

OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – January 28, 2020

MEMBERS PRESENT: John Cooperrider (Chairperson), Jennifer Howden (Recording Secretary – Minutes taken by Terasa Harris), Jeffrey Kaelin, Dana O’Neal

MEMBERS ABSENT: Joanna Overall (Vice-Chairperson), Bob Gatt, Edward Hutton, Barb Hankey

ALTERNATE MEMBERS PRESENT: Heather Calcaterra, Joanie Toole, Chris Bujak

OTHERS PRESENT: Janette McKenna, Paul Megge, E.J. Widun, Eric Schmidt, Tammi Shepherd, Karen Hitchcock, T.J. Fields, Mike Timm

1. John Cooperrider called the meeting to order at 4:02 p.m. (Due to scheduling conflicts, the meeting was rescheduled from 9:00 a.m. to 4:00 p.m.)
2. Moved by Kaelin supported by Howden the minutes of the October 29, 2019 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. One Project Manager resigned. A Project Manager position and Chief Information Security Officer position have been filled. Six positions have been approved to be filled. The vacancy rate is 9%.
4. The group reviewed the Planned Maintenance/Upgrades and Master Plan Activity Status. Karen Hitchcock said that the Imaging Steering Committee continues to have monthly meetings. The Common Components Phase II has been completed. The Clerk, Circuit and FOC Migration is 85% complete. The Kofax Upgrade is in motion and being planned. Initial Planning has been started for the Medical Examiner Imaging Solution. Paul Megge said they are doing testing on the OCME Replacement Solution. Karen Hitchcock indicated there could be a mid-year Judge Switch. The completion of the JOS Replacement is targeted for the end of February, business requirements are currently underway. The CMO Case Evaluation rewrite is in the first phase of development. On January 13, 2020, 1,069 hours were removed from Imaging Program 2019-2020. These were moved from the Prosecutor Implementation to Open Requests.
5. Janette McKenna addressed the Master Plan Analysis. As of December 31, 2019, the Enhancements/New Development delivery is at 43%. Planned Maintenance/Upgrades is at 101%, and Support/Maintenance is at 60%. The overall delivery for the group is at 57%. Tammi Shepherd said they have been able to pick up some projects and are focusing on hiring to increase staff. She hopes to boost delivery numbers by the end of October.

6. Karen Hitchcock said 300 hours should be moved to unallocated to accommodate eFiling for District Courts (Mandate), as the State is behind. Currently, there are 58 hours unallocated.

Moved by O'Neal supported by Kaelin to move 300 hours from the eFiling for District Courts (Mandate) project on the Master Plan to unallocated. There were no objections.

7. Janette McKenna spoke to the group regarding the Leadership Group meeting on March 24, 2020. This meeting is for preparation of the 2021-2022 IT Master Plan. She asked the group to focus on the projects they would like to request to size (Scope and Approach, and Return on Investment documents). She asked that the projects be submitted to her by March 17th. A summary document will be deployed to the Leadership Group website for review prior to the March 24th meeting. 600 hours are set aside to be used for sizing. Then on April 28, 2020 the regular Quarterly Status meeting will be held, addressing any new projects. At the July 28, 2020 meeting, the group will review IT Sizing and prepare Final Prioritization of projects for the 2021-2022 Master Plan. The Master Plan will be presented at the October 27, 2020 meeting.
8. The meeting was adjourned at 4:17 p.m. The next scheduled Courts/Justice Administration meeting is March 24, 2020 at 9:00 a.m.