

**APPROVED MINUTES  
DATA MANAGEMENT STEERING COMMITTEE (DMSC)  
October 16, 2008 9:30 a.m. to 12:00 p.m.  
Conference Call**

**Members Present:**

Mr. Richard Johnson, Chair  
Ms. Jeri Cusimano (*Alternate*)  
Mr. William Holmes  
Mr. Frank Maiocco  
Mr. Carl McCurley  
Ms. Barb Miner (*Alternate*)  
Mr. Chuck Ramey  
Ms. Siri Woods

**Members Absent:**

Mr. Larry Barker  
Judge Michael Lambo  
Judge Brian Tollefson

**AOC Staff:**

Ms. Jennifer Creighton  
Mr. Randy McKown  
Ms. Ronee Parsons  
Mr. Gregg Richmond  
Ms. Kathie Smalley

**CALL TO ORDER**

Mr. Rich Johnson called the conference call to order at 9:35 a.m.; introductions were made.

The corrected minutes for the August 21, 2008 meeting were approved. The minutes for the September 18, 2008 Conference Call were approved.

**REVIEW OF ACTION ITEMS FROM SEPTEMBER 18, 2008**

Action Item	Responsible Party(s)	Completed / Date
Mr. Johnson to meet with Randy and Gregg re: selection of the Data Exchange vendor to discuss worthiness for the job.	Gregg, Randy, Rich	Completed / 11/13/2008
Mr. Johnson requested the Data Warehouse item remain on the Agenda for the next meeting in order to keep up on the final stages.	Jennifer Creighton	Completed / 10/16/2008 & Ongoing

**ACTION ITEM:** Add a new section to all future agendas, called "Review of Pending Requests" as the final item prior to "Future Meetings," section to review/discuss the validity of the request(s), and to develop priorities/timelines to take back to the JISC and present the committee's recommendation(s).

**JISC UPDATE**

Mr. Rich Johnson reported there had not been another JISC meeting since the last time the Data Management Steering Committee (DMSC) had met. Mr. Johnson commented that the funds that have been allocated are capable of fulfilling the things AOC said they wanted to do for the rest of the fiscal year, so we're on track to push forward full speed ahead with the exchanges that have been prioritized.

**ACTION ITEM:** Barb Miner asked that the DMSC be updated regularly on the status of other ancillary efforts that are related to the data exchange program, i.e., service enabling, etc., so the committee can understand what the relationships are. Mr. Johnson stated that should become standing Agenda item.

Mr. Gregg Richmond added that the AOC has been working on crafting an RFP to get started on the modernization and integration effort and hopes to have, by the December meeting, the initial vendor responses and estimated costs associated with that.

Mr. Bill Holmes asked how the AOC's work with data provision to JDAI (Juvenile Detention Alternatives Initiative) fit under a DMSC responsibility for oversight. Mr. Carl McCurley explained that the AOC's Research group has been providing assistance to five JDAI sites in Washington State in order to work with their detention related data at the detail level to come up with a state

level aggregated report that will be comparable across sites and across time. He further explained that this type of exchange is a “data sharing” as opposed to a “data exchange,” and that these types of projects are typically ad hoc data sharing exchanges.

**ACTION ITEM:** Mr. Johnson requested that Randy McKown and Jennifer Creighton look at what we have as a definition for Data Exchange and come up with a proposed definition for “Data Sharing,” and then a discussion can be had as to whether or not there is a difference, and/or if this particular effort or others like it should come under the auspices of the DMSC. He added the committee needs to have the definition, usage, and vehicle for providing components in order to make the ultimate determination of responsibility.

Gregg noted that the JISC wants to go over the Data Exchange Strategic Business Plan and will put it on the Agenda for the next JISC meeting on 10/24, with Rich Johnson presenting.

## **ENTERPRISE DATA WAREHOUSE**

Mr. Johnson stated he felt it vital to establish expectations and inform the court users on what they will or won’t see, and focusing on follow-up training.

