



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

MCCC Corrections Executive Committee April 20, 2011 Minutes

Present: Dan Traun, Tim MacMillan, Terryl Arola, Ray Hirte, Brian Kopperud, Swantje Willers, Tim Cleveland, Deb Kerschner, Jennye Croft, Sue Moser, Sandi Sostak, Jon Ramlo, Andy Erickson, Warren Liepitz, Mike McGuire, Andy Doom

Call to Order: Chair Dan Traun called the meeting to order at 9:40 am.

Approval of Agenda: Motion to approve the agenda was made by Jon Ramlo and seconded by Tim McMillan. Motion carried.

Approval of Minutes: A correction was made to the minutes of the March 16, 2011 meeting as follows:

The DOC acknowledged that CSTS information management system is used by corrections agencies and counties within the state and does have DNA data field; however, the DOC stressed that the CSTS system lacks a statewide search capability and that the CSTS system and information within CSTS is also owned by the MCCC and its operation is managed by an executive board comprised of the three delivery systems.

The minutes as revised were approved on a motion by Andy Doom and seconded by Terryl Arola.

S3 Update:

(1) The 2010 Probation Survey is nearing completion. Due to the drop in total probation numbers, we are re-verifying with the agencies that showed the more dramatic decrease (primarily the five larger agencies). Once that re-verification is complete, the 2010 survey will be submitted to DOC Communication for final review and posting on the DOC website.

(2) The BCA search site once known as the CriMNet search is now known as the Integrated Search Service or ISS. ISS is being updated and improved. BCA needs additional volunteers from probation agencies to test and provide input on the revised functionality. Please pass this information along to users and agencies. Anyone interested should contact Suzanne Cellette at Suzanne.cellette@state.mn.us or Dan Kjellman at dan.kjellman@state.mn.us as soon as possible.

Information on User Acceptance Testing can be found on the project website: <http://www.bca.state.mn.us/ISSv6/Documents/UserAcceptanceTesting.htm>.

(3) DOC has unveiled a new victim notification website called Minnesota CHOICE. The website, located at www.minnesotachoice.com, connects crime victims to information in DOC's COMS enabling them to register to be notified of a change in the offender's custody status, including release, transfer, escape, apprehension or death. It is important that probation agents are aware of some of the resulting changes since those with supervised releasees on their caseloads may soon see automatic emails generated at the request of a registered victim. Additional questions and/or requests for training can be directed to Lydia Newlin, Victim Services Manager at lydia.newlin@state.mn.us

CSTS Update: Carl Thelen provided CSTS updates with a handout detailing the following:

(1) Hennepin Conversion update: The first phase of the Hennepin County conversion process has been completed. This included necessary programming for moving the Probation Reporting Center (PRC), integration with AnyTrax, and pulling data from CORRIS. The scheduled go-live for this phase is May 1st. The Phase 2 schedule has been finalized with identified deliverables. This phase is still on track to last approximately 15 months. Beta Release is scheduled for 6/15/2012 with a go live date anticipated to be 8/15/2012. Actual coding will start in June, following the May CSTS release. Budget estimate totals are still valid. Some variation occurred within the planned scope; however, the bottom line remains what was originally presented.

(2) May 2011 Release scheduled: This will be the last release before the completion of the Hennepin project. The May release will include OnBase enhancements for Anoka and Dakota, CSTS changes for FTS enhancements in Ramsey, a few high priority Intrastate enhancements and bug fixes, as well as some enhancements needed for Hennepin PRC.

(3) CISR: MNCIS has released some changes in their web queries that required some changes in CISR to remain compatible. Those have been resolved. IE 9 has been released and there are significant issues with most web applications – including CISR. The strong recommendation is to NOT upgrade to IE 9 at this time. For those counties who have Windows 7 machines set to auto update, the browser will need to be rolled back to a version if IE prior to IE 9. Bill Franken from DFO is the new chair of the CISR user group. He is in the process of scheduling a next meeting. A training session on CISR will be held at the June User Conference in St. Cloud.

