



Minnesota Counties Computer Cooperative (MnCCC)

# IFS User Group

Rules and Regulations

## Adoptions and Revisions

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# Contents

Introduction.....	2
Article I. Purpose .....	2
Section 1. Purpose.....	2
Section 2. Mission .....	2
Section 3. Vision .....	3
Section 4. Responsibilities .....	3
Article II. Definitions.....	3
Article III: Organization and Structure.....	4
Section 1. Operation .....	4
Section 2. IFS Advisory Committee.....	4
Section 3. Representatives .....	4
Section 4. Officer Elections .....	5
Section 5. Voting .....	5
Section 6. Vacancies.....	5
Section 7. Officer Responsibilities.....	5
Section 8. ISSG Liaison .....	6
Article IV: IFS Fees and Expenses .....	6
Section 1. Collection and Use of Funds .....	6
Section 2. User Group Fees.....	7
Section 3. Termination and Reinstatement.....	7
Section 4. Reimbursement.....	7
Article V: Business Rules.....	7
Section 1. Minimum Meeting Requirements.....	7
Section 2. Quorum .....	7
Section 3. Change/Enhancement Requests .....	7
Section 4. Development Projects .....	8
Section 5. Authority to Approve .....	8
Article VI: Ownership .....	8
Article VII: Termination.....	8
Section 1. IFS User Group Member Termination.....	8
Section 2. IFS User Group Termination.....	9
Section 3. Financial Obligations of Terminating Member .....	9
Article VIII: Amendments .....	9

## **Introduction**

MnCCC membership is defined as a Minnesota county, city, agency, or other Minnesota governmental subdivision that is eligible to enter into a joint powers agreement under Minnesota Statute 471.59, and that has ratified and executed the Joint Powers Agreement and has paid those membership Dues and other Charges established by MnCCC.

The MnCCC Board may adopt Rules and Regulations to govern the business and operation of User Groups. Such Rules and Regulations shall be considered supplementary and cannot conflict with or be inconsistent with MnCCC Bylaws and may be modified, replaced, or repealed. The Board shall also adopt, maintain, and update a set of core contract principles and minimum standards that must be included within any software or service agreements. Any deviation from such core principles or minimum standards will require the Board's prior written Consent.

In accordance with Article V., Section 1, of the Minnesota Counties Computer Cooperative (MnCCC) Bylaws, the following supplementary Rules and Regulations governing the business of the IFS User Group are promulgated.

## **Article I. Purpose**

### **Section 1. Purpose**

The IFS User Group and Advisory Committee exist to collectively oversee the Integrated Financial System, hereafter referred to as IFS or IFS/IFSpi, financial software system collectively owned by IFS Users that are members of IFS User Groups that agree to cooperate for the purpose of providing coordination, ensuring continuity of software maintenance and county financial operations using IFS. The purpose of these Rules and Regulations is to define the manner in which the IFS User Group and Advisory Committee shall operate, the rights, privileges and obligations of each IFS User Group and their respective members to the IFS Advisory Committee, to provide direction to the staff of MnCCC and to conduct business necessary to the operation of the IFS User Group and Advisory Committee as directed by the elected representatives serving on the IFS Advisory Committee.

### **Section 2. Mission**

The mission of the IFS User Group is to develop and maintain integrated data systems that support agencies in complying with the duties and obligations of auditor/treasurer and health and human services departments, and to be in a position to exchange information with its partners.

### **Section 3. Vision**

The vision of the IFS User Group is to create, implement, and enhance an effective and efficient financial software system through active cooperation of the membership.

