

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

GOVERNING BOARD MEETING Minutes for Wednesday October 11, 2023 at 12:00pm Via Zoom

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:02pm

Counties Present:

Adams	Lyon
Audubon	Madison
Boone-proxy to Winneshiek	Marshall
Buena Vista	Monona
Cerro Gordo	O'Brien
Chickasaw	Plymouth
Clay	Pottawattamie
Crawford	Sac
Dallas	Sioux
Greene	Story
Hancock-proxy to Cerro Gordo	Tama
Jasper	Warren
Johnson	Webster
Lee	Winnebago-Proxy to Cerro Gordo
Linn	Winneshiek
Lucas	

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

Agenda Items:

- I. Reports:**
 - a. Approval of BOD minutes
Motion to approve the minutes from the 7/25/2023 and the 9/27/2023 budget meeting was made by Adams County, seconded by Lee County.
Motion carried unanimously.
 - b. FY 23 and FY 24 Financial Report

Brad Holtan reviewed the financial reports. Pottawattamie County made a motion to accept the financial reports as presented, seconded by Linn County. Motion carried unanimously.

c. Program Report

Jessica Trobaugh provided highlights from the Program over the past year which included:

- Moved 10 counties to PbK.
- 4 new counties joined the Project over the past year plus Calhoun County will be joining in January 2024.
- Hired Nick Johnson in December of 2022.
- Staff time allocation consisted of 61% of time spent on user support tickets, 18% of time moving counties to PbK, 10% of time spent in Program Management, 8% of time spent on Data Exchanges and 3% of time spent on other day to day duties.
- Assisted members with 1073 helpdesk tickets through our Mojo site. This number is low because most questions are still being emailed directly to Jessica or Nick instead of submitting a helpdesk ticket. We request that you send all questions/issues with the software through the ticketing system in order for us to track issues and better serve your needs by providing a quicker response time.

II. Old Business

- a. Other old business
None

III. New Business

a. Review and Approve FY 25 Budget

Brad Holtan reviewed the proposed budget for FY 25. Two options were discussed. Option One will not increase membership dues. Option Two will increase membership dues by \$10 per user. Greene County moved to adopt Option One and not increase membership dues, this was seconded by Monona County. Discussion ensued among members. Lee County made a motion to accept Option Two to increase membership dues by \$10 per user, this was seconded by Pottawattamie County. It was suggested a roll call vote was needed to make sure all votes were counted. Roll call vote was taken and Option Two passed 27 to 3 so the FY 25 Budget will include a \$10 per user increase.

b. New Counties joining the Project

Calhoun County will be joining the Project in January 2024. They will be joining with PbK as their chosen software.

- c. Election of Board of Directors
Current Board members Ronda Burnes, Gayle Keiser, Matt Wilber, and Ryan Baldrige all have expiring terms. Gayle Keiser and Matt Wilber have both agreed to serve another term. Ronda Burnes is not seeking re-election and has nominated Lisa Heitman from the Tama County Attorney's Office to replace her. Ryan Baldrige recently moved to the AG Office from the Webster County Attorney's Office and has not yet indicated if he will serve another term. Darren Driscoll has agreed to take his place if Ryan no longer wishes to serve on this Board. Additional nominations were asked from the floor. With no new nominations for replacements made, a motion to accept the individuals named above to serve on the Executive Board was made by Adams County, seconded by Lee County. Motion carried unanimously.
- d. Data Exchange Update
The Trial Information Exchange is still being worked on but getting closer to being implemented. What this Exchange will do is allow you to file your TI, MOT, secure attachments, and any proposed order for arraignments all in one motion out of your software directly to EDMS. We are hopeful that by next summer we will have all of you up and running with this Exchange. The Juvenile Referral Exchange is another exchange we are working on implementing. This exchange will allow a copy of the juvenile referral to come directly into your system as a new case referral. You can choose to open, close, or archive the case. We hope to have this Exchange up and running by next fall.
- e. Support Staff Conference
We plan to offer a Support Conference next Spring, possibly towards the end of April. Please let Jessica know if anyone has any suggestions for specific topics and/or speakers.
- f. Other new business
None

Adjourn: Motion to adjourn the meeting was made by Pottawattamie County, seconded by Linn County. Meeting adjourned at 12:58 p.m.