JUDICIAL INFORMATION SYSTEM COMMITTEE

May 06, 2011
9:00 a.m. to 3:00 p.m.
AOC Office, SeaTac, WA

Draft - Minutes

Members Present:
Mr. Larry Barker
Chief Robert Berg
Ms. Linda Bell
Mr. Jeff Hall
Judge James Heller
Mr. William Holmes
Mr. N. F. Jackson (by phone)
Mr. Rich Johnson
Ms. Barb Miner
Judge Steven Rosen
Judge Michael Trickey
Judge Thomas J. Wynne

Members Absent:
Justice Mary Fairhurst, Chair
Mr. Marc Lampson
Judge J. Robert Leach
Mr. Steward Menefee
Ms. Yolande Williams

AOC/Temple Staff Present:
Mr. Kevin Ammons
Mr. Bill Burke
Mr. Bill Cogswell
Ms. Vonnie Diseth
Mr. Mike Keeling
Ms. Kate Kruller
Ms. Vicky Marin
Ms. Heather Morford
Ms. Pam Payne
Mr. Mike Walsh
Justice Charlie Wiggins
Mr. Kumar Yajamanam

Guests Present:
Mr. Shayne Boyd
Ms. Marti Maxwell
Mr. Kevin Stock
Mr. Joe Wheeler

Call to Order

Judge Thomas Wynne called the meeting to order at 9:05 a.m. and introductions were made.

March 4, 2011 Meeting Minutes

Judge Wynne asked if there were any changes to the minutes; one amendment was made to add Justice Charlie Wiggins to the Attendee List. Hearing no other changes the minutes were voted and deemed approved with that addition.

*** Due to the availability of staff for some of the topics – Agenda items were taken out of order and discussed in order listed below.*

IT Governance

Mr. Kevin Ammons presented the two IT Governance requests for JISC consideration.

ITG Request #27 – Seattle Municipal Court/AOC Data Exchange.

This requests seeks to expand the data transfer that currently exists between the Seattle Municipal Court and JIS systems. It was clarified that this request is not a true data exchange. Rather, this request seeks to expand a data transfer that already is in place through a file transfer.

Motion: *I move this request be approved for scheduling by ISD.* – Moved by: Mr. Rich Johnson, Second: Judge Michael Trickey**.**

Voting in favor: All members present. Not voting: Justice Mary Fairhurst (absent)

ITG Request #005 – Email/Text Court Date Reminders

This request seeks to add a service to automatically send an email or text message to defendants to notify them of their court dates. Judge Thomas Wynne stated that while the work of the Baseline Service Level Work Group was not finalized, he did not feel it was the right time to consider this request. After further discussion, Judge Steven Rosen made the following motion.

Motion: *I move we table this request until after the report from the Baseline Service Level Work Group.* – Moved by: Judge Steven Rosen, Second: Mr. N.F. Jackson.

Voting in favor: All members present. Not voting: Justice Mary Fairhurst (absent)

ITG Prioritization Process

The committee then discussed the prioritization of Request #027 relative to other previously prioritized requests. Judge Michael Trickey pointed out that the JISC priority list was not complete because the Superior Court Case Management System Feasibility Study was authorized before the IT Governance process was fully adopted.

Motion: *I move the JISC put the Superior Court Case Management System Feasibility Study as the first priority.* – Moved by: Mr. N.F. Jackson, Second: Ms. Linda Bell**.**

Voting in favor: All members present. Not voting: Justice Mary Fairhurst (absent)

The committee then returned to the discussion regarding the prioritization of Request #027. After discussion by members on how to approach the priorities assigned to Request #027 and Request #041 – Remove CLJ Archiving and Purge Certain Records. The CLJ Court-level User Group prioritized Request #027 above Request #041.

Motion: *I move that Request #027 be made the number 5 priority on the JISC list.* – Moved by: Mr. William Holmes, Second: Chief Robert Berg**.**

Voting in favor: Judge Michael Trickey, Chief Robert Berg, Judge James Heller, Ms. Barb Miner, Mr. William Holmes, Ms. Linda Bell, Mr. N.F. Jackson, and Mr. Larry Barker.

Opposed: Judge Steven Rosen and Mr. Rich Johnson.

