019.

b. Training Update

Jessica has completed three of the four scheduled Admin trainings and will be completing the fourth training next week (March 27th) in Plymouth County. So far, we have had 57 users attend this training and will have around 72 users attend this training when completed. The feedback has been positive and is also indicating that the users are wanting additional trainings; specifically, Documents, Collections, and New User trainings have been identified. We plan to hold a Documents training in May and a Collections training sometime after July - after new legislative rules have come out. New User trainings will also be considered based on interest. We are planning to

hold the Prosecutor's Conference in October and this will be a one-day conference. We have asked for and have received feedback/ideas for content from our users.

c. Data Exchange Update

- Charging Table Exchange: Continue to receive requests for changes to update wording/authorities/etc. URL pushes out the changes as they are made.
- The Victim Witness Exchange: This has been put on hold until we meet with the DOC next week. We need to determine what data the DOC is looking for and if this data can be simplified. Currently the user would have to go into numerous tabs to enter the info, so we need to discuss with the DOC what they want/need before proceeding.
- Trial Information Exchange: The infrastructure for the TI Exchange is being installed with URL's yearly updates. URL is working with EDMS regarding the changes we proposed, and we hope to be testing this by the end of the month.

d. Other Old Business

None

III. New Business

a. Board Vacancies

We currently have one vacancy and Andrew Ritland; CA from Mahaska County has informed Andrea that he is interested in serving on the Board. This vacancy will be tabled until the next meeting in May due to not having a quorum today in order to vote. Andrew Van Der Maaten did ask Andrea to reach out to Andrew Ritland to let him know the reason this was not voted on today.

b. Other New Business

None

Next meeting date: May 15, 2019 at noon.

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