



## Minnesota Counties Computer Cooperative

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### ISSG MEETING MINUTES

October 5, 2011

MCCC Office, St. Paul, MN

10:00 am – 3:00 pm

#### **Call To Order**

Chair Randy Johnson called the meeting of the ISSG Group to order on October 5, 2011 at 10:03 am.

#### **Introductions**

Introductions were made of all present. Attendees were encouraged to sign in and are shown below:

Annie Parnell	Washington County	Lisa Meredith	MCCC
Melissa Reeder	Rice County	Tom Keefe	McLeod County
Rhonda Lynch	Carver County	Michael Virnig	Mille Lacs County
Judy Hiller	Waseca County	Paul Curl	Washington County
Randy Johnson	Goodhue County	Mike Disher	Morrison County
Kevin Heise	Carver County	Annette Zacharias	Pine County
Steven McDonald	Martin County	Nicole Roepke	Scott County
Brenda Ripley	Fairbault County	Kyle Jerviss	Wabasha County
Scott Gerr	LeSueur County	J.D. Nystrom	Washington County
Dennis Fields	Jackson County	Nate Beran	Brown County
Gregg Walsh	Watonwan County		

#### **Agenda Approval**

*Motion* by Brenda Ripley of Fairbault County, seconded by Rhonda Lynch of Carver County, to approve the amended agenda as proposed; motion carried.

#### **Approval of Minutes**

*Motion* by Rhonda Lynch of Carver County, seconded by Brenda Ripley of Fairbault County, to approve the minutes from the August 3, 2011 meeting as printed; motion carried.

## User Group Liaison Reports

### Finance & General Government

#### IFS: Jon Eckel, Chisago County (Lisa)

- A. Rollout is delayed and some communication issues. As soon as she gets an update she will get it out. Then she said she'd send me a copy of her notes and rollout schedule and send it to me. Lisa will see if she can get someone to speak on how to tune WebSphere to incorporate in the minutes. Having trouble getting calls back from TriMin.

#### Optimum: Brenda Ripley, Faribault County

- A. Carver: successfully re-loaded data, everything looks good. Now bringing data up to date and then will validate against their payroll system. Side project is entering all pay history for employees. Anticipating a go-live date of sometime after the first of the year.
- B. Set our October 24, 2011 conference call as a 10:00 live meeting at Carver County to view the OSI Window based application for HR.
- C. Clay: working on E timecards. They are bringing them in department by department. Lori Pawelk questioned if there were any issues with different OT rates - Sharon said they haven't brought in the bigger unions yet.
- D. Faribault: no issues
- E. Goodhue: Her supervisor, Melissa, is trying to arrange a conference call with Lisa and Sherry regarding issues that they have. Lisa and Sherry will work on this - Sherry said the problem has been resolved - just need to explain the resolution to Melissa.
- F. Isanti: no issues
- G. Wright: no issues
- H. Optimum: they had their conference last week. Sherry will send the CD of the conference to Lisa, who will then send out to the counties.
- I. The chair asked what the counties have in place for when an employee leaves the county who does payroll. Looking at if we need OSI to come up and train.
- J. Carver - finance has a backup. Process is documented. "Carverizing" the OSI documentation for the Windows HR.
- K. Faribault - has two trained for each portion of the payroll process.
- L. Isanti - they also have backup trained. There could be issues but they can also be fixed the next time around.
- M. Waiting for Carver County. But there are some internal decisions that need to be made.

ACS: Annette Zacharias, Pine County (emailed in advance)

- A. As far as FGG/ACS, there was a conference call yesterday 9/29/11 and due to so few participants, it was reschedule for Wednesday, October 12th at 10:00.

Community Health Services – Lisa

- A. As far as CHS goes rewrite is going well.
- B. Reviewing rules and regs such as officer terms.
- C. Phased rollout was discussed a bit.
- D. Final release will be 1st quarter 2014.

Law Enforcement – Judy Hiller of Waseca County

- A. Nothing to report as there has been no meeting.
- B. Lisa says she needs to call Linda about a webinar she wanted to do.
- C. Randy Johnson is going to find out about the printers that work and let the group know.
- D. Zebra and Brother printers are going to be demo's. A 4" Brother is coming out in a couple months.

