

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Wednesday May 15, 2019 at 10:00am Telephonically

Members present: Nick Johnson, Ronda Burnes, Beverly Clark, Andrew Van Der Maaten, Andrew Ritland

Members Absent: Matt Schultz, Matt Wilber, Ryan Baldrige, Danelle Essing

Staff: Jessica Trobaugh, Bailey Krebs, Brad Holtan

Call to Order: Andrew Van Der Maaten called the meeting to order at 10:05 a.m.

Minutes from previous meetings: Motion to approve the minutes from January 16, 2019 and March 20, 2019 was made by Nick Johnson, seconded by Ronda Burnes. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement.
Nick Johnson made a motion to approve the Financials as presented, seconded by Ronda Burnes. Motion carried unanimously.
- II. Old Business
 - a. Version Upgrade Update

Bailey Krebs reported that we only have 8 member counties left that need to upgrade and several of them are scheduled to be completed in the next month. Bailey updated the Board that it was decided to upgrade all remaining counties to Prolaw 2018.2 due to bugs that had been fixed in that version that still exist is 2017.2.
 - b. Training Update- Jessica advised the Board as follows:

She held a large group documents training at ISAC on May 14th and after evaluating the training she has decided that the large group setting is not the most efficient way to do the training. Jessica will be scheduling onsite trainings for the counties that have requested the documents training and will be meeting with them one on one in their own office environments or doing small group trainings for counties that are close to each other. Jessica also advised the Board that the training lab is out of date and they had a lot of issues when trying to use the laptops for the large group training.

She will be scheduling a collections training at ISAC the end of July or beginning of August after all the new laws have taken effect.

She, Bailey and Molly did a Webinar training for all counties via Go to Meeting for the new Victim Exchange and will be working to turn that exchange on in counties very soon.

She has secured the Sheraton of West Des Moines for the Fall Prosecutors Support Conference on October 3, 2019. She is working on getting speakers lined up and Molly will be sending out the save the dates for this event soon. This conference will only be available to the Prosecuting Attorney's staff.

- c. Update on Exchanges: Bailey and Jessica advised the Board as follows:
- Charging Table Exchange- This exchange is now fully functioning and so when we need to update a charge it will only overwrite that charge and not the entire charging table.
 - Victim Exchange- Training has been completed for counties and this exchange will be deployed to Sioux County first for testing and then deployed to the rest of the counties in the very near future.
 - Andrew Ritland asked what the benefit would be to County Attorney's Office for this exchange.
 - Jessica responded that the County Attorney's Offices have benefited from all exchanges up to this point and that we are working to now help other justice users by giving them the victim information we obtained during the case so that DOC can contact the victim during the time the Defendant is on Probation, is in Prison, or is on Parole.
 - The Trial Information Exchange is still in process and needs to be tweaked some more. There is no time frame at this point for this exchange to be deployed.
- d. Other Old Business
None

III. New Business

a. Employee Reorganization:

Brad explained that he and Bill Peterson looked at the budget for the next fiscal year for the project and decided that it would not be fiscally responsible to keep all the current staff. Andrea Jansen's position was eliminated as of April 30, 2019. Brad, Jessica, Bailey and Molly will all continue to support the project.

b. New Prolaw .Net Reports:

Bailey and Jessica advised the Board that they would like to put together an expert user group for Reports in order to build 3-5 reports that all users will benefit from. They explained that Bailey has spent countless hours revamping reports for users because they don't like the ones we have available now. Bailey explained the difference between the legacy reports and the new .Net report formats and how users cannot edit their own reports like they used to be able to in older versions of Prolaw.

c. Moving to Quarterly Board Meetings instead of every 2 months:

Jessica brought the idea to the Board to move the bi-monthly Board meetings to quarterly meetings. Several of the Board members thought it was a good idea. The motion was made by Nick Johnson to move the BOD Meetings to quarterly meetings with the next meeting being in September 2019 and every three months after that with Jessica to send out the next year's schedule, seconded by Beverly Clark. Motion carried unanimously.

d. Approval of ICTS Contract for Charge Code:

Brad explained that ICTS wanted to have access to the Charge Code Table that our project maintains in order to put it into their mental health program. The original amount that Andrea, Brad and Jeannie Scott had agreed upon was \$100.00 but after looking at the tier pricing for JD counties Brad decided it was only fair that ICTS pay \$1500.00 for the data just like the JD Counties do. There was a Motion by Beverly Clark to approve the contract with ICTS, seconded by Nick Johnson. Motion carried unanimously.

e. Washington County Moving to Karpel:

Brad advised the Board that Washington County has decided to move away from Prolaw to Karpel. Brad, Bailey and Jessica are helping to facilitate the connection of the people from Karpel to URL and CJIS so that Karpel can build the exchange for the Charge Code Table. Washington County plans to stay part of the project and pay the \$1500.00 per year to continue to receive the charge code table.

f. Board Vacancies:

Jessica advised the Board that Andrew Ritland from Mahaska County has offered to join the BOD to fill the vacancy left from that area of the state. That vacancy was left when Tim Dille left Jefferson County in January. Beverly Clark made a motion to add Andrew Ritland to the ICACMP BOD, seconded by Ronda Burnes. Motion carried unanimously.

Andy Van Der Maaten is the current Chair of the ICACMP BOD but the Vice Chair and 2nd Vice Chair positions needed to be filled. Matt Wilber was nominated as the Vice Chair by Nick Johnson, seconded by Andrew Ritland. Motion Carried unanimously. Motion was made by Andrew Ritland to nominate Ryan Baldrige as the 2nd Vice Chair, seconded by Beverly Clark. Motion carried unanimously.

g. Other New Business:

Jessica advised the Board that she, Bailey, Molly and Brad have started looking at a new product called Techshare Prosecutor as a possibility to add to the software for counties to use. This product is completely web based and has many of the same features as Prolaw does. The staff will continue to look at this product and report back at the September meeting with its finding.

Next meeting date: September 18, 2019 at 10:00 a.m. in person at ISAC to prepare budget for FY21.

Adjourn: Meeting adjourned at 10:41 a.m.