



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 - Teleconference April 23, 2010

Participants: Jim Martinson (Olmsted County), Chair; Dan Carlson (Rice County); Mike Nelson (Olmsted County); David Hauser (Ottertail County); David Walker (Freeborn County); Ryan McNamee (Carver County). Non-voting Participants: Pat Diamond (Hennepin County); Carrie Shea (Docutech); Kathy Eiler (Rewrite Coordinator); and Lisa Meredith (MCCC).

1. The meeting was called to order at 8:40 a.m.
2. Motion to approve the agenda by David Hauser, seconded by Mike Nelson –addition requested by Jim Martinson regarding plans for MCCC Conference. Motion carried.
3. Motion to approve minutes of 02/26/10 meeting by Mike Nelson, seconded by Ryan McNamee . Motion carried.
4. MCAPS Rewrite Discussion.
 - Lisa Meredith advised that reports for the OJP grant are being submitted on time, and that the reporting process is going smoothly. Our first quarterly narrative report was submitted earlier this month, a few days ahead of schedule. In regard to the timeline and projected schedule for the OJP grant we are slightly behind on development, but doing OK.
 - Dave Schueck was not available to participate in today's meeting, and Mark Theobald is at Ottertail County assisting with installation and implementation of e-Charging. Kathy Eiler provided a report covering her work, that of Intertech, and that of Docutech. The different groups involved in the rewrite are working together well. The project is moving ahead nicely, and though we are somewhat behind in regard to coding, that is not seen as a problem at this time. The second set of deliverables went to the BCA on April 15th as scheduled. 120 Use Cases were due, and 128 were delivered. Mark Theobald and Dave Schueck met with the BCA yesterday, and received positive feedback regarding progress to this point. A webinar is planned for the next meeting of the Development Team on May 6th, which will give participants a first look at some of the features being planned for MCAPS4. The Development Team has been asked to provide historical perspectives regarding problems, difficulties, and successful procedures during installation of previous MCAPS rewrites or other software systems. We are approximately \$45,000 under budget on the Intertech contract –

- this will be discussed later in the agenda. System design documentation is due to the BCA on May 15th. A testing plan summary is due June 15th. Both should be done on time. Kathy reported that she and Dave Schueck have continued their routine of twice/weekly phone calls. She has updated the Basecamp website whenever new information is available. Late last month Kathy participated in e-Charging training at Rice County, so she is now better informed regarding that program.
- Kathy also reported that Docutech, Intertech, and Dave Christianson from Hennepin County will be focusing on a Hennepin County gap analysis for the near future, to determine which features in MCAPS4 do not have the same functionality as Hennepin County has had with Legal Edge or desires in the future. The outcome of this effort will be an ability to determine how many of those functions can be included in MCAPS4, and which ones will have to reside outside MCAPS4. Lisa Meredith added that the process may identify features that some other users are willing to provide funding for as well. Lisa expects that there will be significant growth and development during the year after the MCAPS4 release, but for now the most important thing for us to remember is that we must meet the OJP grant deadlines.
 - Dan Carlson discussed the last two Development Team meetings, which were productive. There has been good participation by members, including active participation and input by Hennepin County team members. All of the team members are looking forward to the webinar on May 6th and the presentations planned for the annual conference.
 - All of the above reports prompted questions from Pat Diamond about the role of the Development Team and when/how/by whom decisions will be made regarding exactly what features can or will be included in MCAPS4. Committee members agreed that a face-to-face meeting to discuss these questions might be appropriate as soon as possible after the May 15th submission of system design documentation to the BCA. A meeting is scheduled for May 21st at MCCC. All Executive Committee members and all Development Team members will be invited. No conference call option will be offered. An agenda will be prepared by the Executive Committee. Items will be prepared in a presentation format, and Jim Martinson will chair the meeting.
 - Lisa Meredith asked committee members to vote on a modification of the Intertech contract to permit additional staff (a developer and a tester) to help with design work and testing between now and the end of June. This modification is possible because we are under budget on the Intertech contract, as reported above. Motion by Dan Carlson, seconded by Mike Nelson, to approve the modification. Motion carried.
 - Kathy Eiler reported that a number of people have expressed a strong desire to keep Intertech involved in the rewrite project beyond June 30th. A meeting took place at MCCC last week to discuss that possibility. Participants were Lisa Meredith, Kathy Eiler, Mark Theobald, Dave Schueck, Ryan McCabe, Jim Martinson, Ryan McNamee, and Dan Carlson. Kathy presented some cost estimates to that group, and they decided to recommend that the Executive Committee ask for a vote from the entire user group approving expenditure of

\$175,000 from enhancement funds to extend Intertech's contract through the end of this year. This would leave approximately \$30,000 in the enhancement fund for this year, with another \$200,000 coming in 2011. Lisa suggested that if the extension is approved perhaps we could include a change order to allow a further extension through June, 2011, if funding is available, particularly if additional funding is procured to cover the extension through December 2010. Motion by David Walker, second by Dan Carlson, to send an email vote to the user group regarding the proposal. Motion carried.

5. Financial Report –Financial reports were reviewed. Lisa reminded members that an additional \$100,000 will be paid to Docutech later this year. Motion by David Walker, seconded by Mike Nelson, to approve the general financial report – motion carried.

6. Our user group schedule at the annual MCCC conference was discussed. There is concern that the current schedule will not permit attendance by people from distant counties, and that attendance at the user group meeting and electronic discovery presentation will be low. Mike Nelson will try to prepare a possible alternative schedule, and will send his proposals to Lisa by e-mail.

11. The next meeting will be on at the annual conference in June.

Motion to adjourn by Mike Nelson, seconded by Ryan McNamee. The meeting was adjourned at 11:00 a.m.

Minutes submitted by Dan Carlson, Rice County