



# Minnesota Counties Computer Cooperative

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## MCAPS Development Team Committee Minutes Conference Call August 11, 2011

### Other members present:

Mark Theobald (Docutech)

Andy Filo (Intertech)

Kathy Eiler

### Voting Counties present:

Carver

Kandiyohi

Rice

Winona

Crow Wing

McLeod

Roseau

Freeborn

Olmsted

Sherburne

Itasca

Polk

Swift

The meeting was called to order at 1:13 PM.

### **1. Review minutes/Approve agenda**

M/Sara Reindal, S/Judy Korbl to approve the July 28, 2011, minutes (with an addition that Swift County was also at the meeting and the amendment that MCCC will be reimbursed for Kathy's hours during the shutdown) and Agenda (with the addition of Subpoena Signatures added as a discussion item) for this meeting.

### **2. Intertech Status Report**

Andy reported that they are continuing to work on the iteration to be completed on August 23. Mark continues to work on document assembly and witness notifications. Some of the other tasks for this iteration are ahead of schedule.

Kathy is revising all test documents to work with Version 4 and Jane is helping her. Carrie working on the manual and it will be completed for the beta testing.

### **2. Data Migration**

The team went over more proposed items from the MCAPS3 to MCAPS4 data conversion plan. Some discussion was held on the conversion assistance program that will need to be done to map the values of fields from MCAPS3 to MCAPS4.

### **3. Subpoena Signatures**

Mark indicated that effective September 1, subpoenas can be signed by the County Attorney's Office (without getting the court seal) so discussion will be held at our next meeting on if this will be changed in MCAPS3 or if it will wait until MCAPS4.

#### **4. Adjourn**

M/Judy Korbl, S/Lori Collins to adjourn the meeting. The meeting was adjourned at 2:28 p.m. The next meeting will be a demonstration on August 25, 2011, at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County