



Minnesota Counties Computer Cooperative

100 Empire Drive Suite 201
Saint Paul, MN 55103-1845

Phone: (651) 917-6969

Fax: (651) 917-6989

Website: mnccc.org

COUNTY ATTORNEY EXECUTIVE COMMITTEE MEETING

26 August 2011
Telephone Conference

MEMBERS PRESENT: Brenda Miller, Waseca County, Chair
Dan Carlson, Rice County, Past Chair
Don Ryan, Crow Wing County, Vice Chair
Jim Martinson, Olmsted County, Recording Officer
Mike Nelson, Olmsted County, Training Committee Chair
Diane Roseen, Roseau County, Development Committee
Chair

ALSO PRESENT: Kathy Eiler, Project Coordinator
Lisa Meredith, Minnesota Counties Computer Cooperative
Mark Theobald and Carrie Shea, Docutech
Andy Filo, InterTech
John Rekow, Carver County

(1) CALL MEETING TO ORDER

Brenda Miller called the meeting to order at 8:33 a.m.

(2) INTRODUCTIONS

Introductions were made of those participating in the telephone conference.

(3) APPROVAL OF MINUTES

Mike Nelson made a motion to approve the minutes from the 15 July 2011 meeting, seconded by Diane Roseen, and was approved unanimously.

(4) FINANCIAL REPORT

Lisa Meredith indicated that the financial report would be sent to the executive committee on Monday, 29 August 2011 and no discussion of the financial report occurred.

(5) CONTRACT UPDATE

Don Ryan discussed some of the changes that were made to draft 5 of the MCAPS4 Support Services Agreement between MCCC and Docutech that had been made from an earlier draft that had been distributed at the MCCC Annual Meeting. Ryan reported that there were changes to Section 8.3.5 of the contract adding funding mechanisms and increases in fees. These changes were agreed to by Mark Theobald and Don Ryan. Lisa Meredith added that there were minor language changes to the contract that have been made and which will be sent out in a subsequent email to allow the executive committee members to review the changes prior to the contract being put up for a vote by the User Group.

Following discussion it was decided that a minor word change would be made to section 8.3.3 substituting the word “enhancement” for the word “development.” Additionally, in section 8.7 Ryan reported that the Docutech has 90 days to fill the staffing vacancy and that after 180 days MCCC may declare a material breach of the contract and terminate the contract. The timeframes are longer than were included in draft 4.

Ryan made a motion to have the executive committee tentatively approve the MCAPS4 4 Support Services Agreement and forward it on to the User Group for its approval subject to a period of up to seven days for the executive committee members following receipt of the contract as modified by the MCCC contract attorney to review and voice objection to the modified agreement, seconded by Nelson, and was unanimously approved.

(6) DEVELOPMENT TEAM UPDATE

Diane Roseen provided an update on the Development Team reporting that everything that was scheduled to be done in August was completed. She stated that a demonstration was done of the latest iteration of MCAPS4 at last Thursday’s development meeting and everything looked great. Roseen reported that it was decided that all September development team meetings would be suspended to allow the developers to work full-time on development without having to prepare for development team meetings.

Roseen also reported that the charging language in MCAPS4 will come from the BCA statutory language database but that the language could be customized by individual users. She also reported that volunteers were solicited to be beta testers for the data conversion preparation program and that those who are interested in volunteering should contact Kathy Eilers, Project Coordinator. Finally, the next MCAPS4 4 demonstration is scheduled for 6 October 2011.

Mark Theobald reported that there may be issues involved in the completion time table of MCAPS4 related to problems that may be outside the control of the developers since some of the connectivity of MCAPS4 with outside sources such as the BCA, and the district courts may be caused by issues with their software and not MCAPS.

(7) NEXT EXECUTIVE COMMITTEE MEETING

There was discussion about whether executive committee meetings needed to occur in September or October. In that programming is scheduled to conclude it was decided the next executive committee meeting by teleconference would be scheduled for 4 November 2011 at 8:30 a.m.

(8) OTHER BUSINESS

Nelson indicated he would be resigning as Training Committee Chair and would recommend that John Rekow, Office Manager, Carver County Attorney's Office fill his vacancy. Martinson made a motion to accept Nelson's resignation and to appoint Rekow to fill the vacancy on the executive committee; Carlson seconded, and was unanimously approved.

Ryan made a motion to thank Mike Nelson for his service on the executive committee; Martinson seconded, and was unanimously approved.

(9) ADJOURN

Ryan moved to adjourn, seconded by Rekow, and unanimously approved. The meeting adjourned at 9:29 a.m.

RESPECTFULLY SUBMITTED:

JAMES MARTINSON