

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?

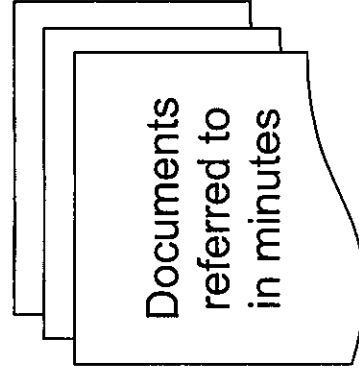
Very simple

Publishing minutes & attachments

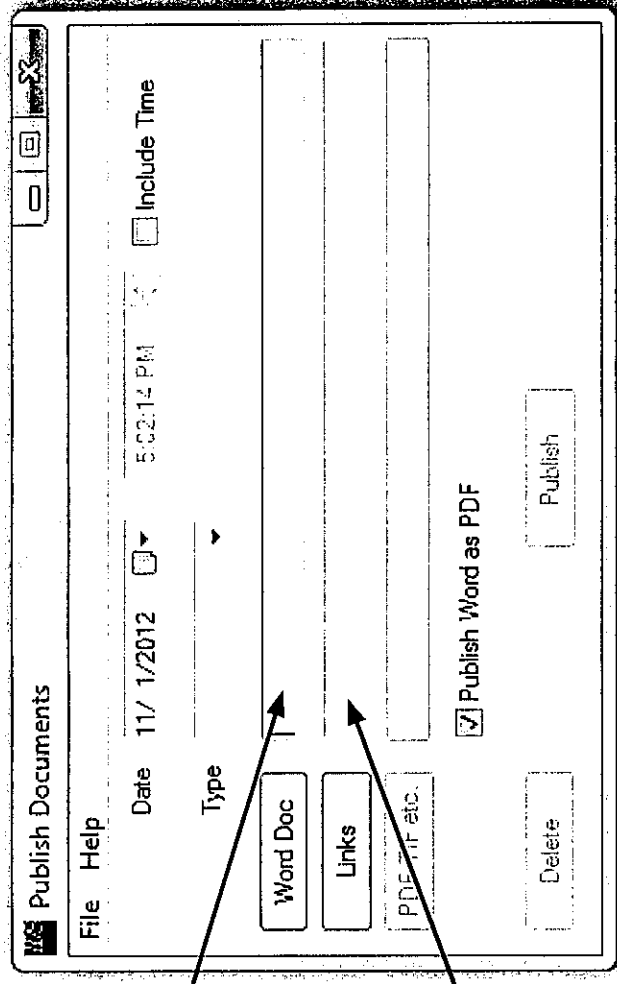


2012-10-25 - XYZ
County Court Minutes

**Drag
&
Drop**



Documents
referred to
in minutes

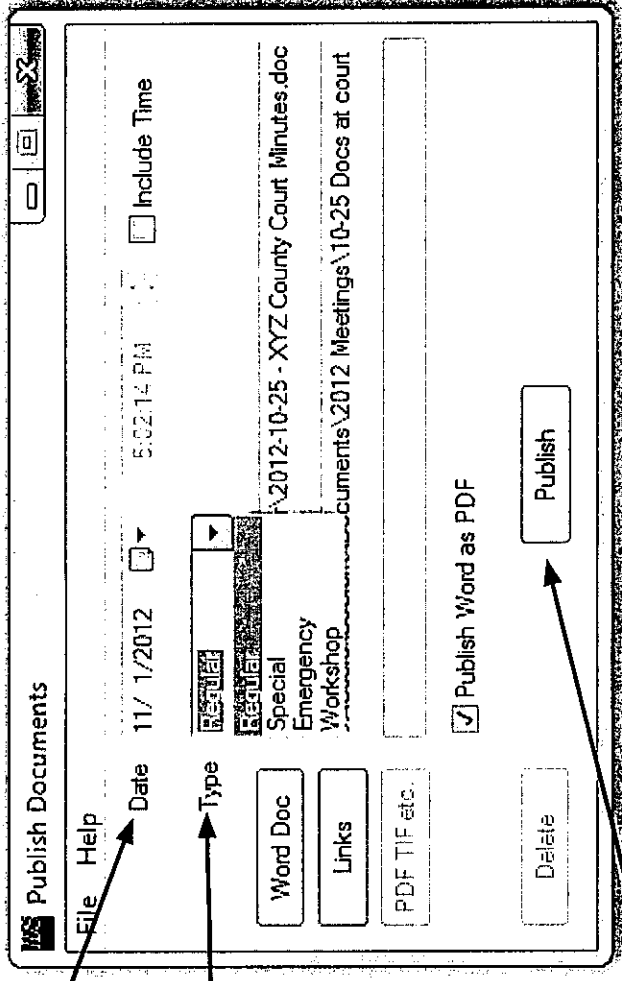


Select date, type of meeting & hit "Publish"

Meeting date

Select type of meeting

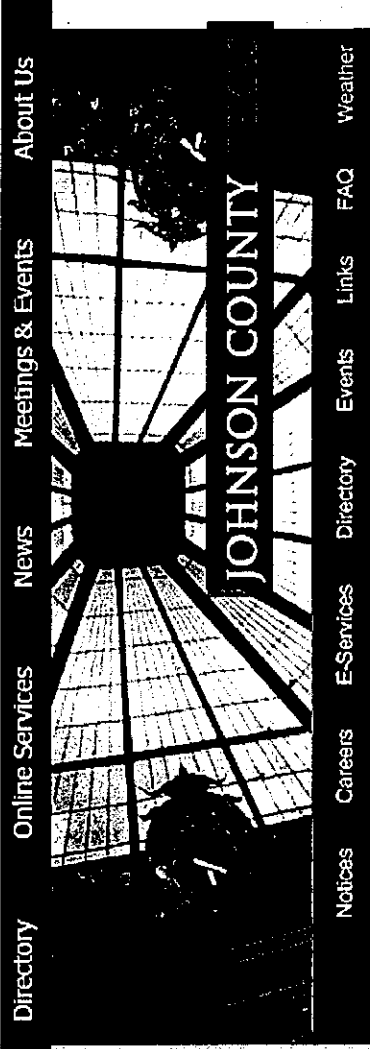

Hit Publish



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



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County Clerk

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- Law Library
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- Online Records
- Commissioners 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 fi apps.johnsoncountytx.org/minutes/list.html (set 1)

Commissioner's Court Minutes

Please choose the year.

Automatically and instantly
Publishes to the website
No IT staff involvement

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							

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: 2012

To Year: 2012

Easy to Search, results are clear

← → <http://www.johnsoncountytx.org> minutes, including up to 7 days after the meeting & including Submit - Query, By self Print 2012 Search Texas 2012



Commissioner's Court Minutes

Please choose document to view.

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

