

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – October 31, 2017**

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

ALTERNATE MEMBERS PRESENT: Diana Carver, Sharon Rupe

MEMBERS ABSENT: Jill Palulian, Bob Gatt

OTHERS PRESENT: Janette McKenna, Shashi Gowda, Kary Goisdzinski, Kevin Bertram, Mary Ann Jerge, Tammi Shepherd, Carl Wilson, Karen Hitchcock, Janet Brinker, Mary Morgan, Jim Taylor, Mike Timm, Phil Bertolini, Kristine Powers, Jeanette Leshan, Brandon Buck, Scott Kaiser

Rebecca Schnelz, Chairperson, brought the meeting to order at 9:00 a.m.

1. APPROVAL OF MINUTES: Moved by Kaelin supported by Howden the minutes of the August 1, 2017 meeting be approved. There were no objections and the motion passed.

2. QUARTERLY STATUS REPORT:

- a. The Vacant Position Report was provided by Janette McKenna who stated that currently there are 16 vacant positions. Six positions were filled and two positions were created. The vacancy rate is at 10%.
- b. The group discussed the projects on the Master Plan Activities and gave updates. The summary of delivery was given by Janette McKenna. Karen Hitchcock of I.T. addressed the Imaging Program items. Sixteen public forms were developed and implemented. The data migration was completed. Development of Hot Key is in progress. The Imaging Program for the Clerk, Circuit and FOC Migration was started last quarter and the Business Requirements are in process. Two public forms were completed in the Treasurer Migration project. The Statewide eFiling System Upgrade is in progress and they are doing end-to-end integration testing. The target is early December. The Community Corrections New Michigan Pretrial Risk Assessment, Electronic Death Records Integration, and the Jury Management System Replacement were completed and the Go Lives were all successful. Contract negotiations are currently in progress for the Children's Village Case Management System.
- c. Carl Wilson of Information Technology addressed the group. He stated that they will be requesting funding from the Finance Committee to replace network distribution equipment. The transition will be from copper lines to data network. This will be done in three phases: network, phone-voice mail, and wireless access points in the County. An RFP is in development and will be completed in December, approximately.
- d. Janette McKenna reviewed the Master Plan by Leadership Group data. The target percent for all hours is 50% and our total is at 46%. Kevin Bertram addressed the group and answered questions.

3. NEW BUSINESS

- a. Kevin Bertram spoke regarding the FOC Security Audit and gave specifics on the hours. About twenty hours are needed to size the project. Jeanette Leshan presented the project.
- b. Jennifer Howden made the motion to size the project and move 20 hours from the unallocated hours fund. Jeff Kaelin supported. There were no objections and the motion passed. 398 hours are now unallocated.
- c. Moved by Rebecca Schnelz and supported by Jeff Kaelin to adjourn the meeting. There were no objections and the meeting was adjourned at 9:17 a.m. until January 30, 2018 at 9:00 a.m.