

# IOWA COUNTY ATTORNEY'S CASE MANAGEMENT PROJECT

## SPECIAL GOVERNING BOARD MEETING Minutes for Thursday June 5, 2025, at 12:00 pm Via Zoom

**Call to Order:** Andrew Van Der Maaten called the meeting to order at 12:08 pm

**Counties Present:**

Adams	Hancock
Allamakee	Hardin
AG's Office	Jasper
Audubon	Jefferson
Benton	Linn
Boone	Monona
Buena Vista	O'Brien
Calhoun-proxy to Sac	Palo Alto
Cerro Gordo	Plymouth
Cherokee	Poweshiek
Clay	Sac
Clinton	Sioux
Crawford	Story
Dallas	Tama
Dickinson	Van Buren
Emmet	Winneshiek
Fremont	Wright
Greene	

**Staff:** Jessica Trobaugh, Brad Holtan, Nick Johnson, Rachel Schaapveld, Molly Steffen

**Agenda Items:**

**I. New Business:**

- a. Information on survey sent out to counties about possible services to be added to ICACMP

Jessica Trobaugh shared the results of the survey that were sent to member counties. Possible services to be added are detailed below.

b. Information on adding Collections as a service provided by ICACMP

Jessica Trobaugh explained how providing collections for counties would be designed to work.

- The split between the County and ICACMP would be 50/50, meaning ICACMP would receive 50% of the revenue that would have gone to the County General Fund and 50% of the revenue that would have gone to the County Attorney Office.
- There would be a one-year contract that would need to be re-signed every year and would run from July 1 to June 30.
- Either Party could decide not to renew the contract and would need to give 90-day notice prior to the June 30 end date contract.
- All Counties would use the same forms, and the collections would be done directly out of their sites.
- The contracts would be for Voluntary Payment Plans and CAPP's only. Any cases the County Attorney wanted to file contempt on would need to be taken care of by the County Attorney and their staff.
- At such a time a county decides to terminate the contract with ICACMP and do the collections on their own, training would be provided to the individuals hired by the county to do the collections.

Adams County made a motion for the ICACMP Project to move forward with adding Collections as a service to our member counties, seconded by Linn County. Motion carried unanimously.

c. Information on adding temporary remote support staff services as a service provided by ICACMP

Jessica Trobaugh detailed services that the ICACMP temporary remote support staff could provide which include:

- Bring notifications from EDMS into PbK and verify future hearings are listed in cases, and hearings that are no longer needed are canceled.
- Create documents requested by attorneys in PbK and send to Attorney's to review
- File documents on behalf of attorneys as requested
- Send out victim paperwork in cases and follow up with victims per office practice
- Answer incoming phone calls for offices that can forward their number to the temporary remote support staff's office phone number
- Send out Collections paperwork and update payments in PbK per the County Attorney Office Policy
- Docketing of critical events in cases to ensure deadlines are met

- Create subpoenas as needed for trial, hearings, or depositions and get them to the local Sheriff's Office by email to serve
- Follow up with onsite office staff/attorneys for additional work they can assist with.

In addition, counties that contact ICACMP for temporary remote support staff would need to sign a contract with ICACMP for the number of hours per week they want the service for. Contracts would be for a minimum of 20 hours per week, a maximum of 40 hours per week, and a maximum of 6 weeks per contract. ICACMP would ensure that all temporary remote support staff have worked in a county attorney's office in Iowa for a minimum of 5 years, have a minimum of 2 years' experience working in PbK and are adequately trained on all critical deadlines.

Linn County made a motion for the ICACMP Project to move forward with adding temporary remote support staff as a service to our member counties, seconded by Sioux County. Motion carried unanimously.

d. Other new business

The Project wanted to make everyone aware that Karpel is now charging counties to retrieve lost or deleted information from a case. The cost at a minimum to retrieve this information is \$100.

**Adjourn:** Motion to adjourn the meeting was made by Linn County, seconded by Adams County. Meeting adjourned at 12:59 p.m.