



WASHINGTON  
COURTS

## DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, APRIL 15, 2010

9:30 A.M. TO 12:00 P.M.

CONFERENCE CALL #: (360) 407-3780 pin # for participants: 354377#

pin # for AOC: 362668#

### APPROVED MEETING MINUTES

**Members Present:** Rich Johnson, Chair, Larry Barker, Jenni Christopher (for Carl McCurley), William Holmes, Frank Maiocco, Barb Miner, Chuck Ramey, and Judge Brian Tollefson.

**AOC Staff:** Dirk Marler, Jennifer Creighton, Manny Najarro, and Kathie Smalley.

#### Call to Order

Introductions were made and the March 18, 2010 meeting minutes were approved, as submitted.

#### Previous Action Items Review

- Mark Allen, Snohomish County, was added to the Superior Court DX Imaging Work Group.
- Accounting data in the warehouse (to be discussed).
- Manny Najarro to report on the VRV pilot court assessments.

#### Open Action Items

- o Barb Miner and Jeri Cusimano will collaborate to fill out and submit one formal request for *Superior Court and CLJ Accounting Requirements in EDW*, on behalf of both Superior and CLJ court levels, to Jennifer Creighton. *Due by April 23, 2010.*
- o Jennifer Creighton will review/assess the request against previous information received with regard to scope, articulate the business need and amend as appropriate, and provide to Rich Johnson for review. *Due by April 30, 2010.*
- o AOC will post the finalized draft for committee reference prior to next DMSC meeting. Once approved, the DMSC will submit a recommendation supporting the request for consideration by the JISC. *Due by May 20, 2010.*
- o Barb Miner will be added to the Superior Court DX Work Group for Imaging.
- o Manny Najarro will determine the value in adding an additional Docketing Work Group representative, and report back to the DMSC.
- o Judge Brian Tollefson will communicate with the Pierce County Presiding Judge and Andra Motyka to invite and encourage participation in both the Calendaring and Imaging Work Groups.
- o Mr. Najarro will distribute the summary and detailed level plans covering both the VRV extended pilot and the Superior Court Data Exchange work groups to the DMSC. The committee will determine how much they want to delve into this information at the next meeting. *Due prior to May 20, 2010.*

#### Enterprise Data Warehouse (EDW) Update – Jennifer Creighton

##### *EDW Monthly Project Status Report*

The Superior Court caseload reports are scheduled to go into production on April 21. An informational email went out to the respective distribution lists on April 9, and a follow-up email will go out prior to the Release.

In addition to the listed items on the status report, the EDW team will be working on approximately 170 hours' worth of legislative changes required to be made in the data warehouse (with a June 10 deadline).

#### *Superior Court and CLJ Accounting Requirements in EDW*

The Data Management Steering Committee has agreed to proceed with accounting data in the warehouse as the next target (specifically setting up an accounting data mart to support warehouse functionality for accounting data for both superior and limited jurisdiction courts). The next steps are to have the interested parties submit a formal court business request, committee review and approval, and formally submit the request to the JISC for consideration. (See "Open Action Items" above.)

#### **Data Exchange Update – Manny Najarro**

##### *Vehicle Related Violations Data Exchange (VRV DX) Status Update*

The VRV Extended Pilot Prospect List was updated with a focus on overall court readiness, and ranked in order of best fit. The first 6 courts listed have a very high level of fit, while Clark and Cheney are not necessarily viable at this time. AOC is recommending the top 6 courts for pilots, noting that one more possibly viable court has submitted interest and may be added to the initial 6 listed. It is preferable to exercise the solution with those courts that have multiple jurisdictions, higher volumes of tickets, parking and any other types of tickets. Additionally, there are two vendor products in use by the identified court pilots. A successful collaboration with court vendors and their LEA partners will lead to potential downstream benefits for others wanting to take advantage of VRV.

Next steps will be reaching out to the top 6 or 7 courts, and providing them with preliminary planning, preparation, and discussions they will need to have with their local LEAs and the target vendors. Following that, they will go through an exercise of development and AOC will help them get to the pilot (to begin no sooner than November, and completed sometime in the April to June timeframe). Long term planning will also include collaboration with the Department of Information Services in regards to the capabilities of their environment to allow the courts to send the tickets up through DIS and then to AOC. (See "Next Steps / Motions / Decisions" below.)

##### *Superior Court Data Exchange (SC DX) Status Update*

Manny Najarro presented a revised Superior Court DX Timeline overview, with an update on milestones. From project initiation, the existing vendor (Cayzen) got started later than planned and pushed everything out, however all the primary work will still be accomplished as shown in the timeline's outline. Of specific note, are the three specific Work Groups (Docketing, Calendaring, and Imaging) and their respective timelines. Two goals for the work with Pierce County are to eliminate the manual double data entry, and to eliminate the AOC's cost of supporting that process. The broader intention is to widen the gate and make the pipe flexible enough to handle a larger demand requirement, and not have it tied to Pierce.

The Calendaring Work Group was moved ahead of the Document Imaging Work Group in order to take advantage of what the vendors already know, do the analysis up front, and build a model for what the requirements are, well ahead of any interaction with the courts. The goal for completing the requirements effort is early August 2010. By October, the requirements and how many data exchanges will have to be built, to support these three targeted areas, will be known.

Mr. Najarro then presented the updated Superior Court DX Work Group list, noting that both Thurston County Superior and Yakima County Superior courts are at a Low level of fit and interest. The committee agreed to remove them from the list. Barb Miner volunteered for the Imaging Target DX Work Group and will be added to the list. (See several “Open Action Items” above relating to the Superior Court DX Work Group list.) Rich Johnson added that he wanted to be sure the Superior Court Judges were being included in these efforts if there was interest in participating, and Judge Tollefson agreed to coordinate any efforts along those lines with Judge Wynne.

Similar to the VRV extended pilot, the next steps would be planning, preparation, and formalizing engagement with these groups (Docketing, Calendaring, and Imaging) at the appointed time. Mr. Najarro will share summary and detailed level plans, covering both the VRV extended pilot and the Superior Court Data Exchange work groups, with the committee. (See “Open Action Items” above.)

### **Next Steps / Motions / Decisions**

- **Motion:** Rich Johnson moved that the DMSC adopt the prospect list as presented and instruct the AOC to move forward with the VRV Extended Pilot project (specifically focusing on Court ID #'s 1, 2, and 3 with the objective of making it through 4, 5, and 6). If an additional court should qualify, that court can be added later. **Motion passed.**
- **Decision:** The committee agreed for the Project Manager to go forward with the Superior Court DX Work Group list as proposed, pulling Thurston and Yakima, adding Barb Miner from King County, and specifically reaching out to Pierce requesting their participation and adding them if interested.

Meeting adjourned 11:00 a.m.

### **Future Meetings**

- May 20, 2010, 9:30 a.m. – 12:00 p.m., Conference Call
- June 17, 2010, 9:30 a.m. – 12:00 p.m., Conference Call
- July 15, 2010, 9:30 a.m. – 12:00 p.m., Conference Call