

**OAKLAND COUNTY
COURTS/LAW ENFORCMENT LEADERSHIP GROUP
MINUTES OF JANUARY 26, 2005 MEETING**

Meeting called to order by Chairperson Jim VerPloeg at 9:00 a.m. in Room 126 of the Information Technology Building.

ATTENDEES:

Mary Larkin , John Cooperrider,
Mike Wilk, Diana Carver, Libby
Smith, Rick Perry, Dick Southern,
Janette McKenna, Dale Kukla,
Kevin Bertram, Jim VerPloeg.

NEXT MEETING DATE:

April 27, 2005 @ 9:00 a.m.

RECORDING SECRETARY:

Libby Smith

1. **WELCOME**-Opening Remarks-Chairperson Jim Verploeg
2. **MINUTES FROM OCTOBER 27, 2004 MEETING** -- APPROVED as submitted.
3. **REVIEW OF QUARTERLY STATUS REPORT**-Janette McKenna
4. **VACANT POSITION REPORT (p. B6)**-Janette McKenna
 - 9 Vacancies
 - 6.6% actual vacancy rate/6% planned vacancy rate
5. **TECHNICAL SYSTEMS & NETWORKING DIVISION STATUS (p. A26-29)**-Kevin Bertram
 - PLANNED MAINTENANCE & UPGRADES ACTIVITY:**
 - Semi-annual Disaster Recovery Testing (multiple systems) – majority of activity
 - CLEMIS Upgrades
 - Mirapoint Upgrade – Planned for production 2/17/05 – moving e-mail services to a standard environment
 - McAfee Engine Upgrade – Antivirus upgrade + 150 workstation pilot
 - WinInstall Client Upgrade
 - Maintenance Programs – Disaster Recovery Program – received software procedures; keys updated; Toolkit for all client server software apps

LEADERSHIP GROUP ACTIVITY:

- 00 -- Thin Client – On hold; incompatibility issues; workaround being tested; close out then move to phase II
- 01 – Network Infrastructure Upgrade – Upgraded all sites, all city offices and @ 20 CVTs and PDs; 30 sites scheduled for mid-March
- 02 – Active Directory Implementation -- Accelerated deliverables due to problems in mid-January; should help with stability issues. Phase II – move files to new technology – ancillary drives; moving O, N & P to new drives and servers for more stability; will be homogenous environment (Microsoft); all departments will receive information regarding rollout and departmental requirements for next phase (mid-February)
- Priorities 03 through 07 – No activity
- Priorities 08 through 10 – Enhancement Budgets
- Transition to Windows XP Operating System – Handled on a case-by-case basis.

6. **MASTER PLAN ACTIVITY (p. 6) - Rick Perry**

PLANNED MAINTENANCE & UPGRADES ACTIVITY:

- KED – Elections – Activity

LEADERSHIP GROUP ACTIVITY:

- 01 – 2004 Judge Switch – Completed with fewer hours than expected
- 02 – Operational Improvements Phase II – In progress; June delivery; positive variance due to Probate conversion to TCS; hours dropped into Oak Reports
- 03 – Probate to TCS Conversion – Contract and SLA in place with SCAO; March/April delivery
- 04 – Network Video Courtrooms – Anticipate April start
- 05 – Oak Reports (Funded) – Starting
- 06 through 13 – Enhancement Budgets – No activity
- 14– SCAO PC Replacement – Hours (700) do not count against allocation; they are adjusted upward from Technical Services

John Cooperrider noted that “03 – Probate to TCS Conversion” also encompasses the Circuit/Adoptions Unit conversion to TCS.”

7. **MASTER PLAN ANALYSIS (p. C1) – Janette McKenna**

Courts Leadership Group Expended:

New Development: 14%

Planned Maintenance/Upgrades: 22%

Support/Maintenance: 19%

Target Percents: 12.5%

8. **PRESENTATION OF PMO WEBSITE FOR LEADERSHIP GROUP INFORMATION -- Janette McKenna**

Janette informed committee members that they would be mailed a link to the new website, which was developed by Lisa Schmidt. Documents will no longer be stored on the O drive.

9. **PRESENTATION OF NEW SCOPE & APPROACH DOCUMENTS --**

- A. Electronic Document Management Solution (EDMS) – Libby Smith
The initial phase would range from the feasibility study through initial pilot for electronic filing.

Motion made, seconded and carried to submit project to IT for sizing.

- B. Elections – Dick Southern
Requested as a result of new legislation late in 2004 mandating consolidating all county-wide school elections on May 3. Questions arose as to whether or not the project was a mandate.

Motion made, seconded and carried to submit project to IT for sizing.

- C. District Court Case Age Reporting Mandate – Jim VerPloeg
Requested due to SCAO mandate for all courts.

Motion made, seconded and carried to submit project to IT for sizing.

Meeting adjourned at 10:10 a.m.