



## Minnesota Counties Computer Cooperative

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MCCC - County Attorney Users Group  
Minutes of Executive Committee Meeting  
April 22, 2011

Voting Members: Dan Carlson, Chair (Rice County); Don Ryan, Recording Officer (Crow Wing County); Jim Martinson, Past Chair (Olmsted County); Lori Collins (Sherburne County); David Hauser (Otter Tail County); Mike Nelson (Olmsted County); Diane Roseen (Roseau County).

Non-Voting Members: Andy Filo (InterTech); Mark Theobald (Docutech); Carrie Shea (Docutech); Kathy Eiler (Project Coordinator); Kevin Heise, IT Liaison (Scott County); Lisa Meredith (MCCC).

1. Dan Carlson called the meeting to order at 8:36 a.m.
2. Diane Roseen was welcomed to our ranks as the new Development Chair.
3. Motion to approve the agenda as presented made by Don Ryan, seconded by Mike Nelson, passed unanimously.
4. Motion to approve the minutes was made by Mike Nelson, seconded by Jim Martinson, passed unanimously.
5. MCAPS4 Rewrite Discussion:
  - a) Progress Report:

Andy Filo and Mark Theobald updated the committee on the progress since our last meeting. Current Iteration is scheduled to be done by May 3, 2011. Programmers are also currently re-working some of the previous codes to make them more user friendly based upon review and comment by Carrie and Kathy. We have three iterations left. We are currently on track to meet our deadline for completion.
  - b) Development Team Report:

Diane Roseen reported that the development team met yesterday. They have begun discussing what training will look like. Also are looking at current SME group functionality.

6. Financial Report

Lisa Meredith provided the financial report. Currently have \$250,179.19 in available funds. We have received \$81,000.00 in miscellaneous contributions from counties. General discussion was had concerning current and future funding. Kathy Eiler presented some projections concerning the OJP grant. Moved by Jim Martinson and seconded by Lori Collins to accept the financial report, passed unanimously.

7. MCAPS Support Service Agreement

Don Ryan reported on the general overall status of negotiations. Mark, Andy, Carrie left the phone conference. Don Ryan led a detailed discussion about the status of the negotiations on the new agreement. Both a first and second draft of the agreement was reviewed (see drafts for details). Don is to incorporate the feedback of the group into a third draft and get to Lisa to forward to our attorney for review. It is felt that a proposed draft will be ready for the annual conference.

General discussion was also had concerning the forwarding of MNCIS and E-charging integration to the development team. These will be covered in the funding portion of the new agreement but a determination of what is all included needs to be made and attached to the new agreement in an addendum. Issues concerning data conversion were also discussed. Funding for this is also included in the new agreement and Don is working with Docutech to iron out an initial outline of what data will be converted. Once this initial outline is completed this too needs to be forwarded to the development team for final consideration and recommendations. Issues involving roll out of MCAPS4 will also be initiated with the development team.

8. Other Business

The MCAPS Executive Committee will meet over the noon hour on June 7, 2011 at the MCCC Annual Conference

General discussion was had concerning Carver County wanting to rejoin the Executive Committee. There are no current vacancies. This does not prevent Carver County from serving on, and possible chairing, a task force or committee on outstanding issues.

10. The next phone conference meeting was set for May 27, 2011 at 8:30 a.m.

11. Motion by Lori Collins, seconded by Mike Nelson, to adjourn. Meeting was adjourned at 10:17 a.m.