



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 - County Attorney Users Group Minutes of Executive Committee Meeting June 25, 2010

Participants: Jim Martinson (Olmsted County) Past Chair; Dan Carlson (Rice County) Chair; Brenda Miller (Waseca County) Vice Chair; Ryan McNamee (Carver County); Mike Nelson (Olmsted County); David Hauser (Ottertail).

Non-voting participants: Pat Diamond (Hennepin County); Carrie Shea (Docutech); Mark Theobald (Docutech); Dave Schueck (Intertech); and Kathy Eiler (Project Manager);

1. Dan Carlson called the meeting to order at 8:33 am.
2. Motion to approve the Agenda was made by Jim Martinson, seconded by Ryan McNamee, and unanimously passed.
3. Motion to approve the May 21, 2010 meeting minutes was made by David Hauser, seconded by Mike Nelson, and unanimously approved, with the friendly amendment to change Kathy Eiler's title to Project Manager.
4. Financial Report:
Dan did not get an updated financial statement. He wanted to make all members aware that finances will be a big hurdle this year and there are some shortfalls expected. All members should begin thinking of additional funding sources, including requesting money from county boards.
5. 2011 Enhancement Fund:
The user group voted to keep the enhancement fund fees the same as last year, \$200 per attorney. The user group also voted to apply

the same enhancement fee system (\$200 per attorney) to Hennepin County, if they decide to become members.

6. MCAPS4 Rewrite Discussion:

OJP Grant Update – Kathy Eiler updated the group on this issue. She said that her 2nd quarter report is due at the BCA on July 20, 2010. She said that she would have a draft to Lisa by July 9, 2010, for review. Kathy said they are working well with their budget.

Intertech Update – Last week was prep time for the usability tests that were conducted at the beginning of this week. Testing went with and there were 6 participants. Nothing was raised that would derail the current plans or directions; there were little things recommended for change but nothing massive. The final report on the testing will be completed by the end of the day on June 28, 2010. Next on the list is preparation of the 18 month plan. Dave will list what needs to be done and then prepare estimates for completing those items. These estimates should be completed by the end of the day on June 30, 2010.

Kathy Eiler Update – The BCA has all of the deliverables, with the exception of 2 that Mark is completing. These last 2 should be completed by the end of the month. With Dave moving to a 2 day work week on the project, Andy Filo is going to begin development lead duties. Carrie and Mark will take direction from Andy.

Mark Theobald Update – Mark identified a minor problem with an echarging component. The BCA will be making this adjustment on their end.

Development Team Update – Ryan warned that there will be shortfalls for the completion of the development phase. Manpower is a major issue, with Dave going to a 2 day per week schedule. Ryan is concerned that they might not be able to meet deadlines with their manpower shortfall. It was suggested that data migration might be a component that is not included in the initial phase. This item was budgeted for, however, the scope of the project changed such that those costs also increased.

7. Changes to Rules and Regulations:
A discussion was held regarding whether to increase the size of the committee and how to fill the city attorney representative. David Hauser agreed to be part of a group to review potential future changes to the rules and regulations. It was suggested that David Walker also become a part of this group.

8. Other Business/Member Concerns:

The proposed slate of officers was approved by the user group. It is unsure whether the new members were informed of this and whether they are signed up to receive notice of meetings. Dan will check with Lisa to make sure that the new members are included in all correspondence and are informed of all future meetings.

Dan mentioned that we do not currently have an ISSG liaison to our committee. Our previous representative is no longer with Rice County and the current MCCC Executive Committee ISSG Liaison is too busy to take on this role. It was suggested that the MCCC Executive Committee should be responsible for replacing our ISSG liaison.

Kathy mentioned that Lisa Meredith wanted us to have a meeting in July. Our next meeting will take place on July 23, 2010, at 8:30 am.

9. A motion to adjourn the meeting was made by Jim Martinson, was seconded by Ryan McNamee, and unanimously approved.