

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Thursday January 21, 2021 at 12:00 p.m. Via Zoom

Members Present: Andrew Van Der Maaten, Beverly Clark, Gayle Keiser, Andrew Ritland

Members Absent: Ryan Baldridge, Matthew Wilber, Matt Schultz, Nick Johnson, Ronda Burnes

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

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

Minutes from previous meeting: Tabled until next meeting as we did not have quorum today.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Molly Hill reviewed the Balance Sheet and Income Statement.
 - b. Program Report:

Jessica has spent the last 5 months or so traveling to member counties to assist with the PbK Go Lives. We currently have 11 counties up and running with PbK. Next week Henry County is scheduled to Go Live and two weeks after that Clay and Emmet is scheduled, followed by Marshall County. The Go Lives have gone well with the exception of last week when Sioux County had a conversion issue. The Karpel Helpdesk is currently working on fixing this issue. The remainder of the Program report will be covered as we go along with discussing the Old and New Business Agenda items.
- II. Old Business
 - a. Grant Funding-submissions for reimbursement

Story County is set to receive the first round of grant funding which will then in turn be sent to the ICACMP project to be applied to the counties that have received their billing statement for the move to PbK. Story County has also gotten their approval to move to PbK. They were approved for the first round of grant funding, so they need to be moved to PbK by June 30th. Due to the number of trainings we already have scheduled, we will not be able to have them trained by June 30th, however Karpel will have everything installed and ready to go in Story County by the end of June. We will provide the on-site training in July. Jessica spoke to the Grant people and they are fine with this if we can show that the software has been installed and billed out prior to June 30th.

- b. Other Old Business
None

III. New Business

- a. New Grant Funding Secured

Jessica was able to successfully secure an additional \$225,000 in grant funding to assist counties with moving to PbK. The difference with this round of grant money is that this money can be used to assist new and existing member counties with a move to PbK. This will allow us to bring on new members to the Project. Between the two grants we have secured \$425,000 to assist members with moving to PbK. The new grant money of \$225,000 is available now through December 31, 2021 which means this money will have to be spent by the end of the year.

- b. Go Lives currently scheduled

As previously mentioned, we have 11 counties up and running with PbK. The next counties scheduled to move to PbK include: Henry, Clay, Emmet, Marshall, Monroe, Monona, Greene, and Story. In addition to the above-mentioned counties, we have another six counties that we are waiting for paperwork to be returned before scheduling. Sac County is the only Shared Server county that is not yet scheduled for this move. This is because their County Attorney is currently serving overseas and is not available to sign the required paperwork. The County Attorney is aware and in agreement of the move to PbK but is just not available to sign paperwork. Jessica is working with Sac County to identify someone else that could sign the paperwork. We would like to have everyone off the Shared Server by August but no later than December 2021.

- c. Interest in moving to PbK

Because Jessica has secured an additional \$225,000 in grant money to assist counties with moving to PbK she asked the Board on how they would like for her to proceed. Jessica reported she has members that have reached out to

her indicating they are interested in moving to PbK and she has a list with their information, but Jessica inquired if she should send a global email to the entire Project letting them know about this opportunity. The Board directed Jessica to send a global email notifying all members of this opportunity. Jessica will send an email to the entire Project and will be sure to include that the grant money must be spent by December 31, 2021 so they have to be willing to move to PbK prior to this date.

d. Regional Go Lives Option

Moving forward Jessica will be the trainer for the PbK Go Lives so she had a conversation with Karpel about providing Regional Go Lives for neighboring counties that are requesting a move to PbK. Karpel agreed with this training option if that is what we want to do. If neighboring counties will be moving to PbK, Jessica will be scheduling the Go Lives as a Regional training.

e. Purchase of laptops for training- Action Item

Jessica reported that our current training laptops were purchased approximately 10 years ago and are not compliant with what is needed for our current training purposes. She would like approval from the Board to purchase anywhere from 5-10 new laptops for training purposes. The laptops would be used for any training purposes the Project provides but specifically needed for Regional trainings as members attending may not all have laptops they can bring with them. Because we did not have quorum today, Andrew Van Der Maaten suggested Jessica put together a proposal of approximate costs for purchasing new laptops and send an email to the Board requesting approval for this purchase. Attending Board members agreed an electronic approval for this purchase is appropriate.

f. Other New Business

Jessica shared that she received a very nice thank you from Danelle Essing thanking the Board for the opportunity to serve with them and to serve the all the members in the Project. She was also very appreciative of the gift presented to her at the Annual Governing Board meeting.

Next meeting date: April with date TBD

Adjourn: Meeting adjourned at 12:34 p.m.