

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

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

**MEMBERS PRESENT:** John Cooperrider, Brian Henderson, Joanna Overall, Rebecca Schnelz, Jeffrey Kaelin, Barb Hankey

**ALTERNATE MEMBERS PRESENT:** Betsy Hysell, Joanie Toole

**MEMBERS ABSENT:** Jennifer Howden, Bob Gatt

**OTHERS PRESENT:** Angela Cox, Janet Brinker, Cassy Zakens, Tammi Shepherd, Phil Bertolini, Janette McKenna, Carl Wilson, Ed Poisson, Jim Taylor, Brian Smith, Kevin Bertram, Kary Goisdzinski, Mark Kanczuzewski, Jeanette Miracle-Leshan, Bill Jobes, Mary Gaissert, Kristine Powers, Chris Bujak

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 July 22, 2015 meeting. Jody Overall supported the motion. The minutes were approved.
2. **QUARTERLY STATUS REPORT:**
  - a. The Vacant Position Report was provided by Janette McKenna who stated that the vacancy rate is at 13%, the lowest since 2011.
  - b. Janette McKenna spoke regarding the status of e-Government, Internal Services, Technical Systems Activity.
  - c. Janet Brinker gave an update regarding the G2G participant implementation.
  - d. Carl Wilson stated that the RAP Data Center Preparation and the RAP Platform Installation are both complete, and the RAP Backup/App migration is 72% complete.
  - e. Phil Bertolini spoke to the group regarding security: phishing, malware and awareness of cyber safety. He stated that training will continue regarding these issues for County employees.
  - f. Mary Gaissert spoke regarding the Imaging System Replacement. There were responses from two vendors and they will come up with a recommendation for a vendor to use. She stated that the Prosecutors OakDocs project is on hold until the RFP project is finished.
  - g. The group discussed the Circuit Court Judge Switch and the Community Corrections C\*Star enhancements. Both are complete.
  - h. The same Gender Marriage License project will be completed in December 2015.
3. **DISCUSSION ITEMS**
  - a. John Cooperrider addressed replacing the Jury Management System. John Cooperrider moved to send the Jury System Replacement RFP for sizing. The motion was supported by Jeff Kaelin. The motion passed
  - b. Jody Overall discussed the Children's Village Kronos Cloud Implementation. The upgrade included time tracking, scheduling and new features for staff. Jody Overall moved to send to sizing, Barb Hankey supported. The motion passed.

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John Cooperrider motioned to approve an e-vote with a potential special meeting to address issues of E-Juror moving to open request, and using hours for RFP project & prioritizing. Supported by Jeff Kaelin. The motion passed.

- c. Mary Gaisert spoke regarding the Clerks Enhancement Budget and the request for 70 hours for changes in the imaging system, importing documents and modifying Kofax reports. Discussion followed regarding which departments to take the hours from. Jeff Kaelin moved to take 35 hours from the Medical Examiner's office and 35 hours from the Prosecutor's office and to move those to the Clerks Enhancement Budget. John Cooperrider supported the motion. The motion was approved.

The Courts/Justice Administration Leadership Group adjourned at 9:52 a.m. until January 27, 2016 at 9:00 a.m.