



## Minnesota Counties Computer Cooperative

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### MCCC - County Attorney Users Group Minutes of Executive Committee Meeting May 21, 2010

Participants: Jim Martinson (Olmsted County) Chair; Dan Carlson (Rice County) Vice Chair; Brenda Miller (Waseca County) Recorder; Ryan McNamee (Carver County); Mike Nelson (Olmsted County).  
Non-voting participants: Pat Diamond (Hennepin County); Nancy McLean (Hennepin County); Theresa Treptau (Hennepin County); Carrie Shea (Docutech); Mark Theobald (Docutech); Mark Ostrem (Olmsted County); Dave Schueck (Intertech); Kathy Eiler (Rewrite Coordinator); and Lisa Meredith (MCCC).

1. The meeting was called to order.
2. Motion to approve the Agenda was made by Ryan McNamee, seconded by Dan Carlson, and unanimously passed.
3. Motion to approve the April 23, 2010 meeting minutes was made by Mike Nelson, seconded by Ryan McNamee, and unanimously approved.
4. Financial Report:  
We currently have two sources of grant money to pay bills, OJP and BCA grant dollars. A concern was voiced that bills are being paid from the correct budget. We collected a little over \$260,000 for maintenance fees and currently have \$300,000 available in this fund. Lisa Meredith will double-check to make sure that all users have paid their annual maintenance fees. A motion was made by Dan Carlson to approve the financial report, seconded by Ryan McNamee, and unanimously approved.
5. 2011 Enhancement Fund:

The current enhancement fund fees are \$200 per attorney. No decision has been made yet to make a change to this amount. A decision will have to be made on the rate to charge Hennepin County for their enhancement fund fees. That should be addressed at the Annual Meeting in June. A motion was made by Mike Nelson to keep the enhancement fund fees at \$200 per attorney with a decision to be made later to determine the cost of Hennepin County for enhancement fund fees. Ryan McNamee seconded the motion. A discussion was held regarding Hennepin County. There were suggestions to cap Hennepin County's enhancement fund fees at the rate of Olmsted County or some other comparably sized county's total enhancement fund fees, or some other agreed upon rate. Hennepin County representatives mentioned the ability to offer the services of one of their employees for use in making programming changes either for the initial rollout or participatory enhancements. There was a discussion whether the use of this Hennepin County employee's services would result in a reduction of their enhancement fund fees or whether other counties would pay Hennepin County for the use of any programming changes their employee makes. A vote unanimously approved the Mike's motion.

6. 2010-2011 Slate of Officers:  
Development Committee Chair – Ryan McNamee  
Training Chair – Mike Nelson  
At large members – David Walker, David Hauser, Stephen Boettcher, Ryan McNamee  
Chair – Dan Carlson  
Vice Chair – Brenda Miller

A discussion was held regarding the proposed slate of officers. Questions were posed as to whether or not the existing officer (vice chair and recorder) automatically move up to the next level position or if they may be replaced. Questions were asked whether the existing chair could remain for a 2<sup>nd</sup> year term as chair. Lisa Meredith informed the group that the executive committee bylaws require that the existing chair becomes the past chair upon expiration of his term and that the chair of the committee must have been recorder and vice chair prior to becoming chair. Discussion was held on recommendations for the city attorney

representative and recorder position. Members were going to make calls to several persons inquiring as to their interest in joining the committee. A full slate of officers will be submitted to the entire user group at the Annual Meeting in June.

7. MCAPS4 Rewrite Discussion:
  - OJP Grant Update – Looks like everything is on track. Need to make sure that money for bills are coming from correct grant dollars (OJP versus BCA).
  - Intertech Update – Looks like the recent vote to increase funds will be approved. Currently refining gap analysis and use cases. Have already defined components, with some minor ongoing refinement.
  - Kathy Eiler Update – Nothing new to report.
  - Mark Theobald Update – Nothing new to report.
  - Development Team Update – Ryan McNamee provided a list of components, gap analysis and use cases for the rewrite. Extensive time and discussions have gone into preparing these lists. More time has been spent on this end of the re-write as opposed to the actual programming. A demonstration of MCAPS4 will be held at the Annual Meeting. All of the development team members involved in the rewrite are currently working at the Intertech facilities to expedite programming to enable the demonstration to be held on time for the Annual Meeting.
8. Other Business/Member Concerns:
  - None.
9. A motion was made by Mike Nelson to adjourn the meeting, was seconded by Dan Carlson, and unanimously approved.

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Minutes respectfully submitted by Brenda Miller, Waseca