### ***Monthly Status Report (MSR)***

Ms. Jennifer Creighton reported that a lot has transpired with the data warehouse. On the 30th of September, the contract with VIP (the consultant) was closed out, and the AOC put into production the statewide data repository and some statewide reports that didn’t require security. On October 15, AOC implemented the data marts and the universes that sit on top of those so that court users can go in and create all the ad hoc queries that they want now. Canned reports are slated as the next phase of the project. Queries for all the different court levels will be implemented between now and the end of the year. Go Live means making BOXI available for court users with a RACF ID. An announcement was released 10/15 to the steering committees and to the administrative listservs; a similar announcement was posted on Inside Courts, along with a link for training planned throughout November and December and a list of Frequently Asked Questions.

Ms. Siri Woods said the Clerks are concerned about whether they will be able to query the live data they want, and whether the tables are going to be available. Ms. Creighton responded that the courts will always be querying against the data warehouse, which will be data up through close of business the night before. AOC recognizes the Superior Courts have certain business needs for real time data, and when they advise the AOC of those needs and the solution, the AOC will create a report or query that reads live data for them, but they will not be able to write their own queries against that live data.

Ms. Miner asked if there was a time frame for the courts to identify all the different queries they need to be special, not to the data warehouse, but to real time data. Ms. Creighton said with Hyperion and Brio going away by end of year, the AOC needs to know about those ASAP in order to meet that deadline.

This discussion led into the need for a superior court user group to assist with prioritization of queries and reports to convert to Business Objects.

**ACTION ITEM:** Ms. Miner agreed to take the lead and said she would send an email out to ask for 2-4 members from the clerks and include information on the courts’ responsibility to rewrite their own local-level written reports/queries originally created in Hyperion. Frank Maiocco will ask the court administrators for 2-4 members. Meetings will be by phone conference to identify the queries, the differences between AOC’s work to replace the canned queries, and the court’s own local list of queries for real time data and identifying those that are time sensitive.

Plans to include outsiders, such as local partners, in accessing the data using this tool is something that needs to be discussed by the committee after the completion of Phase III.

**ACTION ITEM:** Mr. Holmes asked it be reflected in the minutes to show appreciation to Jennifer and her team for the effort/accomplishment put forth to date. Mr. Richmond added that Jennifer's team put in weekends and nights to pull this thing together.

**Project Plan**

Ms. Creighton noted that the work left to do will take the team out through the end of the year.

**DATA EXCHANGE**

**Monthly Status Report (MSR)**

Mr. Randy McKown reported on the Vehicle Related Violations Data Exchange Pilot MSR, noting the specific project milestones that have been completed, and the deliverables due from the vendor. The vendor should have an architecture definition document ready by 10/24, a detailed project plan by 10/31.

**ACTION ITEM:** After AOC gets the Project Plan from the vendor around November 7, and has had time to review, then Mr. Richmond, Mr. McKown, and Mr. Johnson (or AOC's designee) will meet to review and make a decision at that time whether or not to distribute for discussion, call a meeting or conference call, or if it's just a go to report at the November meeting.

Mr. Johnson said a next step is to begin the definition and preliminary requirements for the imaging and SCOMIS/LINX exchanges. He suggested getting a head start on identifying project teams of 2-5 people to work with the AOC on Imaging Exchange. Ms. Woods is involved in a pilot project with Liberty, which covers about 20 courts, but the shift has moved to focusing on a higher level imaging exchange that would meet the needs of any imaging application by identifying the pertinent data elements that we need to exchange. Mr. Johnson noted the need for a Liberty representative (or Ms. Wood's designee), somebody from Ms. Miner's court, and maybe Snohomish and Whatcom.

**ACTION ITEM:** Committee members to provide some level of resource commitment on 11/20; Mr. McKown will provide more information in terms of courts/court levels, number of people/time investments required.

Ms. Woods thought, depending on whom we were exchanging data with, the other vendors would have requirements they would have to meet in submitting the data. Mr. Richmond responded that AOC would write one half and the other side would have to meet the standard and do the interface for their half, and Mr. McKown added that AOC would still have to do something on our end to be able to receive or extract the data and send it out.

**ENTERPRISE DATA WAREHOUSE**

**Demo of Business Objects and new Data Warehouse**

Ms. Creighton tutored interested users on the BOXI tool and accessing the data warehouse.

