

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Agenda for Wednesday

May 17, 2017 at 11:00am

Telephonically

Members present: Tim Dille, Danelle Essing, Alicia Gehrmann (for Matthew Wilbur)

Members Absent: Matt Schultz, Ryan Baldridge, Jessica Trobaugh, Nick Johnson, Andrew VanDerMaaten

Staff: Andrea Jansen, Molly Hill, Justin Cervetti, Brad Holtan, Jeanine Scott

Chair Tim Dille called the meeting to order at 11:10pm.

Agenda Items:

- I. Reports:
 - a. Financial Report
Molly Hill went over the balance sheet and income statement for March. Brad Holtan let members know that we will be sending out dues invoices this month.
 - b. Program Manager Report
Andrea presented the time allocation report for the months of March and April. As with previous months, the majority of time spent was on User Support needs. Prolaw 2017 has been installed on the shared server environment and we are currently testing internally. Both Linn and Johnson counties were contacted to be pilot counties along with Plymouth.
 - c. IT Specialist Report
Justin gave an update on the progress of updating the charging table, SQL triggers, and .NET reports which are 86% completed. He continues to monitor the shared server environments and provide technical support.
- II. New Business
 - a. Backups for the Shared Server
The software from Amazon has been purchased and installed. We are currently working through some compatibility issues with ISAC's network administrator.

b. Prolaw 2017

Andrea presented the high level project timeline. Moving forward with version 2017 will require a decision from this Board at the July meeting. Justin reported that the installation process was completed in two parts- the first being the application side of things and the second being the profiling component. There was a month gap in between the installations so we have talked with Thomson about decreasing that gap. They have since combined the teams that are installing so it should be somewhere in the week range at this point. During this period, profiling from outside applications will not function and drag/drop will have to be utilized. We are also gathering documentation for the external testing counties. Input from those counties will be crucial in the decision to move forward with Version 2017.

c. V11 Report Conversion

All commonly used reports have been created and there is 27 reports in total. The new reports did import successfully through the 2017 upgrade. Members discussed implementing policies and procedures to get the new report formats out in the most efficient manner. The decision was to notify the users (both Prolaw Admins/IT Contacts) and track if they need assistance with importing the new reports. If they do not, we will send them the link to the report formats and in the future we will automatically send them the formats that ready for installation. If we don't hear from counties, we will assume they are not interested in reporting. If they ask for assistance with the import, then we will track those and reach out to them to install each time there are new report formats available.

d. Other Old Business

Approved meeting minutes from this Board are now available on the ICACMP webpage on the ISAC website.

III. New Business

a. Prolaw Mobile

Justin provided an update on the Prolaw Mobile project and future goals of the application. He has been researching and gathering information from users and the original developer, Jonathan Bailey. Jonathan is no longer with Marshall County and does not have the time to support the application at this time. Jeanine let members know that the application is written in an outdated coding format. Also it's not something that ISAC has the resources to support and would ultimately need to be rewritten. Members discussed if a "mobile" version was really wanted or rather a web version. Typically mobile versions have less functionality which may not meet the needs of attorneys. A subcommittee to define functionality needs was recommended by staff. Members decided to table until the next meeting. Staff will reach out to Thomson to present what they offer for solutions with costs.

b. Staffing Update

Two current ISAC staff members have expressed interest in the open ICACMP position. We will be working to utilize their specific skills sets to help meet both support/training skills.

Adjourn