

OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – October 26, 2021

MEMBERS PRESENT: John Cooperrider (Chairperson) Jennifer Howden (Vice Chairperson), Dana O’Neal, Joanie Toole, Barb Hankey, 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, 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 9:02 a.m.
2. Moved by Cooperrider supported by Howden the minutes of the July 27, 2021 meeting 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 down from 18 vacancies last quarter. Since the last meeting there has been quite a bit of activity related to VSIP. IT is actively interviewing and recruiting. Eight positions were filled.
4. Planned Maintenance/Upgrades: Karen Hitchcock updated regarding the clerks Kofax upgrade; currently in UAT.
5. 2021-2022 Master Plan Activities: Karen Hitchcock updated that the MIDC was implemented at the end of September. Enhancements and fixes continue. Imaging Program Mgmt. monthly SC meetings continue. Imaging Program - Clerk, Circuit Ct. and FOC Migration; court forms, routing rules, hot key testing complete. Final UAT activities are in process in QA. Production migration activities underway for go-live. Imaging Program – Prosecutor currently in business requirements documents phase. Circuit Court Judge Switch completed switch for Rowan/Soesnick. Completed Referee changes for Devers/Rink and Brenda/Devers. Courts Mandate Program Budget; completed development for non-public mandate (juvenile and trtmt. courts). UAT pending. Non-public mandate includes updates to data integration with LEIN. JOS Replacement; kicked off UAT with probation users for face sheet UI, remediation in process. Jail/MDOC/YTA and misc. forms in process. Clerks DL for birth certificate finalizing complete. Target to move to UAT next week. Citizen engagement budget transitioned to DPC. Courts Justice Administration Enhancement Budget; completed upgrades to case eval notices. Completed e-filing development of FOC documents. Completed design concept and estimate for email communication for victim assistance. Completing CV kiosk for digital sign-ins and kicked off Next Step iPad and EMR app.

Jeanette McKenna added that delivery for CTS leadership group is 50% through the master plan. Delivery on enhancements and new developments is at 55% so work will continue through Sept 30. Also, staff participated in Covid project. That program is sitting in internal services leadership group which contributes to higher delivery. Other staff participating in various projects.

6. Leadership Group Items:

- I. Redact PII Data on Court Forms – sizing is 715 Oakland County hours along with 101,1101, 1250 from laser fiche to implement. Forms no longer viewable by 1/2022 so a two-phase implementation plan was developed. Laserfiche UM will list dot types not allowed so PII can auto redact. 450 laser fiche hours leaves fees to do auto redaction workflow. OC will do change to explorer preprocessor. Internal apps will make documents available to public. Funding obtained from BOC last week. Half funding for labor and then the 101,1000. The other half will be funded out of contingency due to fast turnaround. Must use existing resources and funded hours.
- II. Clean Slate Initiative – Portion of clean slate cases need to be restored from microfiche films for the last 20 years. Documents are coming in a PDF and then they'll migrate over to Laserfiche. That's 1047 OC IT hours.
- III. Case Mgmt. System (CMS) RFP (funded) – RFP already voted on. In the middle of sizing.

The following was moved by Cooperrider supported by Howden. There were no objections.

- PII moved to number 9
- RFP moved to number 10
- Clean Slate moved to number 11
- Move everything down from there
- Move 418 hours to unallocated
- Move e-filing gap to remediation to open requests

7. Master Plan Reductions

- a) IT workforce planning reductions – IT is reducing a total of 9 positions; 7 of those are in this master plan and 2 additional will be effective 10/2022. The majority of reductions were out of IT contingency and unallocated hours. At this point we have no impact to customer leadership group.
- b.) Positions and function transitioned to Department of Public Communications (DPC): Citizen engagement budgets moved to DPC.

8. Master Plan prep 2023-2024

Less hours available because some positions no longer exist. That means less hours in the total pie and 9 less positions to spread across groups. Copy of 2023 Master Plan on PMO website.

9. IT Project Updates

- a) Universal Communications and Collaboration (UCC) Core infrastructure is done. New voiceover IT phone implemented on Oak site. Full 10-digit dial is required. Implementation is about 1/3 complete. Calls can be made from computer. VM can be retrieved from computer.
- b) Security is going live with data loss protection. Fishing campaign complete. New training expected soon.
- c) VPN – Excited to soft launch VPN. Service Center has knowledge doc to teach use of VPN. Global launch delayed due to chip shortage. AARP funding to be requested for additional laptops.

10. Next meeting is scheduled for January.