

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – July 31, 2018**

MEMBERS PRESENT: Joanna Overall (Chairperson), John Cooperrider (Vice-Chairperson), Jennifer Howden (Recording Secretary – Minutes taken by Terasa Harris), Jeffrey Kaelin, Tom Fuentes, Edward Hutton

ALTERNATE MEMBERS PRESENT: Joanie Toole, Chris Bujak, Lisa Czyz

MEMBERS ABSENT: Bob Gatt, Barb Hankey

OTHERS PRESENT: Janette McKenna, Kary Goisdzinski, Tammi Shepherd, Karen Hitchcock, Janet Brinker, Kristine Powers, Paul Megge, Stu Smith, Carl Wilson, Phil Bertolini, Dana O’Neal, Mike Timm, Henock Monne, Jeanette Miracle-Leshan, Don Wallace, Greg Lesko, Mary Gosine, E.J. Widon, Cassy Zakens, Elizabeth Hampton, Stephanie Rice, Eric Schmidt

Joanna Overall, Chairperson, brought the meeting to order at 9:00 a.m.

1. Moved by Howden supported by Kaelin to approve the minutes of the May 1, 2018 meeting. There were no objections, and the minutes were approved as printed.
2. Joanna Overall stated that Edward Hutton will be the voting member in place of John Cooperrider for Probate Court. John Cooperrider is the voting member for Circuit Court; and Eric Schmidt will be the voting member for Public Services (Community Corrections, Circuit Court Probation, Medical Examiner) in place of Barb Hankey.
3. Janette McKenna gave a report on vacant positions. Seventeen positions are open for a 10% vacancy rate. Eight positions have been approved to be filled.
4. Tammi Shepherd stated that they are going to be evaluating technical services for Adobe Professional, as their license rates are quadrupling. They will be auditing who needs Adobe Professional to see if the County will stay with that or go out to bid for competitors. Karen Hitchcock said that the Imaging Steering Committee continues to meet on a monthly basis for the Imaging Program. Common Components Phase II is currently on hold. The Clerk, Circuit Court and FOC Migration is being finalized. The Clerk Vitals Imaging Program is in the initial planning stage, as is the Kofax Upgrade. The Probate imaging program is scheduled to go live August 20, 2018. Circuit Court is preparing for the mandated 2018 Judge Switch. The Animal Census PAWS Integration was completed in the last quarter. Friend of the Court has kicked off the vendor questionnaire and is waiting for two vendor’s responses for the Security Audit project. Initial planning has started for the OCME Replacement Solution project. The Children’s Village Case Management System project is on schedule for an October 1, 2018 go-live, the requirements have been completed. The Courts Website Redesign project has been created and a portion of the content has been migrated. All content has been migrated for the Clerk Website Redesign. This will be launched August 20th.
5. Janette McKenna addressed the Master Plan with the group. As of June 30, 2018, the group is at 65% of the allocated hours for the Enhancements/New Development, 72% for Planned Maintenance/Upgrades and 109% for Support/Maintenance. For all hours, the group is at 83% out of 87.5% delivery. Tammi Shepherd stated there are 683 unrequested enhancement hours and 843 unallocated hours.
6. Janette McKenna discussed the 2019-2020 Master Plan with the group. Previously, members gave a presentation on sizing. They took the Scope and Approach and ROI and worked on the size estimates. Janette explained the layout of the spreadsheet for the

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requested projects for the Master Plan. Tammi Shepherd explained that the projects highlighted in red are older technology and needs to be replaced. The items highlighted in yellow are getting older and will be red on the next spreadsheet if not replaced this time. Those in red according to the Tech Debt Check are: Animal Control OPLS Replacement; Prosecutors GIF and Warrants Study; and JOS Replacement. Those in yellow are: PAWS Address Validation & Maintenance Screens; Case Management System Evaluation; and Pay Ticket Rewrite. Phil Bertolini spoke to the group regarding support and maintenance needs, cyber security on older systems and risk issues. He stated that older technology has a higher risk and costs more money. Project presentations were given by the project sponsors. The group discussed and prioritized the projects. Those items that are mandated and projects that have been carried forward (CF) received first priority. Edward Hutton stated the CF project Probate Court Workflow Enhancement could be removed. The priority for the projects was organized as follows:

1. Circuit Courts Judge Switch 2019 (mandate)
2. Circuit Courts Judge Switch 2020 (mandate)
3. eFiling for District Courts (mandate)
4. FOC Security Audit (CF)
5. Imaging Program – Clerk, Circuit and FOC Migration (CF)
6. Imaging Program – Kofax Upgrade (CF)
7. Imaging Program – Clerk Vitals (CF)
8. OCME Replacement Solution (CF)
9. Children's Village Case Management System (CF)
10. Courts Website Redesign (CF)
11. JOS Replacement
12. Animal Control OPLS Replacement
13. Prosecutors GIF and Warrants Study
14. CMO Case Evaluation
15. Case Management System Evaluation
16. Pay Ticket Rewrite
17. PAWS Address Validation and Maintenance Screens
18. Document Certification Process
19. CSTAR Form Data Integration Analysis
20. OakDocs Enterprise Enhancements
21. Data Warehouse Expansion
22. Judicial Dashboard Reporting
23. eService Center Payment System

Moved by Howden supported by Cooperrider to accept the 2019-2020 Master Plan project priorities. There were no objections and the motion passed.

The meeting was adjourned at 10:20 a.m. until October 30, 2018 at 9:00 a.m.