

# IOWA COUNTY ATTORNEY'S CASE

## MANAGEMENT PROJECT

### BOARD OF DIRECTORS MEETING

#### Minutes for Wednesday

#### January 19, 2022 at 12:00 p.m.

#### Via Zoom

**Members Present:** Gayle Keiser, Andrew Ritland, Ronda Burnes, Matt Wilber, Beverly Clark, Nick Johnson-proxy to Beverly Clark

**Members Absent:** Ryan Baldrige, Andrew Van Der Maaten, Matt Schulz

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

**Call to Order:** Andrew Ritland called the meeting to order at 12:00 p.m.

**Minutes from previous meetings:** Motion to approve the minutes from the October 13, 2021, meeting was made by Pottawattamie County, seconded by Tama County. 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 as presented was made by Linn County, seconded by Pottawattamie County. Motion carried unanimously.
  - b. Program Report:

Jessica Trobaugh reported she has spent approximately 80% of her time during the last 3 month doing Go Lives for our Karpel counties. We have Go Lives scheduled every other week until March. This is because we must have the counties that received Grant funding up and running by the end of February. Additionally, the American Rescue Plan money can now be used for other things than originally allocated for including helping counties move to PbK. We have had eight additional counties reach out to us informing us they would like to move to PbK now that they have approval from their Board of Supervisors to use this money for this very reason. We are currently working

on getting them dates. However, none of them will be able to be scheduled or moved to PbK until sometime after Jan 2023 due to no availability before then.

II. Old Business

- a. Grant Funding-submissions for reimbursement/allocation complete  
Jessica has submitted all payment requests for the Grant funding and anticipates that everything surrounding the Grant funds will be wrapped up by the middle of February.
- c. Other Old Business  
None

III. New Business

- a. Counties Scheduled to Move to PbK in 2022-2023  
We have eleven counties scheduled to move to PbK this year. This will bring our total PbK counties to around 44. In addition, we have more counties that are not yet scheduled and will not be scheduled until sometime after January 2023. We do not have an exact count today but estimate this will put our total Prolaw counties between 12-14 by July 2023.
- b. Karpel Conference April 19-21<sup>st</sup>  
  
The Karpel Conference will be held April 19-21<sup>st</sup> in St. Louis. Jessica asked the Board for approval to attend and to take up to 2 staff members with her. Motion to approve up to 3 staff members to attend the Karpel Conference in April was made by Linn County, seconded by Sioux County. Motion passed unanimously.
- c. Shared Server  
We will be shutting the Shared Server down permanently on March 31, 2022. Currently, one county remains on the Shared Server and this county will be moved to PbK on Feb 28. The Master and Training Databases will be moved to the ISAC server when the Shared Server is shut down.
- d. Other New Business  
Breach of Shared Server  
We were notified in November of 2021 that there was a breach on the Shared Server. An email from our legal team went out to the counties that may have been affected by this breach.
- e. Exchange Meeting CJIS/Mission Critical Partners

Jessica was contacted by CJIS and MCP that they have money available to build some additional Exchanges. Jessica will be meeting with them later today to discuss our current Exchange system and the Exchanges we would like to see built in the future.

IV. Other New Business

a. Thomson Reuters/Prolaw

Jessica was contacted by someone who works for Thomson Reuters and asked if she would sit in on some developmental meetings with a new company called Zebra Works that is in the process of building a Cloud Based Government Version of Prolaw. Jessica agreed to be a part of this discussion to provide her input on what our counties might be interested in or want from a Government Cloud Based product.

Next meeting date: TBD

Motion to adjourn the meeting was made by Pottawattamie, seconded by Sioux County.  
Meeting adjourned at 12:22 p.m.