

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Wednesday

January 22, 2020 at 12:00 p.m.

5500 Westown Parkway, West Des Moines, IA 50266

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

Guest: Tyler Loontjer

Members Absent: Ryan Baldridge, Matthew Wilber, Matt Schultz

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:02 p.m.

Minutes from previous meetings: Motion to approve the minutes from December 5, 2019 was made by Andrew Ritland, seconded by Nick Johnson. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement.
Beverly Clark made a motion to approve the Financials as presented, seconded by Ronda Burns. Motion carried unanimously.
 - b. Program Report:

Jessica Trobaugh reported the Program Report/Update will be covered in the forthcoming topics.
- II. Old Business
 - a. Karpel- Discussion of contract/pricing

Jessica Trobaugh, Brad Holtan, and Tyler Loontjer met with Executives from Karpel in December to discuss the contract/pricing associated with adding Karpel as a new software product to the Project. The contract was sent to all

Board members for their review prior to this meeting. Jessica and Tyler reviewed the contract, discussed revisions, and clarified questions from the Board. Nick Johnson made a motion to proceed with the contract with the revisions as discussed, seconded by Beverly Clark. Motion carried unanimously.

b. Shared Server

Letters were sent to all the Shared Server counties notifying them the sunset date is set for June 30, 2021. Calhoun County has notified us that they will be leaving the Project. Calhoun County is the only Shared Server county we have heard from.

c. Other Old Business

None

III. New Business

a. Restatement of Budget

When the budget was set and approved at the Annual Governing Board meeting last October, it did not take into consideration the addition of Karpel. Discussion ensued regarding if an amendment to the Budget is needed. It was decided that this is not needed but instead Jessica will put together a notice that identifies the fees associated with switching or adding Karpel to an office. Jessica will send this notice to all Counties wanting to add Karpel during this fiscal budget year.

b. Replacement for Bailey Krebs

Bailey has given her two weeks' notice and her last day with the Project is January 30, 2020. We will be replacing this position and determining the skill set needed to best serve our members and the Project.

c. Other New Business

Jessica Trobaugh informed the Board that the AG Office has requested on-site training for their users. They currently have 283 users, but we only support 15 of their licenses. Jessica asked the Board for direction on how to proceed with their request. The Board recommended that the AG Office can pick 15 of their employees they want trained and those 15 can in turn train the remainder of their staff. Jessica would provide general Prolaw training.

Next meeting date: To be held in April 2020 at 12:00 p.m. Jessica will look at dates and send out.

Adjourn: Meeting adjourned at 1:02 p.m.