

OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – January 25, 2022

MEMBERS PRESENT: John Cooperrider (Chairperson) Jennifer Howden (Vice Chairperson), Dana O’Neal, Joanie Toole, Heather Calcaterra

ALTERNATE MEMBERS PRESENT: Chris Bujak

OTHERS PRESENT: Janette McKenna, Paul Megge, E.J. Widun, Tammi Shepherd, Karen Hitchcock, T.J. Fields, Mike Timm, Mary Gosine, Lisa Czyz, T.J. Tabin, Mary Anne Jerge, Janet Brinker, Jeanette Miracle-Leshan, Susan Proksch, Casey Zakens, Joe Hall, Pete Menna, David Williams, Diana Carver, Kary Goisdzinski, Eric Schmidt, Beth Gleason, Dawn Clark, Addie Hankins.

1. John Cooperrider called the meeting to order at 4:03 p.m.
2. Moved by Cooperrider supported by Howden to approve that the minutes of the October 26, 2021 meeting be approved pending a required update. There were no objections.
3. Janette McKenna gave a report on the vacant positions. There are currently 11 vacancies creating a 7% vacancy rate. This is down from 16 vacancies last quarter. Six positions were filled and there was one departure.
4. Planned Maintenance/Upgrades: Karen Hitchcock updated regarding the clerks Kofax upgrade; currently in user acceptance testing.
5. 2021-2022 Master Plan Activities: Imaging Program mgmt. SC meetings continue to be held on a bi-monthly basis. Imaging Program - Circuit Clerk & FOC Migration; laser fiche app has been moved to production and high priority issues are being fixed. Imaging Program - Prosecutor Implementation; business requirements have been approved by the Prosecutor’s Office. Circuit Court Judge Switch; Judge change completed Judge Kumar’s temporary assignment. Redact PII Data on Court Forms; Requirements & Tech Design have been completed, development started. Courts Mandate Program Budget; Non-public and specialty courts upgrades are in UAT, complete case evaluation updates related to fees and dates. Case Mgmt. System RFP; Initial planning in process. FOC Security Audit 2022; Zoom meeting held 1/25/22 with SOM. JOS replacement; Development completed for input/output forms, completed remediation for probation user interface, development for mainframe and hard copy print integrations in process. Clerks DL for birth certificate requirements complete and initial user testing/eval complete. Begin final UAT planning. Courts Justice Administration Enhancement Budget; completed upgrades related to Kofax Import Yearly Reimbursement files and text updates for case eval notices. Added documentation types for FOC eFiling and completed updates related to email

notifications to attorneys for MIDC VOP's. Oxford incident support; provided solution utilizing the LF platform allowing users to send email notifications to victims and provided support for data, audit and backup requests. All teams are contributing to Workday, Covid and ARP funds.

6. Leadership Group Specific Items:

a.) Courts

- I. Oxford Incident Support, 250 hours allocated from unallocated
- II. Courts Mandate Budget, 168 hours allocated from unallocated
- III. Both of these projects moved 418 hours from the unallocated budget, leaving 0 unallocated hours remaining.
- IV. Criminal Justice Reform – Auto Expungement project was sent for sizing. This project may be voted on at the March 22nd meeting or possibly an e-vote prior, depending if the sizing is complete.

Moved by Howden supported by Bujak to approve. There were no objections.

7. 2023-2024 Master Plan Requests to Size - Review and Approve

- a.) Leadership Group Meetings March 22,2022 – calendar invite coming.

8. IT Project Updates

a.) Log4j Security Vulnerability – Fields

Vulnerability announced in December 2021, risk has since been reduced, situation improved. Continued watch on security controls.

- i. Security Training – reminder to complete timely.

b.) ARP/laptops/VPN/Go to My PC – Timm

Received additional 500k in ARP funds for laptops, supply chain issues are impacting inventory, departments should make requests on a CO and specify ARP funding.

c.) Website replacement project – Shepherd

Contract pending with outside vendor to replace oakgov website, customizing internally no longer the best option. April 2023 is hard deadline to retire existing infrastructure. Inventory ongoing to define scope and resources. Mary Gosine will oversee EGov team.

d.) Universal Communications & Collaboration – Timm

Conversion of VM system to UCC platform complete, everyone moved off of old hardware. Handsets and call delivery are next steps.

9. Next meeting is scheduled for March 22, 2022 to go over Master Plan Projects. The next courts/justice administration leadership group meeting is April 26, 2022.