



Minnesota Counties Computer Cooperative

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MCAPS Development Team Committee Minutes Conference Call May 6, 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)
Jim Martinson (Olmsted)
Judy Korbl (Kandiyohi County)
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)
Shari O'Donnell (McLeod County)
Theresa Treptau (Hennepin County)

Other members present:

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

Dan Anderson (Intertech)
Chad Crane (Intertech)
Kathy Eiler

The meeting was called to order at 1:16 PM

1. Review minutes/Approve agenda

M/Sara Reindal, S/Marilee Barrientos to approve the April 22, 2010, minutes.

M/Rhea Grove, S/Debbie Marshall to approve the Agenda for this meeting.

2. Intertech Status Report

There are approximately 141 uses case first drafts completed, 1 in progress, and 45 not yet started. The next delivery to the BCA will be May 17.

Dave S. and Dan reviewed the use case feedback from the BCA and will make some of the improvements to the use cases to accommodate some of their feedback.

Mark and Dave S. met again with Hennepin County IT staff to review the architecture and made minor updates to the system architecture document and design. As of right now, the architecture is pretty solid and the system design document will be delivered to the BCA on May 17.

Intertech continues to work with the Hennepin County requirements gap analysis.

3. Staffing Adjustments

Since we are currently under budget on the BCA funds spent, it was decided to hire additional staff.

Chad Crane was hired by Intertech through the end of June to define the testing process and produce the testing deliverables for the BCA.

Another developer and someone to help with graphics will be hired by Intertech and work through the end of June.

A company will be hired to help with usability tests.

The Users Group voted to accept a contract that will keep Dave S. and a developer on through the end of the year. Dave S. will work 2 days a week and the developer would work 40 hours a week with Mark.

4. Demo of MCAPS4 Concepts

A brief demonstration of the ribbon design to navigate in MCAPS4 was shown to the team.

5. Business Requirements Questions

Questions were reviewed with the Development Team to make decisions regarding the gap analysis with Hennepin County:

609.11 – This will work like it has in MCAPS3 where 609.11 information is captured at the case level, but try to incorporate the additional information that Hennepin requires for their use and that the MOC Reform project may require.

Arrest Information – It was decided that we would like the Arrest information and booking information to be entered electronically through e-charging. The additional fields will be optional for data entry, and will not include Hennepin County specific fields at this time (i.e., SILS number).

Certification as an Adult/EJJ – This would be more appropriate for larger jurisdictions and not so helpful to most MCAPS users. It will not be a mandatory enhancement in MCAPS4 and will require further debate with Hennepin County.

Charge and Offense Information – This would be a nice feature to have that the law enforcement recommended charges be entered into MCAPS4 through e-charging.

Conflict Cases – The consensus was that this information would be useful in MCAPS4.

It was decided to hold an additional Development Team Meeting on May 13, 2010 at 1:00 PM to review the rest of the questions and to demonstrate additional MCAPS 4 concepts.

6. Adjournment

M/Dan Carlson, S/Nancy McLean to adjourn the meeting. The meeting was adjourned at 2:37 p.m. The next meeting will be held by telephone conference on May 13, 2010, at 1:00 p.m. to continue to review the business requirement questions and to demonstrate additional MCAPS 4 concepts.

Minutes respectfully submitted by Rhea Grove, Polk County