### **Section 4. Responsibilities**

The IFS User Group and Advisory Committee shall:

- Provide direction to the MnCCC Board regarding vendor selection and vendor contracts
- Determine and approve modifications or enhancements to existing software applications
- Identify the need for and requirements of new applications
- Conduct business necessary to the operation of the group
- Share financial obligations and ownership as defined in MnCCC's Bylaws
- Share knowledge
- Sustain membership
- Ensure compliance with rules and regulations related to financial data
- Improve efficiencies for users
- Participate in the administration and functions necessary to sustain the group and software systems
- Develop software systems to meet the needs of the IFS Advisory Committee and all IFS users
- Actively solicit representation and input from all members
- Maintain integrity of the software

## **Article II. Definitions**

1. "IFS/IFSpi" shall mean the financial software system collectively owned and managed through the IFS User Group
2. "IFS User Group" shall mean all IFS Users
3. "Representatives" shall mean individuals elected to represent the IFS User Group on the IFS Advisory Committee. Representatives will be made up of regional and at-large representatives that represent health and human services and finance/auditor/treasurer offices
4. "Members" shall mean the IFS Advisory Committee Representatives and ex officio members
5. "Change/Enhancement Requests" shall mean requests to modify and/or enhance IFS
6. "Development Project" shall mean significant changes that would go beyond the scope of and/or funding available through the services agreements in effect at the time of such project

7. "Enhancement Fund" shall mean funds being held by MnCCC under the direction of the IFS Advisory Committee
8. "Regions and Region Representatives". The IFS Advisory Committee and the IFS User Group will use the already established MnCCC Regions to elect representatives from across the state of Minnesota to represent the various needs and concerns of the User Group

## **Article III: Organization and Structure**

### **Section 1. Operation**

The IFS User Group shall conduct business in accordance with these Rules & Regulations and negotiated agreements on behalf of the group. Individual members or groups may contract separately with vendors for installation, training, and other support services on behalf of their respective members. It is the intention of the IFS user groups that their respective vendors shall perform said services in support of these Rules and Regulations and in a manner consistent with the cooperative intent of these Rules and Regulations.

### **Section 2. IFS Advisory Committee**

The IFS Advisory Committee shall consist of eight (8) regional representatives and two (2) at-large representatives, plus the User Group Chair, Vice-Chair, Recording Officer, an ex-officio representative of the MnCCC Board (Board Liaison), and ex-officio ISSG member(s) (ISSG Liaison(s)) elected by the Information Services Support Group (ISSG). The ex-officio members shall have no vote on the Advisory Committee.

### **Section 3. Representatives**

Region Representatives shall represent the Northern and Southern Regions. Listing of regions is located in Exhibit A and created by combining MnCCC Regions 1 and 2 to form the Northern Region and MnCCC Regions 3 and 4 to form the Southern Region. Region Representative shall have both a health/human services representative and a finance/auditor/treasurer representative serving staggered two-year terms, as follows:

#### Even-Year Elections

- Northern HHS Representative 1
- Northern AT/Finance Representative 2
- Southern HHS Representative 1
- Southern AT/Finance Representative 2
- At-Large HHS Representative
- Northern IT Representative

#### Odd-Year Elections

- Northern HHS Representative 2
- Northern AT/Finance Representative 1
- Southern HHS Representative 2
- Southern AT/Finance Representative 1
- At-Large AT/Finance Representative
- Southern IT Representative

#### **Section 4. Officer Elections**

The Vice-Chair will be elected at the annual business meeting each year. During such meeting, the current Vice-Chair shall move to Chair, Chair to Past-Chair, and the Past-Chair shall rotate off the IFS Advisory Committee. The Recording Officer shall be elected annually, serving a one-year term commencing with the MnCCC Annual Meeting each year. Any officer or regional representative to the Advisory Committee must represent a county which has installed IFS and receives support through the MnCCC User Group and its approved vendor.

#### **Section 5. Voting**

Each county participating in the User Group is entitled to only one vote in the full User Group meetings. The User Group representative or their delegate may vote only in the absence of the county's delegate.

#### **Section 6. Vacancies**

In case of a vacancy in an officer position, the officers would rotate and a Recording Officer would be appointed by the Advisory Committee to complete the vacant term. If for any reason the Recording Officer or Vice-Chair cannot finish their term, the Chair shall call for an election at the earliest available meeting, or by electronic means, if deemed necessary. If for any reason the Chair cannot finish their term, the Vice-Chair shall move to the Chair position and call for an election for the Vice-Chair at the earliest available meeting or by electronic means if deemed necessary. The Chair may appoint Representatives to fill these positions at any time for temporary absences.