Corrections – Nate Beran of Brown County (emailed in advance)

- E. August 17th meeting -
  - a. Plenty of discussion revolved around changes in DOC IT staffing as a result of State budget bill consolidating IT under OET. There is a great deal of uncertainty about how the organization changes will affect DOC operations and services.
  - b. Case Planning committee is working on projects for building plans, methods for sharing plans and eliminating dual entry. Part of this is coming up with a framework for case plans.
  - c. Electronic document management continues to be a topic of discussion. Two of the biggest concerns members had was how to structure enhancement buy-in in a fair manner and how to encourage the maximum number of agencies to sign on for initial development. Some were worried that agencies might hold back from initial development to pay less for the enhancement later.
- F. September 21st meeting -
  - a. DOC has pushed new changes to Statewide Supervision (S3) to fix assessment plan incompatibilities with IE8 & 9.
  - b. Carl Thelen from STI reminded everyone that CISR and MROD still require IE 8 or lower.
  - c. Hennepin Project continues. The deliverables scheduled for mid-August were accepted by Hennepin and the 3rd deliverable is Alpha testing beginning 1/1/12. So far everything is going as planned.
  - d. There should be a database script forthcoming to fix some problems with the Intrastate module regarding Intra-agency transfers. These changes were initiated by the DOC.
  - e. The Corrections Executive committee formed an ad-hoc grant committee earlier this year to prepare for any potential grants that might be found.

The group has produced a template for grant applications and is ready for grant opportunities.

- f. Lisa provided some explanation to the group how MCCC handles participatory enhancements within the various user groups. This answered a lot of the questions and concerns members had from the August meeting.

County Attorneys – Annette Zacharias, Pine County (emailed in advance)

- A. The last conference call and webinar meeting was 8/25/11. It was suggested that the next meeting be in October to let developers focus on final development of program. The next meeting is 10/6/11.
- B. Intertech reported that they finished this iteration on August 23 and every task that they set out to accomplish was completed on time. This iteration covered the remaining items: document assembly, witness/victim notification, multi-case tab, calendar tab, update setting/tools, added full-text search, modified reporting, finished the dashboard, and added interface to the e-mail functionality. The final iteration will be due on September 30 and the last day of development will be October 1. The last iteration will include finishing up the application specifically around some of the automated service stuff and things that will be running in background of MCAPS4 (MNCIS integration, Statewide Statute Table, and e-mail integration), finishing up calendar and multi-case (both have additional document assembly issues to be completed), finishing up reports, charges and state statute information, and anything else left to be wrapped up on the development of MCAPS4.
- C. There has been a request for an extension of the Grant through June 30, 2012 and they are awaiting approval. (It did get approved per Lisa)
- D. There will be addition of an attorney signature box on subpoenas but it will not be developed until after 10/1.
- E. Mark stated that there will be 3 Charging languages in MCAPS4, BCA, Model, and Custom. Model would be distributed with the program. It will use State Statute Table.
- F. Data Conversion- Mark will be writing a program in October to assist us in duplication entries in MCAPS for procedural statuses, case outcomes, etc. and matching them to standard procedural statuses, case outcomes, etc. in MCAPS4. Kandiyohi County volunteered for beta testing and if any other counties are interested, send Kathy an email.
- G. Also all current MCAPS Users are to be on version 09.4.30 or higher. If you aren't please contact Lisa or Mark Theobald.
- H. Development has been declared officially done. Final county would go live May of 2014.

- I. Beta testing will start end of January beginning of February.
- J. Minor changes need to be made but contract will be coming out shortly.

Tax (Manatron) – David Claxton of Rice County

- A. Chisago went live on 8.6.12.
  - a. Currently having issues. Did get some help from Manatron.
- B. Stearns and Clearwater are currently testing.
  - a. Ramsey has suspended testing till some issues have been resolved.
- C. TUGCOM Conf.
  - a. Gary Paldan suggested that Manatron run a script against each of the MNCCC counties to make sure all the patches have been applied and that they were successful before converting to 8.6.12.
- D. The committee would like to set up a schedule as to when counties would convert to 8.6.12 and make Manatron aware of that schedule if errors occurred. Looking at doing the conversion after the counties that are testing are satisfied with a working system.
- E. On site testing will be done again with 9, but will be later in the process this time so the program is further developed.

