

MCAPS Development Team Committee

Minutes

Conference Call April 22, 2010

Voting members present:

Becky Larsen (City of Rochester)
Dan Carlson (Rice County)
Debbie Marshall (Crow Wing County)
Diane Roseen (Roseau County)
Jean Roper (Olmsted County)
Judy Korbl (Kandiyohi County)
Kay Leeseberg (Hubbard County)
Marilee Barrientos (Winona County)
Rhea Grove (Polk 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)
David Christianson (Hennepin County)
Kathy Eiler

The meeting was called to order at 1:02 PM.

1. Review minutes/Approve agenda

M/Judy Korbl, S/Marilee Barrientos to approve the April 8, 2010, minutes.
M/Shari O'Donnell, S/Debbie Marshall to approve the Agenda for this meeting.

2. Intertech Status Report

There are approximately 135 uses cases first drafts completed and they have increased the total amount of use cases to 187. Dave S. delivered 128 use cases to the BCA on April 15. Dave S. met today with the BCA and Tom Miller has some feedback to provide on this.

The business analysis team is doing a Hennepin County gap analysis of the MCAPS4 uses cases and how they overlap with the Hennepin County applications and business processes. Gaps will be identified and documented in the use cases.

Kathy Eiler has been posting the completed use cases on Basecamp along with User feedback comments.

Dan Carlson mentioned that MCAPS4 System and Technology Requirements were provided to the users by e-mail from MCCC and the users are asked to share this document with their IT department.

3. Tools Reimbursement

A request was received to approve the payment of funds for purchase of tools (licenses, hardware, etc.) for MCAPS4 system development. M/Judy Korbl, S/Jean Roper to recommend approval of

\$12,199.00 for the purchase by Docutech and subsequent reimbursement of tools for the development of MCAPS4.

4. Testing Preparation

Intertech is planning on bringing a person in to start the testing process. They are looking for feedback from users on what issues, problems, and unique circumstances arose in our offices in the past when a new version of MCAPS was installed. Any issues should be e-mailed to Kathy Eiler prior to May 6 and she will compose this feedback into the user requests in Basecamp. The testing plan will be delivered to the BCA in June.

5. Business Requirements Questions

Per Dave Schueck's request, this was moved to the next meeting on May 6.

6. Multiple Windows Support

Dave and Mark compiled the following reasons for being able to work in multiple windows in MCAPS and were looking for feedback from users for the most prevalent reasons why we would need this feature:

1. Comparing and contrasting one case to another.
2. Ability to copy data from one case to another all in same session.
3. Multi-tasking, ability to work on more than one case at a time.
4. Ability to search for other cases.

MCAPS4 will be providing support for all reasons listed above, and users felt either 3 or 4 would be the most used reasons and make our lives a lot easier.

7. Other business

Lisa Meredith advised that Kathy Eiler will submit a proposal to the Executive Committee on April 23 to modify and extend Intertech's contract through December. The current contract ends in June, and their continued involvement will help us stay on schedule for our project. Enhancement Funds from the Users Group would be used to keep Intertech involved in the project through December. If the Executive Committee approves the proposal, it will have to go out to the Users Group for a vote.

Dan & Ryan went to a meeting last week at MCCC and we are under budget and haven't spent all the funds we got from BCA. We have accomplished a lot already, and the good news coming out of that meeting is that we are going to be able to accomplish more by the end of June than we expected.

Dave S. advised that the plan is to do a webinar at our May 6, 2010, meeting to provide a demonstration of some of the features of MCAPS4. Instructions for the webinar are forthcoming.

8. Adjournment

M/Sara Reindal, S/Marilee Barrientos to adjourn the meeting. The meeting was adjourned at 1:40 p.m. The next meeting will be held by telephone conference on May 6, 2010 at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County