

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Agenda for Wednesday March 15, 2017 at 12:00pm Telephonically

Members present: Tim Dille, Jessica Trobaugh, Andrew VanDerMaaten, Nick Johnson, Danelle Essing

Member Absent: Matthew Wilbur, Matt Schultz, Ryan Baldrige

Staff: Andrea Jansen, Molly Hill, Justin Cervetti

Chair Tim Dille called the meeting to order at 12:00pm.

Moved by Andrew VanDerMaaten, seconded by Nick Johnson to approve the February 15, 2017 meeting minutes.

Agenda Items:

- I. Reports:
 - a. Financial Report
Molly Hill went over the balance sheet and income statement for February.
 - b. Program Manager Report
Andrea presented the time allocation report for the month of February. As with previous months, the majority of time spent was on Support. Prolaw 2017 has been installed on the shared server environment and a project plan is in progress. After staff testing, the next step is to install the new version on the smaller and larger county environments. Plymouth County has volunteered and Andrea will reach out to both Johnson and Linn to gauge interest.
 - c. IT Specialist Report
Justin gave an update on the progress of updating the charging table, SQL triggers, and .NET reports. He continues to monitor the shared server environments and provide technical support.

- II. New Business

a. Backups for the Shared Server

Several options with costs were presented to members. Staff have made a recommendation of going with Amazon cloud services due to both its flexibility and cost. Members asked about encryption and the data is encrypted both in transit and at rest. Also there was discussion in regards to assuring that we are backing up enough data in order to complete a full restoration. The ability to do a full restore is included in our backup plan and we will test this process accordingly. Moved by Danelle Essing, seconded by Andrew VanDerMaaten to move forward with backups.

b. Other New Business

Jessica Trobaugh discussed a new process Plymouth County is working on which involves email to text services for collections. This service will text individuals with payment plans various messages including that they have payments due. She is working with her IT department and they will be rolling this out in the very near future. Nick Johnson from Mills shared that he has moved all collections applications to an electronic process through his County website. He worked on this with his IT department as well and the process has been working great. Please contact them if have any questions or would like more information on how their projects are going. Lastly, Andrea brought up that she has gotten a request to send out the minutes to all members from Board meetings and asked for input on that. After discussion it was decided to imitate how the ISAC Board of Directors handles meeting minutes and place all approved minutes under the ICACMP page on the ISAC website.

Adjourn