

**OAKLAND COUNTY  
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP  
Meeting Minutes – May 2, 2017**

**MEMBERS PRESENT:** Rebecca Schnelz (Chairperson), Jeffrey Kaelin, Barb Hankey

**ALTERNATE MEMBERS PRESENT:** Lisa Czyz (Proxy for John Cooperrider), Heidi Walling, Joanie Toole, Diana Carver, Leigh-Anne Stafford

**MEMBERS ABSENT:** Joanna Overall (Vice-Chairperson), Jennifer Howden (Recording Secretary – Minutes taken by Terasa Harris), John Cooperrider, Brian Henderson, Bob Gatt

**OTHERS PRESENT:** Janette McKenna, Scott Kaiser, Shashi Gowda, Kary Goisdzinski, Kevin Bertram, Mary Ann Jerge, Bill Jobes, Tammi Shepherd, Carl Wilson, Karen Hitchcock, Janet Brinker, Mary Morgan, Jim Taylor

Rebecca Schnelz, Chairperson, brought the meeting to order at 9:02 a.m.

**1. APPROVAL OF MINUTES:** Moved by Kaelin supported by Stafford the minutes of the January 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 20 vacant positions. Four positions were filled and four positions were created. The vacancy rate is at 12%.
- 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 reported that the Imaging Steering Committee continues to meet monthly. The Prosecutors OakDocs project is closed and the eFiling System Upgrade went live on May 1, 2017 and is going well. The Community Corrections New Michigan Pretrial Risk Assessment kicked off May 1, 2017. The Children's Village Case Management System RFP is in contract negotiations. The Medical Examiner Case Management System project will begin next year.
- c. The Jury System Replacement RFP is complete and a contract was signed. Mary Morgan stated that The Children's Village Case Management System RFP and the Kronos Cloud Upgrade was complete.
- d. Development of the Electronic Death Records Integration is underway and the County is waiting for the State to begin testing. The Jury Management System Replacement is in the initial planning stages.
- e. Janette McKenna addressed the Master Plan Analysis. Kevin Bertram spoke regarding the Enhancements and New Developments. In regards to all hours, the Courts Justice Administration Group has a total delivery of 18% through March 31, 2017 with a total allocation of 40,047 hours.

**3. NEW BUSINESS**

- a. Shashi Gowda and Tammi Shepherd addressed the request for 100 hours from the unallocated hours for testing of the Children's Village Kronos Cloud upgrade project which will combine with FM&O. There are currently 417 unallocated hours. The motion was made by Stafford to move 100 hours to priority 12 and supported by Kaelin. The motion carried by voice vote. 317 hours are now unallocated.

The Courts/Justice Administration Leadership Group adjourned at 9:18 a.m. until August 1, 2017 at 9:00 a.m.