

**County Attorney User Group
CAUG Annual Meeting
Meeting Minutes
June 4, 2025 at 10:30 a.m.**

Committee Members:

Member	Role	County	Present	Absent
VACANT	Past Chair			
Natalie Schiferl	Chair Development Committee Chair	Benton	x	
Cheryl Brame	Vice Chair, Interim Training Committee Chair	Clay	x	
Sue Ulschmid	Finance Officer	Otter Tail	x	
Katie Black	Recording Officer	Otter Tail	x	
Cassie Haspel	Northern Representative	Otter Tail		x
Bailey Peterson	Southern Representative	Fillmore		x
Liz Breza	At-Large I Representative	Goodhue	x	
Sondra Swanson	At-Large II Representative	Aiken	x	
Nicole Horsman	Standards Committee Chair	Goodhue	x	
Jill Krahn	Membership Committee Chair	Scott		x
VACANT	MCAA Representative			

All Attendees:

County Attorney User Group Annual Meeting - June 4, 2025			
First Name	Last Name	Company Name	Sign In
Katie	Black	Otter Tail County Attorney	X
Gary	Bourne	STI	X
Cheryl	Brame	Clay County Attorney's Office	X
Nicole	Horsman	Goodhue County Attorney's Office	X
Lisa	Meredith	MnCCC	X
Daniel	Musser	STI	
Sonja	Pearson	Todd County Attorney's Office	X
Natalie	Schiferl	Benton County Attorney's Office	X
Sondra	Swanson	Aitkin County Attorney's Office	X
Carl	Thelen	Strategic Technologies Inc.	X
Sue	Ulschmid	Otter Tail County Attorney's Office	X
Emily	Wick	MNCCC	X
Liz	Breza	Goodhue County Attorney's Office	X

1. Call to Order at 10:33 a.m. – Natalie Schiferl
2. Introductions
 - A. Executive Officers
 - B. Committee Chairs
 - C. Representatives
 - D. We will have an IT liaison from Goodhue county.
3. Motion to approve agenda by Sue Uleschmid, second by Cheryl Brame. Motion carries.
4. Motion to Approve June 5, 2024 minutes by Liz Breza, second by Cheryl Brame. Motion carries.
5. Chairs Report- Natlie Schiferl
 - A. County Atty User group is in year 3 of STI agreement.
 - B. Hosted solution to the software offered.
 - C. Importing documents right from court file to MCAPS will be available shortly.
 - D. Working on adding features such as criminal history and warrant history checks.
 - E. Encourage everyone to become more involved.
6. Committee Reports
 - A. Development- Natlie Schiferl
 - a. Get DOCS coming soon to all MCAPS users.
 - b. Laid out the rest of the year on development for updates/enhancements.
 - B. Training- Cheryl Brame
 - a. 2024 closed out most go live trainings.
 - b. Met 11 times, hosted 10 brown bag lunch trainings.
 - c. Building resources on STI website for training, videos and brown bags.
 - d. Organizing a general training on Get DOCS once that is live.
 - e. Upcoming year- brown bag lunches (detainers will be a 3 part series)
Any suggestions for topics let Cheryl know.
 - C. Standard committee- Nicole Horsman
 - a. Reviewed all procedural statuses for all case types.
 - b. Created sub-procedural statuses.
 - c. Reviewed all charge outcomes as well.
 - D. Membership Committee- Jill not present- Brought in new county though, Red Lake.
7. STI update from Carl
 - A. Get Docs release coming out in the next month.

- B. Major release at the end of the year that will include MN Criminal history search. Other enhancements included that the development committee have approved.
 - C. There will be an optional technology upgrade for the changes coming to Microsoft. If on local environment then the update is not necessary.
 - D. Executive committee has asked STI to not increase their rate and they have agreed. They also offered us lower attorney count options to fit the number of attorneys we currently have.
 - E. Each level of attorney count numbers offers more support hours.
 - F. Go over the next three years of numbers for STI.
 - G. Natalie Schiferl makes a motion to approve the renewal agreement, Liz Breza seconds. Motion carries.
8. Financial Report- Sue Ulschmid
- A. Approved the one outstanding invoice at the May meeting.
 - B. We are still projected to be in the negative at this point but proposed fees will be addressing this.
 - C. No need to approve the report as it was approved at the May meeting.
 - D. Proposed fee schedule and budget (approved by Executive Committee)
 - a. On Prem
 - 1. MCAPS User Group fee \$3,650/FTE
 - 2. License fee TBD
 - b. Hosting Managed Services
 - 1. MCAPS User Group Fee \$3,550 per attorney
 - 2. Implementation (one time) \$5,000
 - 3. Base cost \$400/month
 - 4. Per attorney \$300 per year
 - 5. Per TB over 1 \$125/month
 - 6. Red Lake is a licensee at this point since they joined in the middle of a contract.
 - 7. Motion to approve the on Prem fee amounts Cheryl Brame, second by Sue Ulschmid. Motion carries.
 - 8. Motion to approve the license fees to be determined by the executive committee by Cheryl Brame, second by Sue Ulschmid. Motion carries.

9. Motion to approve the hosted/managed services fees by Cheryl Brame, second by Sondra Swanson. Motion carries.

9. User Group Elections

- A. Vice Chair – 3 year, Nicole Horsman is nominated, voted in.
- B. Recording Officer- 1 Year, Katie Black nominated and voted in.
- C. Financial Officer – 1 Year, Sue Ulschmid nominated and voted in.
- D. Southern Rep- 2 year- Liz Breza from Goodhue nominated and voted in.
- E. At large II Rep- 2 year- Mike Hayek from Scott County nominated and voted in.
- F. MCAA- Need representative

10. User Group Committee Chair Nominations

- A. Development Committee – Jill Krahn is nominated and voted in.
- B. Training Committee- Cheryl Brame is nominated and voted in.
- C. Standards Committee-Can be decided by Executive Committee- Sue says she can look into two people in Otter Tail County.
- D. Membership Committee- Natalie Scherifel

11. Recognize new and transitioning Executive Committee Members.

12. Motion to adjourn by Liz Breza, second by Sue Ulschmid. Motion carries. Meeting adjourned at 11:26 AM.

Minutes respectfully submitted by Katie Black (Otter Tail County), County Attorney User Group Recording Officer