



Minnesota Counties Computer Cooperative

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MCAPS Development Team Minutes Conference Call July 14, 2011

Other members present:

Lisa Meredith (MCCC)

Mark Theobald (Docutech)

Andy Filo (Intertech)

Kathy Eiler

Annette Zacharias, Pine County (ISSG)

Voting Counties present:

Crow Wing

Itasca

Kandiyohi

McLeod

Polk

Rice

Rochester City

Roseau

Sherburne

Swift

Winona

The meeting was called to order at 1:06 PM.

1. Review minutes/Approve agenda

M/Judy Korbl, S/Shari O'Donnell to approve the June 30, 2011, minutes and Agenda for this meeting.

2. Intertech Status Report

Andy reported that document assembly is slightly behind schedule, MNCIS integration is ahead of schedule, reporting is going along smoothly, and e-mail functionality almost complete. They have also been looking at entity maintenance with the ability to delete a person and delete a case. The next iteration will be completed on July 26 with a demonstration on July 28.

3. State Shutdown Update

Mark has kept his staff on and when the shutdown is over we will try to cover Mark's out-of-pocket expenses with the grant. Kathy has been working about 8-10 hours a week.

4. Survey Results on Prioritization of 4X Items

Results of the survey were received and they were compiled into a list prioritizing the items. M/Dan Carlson, S/Marilee Barrientos to accept the list of items as prioritized from the survey. The list will be given to Mark.

5. Data Migration

Mark had an original list of items for data migration from MCAPS3 to MCAPS4 and Debbie Marshall went through MCPAS3 screen by screen and came up with an updated list for data migration. Mark will be sending these lists to the development team for comments and discussion at a future meeting.

6. MNCIS Integration Data (Request Form IS)

Mark sent out a Request Form for Court Integration Services to the team which will need to be filled out to be able to get data from MNCIS to MCAPS4. MCCC has signed the contract for the Master Subscriber Agreement on behalf of the users which will need to be attached to the Form. Mark is working with Linda from the Minnesota Courts on what information boxes from the Case Record Categories and Integration Services will need to be checked for us. This form will need to be filled out by each county and is something that will be done in the future but Mark wanted us to be aware of the form and the process for doing this.

7. Adjourn

M/Marilee Barrinetos, S/Debbie Marshall to adjourn the meeting. The meeting was adjourned at 1:42 p.m. The next meeting will be a demonstration on July 28, 2011, at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County