

**OAKLAND COUNTY  
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP  
Meeting Minutes – October 29, 2019**

**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, Diana Carver, Chris Bujak, Lisa Czyz

**OTHERS PRESENT:** Janette McKenna, Paul Megge, Janet Brinker, Mary Gosine, Wendy Conklin, Brandon Buck, Stu Smith, Kary Goisdzinski, Henock Monne, Patti Smutzki, E.J. Widun, T.J. Tabin, Eric Schmidt, Tammi Shepherd, Karen Hitchcock, Mary Ann Jerge, Beth Gleason

1. John Cooperrider called the meeting to order at 9:01 a.m.
2. Moved by Kaelin supported by Howden the minutes of the July 30, 2019 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. The Chief Information Security Officer position was filled by T.J. Fields. The Application Services Project Manager position was also filled. There were 3 new vacancies created. Currently, there are 11 vacancies total. The vacancy rate is 7%.
4. The group reviewed the Planned Maintenance/Upgrades and Master Plan Activity Status. Karen Hitchcock said there are no major changes anticipated in the Circuit Court Judge Switch 2020. She addressed the Michigan Indigent Defense Commission mandate. This project did not consume as many hours as originally planned for. The grant expired September 30<sup>th</sup>. Mary Ann Jerge from Corporation Counsel said the grant was approved but the state is short \$40,000,000. Corporation Counsel stated 578,000 hours were approved for the next phase. Karen said the audit reports for the FOC Security Audit were provided to the State and were approved. The Imaging Steering Committee continues to have monthly meetings. The Clerk Vitals Imaging Program is completed and moved into production August 15<sup>th</sup>. Paul Megge said the OCME Replacement Solution is wrapping up. Karen Hitchcock said the JOS Replacement is in the business required phase. Joanie Toole said the Animal Control OPLS Replacement is in development and testing. Karen spoke regarding the Mandates EB. There are two mandates. The early settlement date needs to be completed by January 1, 2020. Janette McKenna stated hours have been replenished in the Courts Sizing Budget. There are 58 hours in the unallocated fund.

5. John Cooperrider addressed the group about the Case Management System. He discussed the need to make the project higher on the priority list.  
Moved by Kaelin supported by Howden to move the Case Management System Evaluation project currently at priority 15 to priority 13 with all other projects remaining in their order after 13. There were no objections and the motion was approved.
6. Janette McKenna addressed the Master Plan Analysis. We are one year through the Master Plan. As of September 27, 2019, the Enhancements/New Development delivery is at 34%, Planned Maintenance/Upgrades is at 79%, and Support/Maintenance is at 48%. The overall delivery for the group is at 45%. After the allocation changes there are 58 hours unallocated. Tammi Shepherd said five people were hired in the last month, they are adding mainly contract staff. Several thousand hours were added to new development. She also stated that there will be no patches for Windows 2000 after January 1, 2020.
7. E.J. Widun said that IT has been building the foundation of OKTA. This is a provider in Identity and Access Management (IAM) Services. This will provide a secure and consistent Single Sign-On (SSO) experience to applications. Employees will be able to access applications from one location – the Application Dashboard. This will also provide extra security. The request to employees to set it up will come out soon. Tammi Shepherd said they are prioritizing applications with department specific apps. Eventually all apps will be migrated in. Janette McKenna said this will be rolling out next week and will be migrating over the next few years.
8. E.J. Widun talked about the UCC (Universal Communication Collaboration). The re-design of the phone lines was started about 18 months ago. This is a multiphase program. The network upgrade has been built. They are now ready to start the voice over system. An experience room will be set up for users. There will be new WIFI and an employee WIFI will be set up separate from the public. The UCC is network based. Phase 2 is expected to start January of 2020.
9. Tammi Shepherd said they are still in the process of rolling out Office 365. They are working through modifying the process and communications.
10. Courts had an item on the agenda for District Court Wi-Fi and a request to size. John Cooperrider said the eFiling for District Courts Mandate will wait and they may do an e-vote.
11. John Cooperrider had sent out e-mails to the group with the following questions:
  - 1) Do you approve the transfer of 105 hours from Unallocated for the Judicial Data Warehouse mandate?
  - 2) Do you approve the transfer of 152 hours from Unallocated to complete the OCME Replacement Solution project deliverables?
  - 3) Do you approve the transfer of 125 hours from Unallocated for the New Scheduling Orders Mandate?

The voting members of the Courts Justice Administration Leadership Group have approved all the questions unanimously.

12. Janette McKenna scheduled a meeting on March 24, 2020 at 9:00 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. A summary document will be deployed to the Leadership Group website for review prior to the March 24<sup>th</sup> meeting. Then on April 28, 2020 the regular Quarterly Status meeting will be held.
13. The meeting was adjourned at 9:50 a.m. The next scheduled Courts/Justice Administration meeting is January 28, 2020 at 9:00 a.m.