

**Minutes of Meeting**  
**Justware Case Management Timeline**  
**October 15, 2014**  
**9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Information Systems Director James Martin, Application Systems Manager Jack Duffield, and Deputy Clerk Daniel Robertson.

**A. Call to Order:** Chairman Tondee called the meeting to order at 9:02 a.m.

**B. Introductions:** There were no introductions made.

**C. Changes to the Agenda:** There were no changes to the agenda.

**D. Old Business:** There was no old business discussed.

**E. New Business:**

The attendees met to discuss the internal timeline for the Justware Case Management System software project. Information Systems Director James Martin provided the Board with copies of the proposed timeline, which outlined Phase One B (1B) and Phase Two (2) and provided estimated dates for project milestones. He also notified the Board that representatives from New Dawn were visiting the County from October 14 through 17, 2014, to troubleshoot software problems and assist with data conversion. Mr. Martin informed the Board that Phase One A (1A) of the project was estimated to be completed in December of 2014.

The Board asked whether the Phase 1A implementation could be completed sooner if the Board were to allow Application Systems Manager Jack Duffield to rollover his “use or lose” leave, rather than take time off. Mr. Duffield responded that this would not accelerate the project completion as New Dawn’s workload is the primary factor in completing this phase.

Mr. Martin advised the Board that Public Defender Administrative Supervisor II Jamie Woods would be working with New Dawn on the Phase 2 implementation, and that the Public Defender’s office should assign at least one other person to this team. Mr. Martin had advised Ms. Woods that about 75% of the team members’ time would be spent on the project. The Board was supportive of including at least one attorney on this team, as they would be the software end-users. The Board stated that they would schedule a meeting between Information Systems, the Public Defender’s office, and the Board to discuss options for shifting the workload in order to facilitate this process.

The attendees discussed how this software, once live, would impact the workload of the Public Defender’s office. Mr. Martin advised that it may not significantly reduce the workload, but would rather change the type of work being done.

**F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 9:27 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Daniel Robertson, Deputy Clerk

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