



Minnesota Counties Computer Cooperative

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

Phone (651) 917-6969
Fax (651) 917 6989
Website: mnccc.org

CSTS User Group Business Meeting

Kelly Inn, St. Cloud, MN

June 19, 2013

Attendees:

Charlene Anderson	MN DOC	Connie Anderson	Tri-County CC
Wendy Anderson	Washington	Terryl Arola	Pine
Carol Barnaal	Wright	Linda Berg	Hennepin
Jan Buchholz	Isanti	Sally Budde	Rice
Patrick Budgett	Stearns	Dayna Burmeister	DOC
Sue Carlson	Anoka	Brandy Christensen	Goodhue
Denise Christiansen	Pine	Jeanne Cook	Todd-Wadena
LaVonne Dale	Tri-County CC	Jamie Dalle	Brown
Angie Danielson	DOC Marshall	Sarah Denzer	Wright
Bernice Desotell	Todd-Wadena	Lisa Diederich	Wright
Angela Domme	Dakota	Pamela Erickson	Kandiyohi
Tom Feddema	Wright	Audra Fehling	Field Service-Red Wing
Sue Fletcher	Blue Earth	Shelley Ford	MN DOC
Judith Franklin	Ramsey	Karen Fredrickson	MN DOC- ISR
Cristina Garcia-Dowdle	Washington	Connie Gebur	Scott
Nicole Grams	Waseca	Traci Green	Wabasha
Terese Gruber	Brown	Marci Hackett	Anoka
Scott Halverson	Field Service- Red Wing	Sherry Hill	MN DOC
Rory Hoese	Carver	Kirsten Isaksson	MN DOC
Chris Jaques	Mille Lacs	Karen Jenkins	Clay
Jackson John	Hennepin	Randy Johnson	Goodhue
Sherry Johnson	Pine	Darlene Jonak	Central MN CC
Amy Kampa	Otter Tail	Merlin Kath	Freeborn
Deb Kerschner	DOC	Sandi Kile	Wright
Stephen King	Mower	Charles Kitzman	Otter Tail
Linda Kleinke	Todd-Wadena	Chris Knowles	Hennepin
Brian Kopperud	Hennepin	Jan Krogman	MN DOC
Susan Kroska	Mille Lacs	Brenda LaFayette	Sherburne
Mary Leach	Jackson	Warren Liepitz	Mille Lacs
Cheryl Lueck	Blue Earth	Tami Luke	DFO CC
Jan Luoto	Stearns	Tim MacMillan	Isanti
Brenda Martini	DFO CC	Mike McGuire	Steele

Lisa Meredith	MCCC	Jessica Miller	Wright
Liz Miller	Waseca	Marlene Moberg	Rock Nobles
Rich Molitor	Nicollet	Carol Mueller	MN DOC Winona
Angela Neeb	Hennepin	Carol Nelson	MN DOC
Brad Odegard	DOC	Tony Olson	Hennepin
Denita Palmer	Sherburne	Sara Parke	DOC
Elisabeth Payne	Kanabec	Dan Pepper	Washington
Candace Pesch	Freeborn	Steven Peterson	Waseca
Michelle Pramann	Wright	Stacey Pribyl	Brown
Cheri Pula	MN DOC	Heidi Rademacher	Dakota
Jon Ramlo	Rock Nobles	Christel Roelofs	Kandiyohi
Lynn Rohlf	Arrowhead	Ann Roskam	Scott
Jim Schneider	Cass	Les Schultz	Brown
Stacy Shepherd	Nicollet	Kristi Stalberger	MN DOC
Nina Stienessen	Kandiyohi	Rita Stommes	MN DOC
Tammy Thompson	Meeker	Dan Traun	DOC Field Services
Scott Verdoorn	Hennepin	Christine Weaver	Scott
Janelle Webb	Wright	Erikka Weires	Meeker
Jennifer Zuchowski	Sherburne	Liz Kotewa	Nicollet
Neil Johnson	DOC- Mankato	Linda Bosch	Rock Nobles
Deb West	Kandiyohi	Bob Hiivala	MCCC Liaison

Call to Order: Chair of the CSTS Executive Committee, Terryl Arola, called the meeting to order at 10:10.

Recorder: Linda Berg; Hennepin County

Agenda & Minutes: Les Schultz moved approval of the agenda; second by Brian Kopperud. Motion carried. Motion was made by Chuck Kitzman to approve the November 28, 2012 minutes; second by Steve King. Motion carried.

Election of Officers:

Chair- Dan Traun (DOC)

Vice Chair- Brian Kopperud (MACCAC)

Executive Committee Members-

DOC: Sherry Hill, Dayna Burmeister, Deb Kerschner

MACCAC: Jon Ramlo, Brian Kopperud, Tim Cleveland

MACPO: Terryl Arola, Warren Liepitz, Tim MacMillan

Motion was made by Jim Schneider to approve the new officers; second by Tracy Green. Motion carried.

Terryl Arola called attention to the document included in our packets titled "Corrections User Group Report", which summarizes highlights over the past year that Terryl served as chair.

The new officers are effective after today's meeting. Lisa Meredith noted that the name tags indicate who is a voting member for today's business meeting.

Recognize and Approve Committee Chairs:

Training/ Enhancement: Sandi Sostak changed positions with the DOC. A new chair will be elected at the next Training/Enhancement committee meeting.

