JUDICIAL INFORMATION SYSTEM COMMITTEE

December 7, 2012
9:00 a.m. to 12:30 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Mr. Larry Barker
Judge Jeanette Dalton (phone)
Ms. Callie Dietz
Mr. William Holmes (phone)
Mr. Rich Johnson
Judge J. Robert Leach
Ms. Marti Maxwell
Mr. Steward Menefee
Ms. Barb Miner
Judge Steven Rosen
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:
Justice Mary Fairhurst, Chair
Chief Robert Berg
Judge James Heller
Ms. Joan Kleinberg
Ms. Yolande Williams

AOC Staff Present:
Mr. Kevin Ammons
Mr. Dan Belles
Ms. Kathy Bradley
Mr. Bill Cogswell
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Martin Kravik
Ms. Kate Kruller
Ms. Vicky Marin
Mr. Dirk Marler
Ms. Cindy Palko
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh
Mr. Kumar Yajamanam
Mr. Phil Zitzelman

Guests Present:
Mr. Shayne Boyd
Mr. Joel Byford
Mr. Allen Mills

Call to Order

Judge Thomas Wynne called the meeting to order at 9:00 a.m. and introductions were made.

September 07, 2012 Meeting Minutes

Judge Wynne asked if there were any additions or corrections to the September 7th meeting minutes. Judge Wynne deemed them approved as written.

Legislative Update

Ms. Callie Dietz provided a summary of the proposed legislation that will impact the Washington Court System. Ms. Dietz noted the effects of legislative dinners with AOC staff, judges, and legislators, and provided a preview of legislations that will be presented to the Legislature with the start of the 2013 Legislative session.

JIS Budget Update (11-13 Biennium)

Mr. Ramsey Radwan presented the committee with the JIS budget report (green sheet). This report shows the current project funding allocations, expenditures, and variances. Mr. Radwan noted the expenditures for the SCOMIS data exchange are currently over about $90,500. There was a correction from a previous JIS budget update regarding the source of funding moved into the SCOMIS account. A substantial increase in expenditures during the current biennium depends in part on the contract negotiations, and whether the contract is executed during the current fiscal year or the following year.

Mr. Radwan presented the committee a report detailing budget items comparing the two primary vendor proposals for the SC-CMS project. The report covers a nine year period and assumes all

expenditures and finances remain as projected, including AOC staffing levels and costs, legislative funding, vendor costs, and other anticipated costs. The report indicates a positive fund variance will most likely occur if Vendor 1 is selected and a very minor negative fund variance may occur if Vendor 2 is selected.

General Fund Forecast

Mr. Radwan presented the economic forecast for the state general fund. Despite a flat forecast, the Legislature may again implement cuts or fund transfers in the JIS budget to help offset the anticipated statewide general fund deficit. The forecast indicates that the state general fund will have a substantial deficit over the next two biennia before additional education costs are included. The forecast does not include any new taxes, fees, or other sources of revenue that may pass the Legislature in the 2013-14 biennium.

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso presented the current status of the Superior Court Case Management System (SC-CMS) Project beginning with the successful completion of the Vendor demonstration in mid October 2012. Evaluator scores and comments from the Vendor Demonstrations were compiled in an Executive Summary Report of which the decision was made to move forward in visiting each of the vendor's clients that closely represented Washington's court and business structure.

The client on-site visits were recently completed visiting the AOC and a large and small court from the state of Arizona and Minnesota. Evaluator scores and comments will be compiled and conducted as in the Vendor Demonstrations of which the Project Steering will be using as one of many artifacts in making a recommendation on whether or not to nominate an apparent successful vendor.

There was 100% participation from both the Tier I and Tier II Evaluation teams for all three phases of the evaluation process.

The Court User Workgroup Charter has been successfully signed by the Presidents of the SCJA, WSACC, AWSCA, and the WAJCA. The first meeting for the Court User Workgroup has been rescheduled from November 2012 to January 23 and 24, 2013.

The project brochure was distributed to all participants present at the meeting highlighting general project information and links to project documentation and timeline. Also mentioned was the diagram representing members throughout the state involved in the project including who the voting and non-voting members are of the Court User Workgroup.

Phase 1 activities of the project are on schedule. Phase 2 preparation activities were also summarized.

IT Portfolio Report

Mr. Craig Wilson presented the 2011-13 IT Portfolio Report to the committee. He explained the purpose of the report is to provide a comprehensive view of technology and how it is used in the Judicial Branch to support court business. Mr. Wilson acknowledged the teamwork involved in preparing the report. Significant contributions were made by all divisions of the AOC and

members of the JISC. There was extensive review process over several months with the JISC and AOC staff.

