

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – April 30, 2019**

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

MEMBERS ABSENT: Joanna Overall (Vice-Chairperson), Bob Gatt

ALTERNATE MEMBERS PRESENT: Dana O'Neal, Heather Calcaterra, Joanie Toole, Diana Carver

OTHERS PRESENT: Phil Bertolini, Janette McKenna, Mike Timm, Paul Megge, Janet Brinker, Mary Gosine, Wendy Conklin, Jeanette Miracle-Leshan, Brandon Buck, Stu Smith, Kary Goisdzinski, Henock Monne, Patti Smutzki, Don Wallace, Jim Taylor, EJ Widon

1. John Cooperrider called the meeting to order at 9:02 a.m. Mr. Cooperrider announced that Jim Taylor of I.T. will be retiring shortly. The group congratulated Jim on his many years of service to the County.
2. Moved by Kaelin supported by Howden the minutes of the January 29, 2019 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. Interviews are currently being conducted for the Chief Information Security Officer position. The Office Assistant II position for CLEMIS was filled. There are 9 vacancies. The vacancy rate is 5.7%, the lowest in over six years.
4. The group reviewed the Planned Maintenance/Upgrades and Master Plan Activity Status. The Kofax upgrade for 2019-2020 is in process and is 38% complete. The 2019 animal census has been started. Karen Hitchcock stated they are awaiting a decision on Judge Karen McDonald's replacement, who recently resigned. An e-vote went out to the group on March 22, 2019 requesting an approval of 200 additional hours to execute deliverables related to the mandated Circuit Court Judge Switch. All were in favor, and the hours were approved. The FOC Security Audit was completed April 18th, and a final report will be available May 6th. The Imaging Steering Committee continues to meet on a monthly basis. The Clerk, Circuit and FOC Migration for the Imaging Program is still in development. For Clerk Vitals Imaging Program, security scans are complete and user acceptance testing is going on. Karen said they are working on the kickoff for the Laserfiche GovCloud Migration. The JOS Replacement kickoff was done in March. The Animal Control OPLS Replacement project has been started and she addressed the PAWS Address Validation and Maintenance Screens project. Hitchcock stated there is one mandate outstanding for the Mandates EB.

5. Janette McKenna addressed the Master Plan Analysis. As of March 31, 2019, the Enhancements/New Development is at 19%, Planned Maintenance/Upgrades is at 45%, and Support/Maintenance is at 23%. The overall delivery is 23%.
6. Phil Bertolini addressed the group regarding the IT Budget Status. He said changes must be made to the funding process and they are currently working with Management and Budget for a solution.
7. Karen Hitchcock stated that the CMO – Case Evaluation Rewrite is on hold; however, they are still planning to size.
8. John Cooperrider spoke about the MIDC (Michigan Indigent Defense Commission) potential project to modify existing systems and processes to provide data elements for new reporting requirements. If approved by the State, this would be a State funded project. A sizing estimate will be prepared and submitted to the State.
8. Mike Timms, IT, talked about the UCC (Universal Communication Collaboration). They will be updating networks. Faster bandwidth can be expected and better capacity. Voice over IP just got approved. An experience room will be set up for users. There will be new WIFI and an employee WIFI will be set up separate from the public.
9. The meeting was adjourned at 9:23 a.m. The next scheduled Imaging Steering Committee meeting is July 30, 2019 at 9:00 a.m.