

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING Minutes for Thursday February 2, 2023 at 12:00 p.m. Via Zoom

Members Present: Andrew Van Der Maaten, Gayle Keiser, Ronda Burnes, Beverly Heronemus, Lisa Brown, Matt Speers, Matt Wilber

Members Absent: Ryan Baldrige, Andrew Ritland

Staff: Jessica Trobaugh, Brad Holtan, Molly Steffen, Nick Johnson

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:01 p.m.

Minutes from previous meetings: Motion to approve the minutes from the October 19, 2022, Annual Governing Board Meeting was made by Adams County, seconded by Tama County. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement. Brad also reported that we had a clean Audit that was finalized in November 2022, and we will send the Audit report to the Board following this meeting. Motion to approve the financial report as presented was made by Pottawattamie County, seconded by Linn County. Motion carried unanimously.
 - b. Program Report:

Jessica Trobaugh provided the Program report. We continue to work on moving counties to PbK and we are moving about two counties per month and this pace will continue through July.
- II. Old Business
 - a. Update of new staff member -Nick Johnson joined the Project as a new staff member on December 1, 2022. Nick comes from the Mills County Attorney's

Office and has extensive experience with both Prolaw and PbK so has already proven to be a huge asset to the Project.

- b. Other old business
None

III. New Business

- a. BOD Officers- At the Annual Governing Board meeting in October Ashley Greedy from Fremont County was elected to serve on the Board as a support staff position but in December she resigned her position from the Fremont County Attorney's Office, so we needed to replace this position. Lisa Brown from the Adams County Attorney's office agreed to fill this vacant position. Motion to approve Lisa Brown to fill this position was made by Linn County, seconded by Tama County. Motion carried unanimously.
- b. PbK 7.0 rollout- Karpel has a new version of PbK, and it is 7.0. All new counties moving to PbK will go live with this version. Jessica will be providing a short demo within the next two weeks for all current counties using PbK so they can see the improved functionality before being updated to 7.0. Karpel anticipates they will start moving counties to 7.0 sometime in March and they will reach out directly to the counties to let them know when this update will occur. The update will take place overnight so there will be no downtime.
- c. Data exchange update- Trial Information Exchange
This Exchange will allow you to file your trial information, minutes of testimony, any proposed orders related to those, and any amended minutes or trial information's directly out of your system. We are beta testing in Prolaw counties right now. As soon as we are done testing in Prolaw, we will do the same beta testing in the PbK counties. After we know for sure this Exchange is working as intended, MCP or Karpel will reach out directly to the counties to roll this out.
- d. Justice Counts Initiative-This is a federally funded agency that has recently signed on in Iowa. Marion County has agreed to be a part of this initiative to collect the data this Agency is looking for. Jessica will be working with Marion County to see how PbK can be used to collect the data they are looking for.
- e. PbK User Conference- Karpel's annual conference will be held April 4-6th in St. Louis. All PbK users should have received this information and can register if they are interested in attending.

- f. Karpel Admin Training- This one-day training for Office Admins has been scheduled for May 17, 2023, in Des Moines. More info will be coming out soon.
- g. ICACMP User Conference- We are hoping to offer this conference in October as members have been asking us to bring this back. 2019 was the last time this conference was provided.
- h. Other New Business
None

Motion to adjourn the meeting was made by Pottawattamie County, seconded by Linn County. Meeting adjourned at 12:26 p.m.