

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – October 30, 2018**

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

MEMBERS ABSENT: Joanna Overall (Chairperson), Bob Gatt

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

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, Mary Gosine, Cassy Zakens, Stephanie Rice, Shashi Gowda, Jim Taylor, Wendy Conklin

John Cooperrider, Vice-Chairperson, brought the meeting to order at 9:02 a.m.

1. Moved by Howden supported by Kaelin to approve the minutes of the July 31, 2018 meeting. There were no objections, and the minutes were approved as printed.
2. Janette McKenna gave a report on vacant positions. Six positions were filled and three new vacancies. There are fourteen vacancies. The vacancy rate is 9%, the lowest in six years.
3. Karen Hitchcock addressed the Master Plan Activity. The Imaging Program continues to have monthly meetings. The Clerk, Circuit & FOC Migration project as well as the Clerk Vitals project are finalizing business requirements. The Probate & Common Components UAT is complete and went live August 20th. There have been priority meetings for the Health and Treasurer imaging projects. The Kofax upgrade and scanner standardization had high level requirement meetings.
4. The Children’s Village Case Management System is anticipated to be closing within the next few weeks. The Clerk Website Redesign project is closed. The Court website is 70% complete. The Animal Census project is complete. The FOC Security Audit project is on hold until February 2019.
5. Janette McKenna discussed the Master Plan Analysis. 16,585 hours have been expended through September 30, 2018 for Enhancements and New Developments. 3,418 hours were expended for Planned Maintenance and Upgrades. 21,167 were expended for Support and Maintenance. Overall delivery is at 96% for all hours. All of the departments’ enhancement budgets have been reduced by 20/25% in order to allow for the last project identified in the master plan.
6. Janette McKenna gave a presentation on the 2019-2020 Master Plan and discussed specific items with the group. Phil Bertolini answered questions.
7. Moved by Kaelin supported by Howden to nominate all persons currently in an elected position in the group (Chair – Joanna Overall, Vice-Chair – John Cooperrider, Recording Secretary – Jennifer Howden) to remain in those positions for the next term. There were no objections and the officers were elected.

The meeting was adjourned at 9:44 a.m. until January 29, 2019 at 9:00 a.m.