



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

MCAPS Development Team Committee

Minutes

Conference Call May 20, 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)

Nancy McLean (Hennepin County)

Rhea Grove (Polk County)

Ryan McNamee (Carver County)

Sara Reindal (Freeborn County)

Shari O'Donnell (McLeod County)

Theresa Treptau (Hennepin County)

Other members present:

Carrie Shea (Docutech)

Mark Theobald (Docutech)

Dave Schueck (Intertech)

Dan Anderson (Intertech)

Chad Crane (Intertech/SWAT Solutions)

David Christianson (Hennepin County)

Scott Nelson (Hennepin County)

Kathy Eiler

The meeting was called to order at 1:12 PM

1. Review minutes/Approve agenda

M/Judy Korbl, S/Shari O'Donnell to approve the May 13, 2010 minutes and Agenda.

2. Intertech Status Report

Use cases have been delivered to BCA and Intertech is going through user feedback comments, BCA comments, and Hennepin gap analysis to make sure that the use cases are meetings our needs. Chad Crane has been working on the MCAPS Test Plan. The system design document and diagrams will be delayed in delivery to the BCA by about 3 weeks, due to Intertech assisting Docutech with preparing MCAPS 4 for the demonstration at the MCCC conference on June 8. They will be doing a demonstration via ReadyTalk webinar at the June 3 Development Team meeting.

3. Business Questions

1. Person Involvement and Case Relationships – It was decided that there was not a need to track when a relationship starts and stop, but we will be able to see what the last relationship was for each person that is/was related to a case.

2. Case Tracking (ability to track who has the physical file in their possession) – After discussion, we won't be doing the case tracking feature in the new version. If in the future Hennepin County would like this feature, they could provide funding for enhancement.
3. Workflow – Approvals, Assignments, Escalations – After discussion, there was not a need to approve the workflow for acceptance of information from outside sources. This will have to be moved to the gap analysis since there is a need for this in Hennepin County.

4. EatonGolden funding request

A proposal will be sent to the Users Group to approve funding to EatonGolden for \$17,250 for usability testing and approximately \$5,400.00 for user experience consulting that will be provided by June 30. They will do usability testing with 5-10 MCAPS users in Edina on either June 23 or 24 and it would be a 1-on-1 basis to test and explore what is being done with MCAPS4 so far and how the applications work. EatonGolden will work with the programmers to provide consulting on the user interface of the program. There would possibly be reimbursement to counties for mileage and a stipend that would come out of the BCA funds that have not been spent yet.

5. Other

Dave Schueck requested that we have an additional meeting on May 27 as they will have more business questions that will need our feedback. Ryan will contact MCCC to send out an RSVP and to see if we will have a quorum on May 27.

6. Adjourn

M/Judy Korbl, S/Dan Carlson to adjourn the meeting. The meeting was adjourned at 2:35 p.m. The next meeting will be held by webinar on June 3, 2010 at 1:00 p.m. If a quorum is RSVP'd for a May 27 meeting, then an additional meeting will be held on May 27, 2010 at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County