



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 Standards Committee

Minutes

Conference Call January 7, 2010

Voting members present: Dan Carlson (Rice County), Rhea Grove (Polk County), Amy White (Olmsted County), Ryan McNamee (Carver County), Debbie Marshall (Crow Wing County), Shari O'Donnell (McLeod County), Kay Leesburg (Hubbard County)

Others present: Mark Theobald (Docutech), Carrie Shea (Docutech), Becky Larsen (City of Rochester), Kathy Eiler

The meeting was called to order at 10:04 a.m.

1. **Approval of November 5, 2009 Minutes**

M/R. McNamee, S/S. O'Donnell to approve the minutes as submitted. Motion carried unanimously.

Approval of December 3, 2009 Minutes

M/K. Leesburg, S/D. Marshall to approve the minutes as submitted. Motion carried unanimously.

2. **Review Requests for Fixes and Enhancements**

A. Emails to multiple non-office entities. Mark will be looking into this.

B. Deselect witnesses. Mark will be looking more into this and give us a quote.

3. **Grant Update**

- The contract with Docutech has been signed by Jim and Paul and waiting for Mark's signature. Kathy Eiler's contract will be signed tomorrow at MCCC. The Joint Powers Agreement has been completely signed. The contract with the people from Intertech will hopefully be completed by next week.
- Thank you to everyone for responding to the user's group voting to get the contracts approved.
- There will be a meeting tomorrow at MCCC with the Grant Administrator and Jim Martinson, Dan Carlson, Ryan McNamee, and Kathy Eiler will also be attending.

4. **Standards Committee Role During Rewrite**

We will be suspending the monthly Standards Committee meetings temporarily during the rewrite process. Since we are all going to be involved in the development team and most of those meetings will be by teleconference or webinar, we will devote the first few minutes of each development team

meeting to Standards Committee issues. When enhancements issues are submitted in the future, an e-mail will be sent to members of the Standards Committee for comments and/or voting.

5. Other business

Mark will be adding a “Problems” forum to the website for problem issues. You will be able to be notified of anything added to this forum if you sign-up for notifications so that other users will be aware of the problems/fixes in MCAPS.

If you have any ideas for a session at the MCCC Conference this summer, please send an e-mail to Lisa at MCCC.

6. Adjournment

The meeting was adjourned at 10:58 a.m. No meeting was scheduled for February since we are temporarily suspending monthly Standards Committee meetings.

Minutes respectfully submitted by Rhea Grove, Polk County