

IOWA COUNTY ATTORNEY'S CASE

MANAGEMENT PROJECT

GOVERNING BOARD MEETING Minutes for Wednesday October 29, 2025, at 12:00pm Via Zoom

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

Counties Present:

Adams	Greene
Allamakee	Guthrie
AG Office	Jefferson
Benton	Lee
Boone-proxy to Winneshiek	Linn
Buena Vista	Marshall
Calhoun- proxy to Sac	O'Brien
Cedar	Palo Alto
Cerro Gordo	Plymouth
Chickasaw	Poweshiek
Clay	Sac
Clinton	Sioux
Crawford	Story
Dallas	Tama
Dickinson	Warren
Emmet	Winnebago
Fayette	Winneshiek

Staff: Jessica Trobaugh, Brad Holtan, Nick Johnson, Rachel Schaapveld, Laurie Bolluyt, Gayle Keiser, Molly Hill, Molly Steffen

Agenda Items:

- I. **Reports:**
 - a. Approval of BOD minutes
Motion to approve the minutes of the 9/30/2025 Executive Board Budget Meeting was made by Sioux County, seconded by Adams County. Motion carried unanimously.

b. FY 25 Financial Report

Brad Holtan reviewed the FY 25 financial report. Adams County made a motion to accept the financial report as presented, seconded by Sioux 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
- Added 2 new counties to the Project this past year with an additional 5 counties expressing an interest in joining next year.
- Assisted members with 1700 support tickets.
- Provided regional PbK trainings this year vs holding one large training in Des Moines. This allowed Counties to send more people to the trainings due to cutting down on their travel and expenses. We had 131 users attend the trainings. Topics covered included Admin, Documents, and New User training.
- Partnered with iCrimeFighter which is a cloud-based platform used as a storage option for our PbK and Prolaw users. Everything is stored within iCrimeFighter, so it doesn't take up any of your space. Costs will be discussed later in the meeting.
- Looking ahead to calendar year 2026, we already have five Go Lives scheduled with three of them being new counties to the Project.
- Polk County is also interested in joining if funding can be secured. If secured they most likely will join next fall.

II. Old Business

a. Other old business

None

III. New Business

a. Review and Approve FY 27 Budget

Brad Holtan reviewed the proposed budget for FY 27 which accounted for an increase in membership dues of \$10 per user. Discussion ensued among members. Adams County made a motion to accept the membership fee increase of \$10 per user, seconded by Cerro Gordo County. O'Brien, Greene, and Emmet Counties voted no, all others yes. Motion approved 31 to 3.

b. Election of Board of Directors

Current Board members Matt Speers and Lisa Adams have expiring terms. Both have agreed to serve another term. Gayle Keiser will need to be

replaced as she no longer works for Linn County. Mimi Nekoomand, Office Manager, from Johnson County has been nominated to replace her. Additional nominations and/or volunteers were asked from the floor. With no new nominations for replacements, a motion to accept the individuals named above to serve on the Executive Board was made by Lee County, seconded by Emmet County. Motion carried unanimously.

- c. Information on New Services ICACMP is offering
The Project is now offering 2 new services to our members: Collections and Remote Temporary Support Staff services. We recently hired Laurie Bolluyt as a parttime employee and Gayle Keier as a fulltime employee. We currently are doing Collections for Jefferson County and are ready to provide Remote Temporary Support Staff services. Counties would contract with the Project, and the Project would fill a vacant role for a specified time frame.
- d. iCrimeFighter Information with new pricing for project members
As previously mentioned, we have partnered with iCrimeFighter as a Cloud-based storage option. Pricing options include: \$500 for 1TB of storage for active cases, and \$240 for 1TB of storage for inactive cases (cold storage).
- e. Information to Karpel Counties on costs to recover deleted information
PbK will be charging \$100 to retrieve any deleted information from the site. We strongly recommend you limit the number of people in your office who can delete people and cases from PbK.
- f. Other new business
None

Adjourn: Motion to adjourn the meeting was made by Adams County, seconded by Sioux County. Meeting adjourned at 12:52 p.m.