(4) CSTS User Conference: The annual User Meeting/Conference has been scheduled for June 15 in St Cloud. The proposed agenda was reviewed. The annual election of officers as well as approval of delivery system representation and committee chairs will also occur at the annual meeting. Discussion occurred on the need to clarify the user group process as it relates to voting, approving items such as the Standards Manual, etc. There could be implications for the User Group's bylaws as well. This will be put on the agenda for the August Executive Committee planning retreat. Corrections User Group bylaws are posted here

http://i.b5z.net/i/u/91487/i/Approved_Corrections_Rules_Regulations_June_2008.pdf .

The afternoon session at the conference will include four training sessions: CISR, Intrastate, Document Management Systems, and a System Administrator Refresher.

(5) Survey for possible interest in document management systems: As a follow up to a prior request from the Executive Committee, Carl has prepared a letter to go to Probation Directors, County IT Directors and System Administrators regarding possible interest in document management systems. The letter which will go out in early May will also link to access to a short interest survey.

(6) DFO Enhancement Request: DFO has requested an enhancement to enable their county central payment system to interface to their local CSTS for purposes of identifying fee balances and other financial obligations. This enhancement request will not impact development as no release would be required. STI will finalize a design document and work directly with DFO.

(7) Approval of Work Order 2011.02: This work order relates to continued work on the Hennepin project. The Work Order was approved after a motion by Any Doom and second

by Warren Liepitz.

Committee Reports:

- a. **Enhancement:** Sandi Sostak reported that there will be a training offered at the MACPO Conference on May 25 related to “CSTS Tips and Tricks for Agents.” Central Minnesota Community Corrections has advised of an upcoming training need due to their plan to combine the three county databases into one by early fall. There are vacancies in the assigned slots for the Committee including one from CPO and one from CCA. The committee will meet next on May 24th at 1 pm at STI. Standard meeting time continues to be the 4th Tuesday of the month at 1 pm.
- b. **Standards:** Jennye Croft reported that the Standards Committee plans to complete the final draft of the revised Standards Manual at the April 26th meeting. The revised manual includes more training materials. The plan is to send to System Administrators and agency directors to solicit feedback before bringing back to the May meeting of the CSTS Executive Committee. The manual will then be presented for final approval at the June User Group Meeting. The Committee will be electing a new chair as Jennye will be stepping down. Continued discussion on the possible need for condition standards due to the implications now with the Intrastate Module. There may also be implications as it relates to future MNCIS integration. This may also need to be a topic at the August Executive Committee planning retreat. The committee also plans to continue discussion on the tracking and reporting of juvenile mental health screenings.
- c. **Technical Liaison:** Nate Beran reported via email that ISSG meeting discussions have included possible interest in integrations with Jails and County Attorney software and eCharging. In addition, there has been a request for an acronym list. There are numerous corrections abbreviations which can cause confusion without a definition document. Members of the Executive Committee will review the “How to Speak Corrections” document originally created in Hennepin County but now posted at <http://www.macpo.net/howtospeakcorrections.php> as there are possible updates and additions needed.
- d. **JAIMS:** Sue Moser reported that the next JAIMS committee is scheduled for April 28th. There are no updates as the March meeting was cancelled due to weather.
- e. **MCCC Liaison:** no Liaison report
- f. **Ad hoc Grant:** Terryl Arola reported that the grant template is still being worked on. Once that is finalized, it will be brought for review to the Executive Committee. Please contact Terryl if any potential grant opportunities are identified.
- g. **Chrono Standards:** Swantje Willers will send the updated list of proposed standards and concerns to the Standards Committee for review and discussion

- h. Case Planning: Swantje also reported that the Case Planning has just finalized the added membership (Rachel Miller-CPO, Ron Wells-Dakota, Jason Anderson-DOC). The group will be convened soon to start the discussion and planning process.

Financial Report: The Financial Report and CSTS Support Invoice were approved on a motion by Andy Doom and second by Andy Erickson.

Adjournment: The motion to adjourn was made by Mike McGuire and seconded by Swantje Willers. Motion carried.

Submitted by Deb Kerschner, DOC