

OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – July 28, 2020

MEMBERS PRESENT: John Cooperrider (Chairperson), Jennifer Howden (Recording Secretary), Jeffrey Kaelin, Dana O’Neal, Edward Hutton, Barb Hankey, Greg Alessi

MEMBERS ABSENT: Bob Gatt, Heather Calcaterra

ALTERNATE MEMBERS PRESENT: Chris Bujak, Joanie Toole

OTHERS PRESENT: Janette McKenna, Paul Megge, E.J. Widun, Tammi Shepherd, Karen Hitchcock, T.J. Fields, Mike Timm, Wendy Conklin, Beth Gleason, Kary Goisdzinski, Mary Gosine, Lisa Czyz, Cas Miarka, Katherine Siebenaler, Patti Smutski, Clark Toohy, Greg Alessi

1. John Cooperrider called the meeting to order at 9:02 a.m.
2. Moved by Kaelin supported by Howden the minutes of the April 28, 2020 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. There are currently 18 vacancies equating to a 11% vacancy rate.
4. The group reviewed the Planned Maintenance/Upgrades and Master Plan Activity Status. Karen Hitchcock stated courts updated Versa code and upgraded FileOnQ. Mary Gosine indicated Children’s Village had an upgrade as well. Wendy Conklin gave an update that Animal Control added new map layers to their mobile application.
5. Karen Hitchcock gave an update for Master Plan Activity for the Imaging Program discussing template and data migration to gov cloud for Clerk, Circuit and FOC. She reported that the Imaging Program for Human Resources had been completed. Medical Examiner was in the process of finalizing data migration. Karen stated UAT had been set up for the gov cloud environment. Paul Megge reported the OCME Replacement Solution was deployed and in use and that the iPad and mobile app is on hold. Karen stated the system design for JOS Replacement 2nd phase will be in the next master plan. Wendy shared that AC OPLS Replacement had finalized the payment processor. Karen indicated the Case Management System Evaluation had begun initial planning. Karen also stated the Prosecutors GIF and Warrants Study kicked off and identified document workflows. She reported that the CMO Case Evaluation Rewrite phase II deliverables will be completed by the end of September.
6. Karen Hitchcock gave an update regarding the eFile data file for SCAO and JDW extract to the State mandates. Tammi Shepherd spoke to the egov update and stated

that OneDrive will be enabled county-wide in Office 365 and possible ahead of schedule.

7. Janette McKenna stated we are 87.5% through the master plan and that courts enhancement and new development delivery is at 71%. Planned maintenance and upgrade is at 126% with support at 88% delivery.
8. There was a motion to move 122 hours for the SCAO data file from unallocated to mandated. The motion was made by Kaelin and supported by Cooperrider.
9. T.J. Fields stated Multi Factor Authentication is at 80%.
10. Janet discussed reallocation of 7,000 hours for COVID-19 related enhancements and projects. She indicated the need to find another 5,000 hours. She suggested looking at ecommerce for 2,780 hours and finding small hits from other groups. There was a discussion on moving 100 hours from unallocated and 120 hours from enhancement budgets as well as obtaining other hours from the different leadership groups. Tammi and Karen will review ours and come back to the group with their findings.
11. All the projects submitted for the 21/22 Master Plan were summarized and discussed. The carry forward projects were identified and will have a higher priority than the new projects. The new projects were also prioritized. There was a motion by Howden and supported by Hutton to approve the list of prioritizations, there were no objections.
12. The meeting was adjourned at 11:14 a.m. The next meeting is October 27, 2020 at 9:00 a.m.