

# IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

## BOARD OF DIRECTORS MEETING Minutes for Wednesday April 15, 2020 at 12:00 p.m. Telephonically

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

**Members Absent:** Ryan Baldrige, Matthew Wilber, Matt Schultz, Andrew Ritland

**Staff:** Jessica Trobaugh, Brad Holtan, Molly Steffen, Kenneth Young

**Call to Order:** Andrew Van Der Maaten called the meeting to order at 12:05 p.m.

**Minutes from previous meetings:** Motion to approve the minutes from January 22, 2020 was made by Danelle Essing, seconded by Ronda Burnes. Motion carried unanimously.

Agenda Items:

- I. Reports:
  - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement.
  - b. Program Report:

Jessica Trobaugh provided the program update which included:

    - Worked with Karpel and got the final contract signed mid-March. We have the training database all set up and our staff have begun the training process with Karpel.
    - Jessica worked with the ISAC Lobbyists and went to the Capital to request funding for the Project in terms of helping counties move to Karpel. Unfortunately, due to the Legislature currently being shut down and the financial implications that Covid-19 will have on our State and Counties we will not be receiving any financial assistance this year. We will apply and request assistance again next year.
    - We have been responding to support tickets and assisting folks with working from home. We have worked with individual County IT

employees to assist with the VPN and Remote Desktop connections to Prolaw. We know not everyone is able to work from home, so some counties have moved to an adjustable work schedule with employees coming in early and others staying late to limit the number of employees in an office at a time.

- The Coronavirus Pandemic has affected Courts, and the Iowa Supreme Court has pushed deadlines for such things as Trial Information, Speedy Trials, 90-day Arraignments, etc. We are not going to change dates in the Master database but instead Jessica has written queries for offices to run in order to find the dates/information needed for the new deadlines. Andrew Van Der Maaten asked Jessica to send an email to all members informing them that queries are available to find deadlines if they are interested.
- Jessica introduced Brock Ridders and Kenneth Young as the dedicated IT employees for the Project. Brock started in Oct and Kenneth started the end of January.

## II. Old Business

### a. Karpel Update-

As previously stated, Jessica Trobaugh reported that our staff has started training with Karpel via our training database. In addition, we are also having weekly meetings with URL (now known as Mission Critical Partners) and Karpel to ensure the Exchanges are being built and meeting all specifications. MCP has put together documents for Karpel informing them of everything that needs to be met for the Exchanges to work correctly and this has been extremely helpful to Karpel.

Jessica has started sending the paperwork to counties that have requested to move to PbK. So far, we have 9 counties that have requested to move to Karpel this fiscal year. However, due to the Covid-19 pandemic everything is being delayed and no onsite installations will be done until Covid-19 clears. We are hopeful this will begin the end of Aug or beginning of Sept.

A question was asked how counties are affording to switch to Karpel and it was discussed that if this is not in their budget, they can pre bill. This means they can pay some from this fiscal year budget and some from next fiscal year budget. Andy asked that Jessica send an email to all members so that counties are aware that they can prepay for Karpel. Jessica is currently putting together a letter for each county letting them know what their bill will be for Prolaw and/or Karpel. She will also add to this letter information regarding the option of pre-billing for Karpel. It was also discussed that since court activities are not happening for a while, offices may have money left over in this year's budget. This will allow them to use any leftover money from their budget and apply it to Karpel vs losing out on the money.

b. Karpel Letter of Agreement

Jessica sent a copy of the Letter of Agreement for Karpel, and Attachment A which includes the fee structure to all Board members. Jessica reported that paragraph 8 was added to the Letter of Agreement which stated counties using PbK case management database agree to pay the total amount for the installation of Prosecutors by Karpel and yearly maintenance fees. A motion to approve paragraph 8 and adding Attachment A as proposed was made by Danelle Essing, seconded by Ronda Burnes. Motion carried unanimously. A question was asked regarding the time frame for adding counties to Karpel. Our goal is to add two counties per month hopefully starting in September. We will have a dedicated trainer from Karpel that will provide the initial training for the first 4 or 5 counties that join. The Project's goal is to take over the training after this.

c. Other Old Business

Letters were sent to all the Shared Server counties notifying them the sunset date on the Shared Server is set for June 30, 2021. Jessica reported that due to the Covid-19 pandemic and the financial implications this is causing she questioned if we should postpone this date and allow counties more time. Board agreed to discuss this at the annual governing board meeting in October.

III. New Business

a. Kenneth Young

As Jessica has noted, Kenneth started working with the Project the end of January and replaced Bailey Krebs. Kenneth has quickly caught on to Prolaw and brings his knowledge of SSR reports and has been a great asset in assisting our members with this. He is available to assist with IT questions and is looking forward to assisting counties with the move to Karpel.

b. Other New Business

None

Next meeting date: July 8, 2020 at 12:00 p.m.

Adjourn: Meeting adjourned at 12:38 p.m.