

# IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

## BOARD OF DIRECTORS MEETING Minutes for Wednesday April 12, 2023 at 12:00 p.m. Via Zoom

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

**Members Absent:** Ryan Baldrige, Andrew Ritland, Lisa Brown, Matt Wilber

**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 February 2, 2023, Executive Board Meeting was made by Boone County, seconded by Sioux County. Motion carried unanimously.

Agenda Items:

- I. Reports:
  - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement. Brad also reported that the ICACMP annual due statements for FY24 will be mailed mid-May. Motion to accept the financial report as presented was made by Linn County, seconded by Tama County. Motion carried unanimously.
  - b. Program Report:

Jessica Trobaugh provided the Program report. The majority of Jessica's time is spent training and moving counties to PbK. We continue to move about two counties per month to PbK and this pace will continue through January 2024. Jessica also wanted to make the Board aware that Thomson Reuters has changed the way they do business and are now charging for services they previously did not charge for. One example is if a Prolaw county moves to O365, TR will now be charging for this. They bill \$275 per hour and said the average work time is 12 hours.

## II. Old Business

### a. Justice Counts Initiative:

One county in Iowa has agreed to be a part of this initiative in collecting data for this federally funded agency. This county has asked the project to assist with collecting the data by specifically asking for an Exchange to be built where they can pull the data out of the databases. The other option for them is to manually enter the requested data. Because this falls outside the scope of the Project's mission in that this will only benefit one county, we are not going to build an Exchange for this Initiative. We will, however, continue to work with them to see how PbK can be used to collect the data they are looking for by building a report they can use to find the requested data.

### b. Admin Karpel Training May 17, 2023

We have scheduled a one-day training for Office Admins to attend. This is scheduled for May 17th and will be held at the Polk County River Place in Des Moines from 9-4pm. Space will not be limited this year.

### c. Update on the Trial Information Exchange

Jessica has been beta testing the TI Exchange on the Karpel side and has a Prolaw County also beta testing this. Approximately 95% of the bugs have been worked out. This Exchange will most likely be rolled out mid-summer by having 2 PbK and 2 Prolaw counties start using this new Exchange. Once we know everything is working as intended it will be mass rolled out to the remainder of the counties. Jessica will put together training documents with step-by-step instructions on the process.

### d. Update on ICACMP Support Conference-Spring 2024

We initially hoped to offer this conference this fall but we are finding we do not have enough time to put this together by fall. We are now looking to offer this Conference in the Spring of 2024.

### e. Other Old Business

None

## III. New Business

### a. Reimburse Washington County for cost of Exchange being built:

Washington County paid Karpel for the Exchanges to be built as they were the only county using PbK at the time. All other PbK counties that have since moved to PbK have benefited from Washington County paying for the Exchanges. A motion to reimburse Washington County \$10,000 for the Exchanges was made by Sioux County, seconded by Boone County. Motion carried unanimously.

- b. Other New Business
  - None

Motion to adjourn the meeting was made by Linn County, seconded by Sioux County.  
Meeting adjourned at 12:27 p.m.