



## Minnesota Counties Computer Cooperative

100 Empire Drive, Suite 201  
St Paul MN 55103-1845

Phone (651) 917-6969  
Fax (651) 917 6989  
Website: mnccc.org

### Minutes Corrections Executive Meeting April 21, 2010

Present: Susan Moser, Nate Beran, Tim Cleveland, Jennye Croft, Sandi Sostak, Dan Traun, Raymond Hirte, Lisa Meredith, Warren Liepitz, Ron Solheid, Andy Doom, Andy Erickson, Jon Ramlo, Mike McGuire, Carl Thelen, Tim MacMillan & Judith Franklin

INTRODUCTIONS were made

MOTION (Wliepitz/JRamlo) to approve agenda. PASSED

MOTION (Adoom/Dtraun) to approve minutes. PASSED

#### **S3 Update (by Lmeredith for DKerschner)**

New LSI

- First LSI training sessions for the new web version are being held today (Wednesday) at Dakota County for metro users
- Web-based interactive training sessions for out-state users are scheduled for May 11<sup>th</sup>, May 12<sup>th</sup>, May 18<sup>th</sup>, and May 19<sup>th</sup>
- Openings are still available. Contact Amy Grems at [amy.grems@state.mn.us](mailto:amy.grems@state.mn.us)
- Go-live date has not yet been set, but is anticipated to be in mid to late June
- User reference guides are now available on:

DOC public website at [www.doc.state.mn.us](http://www.doc.state.mn.us) → Statewide Supervision System → User Manuals

Probation survey

- Federal report has been submitted
- Statewide report is being finalized; anticipated to be published in May

Client Event Notification Project

- Project went live on March 22

- Still a number of agents who don't understand – hopefully everyone sent out the User Guide.
- Updated version of the User Guide is available by contacting Info Services

## **CSTS Update**

### Intrastate

- Project commenced 12/1/09
- Reference table complete
- Web service complete
- Alpha testing 4/28/10; Beta testing in June
- Pilot sites include: Ramsey, Anoka, Washington, Chisago, Isanti, and DOC (Center City district)

### Supervision Violation Committee

- Meetings have concluded
- The Enhancement Committee reviewed the module at their March meeting
- Another review at their April meeting is on the agenda
- The Standards Committee will review it at their April meeting
- The project will be brought back to the Executive Committee for approval at the May meeting

### MOC Reform Project

- The BCA is looking for commitment in integrating their Statute Service into existing correctional information services by 2012
- Design is needed and potential issues need to be discussed
  - Mapping MOC codes vs. freezing current data and using Statute Service going forward
  - Probation Survey – Deb K. working with BCA
  - Other impact on CSTS data – reports and the Intrastate module
  - Consuming Statute Service webservice live vs. own CSTS Standards web service (not yet developed) that would download updates periodically.
  - Capture statute information on the front end (MNCIS integration); impact and issue of statutes not necessarily matching – charge vs. sentence.
- Corrections Executive Committee to communicate all timeline/status updates to BCA

## Other Work

- The live implementation of the MCCC Zayo server of the COMS/Intrastate web service will take place 4/30/10. All affected sites have been notified of the system setting change.
- Supervision Violation Committee – Meetings have concluded
- STI will be planning the meeting in conjunction with the Enhancement Committee for the CSTS User Conference that is scheduled for 6/16/10 at the Kelly Inn in St. Cloud
- STI has participated in two meetings with Hennepin County that is considering CSTS.
  - Demo with Tad VanderVorste and Jim Page from Integration Architects
  - ½ day demo/scenario review with a 10-12 person Hennepin County Committee
  - Additional meetings are likely.

## COMMITTEE REPORTS

### Enhancement Committee Report

- MOC Reform Project should be #1 priority given the impact of the project and timeline for implementation
- MCA Conference training session secured Intrastate module. One additional session may be available. Looking for agency director support in possibly making it a mandatory training
  - MACPO Spring Conference – all session spots full
- Standard Case Plan module is a high priority
  - Recommendation to form an ad-hoc committee to facilitate conceptual design (similar to Violation Report)
  - Consideration for client contacts, YLS/LSI domains, standard structure, and EBP was briefly discussed
  - Committee members will discuss this issue with their respective delivery systems, and a decision on how to proceed will be made at the May meeting.

### Standards Committee Report

- Last meeting, small workgroup consulted STI re: web application to facilitate the recording of CSTS standards
  - Requested prototype of application
  - This would allow each agency to add their business practice to each standard
  - Would also allow for data admins and other details to be associated with each standard
  - Standards manual would be accessible via the web and through the CSTS

- Make available for the May Corrections Executive Meeting a draft of the Client section of the Standards manual in its current format.
- Enhancement Committee Report

#### Technology Committee Report

- ISSG demo of MCAPS (county attorney software)
- A long overdue update; will meet BCA compliance, i.e. security
- Plan for data migration to new application

#### JAIMS Committee Report

- Met last month; set full year of meeting dates
- Conference call slated for May to discuss pending issues

#### MCCC Liaison Report (by LMeredith)

- Finished audit
- Planning for annual conference
- Regional meetings scheduled for end of May 2010
- Need treasurer for Exec. Board
- No plan to increase MCCC fees.

#### **Contract Committee Update (MMcGuire, JRamlo & DTraun)**

- Finalize at May meeting
- Current proposal – extend 2 years @ 2009 rate

#### **Enhancement Fund – future years**

- Lmeredith will provide several scenarios – a spreadsheet illustrating 1-2% increases.
- How will Hennepin County joining impact fees and support costs
- Further discussion at May/June meetings

#### **Financial Report**

MOTION (TCleveland/ADoom) to approve financial report. PASSED

#### **Other business/member concerns**

##### Hennepin County

- Hennepin timeline is 2-3 years

- Will have finalized plan this summer with a possible pilot next year
- Currently utilize three systems
- 5-7 year goal – utilize one information system for all Hennepin corrections

#### Intrastate module

- Transfer of cases – business practice
  - Current policy does not require receiving counties to accept supervision of offenses not meeting eligibility criteria for transfer even when they are accompanied by an offense which meets eligibility criteria. The matter will be referred to the MISS Committee for resolution, if it becomes substantial or it will be addressed by the next iteration of the Intrastate Transfer Policy Committee.

Previous minutes – edit the record to reflect that Wliepitz did attend

#### Correction Technical Contacts

- Update will be posted on MCCC Website and also available at upcoming user group meeting

Officer Elections to be announced and approved at upcoming user group meeting

MOTION (Rsolheid/ Wliepitz) to adjourn. PASSED