

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – April 26, 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, Tammi Shepherd, Karen Hitchcock, T.J. Fields, Mike Timm, Mary Gosine, Lisa Czyz, T.J. Tabin, Mary Anne Jerge, Janet Brinker, Pete Menna, David Williams, Diana Carver, Kary Goisdzinski, Eric Schmidt, Cas Miarka, Dawn Clark, Brett Dery, Edward Hutton.

1. John Cooperrider called the meeting to order at 9:01 a.m.
2. Moved by Chris Bujak supported by Jennifer Howden to approve that the minutes of the January 25, 2022 and March 22, 2022 meetings be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. There are currently 16 vacancies creating a 10% vacancy rate. This is up from 11 vacancies last quarter. Hiring continues to be a challenge.
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 regular basis. Imaging Program – Clerk, Circuit, & FOC Migration; six system modifications requested by judges have been completed and moved to production, copy PDF text and clerk reports are in process, EDMS to be shut down 5/1/22, Imaging Program - Prosecutor Implementation; development is complete, finalizing UAT. Imaging Program Medical Examiner; development is complete, preparing for QA environment. Circuit Court Judge Switch; complete switch for Judge Kumar with interim Judge Sosnick. Redact PII Data on Court forms; project completed 3/31/22, currently in post-production support. Case Mgmt. System RFP; completed business requirements for Gen & Tech, Scheduling, Court Case Mgmt., Integration and Reporting. On track to complete by May 2022. FOC Security audit; project approved by SC, kick off mtg. 4/25/22. Clean Slate Restore Cases from Microfiche; kicking off business requirements phase. JOS Replacement; remediation efforts based on customer feedback in progress, expected complete by 5/5/22. Clerks-Driver’s License for Birth Certificates; project in post-production, ready to close. Courts Justice Administration; enhancements include new doc codes, routing updates, case mgmt. office notice updates, circuit court judge switch specific reporting. Oxford Incident Support; support related to victim notifications.

6. Leadership Group Specific Items:

a.) Courts

- I. Redact PII Data on Probate Court Filings – Request to Size, moved by Chris Bujak supported by Pete Menna to approve. There were no objections.
7. Next meeting is scheduled for August 2, 2022. Invites to be sent shortly; 2-hours will be reserved for this meeting.