JUDICIAL INFORMATION SYSTEM COMMITTEE

April 25, 2014
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

Minutes

Members Present:
Mr. Larry Barker
Chief Robert Berg
Ms. Callie Dietz
Ms. Delilah George
Mr. William Holmes
Mr. Rich Johnson
Ms. Joan Kleinberg
Judge J. Robert Leach
Ms. Barb Miner
Judge Steven Rosen
Mr. Jon Tunheim
Ms. Aimee Vance
Judge Thomas J. Wynne

AOC/Temple Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Mr. Bill Cogswell (Phone)
Ms. Marie Constantineau
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Dirk Marler
Ms. Mellani McAleenan
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh
Ms. Heather Williams

Members Absent:
Justice Mary Fairhurst, Chair
Judge Jeanette Dalton
Judge James Heller
Ms. Yolande Williams

Guests Present:
Mr. Allen Mills
Ms. Betty Gould
Judge Corinna Harn
Judge Jeff Ramsdell
Judge Veronica Alicea-Galvan (Phone)
Judge David Svaren (Phone)
Mike Killian (Phone)

Call to Order

Judge Thomas Wynne called the meeting to order at 10:00 a.m. and introductions were made.

February 28, 2013 Meeting Minutes

Judge Wynne asked if there were any additions or corrections to the February 28, 2014 meeting minutes, hearing none, Judge Wynne deemed them approved.

JIS Budget Update (13-15 Biennium)

Mr. Ramsey Radwan provided the budget update for the 2013-2015 biennium. The green sheet, representing the amount allocated for projects listed, shows the expenditures and current allocations for the current biennium for the INH, SC-CMS, AC-ECMS, and the equipment replacement projects. Expenditures are on track and, in June, there will be updates on the amounts expended and obligated for the SC-CMS and AC-ECMS. Staffing is at almost full capacity.

Mr. Radwan presented the outcome from the 2014 Supplemental Budget. There was an Information Technology reduction of $270,000, implemented by the Legislature. However, it is a false savings from a poorly constructed formula and there was little discussion with agencies. This reduction is less that 1% of the Information Services Division Biennial Budget.

Mr. Radwan discussed the revenue forecast, noting that the revenue for JIS infractions has decreased by 3.4% from the last meeting. Between fiscal year 2011 and fiscal year 2013 the rate of decrease (reduction) in infractions filed, infractions paid and infraction charges doubled

from the previous two year period (fiscal year 2009-2011). There is no strong indication as to why these indicators decreased so dramatically.

A series of meetings will be held through September to determine what needs to be done with the account and if the Legislature should be approached.

The revenue is flat on the state general fund and the economic front.

Mr. Radwan presented information on the 15-17 Preliminary JIS Decision Packages, indicating that the proposed budget requests will be forwarded from the Supreme Court to the legislature sometime in October or November 2014.

A question was raised regarding ongoing maintenance costs for the AC-ECMS project. Mr. Radwan responded that these costs are built into the budget and should not be an area of concern.

CIO Report

2014 Supplemental Budget Proviso Impacts.
Ms. Vonnie Diseth presented the budget proviso impacts to the SC-CMS Project. It is one proviso with two parts. There were two focus points for the impact assessment. The first was project governance for the SC-CMS Project. The proviso required that the Project Steering Committee Charter be revised so that members are appointed by the JISC, that membership is changed to two members representing each group, that the voting members are only courts committed to implementing the statewide system, that issues of significance are escalated to the JISC for resolution, and steering committee decisions are based on majority vote. The second part of the proviso deals with the collection of Superior Court Data Exchange Standards. The AOC must develop standards and courts need to meet those standards in order to qualify for JIS funding.

Proposed Contract Amendments with Tyler Technologies.
There are currently four contract amendment proposals: 1) remove the King County implementation and reduce the overall contract cost (reduced by approximately $2.3 million); 2) change the statewide rollout approach/strategy (Tyler proposed a different regional approach); 3) shorten the statewide rollout schedule; and 4) change the pilots go-live implementation date (currently scheduled for May 2014). As an aside, Vonnie wanted the committee to remember that the original contract with Tyler provided for only one pilot county (not two), and for only three early adopter counties (not five).

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso provided an update on the SC-CMS project. Ms. Sapinoso began with the most recent activities completed by the project team since the last JISC meeting followed by project activities that are currently in progress. Within the next few months, the project will focus on amending the contract with Tyler Technologies, complete the first iteration of the statewide configuration of Odyssey, and load converted JIS data of the Pilot Sites to Odyssey by June 2014. This will allow the project team to begin the initial acceptance of Odyssey. The SC-CMS High Level Implementation Schedule has been highlighted to show Phase 5 ("King County Court Deployment") will be deleted from the schedule once the contract has been officially amended.

