



MINNESOTA COUNTIES
INFORMATION SYSTEMS

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OVERVIEW

- Established in 1975, as a Joint powers Organization (MN Statutes 471.59)
- Governed by the MCIS Board of Directors
- Currently, 12 member counties
 - Members utilize the Tax/CAMA system
 - Aitkin, Carlton, Chippewa, Cook, Crow Wing, Itasca, Koochiching, Lake, Lac qui Parle, Sherburne, St. Louis
 - Allowed one Board Member and two alternates
 - Each county allowed one vote
- Four (4) Associate counties
 - No voting rights
 - Utilize a system or service other than Tax/CAMA (i.e. Recorder System).
 - Hubbard, Kittson, Lake of the Woods, Polk

SERVICES OVERVIEW

- MCIS Developed Systems
 - Property Tax / CAMA
 - Payroll / Human Resources
- Packaged Software
 - Recorders - Tyler Docu-Pro (1st line of support)
- IBM-i on Power Systems Services
- Prompt/Responsive Support

Property Tax / CAMA

- Complete Auditor/Treasurers and Assessor Solution
- Assessor Highlights
 - Integrated CAMA
 - Market Modified Cost and Income Approach
 - CRV / Sales Ratio / e-CRV interface
 - Abstracts to validate PRISM data
 - Valuation Notices
 - Photos / Field Cards / Sketches
 - Estimating Taxes
 - Homestead

Property Tax / CAMA

- Auditor Highlights
 - Levy and Rates
 - Special Assessments
 - Calculating Taxes
 - Tax Statements / TINT
 - Adjustments / Abatements
 - Delinquencies, Forfeiture, Confession of Judgment
 - Annexation
 - Powerline, TIF, Ditches, Mineral Interest
 - Rural Preserve , Green Acres , Open Space
- Treasurer Highlights
 - Payment Processing (manual / batch / scanning)
 - Escrow Processing
 - Notices
 - Settlement

Property Tax / CAMA

- Other / Miscellaneous
 - PRISM Compliant
 - Checklists/How-to's
 - Searchable knowledge base
 - User interface
 - Browser based interface
 - Standard 5250 "green screen" option
 - Access to functions controlled by security levels
 - SQL compliant database
 - Support PDF/Email on MCIS developed systems

Payroll / Human Resources

- Self-service Employee Web Module
- Electronic File Interfaces (PERA, SSA, HSP, AFSCME, ACA, & Others)
- FMLA/Full Benefit Tracking
- Interface for multiple Time Keeping Systems
- PDF/Email support
- Fund, Menu, & Application Level Security

IBM-i on Power Systems

- MCIS developed software operates on
- Managed Operational Services
 - Hosting
 - Unique partition / dedicated connection
 - Managed backups
 - Redundant daily backups
 - Create monthly year physical tapes/moved off-site.
 - Monthly audit reports
 - Choose from multiple levels of support
 - Remote operational support option
- Disaster Planning / Recovery Assistance

System Support Overview

- Personnel
 - Two (2) Lead Analysts assigned to specific product areas
 - Five (5) Programmers, which work load is spread across
 - Two (2) Application Specialists (Help Desk, QA, Training)
 - One (1) IBM-i Administrator
 - One (1) Executive Director
- Attributes
 - Solid Dedicated Staff Support Software and Platform
 - Prompt and Responsive
 - Timely Enhancement and Fixes, and compliance to legislative/DOR requirements
 - Extension of Your County's MIS
 - Regular releases and/or Service Packs – county installable

System Support - Process

- Requests/Problem managed
 - User web portal for help ticket entry/monitoring
 - Impact/priority established
- Scheduling / Prioritization
 - Releases average seven per year or as required by legislative deadlines
 - User group prioritizes non-critical/legislative tasks
 - Set target release
- Development
 - Small tasks - use specific user and/or requirements provided
 - Medium/Large projects establish committee within the user group
 - Define requirements / Build Design
 - Utilize software change management tool throughout project life cycle
- QA Testing
 - Applications packaging in release moved to QA
 - QA testing performed by Application Specialists
 - Larger projects we will utilize user committee established
- Deployment
 - Documentation updated / Training
 - Applications impacted package and distributed for installation.
 - Utilize system web site to share information with members.

Members' Cost Considerations

- Implementation Costs Considerations
 - MCIS has not charged for licensing (buy-in) of its software.
 - Conversion design/programming, travel, training costs - vary
 - Specific licensing needed for 3rd party tools
 - Refined in Phase 1 to allow final decisions to be made
- On-Going Costs – Post Implementation
 - Counties share in the cost of only those services they participate in.
 - Counties share based on MCIS Board approval of the budget (July)
 - Counties are invoiced quarterly
 - No hidden costs.
 - Once budget set that is the fee for the year
 - Typically any tasks within that budget year (i.e. legislative demands) must be delivered in the confines of the budget.
 - Special projects for the specific county are exceptions where additional costs may occur.



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THANK YOU