



## Minnesota Counties Computer Cooperative

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### **ISSG MEETING MINUTES**

Tuesday, June 2, 2009

MCCC Conference, Room, Room Lake Minnewaska

3:45 pm – 5:00 pm

#### **Call To Order**

Chair Dennis Fields called the meeting of the ISSG Group to order on Tuesday, June 2, 2009 at 3:45 pm. Introductions were made of all present. Attendees shown below:

#### **Introductions**

Introductions were made of all present.

#### **Agenda Approval**

Lisa Meredith, of MCCC, proposed the addition of one item to the agenda for a MCCC Update.

*Motion* by Mark Anderson of Winona County, seconded by Jon Eckel of Chisago County, to approve the agenda with the addition of the proposed agenda item; motion carried.

#### **Approval of Minutes**

*Motion* by Brent of Lake of the Woods County, seconded by Brenda Ripley of Faribault County, to approve the minutes from the June 3<sup>rd</sup>, 2008 ISSG Annual Meeting as proposed; motion carried.

*Motion* by Randy Johnson of Goodhue County, seconded by Mike Disher of Morrison County, to approve the minutes from the April 1<sup>st</sup>, 2009 meeting as proposed; motion carried.

#### **User Group Liaison Reports**

Finance & General Government – David Claxton of Rice County (Sherry Hiller of Rice County filling in.)

##### 1. IFS

- a. 5 counties are using the system: Carver, Rice, Wright, and Ottertail.
- b. A letter will be going out regarding go live dates. There are regions with three go live dates.
- c. According to original timetable issued 3 years ago, they are 5 months off.
- d. It will include 5 interfaces to all imaging systems used in Minnesota.
- e. Optimum interface was a hold up and now is worked out.
- f. Now there is an ACS Interface stuck
  - i. Beta counties have to test the interfaces before it can go live.
  - ii. It will be addressed and voted on at the group meeting tomorrow.
- g. All the training was recorded and is available online.

- h. Questions about the JIT installation training – in the rollout schedule
  - i. And probably over and above training is available for an extra cost.
- 2. Will be forming committees to review ACS and Trimin contracts

#### Community Health Services – Mark Anderson of Winona County

- 1. PhDoc 2012
  - a. Very much on line for platform independence
  - b. Moving along; on time.
  - c. The last release for 2012 will be in the first quarter of 2013 – that will be the one that includes the option for platform independence

#### Law Enforcement – Judy Hiller of Waseca County

- 1. Next meeting TBD.
- 2. Mary stepped down as chair. Mike Petterons from Winona County will be taking over.
- 3. May be having conference calls and the group is interested in meeting more frequently.
- 4. CIS – mobile version re-write (Randy Johnson of Goodhue) of laptop mobile software is in testing. Carver pulled out of Beta.

#### Tax (Manatron) – Mike Disher of Morrison County

- 1. Pilot counties will going live by June 15<sup>th</sup>. It is looking good for them to go live.
- 2. New rollout schedule being shared at meeting tomorrow.
- 3. Latest release 8.6.8 – lots of fixes in it.
- 4. Reports group
  - a. Working on providing training online.
  - b. Will survey the user group so we know the needs
- 5. Extracts
  - a. Admin extract
  - b. Gis Extract: Not done, minor issues.
  - c. Cama extract
- 6. Conversion extracts
  - a. Many are working on second conversion.
  - b. Vendor concentrating on Go Live.
  - c. Most everyone has gone through their first extract.
- 7. Weekly survey: Where are you on the check list
  - a. The spreadsheet is shared with the Steering Committee and Manatron.
  - b. Include notes in the Comments Section on the survey and Lisa will follow up on them for you.
  - c. If there is something you are not getting and want it, then ask Lisa for it.
- 8. AVT is done

- a. Requests come through the list, Conversion Liaison, Jeff Watkins, and the Steering Committee.

Tax (ACS) – Kevin Pullis of Stearns County

1. CAMA

- a. Contract extension
- b. Prelim
- c. 2A, 2B, Green Acres

2. Interfaces between CAMAUsa and Manatron

- a. Small group meet at Stearns last week
- b. Exe from Manatron to bring records to Manatron; functional.
- c. Then take CAMAUsa values back into Manatron
  - i. Functional after the meeting. Not the values we are looking for, but a good start.
  - ii. With the Xml that it creates, spell a word wrong and it all errors out.
  - iii. Manatron staff was on site; ACS was on the phone; then the committee met privately.
    - 1. Reviewed CAMAUsa
    - 2. Defined fields
    - 3. Goes to ACS
    - 4. Goes to Manatron
    - 5. Get it done
    - 6. Test applications
- d. Question: Is there a CAMA extract? No, the admin extract is used.
  - i. Those will be missing elements once CAMA is separate.
  - ii. Originally that was going to be the GIS interface file.
  - iii. Will be a separate file extract for it.
  - iv. We're not getting sign off from Manatron that we can share with another vendor.
  - v. The Admin Extract and then the Cama Extract (this goes out of Manatron)
  - vi. CAMA Extract that imports into Manatron (from ACS)
- e. Legal issues with non disclosure for extracts. Wanted one for each to vendor. But it is covered by MCCC relationship.
- f. Interface file to function
  - i. Files 12 that read from ACS tax system
  - ii. So this is new
  - iii. ACS said which programs won't work without tax data
  - iv. We will need those
- g. ETA of the GIS extract – hard to tell.

