

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – August 1, 2017**

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

ALTERNATE MEMBERS PRESENT: Chris Bujak, Heidi Walling, Joanie Toole, Diana Carver, Leigh-Anne Stafford

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

OTHERS PRESENT: Phil Bertolini, Janette McKenna, Kevin Bertram, Mary Ann Jerge, Tammi Shepherd, Carl Wilson, Karen Hitchcock, Janet Brinker, Jim Taylor, Janette Leshan

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

1. APPROVAL OF MINUTES: Moved by Kaelin supported by Bujak the minutes of the May 2nd, 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. Three positions were filled and three 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 Electronic Death Records Integration project is complete and go live is next Tuesday, the CV Kronos Cloud was to kick off next week, the Children's Village Case Management System RFP is complete as the vendor was selected, and the Medical Examiner Case Management System project will begin next year.
- c. Janette indicated that 34% of all enhancement, new development, and planned maintenance and support hours have been used to date with a target of 37.5%.

3. NEW BUSINESS

- a. Statewide e-filing Mandate Project – John Cooperrider addressed the request for 30 hours from the unallocated hours for the sizing of this project to migrate from our existing e-filing system to the new statewide e-filing system. The motion was made by Kaelin to move 30 hours from unallocated for the sizing and to make it priority #6, and to approve by e-vote, and supported by Bujak. The motion carried by voice vote.

The Courts/Justice Administration Leadership Group adjourned at 9:50 a.m. until October 31, 2017 at 9:00 a.m.