

**OAKLAND COUNTY  
COURTS / LAW ENFORCEMENT LEADERSHIP GROUP**

**July 26, 2006 Meeting Minutes**

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

**Attendees:** Janette McKenna, Jim VerPloeg, Kevin Bertram, Ed Sagar, Dale Kukla, Jim Taylor, Mike Wilk, Dawn Siegel, Scott Oppmann, Sharon Rupe, Lisa Langton, Joyce Renfrow, Connie Spak, Jerry Cadreau, Rick Perry, Ed Poisson, and Phil Bertolini.

**Next Meeting:** October 25, 2006 at 9:00 a.m.  
Information Technology Building - Room 126

**Recording Secretary (substitute):** Diana Carver

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1. **Welcome:** Opening remarks by Chair, Jim VerPloeg.
2. **Minutes:** The April 26, 2006 minutes were approved as submitted.
3. **Vacancies** (*Page B7*)

*Janette McKenna reporting*

- IT is currently recruiting for 6 **new** positions and 5 existing vacancies for a total of 11 positions.

4. **Common Services Leadership Group Status** (*Pages A.26-A.33*)

*Ed Sager reporting:*

- Patches applied for Informatica and Trillium
- Data Warehouse upgrade to 6.5
- Upgraded software for Informatica and Trillium
- Access Oakland updated
- Websphere expansion (3 new sites) – Prescription, CVT Services, Wellness

*Jim Taylor reporting:*

- E-Government upgrades include E-Trust and Teamsite 6.7 with a target date of August 11<sup>th</sup> for the launch of the new versions.

## 5. Technical Systems LG Planned Maintenance and Upgrades (Pages A.44-A.47)

*Kevin Bertram reporting:*

- HP/Oracle Consolidation – retired HP services
- Disaster Recovery (DR) Tool Kit maintenance
- Semi-Annual DR testing
- UPS (Uninterrupted Power Supplies) maintenance
- OakNet Upgrade – completed
- Security Device – completed
- Deployed Microsoft OS Patches to individual computers within the next 2 weeks
- IBM Mainframe upgrade – install in migrate new mainframe
- ISP Upgrade – new internet provider with 5 times the capacity at a lesser cost
- Legacy WAN Replacement – the replacement has been designed for the aging fiber/networking equipment. A purchase order has been presented.
- Workstation Integration: 460 County employee computers have been replaced with new computers with Windows XP operating system. 100 new notebooks have been deployed and 160 existing Integraphs have been upgraded to Windows XP.

### 5a. Technical Systems Leadership Group (Pages A.48-A.51)

*Kevin Bertram reporting:*

- County Campus WiFi Hotspots – Installation of the portal has been completed. A launch date will be coming soon.
- OAKGOV.COM E-Mail Rollout – County email addresses will be converted from @co.oakland.mi.us to @oakgov.com on August 18<sup>th</sup> (this conversion will take place over a weekend) Documentation will be provided to all County employees who will be responsible for responding to an email from IT as part of the conversion process. The old address will work for one year.
- Thin Client is still being used for large applications with multiple users with great success. Example given was the CVTs – an application can be upgraded and all users receive the upgrade without having a tech visit each computer to upgrade the application...thus saving quantities of time.
- Virus Activity update – Applied 10 patches
  - Over 900 virus attempts to infect county employee computers were deflected by IT.
- McAfee is updated daily on each county computer in an effort to keep the County safe from any computer viruses.

*Scott Oppman reporting:*

- Windows Backup Recovery
- Network Services EB – 2 completed enhancements

**6. Internal Services Status** (*Page A.52-A.55*)

*Scott Oppman reporting:*

- Wireless Oakland, Goal 1, Phase 3 – deployed in the first pilot community of Wixom
- Wireless Oakland Goal 3, Technology Tool Kit – developing a telecommunications toolkit

*Jannette McKenna reporting:*

- Service Center Design Analysis and Prototype was on hold due to staffing obstacles but will start up again this week
- Application Change Management System – completed

**7. Courts LG Support and Maintenance** (*Page A.2-A.5*)

*Rick Perry reporting:*

- Judge Switch – completed
- Community Corrections CStar – will be completed at the end of September.
- Jannette McKenna reporting:
  - Service Center Design Analysis and Prototype was on hold due to staffing obstacles but will start up again this week

**8. Governmental Services Leadership Group**

*Jerry Cadreau reporting:*

- An RFP was sent out for an application/system that would be used for tracking animals that are processed in the shelter (for the entire cycle they are in the shelter). There was not enough response to the initial RFP so there are plans for another RFP to be generated.
- **Animal Control Census System Prototype:** To create a prototype to automate the process of undertaking animal census every summer so that the number of houses visited by the census team can be increased and better dog licensing can be achieved. This system will facilitate the use of technology to provide better maps and information to census field staff and automate the input of census logs “on the spot”. It is anticipated it would increase efficiency by 25%.
  - Connie Spak questioned whether there was the possibility of this system being completed in 2 phases.
- “Spay or Neuter your Pet” ☺

9. **Master Plan Analysis** (*Page C.1*)

