

**OAKLAND COUNTY**  
**COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP**  
**Meeting Minutes – November 1, 2022**

**MEMBERS PRESENT:** John Cooperrider (Chairperson) Jennifer Howden (Vice Chairperson), Heather Calcaterra

**ALTERNATE MEMBERS PRESENT:** Chris Bujak

**OTHERS PRESENT:** Alexandra Black, Brett Dery, Dawn Everly, TJ Fields, Kary Goisdzinski, Mary Gosine, Thomas Grossman, Betsy Hage, Karen Hitchcock, Janette McKenna, Tammi Shepherd, Mike Timm, Lisa Czyz, T.J. Tabin, Mary Anne Jerge, Pete Menna, David Williams, Addie Hankins, Janet Brinker, Dawn Clark-Pitts, Jeanette Miracle-Leshan, Diana Carver, Eric Schmidt, Cas Miarka.

1. John Cooperrider called the meeting to order at 9:01 a.m.
2. Moved by Dave Williams and supported by Chris Bujak to approve that the minutes of the August 2, 2022 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. There are currently 14 vacancies creating a 9.0% vacancy rate. This is down from 15 vacancies last quarter.
4. 2021-2022 Master Plan Activities: Criminal Justice Reform Compliance; Requirements are being finalized and technical design is in process, pilot meeting held 10/26/22. FOC Security audit; POAM provided to SOM, project closed. Clean Slate-Restore Cases from Microfiche; Development complete, UAT in process, implementation and post implementation being planned. Circuit Court Judge Switch; No additional switches in 4<sup>th</sup> Q. Courts Mandate Program Budget; Completed divorce complaints mandate, legal news update, reporting and analysis related to juvenile life. Imaging Program Mgmt.; Imaging SC meetings held every other month. Imaging Program Prosecutor Implementation; UAT completed, Laserfiche application moved to production, data migration in process. Imaging Program Medical Examiner; UAT completed, production environment prepped go Go-Live in December, soft launch complete. Case Mgmt. System RFP; Responded to 41 questions from 6 vendors, finalized scoring. Circuit Probate MiCourt Integration; Project being planned. JOS Replacement; Kicked off UAT for jail form, remediation underway. Courts Justice Administration Enhancement Budgets; Completed VRMS-unable to fill status, Criminal Thinking Data for Community Corr., Updated UI for victim communication, Updates related to Invoice Reporting for MIDC, Animal Control Census 2022 and Email dog license reminder report.
5. Master Plan Presentation – presented by Janette McKenna

6. Election of Officers

- Chairperson - Cas Miarka
- Vice Chairperson - Jennifer Howden
- Secretary – Brett Dery

7. Leadership Group Specific Items:

a.) Courts

I. Redact PII Data on Probate Court Filings – Size Estimate Presentation

- Development Laserfiche Vendor, 125 hours
- Support IT, 201 hours
- Project moved to #5 as motioned by Chris Bujak and supported by Jennifer Howden. There were no objections.

8. IT Project Updates

CMS Replacement Project Status – Mary Gosine presented

CMS Team working with Dept. of Public Communication and vendor to complete deliverables. Future site wireframe completed in August. Mapping, including all pages, widgets, and PDF's - completed. Graphic Design - completed. Working on User Experience Requirements and design integrations.

9. Next meeting is scheduled for January 31, 2023.