



## Minnesota Counties Computer Cooperative

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### MCCC Corrections Executive Committee

July 21, 2010

#### Minutes

**Present:** Dan Traun, Tim MacMillan, Terry Arola, Ray Hirte, Ron Solheid, Tim Cleveland, Deb Kerschner, Jennye Croft, Sue Moser, Nate Beran, Lisa Meredith, Sandi Sostak, John Thompson, Jon Ramlo, Andy Erickson, Warren Liepitz

**Call to Order:** Chair Dan Traun called the meeting to order at 9:37 am and introductions followed.

**Approval of Agenda:** Motion to approve the agenda with the additions of discussion of August Executive Meeting agenda was made by Ron Solheid and seconded by Terry Arola. Motion carried.

**Approval of Minutes:** Minutes of the June 16, 2010 meeting were approved on a motion by Tim Cleveland and seconded by Ron Solheid.

**S3 Update:** The new LSI module went live in production on June 17. Now that implementation has been completed, agency directors are now being asked to respond to if/how much of LSI information can be shared through S3 with other probation agencies. Responses have been received from about 10, with most allowing sharing of complete LSI within the security restrictions of S3.

2009 Probation Survey is now complete and posted on the DOC public website at [www.doc.state.mn.us](http://www.doc.state.mn.us) under Reports and Publications.

**CSTS Update:** In Carl's absence, the attached handout was provided to update the committee on the status of current CSTS projects. Beta testing is underway on the Intrastate Transfer Project. To date, four transfers have been processed. It was clarified that bugs identified in beta testing would be fixed without additional cost. Beta tester conference calls occur weekly on Monday.

Ray Hirte reported on Hennepin County's status. STI now has a fully functional version of CORRIS to test. Meetings are scheduled between STI and Hennepin to thoroughly review functionality and integrations of CORRIS as well as how the pre-trial module works.

#### **Committee Reports:**

- a. Enhancement: Sandi Sostak noted that the Enhancement Committee had completed their review of all outstanding enhancement requests. Some had been forwarded to the Fee Subcommittee or the CWS Sub-committee for prioritization. Once that information has been received, the Enhancement Committee will incorporate into the overall priority list and report back to the Executive Committee with proposal for a future release.

CSTS Intrastate Training has been confirmed for the MCA Fall Conference. MCA has made changes to the Fall Conference which will now be held October 4-5 at Midland Hills Country Club in Roseville. The CSTS training is scheduled for October 5 from 9 am to 10:15 am.

The July Enhancement meeting has been cancelled, but the group will reconvene in August.

- b. Standards: Jennye Croft reported that the Standards Committee will reconvene in August and continue its work on updating the Standards Manual.
- c. Technical Liaison: No new updates
- d. JAIMS: Sue Moser reported that the next JAIMS committee is tomorrow (July 22) and will be viewing a demo of the latest enhancements to JAIMS. Lisa Meredith reported that the updated JAIMS pricing list has been approved and now just has to be sent out to the Executive Committee for final approval and inclusion in the overall Corrections Contract. In addition, Lisa noted that there is an option for recording JAIMS training via webinar and then posting for continued and future use by the JAIMS user community. Sue will discuss at tomorrow's meeting to confirm interest and advise Lisa of decision.
- e. MCCC Liaison: John Thompson provided an update from MCCC. The MCCC Annual Meeting was held in June with the annual conference making a small profit this year. John has been reappointed as the Corrections Liaison. He also noted that the rewrite of the MCAPS County Attorney system is underway. This system is currently operational in 71 sites and over 50 counties (due to use by a number of city attorney offices). Lisa will provide a list of MCAPS user agencies.

**Contract Committee Update**: This item can be removed from future agendas. The contract has been completed with the only outstanding item being the final approval of the JAIMS pricing structure as noted above.

**Financial Report**: Three invoices were approved on a motion by Warren Liepitz and second by Jon Ramlo. The financial report shows that currently available funds are low; however, new county contributions will be coming in starting in 2011. The August meeting will be an important time to discuss priorities given the budget. It may be necessary to delay or put the violation module on hold in order to effectively work on other essential priorities such as Hennepin conversion and integrations. In

addition, there are a number of “enhancements” to be considered based on the review by the Enhancement Committee plus several major project ideas (web version, MNCIS integration, etc) that should be discussed and prioritized.

