

**OAKLAND COUNTY  
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP  
Meeting Minutes – May 1, 2018**

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

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

**MEMBERS ABSENT:** Bob Gatt

**OTHERS PRESENT:** Janette McKenna, Kary Goisdzinski, Tammi Shepherd, Karen Hitchcock, Janet Brinker, Mary Morgan, Kristine Powers, Paul Megge, Stu Smith, Scott Kaiser, Sherry Yogida, Jim Taylor, Carl Wilson, Vicki Nellis, Phil Bertolini

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

Janet Brinker introduced Paul Megge, a new IT supervisor over the Finance/Admin/eCommerce team.

1. Moved by Cooperrider supported by Kaelin to approve the minutes of the January 30, 2018 meeting. There were no objections, and the minutes were approved as printed.
2. Janette McKenna gave a report on vacant positions. She stated that 8 staff members departed and 4 positions were filled. Twenty-two positions are open, for a 14% vacancy rate. This is the highest since 2016.
3. Karen Hitchcock addressed the progress of the Imaging Program projects. The Common Components Phase II was completed and approved. The Clerk, Circuit and FOC Migration was finalized and signed off. Demonstrations to the committees are underway. The Probate Migration is complete. The Kofax upgrade has been started, and is in initial planning. The Adoptions department is the selected pilot group. The mandated Circuit Court Judge Switch 2018 has started the initial planning, as well as the mandated FOC Security Audit. The Children's Village Kronos Cloud Upgrade systems have been tested, and the system will be going live May 14, 2018. Janet Brinker addressed the OCME Replacement Solution and said that it has been approved for IT to start. The Children's Village Case Management System project has been kicked off and work has been started on the Courts Justice Administration Enhancement Budgets project.
4. Janette McKenna addressed the Master Plan with the group. As of March 31, 2018, the group is at 45% of the allocated hours for the Enhancements/New Development, 57% for Planned Maintenance/Upgrades and 93% for Support/Maintenance. For all hours, the group is at 63%.
5. Chris Bujak discussed the Courts Website Project and stated that the estimate for hours needed is 1,005. Jennifer Howden addressed the Clerk Website Project and said that an estimated 364 hours are needed. Janette McKenna said that 2,192 hours are unallocated for the Courts. Moved by Howden supported by Hankey to move the needed hours for both projects to the allocated fund. There were no objections and the motion passed.
6. Janette McKenna showed the group a table of the 2019/2020 Master Plan projects, which included the projected ROI Savings for each department. She stated there are 306 hours remaining for allocation. A representative for each department spoke on the projects in regards to what the projects entail. The group discussed the sizing and priority of the projects. Moved by Bujak supported by Kaelin to size all projects at once, and to move 199

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hours from the unallocated fund into the sizing budget. All were in favor and the motion passed.

The meeting was adjourned at 10:13 a.m. until July 31, 2018 at 9:00 a.m.