



## Minnesota Counties Computer Cooperative

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### **CSTS Executive Committee Meeting**

January 20, 2010

Present: Deb Kerschner, Lisa MCCC, Mike McGuire, Dan Traun, Andy Doom, Tim MacMillan, Ron Solheid, Sandi Sostak, Tim Cleveland, Terryl Arola, Carl Thelen, Jennye Croft, Andy Erickson, John Ramlo, Nate Beran, and Judith Franklin.

#### **Approval of Agenda** -

MOTION: Tim C/Ron S **APPROVED** (with Jennye's name correction)

#### **Approval of 12-16-09 Minutes**

MOTION: Andy Doom/Dan Traun **APPROVED**

#### **S3 Update**

- 1) The Probation Survey letter has gone out with timelines. Any questions contact Deb.
- 2) The selected rollout dates for YLS (end March) and LSI (end April) are set for remote testing. The YLS has less change so it will go first. The assessment is copyrighted so the questions are the same, but the web formatting is different – prettier. The modified tool allows for future assessment additions. It is not yet integrated to CSTS and with reduced resources with the budget cuts, it may be awhile.
- 3) The monthly firearm matching project peaked during hunting season at about 1300 matches which is more than last year. Data is run on the first of the month. POs should have gotten an email that the matched person has bought a hunting license. This allows the agent to check with the probationer about it.
- 4) Deb passed out the BCA Booking Notification Project User Reference. The BCA has been working on it since last fall. Deb will get testing capability next week so it will go live in the near future. The advantage of this data match is that it will be live data (immediate email) and come from every fingerprinting location in the state. The match is on the SID number in CSTS when the offender is fingerprinted. Deb will double check to see if juveniles with SIDs are included. She doesn't believe so. The email will include the CSTS client number, date and time, booking agency, and offense. The email will go to the email address in CSTS. The purpose is to notify agents of the bookings. The cop stops will continue and provide broader contact information.

**CSTS Update:** Carl Thelen

- 1) The work order open projects have shrunk since last time. We are basically down to the intrastate project.
- 2) Feedback has been good on last release especially related to the contact plan.
- 3) The Intrastate project has starting with the reference table audit. The audit will compare the current values with the standard values. If there is no match, it will ask you to reassign to a standard value. The utility went out and needs to be run on the latest version. STI has found some counties are using fields differently than intended. i.e. stay types for DOC. These will need to be mapped. The email also gave directions for how to run an ad hoc report to see what is really in there. The deadline is before the intrastate release in August.
- 4) The violation feedback meeting went off in St Cloud. There were about 70 people there. The meeting was 2 ½ hours with two pages of notes that will be brought back to full committee when they meet on the 28<sup>th</sup>. Overall, feedback was positive. Looks like there will be two forms – short form (to meet the needs of misdemeanors) and long form (felony /gross misdemeanor). The committee will meet for a couple more months to finalize. The goal is to have it ready for the intrastate module release.
- 5) Carl is meeting with Deb and team to move the DEM (COMS to CSTS) web service over to Zayo.

**Committee Reports**

**Enhancement/Design/Training:** Sandi Sostak

- 1) The next meeting is next Tuesday. There is some interest in more options for agents to access CSTS in the field through a web-based version. They are also looking at training issues.
- 2) Lisa suggests the enhancement committee check MCCC website to see if information is current.
- 3) A DHS Bulletin # 09-53-05 came out with information on mental health screen statutory responsibilities. This is on the agenda for next week so have standards for coding multiple cases disposed of on the same day.

**Standards:** Jennye Croft

- 1) The next meeting is next week. Lisa suggests that Jennye and/or the committee look at the Standards section of the MCCC website. It is probably outdated. Jennye says that the next project to update the manual and bring it back to Executive committee before the user group.

**Technical Liaison:** Nate Beran

- 1) Getting good feedback on the message center.

**JAIMS:** Susan Moser – Not present

**MCCC Liaison:** John Thompson – Not present

## **Financial Report**

Mike is with the auditor so Lisa made presentation. The January report includes the new enhancement fee funds that have billed to counties. There are three bills to approve for STI. Carl says the December support was up with the new release. The Intrastate bill was for the reference table utility. Lastly, the CISR development bill was for 48.31 hours in 2009. There are still 151 work hours approved for ongoing support in 2010 for CISR.

MOTION to approve financial report: Andy Doom/Ron – **APPROVED**.

## **Other Business/Member Concerns**

1) STI Evaluation – MCCC sent out a survey monkey with 11 respondents. The overwhelming recommendation was to renew the contract for 2 years. The majority of the respondents were from the Executive Committee with sub-committee chairs and one subcommittee member. STI ratings on quality of work, availability, customer service, training, and bringing new development areas were overall very positive. Customer service was 100% and the lowest area was training.

The next contract (calendar year) is basically the same with a rate increase of \$ 5.00 per hour. The contract is to be reviewed by past chair, current chair, chair elect, and Lisa. John suggests that the meeting be after next month's Executive meeting. Lisa says it might be able to handled via email and then a conference call.

2) Sherburne County licensing issue - Carl got a call from Sherburne county. They are running a second copy of CSTS running in their jail to track work service. There haven't been support issues and Carl was not aware of this second copy/database situation. His question is what is our policy on this? At one time Stearns came to board to run a second copy in county attorney's office for diversion, but it never went through. Our fee structure is based upon number of users. Carl needs to know about these databases especially when we start the intrastate integration. STI won't know who is out there if the monitoring piece is never set up. Carl will follow up with J. Hancuch to work up a statement of need and use. He will bring it back to Executive Committee to evaluate for user fee and other related issues. A part of our discussion might also require a request process for anyone wanting to use CSTS and also what are appropriate reasons to expanded uses or a statement that we don't approve expansion. Lisa said this could potentially mean copyrighting or such which some user groups have done.

MOTION to adjourn. **APPROVED**

Respectfully submitted:

Terryl Arola