

IOWA COUNTY ATTORNEY'S CASE

MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Wednesday

January 22, 2025, at 12:00 p.m.

Via Zoom

Members Present: Andrew Van Der Maaten, Gayle Keiser, Lisa Heitman, Beverly Heronemus, Lisa Brown, Ryan Baldridge, Andrew Ritland

Members Absent: Matt Speers, Matt Wilber

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

Call to Order: Andrew Van Der Maaten called the meeting to order at 12:00 p.m.

Minutes from previous meetings: Motion to approve the minutes from the Annual Governing Board meeting held on October 23, 2024, was made by Lisa Brown, Adams County, seconded by Beverly Heronemus, Sioux County. Motion carried unanimously.

Agenda Items:

I. Reports:

a. Financial Report:

Brad Holtan reviewed the Balance Sheet and Income Statement. Motion to accept the financial report as presented was made by Lisa Brown, Adams County, seconded by Ryan Baldridge, AG's Office. Motion carried unanimously.

b. Program Report

Jessica Trobaugh provided the Program report which included: The Project continues to move counties to PbK and Jessica did a Go Live in December and another one last week. Currently we are scheduling Go Lives out to January of 2026. Jessica is also attending meetings and researching to see if our Project qualifies for any grants to assist in moving counties to PbK. Many smaller counties have inquired about joining the Project with PbK but due to budgets constraints they do not have the funds to do so. Jessica will keep the Board updated as to any Grants the Project may qualify for and how this

money will be allocated to the counties if approved. Jessica and Nick also continue to field a lot of support questions from members. The Project is also looking into the possibility of providing collection services and backup support for counties in need. This would be done through contract work via the Project. A discussion ensued about whether this type of work falls within the scope of service of the Project. The Board asked to review the Governing Board documents to determine how to proceed. Jessica will send these documents to the Executive Board for review, and they will direct the Project on how to proceed. If it is determined that this warrants a decision by the full governing board, we will hold a special meeting to vote.

II. Old Business

a. Update on Counties looking to join the Project

Franklin, Montgomery, and Clarke have all expressed an interest in joining the Project with Karpel. Van Buren is already scheduled and will be joining in June. Polk is on the schedule to Go Live in October, but we are still waiting for their signed contract. Dubuque is on the schedule to Go Live in December. Several other counties have also expressed an interest in joining the Project with PbK if funding can be secured. At the end of the year, we will have three counties still using Prolaw.

b. Hiring of Additional employees' update

Jessica is holding off on hiring additional staff until Polk County has signed their contract and budgets have been completed. She anticipates both will be completed around March or April of this year.

c. Other Old Business

None

III. New Business

a. PbK Admin Training

This is held after the Karpel Conference so currently we are looking at the end of April for this training. We will also look to add a day either before or after this training for a Documents and Reports training.

b. Karpel Conference in April 2025

This will be held in St. Louis April 8-10, 2025. Jessica and Nick will both be attending.

c. Other new business

Jessica has been looking into cold storage options for counties. She met with iCrimeFighter and they are able to do cold storage for half the price of Karpel. However, the pricing structure still needs to be determined, and Jessica will keep the board informed of any progress. Jessica and Nick are

also working on the Victim Portal within Karpel. It is available and functional for anyone on 7.3 or higher but building documents for the portal still needs to be worked out.

Motion to adjourn the meeting was made by Lisa Brown, Adams County, seconded by Beverly Heronemus, Sioux County. Meeting adjourned at 12:40 p.m.