Not voting: Justice Mary Fairhurst (absent)

Based upon the approved motions, the current JISC priority list is:

Priority	Request #	Title
1	002	Superior Courts Case Management System
2	045	Appellate Electronic Filing
3	009	Add Accounting Data to the Data Warehouse
4	041	Remove CLJ Archiving and Purge Certain Records
5	027	Seattle Municipal Court – AOC Data Exchange
6	007	SCOMIS Field for CPG
7	026 & 031	Prioritize Restitution Recipients & Combine True Names and Aliases for Time Pay
		Requests Pending Authorization
N/A	005	Email/Text Court Date Reminders

Budget Status Report

Mr. Jeff Hall reported for Mr. Ramsey Radwan – that the spending was on track and there are no major red flags. For specific questions please direct them to Ramsey.

Mr. Hall also updated status on the 11-13 budget process. As everyone knows we are in a special session. Relative to JIS; the Senate budget is better for us than the House budget as things currently sit. There are two key provisions within the House and Senate budgets that could impact our ability to move forward on the CMS and potentially other projects as well. The first are the proposed fund swaps – in the house it is $6 million dollars and in the senate it is $3 million dollars. It is being proposed as a fund swap not a fund sweep, the significant difference being that a swap is a permanent switch of funding source.

The house budget would swap almost one-hundred percent of the state general fund currently allocated to support JIS and ISD activities. This means that the maintenance level for the JIS account would increase by $6 million and the general fund would decrease by an equal amount. A fund swap of this magnitude would leave virtually no money for projects.

The senate does the same thing in the amount of $3 million. The primary focus right now is to undo the fund swap.

The other key provision going forward is the appropriation and proviso language relative to the CMS project. The house budget contains a proviso stating that no monies can be spent on a CMS project and does not provide any funding for the project. The senate budget provides approximately 650 thousand dollars for the CMS project, which equates to the estimated costs for the first year of the project.

After a conversation with the Chief and Ross Hunter this morning, we have an increased level of confidence that there will be funding in the budget for the CMS project should the JISC determine in August to proceed.

ISD Monthly Status Update – Priority Project Reports

Superior Court Data Exchange Project (SCDX)

Mr. Bill Burke presented an update on the SCDX project. The project deployment timeline was presented and following items noted:

a) This timeline does not begin until after Contract Award and the Contractor staff is on-site at AOC.
b) The timeline represents the plan to provide five Production Increments so that individual SCDX web services can be provided earlier.
c) The timeline is a 12 month deployment plan based upon AOC estimates on the amount of work that needed to be completed. When the development Contractor is selected an actual schedule will be provided based upon the Contractor's own assessment.

The SCDX RFP was released April 29, 2011. Vendor RFP questions are due May 9, 2011 and the proposal due date is May 23, 2011. While AOC has provided cost estimates for this project, the RFP has requested Vendors to provide their own cost estimates as part of their proposal. The selected Vendor's cost estimates to complete the project may differ from the AOC project cost estimates provided previously.

Question: Is the SCDX being developed specifically for the Pierce County LINX system or is this Data Exchange being developed for use by all courts?

AOC Response: The SCDX is being developed for all courts. The Pierce County LINX system is the first court management information system scheduled to interface to this Data Exchange.

Question: Will the AOC need to perform any additional development once a service has been deployed if another court wishes to use that service?

AOC Response: No. Each SCDX service was developed to be used by any court and will not require any additional development. There will be some table configuration updates necessary for a new court to begin using the SCDX. This is necessary since each court will use a different SCOMIS/JIS user id and password to segregate access rights for each specific court.

VRV – Vehicle Related Violations

Mr. Mike Walsh reported on both the implementation status of the Records Management System and the progress made with the VRV data exchange. The Records Management System provides an upgrade to the Justice Information Data Exchange (JINDEX) message routing service. JINDEX is a critical technology component of the Electronic Traffic Information Processing (eTRIP) Initiative. DIS resources are dedicated to the RMS project and therefore are unable to assist with the requests from AOC and their VRV on-boarding court partners at this time. The RMS project is planned for a May 9th implementation. A defect that was raised during final testing has put the implementation schedule on hold. A tentative date for the RMS implementation is Sunday, May 15th. A go-no go decision is expected at the latest May 11th. The contingency date for the RMS production deployment is Sunday, May 22nd.

