

**OAKLAND COUNTY  
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP  
Meeting Minutes – January 21, 2015**

**RECORDING SECRETARY:** John Cooperrider

**MEMBERS PRESENT:** Jennifer Howden, Jeff Kaelin, Barb Hankey, Jody Overall, John Cooperrider, Rebecca Schnelz

**ALTERNATE MEMBERS PRESENT:** Joanie Toole

**MEMBERS ABSENT:** Renee Gillert, Bob Gatt

**OTHERS PRESENT:** Betsy Hysell, Phil Bertolini, Janette McKenna, Kevin Bertram, Mary Gaissert, Michele Bendy, Janet Brinker, Kristine Powers, Brian Smith, Kary Goisdzinski, Cassy Zakens, Ed Sager, Ed Poisson, James Taylor, Carl Wilson, Diana Carver

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

1. **APPROVAL OF MINUTES** Joanie Toole moved to approve the minutes of the October 22, 2014 meeting. Jeff Kaelin supported the motion. The minutes were approved.
2. Jeff Kaelin moved to amend and add Animal Control Web Licensing – Priority #6 (allocate 1,216) and Shelter Management Replacement – Priority #8 (allocate 2,792). Joanie Toole supported the motion. The agenda was amended.
3. **QUARTLY STATUS REPORT:**
  - a. The Vacant Position Report was provided by Janette McKenna.
  - b. Ed Sager discussed the status of e-Government, including an update to the OTC payment project and plans of recruiting other public bodies to the G2G program.
  - c. Phil Bertolini informed the group of the department's intent to create a G2G RFP for security products.
  - d. Internal Services update by Janette McKenna provided information regarding the inclusion of Oakland County hardware to be added to the Service Center.
  - e. Technical Systems update given by Kevin Bertram included the following:
    - i. Status of Office 365 project.
    - ii. Print Project will soon be moved to ongoing maintenance.
    - iii. RAP – improvements to the infrastructure.
    - iv. IVR
4. **PLANNED MAINTENANCE/UPGRADES AND MASTER PLAN ACTIVITY:**
  - a. Mary Gaissert reported the following:
    - i. Projects 1 and 2 (Courts Mobile Friendly Enhancements and Judge Switch 2014 respectively) have been completed.
    - ii. Project 3, Imaging System Replacement, demos have been given and a meeting with stakeholders is next.
    - iii. Project 4, Juvenile Mainframe to State TCS has been pushed out to March of 2015.
    - iv. Project 5, Prosecutor OakDocs, is wrapping up initial analysis and is on hold awaiting the conclusion of the Imaging System Replacement Analysis project.

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- b. Project 6, Animal Control Web Licensing, requires additional hours. Project 8, Animal Control Shelter Management Replacement, had been allotted 4,474 hours for new development and after further consideration; it has been decided to look at vendor solutions. This equates to less hours required to size new development.
  - c. Motion made by Jeff Kaelin, supported by Joanie Toole and approved by all to move 1,682 hours from Animal Control Shelter Management Replacement to unallocated, then add 1,216 hours from unallocated to Animal Control Web Licensing, which will leave a balance of 466 hours unallocated. These numbers reflect the correct amount of hours as verified by email sent from Janette McKenna to the Courts Leadership members on 1/23/15.
  - d. Janette Brinker gave an update on project 9, OCME Enhancements, regarding the intent to consider vendor solutions instead of enhancements to the aging application.
  - e. Project 10, Children’s Village Reporting, will start within the next few weeks.
5. **MASTER PLAN ANALYSIS** given by Janette McKenna.

The Courts/Justice Administration Leadership Group adjourned at 9:39 a.m. until April 22, 2015 at 9:00 a.m.