

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

**BOARD OF DIRECTORS MEETING
Minutes for Wednesday
September 18, 2019 at 10:00am
5500 Westown Parkway, West Des Moines, IA 50266**

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

Members Absent: Ryan Baldrige

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

Call to Order: Andrew Van Der Maaten called the meeting to order at 10:00 a.m.

Minutes from previous meetings: Motion to approve the minutes with spelling corrections from May 15, 2019 was made by Nick Johnson, seconded by Andrew Ritland. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement.
Matthew Wilber made a motion to approve the Financials as presented, seconded by Danelle Essing. Motion carried unanimously.
 - b. Program Report:

Jessica Trobaugh provided the following report:

 - 709 support tickets came in from July 1- June 30.
 - Thomson Reuters are currently working on approximately 18 open tickets.
 - Completed Admin, Victim Exchange and Document trainings. 41 counties participated in the trainings and over 75 people attended.
 - Still working out the final details in the Victim Exchange but hope to have this deployed to the counties within the next few weeks.

- Hearing Order Exchange has started to be installed in some counties and will be installed in all others soon.
- We have put a halt to all Prolaw version upgrades at this time due to bugs in 2017.2 and 2018.2. TR is working on a hotfix for the issues but until they have the hotfix, we are not going to update the remaining counties.
- We are still experiencing customer service issues with TR. They have hired additional analysts, but we have not seen an improvement in the length of time in responding to our members.
- Prosecuting Support Staff conference is scheduled for Oct 3 and we have 42 attendees currently registered.

II. Old Business

a. Version Upgrade Update

Bailey Krebs reported, as previously stated, we have put version upgrades on hold at this time until TR has the hotfix. The issues seen in 2017.2 and 2018.2 are mainly the same and seem to be due to Windows updates. Because of the issue we have been having with Prolaw and by request from members for a cloud-based product we are in the process of researching cloud-based products.

b. Training Update- In addition to the training update Jessica provided earlier, she also advised the Board that next Spring we will look to schedule additional trainings such as a Collections and IT training.

c. Other Old Business

None

III. New Business

a. Cloud Software Discussion

We have been researching cloud-based products and have looked extensively into TechShare. It would be approximately \$150,000 for TechShare to build this product for the Project. In addition, the price could be anywhere from \$5000 to \$15,000 to bring counties on depending on the size of the office. Karpel is another cloud-based product that we have researched, and Washington County is currently using this product. The install for Washington County was \$49,000 which included the cost for their data conversion. The Board recommends that the Project move forward with an additional product and agrees it should be cloud-based. Jessica will schedule visits with both TechShare and Karpel for demonstrations to gain a better understanding of how both products work in an actual office. The Board also asked that she invite a representative from TechShare and Karpel to demonstrate their product to our members at the Annual Governing Board meeting in October.

b. Shared Server Hardware Discussion

We currently have six counties on the Shared Server (Adams, Calhoun, Monona, Monroe, Greene, and Sac). In 2017 it was decided that counties would need to utilize VPN to access the Shared Server but due to this they have experienced extreme slowness. We are exploring other options to help with the current speed issue. In addition to speed being an issue with the Shared Server, it was discussed that it is not feasible for ISAC to continue to host the Shared Server long term. 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. The board agreed that the counties on the Shared Server will need to start looking at alternative options including: purchasing their own server, working together to have one of them host a shared server via a 28E agreement, or moving to a cloud-based product.

c. Board Member Terms

Nick Johnson and Matt Schultz both have expiring terms. Nick Johnson is willing to continue to serve on the Board. Matt Schultz is also willing to continue to serve on the Board but may look for a replacement due to time restraints. He will advise at the Annual Governing Board meeting next month.

d. FY 2021 Budget Options

Brad Holtan and Jessica Trobaugh presented four Budget Options to the Board. Option one would keep things the same. Option two would raise the per user fee by \$5. Option three would raise the per user fee by \$10 and Option four would raise the per user fee by \$15. Discussion ensued and the Board recognized an increase was necessary but feels it is important to keep the costs down. Danelle Essing made a motion to recommend Option three as the proposed budget, seconded by Nick Johnson. Motion passed unanimously.

e. Other New Business:

- Jessica informed the group that she has the 28E agreements with all our member counties except the AG Office. She has been unable to locate this and asked if Matt Schultz could assist her by reaching out to the AG office to see if they can provide a copy for us. Matt agreed to look into this. If we are unable to find the agreement, we will have the AG office sign a new 28E agreement.
- Because we are considering adding an additional cloud-based product to the Project, the Board requested the next BOD meeting also be an in-person meeting to be held at ISAC. The group decided on March 25, 2020 at 10am for the next BOD meeting.

Next meeting date: Annual Governing Board Meeting on October 24, 2019 at 10:00 a.m.
in person at The Iowa League of Cities, 500 SW 7th Street, Suite 101, Des Moines.

Adjourn: Meeting adjourned at 12:10 p.m.