

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – July 30,2019**

MEMBERS PRESENT: John Cooperrider (Chairperson), Jeffrey Kaelin (Stand-in Recording Secretary – Minutes taken by Jeffrey Kaelin and Tondah Showers), Barb Hankey, Joanie Toole

MEMBERS ABSENT: Joanna Overall (Vice-Chairperson), Bob Gatt, Jennifer Howden, Tom Fuentes

ALTERNATE MEMBERS PRESENT: Dana O’Neal, Tondah Showers, Heather Calcaterra, Diana Carver, Chris Bujak

OTHERS PRESENT: Phil Bertolini, Janette McKenna, Mike Timm, Paul Megge, Janet Brinker, Mary Gosine, Wendy Conklin, Jeanette Miracle-Leshan, Brandon Buck, Stu Smith, Kary Goisdzinski, Henock Monne, Patti Smutzki, EJ Widon, Cas Miarka, Karen Hitchcock, Tammi Shepard

1. John Cooperrider called the meeting to order at 9:02 a.m.
2. Moved by Kaelin supported by Hankey the minutes of the April 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 remains vacant. The vacancy rate is 7%. IT currently has 11 vacancies, and have hired a contractor to help with IT MGR position.
4. The group reviewed the Planned Maintenance/Upgrades and Master Plan Activity Status. The Kofax upgrade for H.R. is completed, and they are awaiting the completion of an RFP for scanners to finish the remainder. The judge switch from Judge Karen McDonald to Judge Gant has been completed. The FOC and Prosecutor’s Office audit was completed, both passed the audit, and a final report is expected in early August, 2019. The Imaging Steering Committee continues to meet on a monthly basis. The Clerk, Circuit and FOC Migration for the Imaging Program is continuing. The Clerk Vitals Imaging Program remains ongoing. Laserfiche GovCloud Migration setup is complete. The JOS Replacement is on hold. The Animal Control OPLS Replacement project is expected to go live in December of 2019.

5. Janette McKenna addressed the Master Plan Analysis. As of June 30, 2019, the Enhancements/New Development is at 27%, Planned Maintenance/Upgrades is at 64%, and Support/Maintenance is at 36%. The overall delivery is 35%. January 20, 2020 is the deadline for upgrading from Windows 2008.
6. Identity and Access Management update indicated that 50-80% of data breaches are a result of stolen identities, so the County is moving forward with a project designed to give County employees a common login for all applications, as well as help manage login security for all critical functions. Some employees will begin to see changes starting in the next quarter.
7. The County will also continue its migration to Office 365, not just for outlook, but for other programs and services offered through Office 365, including OneDrive. Migration from mywork and mysites will begin next quarter. (Drop box will be eventually be blocked, though case-by-case user access to drop box will still be permitted)
8. Phil Bertolini addressed the group regarding the IT Budget Status. He said that while changes will have to be made to the funding process, no changes will have to be made to this fiscal year's master plan.
9. The Michigan Indigent Defense Counsel project was discussed. This mandated project, involving 500 hours, is fully funded, and must be completed by the end of September, 2019. On motion of Bujak, seconded by Kaelin, this project was approved and set as the #3 priority in the current Master Plan
10. The meeting was adjourned at 9:30 a.m. The next scheduled Imaging Steering Committee meeting is scheduled for October 29, 2019 at 9:00 a.m.