The IT Portfolio Report is one of the major deliverables of the IT portfolio management practice at the AOC; a practice that was developed as the result of one of the ISD Transformation Initiatives. Mr. Wilson described the benefits that the AOC has already gained from portfolio management.

Mr. Wilson concluded by stating the IT Portfolio Report will be submitted to the Legislature, under Justice Fairhurst's signature, in December 2012 as part of the biennial budget submittal and in accordance with RCW 2.68.060. Ms. Barb Miner indicated that additional reference to the county clerks and their role in court business was needed in the report. This was taken as an action item by Mr. Wilson.

INH Data Exchange Initiative

Mr. Dan Belles provided a brief introduction of Mr. Joel Byford, the INH Technical Lead, who presented the Data Exchange Initiative to the JISC. The presentation was a follow-up to a similar presentation given to the DMSC in September. Mr. Byford began by explaining that data exchanges are currently done through sharing of a central database where all applications in the AOC environment access the central JIS database on the mainframe. The Data Exchange initiative is targeting ways in which to help the agency migrate into the future model where line-of-business applications have their own data store and instead of relying on a central data store, must rely more on real-time synchronization of data. An additional goal is to provide external information stakeholders with improved data sharing. Currently, both the SCDX and the INH project are working in concert to achieve this goal.

Mr. Byford covered some of the functions of the SCDX project. The primary functional purpose is to improve the timeliness and completeness of information sharing across all courts. A functional benefit is to reduce redundant data entry, as in the case of Pierce County. The primary customer of the project is, and continues to be, Pierce County but the web services will be made available to leverage for other counties and projects. The primary technical purpose is to provide modern technology access for legacy SCOMIS transactions. This technical "bridge" allows for the legacy superior court system to work well with modern applications that rely on web services to communicate. Upon completion of the SCDX project, the exchange (aka web services) established by the project team will be made available to other stakeholders for information sharing. The project continues to progress where a majority of the development is complete and is currently in testing. Mr. Byford then presented information on the project goals for the INH project within the Initiative.

The primary goals of the INH project are:

- establish system integration to provide standard tools/services for other systems to access data in legacy AOC systems;
- centralize record access for statewide court records;
- use data quality automation for improvement of data contained in court records and resolve potential data conflicts;
- centralize court and state agency integration to provide a single point for integrating systems; and
- enable systems to evolve and migrate off of legacy data sources by establishing system transition support.

Mr. Byford presented the INH project principles which are to:

- minimize user impact;
- minimize impact on other systems;
- harmonize with SC-CMS deployment;
- modernize information sharing;
- consolidate view and access of statewide data; and
- leverage prior project work where possible.

He explained the implementation strategy involved a series of three releases are planned as a way to ensure the INH project is successful. Release one will be focused on service enablement. This is where the INH team will leverage the prior SCDX work and expand it to better support the future SC-CMS. Release two will focus on data centralization. It will establish a single access point for external systems to obtain data electronically from the various AOC systems. Release three is focused on legacy system migration support. This will enable the applications currently directly connected to the legacy database to gradually migrate to modern technologies while retaining access to the data they require. Mr. Belles, completed the presentation by giving an overview of the INH project status, timeline and cross project milestone interdependencies with the SCDX and SC CMS projects.

ITG #121 Superior Court Data Exchange Update

Mr. Michael Walsh presented the update on the Superior Court Data Exchange Project (SCDX). The vendor, Sierra Systems has completed delivery for all four increments and all web services (53). The last families of services were delivered on October 3, 2012, three weeks ahead of schedule. In addition, AOC staff was assigned thirteen web services to complete the SCDX catalog of services. They too completed their delivery on November 9th, three weeks ahead of schedule.

Pierce County was schedule to start using Docket Services on December 3rd. Problems with the web service framework were discovered by Pierce during testing. These problems were resolved but set Pierce back one week in their test and acceptance process. Pierce is back on track and moving forward with a new start date of Dec 17th. Pierce and AOC are working together to make that date happen.

The project has changed focus from meeting a development delivery schedule to meeting Quality Assurance standards for testing and approving services. This re-focus has allowed the Project team to modify the schedule to provide more frequent release points which give AOC the ability to make web services available earlier in the project schedule. This “release when ready” strategy is still scheduled to complete in July 2013.

