

# IOWA COUNTY ATTORNEY'S CASE

## MANAGEMENT PROJECT

### BOARD OF DIRECTORS MEETING

#### Minutes for Thursday

#### January 25, 2024, at 12:00 p.m.

#### Via Zoom

**Members Present:** Andrew Van Der Maaten, Gayle Keiser, Lisa Heitman, Beverly Heronemus, Matt Speers, Lisa Brown, Andrew Ritland

**Members Absent:** Ryan Baldrige, Matt Wilber

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

**Call to Order:** Matt Speers called the meeting to order at 12:03 p.m.

**Minutes from previous meetings:** Motion to approve the minutes from the Annual Governing Board meeting held on October 11, 2023, was made by Adams 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 the Audit report came back with no issues and Jessica will send the Audit report to the Board following this meeting. Motion to accept the financial report as presented was made by Adams County, seconded by Linn County. Motion carried unanimously.
  - b. Program Report:

Jessica Trobaugh provided the Program report. The program has remained busy with moving and/or bringing new counties onto Karpel. Most recently Jessica has taken Johnson, Appanoose, and Tama Counties Live with Karpel. The program is also scheduled to move counties to Karpel pretty much monthly through October of 2024.
- II. Old Business

- a. Update on Trial Information Exchange:  
The Court has the Trial Information Exchange built on their side. Next week, Friday, we will have active live testing with this Exchange. The Karpel side will be tested first followed by testing on the Prolaw side. All the testing Jessica has done so far on the Karpel side has gone through as intended. On the Prolaw side they are still trying to decide what field to use to correctly file the Trial Information in either District or District Associate Court. They believe they have a solution for this, and this will be tested next week on Friday. If everything works as planned, we hope to roll this out to everyone mid to late March.
- b. Other old business  
None

### III. New Business

- a. Additional new counties joining the project in 2024
  - Calhoun, Delaware, and Fayette
  - Dubuque has expressed an interest in joining the project but hasn't yet signed a contract. They are waiting for approval from their Board of Supervisors
- b. Prolaw Counties scheduled to move to Karpel in 2024
  - Muscatine
  - Madison
  - Howard
  - Jones
  - In addition, there are two other Prolaw counties that have expressed an interest in moving but are waiting for approval from their Board of Supervisors. Because of how far we are already scheduled out any new counties wanting to join the project most likely will not be scheduled until 2025.
- c. Requests for additional training  
Some counties have reached out with requests for the project to provide additional trainings. This may be in part due to a higher turnover rate with staff. New user training videos are currently available on Basecamp as well as handouts. Our focus is to put together quick 10–15-minute tutorials on specific tasks and post to Basecamp for all to use. We may also have some availability to offer Zoom training for new staff or walk you through where the training documents are stored in Basecamp for your use.
- d. Karpel Conference in April  
Jessica and Nick will be attending this annual conference April 2-4 in St. Louis.

e. Other new business

Jessica wanted to mention that for our counties using Prolaw if they need to order computers, new computers only come with Windows 11. Windows 11 is not supported by Prolaw. You may have to downgrade to Windows 10 or just know that Prolaw does not support Windows 11.

Motion to adjourn the meeting was made by Adams County, seconded by Mahaska County. Meeting adjourned at 12:19 p.m.