

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Thursday

April 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: 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 Executive Board meeting held on January 25, 2024, was made by Boone County, seconded by Adams County. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement. Motion to approve the financial report as presented was made by Adams County, seconded by Boone 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. The Project recently moved three counties with going Live with PbK and new counties scheduled to join the Project include Fayette and Delaware. Jessica has also been talking with Black Hawk County as they expressed an interest in joining the Project. Jessica is putting together numbers and timelines for them but currently we are scheduled out to Feb 2025.
- II. Old Business

- a. Update on Trial Information Exchange:
We are very close to rolling this out. It is working properly in Karpel but on the Court side they still need to do some additional testing. This is mainly for them to be able to accept .doc documents. We are planning to ask a few Karpel counties and one Prolaw county to beta test the Exchange for us in the next 30-60 days. If all goes well, we will then be able to roll this out to everyone.
- b. Karpel Conference in St Louis
Jessica and Nick attended the Karpel Conference the beginning of April in St Louis. The conference was based on new things coming into the system. Some things to look forward to in 7.3 include an improved Victim Portal. You will be able to send info to victims through the portal such as the Victim packets and the victims will be able to complete, sign and send back all through the Portal. The victims will also be able to access court dates. In addition, the software already in the database that allows you to edit videos and audios will have significant advancements. It will allow you to edit, redact, and transcribe videos and audios.
- c. Other Old Business
None

III. New Business

- a. Price Increase from Karpel
We were notified in March that Karpel is increasing their hosting fee by \$50 per user. Because counties submitted their budgets in December this increase was not accounted for. The ICACMP program plans to absorb this increase for FY25. However, this increase will be addressed during the full Governing Board meeting in October for the FY26 budget. Motion to approve the \$50 per user hosting fee to come out of the ICACMP budget and not pass this increase to the counties for FY25 was made by Linn County, seconded by Adams County. Motion carried unanimously.
- b. Karpel Admin Training
We will be providing Karpel Admin training on May 23rd in Indianola. It will be held at the Warren County EOC which holds 100 people. Every county will be able to send at least one person and we have a waitlist for counties wanting to send more than one which will be based on a first come first serve basis. We will also be offering a Documents training in Altoona at the Altoona PD Training Room on May 22nd. This center holds up to 35 people so counties most likely will only be able to send one person, and this will also be on a first come first serve basis. For future trainings we will continue to look for venues that can accommodate 125+ people that are at no or low cost.

c. Fall ICACMP Support Conference

We are currently working on scheduling this for October. We are also working on securing speakers and the agenda items. Nothing is finalized yet, but we hope to include the following topics as part of the Conference:

- Mental Health in County Attorney Offices
- Sex Trafficking in Iowa
- Sexual Predators and how to get them off the street.
- Paperless Courtrooms- preparing paperless digital evidence for trial.
- Collecting expert and lay witness fees in Iowa
- Juvenile Justice and focusing on success stories.
- Drugs, Guns, Gangs, and trends we are seeing across Iowa.

Once we finalize a date, location, and speakers, information will be sent out to all members.

d. Summer hours for ICACMP staff

The ICACMP staff generally have their 40 hours in prior to Friday of each week. Because of this Jessica and Nick will be switching off and taking every other Friday off. Coverage will still be provided M-F 8-4:30 each week.

e. Other new business

Jessica reported she updated the subsections of around 113 charges under code section 155A.23 in the database that had been inaccurate since the law change in 2009 and we will push these out to everyone within the next week.

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