



## MARSS Working Group MINUTES August 17, 2017

### Members Present:

Bert Black, Patricia Winget, Beth Scheffer, Rebecca Gaspard, Mary H. Lynn, Jodi Pope, Wendy Legge, Kerstin Forsythe Hahn.

### Members Excused:

 Denise Collins

The meeting of the MARSS Working Group held in the conference room of the Board of Cosmetology was called to order by Kerstin Forsythe Hahn at 2:00 p.m. The working group has agreed that they are following the requirements of the open meeting law.

Motion to approve the Minutes of the meeting held July 27, 2017, by Kerstin Forsythe Hahn.

Carries [as amended](#).

In-House Build vs. Outside Vendor Purchase Cost Estimate Information Sharing by Melissa Patsch.

- More responsibility if you choose to build but you have more flexibility.
- If you decide to purchase software, it could save time and responsibility but might need to be tailored exactly to our needs.

Recommendations for Requirement Refinement Workshops by LeAnn Simonson.

- Analyze broadly, implement narrowly.
- Meet weekly for workshops and come back with recommendations.

Discussion items suggested by working group members:

- a. Scope parameters and clarifying role of working group: Review legislative description of MARSS and alignment of working group duties.
  - Subdivision 2, two different systems. Informational vs. transactional.
- b. What is the goal of the MARSS System? What agency duties and requirements will this system take over and what responsibilities remain with the agency?
  - Agency will oversee redaction of information.
- c. Goal of proposing a system that will not duplicate agency work.
  - Official record keeping and tracking system.
- d. Chain of document submission.
  - Control timing of documents. What is uploaded and when. Do not want to upload files that are not finalized.
- e. Do we have enough grounding in legislative language or would developing guiding principles be helpful?
  - Start with two tracks, minimalist to start, then move on to a higher level of complexity.

Subcommittee will meet weekly to go over requirements. Subcommittee consists of:  
Wendy Legge, Beth Scheffer, Kerstin Forsythe Hahn, Mary H. Lynn

Adjourn 3:55 p.m.