**NEW ACTION ITEMS FROM THIS MEETING:**

Action Item	Responsible Party(s)	Completed/Date
Put "Revise old customer requests process..." item on the agenda for the next (10/24/08) JISC meeting on their Agenda.	Gregg Richmond	10/20/2008
Add new "Review of Pending Requests" section to future meeting Agendas.	Jennifer Creighton	
Make new standing agenda item for AOC to update DMSC regularly on the status of other ancillary efforts to DX, i.e., Service Enabling.	Jennifer Creighton	
AOC look at DX definition, define proposed definition for "Data Sharing," to determine DMSC oversight of such ad hoc exchanges.	Randy McKown Jennifer Creighton	

Send email soliciting user group members from clerks, and court administrators for phone conference meetings.	Barb Miner Siri Woods Frank Maiocco	
Note in the Minutes the DMSC's appreciation to the Data Warehouse team for their efforts in all of this.	Kathie Smalley	10/23/2008
Gregg, Randy, and Rich (or AOC's designee) review the VRV vendor's Project Plan to decide Go/No Go, or hold special meeting/conference call.	Randy McKown	
Members provide resource commitment on 11/20; AOC provide courts/court levels, number of people/time investments required.	DMSC Randy McKown	

### **FUTURE MEETINGS**

- November 20 9:30 a.m. – 12:00 p.m., SeaTac Facility
- December 18 9:30 a.m. – 12:00 p.m., SeaTac Facility

## MEMBERSHIP LIST

<b>Name/Title</b>	<b>Court</b>	<b>Address</b>	<b>Phone/Fax</b>
<b>Rich Johnson</b> / Court Administrator / Clerk <a href="mailto:richard.johnson@courts.wa.gov">richard.johnson@courts.wa.gov</a>	Court of Appeals, Div I	One Union Square 600 University St Seattle WA 98101-1176	(206) 424-7750 (206) 389-2613
<b>Larry Barker</b> / Director / Chief Probation Officer <a href="mailto:LarryB@co.klickitat.wa.us">LarryB@co.klickitat.wa.us</a>	Klickitat Co Adult Prob Services	214 W Main St. Goldendale WA 98620	(800) 355-9069 (509) 773-3732
<b>Jeri Cusimano</b> / Alternate / Administrator <a href="mailto:jcusimano@ci.everett.wa.us">jcusimano@ci.everett.wa.us</a>	Everett Municipal Court	3028 Wetmore Ave Everett WA 98201-4018	(425) 257-8778 (425) 257-8678
<b>Delilah George</b> / Alternate / Administrator <a href="mailto:delilahg@co.skagit.wa.us">delilahg@co.skagit.wa.us</a>	Skagit Co Sup Court	205 W Kincaid St Rm 202 Mt Vernon WA 98273-4225	(360) 336-9325 (360) 336-9340
<b>William Holmes</b> / Administrator <a href="mailto:William.holmes@co.kittitas.wa.us">William.holmes@co.kittitas.wa.us</a>	Kittitas Co Juv Court	205 W 5th Ave Ste 211 Ellensburg WA 98926-2887	(509) 962-7516 (509) 962-7667
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<b>Frank Maiocco</b> / Administrator <a href="mailto:fmaiocco@co.kitsap.wa.us">fmaiocco@co.kitsap.wa.us</a>	Kitsap Co Sup Court	614 Division St MS24 Port Orchard WA 98366-4683	(360) 337-7140 (360) 337-4673
<b>Barb Miner</b> / Alternate / Director / Clerk <a href="mailto:Barbara.miner@kingcounty.gov">Barbara.miner@kingcounty.gov</a>	King County	516 3rd Ave Rm E609 Seattle WA 98104-2363	(206) 396-7844
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<b>Renee Townsley</b> / Alternate / Court Administrator / Clerk <a href="mailto:renee.townsley@courts.wa.gov">renee.townsley@courts.wa.gov</a>	Court of Appeals, Div III	500 N Cedar St PO Box 2159 Spokane WA 99201-2159	(509) 456-3082 (509) 456-4288
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