

Minute Manager

A simple solution to making
commissioners court minutes
searchable



County Commissioner's Meetings

- County Commissioners court is the formal decision making authority in a county
- Lots of minutes generated
 - Action items for county staff
 - Commissioner decisions recorded permanently
 - Voting of each commissioner recorded
 - Hundreds of pages of support documents
- Serve as a permanent record of county business that can be consulted in the future

Why searchable records?

- Minutes serve as the master work-list for the county
- County Clerk's office spends a lot of time verifying decisions:
 - Internally to staff members
 - Externally (public, mineral exploration surveyors, etc)
- Without search, revisiting decisions years later can be very time consuming
- Also very beneficial during a County Court Meeting, if one of the members needs verification on a topic

Advantages of Searchable minutes

- Get to the relevant set of minutes instantly
- Provide support documents relevant to that section of the minutes
- Minutes can be searched by any department or by the public without placing a request with county clerk
- For requests that still come to the County Clerk's office, answering those takes a lot less time

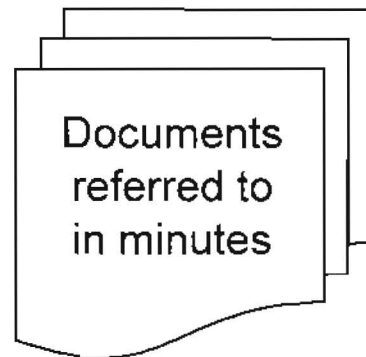
How easy is it to do?

