

IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

BOARD OF DIRECTORS MEETING

Minutes for Wednesday

May 1, 2025, at 12:00 p.m.

Via Zoom

Members Present:, Gayle Keiser, Lisa Heitman, Beverly Heronemus, Lisa Brown, Andrew Ritland

Members Absent: Matt Speers, Matt Wilber, Andrew Van Der Maaten, Ryan Baldridge

Staff: Jessica Trobaugh, Brad Holtan, Nick Johnson

Call to Order: Andrew Ritland called the meeting to order at 12:04 p.m.

Minutes from previous meetings: Motion to approve the minutes from the ICACMP Board meeting held on January 22, 2025, 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 Beverly Heronemus, Sioux County. Motion carried unanimously.
 - b. Program Report

Jessica Trobaugh provided the Program report which included: The Project continues to move counties to PbK and Jessica has moved 7 counties since December. Currently we are scheduling Go Lives out to February of 2026. Jessica and Nick also continue to field a lot of support questions from members.
- II. Old Business
 - a. Update on Counties looking to join the Project

Dubuque and Franklin have signed their contracts and will both be joining the project. Polk county did not receive the funding they need to move to our project but hope to be able to secure the funding next fiscal year. At the end of 2025, we will have three counties still using Prolaw.

b. Hiring of Additional employees' update

Rachel Schaapveld has been hired as a program support specialist and will start with the project on May 5th.

c. Update on data exchanges

The legislature has required the courts to put all data exchanges in a holding pattern as they work on the issues related to the misallocation of funds and coding on the judicial end. Jessica is hopeful that they will be able to resume the final stages of the Trial Information Exchange early this fall. Jessica also provided information that she had been approached by CJIS about a possible collections exchange with Judicial.

d. Other Old Business

None

III. New Business

a. Updates from the Karpel Conference in April

The Karpel Conference was held the first week in April in St. Louis. There are several new enhancements that Jessica will share at the Karpel Admin Training she is wanting to host this fall. Karpel has spent the last year focusing on making sure the system is stable and adding space increase speed for users. There are lots of new features with the new Victim Portal which Sioux and Mills counties are beta testing and more information will be provided once we get feedback from the counties that everything is working properly.

b. Results from survey of project members

Jessica provided the results from the survey of counties about possible new services ICACMP could provide counties. 24 counties were interested in having Temporary Remote Support Staff Services and 12 counties were interested in having Collections services added.

c. Discussion on adding Collections Services as a service to our project

Jessica provided information on the counties that have asked for collections services to be added as a service we could provide to them. Many of these are smaller counties that do not have a county around them that will 28E with them to do their collections. The suggested split would be 40% of the amount the county would receive would go to ICACMP and 60% would go to the county. Andrew Ritland requested that

Jessica put together a cost analysis for ICACMP to provide this service that can be provided at a full governing board meeting. Motion to add Collections Services to the full Governing Board Agenda for approval at a special meeting to be set for the beginning of June was made by Beverly Heronemus, Sioux County, seconded by Lisa Brown, Adam's County. Motion carried unanimously.

d. Discussion of adding Remote Support Staff Services

Jessica provided information on the type of services that would fall under this type of service. Motion to add Remote Support Staff Services to the full Governing Board Agenda for approval at a special meeting to be set for the beginning of June was made Beverly Heronemus, Sioux County, seconded by Gayle Keiser, Linn County. Motion carried unanimously.

e. Other new business

Motion to adjourn the meeting was made by Beverly Heronemus, Sioux County, seconded by Gayle Keiser, Linn County. Motion carried unanimously. Meeting adjourned at 12:57 p.m.