Mr. Walsh has begun to hold meetings with the VRV Tier 1 on boarding partners for the purpose of verifying readiness and offering guidance. The court teams are in the planning phase for implementing the modifications needed to the Law Enforcement Agency (LEA) parking ticket solutions for enabling web services to submit parking tickets to the JIS via an electronic data exchange.

The meetings have been well attended by all three Tier 1 courts, Lakewood, Kirkland, and Issaquah, and their IT partners, with collaboration and lively discussions on methods and best practices for implementing their VRV data exchange solutions. Mr. Walsh and the AOC project team will continue to hold meetings with the Tier 1 courts until the August implementation date.

Chief Robert Berg recognized the team for the efforts of the RMS project and the communications he was receiving on the project. He also stated the ability for RMS to utilize the data exchange for capturing tickets, collisions, and dispositions will be a great step forward for Law Enforcement Agencies.

Superior Court Management Feasibility Study

Ms. Kate Kruller reported on the completed work to date:

Project Charter Update – Complete/signed (This is an Agreement document – The update was strictly housekeeping - to update the work plan/dates/cost to match the scope increase approved in December)

Deliverable 5: Requirements Gap Analysis – Complete/signed, save for any significant additional information from the Pierce Co. LINX team May 19 (This is a document that Compares Alternatives to the Requirements released in the Request for Information (RFI).

Deliverable 6: Migration Strategy – In Review/Complete, save for any significant additional information from the Pierce Co. LINX team May 19 (This is a document on How to Implement the System)

Deliverable 7: Integration Evaluation – In Review/Complete (This is a document on System Interoperability)

Documents are posted at: JISC Meeting Material website under Misc. Docs. (not in packet).

Ms. Kruller reviewed the three provider alternatives considered in the Requirements Gap Analysis. The alternatives are: (1) LINX, (2) Calendar and Caseflow COTS only, (3) Full-Feature CMS COTS.

Ms. Kruller reported that Management Technology Group (MTG) analyzed three solution alternatives for the SCMFS project. Those alternatives are modifying and adopting LINX, purchasing a Calendar and Caseflow only COTS package, and purchasing a full feature CMS COTS package. The solution alternatives were analyzed by producing a RFI focusing on functional, technical, and organizational requirements identified by AOC and court partners and sharing the RFI with solution providers. This RFI was shared with solution providers (including Pierce County) and the responses were confirmed and vetted by MTG. Based on the responses to the RFI, MTG conducted an Affinity Analysis, identified gaps between responses and the RFI requirements, and then evaluated the level of effort required by each solution provider to bridge

the identified gaps. Several meeting were held with MTG, Pierce County LINX team, and AOC technical teams to thoroughly examine the possibility of adapting LINX to be the solution for this project.

The Requirement Gap Analysis preliminary finds are;

1. Recommendation is to go with a full-feature Commercial Package.

2. There are commercial applications on the market that can meet the documented business requirements of the superior courts. The way we handle information is going to be different. Court data on a need to know basis via permissions.

3. The Statewide Data Repository (SDR) is essential to provide a mechanism for sharing data between all courts statewide. (How AOC maintains statewide record).

4. Data Exchanges are critical during and after the transition period to address the need for courts – participating or not. *[Completing the Superior Court Data Exchange project is not the solution for CMS – more needs to be done.*

5. This project is about the business; it's about court operations. It is about supporting what goes on at the courts. (What matters is collaboration on Court readiness; Standardization, Configuration/Validation, Level of Effort/Resources proportions).

Ms. Kruller highlighted two key points in the presentation:

Court Readiness

Two slides were shown as examples:
- Court Level Implementation Preparation (slide 12) and
- Court Level Configuration and Deployment (slide 13) these slides can be found at:

JISC Meeting Material Under: PDF Packet, #4c, SCMFS Project Update.

80/20 Principle

A series of slides were used to illustrate a universal rule that says it takes 20% of resources/effort to get 80% of the system in place. It takes about 15% more resources/effort to compete the next 15% of the system. These two combined efforts will make up the state-level SC CMS. In addition, the mostly "nice to haves" (5%) --- typically take up 65% of the resources and additional effort to put into place.

Communications Plan: Ms. Heather Morford and Ms. Vicky Marin, ISD Business Liaison s will be communicating to the courts on their regularly scheduled visit the current status of the project.