Very simple

Publishing minutes & attachments

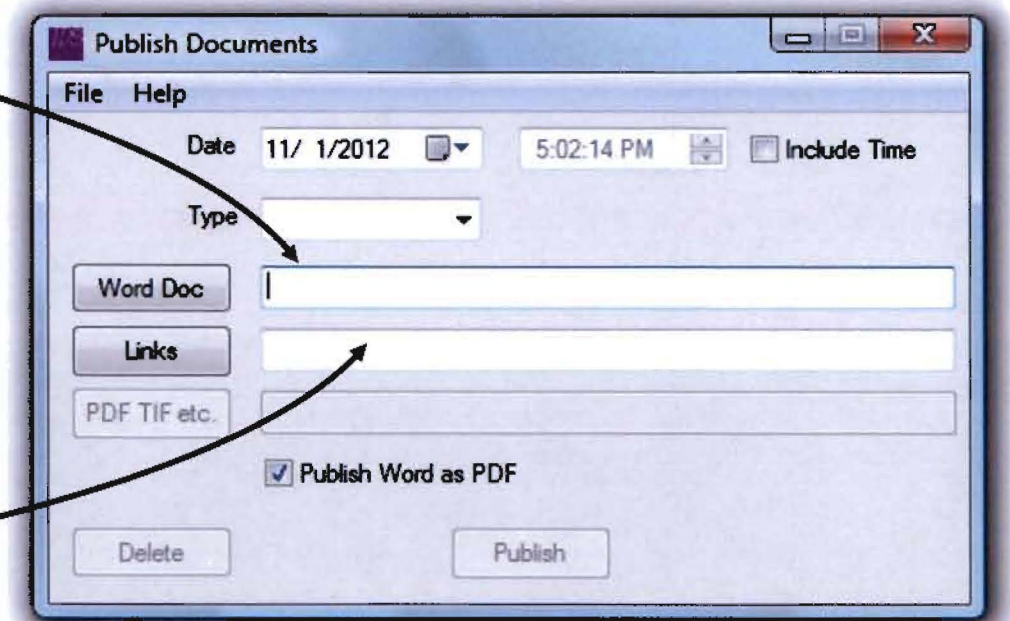


2012-10-25 - XYZ
County Court Minutes



Documents
referred to
in minutes

Drag
&
Drop

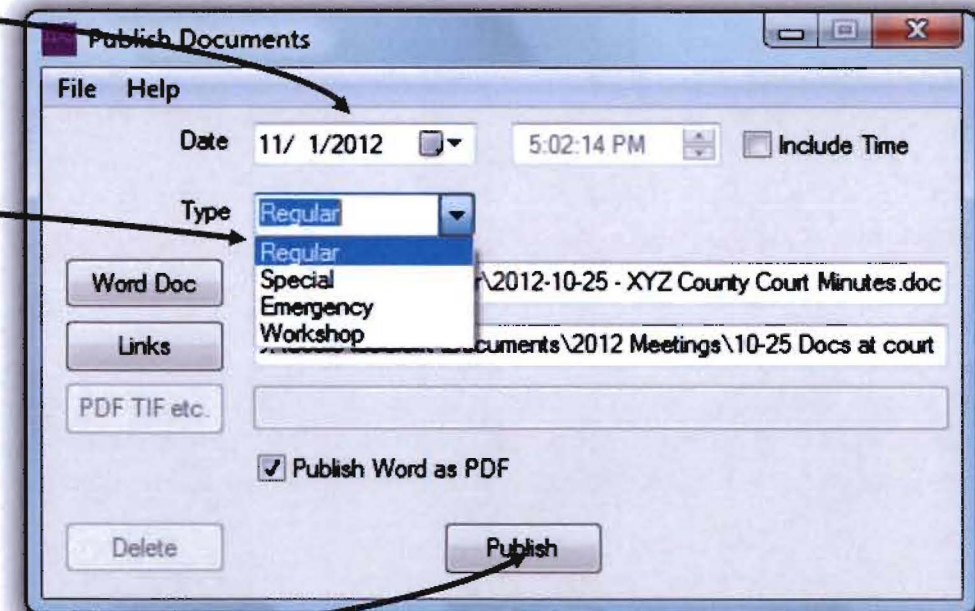


Select date, type of meeting & hit "Publish"

