

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

GOVERNING BOARD MEETING Minutes for Wednesday October 23, 2024 at 12:00pm Via Zoom

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

Counties Present:

Adams	Hancock- proxy to Cerro Gordo
Allamakee	Jasper
Appanoose	Jefferson
AG Office	Lee
Audubon	Linn
Benton	Lyon-proxy to Sioux
Boone	Marshall
Calhoun- proxy to Sac	Mills
Cedar	Monona
Cerro Gordo	Muscatine
Cherokee	O'Brien- proxy to Sioux
Chickasaw- proxy to Winneshiek	Palo Alto
Clay	Sac
Crawford	Sioux
Dallas	Story
Des Moines- proxy to Muscatine	Tama
Dickinson	Winnebago- proxy to Cerro Gordo
Fremont- proxy to Adams	Winneshiek
Greene	

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 9/26/2024 budget meeting was made by Muscatine County, seconded by Lee County. Motion carried unanimously.

b. FY 24 and FY 25 Financial Report

Brad Holtan reviewed the financial reports for FY 24 and FY 25. Adams County made a motion to approve the financial reports, seconded by Linn County. Motion carried unanimously.

c. Program Report

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

- Moved 5 counties from Prolaw to PbK
- 3 new counties joined the Project over the past year
- Held Support Conference for the first time in 5 years. It was well received with 66 people attending and we will look to hold additional support conferences in the future
- We held an Admin training for Karpel users in May and 70 people attended
- A documents training was also held in May with around 70 people attending
- Most of our time continues to be spent on user support tickets. Last year we had a little over 2900 support ticket requests and 98% of these tickets are handled by Jessica and Nick.
- Exchanges- The Trial Information Exchange is ready to be rolled out and this will begin in December. It will be rolled out first to one small, one medium, and one large county to ensure it is working as intended. This Exchange will allow you to file your TI, MOT, any secured attachments, and any proposed order for arraignments directly out of Karpel into EDMS. We will have these 3 counties test this for at least 30 days and then our goal is to have this rolled out to everyone by March. Once this is completed, we will work on rolling this out to the Prolaw Counties. The Prolaw Counties still need some mapping done for this process to work and Mission Critical Partners is working on this.
- We continue to push for adding additional data exchanges, but we are not anticipating any will be completed or added in a quick fashion because they have to do with the court system and finances are an obstacle.

II. Old Business

a. Other old business

None

III. New Business

a. New Counties joining the Project/Hiring of additional staff

We continue to work on adding new counties to the Project as they reach out. Jackson and Harrison counties have signed contracts and will be joining the Project before the end of this fiscal year. In addition, Polk, Dubuque, Black Hawk, Franklin, Van Buren and Shelby counties have all expressed an interest in joining the Project with PbK. Polk County alone has 128 users so as we bring new counties on, we will need to hire additional staff. One new staff member at a minimum and probably more if Polk County joins the project.

b. Review and Approval of ICACMP Budget for FY 26

Brad Holtan reviewed the proposed budget for FY 26. A \$15 per member increase was proposed. This \$15 per member increase will support the hiring of additional staff. Adams County made a motion to approve the ICACMP FY 26 Budget, seconded by Cedar County. Motion carried unanimously.

c. Election of Board of Directors

Current Executive Board members Andrew Van Der Maaten, Beverly Heronemus, and Andrew Ritland have expiring terms. All have agreed to remain on the Board and serve another term if no other nominations are made. 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 Muscatine County, seconded by Lee County. Motion carried unanimously.

d. Conversation on possible ways ICACMP can support our counties

Many of your counties are having a hard time filling positions so we are looking at the possibility of being able to provide contract employees to work remotely in your system to fill these short-term vacancies. Examples include bringing in notification out of EDMS, filing, sending Discovery, or any other job that can be done remotely. Another possibility is providing Collection services. If anyone has additional ideas, please let us know, as this will involve continued conversations.

e. Other new business

None

Adjourn: Motion to adjourn the meeting was made by Muscatine County, seconded by Adams County. The meeting was adjourned at 12:50 p.m.