

**OAKLAND COUNTY  
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP  
Meeting Minutes – July 22, 2015**

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

**MEMBERS PRESENT:** Brian Henderson, Rebecca Schnelz, Jeffrey Kaelin, Barb Hankey

**ALTERNATE MEMBERS PRESENT:** Betsy Hysell, Diana Carver, Heidi Walling, Chris Bujak

**MEMBERS ABSENT:** John Cooperrider, Jennifer Howden, Joanna Overall, Bob Gatt

**OTHERS PRESENT:** Phil Bertolini, Rhonda Mohlman, Vicki Nellis, Ed Sager, Laura Parker, Kary Goisdzinski, Janet Brinker, Janette McKenna, Ed Poisson, Kevin Bertram

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

1. **APPROVAL OF MINUTES** Chris Bujak moved to approve the minutes of the April 22, 2015 meeting. Jeff Kaelin supported the motion. The minutes were approved.

Discussion followed regarding changing the recording secretary from John Cooperrider to Jennifer Howden.

**2. QUARTERLY STATUS REPORT:**

- a. The Vacant Position Report was provided by Janette McKenna who stated that three positions were filled and the vacancy rate is at 17%.
- b. Ed Sager spoke regarding the status of e-Government, Internal Services, Technical Systems Activity, Rewriting Separate Web Services from Ecommerce Environment, and the G2G Cloud Solutions Marketing Budget projects.
- c. Mary Gaissert addressed the Access to Sealed Circuit Court Cases, Juvenile Mainframe to State TCS, Imaging System Replacement RFP, and the Prosecutors OakDocs projects.
- d. Mary Gaissert stated that Judge Nichols will be retiring, so IT has started planning the Circuit Court Judge Switch 2015 project.
- e. Janet Brinker gave an update on Animal Control program as well the program for Medical Examiner.
- f. Carl Wilson gave updates on the Office 365 conversion project and stated that they are ahead of schedule. He also informed the group that the RAP installation is complete.

**3. DISCUSSION ITEMS**

- a. Rebecca Schnelz motioned to move Discussion Item (a) Enhance eTickets for Misdemeanor Payments – Size Estimate Presentation (District Court) to Item (e) on the agenda, and to add as Item (a) EDRS plan to resize. Barb Hankey supported. The motion carried by voice vote.  
Heidi Walling motioned to resize the EDRS plan to two phases. Chris Bujak supported. The motion carried. Phase one will still be priority 13 with 125 hours. Phase two will be on the next master plan for development and implementation. 501 hours will be added to the unallocated hours total, bring the new total for unallocated hours to 1,092.
- b. Kevin Bertram and Mary Gaissert discussed the request to replace PCs at Friend of the Court and the Prosecutor Family Division. The state PCs are to be

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- returned by April 2016. Phil Bertolini stated that the County will store the PCs until the State retrieves them.
- c. Mary Gaissert and Kevin Bertram addressed making changes mandated to stop indicating male/female on marriage license applications, and to make them gender neutral. Heidi Walling stressed the high priority. She told the group that there are no final forms yet from the State. The group discussed the possibility of phasing in the changes.
  - d. Mary Gaissert addressed the Community Corrections C\*Star enhancements to add functionality. Rebecca Schnelz spoke to the priority of sizing because of funding.
  - e. Brian Henderson discussed enhancing e-tickets for misdemeanor payments. Motion made by Chris Bujak to hold off voting on this item. Betsy Hysell supported. The motion carried.

Rebecca Schnelz moved to approve sizing of the Community Corrections, Same Gender Marriage and FOC computer replacement. Heidi Walling supported. The motion passed.

Discussion followed regarding re-organizing priorities in the master plan for the unallocated hours based on the assumption that there would be sufficient hours for all projects.

Moved by Betsy Hysell supported by Barb Hankey to re-organize the priorities as follows:

- #4 – Circuit Court Judge Switch (approved)
- #5 – Community Corrections C\*Star Enhancements (pending)
- #6 – Same Gender Marriage (pending)
- #7 – Access to Sealed Circuit Court Cases (approved and currently priority #5; will be reprioritized if the other projects are approved)
- #8 – FOC Prosecutor PC Replacement (pending)
- #16 – Enhance eTickets for Misdemeanor Payments (pending)

The motion for re-organization carried.

Barb Hankey motioned to approve use of an e-vote to approve FOC, Community Corrections and Same Gender Marriage and District Court Enhanced eTickets following sizing with the understanding that the majority vote will carry even if a member does not cast his or her e-vote. Jeff Kaelin supported. The motion carried. It was clarified that due to the timing issues for the Community Corrections project, it is possible there may be two e-votes necessary.

The Courts/Justice Administration Leadership Group adjourned at 10:00 a.m. until October 21, 2015 at 9:00 a.m.