

**Minutes of Meeting**  
**Justware Implementation Schedule**  
**November 4, 2014**  
**3:00 p.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, Public Defender Administrative Supervisor II Jamie Woods, Legal Assistant Donna Johnson, Deputy Public Defenders Amanda Montalvo and Mayli Walsh, and Deputy Clerks Courtney McKinnie and Daniel Robertson.

**A. Call to Order:** Chairman Tondee called the meeting to order at 3:04 p.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:**

Information Systems Director James Martin said that his department has met with the Public Defender's Justware software implementation team to discuss the project and review their responsibilities while on the team. He also stated that Public Defender Administrative Supervisor II Jamie Woods had begun the workbook needed as part of the initiation phase for the software implementation.

Mr. Martin said that the initiation phase officially kicks off in January, and that each of the team members would need to dedicate approximately eighty percent (80%) of their time to the project. The Board acknowledged that this was a significant obligation and they would support the team in efforts to plan work accordingly.

Mr. Martin indicated that one (1) full week would be dedicated to training during the initiation phase. The attendees discussed how to arrange their schedules and workloads. The attendees also discussed meeting with the Prosecutor's office to learn from their experience with the software and the implementation process.

The attendees discussed the difficulties in modifying the court calendar to accommodate the implementation process. Deputy Public Defender Mayli Walsh indicated that an advance timeline with prior notice for all requirements and deadlines would allow for the individuals to manage their own calendars and workloads accordingly, rather than taking a top-down approach.

Ms. Walsh indicated that some of the end users may be concerned about the confidentiality of the files within the software. Mr. Martin assured her that confidentiality was one of the selling points of the software. Ms. Walsh said that some of the Public Defender's staff may need to be educated on how the software maintains confidentiality in order to alleviate their concerns. Mr. Martin said that this could be included as a part of the software demonstration that would take place during the initiation phase.

- 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 3:25 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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