



Minnesota Counties Computer Cooperative

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COUNTY ATTORNEY EXECUTIVE COMMITTEE MEETING

6-7 June 2011

Arrowwood Resort & Conference Center, Alexandria, Minnesota

MEMBERS PRESENT: Dan Carlson, Rice County, Chair
Brenda Miller, Waseca County, Vice Chair
Jim Martinson, Olmsted County – Past Chair
Don Ryan, Recording Officer
Mike Nelson, Olmsted County, Training Committee Chair
Diane Roseen, Roseau County, Development Committee
Chair
David Hauser, Ottertail County
Lori Collins, Sherburne County

ALSO PRESENT: Kathy Eiler, Project Coordinator
Lisa Meredith, Minnesota Counties Computer Cooperative
Paul Beaumaster, MCCC Executive Committee MCAPS
Liaison
Mark Theobald, Jane Theobald and Carrie Shea, Docutech
Matt Eide
Andy Filo, InterTech
Kevin Heise, Scott County, IT Liaison

(1) CALL MEETING TO ORDER

Dan Carlson called the meeting to order at 5:35 p.m. on 6 June 2011.

(2) APPROVAL OF AGENDA

Jim Martinson made a motion to approve the agenda, seconded by David Hauser, and was approved unanimously.

(3) APPROVAL OF MINUTES 5/27/2011

Diane Roseen made a motion to approve the minutes from the 27 May 2011 meeting with one correction, seconded by Mike Nelson, and was approved unanimously.

(4) FINANCIAL REPORT

Kathy Eiler gave a report on the OJP Grant Budget status as of 1 June 2011. All the money designated in the grant will be spent. \$3,300 budgeted for mileage may not be used since the roll-out will be delayed and mileage was budgeted for that phase of the development plan. There remains \$5,000 in the grant designated for IT expenses and \$1,393 in the computer line item. \$6,915 remaining in the Training area will be used in its entirety for preparation of a manual.

An on-site audit is scheduled for 7 July 2011.

(5) 2012 BUDGET

Lisa Meredith discussed the current status of the County Attorney User Group budget. The financial report shows the current status of the budget but also reflects the projected costs for the remainder of 2011 along with the projected costs for 2012. Meredith pointed out that Kathy Eiler is budgeted for half-time through 2012 but the projected budget for her salary reflects a 13th month for expected overtime. The budget shows a projected short-fall of \$22,190.60 for 2012.

David Hauser made a motion to accept the financial report excluding the proposed 2012 budget projections, seconded by Brenda Miller, and was approved unanimously.

(6) MCAPS4 UPDATE

Due to the project being behind schedule a proposed schedule was discussed as follows:

Oct 1, 2011	Completion of development
Oct 1, 2011-Jan 31, 2012	Testing and alpha-testing /data migration completed
Feb 1, 2012-Jun 30, 2012	Beta-testing

Mark Theobald stated that MNCIS integration could be ready by Oct 1, 2011.

Andy Filo reported there are 12 items identified that were not part of MCAPS4 but were part of MCAPS3. Filo and Mark Theobald are confident these items could be completed by Oct 1, 2011.

Two options for data migration were discussed: (1) Conversion Plan 1 would cost \$90,000 covering the conversion of 32 items of data; (2) Conversion Plan 2 would cost \$40,000 covering 14 items. A third option was discussed consisting of a combination of Plans 1 and 2 covering between 14 and 32 items. Ryan stated that the conversion plan that converted the most data is essential to him. There was extensive discussion concerning the conversion plan proposals. Theobald

discussed that a SME for data conversion was required to standardize what data would be converted so that the conversion process would go most smoothly.

Ryan recommended sending the data conversion to the Development Team instead of a separate SME group.

Discussion was had to extend Kathy Eiler's contract as project coordinator through 2012 at ten hours per week but with another month included to account for potential overtime. Hauser moved to extend the Project Coordinator contractor through 2012 as discussed, seconded by Nelson, and unanimously approved.

(7) COUNTY ATTORNEY USER GROUP BUDGET

Lisa Meredith stated the financial report shows the status of the budget with the expected 2012 shortfall.

Martinson moved to increase the enhancement fund per attorney fee by 12½% from the current fee of \$200 to \$225, seconded by Hauser, and was approved unanimously.

The contract with InterTech was discussed and Meredith stated that if the InterTech contract ended on November 30, 2011 there would be savings in 2011 that could largely balance the 2012 expected shortfall.

Ryan moved to end the InterTech contract on November 30, 2011, seconded by Diane Roseen, and unanimously approved.

(8) EXECUTIVE COMMITTEE SLATE OF OFFICERS

The slate of officers for the annual User Group meeting was discussed. The slate of officers is as follows:

- Dan Carlson, Past Chair
- Brenda Miller, Chair
- Don Ryan, Vice Chair
- Jim Martinson, Recorder

Nelson moved to propose the above slate of officers to the User Group, seconded by Hauser, and unanimously approved.

(9) OTHER BUSINESS

Don Ryan discussed the MCAPS Support Services Agreement that contains liquidated damages clauses to ensure that project timelines are met. In that regard, the services agreement contains deadlines for the MCAPS4 roll-out and data conversion. Ryan indicated further discussion with Mark Theobald will take place to work out the specific details of these clauses since there is insufficient

time to finalize the agreement before the Annual County Attorney User Group meeting.

Ryan explained the \$100 pay as you go provision of the support services agreement explaining this is a method of spreading out expected costs over a term of months or years.

The next meeting was scheduled as a teleconference for July 15, 2011 between 8:30-10 AM.

(10) ADJOURN

The meeting was adjourned at 2:07 PM on June 7, 2011.

RESPECTFULLY SUBMITTED:

JAMES MARTINSON