

IOWA COUNTY ATTORNEY'S CASE

MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Wednesday

April 21, 2021 at 12:00 p.m.

Via Zoom

Members Present: Andrew Van Der Maaten, Beverly Clark, Gayle Keiser, Andrew Ritland, Nick Johnson, Ronda Burnes

Members Absent: Ryan Baldrige, Matthew Wilber, Matt Schultz

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen

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

Minutes from previous meetings: Motion to approve the minutes from the October 15, 2020 meeting was made by Linn County, seconded by Sioux County. Motion carried unanimously. Motion to approve the minutes from the January 21, 2021 meeting was made by Mahaska County, seconded by Mills 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 Sioux County, seconded by Mahaska County. Motion carried unanimously.
 - b. Program Report:

Jessica Trobaugh provided the Program report. She continues to spend most of her time working on moving counties to PbK. This includes making sure dates are secured and all pre-implementation requirements are completed. Jessica has also been working on the Grant funding submission requirements in addition to providing onsite trainings for both PbK and Prolaw users.
- II. Old Business
 - a. Grant Funding-submissions for reimbursement

Jessica has the grant submissions submitted to the Iowa Grants for the counties that have moved to Karpel so far. We have gotten all but two allocations back so far and these have been applied to the applicable counties. The counties that paid in full prior to their Go Lives and received grant funding will have a credit applied to their account. Jessica has also completed and submitted the quarterly paperwork associated with the grant funding.

b. Update on laptops

We ordered 6 laptops for the Project and now have them. Our IT staff is working on getting them set up and we will have them ready for training purposes for both Karpel and Prolaw by mid-May. This will be a huge benefit to the Project as we have found that a lot of our users do not have laptops readily available to bring to our trainings.

c. Update on Counties that have moved to PbK

We currently have 14 counties completely implemented and up and running with PbK. We have found the trainings that Jessica provided vs the trainings that Karpel provided have gone much smoother with significantly less questions following the Go Live week. We are expecting the transition to PbK to continue to go smoothly with Jessica taking over the trainings moving forward.

d. Other Old Business

None

III. New Business

a. New Counties joining the Project

Emmet and Des Moines counties have joined the Project, and both are up and running with PbK. Moving forward we are adding Lucas, Audubon, and Hancock before the end of the year and there is a possibility Grundy and Winnebago will also be joining before the end of the year. Jessica also foresees after the County Attorney Spring and/or Fall conferences that we will have an uptick with counties wanting to join the Project after they hear about PbK. The Board discussed that it would be beneficial to the Project to have Jessica present at the County Attorney Conference on the benefits of PbK. Jessica will reach out to the organizer and request to be put on the Agenda for the Fall conference as she is not available to attend the Spring conference.

b. Request to extend grant funding until March 2022

Jessica requested through the Iowa Grants that we be allowed to extend this funding through the end of March 2022. We are requesting this because we have counties that want to come on, but we have no more dates available to

schedule them prior to the end of this year which is when the grant funding is supposed to be spent. Jessica has talked with Dennis Wiggins through the Iowa Grants and he is going to make a request through the DEA and if he gets the extension, we will get the extension. We should find out in June if this is approved.

- c. Update on counties that will be moving to PbK in the next year
We will have 31 counties using PbK by the end of December 2021. We have an additional two to four counties that have expressed an interest in moving to PbK even without the grant funding in 2022. By the end of this year, we will have more than half of our counties on PbK. (26 will still be using Prolaw)
- d. Other New Business
Jessica asked for guidance regarding the AG Office. We cannot locate our contract with them, nor can they find theirs. They have consistently been utilizing more of the Project's time than ever before and they are wanting more than the Project can or should provide as they are requesting assistance outside of the Area of Prosecution Department. They currently pay our Project for 15 users, but they have 283 users. They do not have anyone in their office that has a lot of Prolaw experience. Jessica will be onsite for a basic user training next week, but Jessica would like an agreement put in place for what the scope of our work will be with the AG Office. Andrew Van Der Maaten will work with Jessica to put together an agreement with the AG Office.

Next meeting date: July with date TBD but tentatively looking at the week of July 12th.

Motion to adjourn the meeting was made by Mahaska county, seconded by Tama County. Meeting adjourned at 12:46 p.m.