

# IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

## BOARD OF DIRECTORS MEETING

Minutes for Thursday

July 15, 2021 at 12:00 p.m.

Via Zoom

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

**Members Absent:** Ryan Baldrige, Matthew Wilber

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

**Call to Order:** Andrew Van Der Maaten called the meeting to order at 12:04 p.m.

**Minutes from previous meetings:** Motion to approve the minutes from the April 21, 2021, meeting was made by Madison 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 Mills County, seconded by Tama County. Motion carried unanimously.
  - b. Program Report:

Jessica Trobaugh provided the Program report which consisted of:

    - Jessica has updated all the new charges for the State of Iowa. There were 79 new charges, and these have been pushed out to all the counties.
    - Jessica has submitted everything for the first round of Grant funding which consisted of \$200,000. This has all been approved and ISAC should be receiving the final payment of \$77,000 within the next few weeks. This money will then be applied to the approved counties that have moved to PbK.

- We moved six counties in May and June to PbK. Story County goes live with PbK on July 19<sup>th</sup>. Eight more counties are scheduled to move to PbK before the end of the year. In addition, we have six counties scheduled to move between Jan 1, and the end of July of 2022. In total we will have 34 counties using PbK by the end of July 2022. Linn County is also expected to move to PbK in July of 2022. Anybody who contacts us to move to PbK moving forward will have to wait until October of 2022 to be scheduled. This is due to no available dates. A question was raised regarding the number of individuals using Prolaw compared to using PbK. Jessica will get this number and send out to the Board.
- Jessica has received feedback from a lot of our counties that they would like the abbreviations removed from the charge code language. She plans to work on removing abbreviations in the charge code language hopefully sometime this fall.

## II. Old Business

### a. Grant Funding-submissions for reimbursement/allocation

As Jessica previously stated the first round of Grant money (\$200,000) has all been allocated, approved, and paid out. Jessica has now begun submitting payment requests for the second round of Grant money (\$225,000). Four requests were submitted today and most likely will be paid out within the next 30 days. The money will go directly to ISAC and then be applied directly to the counties that were approved for the funding. Jessica will continue to submit the requests as the counties are moved to PbK. Jessica has asked for an extension on this second round of Grant money as it is supposed to be used by December 31, 2021. She has requested we have until the end of Feb 2022 to use this money. This is because of not being able to get everyone scheduled prior to December 31 due to no available dates. She has not received the official letter yet but was verbally told this will be approved.

### b. Update on laptops

The six training laptops we ordered are in and completely set up. We have already started using them for our PbK Go Lives. They are working great, and we are thrilled to have them.

### c. Update on the Attorney General's Office

Jessica has spoken to the AG Office, and they are aware that we are putting together a new contract agreement with them. They have almost 300 users but only contract with us for 15 users. They are now using one point of contact to reach out to us with questions or issues as they arise, and this has been working well. Jessica will work with Andy Van Der Maaten to finalize the new contract and get this to them to sign. The AG Office is also updating

their Prolaw to 2019.1 within the next few months. We will not be involved with the update, but Jessica will work with the Area of Prosecution Division following the update to resolve any issues or questions they might have following the update.

- c. Other Old Business  
None

III. New Business

- a. Support Ticketing System

We currently use a Mojo ticketing system and this is the system that everyone uses to submit support tickets to us. Mojo has raised their prices significantly this year. We did look at other systems but were unable to find one that fit our needs. We decided to stay with the current mojo system for the time being but will continue to look for alternative avenues as we move forward. In the meantime, we have added an additional domain for our PbK users. We currently have [prolawsupport@iowacounties.org](mailto:prolawsupport@iowacounties.org) for our Prolaw users and have added [icacmpsupport@iowacounties.org](mailto:icacmpsupport@iowacounties.org) for our PbK users. You can use either address as they both go to the same ticketing site for us to review. Jessica will send out an email to all members notifying them of this addition.

- b. Set date for ICACMP Budgeting Meeting in September  
This has been set for September 8<sup>th</sup> at noon. This will be via Zoom.
- c. Set date for ICACMP Annual Governing Meeting in October  
This has been scheduled for October 13<sup>th</sup>. Time TBD. This will be via Zoom.
- d. Other New Business  
None

Next meeting date: September 8, 2021, at noon.

Motion to adjourn the meeting was made by Madison County, seconded by Mills County. Meeting adjourned at 12:30 p.m.