*Janette McKenna reporting:*

- Courts Leadership Group's overall rate through June, 2006 was 87.5%

10. **2007-2008 Master Plan Scope and Approach/ROI Estimate Presentations**

- Spreadsheet presented by Janette McKenna that will be available online. Key for column heading "Status"
  - A = Approved (sized), B = Budget (enhancement), C = Carry Over
  - Add Community Corrections Enhancement Budget of 300 hours
  - Add District Court Enhancement Budget of 300 hours
  - Combined Medical Examiner's Enhancement Budgets for a total of 700 hours
- **52<sup>nd</sup> DC to JIS** *presented by Jim VerPloeg*; Sponsor, Judge Nicholson. Moving off mainframe to the JIS system for SCAO reporting requirements. There are plans to present this to the board for funding. There is not an option for conversion of data from mainframe to JIS, all data will have to be manually entered. (GG Meeting – August 14<sup>th</sup>)
- **ADR – Mainframe & Access Replacement** *presented by Lisa Langton*. This program will eliminate repetitive data entry into mainframe system and their Access database system by eliminating need for Access database and the ability to meet mandated requirements.
- **BIS Network** *presented by Lisa Langton*. Project will capture juvenile court intake referee hearings on digital recording.
- **Dismissed Party Alias Indicator** *presented by Lisa Langton*. This 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.
- **Imaging Juvenile Confidential Documents** *presented by Lisa Langton*. An electronic filing system for confidential juvenile records. This project will eliminate need to physically locate files when documents such as psychological reports are received.
- **WWAM Conversion to C\*Star** *presented by Diana Carver*. This project will eliminate the need for an existing Access database currently being used for the WWAM program and will eliminate redundant data entry. WWAM and AIC/ATI conversion is the final phase of C\*Star.
- **AIC/ATI Conversion to C\*Star** *presented by Diana Carver*. This project will eliminate the need for an existing Excel spreadsheet and eliminate redundant data entry. WWAM and AIC/ATI conversion is final phase of C\*Star.
- **IMACS Data Warehouse** *presented by Dale Kukla*. This project is to implement changes to the existing data ware house so that the mainframe can be removed as the source system

of information and replaced with data from IMACS (Inmate Management and Cost Recovery System).

- **Animal Census System** *presented by Jerry Cadreau.* Automated process of undertaking animal census every summer so that the number of houses visited by the census team can be increased and better dog licensing can be achieved. This system will facilitate the use of technology to provide better maps and information to census field staff and automate the input of census logs “on the spot”. It is anticipated it would increase efficiency by 25%.

#### 11. Prioritization of Approved Projects for 2007-2008

Status	Priority	Project Name	Size Estimate Hours
C	1	Jury System Upgrade	0
C	2	Real Time JOS	Funded
C	3	Felony Bind Over Process	Funded
A	4	IMACS Data Warehouse	Funded
A	5	AIC/ATI Conversion to CSTAR	382
A	6	52nd District Court to JIS	875
A	7	Dismissed Party Alias Indicator	465
A	8	BIS Network	145
A	9	Animal Census System	1,996
A	10	WWAM Conversion to CSTAR	825
A	11	ADR - Mainframe & Access Replacement	2,775
A	12	Imaging Juvenile Confidential Documents	836
B	13	Mandates Enhancement Budget	500
B	14	Prosecutors Enhancement Budget	300
B	15	Clerk Enhancement Budget	300
B	16	FOC Enhancement Budget	300
B	17	OC Medical Examiner Enhancement Budget	700
B	18	Family Division Enhancement Budget	300
B	19	Animal Control Enhancement Budget	700
B	20	Civil/Criminal Division Enhancement Budget	300
B	21	Community Corrections EB	300
B	22	District Court EB	300

- Motion by Langton and seconded by Spak to accept the prioritization order.

12. **Election of Officers:** Due to numerous members/officers on vacation it was decided to wait until the next meeting to elect new officers.

### 13. Requests for Sizing

*Presented by Rick Perry*

- **Michigan Automated Sentencing Guidelines (MASG)** Currently Community Corrections and the Prosecutors office are using an Access program for determining SGL for felons. This project involves a web based application and working with the vendor with the possibility of an interface with CStar. It is anticipated that the project will receive funding as it will a direct impact on jail overcrowding via the Felony Plea program
  - Motion by VerPloeg and seconded by Langton to submit for sizing.
- **Phase III Operational Improvements** – This is a set of enhancements in the Circuit Court Case Management System - mainframe
  - Motion by Langton and seconded by VerPloeg to submit for sizing
- **Vital Statistic** – Concealed Permit Licenses. This is a request to add CPLs to the Vital Statistics imaging application
  - Motion by VerPloeg and seconded by Spak to submit for sizing

### 14. New Business

*Presented by Rick Perry*

- **E-Filing/EDMS** – October 1<sup>st</sup> the State pulled out of E-Filing. Judge Warren is still working with electronic (paperless) system.
- Beginning January 2008, E-Filing will be mandatory for civil cases.
- E-access court documents – a pilot project for a web based imaging system for attorney’s who will pay for access to documents. Plans to go to the board for a “loan” with anticipation of a large ROI. Sponsored by Judge Warren. Voting for sizing will be done electronically in the near future.

### 15. Meeting adjourned at 11:00 a.m.

<p><i>Next Meeting</i></p> <p><i>October 25, 2006 at 9:00 a.m</i></p> <p><i>Information Technology, Room 126</i></p>
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