ITG #45 Appellate Court EDMS Update

Mr. Martin Kravik presented an update on the AC-ECMS project. Mr. Kravik reported that the Acquisition Plan was approved by the project Executive Steering Committee on October 19, 2012. The RFP was approved by the Executive Steering Committee on November 16, 2012 and released on November 26, 2012. A vendor pre-proposal conference was held on December 4, 2012. About twelve vendors attended.

Ms. Barb Miner asked if the project is going to replace ACORDS. Mr. Kravik stated that the scope of the project is to replace the functionality currently provided by the individual document management systems as well as ACORDS. Judge Leach and Mr. Rich Johnson explained that the project budget may be on the low side. This will be answered by the acquisition process. There were no significant issues to bring to the attention of the JISC.

Significant next steps include receiving and evaluating written vendor proposals, selecting vendors for demonstrations, identification of an Apparent Successful Vendor, and approval by the JISC to move forward with contract negotiations. The project is targeting the February 22, 2013 JISC meeting to seek approval.

ITG #41 Remove CLJ Archiving and Purge Certain Records

Ms. Kate Kruller, ITG 41 Project Manager updated the JISC on project activity. As a reminder, earlier this year, the Project Team discovered that there were complex business processes and process workarounds in the courts that were not covered in the business rules captured by the JISC Data Dissemination Committee (DDC) in their 2008 recommendations to the JISC. More detailed requirements gathering would be needed. An extension to the schedule was recommended for this additional business analysis and requirements documentation. That process is still underway. Business requirements criteria questions for the Steering Committee and Policy questions for the DDC arose as result of the additional business analysis.

Two ITG 41 Project Steering Committee meetings have occurred since the last JISC meeting in September, where the Project Charter was approved and business requirements criteria questions were addressed. The project will take the Policy questions to the DDC on December 12 and in subsequent additional meetings as necessary to make determinations.

In November, ITG 41 Project Steering Committee also approved a change in the project approach to allow plenty of time to address policy questions related to business rules, while concurrently working through the technical aspects of the project.

This will allow the ITG 41 Project to move all records that should be retained out of the JIS archives into the Active Tables and discontinue archiving for all CLJ cases before the end of 2013. The reason for this is to complete all the CLJ record transition work before other, large projects have a demand for the same technical resources and to stabilize data migration work as the AOC Information Networking Hub (INH) work gets underway in 2014.

The project anticipates that in January there will be a freeze on to the business rules to allow the project to proceed with the elimination of archiving. This will stabilize the business rules for a period, in order to restore and un-archive case records. The DDC and Steering Committee will continue addressing policy and requirement questions, which will be captured as requirements – without implementing them for a while. Once the records are moved to the Active Tables, the business rules will be updated, as appropriate; to implement any remaining business rules changes.

Next steps for the project include: (1) Developing a detailed Project Plan (December – January); (2) Presenting a detailed Business Requirements Document to the Steering Committee (January); and (3) Developing the Technical Requirements Document (December-January)

Committee Reports

Data Dissemination Committee: Judge Wynne reported that a meeting was held on December 7th. The committee meeting dealt with questions regarding ITG #41 and ITG #152, a request from Washington State University for JIS access and research, and was presented a summary of decisions for Key Link access.

Data Management Steering Committee: Mr. Rich Johnson reported that the expansion of the Data Warehouse with regards to Accounting Data is on schedule and continues with good progress.

Adjournment

The meeting was adjourned by Judge Wynne at 12:30 p.m.

Next Meeting

The next meeting will be February 22, 2013, at the AOC SeaTac Facility; from 9:00 a.m. to 3:00 p.m.

Action Items

	Action Items – From March 4th 2011 Meeting	Owner	Status
1	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	*Postponed*
	Action Items – From October 7th 2011 Meeting		
2	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	
	Action Items – From June 22nd 2012 Meeting		
3	CUWG Charter approved by Associations before it is brought back to the JISC.	Maribeth Sapinoso	Completed 11/5/12
	Action Items – From September 7th 2012 Meeting		
4	Provide the high-level schedule for IT Governance Project #41: CLJ Revised Computer Records Retention and Destruction Process.	Vicky Marin Kate Kruller	
	Action Items – From December 7th 2012 Meeting		
5	Send SC-CMS monthly QA reports.	Pam/ Maribeth	Completed 12/11/12
6	Make some edits to the IT Portfolio Report suggested by Barb Miner.	Craig Wilson	Completed 12/11/12