

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

GOVERNING BOARD MEETING Minutes for Thursday October 15, 2020 at 10:00am Via Zoom

Call to Order: Acting Chair Andrew Ritland called the meeting to order at 10:01 am

Introductions/Counties Present:

Adams	Linn
Boone	Lyon-proxy to Sioux
Buena Vista	Mahaska
Butler	Marion
Cerro Gordo-proxy to Winneshiek	Marshall
Cherokee	Mills
Chickasaw	Monona
Clay	Monroe
Clinton	O'Brien
Crawford	Palo Alto
Dallas	Plymouth
Dickinson	Pottawattamie-proxy to Johnson
Fremont	Poweshiek
Greene	Sac-proxy to Boone
Guthrie	Sioux
Jasper	Story
Jefferson	Tama
Johnson	Webster
Lee	Winneshiek

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen

Minutes from previous meetings: Motion to approve the minutes from the September 9, 2020 meeting was made by Adams County, seconded by Marion County. Motion carried unanimously.

Agenda Items:

I. Reports:

a. Financial Report

Brad Holtan reviewed the Balance Sheet and Income Statement. Adams County made a motion to accept the Financials as presented, seconded by Marion County. Motion carried unanimously.

b. Program Manager Report

Jessica Trobaugh provided the Program Manager's report for the past year and highlighted the following information:

- We brought on Prosecutor's by Karpel (PbK) as an added software to the Project. We currently have 17 counties plus two new counties joining the Project that will begin using PbK within the next fiscal year.
- We onboarded our first PbK in three counties the week of Oct 5th and they are currently up and running with this software. These counties include: Mills, Fremont, and Adams.
- Des Moines County, a new county to the Project, will be the next County that we onboard and this is scheduled for the week of Oct 26th.
- PbK has built all the current Exchanges that you receive in Prolaw so you will continue to have all the Exchanges if you move to PbK.
- Jessica has applied for grant money to assist counties with moving to PbK. We recently received a \$200,000 grant and this money will be distributed among the counties that applied and are scheduled to move to PbK.
- Jessica is also working with Dennis Wiggins to apply for additional grant money to continue to assist counties that want to move to a software that will allow them to work remotely.
- Jessica has also been diligent in reviewing and keeping the Thomson Reuters bills in check. In the past they have overbilled, double billed, or not billed us.
- Our team has worked to move all counties to a newer version of Prolaw over the past year but lots of hiccups occurred along the way with compatibility issues. Due to these compatibility issues, and the desire for a web-based software, Jessica has informed Thomson Reuters that some counties plan to move to PbK within the next year.
- The team also continued to work on support tickets and assisted as much as we could with helping counties work remotely due to Covid-19.

II. Old Business

a. Shared Server

The sunset for the Shared Server is scheduled for July 2021. As previously discussed, it is no longer financially viable for ISAC to continue to manage the Shared Server long term. All counties currently on the Shared Server will be moving to PbK. They will be receiving funds from the Grant money to help offset some of the costs.

- b. Other Old Business
None

III. New Business

- a. Review and Approve FY 22 Budget

Brad Holtan and Jessica Trobaugh reviewed the proposed budget. The proposed budget is to remain the same as last year with no increase in membership dues recommended. The exception to this is the counties moving to PbK which has a different fee structure and all counties moving to PbK were notified. A discussion was also had regarding eliminating the fee structured tiers for Prolaw and moving everyone to a flat fee of \$5000 which includes unlimited support. The Executive Board felt that we should not change anything for FY22 but will look to recommend the flat fee structure for FY23. Any county that is in the \$3500 tier will be billed for hourly support in FY22. All counties in the \$3500 tier were notified and have the option of moving to the flat fee if so desired. A motion to approve the Budget as proposed was made by Adams County, seconded by Butler County. Motion carried unanimously.

- b. Counties moving to PbK

As previously mentioned, we have 17 counties plus 2 new member counties scheduled to move to PbK. All are scheduled from now until the middle of August 2021. If your county is interested in moving to PbK, please let Jessica know and please understand at this point September or October of 2021 is the earliest you can expect a move.

- c. Election of Board of Directors

Current Board members Ronda Burnes, Danelle Essing, Matt Wilber, and Ryan Baldrige all have expiring terms. All have agreed to serve another term except for Danelle Essing. Danelle has plans to retire before her next term would be up so has elected to step down at this time. Gayle Keiser from Linn County was nominated to replace this open position. There were no new nominations for replacements made from the floor. Motion to approve the four individuals named above was made by Marion County, seconded by Sioux County. Motion carried unanimously

- d. Issues with Counties Updating Software

We have seen counties have a lot of issues with Prolaw after their office gets new computers or updates their software. What generally happens is the entire office updates to the current version of Microsoft Office or Adobe which might not be compatible with the version of Prolaw they are using. This will cause all sorts of issues with their Prolaw not working correctly. Jessica attached the compatibility matrixes for Prolaw 2017.2, 2018.2 and 2019.1. and asked that you please review this with your IT before any updates take place to make sure it will be compatible with your version of Prolaw. In addition, you will also need to notify us, so we can make Thomson Reuters aware, if your office plans to move to O365 as this will also affect your Prolaw.

e. Grant Funding Opportunities

As previously mentioned, Jessica was made aware by Dennis Wiggins that there is additional grant money available to assist counties with moving to PbK. This will be handled very similarly to the first round of grant money in that we will need to partner with a county auditor that is willing to act as the fiscal agent and disperse the money to approved counties. Please email Jessica if your county is interested in applying for this grant and/or if your auditor is willing to act as the fiscal agent for these funds.

f. Other New Business

None

Adjourn: Motion to adjourn the meeting was made by Adams County, seconded by Marion County. Meeting adjourned at 11:04 a.m.