#### **Section 7. Officer Responsibilities**

##### ***Subdivision 1. Chair and Vice-Chair***

The Chair shall preside over all IFS Advisory Committee and User Group meetings. The Vice-Chair shall preside over IFS Advisory Committee and User Group meetings in the absence of the Chair. The Vice-Chair shall fulfill all duties assigned to the Chair in their absence when necessary. The Chair shall be responsible for scheduling meetings. The agenda and meeting minutes shall be provided via RSVP no less than ten (10) days prior to a scheduled meeting date.

The Chair shall have the ability to establish committees from among Representatives and members of IFS User Group as deemed necessary and as authorized by the IFS Advisory Committee. One of the Advisory Committee members shall be assigned to lead the committee and shall appoint a Recording Officer from among the committee members. Minutes of these committee meetings shall be forwarded to the IFS Advisory Committee Chair.

#### *Subdivision 2. Recording Officer*

The Recording Officer shall be responsible for taking minutes at all IFS Advisory Committee and User Group meetings. The Recording Officer shall send the completed minutes to MnCCC no less than ten (10) days prior to the next meeting of the Advisory Committee or User Group.

#### *Subdivision 3. Region Representatives*

The responsibilities of Region Representative shall include:

- Plan region meetings/roundtable discussions when needed
- Reach out to respective region members regarding issues and training requests
- Represent respective region in votes and decisions
- Plan for replacements in upcoming annual elections
- Act as the contact for users to bring issues and training requests to the IFS Advisory Committee

### **Section 8. ISSG Liaison**

In accordance with MnCCC's Information Services Support Group (ISSG), an ISSG Liaison shall serve on the IFS Advisory Committee as a non-voting member in an advisory capacity. This individual will serve as a communication link between the User Group and ISSG. This Liaison will find an alternate if they are unable to attend an Advisory Committee or User Group meeting. The ISSG Liaison may also serve in the role of one of the IT Representatives or as co-liaisons in the role of both IT Representatives.

## **Article IV: IFS Fees and Expenses**

### **Section 1. Collection and Use of Funds**

MnCCC shall act as the fiduciary agent for the IFS User Group. Fees established under these Rules and Regulations, or by action of the IFS Advisory Committee, shall be held by MnCCC and be under the sole direction of the IFS Advisory Committee. No funds may be used for any purpose other than those directed by the IFS Advisory Committee. No individual or collective IFS User Group approval shall be required for such expenditures.

## **Section 2. User Group Fees**

Subject to review and change by the IFS Advisory Committee during their respective member's participation in these Rules and Regulations, each IFS member county/agency shall pay the current membership for each elected representative on the IFS Advisory Committee regardless of if the representative position is vacant or filled. This amount is payable to MnCCC and covers the administrative costs associated with IFS. Membership fees shall be distributed equally among the IFS Users.

The IFS Advisory Committee shall establish and recommend to the IFS User Group a fee for purchase and use of the IFS/IFSpi software. Any governmental entity wishing to acquire IFS/IFSpi software shall pay this fee to MnCCC.

## **Section 3. Termination and Reinstatement**

If, within two (2) years of termination in accordance with Article VII Sections 1 and 2 of these Rules and Regulations, a former IFS user chooses to rejoin the IFS User Group and execute the current services agreement and obtain the current release of the IFS/IFSpi software, a fee equal to the amount that would have been paid had they remained a member of the IFS User Group shall be payable to the IFS Enhancement Fund. Additional fees may be considered and assessed by the IFS Advisory Committee should there be any extenuating circumstances with the member's data and records resulting from the termination.

## **Section 4. Reimbursement**

Travel expenses for Advisory Committee members and Liaisons can be submitted to MnCCC for reimbursement. Costs incurred will be paid by all members through Shared Meeting Expense billings.

