

OAKLAND COUNTY
Information Technology Leadership Group
Meeting Minutes

LEADERSHIP GROUP: Courts Leadership	MEETING DATE: 1/30/08
GOAL(S):	
RECORDING SECRETARY: John Cooperrider	

NEXT MEETING DATE: 4/30/08	TIME: 9:00 AM
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Members Present: Mary Larkin, Rebecca Schnelz, Kevin Bertram, Dawn Siegel, Barb Hankey, Ed Sager, Joanna Overall, Jennifer Rowden, Jim Taylor, Joanie Toole, Lawrence Obrecht, Barb Hankey, Diana Carver, Mike Wilk, Ed Poisson, Scott Oppmann, Dale Kukla, John Cooperrider, Rick Perry, Mary Gaissert, Cindy Spencer, Jerry Cadrean, Phil Bertolini, Janette McKenna, Jim Verploeg

Discussion Points:

1. APPROVAL OF MEETING MINUTES from October 24, 2007 – Motion by Cooperrider and supported by Hankey to approve the minutes as well as the supplemental minutes from an electronic vote held on November 21, 2007. Approved unanimously.
2. Phil discussed the 2009-2010 Master Plan Schedule. All new potential projects (Scope and Approaches and ROI's) will need to be submitted in April for review, prioritization and sizing. He also indicated that enhancement budgets don't roll over so make sure you use them up. He indicated that there will be less development over the next two years because of the budget problems and that we should think hard about the priorities and ROI's of each project.
3. QUARTERLY STATUS REPORT – Janette presented the Vacant Position Report discussed – Page B.7
4. E-GOVERNMENT STATUS: Page A.25-29 (Jim Taylor and Ed Sager)
 - Digital Asset Management – completed contract negotiations
 - eMail Subscription – working on a contract with vendor
 - eGovernment Program Development – completed three websites – resources available to CTV
 - Access Oakland Program Development Budget – developed handbook – rolling out new products, i.e., eHealth apps and case search products

- Data Warehouse Program Development - implemented
5. TECHNICAL SYSTEMS & NETWORKING: Page A.36-45 (Kevin Bertram)
 - FM&O Building Projects 41W – On hold, FM&O retaining funding
 - FM&O Building Moves – just a few minor moves
 - Microsoft Enterprise Development – should be complete in few weeks
 - Active Directory – working on proof of concept
 - Network Operations Center Phase I – completed initial draft
 6. INTERNAL SERVICE STATUS: Page A.30-35 (Scott Oppman)
 - Wireless Oakland Technology Toolkit – have ready by early spring
 - Wireless Oakland Large Project – on hold until get \$75 million investment in order to expand out to the rest of the county
 - Web Based Requisition System – to be done next week
 7. PLANNED MAINTENANCE UPGRADES AND MASTER PLAN ACTIVITY STATUS: Page A.1 (Rick Perry) (Dawn Seigel)
 - OakDOCS replacing the imaging application over 15 month rollout process – should be in production February 19th
 - District Court Receivables and Payments Reports – in process to be completed in April
 - Animal Control System Implementation – Went out to bid – executed contract with Rescue connection
 - Dismissed Party Indicator – in process – to be completed in March
 - BIS Network – to begin in April
 - WWAM Conversion to CSTAR – in process – to be completed in July
 - Enhancement Budgets – 5 requests completed last quarter – 26 requests completed over the last Master Plan
 8. MASTER PLAN ANALYSIS: Page C.1 (Janette reviewed with the group)
 9. ADR MAINFRAME – This project was resized and split into two projects, Mediation and ADR. The Mediation project size estimate was presented at 1,709 hours and will be prioritized now. The ADR project was much larger and will be presented for the next Master Plan.
 10. COUNTY CLERK'S OFFICE ON-LINE MARRIAGE APPLICATION PROJECT - size estimate was presented at 450 hours and this project will be prioritized. This is a funded project and is an enhancement to the Vital Records Management System.
 11. COUNTY CLERK'S OFFICE CASH REGISTER PROJECT – size estimate was presented at 385 hours and this project will be prioritized.

12. PRIORITIZATION AND USE OF PREVIOUSLY UNALLOCATED HOURS –
There were originally 2,775 hours for the ADR Mainframe and Access Project, however, 204 hours had been spent leaving 2,571 hours. After this project was resized, it was determined that 1,709 hours would be used for the Mediation project and that would leave 862 unallocated hours. On a motion from Cooperrider and 2nd from Larkin, 385 hours of the 862 were to be used for the County Clerk's Cash Register project. This was approved unanimously. The remaining 477 hours were to be put in unallocated hours. The order of prioritization was motioned by Obrecht and seconded by Hankey to put the Marriage License project #9, Animal control System #10, Mediation project #11, Dismissed Party Indicator #12, County Clerk Cash Register project #13, BIS Network project #14, and all the remaining projects would be kept in the same order following #14. Motion was approved unanimously.

Meeting adjourned at 10:45 AM.