

**OAKLAND COUNTY
COURTS/LAW ENFORCEMENT LEADERSHIP GROUP
MINUTES OF APRIL 26, 2006 MEETING**

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

ATTENDEES: Janette McKenna, John Cooperrider, Jim Taylor, Scott Oppmann, Kevin Bertram, Ann Russell, Michelle Walle, Ed Sager, Diana Carver, Barb Hankey, Mike Wilk, Rick Perry, Connie Spab, Jim VerPloeg, Lisa Langton, Ed Poisson, Mary Larkin.

NEXT MEETING DATE: July 26, 2006 @ 9:00 a.m.

RECORDING SECRETARY: Mary Larkin

1. **WELCOME-** Opening remarks from Chairperson Jim VerPloeg.
2. **MINUTES** - The January 25, 2006 minutes were approved as submitted.
3. **VACANCY REPORT-** Janette McKenna presented. See page B.6 of report. Recently filled two vacancies, leaving 3 at present time.
4. **COMMON SERVICES LEADERSHIP GROUP STATUS-Page A.23**
 - Rick Perry presented. File net will be replaced; Clerk and FOC's imaging enhancement budgets were worked on.
 - Data Warehouse Enhancement Budget - Ed Sager presented. DW upgrade will be completed this week. Business Object upgrade to be completed this month. Next quarter will start Trillium and Informatica Upgrades.
 - E-Government Planned System Maintenance & Upgrades-Jim Taylor presented. Netegrity upgrade will be completed next quarter. Teamsite upgrade has begun. Some security patches have been applied. Single sign-on process portal completed. Website refresh project underway. New URL implemented for www.oakgov.com site. Email changes are being worked on by Kevin Bertram's group. Copyright filed for website's "look and feel".
5. **TECHNICAL SYSTEMS AND NETWORKING DIVISION STATUS**
Page A.42-48.
 - OakNet UPS/Closet Maintenance: semi-annual maintenance conducted in event of power outages.
 - Security Device/System Maintenance: implemented latest upgrade last quarter.
 - CLEMIS Upgrades: standard anti-virus upgrades.
 - WhatUpGold Upgrade: upgrading software to monitor server activity to permit prompt recovery action.
 - Active Directory upgrade in DMZ: in event one internet server provider goes down, load balance upgrade enables users to continue operating.

- IBM: IBM mainframe replacement underway.
- Ace server upgrade: upgrading the dial-in service.
- Forensic lab Upgrade: hardware and software upgrades.
- Utilize WSUS: project involves automated deployment approach for upgrading PCs.
- PBX Software Upgrade: completed
- Disaster Recovery Plan Maintenance: staff training completed.
- External Firewall Review: replaced external firewall last quarter.
- Legacy WAN Replacement: waiting for new equipment to arrive that will replace outdated current equipment.
- XP Workstation Integration: All NT PCs are being upgraded to XP. Departments will be notified of deployment schedule shortly, and how Thin-Client will be integrated.

Technical Systems Leadership Group –Page A.45

04 County Campus WiFi: working on disclaimer banner language for screen so users acknowledge proper usage.

05 Thin Client: merging with XP upgrade project.

06 Software Patch Update: testing completed for remote electronic upgrades through serves; operational now.

07 Windows Backup: last quarter began examining new strategies for backing-up servers.

08 PDA.PIM Services and 09 Security Policy Formalization: will begin this quarter.

6. INTERNAL SERVICES STATUS -Janette McKenna presented. See page A.49.

Internal Services Leadership Group 2005-2006-Scott Oppmann presented. See page A.50:

01 DWireless Oakland-Goal 1: starting pilots in May, completion of pilots in late summer. DTE agreement pending.

01E Wireless Oakland Goal 3: vendor selected; developing master plan language as guide. Next quarter will be focusing on training.

02B Service Center: Janette; new help desk changes utilizing Web.

03A Application Change Management: Scott; replacing aging system that IT uses to make changes for departments.