# **Article V: Business Rules**

## **Section 1. Minimum Meeting Requirements**

The IFS Advisory Committee shall meet a minimum of four (4) times each year. The IFS User Group shall have at least one full-group meeting per year.

## **Section 2. Quorum**

A quorum shall exist when more than half of all IFS Advisory Committee voting members are present at a duly called meeting.

## **Section 3. Change/Enhancement Requests**

Change/Enhancement requests may be submitted by any IFS user to TriMin. TriMin will assign an enhancement number and post the request to an updated list on the IFSpi portal. TriMin will contact the user submitting the request to verify the details of the request. Enhancement requests will be reviewed by the Enhancement Committee and

recommended for approval, denial, or forwarded for further discussion to the Advisory Committee. The IFS Advisory Committee will determine whether to implement, deny, or table each enhancement request. Change Requests can also be initiated from within the IFS Advisory Committee. Advisory Committee members shall set priorities for the next quarter.

#### **Section 4. Development Projects**

Development projects shall be considered by the IFS Advisory Committee as needed. Advisory Committee members shall be responsible for disseminating information about potential development projects to the IFS User Group, present proposals at the IFS User Group meeting, provide information to and answer questions about the development project proposal, obtain the consensus from the IFS User Group on the proposal, and take the appropriate action at the IFS Advisory Committee meeting based on direction from the IFS User Group. Costs for a development project may be split in a variety of methods including, but not limited to:

1. Payment out of the Enhancement Fund
2. Payment by IFS User Group members equally split payment by IFS User Group members based on population
3. Payment by one IFS User Group if for their sole benefit of their respective members, but made available to all IFS User Group members
4. Any combination of the above methods of cost distribution or another developed by the IFS Advisory Committee or IFS User Group or their respective members and approved by the IFS Advisory Committee

#### **Section 5. Authority to Approve**

The IFS Advisory Committee shall be the final authority to allow or disallow Change/Enhancement Requests and/or Development Projects.

### **Article VI: Ownership**

The IFS Advisory Committee, on behalf of the IFS User Group and its members, agrees to designate MnCCC as the owner of IFS/IFSpi for purposes of establishing ownership and copyright on behalf of the IFS Advisory Committee and the IFS User Group for the duration of the arrangement between the IFS Advisory Committee and the IFS User Group and MnCCC in an administrative capacity as outlined in these Rules and Regulations.

### **Article VII: Termination**

#### **Section 1. IFS User Group Member Termination**

Termination of Services Agreement with the current vendor, termination of membership in an IFS User Group, and/or termination of use of IFS/IFSpi software shall release the

individual IFS User Group member from these Rules and Regulations, forfeiting all interest in and rights to IFS/IFSpi software. The IFS User Group Member will retain the right and license to use the IFS software system in its current form at the time of termination. They will not be entitled to any further upgrades or enhancements, except for those which have already paid for prior to termination.

An individual IFS User must send a written notification to MnCCC by April 1 in order to terminate use of IFS/IFSpi software at midnight on December 31 of that same year.

Other notifications may be required by the IFS User and the current vendor.

## **Section 2. IFS User Group Termination**

Termination of participation in these Rules and Regulations shall be allowed when all respective members of the IFS User Group have executed termination as set forth in this article.

## **Section 3. Financial Obligations of Terminating Member**

Terminating members shall be required to meet all financial obligations for the full term as outlined in the current contract and as indicated in their current board ratification.

## **Article VIII: Amendments**

Upon approval by majority vote of all IFS users that have ratified the current contract and approval by the MnCCC Board, these Rules and Regulations shall become effective and replace any previous versions. These Rules and Regulations may be amended by the User Group as appropriate, subject to approval by the MnCCC Board.

IFS User Group members shall agree to these Rules and Regulations as long as they are using the IFS/IFSpi software. Changes to these Rules and Regulations will require a sixty (60) day notice to the full membership before they can be put to a vote at the annual IFS User Group meeting.