



## Minnesota Counties Computer Cooperative

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### MCCC – County Attorney Users Group Minutes of Executive Committee Meeting - Teleconference January 29, 2010

Participants: Jim Martinson (Olmsted County), Chair; Stephen Betcher (Goodhue County); Dan Carlson (Rice County); Mike Nelson (Olmsted County); David Hauser (Ottertail County); David Walker (Freeborn County); Ryan McNamee (Carver County). Non-voting Participants: Mark Theobald (Docutech); Carrie Shea (Docutech); Kathy Eiler (Rewrite Coordinator); Dave Schueck (Intertech); and Lisa Meredith (MCCC).

1. The meeting was called to order at 8:37 a.m.
2. Motion to approve the agenda by Steve Betcher, seconded by Dan Carlson - passed.
3. Motion to approve minutes of 12/23/09 meeting by Mike Nelson, seconded by Steve Betcher, with one correction (correct spelling of our OJP Grant Manager's name) – passed.
4. MCAPS Rewrite Discussion.
  - On 01/08/10, Jim Martinson, Dan Carlson, Kathy Eiler, Lisa Meredith, and Mike Fox met the OJP Grant Manager, Michael Graif, at MCCC Headquarters. Mr. Graif feels the documentation for our grant is adequate. He will need a copy of the job posting or job offer letter for our additional programmer. Mike Fox will prepare monthly financial reports. Kathy Eiler and Carrie Shea will work together on narrative reports. This is a reimbursement grant – our first report is due February 20<sup>th</sup>. Mr. Graif made an administrative correction to move our equipment funding request into the supplies category (laptops and any items costing less than \$5,000 is considered supplies rather than equipment).
  - Dave Schueck discussed the early steps in Intertech's participation in the rewrite. It began last Wednesday with a kick-off meeting. Dave hopes to maintain a two-pronged effort, working simultaneously on the documentation required by the BCA and initial programming in order to give users some idea of the directions we are headed. Carrie Shea and Dan Anderson have a great start on inventorying use cases, with 300 identified so far. Dave and Mark have begun working on system architecture and design, refining and establishing steps that will lead to documentation required by the BCA. Dave and Kathy met with Tom Miller last Friday to discuss the deadlines established by the BCA. Tom advised

- that all of the deadlines have some flexibility except the June 30<sup>th</sup> final deadline. The initial deadline of February 15<sup>th</sup> will be reestablished, and interim deadlines will be compressed, still enabling us to meet the June 30<sup>th</sup> requirement.
- Kathy Eiler reported that she is excited to have her participation in the rewrite under way. Her initial meetings with Lisa, Dave, Mark, and Carrie have been productive.
  - Mark Theobald feels the activities of the last week went well. He is close to being able to make a job offer for the programmer position. He received applications from around the world, has narrowed his choices to two people, and hopes to make a job offer to one of them, with a 30-day probation period. By this time next month, Mark hopes he and Dave will have agreed on plans for the architecture, system design and how to manage the rewrite. Once those plans are in place, it will be time for some hard core programming
  - Jim Martinson and Lisa Meredith discussed Hennepin County's participation, which now looks certain. Hennepin has assigned two people, Teresa Treptau and Nancy McLean, to the MCAPS4 Development Team.
  - Ryan McNamee, newly elected Chair of the Development Team, reported on the first teleconference meeting, which took place yesterday. No Co-Chair has been elected. Rhea Grove (Polk County) volunteered to act as the Recorder. Ryan and Kathy Eiler plan to prepare a survey to identify Subject Matter Experts, and will distribute a contact list for users. Ryan described the Development Team as a sounding board for the entire user group. He hopes that every 4-6 weeks the Development Team will be able to demonstrate a new segment or iteration of MCAPS4 for users to review and provide feedback. Lisa added that she expects the Development Team to be the first group to review any items that are out of scope of the original rewrite contracts.

5. Standards Committee Report – Dan reported the Standards Committee has suspended regular meetings, and will operate as needed either by email or by addressing urgent MCAPS3 requirements briefly during the MCAPS4 Development Team meetings.

6. Financial Report – The financial report distributed by Mike Fox was reviewed. Lisa reported that a small number of users have not paid membership and maintenance/support fees – she will be looking for help in that regard soon. Motion to approve financial report by Dave Hauser, second by Mike Nelson – passed.

7. Other concerns.

- Steve Betcher commented that Goodhue County will be implementing eCharging next month, and asked whether we are reaching out to small firms to let them know that MCAPS has the ability to provide an eCharging capability. Lisa commented that we should start to plan now to use the eCharging capability and the MCAPS4 rollout in a marketing plan for next year.
- Mike Nelson advised the Training Committee would like to provide one full day of MCAPS4 information in large groups at MCCC's annual conference, with a User Group meeting and Executive Committee meeting scheduled on a second day.

This will be a great opportunity to show users what has been done so far and provide critical information on work that can and should be done to clean up data in preparation for the MCAPS4 rollout.

8. The next meeting will be on February 26, 2010 at 8:30 a.m.

Meeting adjourned at 9:22 a.m.

Minutes submitted by Dan Carlson, Rice County