Standards: Dan Pepper/ Jan Krogman

JAIMS: Jim Scovil

Motion was made by Steve Peterson to approve the committee chairs and that the new chair for the Training/Enhancement will be approved by the Executive Committee. The motion was seconded by Les Schultz. Motion carried.

Committee Updates:

Enhancement- Carl Thelen

Carl reported for Sandi Sostak, who asked Carl to thank everyone on the committee. Sandi had served as chair for about 5 years. The committee consists of 4 members from each of the delivery systems. The committee has taken on a lot of work, especially over the past couple of years. Examples include reviewing all of the changes resulting from Hennepin County coming on board, and the MNCIS integrations. They have reviewed all the enhancement requests to date, totaling 120 pages of detail. There are over 100 approved enhancements. Users can email the Help Desk with a recommended enhancement and a justification. It then goes to the committee who prioritizes with ranking of high, medium and low. The enhancements ranked as high are forwarded on to the Executive Committee.

Standards- Dan Pepper

Jan Krogman and Dan Pepper co-chair this committee. A meeting is held every month. Last year, the Executive Committee requested that voting membership represent each delivery system from different roles: Agent, Supervisor/Manager, and Open. There are 4 members from each delivery system. The meetings are open to others who are interested, but they would have no voting rights. Usually about 25 people attend. Barb King is the liaison from STI.

A major project during the last 1 ½ years is the Standard Condition Codes. These were adopted in May 2013 by the Executive Committee. The new CSTS release provides the capability of entering condition detail, so even though the codes are standard, the detail can be agency specific. The condition codes will eventually become a locked down table. The 102 standard codes are posted on the MCCC website: mccc.org/corrections_standards. Benefits of standardization include: S3 and CSTS codes will be the same; Intrastate transfers will be smoother; consistency of language across all agencies. These codes

will need to be mapped to MNCIS as we do now. Lisa Meredith pointed out that individuals can sign up to the RSVP system to review committee meeting minutes and other relevant information.

Terryl Arola added that Pine County has already moved to the new condition codes and designed a form for staff to use when requesting that new facilities be added. Denise Christiansen could be a resource for others starting the process. A few other agencies are currently working on this as well, and have started the mapping process to MNCIS conditions.

JAIMS- Carl Thelen for Jim Scovil

This system is currently used in 9 Juvenile Detention Centers. Everything is going well with the new release implemented in December 2012. Prairie Lake in Wilmar will be implementing next. The next meeting is June 20th to review future enhancements.

Grant Ad Hoc- Terryl Arola

The Grant Ad Hoc committee applied for the 2012 SMART grant, but did not receive it. The DOC did receive a grant for case planning with the Native American population in Northern Minnesota. Another application is in process for 2013. Feedback from the last proposal was reviewed and incorporated into the 2013 application. The proposal includes the involvement of a research partner, an automated case plan in CSTS for all 87 counties, and ways to achieve consistent recidivism data. The amount is approximately \$700,000 over 3 years, and a response is expected in September or October.

Survey Ad Hoc- Tim MacMillan

A subcommittee was formed to look at a possible CSTS User survey. The group decided not to pursue at this time.

Technical Liaison- Randy Johnson

Randy is the liaison between ISSG (Information Systems Support Group) and the Executive Committee. Randy commented that the installations of the new release are going well, and offered for users to contact him through MCCC with any questions or concerns.

MCCC Liaison- Lisa Meredith for Bob Hiivala

The MCCC conference was in June, which included a 2 hour facilitated session regarding the rollout of software updates. How MCCC can assist with this process, policies, and best practices were among the discussion topics.

MCCC will be revising bylaws and updating Joint Powers Agreements. They have two standard contract writers who will be looking at things like technical requirements, liability, insurance, etc. Liaisons will be elected at the next Board meeting.

Lisa recognized the Executive Committee members for their service over the past year.

Lisa reminded everyone to keep their profile updated in the RSVP system. A mobile option for smart phones will become available to utilize the RSVP calendar system.

Financial Report- Lisa Meredith

The financial report is included in the packets. The projected balance at the end of 2013 is \$38,906. It was noted that the enhancement fund will increase in 2014.

Terryl recognized Lisa and the MCCC staff for their support.

CSTS Name Change

MACCAC representatives had proposed a name change, as CSTS currently stands for Court Services Tracking System. The case management system does much more than Court Services and it is confusing for others, such as when presenting information at County Board meetings.

Some discussion of a name change took place at the November User Group meeting, and motions were tabled. Terryl Arola solicited feedback and had received only one email. The CSTS Executive Committee is recommending the following two options:

“CSTS” (just the initials) or “Correctional Services Tracking System”

After much discussion, it was agreed that a motion was needed to reopen the motion that was tabled in November. Chuck Kitzman made this motion; Warren Liepitz seconded. The motion to “untable” the name change was approved by a vote of 20- yes to 4-no.

An amended motion to vote for one of the two options recommended by the Executive Committee was made by Jennifer Zuchowski and seconded by Sherry Hill. Motion carried by a vote of 16- yes to 8- no.

A vote took place between the two options and was recounted after clarifying again who is allowed to vote. Both counts were: CSTS- 16; Correctional Services Tracking System- 15. The name will change to CSTS; just the initials. Carl commented that the cost of a name change is very minimal.

Other Business Items:

Lisa expressed her appreciation of Carl and the STI group. Terryl also commented that our vendor is absolutely wonderful!

Motion to adjourn: Mike McGuire made a motion to adjourn the business meeting; second by Les Schultz. Motion carried.