

OAKLAND COUNTY
COURTS/JUSTICE ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes – August 2, 2022

MEMBERS PRESENT: John Cooperrider (Chairperson) Jennifer Howden (Vice Chairperson), Heather Calcaterra

ALTERNATE MEMBERS PRESENT: Chris Bujak

OTHERS PRESENT: Alexandra Black, Janet Brinker, Dawn Clark-Pitts, Brett Dery, Dawn Everly, TJ Fields, Kary Goisdzinski, Mary Gosine, Thomas Grossman, Betsy Hage, Karen Hitchcock, Janette McKenna, Tammi Shepherd, Mike Timm, Lisa Czyz, T.J. Tabin, Mary Anne Jerge, Pete Menna, David Williams, Diana Carver, Eric Schmidt, Cas Miarka.

1. John Cooperrider called the meeting to order at 9:04 a.m.
2. Moved by Pete Menna supported by Brett Dery to approve that the minutes of the April 26, 2022 meeting be approved. There were no objections.
3. Janette McKenna gave a report on the vacant positions. There are currently 15 vacancies creating a 9.5% vacancy rate. This is down from 16 vacancies last quarter.
4. Planned Maintenance/Upgrades: Karen Hitchcock updated regarding the clerks Kofax upgrade; currently in user acceptance testing.
5. 2021-2022 Master Plan Activities: Imaging Program mgmt.; Imaging SC meetings continue to be held on regular basis. Imaging Program – Clerk, Circuit, & FOC Migration; EDMS was shut down 5/1/22 and all users moved to Laserfiche, clerks report development in progress, 6/7 issues identified by judges have been fixed, all project tasks marked complete and waiting for sponsor signoff. Imaging Program - Prosecutor Implementation; 19/20 UAT issues completed, UAT completion target 8/5/22, planned phase approach to onboard users in September. Imaging Program Medical Examiner; Data migration programs tested, UAT planned 8/16-8/3, target implementation October. Circuit Court Judge Switch; Completed 2 Judges switches. Redact PII Data on Court forms; Implementation completed 4/1/22 in post-production support. Courts Mandate Program Budget; In process. Criminal Justice Reform Compliance; Kick off mtgs completed, customer req. mtg. and documenting mtgs. in process, mainframe analysis in process. Case Mgmt. System RFP; Req. completed, RFP detail in process, target date 8/11/22. FOC Security audit; Initial Mtg. with Dewpoint to review artifact collection - waiting for assessment, met with Trace 3, scan device received. Clean Slate; Completed business req., in system design phase, working to restore files from microfilm to county drive. JOS replacement; Remediation efforts continue, new business reqs. provided regarding treatment courts, rollout for UAT for face sheet early August. Courts Justice

Administration; enhancements include new doc types for Kofax import for probation, updates to attorney rotation for MIDC, updates to victim notification. Oxford Incident Support; continued support related to customer UI fir sending emails to victims.

6. Leadership Group Specific Items:

a.) Courts

- I. Courts Record & Email Changes- Request to size for 2023 Master Plan, moved by Chris Bujak supported by John Cooperrider to approve. There were no objections.
- II. 114 hours added to Judge Switch 2022 from eGov unallocated – informational.

7. 2023-2024 Master Plan: Project Scope & Approach and ROI Sizing Presentations - All projects were presented and prioritized.

8. Next meeting is scheduled for October 25, 2022. Invites to be sent shortly.