Special Feasibility Study Report Sessions: Three dates will be scheduled in July where all court staff and interested parties will be able to go through the Feasibility Study with the project team. One will be face-to-face at the AOC offices in SeaTac and the other two will be telephone along with web based presentations. Anyone interested in hearing about the project is invited and encouraged to attend one of the sessions.

SCMFS Project Phase 1 Next Steps:
Deliverable 9: High Level Cost Estimate – June (Document for procurement funding purposes)
Deliverable 8: Feasibility Study Report – June (A comprehensive, formal written report to determine the feasibility of a project to implement a system or service)

June 24, 2011: Final Feasibility Study Report presented to JISC
August 5, 2011: JISC Discussion/Decision Point

Spokane Municipal Request

Mr. Jeff Hall and Ms. Vonnie Diseth shared with the committee a request made from Spokane Municipal Court to go off of DISCUS and use a third party software to meet their case management needs. The vendor is New Dawn Technologies. Mr. Hall was in Spokane and met with the presiding judge and court administrator to gain a better understanding of what they want to do. The city of Spokane currently uses New Dawn for their prosecutor, probation and public defense. They believe they can gain synergy by having the court use the same product.

They are also in a position because of that vendor relationship in other areas of the city to proceed with an acquisition of a case management piece for the court on a sole source basis. During the discussion Mr. Hall was asked what needed to be done and what the process was.

Mr. Hall responded a letter needed to be sent to the JISC pursuant to Rule 13 asking for approval from the JISC to proceed.

Mr. Hall stated that this is a question that we will continue to face as we move forward. There are a number of oversight questions raised by this issue. One that comes to mind is the State Auditor who is responsible for auditing the JIS system to be sure it is a compliant financial system.

Ms. Diseth shared the letter AOC and JISC received from Spokane Municipal along with a document Ms. Diseth created outlining the purpose, background, explanation of JISC Rule 13, and the current status of Spokane Municipal Court.

AOC is in the process of determining the key questions for discussion as well as the standards and criteria by which the JISC could evaluate this request to make their decision.

Judge Wynne directed Ms. Diseth to provide the preliminary list of questions along with the specific data elements to Spokane Municipal for answers and to have it brought back for discussion or possible presentation by Spokane Municipal at the June 24 meeting.

Committee Reports

Mr. Rich Johnson stated the previous reports cover all projects pending before the Data Management Steering Committee.

Judge Wynne reported an upcoming Data Dissemination committee meeting on May 20.

JIS Baseline Service Level Workgroup

Mr. Kumar Yajamanam presented an update on the JIS Baseline Workgroup. Since the last update report at the JISC, the workgroup completed documentation of the business functions. The draft criteria and scoring matrix has been completed and validated.

The next step is to score all the business functions using the criteria and produce a draft report with recommendations.

Next Meeting

The next meeting will be June 24, 2011, at the AOC SeaTac facility; from 9:00 a.m. to 3:00 p.m.

	Action Items – From January 21st Meeting	**Owner**	**Status**
1	Superior Court Case Management - Updated Charter and FAQ available for next JISC meeting.	Kate Kruller	Complete
2	A definition for what SCOMIS functionality means that is succinct and clear and how the "functionality" relates to other applications.	Kate Kruller	Complete
	Action Items – From March 4th Meeting		
3	Determine the timeline for requesting "placeholder" funding for implementation of projects that the JISC approves as feasibility studies.	Vonnie Diseth	Completed
4	At the end of the legislative session, ask the Supreme Court Rules Committee if it wants the Data Dissemination Committee to revisit GR15 in light of *Ishikawa* and *Bone-Club*.	Vicky Marin, Justice Fairhurst	Pending end of legislative session.
5	Draft JIS Policy on comment to the BJA/Legislature reflecting JISC consensus from March 4th meeting.	Vicky Marin	*Postponed*
6	Amend JIS ITG Policy per JISC vote on 3/4/11	Vicky Marin	*Postponed*
	Action Items – From May 6th Meeting		
7	Send copy of Issues/Questions Memo to Spokane Municipal Court and invite them to present at the June 24th JISC meeting.	Vonnie Diseth	Completed
8	SMC AOC Data Exchange: This project should from now on be referenced as an expansion of the existing SMC file transfer and not as a data exchange (per JISC members)	Vonnie Diseth	Completed