Tax (ACS) – Kyle Jerviss of Wabasha County (emailed in advance)

- A. We had a combined Tax/CAMA user group meeting where both extension contracts were approved, including an addendum for Olmsted county allowing them to participate for only 2 or 3 of the 5 years because they have already signed with a new vendor. (Parenthetically, but the contract may have to be revisited, call Lisa if you want details.)
- B. They also approved penalties for counties that ratify late, so hopefully we'll have the ratifications in on time this year.
- C. The tax group also had some regular meetings. The backlog of beta test funding has been resolved, and it looks like there is a policy to handle ongoing testing expenses, so it shouldn't get out of hand again.
- D. The software is working normally, with reports and notices going out as usual.
- E. There will be some training on using data extracted from the system. This is mostly aimed at users, with topics like mail merges. ACS and George Sawyer are doing the training. Filling up quickly.

F. Next full user group meeting will be December 15 at the Kelly Inn again.

CAMA USA – Kevin Pullis of Stearns County (emailed in advance)

- A. The Cama contract was approved on September 27 for 5 years. The counties will now need to approve the contract at their individual counties and send this to MCCC otherwise they will not receive any updates from ACS after January 1, 2012 and will face a \$5,000 penalty if they are late in signing for both tax and Cama.
- B. We had a concern on when and how the missing tax files in Cama for lost functionality should work. Currently they are created by creating the New Year Cama Files and also by running the Import from Manatron. They have decided to remove the option of having them created with the New Year setup. This will work better because there is no way that Manatron can update the New Year (2013) now as they have not created the cadaster yet for the New Year (2013).
- C. They are working on updating the Marshall Swift Tables.
- D. They also reopened the Rural Preserve design for the transfer CAMA to Manatron since the State shutdown is over.
- E. There are 12 open issues yet on the spreadsheet for the Interface Committee.
- F. Next Cama Meeting is at ACS on Wednesday November 16, 2011.

**MCCC Update** - Lisa is working on conference planning. She requested ideas for sessions. Also looking for committee to help with geo-caching event.

**Financial Report** – Lisa Meredith

Incorporated and attached. Balance currently \$46,904.95.

*Motion* by Brenda Ripley of Fairbault County, seconded by Rhonda Lynch of Carver County, to approve the Financial Report as offered; motion carried.

**Committee Reports**

Standards Committee – Jon Eckel of Chisago County

(members: Dayle Moore, Nicollet County (Vice-Chair required); Nicole Roepke, Scott County (Past Chair required))

No report as no one is here.

By-Law Review Committee – Randy Johnson of Goodhue County

(members: Randy Johnson, Goodhue County (Chair required); Rich Meyer, Brown County;

Annette Zacharias, Pine County; Mike Disher, Morrison County)

No report.

#### Training Committee Update – Randy Johnson of Goodhue County

(members: Mike Disher, Morrison County; Rich Meyer, Brown County; Brent Birkeland, Lake of the Woods County; Ron Pula, Beltrami County; Randy Johnson, Goodhue County (Chair required)) Quite a bit of discussion was held during the Financial Report. Allot of the the training is being used..but there could be some more. Randy discussed 20% discount from Benchmark, plus ISSG pays an additional 10%, up to \$1,000 per year.. Benchmark bills MCCC, so counties should be sure to register through MCCC. Maybe suggest they send someone to do a training that we can evaluate. Also, Intertech has been calling...not the the OET ones.

#### Other Business

- Liaisons: Dayle Moore, Nicollet County - update.
- 4-hour session on Monday at MCCC annual conference was discussed and the topic needs to be decided. Lots of concern about social media, but the subject will be decided after the January workshop.
- Next meeting, January meeting instead of December, we did a workshop. General consensus was that we wanted to talk about mobile security and connectivity. Consideration as to whether Social Media and policy development fits into this whole discussion. A member asked us all to make sure the our security people are invited to the December meeting.
- At 11:24 we disconnected the webinar as everyone is gone.
- LETG - Tom Keefe asked if any one is using LetG. Morrison is.
- Lisa asked if anyone was using Mrod. Only McLeod was.
- Rhonda Lynch announced that Kevin Heise is now supervisor of applications in the PMO office.

#### Adjourn Meeting

Motion by Brenda Ripley of Fairibault County, seconded by Rhonda Lynch of Carver County, to adjourn the meeting at approximately noon. (I failed to get the time of adjournment); motion carried.

#### Presentations

Portable Devices - "Show 'n Tell"

Submitted by: Mike Disher, ISSG Recording Officer