

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP**

MINUTES FROM JULY 25, 2007 MEETING

Present:

Rebecca Schnelz, Suzanne Hollyer, Barb Hankey, Janette McKenna, Connie Spak, Scott Oppmann, Jerry Cadreau, Dawn Siegel, Dale Kukla, Mary Gaissert, Diana Carver, Jim Taylor, Joanie Toole, Larry Obrecht, Kevin Bertram, Jody Overall

Recording Secretary: Rebecca Schnelz

- I. Minutes from April 25, 2007 meeting** approved.
- II. Vacant Position Report:** page B.7 There were four vacancies reported for last quarter. One vacancy has now been filled. Overall vacancy rate is now 3%.
- III. e-Government Status:** page A.21 – A.24
 - #01 Visa PCI Audit Assessment – finishing policy and document
 - #02 Visa PCI Program – one last closing compliance issue to allow credit card authorization; will have gateway in place for use across county as an enhancement
 - #03 Access Oakland Epayments – can now pay with electronic funds transfer/check; \$2.50 fee per transaction; soft launch in delinquent tax payment area
 - #06 Digital Asset Management – wrote RFP; analyzing submissions and will make recommendation
 - #07 eGovernment Program Development- three sites have been redesigned; email features added. Note that County participated in the Center for Digital Government survey and was rated 6th in nation.
 - #08 Access Oakland Program Development Budget – about ¾ of handbook of all services is complete; enhancements are also done on the credit card module, user support interface, and shopping cart
 - #09 Data Warehouse Program - launched previous week; new standards committee established
 - #10 Criminal Justice DW Copyright – copyright completed
 - #11 Data Warehouse EB – reporting and developing enhancements
 - #12 Access Oakland EB - modified residential property profile project to display photos for Holly; tax application to coincide with cycle
 - #13 e-Government Program Services EB – no activity

IV. Internal Services Status, page A.26-30

- #01 Wireless Oakland – Goal 1, Phase 3 – Have wireless in all Phase I communities; have over 8000 subscribers, 5,000,000 minutes were used; gaining @ 300-400 subscribers per day; working on rollout with tech partners, status quo until late summer
- #02 Wireless Oakland – Goal 3 – Technology Toolkit – in development; looking at impact of moving from manufacturing base to information base; creating information
- #03 Service Center Implementation – wrapping up this week; Service Desk rolled out; assistance by phone still available.
- #04 Service Center Implementation – Reporting – are getting reporting in; analysis for improvement to be done
- #05 Application Release Management Implementation – Complete – replacing aging source code; migrated to open source; all source code moved to new environment

V. Technical Systems and Networking Division Status, page A.31-38

- 2006-08 DBA Planned System Maintenance & Upgrades – standard maintenance
- Mirapoint Hardware/Software Upgrade – upgraded email backup and migrated to new server; upgraded Webmail
- Microsoft Patch Deployment – continued to implement patches through April release
- Dell Open Manage Software Upgrade – in process of upgrading; will happen in current quarter
- Backup System Upgrade - completed backup of certain servers to new system
- McAfee Suite upgrade from 8.0 to 8.5 – in process of implementing
- FY07 XP Workstation integration – all but two are complete
- Legacy WAN Replacement – all fifteen sites converted to current hardware
- #03 FM&O Building Project 41W – New EOB – completed last quarter
- #04 FM&O Building Project 34E – Old EOB – now starting
- #05 FM&O Building Program– in initial planning stages with FM&O
- #07 Microsoft Enterprise Deployment Program – in meetings with Microsoft to determine constraints with any Microsoft Office products
- #08 Active Directory LDAP Services – restarted and completing proof of concept
- #11 Security Management Program – final deliverable of Risk Assessment being done; will begin planning on Project 11B – Phase 2

Discussion was held regarding the recent power outage at IT. It was reported that the building was successfully evacuated according to the emergency plan. Access to the building was obtained at 4:10 p.m., after the fire department and Haz Mat had completed their work. Prep work was done in the computer room before things were rebooted. Power was restored by 4:30 p.m. By 5:15 p.m. most major servers were

up. Servers for a data base and for dispatch were up by later in the evening. All data was recovered by 4:00 a.m. All systems were good for regular service by 7:15 a.m. It was noted that it was the first time the building had ever been powered down since its construction.

