

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – January 31, 2017**

MEMBERS PRESENT: Rebecca Schnelz (Chairperson), Jeffrey Kaelin

ALTERNATE MEMBERS PRESENT: Chris Bujak, Heidi Walling, Julie Bills, Diana Carver

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

OTHERS PRESENT: Lisa Czyz, Phil Bertolini, Janette McKenna, Joseph Tabor, Scott Kaiser, Shashi Gowda, Kary Goisdzinski, Brian Smith, Kevin Bertram, Jeanette Miracle-Leshan, Mary Ann Jerge, Bill Jobes, Tammi Shepherd, Chris Burrows, Karen Hitchcock, Janet Brinker, Mary Morgan, Jim Taylor

Rebecca Schnelz, Chairperson, brought the meeting to order at 9:00 a.m. Introductions were made around the room.

1. APPROVAL OF MINUTES: Moved by Bujak supported by Kaelin the minutes of the October 25, 2016 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. Five of those have been approved to be filled, and are being actively interviewed for. The vacancy rate is at 12% and once the five positions are filled the vacancy rate will be at 10%.
- b. Chris Burrows, Security Manager, gave a brief update on the Security Program. He stated that they have four security specialists working on preventing security breaches from phishing. New e-mail protection (Ransomware) will be implemented over the next two months. His department will be protecting Amazon Cloud. He also urged all departments to keep reporting any suspicious e-mails, or e-mail scams.
- c. Joe Tabor spoke regarding the Windows 10 implementation. He stated that the PC replacements will be complete by January 2020. Windows 10 and Office 16 upgrades will be scheduled for new PC's. His department will be replacing and upgrading PC's in departments as a whole to make the process more convenient and time efficient for everyone. They will provide test machines for departments to ensure a smooth transition.
- d. The group discussed the projects on the Master Plan Activities and gave updates. The summary of delivery was given by Janette McKenna. Kevin Bertram reported that the Imaging Program Management group was formed and technical requirements are done, Prosecutor's OakDocs installation was completed and initial training had begun. Also, the Judge Switch was completed. The Animal Control Shelter Management Implementation was also completed. The Medical Examiner Case Management System will begin next year. Probate Court Workflow Enhancement will begin later this year. The Children's Village Case Management System is reviewing vendors.
- e. Janette McKenna addressed the Master Plan Analysis. In regards to all hours, the Courts Justice Administration Group is at 9% through 12/31/16 with a total allocation of 43,703 hours. The target percent for the first quarter is 12.5%.

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3. NEW BUSINESS

- a. Kevin Bertram stated that 440 hours have been allocated to Enhance OCR for Vital Records, which is tied to the Electronic Death Records System. Rebecca Schnelz requested that OCR for Vital Records and the allocated 440 hours be moved to Open Requests. The motion was made by Bujak and supported by Kaelin. There were no objections and the motion passed.
- b. Rebecca Schnelz requested to allocate 170 hours from the unallocated for the Electronic Death Records Integration project. Kaelin motioned and Bujak supported. All were in favor and the motion carried.

The Courts/Justice Administration Leadership Group adjourned at 9:32 a.m. until May 2, 2017 at 9:00 a.m.