

**OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – April 20, 2016**

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

MEMBERS PRESENT: Jennifer Howden, Brian Henderson, John Cooperrider, Rebecca Schnelz, Jeffrey Kaelin, Barb Hankey

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

MEMBERS ABSENT: Joanna Overall, 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, Shashi Crowda, Mary Morgan, Jeanette Miracle-Leshan, Julie Bills

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 27, 2016 meeting. Leigh-Anne Stafford 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 six positions that were filled and the three new positions that were created, the vacancy rate is at 12%, with 19 vacancies.
 - b. Mary Gaissert gave an update regarding the Planned Maintenance/Upgrades and Master Plan Activity Status. Business Objects upgrade was completed in the last quarter, and the Judge switch was completed.
 - c. Janette McKenna addressed the hours on the Master Plan Analysis.
3. **DISCUSSION ITEMS**
 - a. Rebecca Schnelz stated that the correct number of unallocated hours is 786, instead of 658 as stated on the agenda. Discussion followed regarding the Animal Control Web Licensing Implementation – Closed – 3 hours over allocation, the Access to Sealed Circuit Court Cases – Closed – 7 hours over allocation, and the Mandates EB – currently 10 hours over allocation. Moved by Howden supported by Kaelin to move 20 hours from the 786 to the appropriate EB budgets to cover the overages. The motion passed.
 - b. Jennifer Howden addressed the group regarding the Clerks EB Request – 60 hours to address the assignment of infectious disease cases. Moved by Kaelin supported by Stafford to move 60 hours from the unallocated hours to the Clerk's EB to cover this project. The motion passed by voice vote.
 - c. Jeanette McKenna addressed the 2017/2018 Master Plan, the projects and the ROI savings. A list of 25 projects with their ROI savings was distributed.
 - d. Phil Bertolini addressed the leadership group regarding sizing. He stated there are 107 sizing hours remaining. The average sizing need is 20 hours per project. Given the sizing hours remaining, the time period available to size projects, and the number of projects submitted, 193 additional hours are required to be able to

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size projects. This is the maximum number that can be sized in the time available. Numbers 5 & 6 on the list – Circuit Court Judge Switch 2017, and Circuit Court Judge Switch 2018 are already sized. The limitation on sizing hours available means that the 23 projects left on the list must be shrunk to a list of 15 projects.

- e. Each item on the list of projects was addressed by the representative of that department. After questions, answers and discussion on each item the group decided that the Animal Shelter Kiosk Forms, Case Evaluation Application Enhancement, CStar Document Integration, eFiling Requirements and Process Definition, Electronic Docket Display in Courthouse Lobbies, Medical Examiner Imaging Solution and MiCSES Imaging Interface will not be sized at this time. The ME project and the MiCSES project will be covered under the implementation of the new document management system project. The CStar Application Replacement and CStar Appointment Scheduler Replacement projects will be combined. This brings the project list to 15 projects.
- f. Moved by Cooperrider supported by Kaelin to accept the list for sizing. The motion passed.
- g. Moved by Bujak supported by Kaelin to move 100 unallocated hours to the Circuit Court EB budget to address the eFiling Requirement and Process Definition project. The motion passed. That leaves 606 unallocated hours.
- h. Rebecca Schnelz stated that the July 27, 2016 meeting date will change to July 26, 2016.

The Courts/Justice Administration Leadership Group adjourned at 10:42 a.m. until July 26, 2016 at 9:00 a.m.