



Minnesota Counties Computer Cooperative

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CSTS USER GROUP CONFERENCE

Minutes June 16, 2010

Holiday Inn, St. Cloud

ATTENDEES:

Melissa Payne	6W Comm. Corrections	Christie Gloege	6W Comm. Corrections
Rose Lens	6W Comm. Corrections	Dan Galbraith	Anoka
Sue Blomquist	Anoka	Susan Moser	Anoka
Lynnette Gagne	Arrowhead Reg'l	Bruce Michon	Arrowhead Reg'l
Lyn Rohlf	Arrowhead Reg'l	Cheryl Lueck	Blue Earth
Nate Beran	Brown	Jamie Dalle	Brown
Terese Gruber	Brown	Stacey Pribyl	Brown
Monica Gulden	Carver	Rory Hoese	Carver
Darlene Jonak	Central MN Comm. Corr	Shannon Gamboni	Chisago
Karen Jenkins	Clay	Jennye Croft	Dakota
Tim Cleveland	Dakota	Rachel Mickus	Dakota
Brenda Kieffer	Dakota	Deb Kerschner	Dept. of Corrections
Shelva Swanson	Dept. of Corrections	Debra Weber	Dept. of Corrections
Ardith Ihrke	DFO	Brenda Martini	DFO
Tami Noble	DFO	Sara Parke	DOC
Sandi Sostak	DOC	Dan Traun	DOC
Jean Bruemmer	Goodhue	Sue Mahn	Goodhue
Raymond Hirte	Hennepin	Brian Kopperl	Hennepin
Scott Verdoorn	Hennepin	Tim MacMillan	Isanti

Jan Buchholz	Isanti	Lana Bjorgum	Itasca
Charlene Somnis	Jackson	Pam Erickson	Kandiyohi
Christel Roelfs	Kandiyohi	Jason Denton	Kandiyohi
Marie Lang	Kandiyohi	Deb West	Kandiyohi
Erikka Weires	Meeker	Peggy Brander	Mille Lacs
Christine Jaques	Mille Lacs	Warren Liepitz	Mille Lacs
Ron Solheid	DOC	Andy Doom	DOC
Shelley Ford	DOC	Carol Nelson	DOC
Bonnie Thompson	DOC	Roman George	DOC
Rita Stommes	DOC	Judy Zurn	DOC
Judi Jarva	DOC	Barb Kley	Nicollet
Stacy Shepherd	Nicollet	Nancy Costello	Olmsted
Charles Kitzman	Otter Tail	Amy Kampa	Otter Tail
Sherry Johnson	Pine	Melanie Courier	Pope
Jeanne Hvezda	Pope	Terry Jaworski	Pope
Keri Powell	Pope	Paul Schroeder	Ramsey
Marlene Moberg	Rock Nobles	Jon Ramlo	Rock Nobles
Kelly Barrett	Scott	Nicole Juba	Scott
Heidi Rademacher	Scott	Ann Roskam	Scott
Julie Bruns	Sherburne	Brenda LaFayette	Sherburne
Patrick Budgett	Stearns	Jan Stransky	Stearns
Mike McGuire	Steele	Bethany Spindler	Steele
Carrie Stumne	STI	Jeanne Cook	Todd-Wadena
Bernice Desotell	Todd-Wadena	Connie Anderson	Tri-County Comm. Corr
LaVonne Dale	Tri-County Comm. Corr	Kip Viau	Tri-County Comm. Corr
Carl Thelen	STI	Cheryl Stark	Wabasha
Wendy Anderson	Washington	Fran Brabender	Washington

Dan Pepper	Washington	Carol Barnaal	Wright
Sarah Denzer	Wright	Lisa Diederich	Wright
Sandi Kile	Wright	Jessica Moe	Wright
Michelle Pramann	Wright	Nancy Tallman	Wright
Nicole Grams	Waseca		

CALL TO ORDER:

Mike McGuire called the meeting to order at 10:10 AM.

APPROVAL OF PROPOSED AGENDA:

Motion made by Warren Liepitz to approve the proposed agenda and seconded by Ron Solheid. Motion carried.

APPROVAL OF PRIOR MINUTE MEETING MINUTES:

Motion made by Jon Ramlo to approve the minutes of the June 17, 2009 CSTS User Group Conference as printed and seconded by Ron Solheid. Motion carried.

ELECTION OF OFFICERS:

Chair – Dan Traun, current Vice Chair, will be chair.

Vice Chair – Andy Erickson elected after motion by Jon Ramlo and second by Andy Doom.

Executive Committee – Per a motion by Chuck Kitzman and a second by Ron Solheid the following were elected: DOC – Ron Solheid, Deb Kerschner and Andy Doom; MACPO- Terryl Arola, Tim McMillan and Warren Liepitz; and MACCAC- Jon Ramlo, Tim Cleveland and Andy Erickson.

Committee Chairs – Upon a motion by Warren Liepitz and second by Jon Ramlo, the following were elected as committee chairs: Enhancements –Sandi Sostak, Standards –Jennye Croft, and JAIMS – Susan Moser.

COMMITTEE UPDATES:

Enhancements:

The committee meets monthly at the STI office to consider requests for enhancements. Effort has been made to solidify the membership to assure continuity in deliberation. Membership consists of four members from each delivery system and the Standards Committee chair. Major enhancements of the past year included case monitoring and contact plan provisions, intrastate transfer module and standard violation report. Other numerous, more minor enhancements also occurred. Considerations for the future include MNCIS and CSTS integration and CSTS web access. A committee is also being created to consider development of a case plan in CSTS.

Standards:

The committee meets bimonthly at the office of STI and membership is open to all CSTS users. Chair Jennye Croft made a power point demonstration, which included the committee purpose, standards manual development and CSTS user questions. Currently, the committee is updating the two-year-old manual; however, it is not yet ready to be submitted for approval. The committee is attempting to be as flexible as possible to accommodate individual agency practice. The goal is to develop a manual which will be electronic, integrated with CSTS and printable, if desired. Users may complete the half sheet form with suggestions and provide them to the chair or do so online. Code lock downs are and will continue to be necessary to enable the subsequent running of reports

JAIMS:

The committee meets three times annually and attendance has been an issue. Conference calls have been used in lieu of meetings on occasion. An update is coming to track out-of-home placements. The committee is considering a new fee schedule; balloting will be done by email. New detail will facilitate tracking of juveniles.

Tech Liaison:

No report. There is an ISSG for each use group.

MCCC Liaison Report:

Lisa Meredith reported MCCC has been in existence for 32 years, recognized volunteers and distributed awards to the Executive Committee, Committee Chairs and STI.

FINANCIAL REPORT:

The Financial Report and Enhancement Fee Schedule were reviewed. Upon a motion by Tim Cleveland and a second by Shelva Swanson, the Enhancement Fee Schedule for the next year was voted to remain unchanged. Andy Doom moved and Ron Solheid seconded a motion to approve the financial report. Motion carried.

MCCC/STI CONTRACT AMENDMENT;

A motion was made by Warren Liepitz and seconded by Chuck Kitzman to extend the current STI contract for two years at the 2009 rate. Motion approved.

ADJOURNMENT:

Motion by Ron Solheid to adjourn the meeting was seconded by Dan Traun and carried.

Minutes by Andy Doom-DOC