

**OAKLAND COUNTY  
COURTS/LAW ENFORCEMENT LEADERSHIP GROUP  
MINUTES OF OCTOBER 26, 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:** Jim VerPloeg, Mary Larkin, Connie Spab, Ed Poisson, Diana Carver, Rick Perry, John Cooperrider, Libby Smith, Scott Oppman, Janette McKenna, Ed Sager, Kevin Bertram and Barb Hankey

**Next Meeting:** January 25, 2006 at 9: a.m.

**Recording Secretary:** Mary Larkin

1. **Welcome**-Opening Remarks-Chairperson Jim VerPloeg
  2. **Minutes** - The July 27, 2005 meeting minutes were approved as submitted.
  3. **Vacancy Report**- Janette McKenna reviewed. See page B.6 of report. Actively working to fill 4 present vacancies. Overall vacancy rate is 3%.
  4. **Common Services Leadership Group Status**-Janette McKenna reporting. See Pages A.20-27
    - Imaging Project: Rick Perry provided status report-see page A.20
    - Data Warehouse Leadership Planned Maintenance- Rick Perry provided status report. See Page A.22
    - E-Government Leadership Group Planned Maintenance- Ed Sager provided update. Urchin upgrade will provide additional details about Website users/audience. Team Site upgrade planned for November 2005 will include new software to enable departments to maintain their own websites. E-Government received two awards recently for program development. Access Oakland includes a new initiative that will enable on-line registration for events.
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5. **Technical Systems and Networking Division Status**-Kevin Bertram reporting. See page A.36
    - Disaster recovery tool kit upgrade
    - Clemis-upgrading anti-virus systems
    - Mirapoint-email system upgrades
    - Windows 2000-2003 NT- upgrading systems to provide newest releases
    - 2004 Workstation- WinInstall is automated procedure for upgrading software remotely, eliminating necessity of site visits by I.T. technicians.
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6. **Technical Systems Leadership Group Master Plan Activity**-Kevin Bertram reporting. See page A.38
- Thin Client completion expected next week
  - 02 Fire Wall on hold for security patch completion
  - 03 Active Directory one deliverable remaining for completion. New server enables departments to change security access internally. training for users to begin shortly.
  - 04 Wi Fi phase one pilot begins November 1, 2005, providing wireless Internet access in court cafeteria, judicial conference room, jury rooms, BOC Auditorium and committee rooms. Completion by January 2006. Additional locations in future.
  - 06 Software Patch ongoing testing in controlled environment to enable 200 + servers to be automatically updated.
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7. **Internal Service Leadership Group Planned Maintenance and Upgrades**-Janette McKenna reporting, See pages A.41-44

- 01 Wireless Oakland-Scott Oppman reporting: RFP completed; selection process close to completion. Three phases: #1:blanketing county with wireless Internet services; #2:providing PCs and technology as needed; #3:providing technology tool kit. Press conference next Monday to announce 7 pilot cities and identify provider company.
  - 02 Help Desk Janette McKenna reporting: Vendor selected yesterday . Present quetzal system for Help Desk calls and hardware requests will be handled will be eliminated with this new on-line system.  
Scott Oppman reporting: Info Tech in process of developing customer service agreements with each department to determine prioritization of help calls. Automated response with Help Desk calls to begin shortly.
  - 03A-Application Change Scott Oppman reporting: RFP being developed for new application that will “bug tracking” process for developers.
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8. **Courts Leadership Planned Maintenance & Upgrades 2005-2006**- Rick Perry presenting. See page A.1

- Jury Wheel 2005-completed
  - File on Q upgrade-will handle checking-out files
  - Prosecutor Cold Fusion Replacement-replacing appellate data base
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9. **Courts Leadership Group 2005-2006 Master Plan Activity**-Rick Perry presenting; See page A.2

- 06-CSTAR Community Corrections system will interface with state and other systems. Four month pilot program begins mid-March 2006.
  - 08-District Court SOS- will be completed once state forms are available
  - 09-Juv. Court SOS-project will require 500 hours less to complete than originally expected.
  - 11-Oak Reports –completed; now evaluating improvements
  - 12-enhancement budgets
  - 19-Probate Court EB- 100 hours no longer needed
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**10. Master Plan By Leadership Group 2005-2006-** Janette McKenna reporting; See page C.1 Courts Group achieved 54% delivery rate as of September 30,2005.

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**11. Allocation of Enhancement Budget Hours**

There are presently: 226 hours unallocated  
 100 hours from Probate Court’s EB available  
 500 hours from de-scoping project  
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 826 total hours

**MOTION PASSED: To Move 326 of these 826 hours as “Unallocated Hours”.**

After identifying the exact amount of the de-scoped 500 hours referenced above that will be available for enhancement budgets ,Rick Perry will email members before the next meeting to request e-vote on their disbursement.

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**12. New Project Presentation: Circuit Court Judicial Scheduling Program**

Presented by Libby Smith. Size estimate for project was completed, indicating 195 hours needed. Payback expected within first year. Project will enable Circuit Court to schedule court dates more efficiently within the case management system and reduce data redundancy.

**MOTION PASSED: To fund this project at 195 hours and place it as # 12 in prioritization.** It will immediately follow #11 Oak Reports in prioritization list.

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Minutes Concluded