Expedited Data Exchange JIS Systems Changes Governance Committee

DRAFT

Authored By: Kevin Ammons
Phone 360-704-4085
Email: Kevin.ammons@courts.wa.gov
Address 1112 Quince St. SE
Olympia, WA 98504-1170
Date: May 26, 2016

Document History

Author	Version	Date	Comments
Kevin Ammons	0.1	5/4/2016	Initial version
Kevin Ammons, Vicky Cullinane, Vonnie Diseth	0.2	5/6/2016	Revised version
Dirk Marler, Vonnie Diseth	0.3	5/26/2016	Revised version
Vicky Cullinane	0.4	6/3/2016	Technical edit and formatting
Kim Bush	0.5	6/10/2016	Technical edit and formatting
Kim Bush	0.6	6/13/2016	Revised version to add JABS screens

DRAFT

1. Introduction

King County District Court (KCDC) and King County Department of Judicial Administration (KC DJA) are currently implementing their own case management systems and will cease using the Judicial Information System (JIS) as their primary case management system. AOC, together with KCDC and KC DJA are conducting the Expedited Data Exchange (EDE) project which will create an Enterprise Data Repository (EDR) to serve as the single source of statewide case and person data. As part of these efforts, AOC will be required to modify the existing JIS applications due to the fact that complete statewide data will no longer be available in the current JIS database. These modifications will result in significant business process changes for system users and AOC requires governance of these modifications by the JIS user community. The purpose of this document is to define the governance and decision making process for making changes to the JIS applications as a result of the EDE project.

2. Scope

The EDE JIS Systems Change Governance Committee will make decisions based on recommendations and alternatives developed and presented by AOC staff. The committee will only make decisions resulting from the execution of the EDE project; changes to JIS applications required by other projects, legislation, mandates, or committees will not flow through this committee. All decisions must be constrained within the scope of the overall EDE project. This committee will not consider decisions related to the EDR or how non-JIS systems interact with the EDR. This committee will conclude at the end of the EDE project.

3. Governance Body

The governance body for this effort will be created by adding JABS users to the EDE User Advisory Group. The voting members of the committee are listed in Appendix A. The governance body will make decisions on options and recommendations provided by AOC to address impacts to the existing JIS systems. This will be the body to address impacts to JIS and JABS screens, person matching rules, and data validation rules. Due to the fact that changes to JIS applications will have a much longer impact on courts of limited jurisdiction, the committee membership includes more representatives from courts of limited jurisdiction. Other existing advisory groups and committees will provide feedback on impacts to other applications or codes.

During the first meeting of this committee, the members of the committee will select a chairperson. The chairperson's roles and responsibilities are described in section 5 of this document.

DRAFT

3.1. Quorum

A quorum consists of a majority (50% + 1) of the members in attendance.

4. Decision Making and Escalation Process

- The EDE JIS Systems Change Governance Committee should work towards unanimity, but make decisions based on majority vote.
- Voting by proxy is not allowed.
- Decisions made by the EDE JIS Systems Change Governance Committee are binding.
- Decisions must be made in a timely manner to ensure the successful progression of the project
- Issues that are not able to be resolved by the EDE JIS Systems Change Governance Committee will be referred to the Judicial Information System Committee (JISC) for a final decision.

5. Roles and Responsibilities

JIS Systems Change Governance Committee members are expected to:

- Participate in teleconference sessions
- Provide user feedback to the AOC EDE Project team primarily on impacts to JIS screens, person matching rules, and data validation rules
- Review materials before meetings to use time efficiently
- Contact the AOC project manager or meeting facilitator if unable to attend a meeting

The Chair of the committee will:

- Review and approve draft agendas and minutes
- Conduct meetings according to the agendas
- Ensure that all members are encouraged to provide input throughout the meetings
- Ensure decisions or recommendations are adequately resolved and confirmed by the members

AOC:

- Will distribute meeting agendas and documents one week before meetings
- Will, whenever possible, schedule meetings two months in advance to ensure maximum participation

DRAFT

- Will document and distribute feedback obtained and any meeting minutes within two weeks following each meeting

6. Meeting Schedule

The EDE JIS Systems Change Governance Committee will meet by teleconference approximately once per month through the course of the EDE project. The meetings are expected to be about two hours per session.

The Chair may call emergency committee meetings if necessary to avoid project delays.

7. Signatures

_____ Date_____

Vonnie Diseth
ISD Director/CIO
Administrative Office of the Courts

_____ Date _____

Dirk Marler
JSD Director
Administrative Office of the Courts

_____ Date_____

TBD
Committee Chairperson

DRAFT

Appendix A
Voting Membership

1. Judge Glenn Phillips
Kent Municipal Court
Representing DMCJA
gphillips@ci.kent.wa.us
(253)856-5734

2. Judge Kelley C. Olwell
Yakima Municipal Court
Representing DMCJA
Kelley.olwell@yakimawa.gov
(509)575-3050

3. Judge TBD
Representing SCJA

4. Commissioner Indu Thomas
Thurston County Superior Court
Representing SCJA
thomasi@co.thurston.wa.us
(360)709-3232

5. Debbie Hunt, Administrator
Port Orchard Municipal Court
Representing DMCMA
dhunt@cityofportorchard.us
(360)876-1701

6. Alisa Hill, Court Operations Supervisor
Tacoma Municipal Court
Representing DMCMA
ahill@ci.tacoma.wa.us
(253)591-5234

DRAFT

7. Barb Simmons, Administrative Analyst
Pierce County District Court
Representing DMCMA
b.simmon@co.pierce.wa.us
(253) 798-2348

8. Bonnie Woodrow, Administrator
Renton Municipal Court
Representing DMCMA
bwoodrow@rentonwa.gov
(425)430-6531

9. Rick Bomar, Probation Officer
Snohomish County District Court
Representing MCA
Rick.Bomar@snoco.org
(425)744-6824

10. Monica Schneider, Probation Manager
Olympia Municipal Court
Representing MCA
mschneid@ci.olympia.wa.us
(360)753-8263

11. Carol Vance, Legal Process Supervisor
Benton County Juvenile Court
Representing WAJCA
5606 W. Canal Pl. Suite 106
Kennewick, WA 99336-1300
carol.vance@co.benton.wa.us
(509)783-2151

DRAFT

12. Alisha Hebden, Pre-Trial Services Officer
Kitsap County Superior Court
Representing AWSCA
614 Division St. MS-24
Port Orchard, WA 98366
AHebden@co.kitsap.wa.us
(360)337-4457

13. Barbara J. Christensen, Clallam County Clerk
Representing WSACC
223 E. 4th St., Suite 9
Port Angeles, WA 98362-3015
bchristensen@co.clallam.wa.us
(360)417-2231

DRAFT