

**OAKLAND COUNTY  
COURTS/LAW ENFORCMENT LEADERSHIP GROUP  
MINUTES OF APRIL 27, 2005 MEETING**

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

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**ATTENDEES:** Libby Smith, John Cooperrider, Kevin Bertram, Diana Carver, Ann Russell, Rick Perry, Ed Poisson, Mike Wilk, Phil Bertolini, Scott Oppman, Jim Van Leuven, Ruth Johnson, Janette McKenna, Jim Verploeg, Barb Hankey, Mary Larkin

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**NEXT MEETING DATE:** JULY 27, 2005 AT 9:00 AM, ROOM 126, IT  
**RECORDING SECRETARY:** MARY LARKIN

- I. WELCOME**-Opening Remarks-Chairperson Jim Verploeg
- II. MINUTES FROM JANUARY 26, 2005 MEETING-APPROVED** as submitted.
- III. REVIEW OF 2005-2006 MASTER PLAN QUARTERLY STATUS REPORT**
  - A. VACANT POSITION REPORT** (p. B6)-Janette McKenna
    - 9 vacancies last quarter ;filled 9 vacancies this quarter
    - 4 vacancies at present time
  - B. TECHNICAL SYSTEMS & NETWORKING DIVISION STATUS** (p. A 27-30)-Kevin Bertram
    - Semi-Annual DR Testing ( Disaster Recovery)
    - Mirapoint Upgrade- email package; currently in production; provides more current support and reliability
    - McAfee Engine Upgrade: Anti-Virus protection software; ongoing effort
    - Operating System Patch Support: ongoing
    - Wininstall Client Upgrade: automated software package to upgrade systems; production to begin within 30 days
    - DR Plan Maintenance Program Phase 1: will reduce timeframe and procedures in the event of a disaster recovery ; “tool kits” will be off-site
  - C. NEW DEVELOPMENT** (p.A29)-Kevin Bertram
    - **01: Network Infrastructure Upgrade**: All sites have been converted to gig-speed with exception of Waterford District Court, which will occur within 2 weeks.

- **02: Active Directory Implementation:** Migration of N, O, P, Q Drives to new servers by July 2005 target date for all departments. Reduction in server “down time” expected from new environment.
- **03: Thin Client Computing Phase II:** Resumes in June 2005.
- **04: Internal Firewall Replacement:** New firewalls will provide greater security. Will also be in place at the South Oakland site, for disaster recovery purposes.
- **05-08:** No activity during last period.

**D. COURTS LG PLANNED MAINTENANCE & UPGRADES - 2005-2006** (p. A1)-Rick Perry

- School elections held in May 2005 utilized hours previously dedicated for the August 2006 Primary.
- Positive variance of 95 hours resulted because school election initiative required less effort than what was previously allocated for the Primary election race.
- The Primary elections will utilize a new system.

**E. MASTER PLAN ACTIVITY FOR COURTS LG 2005-2006** (p.A2)-Rick Perry

- **01: 2004 Judge Switch:** completed
- **02: Operational Improvements:** positive variance of 1000 hours
- **03: Probate to TCS Conversion:** Adoptions system was converted last week; Mental Health component scheduled to convert July 2005.
- **04: Network Video Courtrooms:** will start within couple months
- **05: Oak Reports:** in progress
- **06-08: Mandates EB, Community Corrections EB and Prosecutors EB-**no activity last period.

**F. MASTER PLAN BY LEADERSHIP GROUP 2005-2006** (p. C.1) -Janette McKenna: Courts LG overall delivery through April 1, 2005 is 29%.

**IV. SIZE ESTIMATE PRESENTATIONS**

**A. 52<sup>nd</sup> District Court SCAO Reporting Requirments** -Jim Verploeg, presenter

Presently evaluating option of converting to state JIS system January 2007. Current request for size estimate placed on hold until further discussions with SCAO regarding funding issues.

**B. E-Filing Requirements Study**-Rick Perry presenter

- Project consists of 3 components:  
Electronic Filing ( of notices, orders, etc. via Internet);  
Electronic Management, & Electronic Access (judges /court

staff will be able to electronically access, route and manage e-documents)

- 630 hours required to perform feasibility study for project; Judges Warren and Nichols presently participating in pilot program with civil cases; 5 year plan for completion of entire E-filing project
- **MOTION PASSED** allocating 630 hours ( of total 3000 available hours)to this project and designating project as Priority #3
- **MOTION PASSED** designating JCIQ Upgrade Project (presently in “Open Requests”) as Priority #6
- Revised Prioritization of Projects : (see p.A2 for original prioritization ranking)
  - #1 2004 Judge Switch
  - #2 Probate To TCS Conversion
  - #3 E-Filing
  - #4 Operational Improvements-Phase 2
  - #5 Network Video Courtrooms
  - #6 Oak Reports
  - #7 JCIQ Upgrade
  - #8 Mandates EB
  - #9 Community Corrections EB
  - #10 Prosecutor’s EB
  - #11 District Court EB
  - #12 Clerk’s EB
  - #13 Circuit Court-Criminal EB
  - #14 Circuit Court-Family EB
  - #15 Probate Court EB
  - #16 SCAO Replacement

**V. NEW PROJECT PRESENTATION-Community Corrections CSTAR**

**Project:** Request for sizing- Rick Perry presenting

- Phase III of CSTAR Java application will migrate all existing Community Correction programs into one comprehensive database by June 2006.
- **MOTION PASSED:** Referring project to IT for sizing. Subsequent electronic vote among Courts LG members may be necessary prior to July meeting.

**VI. New Business-ACS Products Update ( Corporation Counsel )–Topic removed from agenda at request of Corporation Counsel.**

Meeting adjourned at 10:05 am

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