

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Wednesday

July 31, 2024, at 12:00 p.m.

Via Zoom

Members Present: Andrew Van Der Maaten, Gayle Keiser, Ronda Burns, Beverly Heronemus, Lisa Brown, Matt Wilber

Members Absent: Ryan Baldridge, Andrew Ritland, Matt Speers

Staff: Jessica Trobaugh, Nick Johnson, Molly Steffen

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:04 p.m.

Minutes from previous meetings: Motion to approve the minutes from the Executive Board meeting held on April 25, 2024, was made by Linn County, seconded by Tama County. Motion carried unanimously.

Agenda Items:

- I. Reports:
 - a. Financial Report:

Jessica Trobaugh reviewed the Balance Sheet and Income Statement. Motion to approve the financial report as presented was made by Pottawattamie County, seconded by Adams County. Motion carried unanimously.
- II. Old Business
 - a. Update on Trial Information Exchange:

We are ready to roll this out, but the Court side is not. As soon as we receive confirmation the Court side is ready, we will ask a few Counties to use this Exchange first and then roll it out to everyone. We are hopeful this will be accomplished by the end of the year.
 - b. Karpel Admin Training

This training was held in Warren County in May. We had a great attendance, and participants learned a lot. In addition to the training, we provided

updates on things learned at the Karpel Conference and let everyone know that 7.3 will be rolled out soon.

- c. Other Old Business
None

III. New Business

- a. New Counties joining the Project
Polk, Black Hawk, Franklin, Jackson, Montgomery and possibly Van Buren will be joining the Project with Karpel. With the addition of these counties joining the Project we will be looking at hiring additional staff to handle the increasing workload.
- b. ICACMP Fall Conference date and agenda
The ICACMP Fall Conference is scheduled for October 16, this will be held in Ankeny, and CLE credit hours will be available. Jessica reviewed the Agenda with the Board and informed them the registration cost for the conference is \$100.00. The location of the conference can accommodate up to 165 attendees. We will initially ask that counties limit registration to 3 staff members per office but will open this up to additional staff attending based on registration numbers.
- c. New ISAC Executive Director
Bill Petersen is retiring on August 5th and Andrea Woodard has been hired as the new Executive Director. Jessica has invited her to attend the Annual Governing Board meeting in October to introduce her to everyone.
- d. Set date for Budget Meeting in September
Schedule for September 26 via Zoom at noon.
- e. Annual Governing Board Meeting
Scheduled for October 23 via Zoom at noon.
- f. Other new business
Jessica informed the Board that for Counties using Karpel, Karpel is now monitoring the number of terabytes being used by each County and will be charging for any overage the County has. Each County is allowed 2 terabytes of storage at no charge but will be charged \$500 for each terabyte they are over. Jessica will be sending out an email to all Karpel counties informing them of this and to expect a bill if they are over the 2 terabytes of free storage.

Motion to adjourn the meeting was made by Pottawattamie County, seconded by Adams County. Meeting adjourned at 12:33 p.m.