- i. Cdown0 parcel driven
- ii. Cdown1 is record driven
- iii. Is it coming over per value record or per parcel? - Undetermined

#### Tax (ACS) – Mark Anderson of Winona County (Lisa Meredith filling in)

1. CAMA interfaces underway
2. 2A, 2B, Green Acres – What to do with the Fall Mini?
3. New rules and regulations
  - a. Hold off to last January.
  - b. Keep TAC until June.
  - c. Meeting tomorrow for replacement.
4. New version of APEX coming out and beta testing at Carver and Stearns.

#### Corrections – Nate Beran of Brown County

1. Funding
  - a. There was some talk about funding. How much reserve is needed to fund updates due to legislative change? Right now there isn't financial hardship, but there's always worry about lack of funds in this sort of economic situation, especially as members look to minimize/cut costs.
2. CSTS
  - a. User conference June 17th at Kelly Inn, St. Cloud.
  - b. There's work to develop a message center for CSTS in conjunction with a client contact plan feature. The contact plan is an administrative thing to establish default contact plans for new clients based on supervision level. To help facilitate this, there will be the introduction of a message center in CSTS. This is an "inbox" that will display messages when an agent logs into CSTS. It'll give details about activities related to the agent's workload: New client assigned, client contact notice, case expiration date, system messages, etc, etc.
3. They reviewed the proposed enhancement fund. Should we raise, reduce, or change it.
4. BCA has paid for SCIR purchase.

#### County Attorneys – Sherry Hiller of Rice County

1. There is a RFP and the deadline was last Thursday. They have the responses.
2. Want assistance with RFI and a possible project manager.
  - a. They are taking that to the User Group on Thursday.
  - b. The RFI is to hire consultant. OR They may go with Mark's proposal and hire consultant to manage Mark. OR we don't have any money and float for a year.

#### Executive Committee - Mark Anderson of Winona County

1. Budget is tight. Using online meetings.
2. Don't want to raise dues.
3. Replaced a server.
4. Pretty flat on membership; not dropping members.
5. If you want meetings, sessions, brainstorming, to create online by phone setup.
6. ISSG is allowed to have contracts. Can be done to help save people money.
7. RSVP system – ran 550 events last year.

### **Financial Report**

1. Discussion of what want to do with fees for 2010.
2. *Motion* by Jon Eckel of Chisago County, seconded by Kevin Pullis of Stearns County, to keep the ISSG membership fee the same and keep the training fee at \$200 per county; motion carried.
3. *Motion* by Rhonda Lynch of Carver County, seconded by Mike Disher of Morrison County, to approve the Financial Report as proposed; motion carried.

### **Other Business**

1. Entertain nominations from the floor for a recording officer.
2. Nomination by Mike Disher of Morrison County for Randy Goodhue County for Recording Officer. Carried.
3. Call for nominations to cease and cast a unanimous ballot by Jon Eckel of Chisago County, seconded by Kevin Pullis of Stearns County; motion carried unanimously.
4. Liaison groups
  - a. Finance and General Government: David Claxton declined nomination. Sherry Hiller of Rice County nominated Ann Thomas of Rice County.
  - b. Call for nominations to cease and cast a unanimous ballot by Jon Eckel of Chisago County, seconded by Kevin Pullis of Stearns County; motion carried unanimously.
  - c. Rhonda Lynch of Carver County nominated Mike Disher for new Manatron User Group Liaison.
  - d. Motion by Jon Eckel of Chisago County, seconded by Sherry Hiller of Rice County, to cease nominations and cast a unanimous ballot; motion carried.
  - e. Motion by Brenda Ripley of Faribault County, seconded by Dayle Moore of Nicollet County, to nominate all existing liaisons:
    - i. Community Health – Mark Anderson of Winona County
    - ii. Corrections – Nate Beran of Brown County
    - iii. County Attorney – Sherry Hiller of Rice County
    - iv. ACS Tax – Mark Anderson of Winona County
    - v. Law Enforcement – Judy Hiller of Waseca County

- f. Motion by Rhonda Lynch of Carver County, seconded by Jon Eckel of Chisago County, to cease nominations and cast a unanimous ballot; motion carried.
5. Motion by Kevin Pullis of Stearns County, seconded by Mark Anderson of Winona County, to have MCCC prepare and negotiate a contract with George of North Hennepin Community College for additional training; motion carried.
6. *Motion* by Mark Anderson of Winona County, seconded by Kevin Pullis of Stearns County, to approve the passing of the chairs; motion carried.

**Adjourn Meeting**

Motion by Mark Anderson of Winona County, seconded by Randy Johnson of Goodhue County, to adjourn the meeting at 5:02 pm; motion carried.

Submitted by: Nicole Roepke, Carver County, ISSG Recording Officer

DRAFT