04 Billing System: IT now able to bill departments consistent with People Soft coding.

7. REVIEW PLANNED MAINTENANCE/UPGRADES AND MASTER PLAN ACTIVITY STATUS

- Rick Perry -Page A.1 Vital Stats moving off mainframe to Oak Reports.

- **05 Jury System Upgrade:** the ACS upgrade, plus adding 6 district courts and E-Juror component.
- **06 EDMS Prototype:** completed; e-filing of documents can be done in future; Judge Warren presently testing paperless approach.
- **07 Community Corrections CSTAR-** 5 year project in progress
- **08 Real Time JOS**—newly prioritized
- **09 Felony Plea** –newly prioritized
- **10 CJCC Data Warehouse**-newly prioritized

8. **MASTER PLAN ANALYSIS** –page C.1; Janette McKenna presented. Courts Leadership Group’s overall delivery rate through March 31, 2006 was 73%.

9. **BALANCE ALLOCATIONS**

Motion Passed shifting 130 hours of the total 243 unallocated hours that Courts Leadership Group has to complete the JCIQ project. Remaining unallocated hours will be moved into enhancement budgets at a later date.

10. **MASTER PLAN PREPARATION 2007-2008**

Sizing Report on 3 Jail Overcrowding Projects:

- Felony Bind over Process-John Cooperrider presented. Program automates process of judge assignment and register of actions, eliminating manual process and redundant data entry. BOC will vote on funding for this project in May. If approved, Rick Perry will begin project.
- Real-Time Judgment of Sentence-John Cooperrider presenting. Program would enable JOS to be completed in court at time of sentencing, rather than mailing out to parties later on.
- CJCC Business Intelligence-John Cooperrider presented. This is an enhancement of C.J.Data Warehouse that will improve efforts to effectively manage the jail population.
- **MOTION PASSED** to prioritize all 3 above-mentioned projects and transfer them to the Master Plan as follows: Real-time JOS project becomes priority # 8, (after priority #7 CSTAR); Felony Bind over project becomes priority #9; CJCC Business Intelligence project becomes priority # 10.

11. **NEW PROJECT PRESENTATIONS**

- **IMACS Data Warehouse**-John Cooperrider presented. Involves the new jail system.
- **52 District Court to JIS** – John VerPloeg presented. SCAO reporting requirements are reason why the court is considering moving off mainframe system. Info Tech will review Scope and Approach on this project, taking into account projected cost savings. Funding from BOC will need to be obtained eventually.
- **Alternative Dispute Resolution (ADR) Mainframe Enhancement**- John Cooperrider presented. Project will eliminate repetitive data entry into mainframe

system and their Access data base system by eliminating need for Access database.

- **Business Information System (BIS) Network**-John Cooperrider presented. Project will capture juvenile court intake referee hearings on digital recording.
- **Dismissed Party Alias Indicator**-John Cooperrider presented. Program will eliminate unnecessary court notices sent to wrong persons who happen to have same name as party in the name search database. Anticipated savings from reduced mailing costs.
- **Electronic Praecipe**-John Cooperrider presented. Project will eliminate need for Case Flow office staff to enter motion date, judge, name, etc. on praecipes , instead requiring attorney filing motion to fill in this information.
- **Imaging Juvenile Confidential Documents**-John Cooperrider presenting. Project will eliminate need to physically locate files when documents such as psychological reports are received.
- **Record Retention**-this project was erroneously placed Courts Leadership Section, and was removed from consideration during meeting.
- **Virtual Private Network Project**-John Cooperrider presented. Project would enable video files to be made available over the network to court transcribers when a transcript of proceedings is requested. Transcription process will be completed faster since transcribers do not have to wait to receive cd/dvd.

MOTION PASSED referring all above-referenced Scope and Approach projects for sizing. At July 2006 meeting these projects will be prioritized.

Note: There were two Scope & Approach projects for Community Corrections mistakenly not included in our packets for review. These projects will be addressed by future email vote for sizing approval.

Meeting adjourned at 10:40 a.m.
