

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Thursday

April 14, 2022 at 12:00 p.m.

Via Zoom

Members Present: Andrew Van Der Maaten, Gayle Keiser, Andrew Ritland, Ronda Burnes, Beverly Heronemus

Members Absent: Ryan Baldrige, Matt Schultz, Matt Wilber, Nick Johnson

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:00 p.m.

Minutes from previous meetings: Motion to approve the minutes from the January 19, 2022, meeting was made by Mahaska County, seconded by Linn 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 Linn County. Motion carried unanimously.
 - b. Program Report:

Jessica Trobaugh provided the Program report. This past quarter we have spent the majority of our time moving counties to PbK as the counties approved for the Grant Funding needed to use this money by the end of February. This is now complete; we have received all the funding and have closed the Grant with the State. We have 11 more counties scheduled to move to Pbk and this is scheduled out through June of 2023. Jessica has also spent time reviewing the Prolaw billing for accuracy. We were able to move this billing cycle to match our fiscal year which is July 1- June 30.
- II. Old Business

- a. Shared Server- We now have all the Counties moved off the Shared Server. The only thing that remains on the Shared Server is the Master and Training Databases and hopefully both will be moved to the ISAC Server by the end of the month and then the Shared Server will be completely shut down.
- b. Karpel Conference April 19-21. Jessica and Molly will be attending this conference in St. Louis next week. Jessica will send out an email notifying all members of this so they are aware we may not be able to get to their questions immediately.
- c. Karpel Admin Training- Jessica held an on-site PbK Admin training for all Office Admin on April 5th. Purpose was to share what we have learned along the way and to provide the tools/information the Office Admins need to support their office/users. The training went well and was very well received.
- d. Other Old Business
None

III. New Business

- a. Changes needed to ICACMP Organizational Rules and ByLaws
Jessica discussed that these haven't been reviewed or updated recently and they do not necessarily represent our current practice. Jessica, Brad, and Molly will review and note things that need to be updated and we will discuss at our July meeting. Andrew Van Der Maaten agreed to review and invited any other attorney on the Board to do the same. They will make recommendations and then this will be presented to the full Governing Board in October for approval.
- b. Billing for Fiscal Year 2023
We typically send these bills out in early May, and we plan to do the same this year. Some counties like to pay in advance if they have any money left from their FY22 budget.
- c. Billing Counties for PbK documents and reports
When counties are moving to Pbk from Prolaw, Karpel will convert up to 100 documents as part of their contract. However, in addition to the standard 100 documents included in their contract, Jessica often converts many more documents for some counties. The Board had a discussion surrounding that the Project will convert/create up to 30 additional documents free of charge, but the Project will start charging counties when they surpass the 30. Similar process for Reports. Karpel has built-in reports in the system for all counties.

If a county requests a specific report and the report will benefit the entire Project we will do our best to build this report with no charge to the county. However, if the report is specific to one county only, that county will be billed for time spent creating it. Discussion ensued regarding how the Project will bill for this. Andrew Ritland made a motion to approve charging counties for the work provided to create documents and reports beyond the standard scope of work and to use the hourly rate established by ISAC for this work, seconded by Sioux County. Motion passed unanimously.

- d. Additional Counties scheduled to move to PbK
We currently have 11 counties scheduled to move to PbK and this is scheduled out through June 2023.
- e. New Counties joining the Project
We have 4 new counties that will be joining the Project with PbK Osceola, Wright, Grundy, and Winnebago.
- f. Other New Business
None

Next meeting date: Jessica will be on vacation from July 14-26th. She will send out suggestions for dates in July to the Board and will schedule the July meeting accordingly.

Motion to adjourn the meeting was made by Mahaska County, seconded by Linn County. Meeting adjourned at 12:40 p.m.