**Other Business/Member Concerns:**

- a. The group discussed the upcoming Case Plan Committee which is supposed to begin efforts in the fall. The intent as reported in the May minutes is to have each delivery system appoint four members plus two members from Hennepin County.
- b. Questions were raised regarding any future options for implementing the new LSI-CMI. Currently this is a discussion topic at the MISS meeting. Investigation is underway as to resource implications particularly in the areas of training and impact on web (S3) utilization. In addition, input from each delivery system will be a part of the considerations. Discussion will continue at the fall MISS meeting.
- c. Agenda items for the August meeting were considered. It was agreed that there was need to continue discussion on high level strategies for Hennepin implementation, high level priorities discussion, planning for budget earlier, as well as possible creation of an ongoing grant-seeking committee. Group agreed that it was appropriate to hold an all-day meeting on August 18<sup>th</sup>.
- d. Discussion on recent requests to DOC and Rock-Nobles from Iowa ICE District Supervisor. DOC data does not contain information that ICE requests; however, many counties also may not track and there are potential legal issues. There may not be a consistent statewide response, but each agency will need to address internally with their legal resources.
- e. Deb Kerschner handed out the most recent DNR Notification Statistics. Copy is attached.

**Adjournment:** Motion to adjourn was made by Andy Erickson and seconded by Ron Solheid. Motion carried.

Attachments: CSTS Project Management Update  
DNR Project Statistics

Submitted by Deb Kerschner, DOC



**CSTS Project Management Update to the CSTS Executive Committee**

**July 21st, 2010**

**Current Open Work Order Projects:**

<b>Client Name</b>	<b>Project Name</b>	<b>Project Status</b>	<b>Expected Completion Date</b>
CSTS User Group	Intrastate	<ul style="list-style-type: none"> <li>➤ Project commenced on December 1, 2009</li> <li>➤ Deliverable 1: Reference Table Utility – Completed</li> <li>➤ Deliverable 2: Web Service – Completed</li> <li>➤ Deliverable 3: Alpha testing sessions - Completed</li> <li>➤ Deliverable 4: Rollout to Pilot Sites</li> </ul>	September 2010

**Other Work/Notes:**

- The CSTS Intrastate Pilot phase began on July 12<sup>th</sup>. (see below for an update)
- A CSTS Fee Committee meeting was held on July 14<sup>th</sup> at 1:00 MCCC. We had 25 people from 16 agencies, good discussion and the committee ranked 5 pages of enhancement requests related to fee functionality. These recommendations will be forwarded to the CSTS Enhancement Committee.
- The CSTS Work Service Committee meeting is scheduled for July 28<sup>th</sup> at 1:00 pm at MCCC
- We have been given access to Hennepin County's CORRIS software to begin formulating a strategy for a web version of CSTS with MNCIS and other Hennepin County integrations. We will be scheduling follow-up meetings with Hennepin County and will be prepared to present a high level strategy for discussion at the August Executive Committee meeting. STI also provided Hennepin County with a CSTS installation and a test database.

**CSTS Intrastate Pilot Project - Implementation Schedule and Tasks**

**Initial project planning conference call:**

- ✓ Wednesday May 26, 2010 – COMPLETED

**Pilot agencies training sessions at STI's office – June 23-24:**

Wednesday, June 23 – 9:30 am to 3:00 pm. Lunch will be provided - COMPLETED

- ✓ Anoka, Isanti, and Ramsey Counties

Thursday, June 24 - 9:30 am to 3:00 pm. Lunch will be provided - COMPLETED

- ✓ MNDOC Center City Office, MNDOC Chaska Office Chisago County

A "CSTS Intrastate Getting Started Guide" will also be provided to assist pilot agencies with understanding their implementation tasks and to train their staffs.

**Release the CSTS Intrastate version to the pilot sites – June 28: - COMPLETED**

**Pilot "Go Live" date – July 12: - COMPLETED**

- ✓ Starting July 12, all intrastate transfers between pilot agencies will use the new CSTS Intrastate process.

**Pilot follow-up conference calls:**

- ✓ Weekly conference calls will be held every Monday at 1:00 pm starting on July 19. Any questions or issues will be discussed during these weekly calls. We expect the calls to be no more than 30 minutes.

**Projected pilot phase completion – September 3 -10:**

- ✓ Pilot sites will continue to use the intrastate functionality.

### DNR/DOC Firearm Match Project

