



## 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

### Sept 19, 2011 OSI User Minutes

Monday, September 19, 2011  
10:01 AM

Carver Co- Shane Patrick and Celia Gust  
Clay Co - Sharon Walz  
Faribault - Brenda Ripley, Liz Boettcher, and Clara Vereide  
Goodhue - Trudy Price  
Isanti - Chad Struss and Kassandra Engberg  
Wright - Lori Pawelk  
MCCC - Lisa Meredith  
OSI - Sherry Dwyer

Meeting was called to order by Chair Ripley

Motion by Lori Pawelk and seconded by Trudy Price to approve the September 19, 2011 agenda.

Motion by Shane Patrick and seconded by Sharon Walz to approve the August 15, 2011 minutes.

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.

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.

Clay: working on E timecards. They are bringing 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.

Faribault: no issues

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.

Isanti: no issues

Wright: no issues

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.

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.

Carver - finance has a backup. Process is documented. "Carverizing" the OSI documentation for the Windows HR.

Faribault - has two trained for each portion of the payroll process.

Isanti - they also have backup trained. There could be issues but they can also be fixed the next time around.

Motion made by Lori Pawelk and seconded by Liz Boettcher to adjourn the meeting.