Meeting date

Select type of meeting

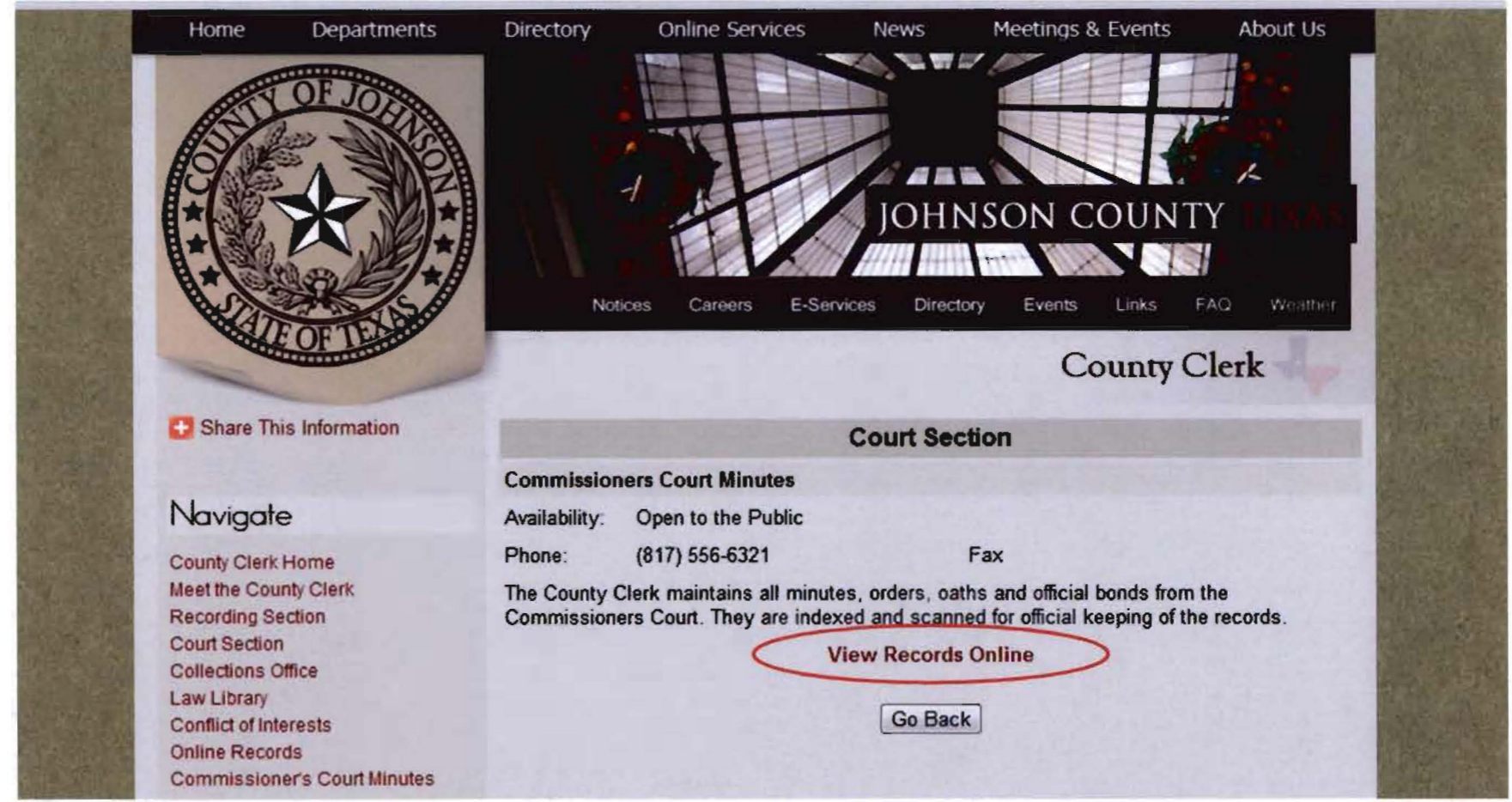
Hit Publish



Minutes and attachments are immediately available on your website or intranet

Instantly published on website (Private intranet publishing also available)

soncountytx.org/departments/countyclerk/records/record.php?Commissioners-Court-Minutes-19



The screenshot shows the Johnson County Texas website. At the top, there is a navigation menu with links: Home, Departments, Directory, Online Services, News, Meetings & Events, and About Us. Below the menu is a banner image of a building interior with the text "JOHNSON COUNTY TEXAS". Underneath the banner is another navigation menu: Notices, Careers, E-Services, Directory, Events, Links, FAQ, and Weather. On the left side, there is a large seal of Johnson County, Texas, featuring a star in the center surrounded by the words "COUNTY OF JOHNSON" and "STATE OF TEXAS". Below the seal is a "Share This Information" button. Underneath that is a "Navigate" section with a list of links: County Clerk Home, Meet the County Clerk, Recording Section, Court Section, Collections Office, Law Library, Conflict of Interests, Online Records, and Commissioner's Court Minutes. On the right side, there is a "County Clerk" header with a small Texas map icon. Below that is a "Court Section" header. Underneath is the "Commissioners Court Minutes" section, which includes the following information: Availability: Open to the Public, Phone: (817) 556-6321, and Fax. A paragraph of text states: "The County Clerk maintains all minutes, orders, oaths and official bonds from the Commissioners Court. They are indexed and scanned for official keeping of the records." Below this text is a red oval around the link "View Records Online". At the bottom of this section is a "Go Back" button.

Home Departments Directory Online Services News Meetings & Events About Us

JOHNSON COUNTY TEXAS

Notices Careers E-Services Directory Events Links FAQ Weather

County Clerk

+ Share This Information

Navigate

- County Clerk Home
- Meet the County Clerk
- Recording Section
- Court Section
- Collections Office
- Law Library
- Conflict of Interests
- Online Records
- Commissioner's Court Minutes

Court Section

Commissioners Court Minutes

Availability: Open to the Public

Phone: (817) 556-6321 Fax

The County Clerk maintains all minutes, orders, oaths and official bonds from the Commissioners Court. They are indexed and scanned for official keeping of the records.

[View Records Online](#)

Go Back

Searchable minutes index

← → C ff apps.johnsoncountytexas.org/minutes/listdirs.asp

Commissioner's Court Minutes

Please choose the year.

- [1952](#) [1953](#) [1954](#) [1955](#) [1956](#) [1957](#) [1958](#) [1959](#)
- [1960](#) [1961](#) [1962](#) [1963](#) [1964](#) [1965](#) [1966](#) [1967](#) [1968](#) [1969](#)
- [1970](#) [1971](#) [1972](#) [1973](#) [1974](#) [1975](#) [1976](#) [1977](#) [1978](#) [1979](#)
- [1980](#) [1981](#) [1982](#) [1983](#) [1984](#) [1985](#) [1986](#) [1987](#) [1988](#) [1989](#)
- [1990](#) [1991](#) [1992](#) [1993](#) [1994](#) [1995](#) [1996](#) [1997](#) [1998](#) [1999](#)
- [2000](#) [2001](#) [2002](#) [2003](#) [2004](#) [2005](#) [2006](#) [2007](#) [2008](#) [2009](#)
- [2010](#) [2011](#) [2012](#)

**Automatically and instantly
Publishes to the website
No IT staff involvement**

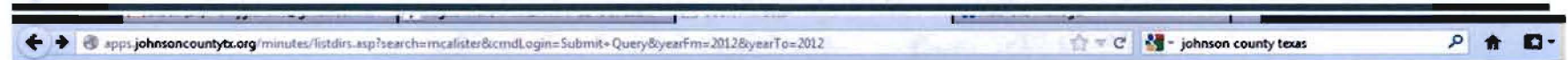
**If you know the year and
meeting date, click on the
year and select a date**

**Searching minutes is easy. System defaults to
current year. Other date ranges can be selected**

Search Directory

McAlister
From Year To Year

Easy to Search, results are clear



Commissioner's Court Minutes

Please choose document to view.

