

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – July 26, 2016**

RECORDING SECRETARY: Jennifer Howden (Minutes taken by Terasa Overfield)

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

ALTERNATE MEMBERS PRESENT: Joanie Toole, Chris Bujak, Leigh-Anne Stafford

MEMBERS ABSENT: Brian Henderson, Bob Gatt

OTHERS PRESENT: Mary Ann Jerge, Phil Bertolini, Janette McKenna, Tammi Shepherd, Shukur Mohammad, Margaret Wootten, Jeanette Miracle-Leshan, Thom Hardesty, Mark Kanczuzewski, Shashi Crowda, Brian Smith, Janet Brinker, Vicki Nellis, Mary Morgan, Kary Goisdzinski, Ed Poisson, Kevin Bertram, Bill Jobes, Jim Taylor, Carl Wilson

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

1. **APPROVAL OF MINUTES:** Rebecca Schnelz, Chairperson, stated that the minutes from the April 20, 2016 meeting were not posted and, if there were no objections, the approval of those minutes will be done by e-vote. There were no objections. An e-mail with the minutes will be circulated when they are posted.

Rebecca Schnelz introduced Mary Ann Jerge of Corporation Counsel, who is replacing Karen Agasinski.

2. QUARTERLY STATUS REPORT:

- a. The Vacant Position Report was provided by Janette McKenna who stated that the vacancy rate is at 15%, with 23 vacancies.
- b. Items 3b. (Brief status of e-Government, Internal Services and Technical Systems Activity) and 3c. (Review Planned Maintenance/Upgrades and Master Plan Activity Status) were removed from the agenda.
- c. The group discussed the projects on the Master Plan Activities and gave updates. The summary of delivery was given by Janette Mckenna.

3. DISCUSSION ITEMS

- a. Rebecca Schnelz stated that the number of unallocated hours is 1,368.
- b. Animal Control EB – 2 hours needed was not discussed as it was covered in the e-vote.
- c. Jennifer Howden addressed the group regarding the Clerk's office needing 43 hours to enhance the death system to add old records to the genealogy application, and the birth records change for over 65. The motion was made by Joanna Overall and supported by Jeffrey Kaelin. The motion passed.
- d. Joanna Overall discussed the Children's Village Case Management System RFP Request to Size. The motion for the request to size was made by Jeffery Kaelin and supported by Joanna Overall. Jennifer Howden made a motion for the request to size to be approved by e-vote. Jeff Kaelin supported and the motion passed.

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4. 2017 – 2018 MASTER PLAN

Janette McKenna stated that each item on the list of requested projects for the 2017-2018 Master Plan would be addressed by the representative of that department. The group discussed size estimates and recommended priority assignments of each item. The priorities, after discussion, were assigned as follows:

1. Circuit Court Judge Switch 2017
2. Circuit Court Judge Switch 2018
3. Electronic Death Records Integration
4. Children's Village Kronos Cloud Upgrade
5. Jury Management System Replacement
6. Medical Examiner Case Management System
7. Enhance OCR for Vital Records
8. Probate Court Workflow Enhancement
9. Children's Village Case Management System
10. JOS Replacement
11. Medical Examiner Invoicing and Receipt System
12. CStar Appointment Scheduler Replacement
13. eService Center Payment System
14. PAWS Phase II
15. Citizen Engagement Budget
16. Mandates EB
17. Courts EBs

The motion to accept the priority order was made by Jennifer Howden and was supported by Jeff Kaelin. The motion passed.

The Courts/Justice Administration Leadership Group adjourned at 10:25 a.m. until October 25, 2016 at 9:00 a.m.