



**JISC DATA DISSEMINATION COMMITTEE**  
**Friday February 22, 2019 (8:30 a.m. – 9:45 a.m.)**  
**Administrative Office of the Courts**  
**SeaTac Office Building**  
**18000 International Blvd. Suite 1106, Conf. Rm #2**  
**SeaTac, WA 98188**  
**Call-in Number: 1-877-820-7831, Passcode 751738**

**DRAFT – MEETING MINUTES**

**Members Present**

Judge J. Robert Leach, Chair  
Judge Scott K. Ahlf  
Judge John H. Hart (telephonically)  
Ms. Barb Miner  
Ms. Brooke Powell  
Ms. Paulette Revoir  
Judge David A. Svaren

**Guests Present**

Ms. Jennifer Ortega, Access to Justice – Technology Committee  
Ms. Tammie Ownbey, Pend Oreille County Clerk  
Stephanie Lee, WSIPP (telephonically)  
Lauren Knoth, WSIPP (telephonically)  
Jamie Weimer, WASPC(telephonically)  
Steven Briggs, WASPC (telephonically)

**Members Absent**

Judge Jeannette Dalton

**Staff Present**

John Bell, Data Dissemination Administrator  
Kathy Bowman, MSD Administrative Secretary  
Mike Keeling, AOC IT Operations Manager

**0. Call to Order**

Judge Leach called the February 22, 2019, Data Dissemination Committee meeting to order at 8:36 am.

**1. October 28, 2018 Meeting Minutes**

No changes or additions were requested, and the October 28, 2018 meeting minutes were approved as written.

**2. Washington State Institute for Public Policy (WSIPP) Research Request for Access to Case Type 7 (TRU, ARY, and CHINS) cases**

Stephanie Lee and Lauren Knoth with WSIPP presented this agenda item. This request is to expand the data feeds already received quarterly to include Case Type 7s, at risk and truancy, but not dependency, and will require a one-time retrieval of all available data. This request is supported by the WAJCA. The Committee has requested that any reports generated be vetted with the WAJCA prior to publication. John Bell noted the right to review prior to publication is included in the standard agreement. Barbara Miner confirmed the data requested is referral and detention data – the same Case Type 7 data as provided previously, and not SCOMIS or Odyssey data. AOC has confirmed the data can be compiled. Judge Leach summarized that the DDC was satisfied with security and our ability to provide the data. This request includes sealed and expunged cases. AOC does not have capacity to provide expunged data, and that was made clear to the requestor. All Case Type 7 data are confidential and “sealed”. John Bell will amend the agreement to include a confidentiality agreement. Barbara Miner reminded the requestors that King County detention data is not included in JCS. Case Type 7

and 8 data would be included in a different system, and to contact Leah Ennis, King County JCA for King County data.

A motion was made and seconded to approve Washington State Institute for Public Policy (WSIPP) research request for access to Case Type 7 (TRU, ARY, and CHINS) cases. All were in favor and the motion passed. John Bell will be in touch with Stephanie Lee and Lauren Knoth next week to finalize the agreement.

**3. Washington Association of Sheriffs and Police Chiefs (WASPC) Request for Access to Judicial Access Browser System (JABS)**

Jamie Weimer with WASPC presented this agenda item. Access to JABS will allow WASPC staff to carry out requirements established by SHB1501, related to denied firearms transactions. Access would be allowed to Sheriffs and police chiefs (3 individuals). Barbara Miner was supportive of providing JABS Law Enforcement level access. AOC is supportive. Mike Keeling will need to speak with WASPC about specific network connectivity, as JABS access is limited to the state network and a port may need to be developed to allow access.

A motion was made and seconded to allow JABS Law Enforcement level access to WASPC. The motion passed unanimously. John Bell will be in contact with WASPC regarding the contract. WASPC's IT person will contact Mike Keeling regarding connectivity.

**4. Data Dissemination Manual Updates**

John Bell presented this agenda item for committee review and approval. Proposed changes to the manual were presented after having been tabled at the last meeting. Additional changes were suggested by the Committee. At Example 1, it was agreed to change "judgment cases" to "judgment records". At Example 5., it was agreed to strike the sentence "Child support records are confidential under RCW 26.23.120, and release of payment information is not allowed." A question was raised at Example 11. whether this is a conflict. John Bell will reword Example 11. The Committee agreed to strike the section "Waiver of Privacy Protection" at Part IV: of the "Request for and Limited Waiver for Release of Person-Specific Record Information" as this language is no longer used, and a Notary Public is no longer required on the DD Form. The additional changes were ratified at each change, and John Bell has made tracked changes to the document.

A motion was made and seconded to approve the Data Dissemination Manual with the proposed changes. The motion passed unanimously.

**5. Review of AOC Data Agreements per discussion at October 26, 2018 meeting.**

John Bell presented this agenda item for committee review and approval. Judge Leach suggested adding at section 8.7 "**Except to the extent prohibited by law,** RESEARCHER shall destroy the AOC data provided to RESEARCHER under this Agreement at the termination or expiration of this Agreement." At section 11. Barbara Miner corrected the sentence "Official court records are maintained by the courts of record." to "Official court records are maintained by the county clerks and courts of limited jurisdiction."

A motion was made and seconded to approve the changes to the Research Data Agreement. The motion passed unanimously.

**6. Other Business**

- Brooke Powell reported an issue to the committee about sealed Juvenile records queried in BIT (data repository from JIS and JCS). Sealed Case Type 8 files (deferred disposition or diversion) are no longer included in BIT queries. This is replicated data that had been available in the past and a result is this is holding up reimbursements. Mike Keeling said he believes this is a different problem than the replication issue, and he will make this an Action Item and report back to the Committee. Barbara Miner and Tammy Ownby have already put this request in as an ASAP Action Item with the AOC. Judge Leach noted that if a “fix” requires committee action, an email or telephone conference can accommodate rather than waiting until the next DDC meeting in April.
- Judge Leach reported that researcher MDRC is negotiating changes to AOC’s contract language (DSA19146). It was felt this request was not timely received for discussion at this meeting and will be tabled until the April meeting for discussion and decision.
- John Bell reported the DDA position has been posted, and applicants are being interviewed. One candidate has been asked to come in a second time to meet with John Bell and Ramsey Radwan, AOC Director of Management Services, next week.

With no other business to discuss, Judge Leach adjourned the February 22, 2019 Data Dissemination Committee meeting at 9:32 am.