

IOWA COUNTY ATTORNEY'S CASE

MANAGEMENT PROJECT

GOVERNING BOARD MEETING Minutes for Wednesday October 13, 2021 at 10:30am Via Zoom

Call to Order: Andrew Van Der Maaten called the meeting to order at 10:32 a.m.

Counties Present:

Allamakee	Lee
Audubon	Linn
Cerro Gordo	Lyon
Cherokee	Mahaska
Clay	Mills
Clinton	Muscatine
Dallas	O'Brien
Des Moines	Palo Alto
Dickinson	Pottawattamie
Emmet	Poweshiek
Greene	Sac
Guthrie	Sioux
Henry	Tama
Jasper	Warren
Jefferson	Webster
Johnson	Winneshiek

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen

Agenda Items:

I. Reports:

a. Approval of BOD minutes

Motion to approve the minutes from the July 15, 2021, meeting was made by Emmet County, seconded by Greene County. Motion carried unanimously. Motion to approve the minutes from the September 8, 2021, meeting was made by Pottawattamie County, seconded by Mills County. Motion carried unanimously.

- b. FY 21 Financial Report
Brad Holtan reviewed the FY 21 financial report. Cherokee County made a motion to accept the FY 21 financial report as presented, seconded by Webster County. Motion carried unanimously.

II. Old Business

- a. Grant Funding Reimbursement Update
We received two different grant funds totaling \$425,000 last year to assist member counties with moving to PbK. The first one was for \$200,000 and the final reimbursement for this grant was submitted on June 30, 2021. Last fall, we received a second grant for \$225,000 and are still in the process of submitting these reimbursements. As we continue to move the approved counties to PbK these reimbursements will be submitted, and this should all be completed by February of 2022.
- b. Update on Counties moving to PbK
We currently have 26 counties up and running with PbK. Another four counties will move to PbK prior to the end of December. In addition, by June 30, 2022, we will have 34 counties on PbK. We also have another seven contracts signed and ready to move to PbK after June 30, 2022. We brought on four new counties last year and will be bringing on three additional counties this next fiscal year as well.
- c. Other old business
None

III. New Business

- a. Review and Approve FY 23 Budget
Brad Holtan reviewed the proposed budget for FY 23. The proposed budget will allow for an increase in membership dues by \$20 per user. A motion to approve the FY 23 Budget as proposed was made by Mahaska County, seconded by Pottawattamie County. Motion carried unanimously.
- b. New Counties that have joined the project for FY 22
Last year, Des Moines, Emmet, Lucas, and Audubon Counties all joined the Project. Hancock and Winnebago have both signed contracts and will be joining as members. In addition, we have three more counties looking at joining after July 1st.
- c. Election of Board of Directors
Current Board members Andrew Van Der Maaten, Beverly Clark, and Andrew Ritland all have expiring terms. All have agreed to serve another term. New nominations were asked from the floor and no new nominations for

replacements were made. Motion to cease nominations was made by Pottawattamie County, seconded by Webster County. Motion carried unanimously. Motion to nominate the three individuals named above to serve another term was made by Lee County, seconded by Muscatine County. Motion carried unanimously.

d. Issues with Prolaw Counties Updating Software

If your office is moving to a new network or IP address, we ask that you let your IT know that we need to be involved with this. Moving to a new network or a change in an IP address will break the Exchanges. If we know you are moving to a new network or IP address, we can coordinate with the State and MCP to ensure a smooth transition and make sure your Exchanges continue to work properly. In addition, if your office is getting new computers or updating their software, we also ask you to let us know this as well. What generally happens is the office updates to the most current version of Microsoft Office or Adobe which might not be compatible with the version of Prolaw you are using. This will cause all sorts of issues with your Prolaw not working correctly. Please notify us prior to any updates to ensure the version of Microsoft Office or Adobe will be compatible with the version of Prolaw you are using.

e. Moving Prolaw counties from 2017.2 to 2019.1

For any county that is on Prolaw 2017.1 or 2018.2 we would like to get you moved to 2019.1 within the next year. There are not a lot of changes with 2019.1 but it is a more stable version of Prolaw. We have noticed that there are not nearly as many issues with documents in this version. Please let us know if you need to update so we can work on getting this scheduled. For any county that will be moving to PbK, you do not need to worry about updating your Prolaw.

f. Other New Business

None

Adjourn: Motion to adjourn the meeting was made by Webster County, seconded by O'Brien County. Meeting adjourned at 11:10 a.m.