

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Thursday

July 28, 2022 at 12:00 p.m.

Via Zoom

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

Members Absent: Ryan Baldrige, Matt Schultz, Matt Wilber, Andrew Ritland

Staff: Jessica Trobaugh, Brad Holtan

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:03 p.m.

Minutes from previous meetings: Motion to approve the minutes from the April 14, 2022, meeting was made by Linn County, seconded by Tama 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. Jessica is currently focusing on the counties that are scheduled to move to PbK in the next year. Linn County went live in June and things went very smoothly.
- II. Old Business
 - a. Shared Server- We now have all the Counties moved off the Shared Server and it has been completely shut down. The Master database as well as the training database has been moved to one of ISAC's servers.

- b. Other Old Business
None

III. New Business

- a. Changes needed to ICACMP Organizational Rules and ByLaws
Jessica presented the proposed changes to both the ByLaws and Organizational Rules. Andrew Van Der Maaten made suggestions for changes to Section III (d) as well as Article IV Section 2. Gayle Keiser from Linn also suggested that we needed to change the Organizational Rules under the Executive Committee to match the ByLaws for a three year term by the Chairperson and not 2 years. All agreed and the changes were made. There was a motion by Linn County and a 2nd by Mills County to accept the changes to the ByLaws and the Organizational Rules. Motion passed unanimously.
- b. Ag's office- Area Prosecution division moving to PbK. Jessica gave an update on the Area Prosecution Division of the AG's office being able to move to PbK on July 17, 2023. She explained this would allow counties that have PbK to send their entire files to the AG's office very easily once they are moved.
- c. Date for Budget Meeting in September- September 14, 2022 at noon via Zoom was set for the ICACMP FY24 Budget Meeting.
- d. Date for Annual Governing Board Meeting- October 19, 2022 at 10:00 a.m. was set for the Annual Governing Board Meeting and after discussion it was decided to hold this meeting via Zoom again this year.
- e. Other New Business- Jessica and Brad told the Board that they may be asking for additional staff during the budgeting meeting. As the project continues to grow and more and more counties continue to move to PbK it makes it hard for Jessica to keep up with everything. Jessica also advised the Board that she is working with MCP to map several additional court codes for the Hearing Order Exchange.

Next meeting date: September 14, 2022 via Zoom- Budget Meeting

Motion to adjourn the meeting was made by Tama County, seconded by Mills County. Meeting adjourned at 12:33 p.m.