2012-04-23-Regular Consent Agenda

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

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 the information is accurate, the County Clerk does not

Documents are saved as .pdf

← C:\apps\johnsoncountytx.org\Minutes\LinkedDir\2012-2013-04-23-Regular.PDF

C Google



After opening the document use Search box to find "Consent Agenda"

Consent Agenda

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

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. **Open the Consent agenda link**

All voted aye: motion carried.

X. WORKSHOP

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

Actual document presented at the meeting can be viewed

countytx.org/Minutes/LimitedDir/2012/Links/2012-04-23-Regular/30-consent-agenda.tif

County of Johnson



COPY

MEMORANDUM OF DONATION TO JOHNSON COUNTY

“McAlister” STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF JOHNSON §

Comes now Bob & Cheri 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

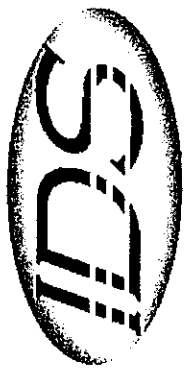
Founded in 1997 by Bill Wilder

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



Northeast Texas Farmers Co-Op



Hood County



MSGovern

Management Solutions for Government



GLOBAL
SOFTWARE
A Division of I.A.R.R.S.



Links & contact info

Contact:

IDS

4799 FM 71E

Dike, TX 75437

Bill Wilder

903-343-1208

Dave Graham

563-529-2044