

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

MEMBERS PRESENT: John Cooperrider (Chairperson), Jennifer Howden (Recording Secretary), Jeffrey Kaelin, Dana O’Neal, Barb Hankey, Heather Calcaterra

MEMBERS ABSENT: Bob Gatt, Edward Hutton

ALTERNATE MEMBERS PRESENT: Chris Bujak

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

1. John Cooperrider called the meeting to order at 9:02 a.m.
2. Moved by Kaelin supported by Howden the minutes of the January 28, 2019 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. There are currently 17 vacancies equating to a 10% vacancy rate, which is slightly up since last quarter. Hiring may possibly be impacted due to the current hiring freeze.
4. The group reviewed the Planned Maintenance/Upgrades and Master Plan Activity Status. Karen Hitchcock stated that the last of the 2008 upgrades had been completed and the old servers had been retired. Wendy indicated that PAWS had been completed to the cloud for qa and dev environments and that production was planned for next quarter. Karen stated the project for Circuit Court Judge Switch is in analysis phase to understand the shared referee teams. She also said the Imaging Steering Committee group was meeting monthly and that the motion call and user security were in development. Training and testing is complete for the HR Imaging project and go live is set for May 5, 2020. Karen stated the Medical Examiner is completing business requirements and the imaging govcloud migration was completed for qa integration. Paul Megge indicated the OCME Replacement Solution went live. Karen indicated the JOS Replacement business requirements are getting on track and dev should start mid-June. Wendy said the UAT and integration with payment processor for OPLS Replacement is completed and they are looking at a July implementation. Karen stated the Case Management System Evaluation had been held off somewhat due to COVID-19 and initial planning will begin soon. She also said the CMO Case Evaluation Rewrite was in process and phase II will be completed by the end of September.
5. Janette McKenna addressed the Master Plan Analysis. The Enhancements/New Development delivery is at 50%. Planned Maintenance/Upgrades is at 119%, and Support/Maintenance is at 75%. The overall delivery for the group is at 69%. We are 75% through the master plan.

6. Janet discussed proposed master plan cuts due to COVID-19. Each Leadership group was asked to make cuts to contribute to the overall 8,000 hours needed, with each group taking a cut of approximately 25%, around 2,000 from each of the 4 groups. There was some discussion as to whether the hours would be added back in if COVID-19 related projects would be compensated. There was a motion by Dana O'Neal to move Pay Tickets and 900 hours from the JOS project to the 21/22 master plan and Kaelin seconded the motion. Motion carried with no objection.
7. Chris Bujak asked to remove the split motion call project from the master plan as the judges did not approve the project.
8. The meeting was adjourned at 9:38 a.m. The next meeting is July 28, 2020 at 9:00 a.m.