



Minnesota Counties Computer Cooperative

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**MCCC
EXECUTIVE COMMITTEE MEETING MINUTES
Meeting in person
May 12, 2011**

Members Present:

Ken Olson, Region 1, Pennington
Dennis Freed, Region II, Chisago
Shirl Boelter, Region III, Fillmore
Mark Anderson, Region III, Winona
Dan Whitman, Region IV, Martin
Dayle Moore, Region IV, Nicollet
John Thompson, Region IV, Faribault
Paul Beaumaster, Region III, Rice

Members Absent:

Others Present:

Lisa Meredith, MCCC
Darci Gawthrop, MCCC
Mike Fox, MCCC

Others Absent:

Meeting was called to order by Chair, Mark Anderson. **Motion** to approve the agenda made by Shirl Boelter, second by Dan Whitman. **Motion** carried. **Motion** to approve April meeting minutes made by Dennis Freed, second by Dayle Moore. **Motion** carried.

Financials: A month-to-date year-to-date loss was reported this month. We're keeping a larger balance in the money market account to obtain the best interest rate. The bill-back of the first quarter meeting expense is reflected this month. Sponsorships are coming in for the annual conference. Invoices over 60 days have had reminder notices sent. All payments are on schedule. We're under budget at the end of the first quarter by approximately 4.5%. We've met with the MN State Auditor's office to discuss issues that come up during audits of counties and how our office can assist. Discussion followed during this Executive Committee meeting regarding MCCC counties involvement in intangible software assets (GASB 51). We reviewed the normal monthly accounting items; balance sheet, enhancement funds, deferred revenue, income statements, budget, etc. **Motion** to approve the April financials made by Ken Olson, second by Shirl Boelter. **Motion** carried. Check register then reviewed. **Motion** to approve the April check register made by Dennis Freed, second by John Thompson. **Motion** carried. Discussion then ensued regarding MCCC budget and member CAP levels. The CAMA membership fees were added to the budget after the CAP was applied. Six CAMA counties receive the CAP so the budget must be adjusted to account for the difference. Discussion occurred regarding the raising of the membership CAP to \$6400 or \$6375 or to hold off raising the CAP until 2012. **Motion** made by Dennis Freed, second by

Dan Whitman to raise the cap level for the 2013 budget and increase the fund balance usage for the difference in 2012.

Motion carried.

Tax ACS: Ken stated that there was a meeting last month with some enhancements reviewed and approved. There will be training held at the conference. We're looking for data file change figures from ACS.

Tax Manatron: Manatron attended the Regional Meetings this year. We're waiting for Stearns and Ramsey Counties to start testing; hopefully installation can then begin in the July timeframe. Manatron training will also occur at the conference.

CAMA: Nothing urgent on next week's meeting agenda, just budget review and elections. Dan Whitman talked with the contract review committee – we've received ACS's proposal. We've requested a one year extension proposal. A meeting is scheduled after CAMA next week to discuss ACS's response to our one year extension request – they have another proposal.

Finance and General Government: Discussions are planned for June regarding Payment, Treasurer's Financial, Cash Drawer, Capital Assets, etc.

Optimum Solutions: Committee meets once per month by conference call. The PC version of the HR package should be done by June timeframe – training is planned.

Integrated Financial System: MCCC needs to send out the Crystal Reports software packages in our office. We have received an estimate on ActiveDirectory – we have questions regarding this estimate.

ACS: Have signed a three year contract – will be discussing at the annual conference in June.

Law Enforcement: Dan Whitman noted that the committee decided to wait on elections until the June meeting. CIS attended the last meeting with an eCitation and eCharging demo. Another webinar is planned on eCitation in July.

CHS: The next user group meeting will be held on June 24th. We received the paperwork yesterday regarding the MAYO/Beacon Grant sub-award agreement. This will require an additional audit. **Motion** made by Lisa to request an additional MCCC administrative fee for audit expenses in MCCC's budget. **Motion** to approve made by Dennis Freed, second by Shirl Boelter. **Motion** carried. The MCCC Board needs to work on a conflict of interest policy in 2011 to meet the MAYO requirements.

ISSG: Dayle Moore is putting together a list of programs that we utilize. Liaison responsibilities discussed. We need a liaison for MCAPS, Manatron and Finance and General Government. Lisa stated that liaisons have a huge impact with their involvement in the user groups. We discussed counties with more than one liaison per county as we may be stressing our member counties – is this too much? More discussions will be held at ISSG meetings.

Corrections: Next Corrections Exec meeting will be held at MCCC on May 18th.

County Attorneys and MCAPS 4: The OJP grant processing is on schedule. An MCAPS4 demo was held last week. eCharging rollout schedules may move up sooner than expected. The group is working on calendaring with the court

systems integration. Contract discussions are continuing along with rollout conversions. We are encountering some scheduling problems with the project. Conversion discussions are in process.

Annual Conference: The survey regarding the annual MCCC outstanding member and “techie” nominations was reviewed and names were selected. **Motion** made by Dennis Freed, second by Shirl Boelter to accept these individuals as this year’s winners – **motion** carried. Note to add membership development on the agenda for the annual conference. Paul will put together an MCCC informational brochure, explaining the benefits and membership expectations of joining the MCCC cooperative.

Regional Meetings: Congratulations to Dan Whitman and Dennis Free who were re-elected! Lisa stated that all of the regional meetings went very well this year.

Motion to adjourn made by Dennis Freed, second by John Thompson. **Motion** carried.

Minutes respectfully submitted by Darci Gawthrop, MCCC.