



Minnesota Counties Computer Cooperative

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MCCC – County Attorney Users Group Minutes of Executive Committee Meeting - Teleconference February 26, 2010

Participants: Jim Martinson (Olmsted County), Chair; Stephen Betcher (Goodhue County); Dan Carlson (Rice County); Mike Nelson (Olmsted County); David Hauser (Ottertail County); Arden Fritz (Sherburne 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 8:33 a.m.
2. Motion to approve the agenda by Arden Fritz, seconded by Ryan McNamee –addition requested by Mike Nelson regarding plans for MCCC Conference. Motion carried.
3. Motion to approve minutes of 01/29/10 meeting by Arden Fritz, seconded by Mike Nelson – one correction regarding the number of use cases identified for the rewrite (approximately 180 rather than 300). Motion carried.
4. MCAPS Rewrite Discussion.
 - Lisa Meredith advised that the first set of monthly financial reports for the OJP grant was submitted by Mike Fox, and that process went well. Our first quarterly narrative report is due in April.
 - Kathy Eiler reported that roughly 30 use cases have been completed so far. She and Dave Schueck have established a routine of twice/weekly phone calls to discuss progress, and she feels well informed about the process thus far. Kathy attended an MCAPS demonstration in Carver county last week for Hennepin County members of the development team. Dave Christianson, a Hennepin County IT specialist, has joined the rewrite team, and is working with Dan Anderson and Carrie Shea on development of use cases. A work order format has been created for Mark Theobald to submit with invoices for work performed for the BCA grant. A kick-off meeting for Subject Matter Experts (SME's) on Reporting and Civil Cases took place by teleconference this week. SME's were asked to begin advising the rewrite team on three categories: (1) things they like about MCAPS3; (2) features in MCAPS3 that they don't like or are no longer used; and, (3) features they would like to see included in MCAPS4. Finally, Kathy and Mark Theobald provided clarification about BCA funding for eCharging implementation in MCAPS user counties during the first half of 2010: Six counties

- were targeted at \$1500 each, for a total of \$9,000, Winona has dropped out, but Lyons County will take their place, so no change is needed in the contract.
- Ryan McNamee reported the Development Team has been very active in the past month. Hennepin County development team members who visited Carver County last week included Nancy McLean, a senior attorney in their juvenile prosecution division; Theresa Treptau, Legal Support Services Manager; and David Christianson, IT Specialist. Ryan stated that one area of concern for Hennepin is the ratio of support staff to attorneys – Hennepin has roughly 7 attorneys per secretary, so the tasks performed by support staff differ considerably from many of the user group offices, where support staff has time to maintain calendars for the attorneys. (Executive Committee members discussed the new calendaring/court messaging feature being beta tested by Docutech, which may be developed into a feature that would be very useful to Hennepin and other counties.) Ryan provided additional information about the development team meeting yesterday, and the SME meeting on February 23rd, both of which were productive.
 - Dave Schueck discussed work being done by Intertech and Docutech, describing their plan to work on 4-6 week iterations, developing documentation and building viewable versions of software. They hope to have 12-14 iterations available for demonstrations to users between now and March 2011. Two major milestones will be presentations at the MCCC annual conferences this year and in 2011. Dave feels he and Mark have made good progress on architecture and design. He thinks they are still a little behind on documentation, but he believes they will meet the required timelines. Jim Martinson asked how use cases are constructed – Dave stated they typically contain descriptive text in paragraph form, but many contain flow charts and diagrams as well. Dave offered to send a sample use case to committee members to give us an idea what they look like.
 - Mark Theobald reported that he is going to Hennepin County Tuesday to visit Nancy McLean and Theresa Treptau. Dave Schueck and Dave Christianson will participate as well. Mark feels that meeting will help the Hennepin County staff and other MCAPS users learn more about each other's needs.

5. Financial Report – The financial reports distributed by Mike Fox was reviewed. Lisa said there have been some adjustments to the payment schedule. Motion by Mike Nelson, seconded by Arden Fritz, to pay for a data card for Kathy Eiler's laptop (approx. \$760/year) from OJP grant funds – motion carried. Motion by Arden Fritz, seconded by Dan Carlson, to pay Kathy's insurance (\$2,246) from enhancement funds – motion carried. Motion by Arden Fritz, seconded by Mike Nelson, to approve the general financial report – motion carried.

6. Other concerns.

- The development team approved the format for work orders to be submitted by Docutech for reimbursement from the BCA grant. Motion by Mike Nelson, seconded by Dan Carlson, to permit the development team to review completed work orders, make a recommendation, and send them to the Executive Committee Chair for approval and signature – motion carried.

- Mike Nelson asked for input regarding plans for the annual MCCC conference. The committee recommended a Tuesday afternoon presentation, Executive Committee meeting on Tuesday afternoon, additional group presentations on Wednesday morning, and a full Users Group Meeting Wednesday afternoon.

11. The next meeting will be on April 23, 2010 at 8:30 a.m.

Motion to adjourn by Steve Betcher, seconded by Ryan McNamee. The meeting was adjourned at 9:30 a.m.

Minutes submitted by Dan Carlson, Rice County