

OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – April 27, 2021

MEMBERS PRESENT: Jennifer Howden (Vice Chairperson), Dana O'Neal, Joanie Toole, Barb Hankey, Heather Calcaterra

MEMBERS ABSENT: John Cooperrider (Chairperson), Edward Hutton, Dave Williams

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, Clark Toohy, T.J. Tabin, Mary Anne Jerge, Janet Brinker, Cas Miarka, Jeanette Miracle-Leshan, Susan Proksch, Casey Zakens

1. Jennifer Howden called the meeting to order at 9:01 a.m.
2. Moved by Bujak supported by Howden the minutes of the January 26, 2021 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. There are 18 vacancies creating an 11% vacancy rate.
4. Planned Maintenance/Upgrades: Karen Hitchcock updated regarding the Kofax upgrade; currently they are in the process of imaging UATPC for the clerks office to complete UAT. Mary Gosine updated that the Kronos Telestaff upgrade is complete and the Kronos Workforce Central upgrade is in progress.
5. 2021-2022 Master Plan Activities: Karen Hitchcock updated that the MIDC Courts attorney appointment requirements have been completed and the attorney voucher requirements are being finalized. Technical system design has been completed for attorney appointment voucher, forms and reports, and reimbursement. Development underway for attorney appointment and attorney voucher maintenance portion of the application. Imaging Program Management SC meetings are happening on a monthly basis. User Acceptance Testing is underway for the Imaging Program Clerk, Circuit and FOC Migration. The security Matrix Documentation was finalized and the security configuration was completed in the QA environment. The prosecutors kick off meeting was held and requirements are underway for the Imaging Program – Prosecutor Implementation. The CMO Case Evaluation Rewrite was completed in January. Judge switch changes are in process. Two key mandates are in process from the Courts Mandate Program Budget; Specialty Courts Mandate and eFiling Mandate. Case Management System Evaluation is complete and closed. Development of the face sheet and administrative screens have been completed for the JOS Replacement. In addition, configuration and set up of the QA environment is complete. Next phases

are being planned. Business requirements are being finalized for the Clerks- Driver's License for Birth Certificate. Sizing for e-filing for the District Courts is in process.

6. Leadership Group Items: Karen Hitchcock reported that the JOS Replacement Project is in need of 1500 additional hours. The old system is being converted to web based and additional work is needed. Hours were underestimated due to the complexity of system and the amount of testing needed. After options were discussed Chris Bujak moved and Jenifer Howden supported that 1500 hours be moved from Circuit Probate Mi-Court Integration. There were no objections.

7. IT Project Updates:

- a.) Universal Communications & Collaboration (UCC): Mike Timm indicated core infostructure phase is finished. Regarding voiceover ID, there are some issues with additional circuits, back up circuits are coming into campus, vendor issues have slowed deployment of project, telephone handsets were deployed in the IT building. Phone forward will be a desirable feature. As we go through migration phone services will be moved to cloud. There will be a transition period that requires 11-digit dialing from old system to new; will be the new norm. One click contact dialing will also be an option.
- b.) Office 365: Tammie Shepherd indicated teams is on track to be turned on for customer departments in May. Testing in process. Everyone encouraged to adjust and learn teams to ease transition. Classes available. Two spaces currently available in Office 365 training this week.
- c.) Security: T.J. Fields indicated MFA rollout involves balancing security with user impact. IT security training being implemented for all computer users. Active phishing campaign currently in process throughout county; rewards being considered.

8. Next meeting is scheduled for April 27, 2021 at 9:00 a.m.