

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – January 29, 2019**

MEMBERS PRESENT: Joanna Overall (Chairperson), John Cooperrider (Vice-Chairperson), Jennifer Howden (Recording Secretary – Minutes taken by Terasa Harris), Jeffrey Kaelin, Tom Fuentes, Barb Hankey

MEMBERS ABSENT: Edward Hutton, Bob Gatt

ALTERNATE MEMBERS PRESENT: Joanie Toole, Chris Bujak, Diana Carver

OTHERS PRESENT: Janette McKenna, Kary Goisdzinski, Tammi Shepherd, Karen Hitchcock, Janet Brinker, Paul Megge, Stu Smith, Carl Wilson, Phil Bertolini, Dana O'Neal, Mike Timm, Henock Monne, Jeanette Miracle-Leshan, Don Wallace, Mary Gosine, Cassy Zakens, Wendy Conklin, Cas Miarka, Patti Snutzki

Joanna Overall, Chairperson, brought the meeting to order at 9:00 a.m.

1. Moved by Cooperrider supported by Kaelin to approve the minutes of the October 30, 2018 meeting. There were no objections, and the minutes were approved as printed.
2. Janette McKenna gave a report on vacant positions. Seven positions were filled, three new positions were created. There are ten vacancies. The vacancy rate is 6%.
3. Karen Hitchcock addressed the Master Plan Activity. All major deliverables are completed for the Circuit Court Judge Switch 2019 and 2020. Initial planning is underway for the FOC Security Audit with plans to launch in March. The Imaging Program – Common Components Phase II was completed in November 2018. The Imaging Steering Program continues to have monthly meetings. Hot Keys are in process for the Kofax Upgrade. QA is completed and verified for the Clerk Vitals Imaging Program. Paul Megge addressed the OCME Replacement Solution. It is 23% complete. The Children's Village Case Management System was completed in December and is closed. The Courts Website Redesign project was completed, going 17 hours over budget. Initial planning has begun for the JOS replacement. The Animal Control OPLS Replacement project has been kicked off and analysis is currently being run. The Mandates EB is currently 52 hours over budget.
4. Janette McKenna discussed the Master Plan Analysis. 2,466 hours have been expended through December 31, 2018 for Enhancements and New Developments. 1,187 hours were expended for Planned Maintenance and Upgrades. 2,609 were expended for Support and Maintenance.
5. Janette McKenna addressed the Sizing Budget Deficit for the 2019-2020 Master Plan and discussed specific items with the group. There are 300 allocated hours which will not be enough for the next masterplan projects. She stated 294 hours are needed to have enough for the next Master Plan. Phil Bertolini answered questions and strategies were discussed.
6. Due to scheduling conflicts, Joanna Overall proposed a switch in positions for the Chair and Vice-Chair. Moved by Kaelin supported by Overall to elect John Cooperrider as the Chairperson and Joanna Overall as the Vice-Chairperson. There were no objections and the motion passed.
7. The group discussed the Allocations balance. 181 hours are needed. Wendy Conklin said 50 hours could be taken from Animal Control. Jennifer Howden stated that hours could be taken from the Document Certification process. Discussion followed. Moved by Overall supported by Kaelin to move 790 hours from the Document Certification project to the

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unallocated fund, move 181 to balance the mandate, 100 into Mandate, 100 into Sizing, leaving 409 hours remaining in the unallocated fund. All were in favor and the motion passed.

8. Chris Bujak addressed the CMO – Case Evaluation Rewrite. There were changes to Mainframe and the existing project. Cooperrider motioned to size and Howden supported. There were no objections and the motion passed.
9. Moved by Cooperrider supported by Kaelin to size the Document Certification process. There were no objections and the motion passed.

The meeting was adjourned at 9:35 a.m. until April 30, 2019 at 9:00 a.m.