

**OAKLAND COUNTY  
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP  
Meeting Minutes – January 27, 2016**

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

**MEMBERS PRESENT:** Jennifer Howden, Brian Henderson, Joanna Overall, Rebecca Schnelz, Jeffrey Kaelin, Barb Hankey

**ALTERNATE MEMBERS PRESENT:** Joanie Toole, Diana Carver

**MEMBERS ABSENT:** John Cooperrider, 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, Bill Jobes, Mary Gaissert, Kristine Powers, Thom Hardesty, E.J. Widon

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 October 21, 2015 meeting. Barb Hankey supported the motion. The minutes were approved.
2. **QUARTERLY STATUS REPORT:**
  - a. The Vacant Position Report was provided by Janette McKenna who stated that with the three positions that were filled in January of 2016, the vacancy rate is at 12%, with 19 vacancies.
  - b. Janette McKenna spoke regarding the status of e-Government, Internal Services, Technical Systems Activity.
  - c. Mary Gaissert gave an update regarding the Planned Maintenance/Upgrades and Master Plan Activity Status. She stated that the server upgrades are complete. Also, Business Objects upgrade is in progress and IT is anticipating Go Live in February.
  - d. Mary Gaissert reported the Circuit Court Judge Switch 2014 was completed at the end of October, 2015; the Same Gender Marriage License project was completed last quarter; and she stated that the Juvenile Mainframe project is on hold.
  - e. The Animal Control Web Licensing and Implementation will be complete at the end of January.
  - f. Janette McKenna addressed the hours on the Master Plan Analysis.
3. **DISCUSSION ITEMS**
  - a. Rebecca Schnelz addressed the group regarding moving the Same Gender Mandates and the eJuror items to unallocated, and the other items to open request. This would free 1,198 hours to go into unallocated hours. The motion to do so was made by Chris Bujak and was supported by Jennifer Howden. All in favor, the motion passed.
  - b. Motion made by Chris Bujak to move 328 hours from unallocated to replenish the Citizen Engagement Budget, Jeff Kaelin supported. The motion passed.
  - c. Jeff Kaelin moved to approve the size estimate of the Jury System Replacement RFP. Chris Bujak supported the motion. The motion passed.

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- d. Chris Bujak moved to change the prioritized items – Imaging Juvenile and Adoptions Documents and the Jury System Replacement RFP to different priority orders. Jeff Kaelin supported. The motion passed.
- e. Joanie Toole spoke regarding the Animal Control Kiosks for Dog Licenses and made a motion to request for sizing. She also requested 75 hours for the annual dog census. The Animal Control Shelter Management Revised Approach will be reduced by 761 hours and will be moved to unallocated. Supported by Barb Hankey. The motions passed.
- f. Jennifer Howden addressed the Clerk's EB – requesting 40 hours to modify Court Explorer to charge .30 a page instead of \$1 a page for transcripts. Discussion followed. Jennifer also stated that the Concealed Pistol Application that was put on-line can no longer be used due to changes in the State law and changes to the mandated form.
- g. Moved by Jennifer Howden supported by Chris Bujak to move unallocated hours to each enhancement budget for those addressed. The motion passed.
- h. Janette McKenna asked the group to get new project plans and requests to size to IT by March for preparation.

The Courts/Justice Administration Leadership Group adjourned at 9:45 a.m. until April 20, 2016 at 9:00 a.m.