

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – October 25, 2016**

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

MEMBERS PRESENT: Jennifer Howden, Rebecca Schnelz, Barb Hankey

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

MEMBERS ABSENT: John Cooperrider, Joanna Overall, Jeffrey Kaelin, Brian Henderson, Bob Gatt

OTHERS PRESENT: Phil Bertolini, Janette McKenna, Lisa Czyz, Carl Wilson, Joellen Shortley, Cassy Zakens, Ed Poisson, Kevin Bertram, Dave Golaszewski, Kary Goisdzinski, Brian Smith, Shashi Crowda, Mary Morgan, Bill Jobes, Janet Brinker, Thom Hardesty, Mary Ann Jerge, Tammi Shepherd, Jim Taylor, George Miller

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

1. **APPROVAL OF MINUTES:** Moved by Howden supported by Bujak the minutes of the July 26, 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 the vacancy rate is at 10%, the lowest since 2010. Nine positions were filled and two new positions were created.
 - b. Janet Brinker addressed the group about PeopleSoft. Phil Bertolini spoke regarding PeopleSoft and options of new technologies. He stated that vendor demonstrations are scheduled for February 2017. The group reviewed the planned maintenance and upgrades specifically regarding the following projects: Prosecutors OakDocs, Animal Control Shelter, Jury System Replacement RFP, Enhance eTickets for Misdemeanor Payments (which will go live next week), Children's Village Case Management System RFP (reviewing responses received), OC Medical Examiner EB (added new fields).
 - c. The group discussed the projects on the Master Plan Activities and gave updates. The summary of delivery was given by Janette McKenna. The total delivery is at 98%. It was stated that enhancement hours can be traded with other departments without a Leadership Group vote. If additional hours are needed, the group must vote.
3. **2017-2018 MASTER PLAN PRESENTATION**
 - a. Janette McKenna gave the presentation and concluded that 71% of hours are for fixed items and 29% are for discretionary. She went over the schedule for the 2017 and 2018 meeting dates. All meetings begin at 9:00 a.m. She gave the overview of the Master Plan.
 - b. Bill Jobes gave the Imaging System – Size Estimate Presentation. Chris Bujak made a motion to approve it as a project and make it number one on the priority list. Jennifer Howden supported, and the motion passed. 10,714 hours were added to the Imaging Program from the Board of Commissioners Miscellaneous Resolution #16249.

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- c. The group discussed prioritizing the projects being carried forward. Chris Bujak made the motion to add the new priorities to the top of the existing priorities list. George Miller supported the motion. The motion passed. The new priorities are as follows:
1. Imaging Program (Funded)
 - 1A. Imaging Program Management (Funded)
 - 1B. Imaging Program Remaining ETC
 2. Prosecutors OakDocs
 3. Circuit Court Judge Switch 2017 (Mandate)
 4. Circuit Court Judge Switch 2018 (Mandate)
 5. Animal Control Shelter Management Implementation
 6. Jury System Replacement RFP
 7. Enhance eTickets for Misdemeanor Payments
 8. Children's Village Case Management System RFP
 9. Electronic Death Records Integration
 10. Children's Village Kronos Cloud Upgrade
 11. Jury Management System Replacement
 12. Medical Examiner Case Management System
 13. Enhance OCR for Vital Records
 14. Probate Court Workflow Enhancement
 15. Children's Village Case Management System
 16. Citizen Engagement Budget – Courts LG
 17. Mandates EB
 18. Courts Justice Administration Enhancement Budgets
 19. Courts Sizing Budget
- d. Janette McKenna reminded everyone to work with the Fiscal Services analyst on projects that require software or hardware purchases if there are additions, changes, etc.
- e. Motioned by Chris Bujak, supported by George Miller to elect the officers of the 2017 Courts/Justice Administration Leadership Group as follows:
- Chair – Rebecca Schnelz
 - Vice Chair – Joanna Overall
 - Recording Secretary – Jennifer Howden
- The motion passed.

The Courts/Justice Administration Leadership Group adjourned at 9:56 a.m. until January 31, 2017 at 9:00 a.m.