



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

10 November 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
John Rekow, Carver County, Training Committee Chair
Diane Roseen, Roseau County, Development Committee
Chair
Lori Collins, Sherburne County
David Hauser, Otter Tail County
David Walker, Freeborn County

ALSO PRESENT: Lisa Meredith, Minnesota Counties Computer Cooperative
Kathy Eiler, Project Coordinator

(1) CALL MEETING TO ORDER

Brenda Miller called the meeting to order at 8:35 a.m.

(2) APPROVAL OF AGENDA

Brenda Miller added under other business/member concerns a discussion of Kathy Eiler's contract and a discussion of comments made by John Kingery. Dan Carlson made a motion to approve the agenda as modified, seconded by David Walker, and was unanimously approved.

(3) APPROVAL OF MINUTES

David Hauser made a motion to approve the minutes from the 26 August 2011 meeting, seconded by Jim Martinson, and was approved unanimously.

(4) FINANCIAL REPORT

Lisa Meredith indicated that the financial report reflects the proposed extension of Kathy Eiler's contract through 2012. The report indicates that not much money will be projected to be left at the end of 2012. Lisa indicated that we are currently

in the hole but should come out of the hole when funds are collected in 2012 from enhancement funds.

David Hauser moved to approve the financial report, seconded by David Walker, and was approved unanimously.

(5) CONTRACT UPDATE

Lisa Meredith reported that the Support Services Agreement between MCCC and Docutech had been approved by a majority of the User Group members. The contract is now being routed for signatures. Once the signatures have been obtained the contract will be sent to the User Group members for approval by their respective counties or city councils.

It was discussed what would happen if a User did not ratify the Agreement. Don Ryan made a motion that any User not ratifying the contract would not be scheduled for rollout of the MCAPS4 or receive any software for MCAPS4 until the MCAPS Executive Committee receives the ratification, seconded by Hauser, and was approved unanimously.

(6) DEVELOPMENT TEAM UPDATE

Kathy Eiler reported that early testing has been on-going and that many errors have been identified during testing and that those errors have been corrected. Kathy also reported that there have been many positive comments about MCAPS4.

(7) VOUCHER REQUEST FOR SUBPOENA CHANGE

Brenda Miller reported that Mark Theobald had created an enhancement for MCAPS3 allowing county attorneys to sign subpoenas. Dan Carlson had prepared a voucher for the enhancement in the amount of \$950.00. Dan Carlson reported that Mark Theobald had, at no cost, also fixed a problem in MCAPS3 experienced by Users transitioning to Windows 7 where the screen resolution was not consistent between screens in MCAPS3.

Concern was expressed by several members that the enhancement was not preceded by Mark Theobald preparing a work order with cost for the enhancement. Don Ryan stated that it was essential that since we are operating as a business that we follow procedures that are in place prior to approving enhancements and prior to payment for the enhancements. It was agreed that following this process was essential with MCAPS4 being rolled out.

Dianne Roseen made a motion to approve the voucher in the amount of \$950.00 to Mark Theobald for the subpoena signature enhancement be approved, seconded by David Walker, and through a split vote was approved.

(8) NEXT COUNTY ATTORNEY USER GROUP MEETING

There was a discussion about whether to schedule a User Group Meeting. It was pointed out that the User Group By-Laws require that there be an annual User Group meeting and that other meetings may be scheduled as approved by the Executive Committee meeting or by a vote of 30 percent of the User Group. It was decided that no vote was needed since the by-laws adequately covered the scheduling of User Group Meetings.

David Hauser made a motion that Executive Committee meetings be scheduled on the third Friday of every month between 8-10:30 a.m., seconded by Jim Martinson, and was approved unanimously.

(8) OTHER BUSINESS

Brenda Miller referred to the extension of Kathy Eiler's contract to cover the period 1/1/2012-12/31/2012 that had been sent as an attachment to the meeting. Don Ryan made a motion to approve the extension, seconded by David Hauser, and was approved unanimously.

Brenda Miller reported that she was at a CLE in Olmsted County a couple of weeks ago and that John Kingery, Executive Director Minnesota County Attorneys Association was present and asked a Rochester City Attorney if they used MCAPS. When the attorney responded that they did Kingery laughed. Brenda interpreted that as negatively reflecting on MCAPS. There was discussion that it may not be appropriate for the director of the MCAA to make comments about software owned by several county attorneys. David Walker, who is chair of the MCAA Technology Committee, will speak to John Kingery about it.

(9) ADJOURN

David Walker moved to adjourn, seconded by Dianne Roseen, and unanimously approved. The meeting adjourned at 9:42 a.m.

RESPECTFULLY SUBMITTED:

JAMES MARTINSON