

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

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

ALTERNATE MEMBERS PRESENT: Chris Bujak, Diana Carver

MEMBERS ABSENT: Jill Palulian, Bob Gatt

OTHERS PRESENT: Kevin Bertram, Mike Timm, Tammi Shepherd, Janette McKenna, Greg Lesko, Karen Hitchcock, Mark Newman, Cas Miarka, Janet Brinker, Mary Morgan, Kristine Powers, Patti Smatzki, Thomas Fuentes, Scott Kaiser, Kary Goisdzinski, Beth Carlson, Shashi Gowda, Brandon Buck, Carl Wilson, Phil Bertolini

Jody Overall, Vice-Chairperson, brought the meeting to order at 9:00 a.m.

1. APPROVAL OF MINUTES: Moved by Cooperrider supported by Howden the minutes of the October 31, 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 18 vacant positions. In total five vacancies were added and four were filled. The vacancy rate is at 11%.
- 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. Common Components Phases I and II along with the Probate Migration were completed. The Clerk, Circuit and FOC Migration is under review. Circuit Court Judge Switch 2018 was completed. The Statewide eFiling System Upgrade is currently in post-production support. The Jury Management System Replacement is complete. It went live in October 2017 and is currently in post-production support. Sizing is underway for the FOC Security Audit.
- c. Janette McKenna reviewed the Master Plan by Leadership Group data. In regards to all hours through December 31, 2017 the Group is at 51% with a total allocation of 46,162 hours. Kevin Bertram spoke regarding hours and projects. Phil Bertolini addressed the group and stated that this year they will be working on the transition between the Master Plan and projects. He answered questions regarding funding, money in the Master Plan and money in the general fund.
- d. Janette McKenna addressed the 2019-2020 Master Plan Preparation Memo about the timeline for the new Master Plan. The group will be looking at potential projects for future plans and Janette said to plan for the meeting in May to ask for sizing for those projects.
- e. Tammi Shepherd explained Technical Debt. She stated that not doing upgrades requires more maintenance which increases technical debt. Kevin Bertram stated that the cost of fixing versus buying new must be weighed for what is best for the County. Tammi introduced the Technical Debt Check – a chart that they are using to score applications to upgrade based on age and operation functionality among other criteria.

3. NEW BUSINESS

- a. Janet Brinker spoke about the FOC Security Audit and proposed to do an e-vote for the recommendation for the priority. She wants to move 42 hours from the unallocated fund for work already complete and make the FOC Security Audit priority number 13. The motion was made by Kaelin and supported by Howden. There were no objections and the motion passed.
- b. Scott Kaiser addressed the Animal Census PAWS integration project and discussed moving 454 hours from the unallocated fund and making the project priority number 15.

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

There are currently 572 hours in the unallocated fund (after taking the 42 hours for the FOC Security Audit project). Discussion followed whether the PAWS project should go ahead of the Medical Examiner Case Management project. Scott Kaiser stated that PAWS could start in the next couple of weeks. Jeff Kaelin made the motion to move the hours and change the priority and Jody Overall supported. There were no objections and the motion passed.

- c. Janet Brinker introduced Cas Miarka, the Medical Examiner Administrator who replaced Tom Hardesty. They discussed their request to resize using existing hours to be re-allocated due to additional functionality required that is not available in the current CLEMIS solution. The project has not yet started. The ME office has identified a vendor(s) and would like to proceed with a new RFP project using existing hours. The motion was made by Hankey and supported by Bujak. There were no objections and the motion passed.
- d. The discussion arose regarding the nomination of new Chairperson and Vice-Chairperson positions (the Chairperson position having been vacated by Rebecca Schnelz). Moved by Kaelin supported by Hankey to nominate Jody Overall as the Chairperson and John Cooperrider as the Vice-Chairperson. All were in favor and the motion passed.
- e. The meeting was adjourned at 9:45 a.m. until May 1, 2018 at 9:00 a.m.