

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

GOVERNING BOARD MEETING Minutes for Wednesday October 19, 2022 at 10:00am Via Zoom

Call to Order: Andrew Van Der Maaten called the meeting to order at 10:00 a.m.

Counties Present:

Allamakee	Lee
Audubon	Linn
Boone	Lyon
Buena Vista	Mahaska
Cerro Gordo	Marion
Cherokee	Marshall
Chickasaw	Mills
Clay	Monona
Clinton	Palo Alto
Crawford	Plymouth
Dallas	Poweshiek
Dickinson	Sac
Fremont	Sioux
Greene	Tama
Jefferson	Winneshiek
Johnson	

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen

Agenda Items:

- I. **Reports:**
 - a. Approval of BOD minutes
Motion to approve the minutes from the July 28, 2022, and the September 14, 2022, meetings was made by Mills County, seconded by Marion County.
Motion carried unanimously.
 - b. FY 22 and FY 23 Financial Report

Brad Holtan reviewed the FY 22 and 23 financial reports. Marion County made a motion to accept the financial reports as presented, seconded by Mills County. Motion carried unanimously.

c. Program Report

Jessica Trobaugh provided the Program report from the past year which included:

- Moved an additional 10 counties from Prolaw to PbK.
- Had two new counties join the Project.
- An additional 5 new counties will join the Project this year.
- Assisted members with over 2000 helpdesk tickets.
- Created new training videos for our users.
- Separated our Prolaw and PbK Basecamps to make it easier to find resources.
- Provided an Office Admin training for PbK users.
- Sent survey to all members inquiring how we can better serve them. Results showed our members value the trainings and tutorials. They also value the Annual Support Conference and hope we can offer this again in the future. They would also like additional data exchanges and enhancements made to the current exchanges.

II. Old Business

a. Update on Counties moving to PbK

We have 12 counties scheduled to move to PbK and they are currently scheduled through November of 2023. The \$425,000 Grant money that was available to assist counties with moving to PbK has all been used. However, if your county is interested in moving to PbK and has ARPA money we would encourage you to look into this as this money can be used to help offset the cost of moving to PbK. You will need to verify the deadlines, but we believe you need to have the ARPA money requested by the end of June 2023 but will have until May or June of 2026 to spend it. Let Jessica know if your County is interested in moving to PbK so she can get you the paperwork to get it scheduled. As previously mentioned, we are currently scheduled with PbK Go Lives through November of 2023.

b. Other old business

None

III. New Business

a. Review and Approve FY 24 Budget

Brad Holtan reviewed the proposed budget for FY 24. The proposed budget allows for an increase in membership dues by \$10 per user. A motion to

approve the FY 24 Budget as proposed was made by Plymouth County, seconded by Marion County. Motion carried unanimously.

- b. New Counties joining the project
Winnebago, Grundy, Wright, Osceola, and Appanoose will all be joining the Project this next year. All are joining with PbK as their chosen software.
- c. Election of Board of Directors
Current Board members Nick Johnson and Matt Schultz have expiring terms and are not seeking re-election. Jessica Trobaugh nominated Office Administrator, Ashley Greedy, from Fremont County and County Attorney, Matt Speers, from Boone County as new members to the Board. Additional nominations were asked from the floor. With no new nominations for replacements made, a motion to close nominations was made by Marion County, seconded by Plymouth County. Motion carried unanimously. A motion to accept the two individuals named above to serve on the Executive Board was made by Marion County, seconded by Plymouth County. Motion carried unanimously.
- d. Updates to the ICACMP By Laws and Organizational Rules
The documents had some contradictory language, so we went through and made the language consistent in both documents. The Executive Board reviewed the changes and copies were provided to the Governing Board. A motion to approve the changes made to the documents was made by Linn County, seconded by Plymouth County. Motion carried unanimously.
- e. Adding Staff Member
As the Project continues to grow, we are currently seeking to add an additional staff member to the Project. We hope to have an offer made to someone by the end of the October with a start date of mid to late November.
- f. Data Exchange update
Jessica was contacted by MCP notifying us that they are ready to go with the Trial Information Exchange. Karpel is now working on this and getting it built. This will allow our Prolaw and PbK users to file the Trial Information and the Minutes of Testimony directly out of their databases right into EDMS. Jessica will start testing this early next year. After it is confirmed it is working as intended it will be implemented in all member counties to begin using. Additional Exchanges that our members expressed an interest in include:
 - An Exchange for file stamp notifications from EDMS to come into our databases. We have to wait for the Court system to write their end of this before it can be implemented.

- An Exchange between the Iowa Law Hub and the financials through Iowa Courts Online- on the horizon but there is a lot of moving parts before this can be written as everyone uses the system differently.
- An Exchange for Juvenile Complaints- this is on the horizon but no date for when this will be completed.
- An Exchange for CINA cases- this is not on the horizon.

g. Other new business

Jessica reminded everyone to submit a helpdesk ticket when needing support vs emailing her directly. She is not always available as she may be onsite training. We can also track issues and reference them when a ticket is submitted through the helpdesk.

Adjourn: Motion to adjourn the meeting was made by Marion County, seconded by Lee County.
Meeting adjourned at 10:51 a.m.