

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Wednesday September 9, 2020 at 10:00 a.m. Via Zoom

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

Members Absent: Ryan Baldrige, Matthew Wilber, Matt Schultz

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen

Call to Order: Andrew Van Der Maaten called the meeting to order at 10:15 a.m.

Minutes from previous meetings: Motion to approve the minutes from July 8 and July 29, 2020 was made by Nick Johnson, seconded by Beverly Clark. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

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

Jessica Trobaugh provided the program report which included:

 - We currently have fourteen counties scheduled to move to Karpel with three additional counties still waiting to be scheduled so we will have seventeen counties moved to Karpel by the end of February 2021. This consists of 146 users that will be moving from Prolaw to Karpel.
 - The request for reimbursement of the grant funding will begin soon, and we have partnered with Story County to do this. Story County will receive the \$200,000 grant money. ISAC will submit to Story County the amount each individual county has been approved for and Story

County will in turn reimburse ISAC for those amounts. This way Story County only has to set up one vendor (ISAC) instead of setting up one for each individual county. ISAC will then apply this amount to the individual county invoices receiving the grant funding.

- Jessica also reported that she will be attending a grant writing class this week. She hopes with this information we will be able to apply for additional grants down the road.

II. Old Business

a. Grant Funding Requests

Jessica provided a spreadsheet with the list of counties that have requested the grant funding and the amount requested. Fourteen counties have requested a total of \$193,000 out of the \$200,000 total grant money. A discussion was had on what to do with the remaining \$7000. Andrew Ritland made a motion to approve the grant funding as presented and then to first use the excess funds (\$7000) to offset the cost of writing the Data Exchanges for the Project. If this is not allowable under the grant, to then divide the \$7000 proportionally among the counties that requested the funds, this was seconded by Nick Johnson. Motion carried unanimously.

Jessica will discuss with Dennis Wiggins on how to proceed with the remaining \$7000 and how we can disperse it.

b. Other Old Business

None

III. New Business

a. Standard Flat Fee

Jessica reported that our current system of using tiers to bill our member counties is becoming very difficult to manage. It is extremely time consuming to track each 15-minute increment spent on support and several of the counties in the \$3500 tier have surpassed their allotted support structure. Therefore, we are requesting a standard \$5000 flat fee for all counties which will include unlimited support. We currently have seven counties that are in the \$3500 tier, two counties in the \$1500 tier and all other counties are in the \$5000 tier. Discussion ensued that the smaller counties in the \$3500 tier may not be able to afford this increase. Out of the seven counties that are in the \$3500 tier not all are surpassing their allotted support structure. The Board recommends that we notify the counties in the \$3500 tier that are utilizing excessive staff time and Board president Andy Van Der Maaten will reach out to them via a letter about voluntarily bumping up to the \$5000 flat fee as they may not be aware of the amount of time/resources they are utilizing. Jessica will work with Andy on identifying the counties this involves. Andy will ask for a response prior to the Annual Governing Board meeting

next month. The fee structure proposal will then be presented to the entire Governing Board with a vote to follow during that meeting.

- b. FY 22 Budget
- c. Jessica reviewed Budget Options which were emailed to the Board. Option 1 leaves the budget the same with no increase, Option 2 provides for a \$10 per user fee increase, and Option 3 provides for a \$20 per user fee increase. After much discussion among the Board, the Board decided this is not the time to add an increase. Andrew Ritland made a motion to recommend Option 1 to the full Governing Board next month, seconded by Beverly Clark. Motion carried unanimously.
- d. Additional Grant Funding Opportunities
Jessica reported that per conversations with Dennis Wiggins she has been informed that there will be another round of grant funding available in October. This grant would be for counties that have not previously received any funding. We would need to partner with another county very similar to what we did with Story and their auditor would need to agree to be the fiscal agent for the grant. Jessica did ask Dennis Wiggins if during the next round the grant money could be used to assist new counties with joining the Project. Dennis did not have an issue with this if our proposal was upfront on what the money will be used for. The Board agreed with proceeding with this opportunity. Jessica will work to find a county to partner with. The Board suggested we send a letter to all the counties- members and non-members- to inquire about an interest in applying for this grant and joining the Project.
- e. Other New Business
Jessica wanted to bring attention to the Board about an issue we encountered with Thomson Reuters last week when we were told by Thomson Reuters that we can only update counties to the current version of Prolaw which is 2020.1. We are currently requesting updates to 2018.2HF3 or 2019.1. Prolaw 2020.1 has not been tested by us and it would likely require our members to update their IT environment and investing in a new server which could be very costly to the counties. Jessica asked if the Attorneys on the Board would review our contract to verify that it does not say anything about having to update to the current version. The Attorney's agreed to review the contract.

Jessica also discussed with the Board that we have four Board members with expiring terms. These include:

- Ronda Burnes- agreed to continue
- Danelle Essing- plans to retire in the next year or so so will step down and we will need to find a replacement
- Matthew Wilber- agreed to continue

- Ryan Baldrige- have not heard back from him so not sure of his plans Because Ryan has not been able to attend many BOD meetings, he may not have availability to continue serving on the Board and we may need to look at a replacement. Boone, Greene, or Hardin counties might be options since they are in that same district. Andy Van Der Maaten will reach out to Ryan to see if he has a continued interest in serving on the Board. If he does not, Andy will then reach out to the counties listed above.

Next meeting: The Annual Governing Board meeting is scheduled for October 15 at 10:00 a.m. via Zoom.

Motion to adjourn the meeting was made by Beverly Clark, seconded by Ronda Burnes. Meeting adjourned at 11:30 a.m.