VI. Planned Maintenance/Upgrades and Master Plan Activity Status – pages A.1

- Move juvenile DB to SQL framework – complete
- Move clerks DB to SQL framework – complete
- Move circuit to SQL framework - complete
- Move corp counsel DB to SQL framework – complete
- Move Applications to Court Oracle Server – Community Corrections and Oakland County Medical Examiner will be worked on later
- Compass upgrade – on hold
- Move vitals on line ordering to courts team – in progress; making changes to move to SQL so changing ordering too
- Move elections off mainframe – complete
- Jury Wheel 2007 – working on; to be completed next month
- Move FOC off of mainframe – on hold until next plan
- Assist in FOC state PC upgrade – complete
- Move Circuit Purge File to VSAM – completed; made some process changes; didn't go to VSAM
- Replace mainframe printers – active – bids out on barcode zebra printers for clerks; will be 17 mainframe printers left; will be worked on next quarter
- DMS Replacement – Phase 4 – OakDocs scheduled to roll out September 1; will begin with Probate, Circuit Court and Clerk's
- FOC State XP upgrade – completed
- Vital Statistics Upgrade to Web nearly completed

VII. Master Plan Activity Courts Justice Administration Leadership Group 2007-2008 – page A.3

- #00 CJCC Business Intelligence – just beginning; met with CJCC
- #01 Jury System Upgrade - nearly complete; testing vendor changes; September 1 target; ejuror being descoped; requires court rule change; requires one new piece which won't impact hours
- #02 Real Time JOS – complete
- #03 Felony Bind Over Process – complete
- #04 IMACS Data Warehouse – start next quarter
- #05 AIC/ATI Conversion to CSTAR – complete
- #06 District Court Mainframe Enhancement Program – will be finished in September; 70 items for enhancement
- #07 Electronic Filing – on schedule to go live August 1
- #08 Electronic Praecipe – to start next week
- #09 ADR – Mainframe Access Replacement – gathering requirements; will go on to tech design
- #10 Dismissed Party Alias Indicator – will be asking for additional hours

- #12 Animal Control Comprehensive System – developed RFP for selecting vendor
- #14 WWAM conversion to CSTAR – beginning work

VIII. Master Plan Analysis – see page C.1 for delivery rates

IX. Network Video Hearing Rooms – Suzanne Hollyer – request to size

-Request to put FOC hearing video on server; will allow combining of workstations in hearing room to one station per room; prevent loss of video; fulfill requirement to have recording but allow duplication to be handled through one central control, rather than through individual referees. MOTION PASSED to approve project for sizing

XI. Animal Control Comprehensive System Imp. – Larry Obrect – size estimate presentation

-Priorities for projects have shifted resulting in a request to descope a project and reallocate hours to a new project which will provide greater savings.

XII. Allocation Adjustment from Animal Census Project – Larry Obrect

-Request to remove 1074 hours from the Animal Census project and apply to Phase II of the “Animal Control Comprehensive Project”. ROI is 4 years. Hours will cover purchase and implementation, no sizing necessary. MOTION PASSED to descope 1074 hours off Census System, move hours to Animal Control Comprehensive System, and move project to priority #9.

-New Re-Prioritization ranking of project currently designated #09-13 on page A.4

#09: Animal Control Comprehensive System Implementation

#10: ADR

#11: Dismissed Party Alias Indicator

#12: BIS Network

#13: Animal Census System

XIII. Dismissed Party Alias Project – allocation of 181 hours

-An additional 181 hours were requested for this project. MOTION PASSED to add the additional hours. 244 hours remain unallocated.

XIV. Additional item: Sizing of Marriage Affidavit project

-Sizing has been done; allocation would be 450 hours with a four year ROI. No funding is available for this project as yet; project will be put on list as an open request; Clerk to work on funding