

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – October 27, 2020**

MEMBERS PRESENT: John Cooperrider (Chairperson), Jennifer Howden (Recording Secretary), Jeffrey Kaelin, Dana O'Neal, Edward Hutton, Heather Calcaterra, Barb Hankey

MEMBERS ABSENT: Bob Gatt, Greg Alessi

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, Diana Carver, Dawn Clark, Addie Hankins, Dawn Clark, Kristine Powers, Stu Smith, T.J. Tabin,

1. John Cooperrider called the meeting to order at 9:03 a.m.
2. Moved by Kaelin supported by Howden the minutes of the July 28, 2020 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. There are 17 vacancies creating a 10.5% vacancy rate. Janette also reported that Samantha will now be sending calendar requests for leadership meetings.
4. 2019-2020 Planned Maintenance/Upgrades: Karen Hitchcock gave an update on the Kofax and Imaging projects, including the gov cloud migration. The gov cloud migration had an issue with security which had to roll back forms in QA, plan for November/December timeline. Karen discussed the RFI for courts/clerk new Case Management System (CMS) as well as reported the Prosecutor Warrant update has been completed. Mary Gosine updated the group regarding Cronos including the upgrade for Children's Village and OCSO. Wendy Conklin spoke to the Animal Control project and that it is in implementation and waiting on BOC approval for financial. Janette indicated there was 84% delivery for enhancements for the group this year, 135% support for planned maintenance and upgrades, 100% delivery for support. The over all delivery is at 98%.
5. 2021-2022 Master Plan Presentation: Janette stated there are only enough hours for up through #12 on our priority list, which is half the projects submitted. There was a discussion regarding the increasing needs of the departments versus the availability of hours. A priority for the new master plan was established, including the carry-forward projects. Kaelin made the motion for the priority and it was supported by Cooperrider.

6. Election of officers motioned by Cooperrider and supported by Kaelin. The officers are John Cooperrider as chair, Jeff Kaelin as vice chair, as recording secretary.
7. IT Project Updates: EJ Widun discussed remote work and the delivery of a VPN, but there is no estimate for a date yet, IT is working with a vendor in this effort. TJ Fields stated the security training vendor has been replaced and IT will be sending an email soon. The vendor is Terenova. Each security training will be about five to ten minutes to complete.
8. Next meeting is scheduled for January 26, 2021 at 9:00 a.m. Samantha Markiewicz will send calendar requests for future leadership meetings.