[2012-04-23-Regular](#) **Consent Agenda**

mated Value of \$20.00 from Bob and Celia **MCALISTER** Doc Transferring of Budget Surplus for 2011-2012

Green Highlight indicates that
"McAlister" is in a linked document

Search Directory

mcalister

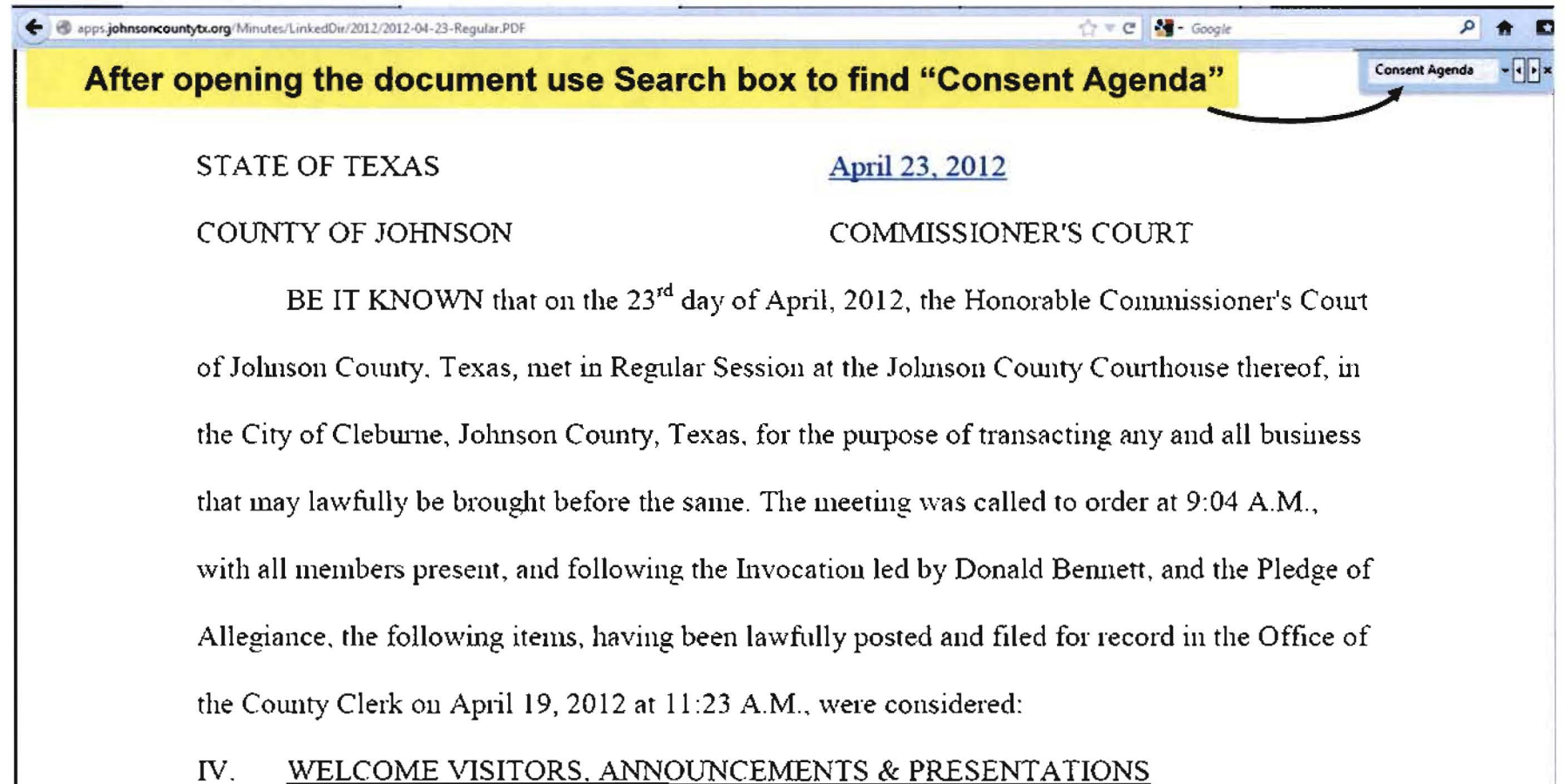
From Year 2012

To Year 2012

Submit Query

The County Clerk's Office, Johnson County, Texas provides this web site as a public service. Information available on this web site is collected, maintained, and provided solely for the convenience of the public users. While every effort is made to assure that this information is accurate the County Clerk does not

