

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – April 22, 2015**

RECORDING SECRETARY: John Cooperrider

MEMBERS PRESENT: John Cooperrider, Jennifer Howden, Joanna Overall, Rebecca Schnelz, Jeffrey Kaelin

ALTERNATE MEMBERS PRESENT: Jill Palulian, Joanie Toole

MEMBERS ABSENT: Bob Gatt, Barb Hankey

OTHERS PRESENT: Phil Bertolini, Janette McKenna, Ed Poisson, Tammi Shepherd, Mary Gaissert, Brian Smith, Jim Taylor, Kary Goisdzinski, Cassy Zakens, Kevin Bertram, Janet Brinker, Ed Sager

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

1. **APPROVAL OF MINUTES** Jeffrey Kaelin moved to approve the minutes of the January 21, 2015 meeting. Joanie Toole supported the motion. Jill Palulian abstained from the vote as she was absent from that meeting. The minutes were approved.
2. **QUARTERLY STATUS REPORT:**
 - a. The Vacant Position Report was provided by Janette McKenna who stated that five positions were filled and three new positions were created.
 - b. Phil Bertolini addressed the group regarding modernizing IT, positions available, workforce retirement statistics and recruiting employees.
3. **E-GOVERNMENT, INTERNAL SERVICES AND TECHNICAL SYSTEMS ACTIVITY**
 - a. Ed Sager reported that 220 new secure encrypted credit card readers have been employed.
4. **PLANNED MAINTENANCE/UPGRADES AND MASTER PLAN ACTIVITY:**
 - a. Mary Gaissert stated that the data being converted from the Juvenile Mainframe to the State's TCS application will be done May 4, 2015.
 - b. Cassy Zakens reported that the OTC Payment Enhancements and the upgrade to the Contact Us Application are complete. She also addressed the SharePoint 2013 Training.
 - c. Ed Sager addressed the G2G Program Development and Management. He also reported that the first of four separations of the Web Services from the Ecommerce Environment into less complex modules was completed.
 - d. Ed Sager discussed the ongoing activity to promote G2G Cloud Solutions and G2G Marketplace applications. IT is now the data center for Oakland Community College.
 - e. Cassy Zakens said that the Live, Work & Play is a major achievement for this month. She also stated that the County now has a Twitter verified account and Instagram has grown exponentially.
 - f. Carl Wilson stated Office 65 is moving forward with installations and an Office 65 newsletter will be coming out. He also reported that RAP completed the installation phase and is moving to the migration phase.

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- g. Mary Gaissert stated all but one process have been moved to the new imaging server and will be completed by the end of the month, the analysis project was completed in the last quarter and the Prosecutor Oakdocs project is on hold.
 - h. Mary Gaissert also stated they have been working on the Business Objects upgrade.
Joanie Toole gave an update on the Children's Village Kronis project and also stated that initial planning has started for OCME. Animal Control is working with IT on public service videos.
5. **MASTER PLAN ANALYSIS** and activity given by Janette McKenna. Summary of delivery – 25% through two year master plan.
6. **DISCUSSION ITEMS**
- a. Jennifer Howden addressed access to sealed cases and stated that currently the Clerk's office does not have a method of dividing records that have public and court ordered sealed documents, which are currently handled by hand.
 - b. Jill Palulian discussed JIS having the ability to accept misdemeanor on-line payments. The district court is looking to see if Tickets enhancement beneficial and how many hours would be required for the project and the MI- Courts system.
 - c. Jennifer Howden motioned request to size the Access to Sealed Cases and the Enhance eTicket for Misdemeanor Payments, Jill Palulian supported the motion. Motion carried.
 - d. Jennifer Howden moved to approve an e-vote for Access to Sealed Cases, source of hours and sizing priority. The motion was supported by Jill Palulian. The motion was approved.
 - e. Joanna Overall moved to make Access to Sealed Cases priority #4. Support by Jill Palulian. The motion carried.
 - f. Kevin Bertram and Janette McKenna discussed the Imaging System Replacement RFP. It was estimated at 683 hours. Rebecca Schnelz asked where the hours will come from and from which leadership group for the RFP process and was told it would come out of the unallocated hours for courts. Discussion ensued. It was determined that this leadership group would cover the hours for the RFP for this project because the departments represented are the heaviest users. Janette McKenna indicated that if by using the Court's Leadership Group's 683 unallocated hours for this project becomes a problem later in the year if we are short hours to get other projects complete, IT would look at replenishing some of these hours from the other departments that will be using this new imaging system or some other means.
 - g. Rebecca Schnelz moved to use 683 hours from the unallocated fund, approving sizing and making it a priority 5. Jennifer Howden supported. The motion passed.

Phil Bertolini addressed the group.

The Courts/Justice Administration Leadership Group adjourned at 9:51 a.m. until July 22, 2015 at 9:00 a.m.