

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

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

ATTENDEES: Jim VerPloeg, Barb Hankey, John Cooperrider, Libby Smith, Jim VanLeuven, Jennifer Rowden, Diana Carver, Phil Bertolini, Mike Wilk, Scott Oppman, Janette McKenna, Kevin Bertram, Ed Sager, Mary Gaissert and Jim Taylor.

NEXT MEETING DATE: October 26, 2005 @ 9:00 a.m.

RECORDING SECRETARY: Libby Smith

1. **WELCOME** - Opening Remarks-Chairperson Jim VerPloeg
2. **AGENDA** – The agenda was revised to include item #8 Common Services and Internal Services project status reports since those leadership groups are no longer meeting.
3. **MINUTES** - The minutes from the April 27, 2005 meeting were approved as submitted.
4. **QUARTERLY STATUS REPORT** – Janette McKenna reviewed the Quarterly Status Report.
5. **VACANT POSITION REPORT** – Janette McKenna reviewed the Vacant Position Report, noting that only 2 vacancies existed, while 6 vacancies had been projected. This equates to a 1.5% vacancy rate. (p. B.6)
6. **TECHNICAL SYSTEMS & NETWORKING DIVISION STATUS** – Kevin Bertram provided a summary of the information provided on pages A.33-36.
7. **REVIEW PLANNED MAINTENANCE/UPGRADES AND MASTER PLAN ACTIVITY STATUS** –
 - A. Common Services Data Warehouse/Enhanced Access – Review provided by Ed Sager (p. A.19)
 - B. E-Government Program Review provided by Jim Taylor (p. A23)
 - C. Internal Services Group – Review provided by Janette McKenna (p.A.37)
 - D. Courts Group – Review provided by Mary Gaissert (pp. A.2.5)
 - 01 Video Arraignment- Completed.
 - 02 Probate to TCS Conversion Projected 9/12/05 go-live.

<u>03 e-Filing Requirements Study</u>	Completed; move unused hours to open requests.
<u>04 Operational Improvements-2</u>	Winding down; testing Case Evaluation; all other areas completed.
<u>05 Network Video Courtrooms</u>	Going through approval process [IT Steering Committee]; hope for 9/1/05 start.
<u>06 Oak Reports</u>	Being done in conjunction with Single Sign-on and upgrades; projected 12/05 completion.
<u>07 JCIQ Upgrade to Access Oakland</u>	Migrate application to Web; replaces existing dial-up for subscribers.
<u>08 Mandates EB</u>	No activity.
<u>09 Community Corrections EB</u>	Activity.
<u>10 Prosecutor EB</u>	No activity.
<u>11 52nd District EB</u>	Activity.
<u>12 County Clerk EB</u>	Activity.
<u>13 Circuit Civil/Criminal EB</u>	Activity.
<u>14 Circuit Family EB</u>	No activity.
<u>15 Probate Court EB</u>	No activity.
<u>16 SCAO PC Replacement</u>	Complete.
<u>MQ Series Replacement</u>	Complete.

2204 Hours unallocated.

8. **MASTER PLAN ANALYSIS** – Janette McKenna provided a summary of the information provided on page C.1.
9. **SIZED PROJECTS REQUESTING APPROVAL:**
 - A. **Community Corrections C*Star** – Last phase of project required to eliminate dual entry by staff into Access databases.
A motion was made seconded and carried to approve this project.
(Prioritization to occur later in meeting.)
10. **NEW PROJECTS REQUESTING SIZING:**
 - A. **Circuit Court Judicial Scheduling Screen** – Presented by Libby Smith. Expected to eliminate redundant entry of scheduling dates. (See Scope & Approach document.)

- B. EDMS Prototype** – Presented by Libby Smith. E-Filing phase of EDMS; small prototype with State application, Judge Warren and County Clerk’s Office. Project includes interface with State and FileNet enhancements to provide electronic workflow. (See Scope & Approach document.)
- C. Circuit [Juvenile] and 52nd District Courts SOS Abstracting** – Presented by John Cooperrider and Jim VerPloeg. Project would provide daily abstracts to state rather than weekly.
- D. Electronic Transfer of Juvenile Abstracts to SOS** – Presented by John Cooperrider. Project would provide electronic submission of abstracts to the SOS.

A motion was made seconded and carried to approve the four projects above for sizing.

11. PROJECT PRIORITIZATION:

- 1. Judge Switch
 - 2. Probate to TCS Conversion
 - 3. E-Filing Requirements Study
 - 4. Operational Improvements
 - 5. Community Corrections C*Star
 - 6. Network Video Courtrooms
 - 7. Oak Reports
 - 8. JCIQ Upgrade
 - 9. Mandates EB
 - 10. Community Corrections EB
 - 11. Prosecutor EB
 - 12. 52nd District EB
 - 13. County Clerk EB
 - 14. Circuit Civil/Criminal EB
 - 15. Circuit Family EB
 - 16. Probate Court EB
 - 17. SCAO PC Replacement
- 12. WIFI** – Libby Smith inquired as to the location of WIFI hotspots throughout the courthouse. It was suggested that perhaps the fifth floor, the location for the e-Filing pilot judges and the Chief Judge, might be a good location. Other locations were also mentioned. Scott Oppman indicated that they would be looking at remote facilities in the future.

Meeting Adjourned at 10:30 a.m.