Documents are saved as .pdf



The screenshot shows a web browser window displaying a PDF document. The address bar shows the URL: `apps.johnsoncountytx.org/Minutes/LinkedDir/2012/2012-04-23-Regular.PDF`. The browser's search bar is active, and a yellow highlight box contains the text: "After opening the document use Search box to find 'Consent Agenda'". An arrow points from this text to the search bar, which contains the text "Consent Agenda". The document content is as follows:

STATE OF TEXAS April 23, 2012

COUNTY OF JOHNSON COMMISSIONER'S COURT

BE IT KNOWN that on the 23rd day of April, 2012, the Honorable Commissioner's Court of Johnson County, Texas, met in Regular Session at the Johnson County Courthouse thereof, in the City of Cleburne, Johnson County, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same. The meeting was called to order at 9:04 A.M., with all members present, and following the Invocation led by Donald Bennett, and the Pledge of Allegiance, the following items, having been lawfully posted and filed for record in the Office of the County Clerk on April 19, 2012 at 11:23 A.M., were considered:

IV. WELCOME VISITORS, ANNOUNCEMENTS & PRESENTATIONS

Documents presented at meeting can be accessed

approve the software renewal for the...
Consent Agenda

All voted aye; motion carried.

19. CONSIDERATION OF CLARIFICATION OF IN-COUNTY AND OUT-OF-COUNTY TRAVEL MILEAGE REIMBURSEMENT

Comm. Stringer, seconded by Comm. Bailey, made a motion to approve the clarification of in-county and out-of-county travel mileage reimbursement as per the attached amendment to the Travel Policy of Johnson County.

All voted aye; motion carried.

IX. CONSENT AGENDA

Comm. Bailey, seconded by Comm. Stringer, made a motion to approve all items on the Consent Agenda.

All voted aye; motion carried.

X. WORKSHOP

The Commissioner's Court convened into Workshop Session at 2:13 P.M. to discuss

Open the Consent agenda link

Actual document presented at the meeting can be viewed

ountytx.org/Minutes/LinkedDir/2012/Links 2012-04-23-Regular/30 consent agenda.tif

☆ ↕ ↻ johnson



MEMORANDUM OF DONATION TO JOHNSON COUNTY

"McAlister"

STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF JOHNSON §

Comes now Bob & Cecilia McAlister, an individual (hereafter known as "Donor"), and Johnson County, Texas, (hereafter known as "Johnson County").

Whereas, Donor desires to donate personal property to Johnson County to enable Johnson County to exhibit and display said personal property in furtherance of Johnson County's preservation of historic culture resources and to display said personal property for the benefit of the citizens of Johnson County; and

Whereas, Johnson County is a political subdivision of the State of Texas which provides services for the citizens of Johnson County; and

Whereas, Johnson County is authorized to act and does act by and through the Commissioners Court of Johnson County, pursuant to V.T.C. A., Local Government Code Section 81.032 to accept donations of personal property.

User experience

“This system from IDS has made my life so much easier. Even for record searches that still come to my office, it reduces the time spent searching by 90%”

Karla Hester
Johnson County staff member



Installation Requirements

- Microsoft Word 2007 or better
- Windows server
- Link to dedicated page on website or intranet
- Installation & training takes less than a day.

Pricing

- Publisher software introductory offer

- Installation \$1,500 (includes training)
- Usage* \$ 100 / month, or
\$1,000 / year

*All support & and all updates included

* Five Year price guarantee with uninterrupted usage agreement
I.e. no price raises with an unbroken service commitment

- Eligible for county court records fee funding

About IDS & customers

- Founded in 1997 by Bill Wilder
- Located in Sulphur Springs, TX
- Programming service to local authorities, police departments, ISD's and software vendors
- Focus is on making disparate pieces of software communicate with each other
- Simple effective solutions





Links & contact info

- [Johnson County Texas](#)
- [Polk County Texas](#)

Contact:

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Dave Graham
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dmjgraham@gmail.com