



Minnesota Counties Computer Cooperative

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CSTS EXECUTIVE COMMITTEE

03-17-10

Present: Nate Beran, Andy Doom, Dan Traun, Sandi Sostak, Tad VanderVocetac, Susan Moser, Ron Solheid, Carl Thelen, Lisa Meredith, Mike McGuire, Judith Franklin, Deb Kerschner, Jennye Croft, Dylan Warkentin, Tim Cleveland, Terryl Arola, Warren Liepitz

MOTION (Tim C/Andy D) to APPROVE agenda. Passed.

MOTION (Tim C/Andy D) to APPROVE minutes from last meeting. Passed.

Statewide Supervision System Update: Deb Kerschner

- On Monday, March 22nd the booking notifications will go live. She put the links in the manual for the 25/79 jails that have the booking information online to eliminate calls whenever possible. When she did the testing she had about 100 daily.
- The new user interface for the YLS will be up on Monday, March 29th. The old site will be shut down on Thursday, March 25th. There will be less change for juvenile agents because the interface is very similar to the old one. All data will be converted over to the new S3.
- The LSI move will take longer because there are more users and training necessary. Will be looking at webinar training that people can take from their own desk. The estimated roll-out is June in order to get that training in.
- Last Friday was the deadline for the Probation Survey. Numbers are locked in and DOC has started the compilation for the Feds. The statewide report should be out in May.
- Take note that the DOC IT Support line has reduced it's hours after a position was cut. Calls will be returned between 7:30 AM and 3 PM.
- The MSGC sentencing guidelines worksheets will stay in the old S3 classic for awhile yet due to cuts and other priorities.

CSTS Update: Carl Thelen

Supervision Violation Prototype Demo

- Began in April 2009 with the organization of a committee from all disciplines.
- In January 2010 the committee hosted a meeting in St Cloud for about 75 people to provide feedback on the prototype.
- The review process will include movement through the Enhancement Committee, then Standards, and then to the Executive committee. If approved development

would begin in the summer or fall of 2010. Release could possibly be in the next release after the August Intrastate project.

- The following mission statement was adopted: “To provide a violation report process that effectively documents the reason(s) for the recommended disposition, standardizes the report, enhances agent efficiency, allows for data extraction, and provides for the enhancement of public safety”.
- Currently the report does not include a petition piece (court functionality for notice, revocation findings, etc). Currently this each jurisdiction and add as individualized by their county. However, you could set it up as a merge document to select when creating the violation to print out with your report.
- Last year the DOC had to provide statistics to the legislature on the number of violations before an individual went back to prison to on a technical violations. This has resulted in locking down the probation types into general categories. Agents will have to get specific in narration. There also are required fields to count the number of violation interventions, sanctions, and actual reports to the court.
- There was consideration for a shorter violation report for misdemeanors or gross misdemeanors. However, at this point it was not developed.
- This module was not created with juvenile violations in mind, but that wouldn't preclude juvenile agents from using it.

CSTS Development

- Continuing to work on the Intrastate module.
- The web service has been updated and tested. Certificates have been filed so the web service is ready for the test environment.
- The test sites will begin in a couple months.
- A new release for the Reference Table Utility will go out early next week to accommodate the issues some counties had had with using a table for juvenile dispositions.

Enhancements: Sandi

- The Design Team is meeting on Tuesday to review the probation violation and Intrastate pieces. Then they will start plotting out the priorities for the next projects and/or directions.

Standards: Jennye

- The committee is working on the standards manual and will likely be sending out in parts for Executive Committee review.
- They are trying to make it very comprehensive which means a lot of description.
- There was a lot of discussion with ideas on how to maintain a master copy and make it accessible to users.
 - Keep a master on STI's website in an electronic format
 - Lisa would like to have a copy on MCCC's website as well.
 - Interface it within CSTS so it would be interactive for users
 - We still need a published copy for those who aren't daily CSTS users such as data administrators or data analysts.

- The committee continues to look as issues that come up with the table lock downs.

Technology: Nate
Nothing to report this month

JAIMS: Susan Moser
They will be utilizing phone call-in for their next meeting to facilitate attendance. Currently they are only meeting quarterly. They still need to finalize their annual cost and haven't decided what factors to base it on – number beds, number users, or something else.

MCCC: Absent

Contract Committee: Mike McGuire
The committee has yet to meet to review the STI contract that expires at the end of the year. The past contract was a five year one and not sure whether we should look at another one of that length based upon the current economy. Looking at possibly an extension or shorter contract length.

Financial Report:
All agencies have paid their 2010 enhancement fees but Scott. The only other bills to approved above the monthly STI support bill are a \$ 40,000 Intrastate progress bill and Go Daddy. The Go Daddy bill provided the SSL and domain certificate for the web server. The available funds after dedicated projects for this year is \$ 179,560.26.

MOTION: (Andy D/Ron S) to APPROVE Financial report. Passed.

April Meeting Agenda:
Those items identified for the agenda include: fee schedule/enhancement fund, contract review, and standards review of new format. There isn't enough to warrant an afternoon session.

Hennepin County:
Tad VanderVovee was present. He is a consultant with Hennepin County. They are in the information gathering stage for potential changes to their adult system. They are inquiring with a few different counties and STI. If they become serious in CSTS it would require us to figure out how to fit Hennepin County into our fee schedule.

MOTION: (Andy D/Ron S) to ADJORN. Passed.

Minutes prepared by: Terryl Arola