



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

ISSG MEETING MINUTES

Wed., Feb. 3, 2010

MCCC Office, St. Paul

10:00 am – 2:30 pm

Call To Order

Chair Dayle Moore called the meeting of the ISSG Group to order on Wed., Feb 3, 2010 at 10:00 am. Introductions were made of all present. Attendees shown below:

Introductions

Introductions were made of all present. Attendees shown below:

| | | | |
|-------------------|-----------------|-----------------|-------------------|
| Rhonda Lynch | Carver County | Randy Johnson | Goodhue County |
| Nicole Roepke | Carver County | Jeff Neisen | LeSueur County |
| Jon Eckel | Chisago County | Steven McDonald | Martin County |
| Dayle Moore | Nicollet County | Lisa Meredith | MCCC |
| Annette Zacharias | Pine County | Tom Keefe | McLeod County |
| Kevin Pullis | Stearns County | Tom Norve | Washington County |
| Carol Lapham | Houston County | Ann Frailey | Rice County |
| Peggy Sorensen | Goodhue County | Bill Folger | Pipestone County |
| Kyle Jerviss | Wabasha County | | |

Approve Change of County Representation for Vice Chair Position

Motion by Rhonda Lynch, Carver County, seconded by Kevin Pullis, Stearns County, to approve a change of county representation for Vice Chair Nicole Roepke from Carver County to Scott County; motion carried.

Agenda Approval

Motion by John Eckel, Chisago County, seconded by Tom Keefe, McLeod County, to approve the agenda with the addition of the proposed agenda item; motion carried.

Approval of Minutes

Motion by Nicole Roepke, Scott County, seconded by John Eckel, Chisago County, to approve the minutes from the October 7, 2009 meeting as proposed; motion carried.

User Group Liaison Reports

Finance & General Government – Ann Frailey of Rice County

1. IFS Update:
 - a. The schedule is that Clay County is going to implement this week and Wright County will implement shortly thereafter. Wright County will also do additional testing on the new Cash Receipts module. Jim Benson is assisting Wright County. The rest of the pilot counties should go shortly thereafter. MCCC will be sending out a signup schedule for their counties (Lisa will organize this). Implementation timelines will be expanded to next year. Counties do have the option of running parallel or not. MCIS and CPU Counties will be coordinating through Jeff Stojevich and Jim Benson for their implementations.
 - b. IFS golden (Jim Benson's web based wiki site on Accounting Training and support) was approved and a contract is being drafted.
 - c. Tom Keefe said that IE8 will be supported and that Jim Benson will be helping McLeod County beta in April
 - d. More detail is needed on the i-Series H/W requirements
 - e. The rollout may take 18 months
2. LandLink
 - a. Problems continue such as memory leaks, missing indexes (e.g. document ID not indexed), can't run with other apps, needs a SQL server

Community Health Services – Mark Anderson of Winona County (Lisa Meredith filling in.)

1. PhDoc 2012
 - a. Project is going well
 - b. The option to move to server-based is in the last phase of the project (2013)
 - c. Olmsted County is a beta site
 - d. Olmsted is working with 10 other counties and the Mayo Clinic on a Beacon Communities Grant that ties into PhDoc 2010 functionality

Law Enforcement – Judy Hiller of Waseca County (Lisa Meredith filling in.)

1. Dayle received a note from Judy that the group has not met recently so there was nothing to report.
2. Steve McDonald said that their CIS consortium received a stimulus grant to get the citation module of the mobile system up and running. A few members of the CIS consortium are having a conference call meeting with the Federal grant person and Mike Yefsky of CIS

Friday to see where CIS is with developing the e-citation module and if CIS can deliver the software in time so we do not lose the grant money.

Tax (Manatron) – Mike Disher of Morrison County (Lisa Meredith filling in.)

1. Update was sent out this week to load through 8.6.10 plus patches through 1034.
2. The CollectMax is moving forward for Stearns, Washington and Carver Counties.
3. We have located a vendor that can handle the 2009 and older tax statement files in pdf for a reasonable cost.
4. We discussed testing and file uploads.
5. Some of the counties have signed up for the Manatron Managed Services.
6. Carver, Washington, and Stearns are doing online tax payments different by year. For example, pay 2009 and older is done through ACS and newer is done through Manatron.
7. Manatron reports can be put on the MCCC website – send them to Lisa. Counties will not be expected to support them. Counties need to understand that they are only examples and that they will need modify them for their own needs.
8. Counties need to disclose more testing info.

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

1. Nothing significant to report

Corrections – Report submitted by Nate Beran of Brown County

1. S3 update being rolled out. BCA has a new Booking Notification project happening Feb - March to send notices when people are booked based on matches with SID number.
2. A reference table utility was sent out for CSTS. This will verify whether an agency's reference tables meet the standard values required for the Intrastate module coming later this year. Contact STI if you haven't seen it yet. All CSTS sites will need to run this and it requires v2.1.0.3 or higher
3. New version of CSTS (2.1.0.1) was out in December. 2.1.0.3 came out in January. 2.1.0.1 adds a message center which acts as a sort of dashboard for agent's work.
4. There's been a lot of interest in a mobile version of CSTS that doesn't rely on a check-in/check-out approach. STI anticipates a self (county) hosted secure website as a possible implementation. If anyone has concerns about that or other ideas please let me know so I can relay them to Carl. I anticipate only larger counties would feel comfortable with this sort of implementation. I'd be very happy to discuss it with anyone interested in it.
5. Some issues arose lately regarding licensing and counties running instances of CSTS for things other than Probation uses. There isn't a monetary issue as far as STI is concerned.

