



Minnesota Counties Computer Cooperative

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MCAPS Development Team Minutes Conference Call March 11, 2010

Voting members present:

Dan Carlson (Rice County)

David Walker (Freeborn County)

Debbie Marshall (Crow Wing County)

Diane Roseen (Roseau County)

Kay Leeseberg (Hubbard County)

Nancy McLean (Hennepin County)

Rhea Grove (Polk County)

Robin Finke (Swift County)

Sara Reindal (Freeborn County)

Shari O'Donnell (McLeod County)

Theresa Treptau (Hennepin County)

Other members present:

Lisa Meredith (MCCC)

Carrie Shea (Docutech)

Mark Theobald (Docutech)

Dave Schueck (Intertech)

Matt Eiden (Docutech)

The meeting was called to order at 1:04 PM.

1. Review minutes/Approve agenda

M/Shari O'Donnell, S/Diane Roseen to approve the Agenda for this meeting.

M/Nancy McLean, S/Diane Roseen to approve the February 25, 2010 minutes with the correction of the spelling of Kari Eckman's last name.

2. Intertech Status Report

- Mark, Matt and Dave S. attended a meeting with Hennepin County to observe a demonstration of Legal Edge and gain insight into some of their business processes, workflow, and reporting.
- First drafts of 45-50 use cases have been completed.
- Evaluation has been done of MCAPS and Legal Edge reports to understand their purposes, if there is a need for them, and to compare, contrast, and consolidate them.
- A few user requests/feedback from members of the Civil and Reports SME's have been received.

- There has been significant progress on the database design.
- Their goal is to host a webinar for our team by the end of April.

3. Docutech Status Report

Mark was at Intertech during the conference call and he participated with Dave so there was no separate report by Mark.

4. Discussion on Auditing

Dave asked the team what the level of auditing we would like to see in the rewrite. After discussion, it was decided that they will do a baseline level of auditing (like MCAPS3 currently does) with the tracking of workflow status (i.e., open, close, decline) and track changes in assignments of attorneys/legal assistants in a case. This level of auditing will be available to anyone who has access to MCAPS4. There is also a need to do some level of data integrity auditing for a certain list of fields (that we will come up with). Access to the data integrity auditing would be role-based and would show all data fields (in the predefined list that we come up with) that have been changed for a case. There is also a need to do some level of system usage auditing that would track when and who views cases, runs searches, and runs reports from MCAPS. Access to the system usage auditing would be role-based. Dan Anderson and Carrie Shea will be creating a business use case that we can all review with the auditing that we've requested.

5. Other business

The MCCC conference will be held June 7-11 at Arrowwood Resort in Alexandria. The County Attorney sessions are being planned for June 8-9. Docutech and Intertech plan to have a very dynamic display and demonstration available by that time so that users can give feedback on what they like and don't like about the re-write.

6. Adjournment

M/Debbie Marshall, S/Theresa Treptau to adjourn the meeting. The meeting was adjourned at 2:11 p.m. The next meeting will be held by telephone conference on March 25, 2010 at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County