

**OAKLAND COUNTY**  
**Information Technology Leadership Group**  
**Meeting Minutes**

**LEADERSHIP GROUP:** COURTS/JUSTICE ADMINISTRATION  
**MEETING DATE:** OCTOBER 29, 2008  
**RECORDING SECRETARY:** MARY LARKIN  
**NEXT MEETING DATE:** JANUARY 28, 2009 @ 9:00 A.M.

**Members Present:** Rick Perry, Rebecca Schnelz, Ed Poisson, Mary Gaissert, Jim Taylor, Joanie Toole, Rochelle Meacham, Dawn Siegel, Jerry Cadreau, Ed Sager, Kevin Bertram, Connie Spak, Janette McKenna, Phil Bertolini, Jim Verploeg, Barb Hankey, John Cooperrider and Mary Larkin.

**Discussion Points:**

- 1.) **APPROVAL OF MEETING MINUTES** from July 30, 2008 - Approved unanimously.
- 2.) **QUARTERLY STATUS VACANCY REPORT** (page B.6) - Janette McKenna explained that vacant positions cannot be filled at present time due to hiring freeze.
- 3.) **QUARTERLY STATUS REPORT** (pages A.35-55) - brief presentations on status of e-Government, Internal Services and Technical Systems activity .
- 4.) **PLANNED MAINTENANCE UPGRADES** (page A.1-9) - Rick Perry reported that with exception of Priority # 04 "IMACS Data Warehouse" ,all other prioritized projects #00-26 are now completed.
- 5.) **MASTER PLAN ACTIVITY STATUS** (page C.1) - Courts/Justice Administration projects had 90% completion rate. New procedures will be introduced in next Master Plan to increase completion rate.
- 6.) **2009-2010 MASTER PLAN PRESENTATION** - Janette McKenna presented.
  - a) **Leadership Group Processes and Procedures:** Info Tech staff are proactively monitoring "positive variances" of unused programming hours so these available hours can be timely reassigned to other projects. Info Tech staff is also increasing efforts to ensure programmer assignments maximize the number of projects that can be completed.

**b) 2009-2010 Enhancement Budget Allocation and Usage process:** Info Tech has implemented new procedures to monitor unused E.B. hours among departments to ensure the hours get reallocated rather than wasted. Constrained resources and budget cuts have resulted in less E.B. hour availability. Individual departments will receive 100 Enhancement Budget hours for the 2 Year Master Plan period. Additionally, each Leadership Group will receive 400 hours for the 2 Year Master Plan period designated as "Courts Unallocated EB") to be allocated among members upon motion and vote. Departments may choose to supplement their Enhancement Hour allotment by utilizing Info Tech Services budgetary line item. Standard charge for Info Tech programming is \$122/hour.

**c) 2009-2010 Sizing Budget -Allocation and Usage Process:** "Courts Sizing Budget" item has been created to monitor number of hours Info Tech expends sizing project requests. Project sizing will no longer be monitored under "Customer Support".

- 7.) **Election of Officers for 2009-2010 Master Plan-** Motion unanimously passed retaining following current Officers in their current positions: **Chair**: Jim Verploeg; **Vice-Chair**: Barb Hankey; **Co-Recording Secretaries**: John Cooperrider and Mary Larkin.

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Meeting Concluded.