



Minnesota Counties Computer Cooperative

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MCAPS Development Team Committee

Minutes

Conference Call May 13, 2010

Voting members present:

Dan Carlson (Rice County)
David Walker (Freeborn County)
Debbie Marshall (Crow Wing County)
Denise Pedersen (Swift County)
Diane Roseen (Roseau County)
Heather Griesert (Mille Lacs County)
Jean Roper (Olmsted County)
Jim Martinson (Olmsted)
Judy Korbl (Kandiyohi County) & Dain Olson

Kay Leeseberg (Hubbard County)
Marilee Barrientos (Winona County)
Mike Nelson (Olmsted County)
Nancy McLean (Hennepin County)
Rhea Grove (Polk County)
Robin Finke (Swift County)
Ryan McNamee (Carver County)
Sara Reindal (Freeborn County)
Theresa Treptau (Hennepin County)

Other members present:

Lisa Meredith (MCCC)
Carrie Shea (Docutech)
Mark Theobald (Docutech)
Dave Schueck (Intertech)

Dan Anderson (Intertech)
David Christianson (Hennepin County)
Scott Nelson (Hennepin County)
Kathy Eiler

The meeting was called to order at 1:06 PM

1. Review minutes/Approve agenda

M/Diane Roseen, S/Dan Carlson to remove #2 (MCAPS Concepts Demo) from the Agenda.

M/Dan Carlson, S/Sara Reindal to approve the May 6, 2010 minutes and the revised Agenda for this meeting.

2. Development Questions

6. General Information on automobiles, etc. – The consensus was that all the information on vehicle types (including VIN and Serial Numbers) would be useful in MCAPS4. A nice feature will be that the data from any case could copy to any other case (ex. Criminal to a Forfeiture case). Intertech will check BCA e-charging requirements and fulfill these with MCAPS4.

7. Organization Information - Public Defenders will be classified as non-justice organization. More questions about the hierarchy of the organizations and what levels will be followed up with Ryan McNamee

& Dan Carlson for discussion with some SME's. Dan also suggested that school be added to the list of non-justice organization types. Nancy McLean & Theresa Treptau volunteered to be SME's for this topic.

8. Person Involvement and Case Relationships – Legal Assistant, Correctional Officers, and Law Enforcement Records Management should be added as justice relationships, and Guardian Ad Litem, School Official, and Child Support Officers should be added as non-justice relationships. Attributes to capture for a person-to-organization relationship that aren't built in will be able to be entered into notes on the relationship. We will keep the forfeiture contact for law enforcement and a set of attributes will be captured for supervisors of the law enforcement agencies.

9. We need to define what the different levels of confidentiality are for person information – Dan Christianson & Carrie Shea will follow up on the current Security tab feature in MCAPS3 as it is likely unused and determine a priority for MCAPS4, and if needed will be discussed in a subsequent meeting for a vote. If it becomes a gap item, then additional discussion will need to be held with Hennepin County.

10. Relating Cases to One Another – Would like to be able to choose from a list with pre-defined values, and the ability to choose "Other" and then be able to add something to that description. An alternative is that as new entries are made by users, those entries are added to the list to choose from in the future. There will be no restrictions or limits on the number of relationships, and MCAPS 4 will have the ability to delete relationships if necessary.

11. Case-to-person and case-to-organization relationships – This was tabled and not resolved. Dave Christianson and Dan Anderson will put together scenarios for these kinds of relationship (what would be retained and what would be lost) and bring back to the team for discussion.

12. Media-to-case and media-to-person relationship – It would be very helpful to have the ability to relate case media to people, such as defendant, victim, or witness, but not necessary. It was decided that since it is currently not being done in MCAPS3, it is not necessary as a feature in MCAPS4, but could be part of a feature in a future update of MCAPS4.

M/Kay Leeseberg, S/Nancy McLean to table Items # 13 & 14 until the May 20, 2010 meeting.

3. Other

Any suggestions and ideas for MCAPS4 should be e-mailed to Kathy Eiler or entered into Basecamp. If a problem is entered in the MCAPS Tutor website (MCAPS3.com), then Kathy enters it onto Basecamp.

If anyone experiences any problems with MCAPS3, please report them to the MCAPS Tutor website (MCAPS3.com) so we can keep up with the ongoing maintenance of MCAPS3.

4. Adjournment

M/David Walker, S/Dan Carlson to adjourn the meeting. The meeting was adjourned at 2:32 p.m. The next meeting will be held by telephone conference on May 20, 2010, at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County