



Minnesota Counties Computer Cooperative

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MCCC - County Attorney Users Group
Minutes of Executive Committee Meeting
July 15, 2011

Voting Members: Brenda Miller, Chair (Waseca County); Don Ryan, Vice Chair (Crow Wing County); Dan Carlson, Past Chair (Rice County); David Walker (Freeborn County); David Hauser (Otter Tail County); Diane Roseen (Roseau County).

Non-Voting Members: Andy Filo (InterTech); Mark Theobald (Docutech); Carrie Shea (Docutech); Kathy Eiler (Project Coordinator); John Rekow (Carver County)

1. Brenda Miller called the meeting to order at 8:35 a.m.
2. Motion to approve the agenda as presented made by Don Ryan, seconded by Dan Carlson, passed unanimously.
3. Motion to approve the minutes was made by David Hauser, seconded Diane Roseen, passed unanimously.
4. Financial Report

Kathy Eiler provided a brief update regarding the grant status. Grant payments are on hold due to the State government shutdown. The on-site OJP audit scheduled for early July has not happened. Kathy has reduced her hours to 10 or less per week, paid out of our enhancement funds, as approved by the Executive Committee. Mark Theobald agreed to pay the grant-funded positions at DocuTech out of his own funds. We will request reimbursement from OJP once the shutdown is over. If we are not reimbursed, we should consider some sort of goodwill provision for Mark's expenditures in the future.

The second half Maintenance Fees for 2011 have been paid to DocuTech.

Motion to accept the financial report was made by David Hauser, seconded by Don Ryan, and passed unanimously.

5. Contract Update. Don Ryan provided general information regarding the status of negotiations, and asked to be allowed more time later, after Mark, Andy, Carrie, and Kathy left the meeting, to ask for guidance on some specific points. Don reported that he, Brenda, and Mark met by teleconference on Wednesday to

discuss the last draft of the contract, which was handed out at the conference. They focused primarily on the requirement to fill staffing vacancies within a specified time period, data migration, and new timelines for payment of increased maintenance and support fees to DocuTech. Mark expressed his willingness to negotiate on those timelines. After today's meeting, Don will work with MCCC's attorney to generate another, perhaps final, draft of the agreement.

6. Update on voting members who were not present at the User Group meeting. Brenda Miller, Don Ryan, Jim Martinson, and Dan Carlson have called county attorneys to provide background regarding status of the rewrite, proposed increases in maintenance fees, and the pay-as-you-go feature to cover the cost of unfunded enhancements to MCAPS4. Most conversations have been very positive, and most users seem willing to vote in favor of the proposals. One exception is the City of Bloomington – Brenda was told they have not been happy with MCAPS, and are seriously considering other options. Kathy Eiler advised that most of Bloomington's dissatisfaction pertained to civil case features and reporting capabilities. Brenda Miller stated that she had invited Steele County to view the most recent on-line MCAPS demo, and suggested that this might be helpful to other users who have not seen demonstrations of the new program. In particular, this might be useful for Bloomington.
7. State shutdown impact. Aside from information conveyed during the financial report, the shutdown does not seem to have had a significant effect so far.
8. Development team update. Diane Roseen advised the development team met yesterday. The current iteration is reported to be on track, and developers believe the revised schedule for development, beta testing, and roll-out will be met.
 - a) A survey was sent to development team members regarding items requested to be included in Version 4X. Responses from 19 user agencies were compiled and prioritized. The list has been sent to Mark, with the hope that if time permits the most-desired items could be incorporated into development before beta testing.
 - b) Debbie Marshall created a comprehensive list of fields and databases that should be considered during plans for data migration. This list was sent out to team members yesterday, and will be discussed following the demo at the next development team meeting on July 28th.
 - c) Mark discussed the need for each user agency to complete a Request Form for Court Integration Services (Exhibit A to MNCIS Master Subscriber Agreement) to enable the MNCIS Integration features to work. Mark will talk to the State Court Administrator to suggest that all of us submit these forms now, which should ease the impact as users come on board during the roll-out. Kathy Eiler will help track this procedure.
 - d) Diane agreed with suggestions that future demos should be opened to any user who was unable to attend the conference.
5. (Contract Update, continued) At this point, Mark, Andy, Carrie, and Kathy left

the conference call, and discussions regarding the maintenance and support contract resumed:

- a) Don Ryan discussed a substantive change the MCCC attorney made in Draft 4 (para 8.7) regarding staffing requirements. That draft requires vacant positions to be filled within 30 days, with a financial penalty taking effect at that point, and if the vacancy is open more than 90 days DocuTech would be considered in material breach. Committee members felt 30 days is not enough time, and directed Don to work out something more reasonable in his discussions with Mark.
 - b) During yesterday's discussion, the timeline for increased payment to DocuTech under the new contract was discussed. Instead of staggered increases, Mark would agree to 100% of the new fee beginning on July 1, 2012, if MCAPS4 is ready for roll-out at that time. Committee members agreed that is an acceptable goal. Users would pay the increased fees beginning January 1, 2012, but the increase would all accrue to our Enhancement Fund until such time as the software is ready to be rolled out to all users.
 - c) Don Ryan will try to have a new draft distributed to all committee members by August 12th. Committee members agreed to try to vote on the contract at our next meeting on August 19th. If we are able to meet that deadline, we will then establish a User Group meeting or discuss alternative methods for approval of the contract.
9. Motion to adjourn by Don Ryan, seconded by Diane Roseen. The meeting was adjourned at 9:35 a.m.

Minutes submitted by Dan Carlson