



WASHINGTON  
COURTS

## DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, JULY 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, Lynne Jacobs, Frank Maiocco, Cynthia Marr, Barb Miner, and Siri Woods.

**AOC Staff:** Manny Najarro, John Howe, and Kathie Smalley.

#### Call to Order

Introductions were made. Rich Johnson suggested changing "Open Action Items," 2nd bullet, by replacing "Juvenile Clerks" with "Juvenile court staff," and the May 20, 2010 meeting minutes were approved.

#### Previous Action Items Review

- Manny Najarro reported there was no specific requirement to put any juvenile court people on any of the DX workgroups because they are already being engaged as a matter of process.

#### Open Action Items

- o Once Jennifer Creighton has reviewed the Superior and Courts of Limited Jurisdictions' request for accounting information in the data warehouse, she will distribute it to the committee and report on progress at the next meeting. *(from May 20, 2010)*
- o Rich Johnson will speak with Jeff Hall and Vonnie Diseth about the first action item, AOC's analysis and the governance aspect of it, and will also discuss solutions for assisting Pierce County with the data exchange pilot. *(due August 19, 2010)*

#### Enterprise Data Warehouse (EDW) Update – John Howe (for Jennifer Creighton)

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

For information, please refer to the Monthly Status Report, through July 15, 2010, for Enterprise Data Warehouse Maintenance, included with the meeting materials.

##### *Superior / CLJ Accounting Request Progress Report*

John Howe reported the project is under review by the Administrative Office of the Courts (AOC) Business Analysts and is moving forward.

Manny Najarro stated the project was sitting in the governance process queue and as such has not been initiated as a project yet. Rich Johnson stated the DMSC had endorsed it and AOC was to come back with the sizing for scope and analysis so the committee could then decide whether to push it on to the Judicial Information System Committee (JISC).

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

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

Manny Najarro reported there had been enough activity going forward to be able to provide the committee with an updated Master Plan Summary at the next DMSC meeting. Via email voting, the committee approved Bellingham Municipal Court to be added as #7 on the pilot staging list. If something changes with the first six courts, they would get on the schedule.

VRV is currently on schedule, and AOC's team is getting ready to finish the next round of technical assessments for the pilot courts with the vendors and shared IT staff by end of August. Performance testing will ramp up and VRV should be locked down for a final Go / No Go decision for the pilot courts by end of September. Issaquah, Kirkland, and Lakewood are scheduled for pilot in November. The next pilot group will go through the same steps (AOC looking to perfect the VRV solution, on-boarding process, and requirements for a statewide rollout) to then turn it over to operations and communicate to the courts that the VRV solution is ready for business. Performance testing will also be conducted with the Department of Information Services (DIS) to determine the load handling capabilities.

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

The AOC has completed analysis and documentation of the business requirements with Pierce County Superior Court, and they have signed off on a requirements package on a set of candidate data exchanges, and on AOC's modeling of their business process. AOC's technical staff will perform further analysis and inform their design efforts.

The Calendaring Workgroup (consisting of Clallam, Kitsap, King, and Spokane) has completed their work on behalf of the Superior Courts. In conjunction with the AOC team, they have developed their requirements, local process workflow efforts, and mutually signed off on a set of candidate data exchanges specific to calendaring, that if built as presented will satisfy the business needs of the various courts.

Recognizing the work in Pierce would set the stage for later work due largely to the case docketing aspect of it, but some of the calendaring as well, AOC worked with King and Spokane staff to capture that information. Specific challenges include reconciling the specific data needs because most of what is being built for Pierce allows for shipping of data from Pierce's LINX to JIS and SCOMIS, or pushing it to AOC; for Calendaring, it's more about pulling the data (which will include a fair amount of overlap on the data itself) - all of which has been vetted and documented.

Pierce County has informed AOC they are currently experiencing budgeting, staffing, and timing issues that are creating a big problem for them to stay committed for going into pilot, which is scheduled for October this year. Pierce and AOC are currently working together to determine what the costs will be, how many programmers will be required, and what all is involved for the pilot, and then Pierce will be able to advise on what they can do. (*See Next Steps / Motions / Decisions below*).

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

- Rich Johnson will follow up:
  - 1) With Jeff Hall and Vonnie Diseth regarding the status of the data warehouse expansion to include accounting data, the analysis at AOC, and the governance issues with regard to the DMSC.
  - 2) Working with Pierce and AOC to find some solution for keeping the docketing portion of the data exchange project on schedule and in accordance with the timeline.

Meeting adjourned 10:30 a.m.

## **Future Meetings**

- August 19, 2010, 9:30 a.m. – 12:00 p.m., Conference Call
- September 16, 2010, 9:30 a.m. – 12:00 p.m., Conference Call
- October 21, 2010, 9:30 a.m. – 12:00 p.m., Conference Call