The problem is that as CSTS becomes more interconnected between agencies there's more and more likelihood that someone's "repurposed" CSTS could feed bad/unrelated/corrupted data out to other counties and the DOC. The question was whether the licensing of CSTS allowed people to use CSTS for anything other than its intended purpose. And regardless of whether it is or not, how do we prevent data corruption?

County Attorneys – Report submitted by Sherry Hiller of Rice County

1. MCAPS

- a. The rewrite project is finally under way, and seems to be off to a good start. Our user group contracted with Intertech to provide two people to help with the documentation and system requirements information for the rewrite. We are referring to those two people as (1) a Technical Requirements Director and (2) a Business Analyst. Their work should be completed by June 30th of this year. We anticipate that the actual rewrite process will take two years, so it should be completed by the end of 2011.
- b. Mark Theobald is in the process of hiring an additional programmer to help him write the code and assist with the rollout. We hope that will become a long-term position, and that the person (or a successor) will stay on board to help with ongoing maintenance and support.
- c. We also contracted with Kathy Eiler (retired from her position with the Bloomington City Attorney's Office) to be a half-time project coordinator for the full two years of the rewrite.
- d. Hennepin County is in the process of joining the user group. They will provide additional programming support and an additional Business Analyst to help balance the requirements of their large office and the rest of the user group.
- e. We have formed a "Development Team" that will meet by teleconference or webinar every two weeks. The first meeting was last Thursday. The development team will help all of the people named above to reach out to the rest of the user group with questions regarding design and required functions, provide input as the initial design starts to be available, and suggest Subject Matter Experts who can help develop Use Cases and comment on system requirements.
- f. Are you or anyone else in ISSG interested in being part of the development team? It would help if we had IT representation. The team meets every other Thursday at 1:00 p.m. If anyone can participate, they should contact Lisa Meredith to sign up.

CamaUSA – Kevin Pullis of Stearns County

1. CamaUSA committee meeting 2/17
2. Two training sessions are being set up at Stearns
3. Nine change requests are being forwarded to ACS
4. Nine counties are left on the CamaUSA side that use Manatron; the other use Vanguard.
5. A r rewrite of CamaUSA off the i-Series is being considered by ACS
6. If data needs to go from Manatron to CamaUSA, convert to ACS to get into synce, then convert to CamaUSA

MCCC Update

1. MCCC Conference June 7-10, 2010
2. Lisa still looking for session ideas, including training sessions
3. May have a hypnotist Wed. night

Financial Report – Lisa Meredith

1. *Motion* by Kevin Pullis, Stearns County, seconded by Nicole Roepke, County, to approve the Financial Report as proposed; motion carried.

Group Discussion

None.

Committee Reports

ISSG Training Update (Dayle Moore - Nicollet, Mike Disher - Morrison, Rich Meyer - Brown, Brent Birkeland – Lake of the Woods, Ron Pula - Beltrami)

1. The group has met twice via phone conference
2. George Sawyer may offer the following training at the June conference:
 - a. Windows 7 101
 - b. OpenOffice
 - c. Security
3. The group discussed using some of ISSG's training funds to help purchase detailed technical training from a vendor such as Benchmark Training. Lisa will investigate option with them.

ISSG Standards (Nicole Roepke – Carver, Dayle Moore – Nicollet, Rich Meyer – Brown, Sherry Hiller – Rice, John Eckel – Chisago)

1. Group met for the first time just prior to the ISSG meeting
2. John Eckel said he is working on a standards policy for vendors that want to do business with his county. He would like to get his Board approval and then use that as a template for ISSG to set standards

3. John mentioned the difficulty of certifying applications that vendors bring in
4. Nicole said we should consider a Statement of Work (SOW). For example, if .net is being used in the application, here is what will be done with it.
5. Lisa would like standards now since she is working on some upcoming five-year contracts (June). Standards would have been very helpful when the Manatron and Optimum contracts were written.
6. Kevin Pullis said we can learn from the Manatron experience. Lisa suggested that we should have modules that can be checked off when they meet an agreed-upon standard, not the whole RFP. The initial bid is critical in spelling out consequences. After that, the vendor can charge additional fees to reach a standard not in the RFP.
7. It was suggested that committee liaisons should help review the contracts for those applications.

Other Business

1. Dayle Moore asked the group to send him ideas for topics to discuss at our meetings and names of vendors we would like to hear from.

Adjourn Meeting

Motion by Kevin Pullis, Stearns County, seconded by Rhonda Lynch, Carver County, to adjourn the meeting at 12:15; motion carried.

Presentations

1. None

Next ISSG meeting is scheduled for Wed., April 7, 2010 at MCCC.

Submitted by: Randy Johnson, Goodhue County, ISSG Recording Officer