

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Wednesday July 8, 2020 at 12:00 p.m. Telephonically

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

Members Absent: Ryan Baldrige, Matthew Wilber, Matt Schultz, Nick Johnson

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen, Molly Hill

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:04 p.m.

Minutes from previous meetings: Motion to approve the minutes from April 15, 2020 was made by Beverly Clark, seconded by Ronda Burnes. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement. Motion to approve the Financial Report was made by Danelle Essing, seconded by Ronda Burnes. Motion carried unanimously.
 - b. Program Report:

Jessica Trobaugh provided an update regarding the issues counties have been experiencing following the Microsoft updates. The main issue is with the drag and drop feature. Users are not able to drag and drop from Outlook and following the most recent Microsoft update we have one county that is no longer able to drag and drop from their desktop into Prolaw. Microsoft does not plan to change or fix this issue and Thomson Reuters told us this is because Microsoft is no longer allowing drag and drop from a 3rd party software. Jessica sends out all information she receives from Thomson Reuters on this issue and the only known workaround is to profile by opening the document and using the pro filing tab to save the document. Jessica also

reported that we still have three counties using Prolaw 2015.1 that need to move to a better version of Prolaw or switch to Karpel. The three counties include:

- Marshall- they have decided to move to Karpel
- Dallas- they plan to update their Prolaw after we complete one more report for them
- Webster- they plan to update their Prolaw.

The remaining program report/updates will be discussed under the Old and New Business headings.

II. Old Business

a. Karpel Update

We have nine counties that have either expressed or committed to move to Karpel. Five of those counties are already scheduled to move to Karpel with the first counties to be Mills and Fremont. Their install is scheduled for the beginning of October. The remaining three will be completed prior to the end of the year. We also have an additional four counties that have expressed an interest in joining the Project coming in directly with Karpel. The four counties include: Des Moines County-they have 16 users and will be joining, Emmet County- they have two users and will be joining, Lucas County- they have two users and are interested in joining but are still deciding due to financial reasons. Grundy County-they planned to join but now are pushing this back maybe another year due to financial reasons.

b. Exchanges

Karpel continues to work very closely with URL (now known as Mission Critical Partners) on building the Exchanges. We are very close to three of the Exchanges being done and they have reassured us that all our current Exchanges will be done and ready to go prior to our first Go Live install in October. URL has been a great asset in assisting and working with Karpel to ensure the Exchanges are being built correctly.

c. Other Old Business

None

III. New Business

a. Grant Funding-Disbursement (Action Item)

Jessica emailed all counties in the Project in May about a Covid-19 Grant opportunity for funds to assist interested counties with the move to Karpel. Story county reached out and asked that we submit a request with them so if we got money it could be dispersed to more than one county. We did that and submitted a request for \$200,000. We received notice last week we were approved for the full \$200,000. However, one stipulation is that any county that filled out the paperwork and requested the grant money be

given preferential treatment which consists of five counties that did this. The remaining money would be split among the counties that have requested to move to Karpel. Jessica put together a spreadsheet of three options for allocating the funds. The five counties that submitted a request would receive more money based on the fact they took the time to complete the paperwork to request the funds. Jessica would like the Board to review the options and/or come up with alternate suggestions on how the funds will be dispersed. The money needs to be spent prior to the end of fiscal year 2021 and the Grant was submitted for current members so new counties coming into the Project more than likely would not be eligible for this Grant. Jessica asked for a motion to approve that additional funds will go to the counties that applied for the Grant vs those that did not. Mahaska County made a motion to approve the amounts listed on Option 1 for the five counties that applied for the Grant, seconded by Sioux County but noted the funds are listed as the same in Option 1 and 3 for the counties that applied for the funding. Motion carried unanimously.

The remaining money would be split among the counties that have requested to move to Karpel. The Board asked that Jessica send an email to members letting them know the Grant was approved and the five counties that applied for the Grant will receive preferential treatment but with the expectation that there is a max on what they will receive. The Board also asked that Jessica put together numbers regarding the cost of the Shared Server including: what the Shared Server counties pay for this service, what the cost is to the Project to host the Shared Server, and what the cost is to move each Shared Server county to Karpel. After the Project has gathered this information the Board will meet again to review and make decisions on how to allocate the funds. Based on this information the Board will determine if more funds should go towards the Shared Servers counties or not.

A question was asked if some of the Grant money can be used to pay for the Exchanges being built for Karpel? The Board had previously voted to pay for the Exchanges from the Reserve Fund from the Project. And since the Grant money must be linked to a county, we are not sure this is an option.

b. Training Requests

Jessica has received requests for a Collections training due to all the changes made with Collections. Due to Covid-19, Jessica suggested that we do this training via Zoom. The Board agreed and recommends that all trainings for the time being take place via Zoom. Jessica will send this info out to the Prolaw Admins and will aim for a Zoom Collections training the end of August.

- c. New Laws
New laws go into effect July 15th. Due to Covid-19 delays it will most likely be mid to late August before the new laws will be pushed out via the Charge Code Exchange. We are ready but must wait until the Courts are ready.

- d. Discussions with Thomson Reuters
Because several of our counties have been struggling with trying to work remotely, Jessica has been meeting with the Development Team from TR to voice these issues. TR is now willing to look at enhancing the Prolaw Portal which is their online version of Prolaw. Although this version is not currently useable, they are looking at making enhancements over the course of the next year which includes document creation, ability to modify documents, and access to the custom tabs. As these enhancements are being made, Jessica has agreed to beta test for them.
In addition, we have also voiced our frustration with the lack of response from the TR customer service/support team and as a result we have moved our meetings with them from biweekly to weekly to discuss our tickets and improve the response time in solving the tickets.

- e. ICACMP Budget Meeting
Due to Covid-19, the Board decided to hold this meeting via Zoom.
Scheduled this meeting for Sept 9th at 10:00am

- f. ICACMP Governing Board Meeting
Due to Covid-19, the Board decided to hold this meeting via Zoom.
Scheduled this meeting for October 15th at 10:00am.

- g. Other New Business
Adams County joined the Project in January of 2019 as part of the Shared Server. They have never used Prolaw due to the slowness of the Shared Server and have not paid their bill from last year which consists of \$3900. Johnson County made a motion to write off Adams County bill from last year, Sioux County seconded. Motion carried unanimously.

The Board would like to meet again as soon as possible to discuss allocation of the Grant funds. The next meeting is scheduled for July 29th at noon via Zoom.

Adjourn: Meeting adjourned at 1:18 p.m.