



WASHINGTON  
COURTS

## DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, MAY 20, 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, Jenni Christopher (for Carl McCurley), Jeri Cusimano, William Holmes, Lynne Jacobs, Frank Maiocco, Cynthia Marr (Alternate), Barb Miner, Chuck Ramey, Judge Brian Tollefson, and Siri Woods.

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

#### Call to Order

Introductions were made; Jeri Cusimano announced that Lynne Jacobs of Issaquah Municipal will be formally appointed to the DMSC, with Cynthia Marr of Pierce County District as her alternate. The April 15, 2010 meeting minutes were approved, as submitted.

#### Previous Action Items Review

- Barb Miner and Jeri Cusimano submitted a draft request for accounting requirements in the warehouse. Jennifer Creighton will review it and return it to them with any comments. Once finalized, the request will be sent to the committee members for review before submitting to the AOC governance process.

Jeri Cusimano asked about the possibility of being able to run reports against the accounting data mart with regard to people making online payments through a vendor. Jennifer Creighton suggested submitting as a separate request.

- Judge Brian Tollefson spoke with Andra Motyka and Kevin Stock of Pierce County, and Andra thought Kevin should make the call for additional invites for the work groups, if desired. No new names have been submitted.

#### Open Action Items

- o Once Jennifer Creighton has reviewed the Superior/CLJ request above, she will distribute it to the committee, and will report on progress at the next meeting.
- o Manny Najarro will talk with the Superior Court Data Exchange project team at AOC to get more information with regard to the value in including Juvenile court staff in the Calendaring and/or Docketing Work Groups.

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

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

The Superior court caseload reports went into production April 21 as planned, and are running out of the warehouse now with no known issues. The reports published to the web have a new look and more functionality, providing PDF and Excel (new) versions.

The Data Warehouse team has been busy catching up, and additionally working on an unexpected task having to do with a data transfer of AOC's accounting data between the

Office of Financial Management (OFM) and the AOC, due to OFM acquiring a new system. This project will be reflected on the next status report and should be complete by June 30, 2010.

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

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

Manny Najarro presented expanded detail for the VRV work in process, including the following: Milestone Overview (summary view on key areas of work, outlining work with the vendor partners), Project Timeline, Operational Readiness Work Plan (high-level view of the work involved and the respective support), and the Project Schedule.

A kick-off meeting is scheduled for June 4 with the VRV Pilot courts at the SeaTac location to discuss critical things the courts should know, coordinate and plan for, and an afternoon briefing with the vendors and County IT staff to prepare for implementation. The work planned will drive the project team all the way to the end of September.

Bellingham Municipal Court was added to the VRV Pilot group list, and staged as Medium fit. Mr. Najarro asked for the committee's blessing on this addition to the list.

CodeSmart (new vendor assisting AOC in getting VRV operationally ready for transition for pilot) will work with AOC to complete the work outlined in the Milestones and to stage the work, with the bulk of the pilot program being driven by AOC. By October, the vendor will completely transition out and AOC will be exclusive for continuous on boarding (managing the pilot, and then after). If one of the first six courts should fall off the schedule (for whatever reason), they will move down and another court will move up to continue the process moving along.

For future DMSC meetings, the Milestone Overview and the Timeline (as they are updated) will be provided, and the Work Plan and Project Schedule provided only if significantly altered.

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

The same four documents provided for VRV above were presented for the Superior Court Data Exchange, with a lot more detail because it is in a requirements phase and has not yet been developed. The Charter and Plan are what holds the vendor accountable. The kick-off for another requirements work group focusing on Calendaring has been set for May 26, and following that will be the Document Imaging work group.

By end of summer (for the Calendaring piece), Mr. Najarro would like a subset of the DMSC or the Work Group to review: 1) the final data requirements coming out of Pierce, and 2) a draft super list of 2-3 courts to determine whether the super list would be valuable to courts across the state, and to finalize that list for consideration and validation. King, Pierce, and Spokane Counties were suggested as viable choices for that subset.

It was discussed to consider involving some Juvenile Courts (that have Clerks) with the Superior Court Data Exchange Work Groups for Calendaring/Docketing in the event there is some opportunity for exchanging data with them. **ACTION ITEM:** Mr. Najarro will talk to the project team to get more information for further discussion.

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

- Once the 6-7 week window for the SC DX work groups starts up, everybody needs to be ready to partner up and get the work done in that scheduled timeframe. The piece around business requirements is key for finishing the technical design in the December timeframe.

Jeri Cusimano announced that she will not be on the June 17 conference call because she is retiring. She thanked everyone on the committee for their professional intelligence and making things happen, and including her and her court in the VRV pilot.

The committee also thanked Jeri for her contributions made on the committee's behalf and gave credit to her and her staff, and the project team at the AOC, for making the VRV pilot a success.

Ms. Cusimano also passed the torch to Lynne Jacobs and Cynthia Marr to continue pushing towards a data exchange project to be able to transfer warrant information directly into the Washington State Criminal Information Center (WASIC).

Meeting adjourned 10:35 a.m.

### **Future Meetings**

- 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
- August 19, 2010, 9:30 a.m. – 12:00 p.m., Conference Call