

# CSTS Executive Committee Meeting

## February 17, 2010

**Present:** Deb Kerschner, Mike McGuire, Dan Traun, Tim MacMillan, Sandi Sostak, Tim Cleveland, Terry Arola, Carl Thelen, Jennye Croft, Andy Erickson, Jon Ramlo, Nate Beran, Warren Liepitz, and Susan Moser.

**Call to Order:** Meeting called to order by Chair Mike McGuire at 9:35 a.m.

**Introductions:** No need for introductions

**Approval of Agenda:** Motion made by Jon Ramlo and seconded by Dan Traun – Approved

**Approval of January 20<sup>th</sup> Minutes:** Jon Ramlo asks that his name be spelled in this way. Tim Cleveland made motion to approve minutes as changed, seconded by Dan Traun – Approved

**S3 Update:** Deb Kerschner presented the following:

- They are working on the probation survey, Vicki T or Deb
- YLS update in March
- LSI update approved
- Reminder that they are going live with probation notification on fingerprinting after the March CPO Directors Meeting. User guides will go to tech person and director
- MACCAC and CPO will hear presentations on multi health systems wanting pre-sentence data for validation. Wishing follow-ups or prison commits and discipline. We would benefit from their research and results. They are interested in all levels of offenders. Discussion of cut off scores as it relates to probation vs institution. Deb is hoping to get as many participating as possible.

**Update on CSTS:**

- Carl Thelen prepared an updated report on ongoing projects. The report is attached to these minutes.
- Sherburne County licensing for work service module at Sheriff's Department. Request that there would be a formal process to seek authorization to set up such a site. We have a whole new set of problems with connectivity now that did not occur in the past. "Is there a use beyond its intended purpose, it would be their cost", suggested by Carl Thelen.
- Need settings to assure no connection to COMS & Intrastate. Carl will do a proposal for next month.

**Committee Reports:**

- Enhancement/Design/Training – Sandi Sostak: will keep meeting to explore coming issues, such as archiving/purge a "personal utility" generically made. Looking at training at MACPO conference and MCA. Reviewed questions on interstate design, MNCIS interface, web lite and other topics.
- Standards – Jennye Croft: question of expungement processes with 60 day rule with the file being sealed without an order coming to the agency. Even with orders, counties are not getting the data out of their electronic version. Review of the Standards Manual and how to make it available. Discussion on how to present it. Sandi suggested section by section rather than a whole document. Jon Ramlo discussed the additional language dialects he has in addition to the 457 presently there. Nobles County has huge issues of multi-racial groups. Terry and Carl suggested "user defined field" and create their own "dialect fields".

- Technical Liaison – Nate Beran: No new issues. Carl has heads up that Microsoft has a new application for smart phone that will not run the current phone systems. Information is yet sketchy. This will be the fifth new system. Carl suggests that we go to a web-based system as a solution.
- JAIMS – Susan Moser: Not meeting until next week and hoping for a better turnout next time. Looking at a phone hook-up through MCCC.
- MCCC Liaison – John Thompson: No report.

**Contract Committee Update:** Mike McGuire presented that there has not been a meeting. Lisa did not send out the contract. Carl will ask for the contract and Lisa to contact those involved. Carl is using the same rate as the prior contract.

**Financial Report:** Discussion of report. Is there an accounting of who has not paid. Terryl Arola made a motion to approve the financial as presented and Dan Traun seconded it. Discussion and motion approved.

**Other Business:**

- Tim Cleveland asking about the integration of LSI with CSTS and present barriers. Ramsey was interested in this occurring sooner and could consider doing it. DOC, Deb Kerschner indicates, is paying for the LSI tests and there is no idea of what this would take to implement. Carl will take a look at a study of an “integration project”. COMS already has this but going to remote sites would be challenging.

Discussion followed with Andy Erickson and Deb Kerschner, Tim Cleveland, Tim MacMillan and others - looking to develop a “case plan” within this process. Integration, new case plan and interstate – what are the Directors’ priorities? What are the details, who can have what, very complex discussion forthcoming. Tim Cleveland suggests a “committee” to address these issues through planning. DOC spending \$35,000 on LSI and \$7,000 on YLS.

- Andy Erickson suggests considering bi-monthly meetings with expenses and all. Terryl asked about the A months being larger discussion meetings. Expect April to be a longer meeting, review fee schedule.

**Adjourn:** Motion made by Andy Erickson to adjourn the meeting, with a second by Dan Traun – approved.

Respectfully submitted,

Warren D. Liepitz