

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

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

MEMBERS ABSENT: 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, Joe Hall

1. John Cooperrider called the meeting to order at 9:01 a.m.
2. Moved by Howden supported by Cooperrider the minutes of the April 27, 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. Since the last meeting there has been one new hire and one retirement.
4. Planned Maintenance/Upgrades: Karen Hitchcock updated regarding the clerks Kofax upgrade; currently in UAT with clerks office; clerk, legal and vitals departments are left to complete.
5. 2021-2022 Master Plan Activities: Karen Hitchcock updated that the MIDC Courts are in final stages of development, architecture has been approved and technical environments are in final stages of configuration. UAT of completed functions of app are in final process. Imaging Program Management SC meetings are happening on a monthly basis. Laserfiche app testing in the UAT environment is underway for the Imaging Program Clerk, Circuit and FOC Migration. Court Explorer and Security testing have been completed. Currently testing the Court Forms, Routing Rules and Hot Keys. The prosecutors Imaging Program is in requirements gathering phase. Deliverables completed on the Circuit Court Judge Switch. Referee change also completed. Courts Mandate Program Budget mandates related to Specialty Courts and Non-Public for Juvenile are in process. Efiling for Circuit migration to 2.0 completed. For the FOC Security Audit new direction states that the Office of Child Support will enter into contract with state vendor who will audit all counties. IT will still need to work with the vendor who is selected and paid for by SOM. UAT with Probation User for New Face sheet Application is in process for JOS Replacement. Development for all input screens and output are in process. Clerks Driver’s License for Birth Certificate development in progress for Driver’s License file upload and Order

List Detail Screen. Targeting September deployment. Updates for FOC eFiling Doc types in process for Courts Justice Administration Enhancement Budgets. Clerks office in UAT for Kofax Upgrade. Clerks Office and Vitals Department left to complete.

6. Leadership Group Items: None.

7. IT Project Updates:

a.) Universal Communications & Collaboration (UCC): Decent headway into implementation of voiceover ID; process improvements made, coordination with vendor and existing telco's continues, 300+ phones currently running on voiceover ID system, 500 more estimated in September. Lots of new features, work continues to resolve any issues. Integration with OKTA also working well, good progress being made. First phase of Wi-Fi completed.

b.) Office 365: Tammie Shepherd indicated teams implementation rolled out as promised. Skype of Business retirement has started. No increase in critical incidents has been noticed. Outlook mobile app will need to be used for email communication on mobile device; Broadcast email forthcoming. MFA being used for increased security.

8. Next meeting is scheduled for October. Samantha Markiewicz will send calendar requests for future leadership meetings.