Three Decision Points were presented to the JISC for vote:

1. Approve the Revised Steering Committee Charter
2. Appoint Steering Committee Members
3. Approve the Recommended Resolution for Document Management

Motion: Judge J. Robert Leach

1 & 2. I move that the JISC appoint the nominated members of the SC-CMS Project Steering Committee membership, and authorize them to act under the auspices of the proposed charter until such time as a charter is approved by this organization at a subsequent meeting.

Second: Ms. Barb Miner

Voting in Favor: Mr. Larry Barker, Chief Robert Berg, Ms. Callie Dietz, Ms. Delilah George, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Judge Steven Rosen, Mr. Jon Tunheim, Ms. Aimee Vance, and Judge Thomas Wynne
Opposed: None
Abstain: None
Absent: Justice Fairhurst, Judge Dalton, Judge Heller, and Yolande Williams

Motion: Judge Robert Leach

3. I move that the JISC approve the recommended options 1 and 3 for document management as agreed to and submitted by the Superior Court Judge's Association, the Washington State Association of County Clerks, the Association of Washington State Court administrators, and the Administrative Office of the Court. And agree that we will defer for future discussion and decision the local implementation costs and approve the additional cost of $132,000 for AOC to go ahead with that development.

Second: Ms. Barb Miner

Voting in Favor: Mr. Larry Barker, Chief Robert Berg, Ms. Callie Dietz, Ms. Delilah George, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Judge Steven Rosen, Mr. Jon Tunheim, Ms. Aimee Vance, and Judge Thomas Wynne
Opposed: None
Abstain: None
Absent: Justice Fairhurst, Judge Dalton, Judge Heller, and Yolande Williams

Mr. Allen Mills provided an update on the Independent Quality Assurance Report. With the project budget no longer in jeopardy, there are three concerns: 1) schedule management, particularly with the integrations components from INH and COTS Prep; 2) an application architecture risk from implementing document management for the SC-CMS Project; and 3) ancillary systems that duplicate the functionality of Odyssey (however, this risk has been tabled for the time being as other issues are worked on).

ITG #4 – CLJ-CMS Project Initiation

Mr. Michael Walsh presented the initial project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Recent activities included the preparation of the charters needed to provide vision, delegate authority to the project manager, and established the commitment of stakeholder participation. These Charters include: Project Charter, Project Steering Committee Charter, and Court User Work Group (CUWG) Charter.

The next portion of the project report described the planned activities. The scope of this project phase includes capturing CLJ-CMS technical and functional requirements and an implementation plan for a COTS solution procurement. Project Management Planning --- a process that defines the project policies and procedures, is underway and should be completed in July 2014. A project steering committee meeting to officially kick off the project is planned for June 2014. The monthly CUWG meetings, where the requirements are collected and validated, are targeted for a July 2014 start.

A decision point was requested by AOC for the JISC to approve the three charter documents. Concerns were raised regarding the project steering committee selection process and lack of participation of King County District Court and Seattle Municipal Court representations. After some discussion, the JISC agreed to approve the charters so as not to delay the upcoming project activities.

The JISC requested that the DMCJA and DMCMA court associations revisit their selection process and participation. Any changes to the charters that result from these meetings should be presented at the next JISC meeting in June.

Two Decision Points were presented to the JISC for vote:

1. Approve the CLJ-CMS Project Charter, Steering Committee Charter, and Court User Work Group (CUWG) Charter
2. Appoint Steering Committee Members

Motion: Judge J. Robert Leach

I move to Approve the three charters with a request to the DMCMA and DMCJA that they review the charters and consider amendments to the charters for the June JISC meeting to add a seat on the project steering committee to include a court in the top 10% in population, and if they choose not to approve those amendments, that they definitively affirm that choice.

Second: Mr. Rich Johnson

Voting in Favor: Mr. Larry Barker, Ms. Callie Dietz, Ms. Delilah George, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Judge Steven Rosen, Mr. Jon Tunheim, and Judge Thomas J. Wynne
Opposed: Ms. Aimee Vance, Chief Robert Berg
Abstain: None
Absent: Justice Fairhurst, Judge Dalton, Judge Heller, and Yolande Williams

Motion: Mr. Rich Johnson

I move to that the JISC approve the CLJ-CMS Project Steering Committee members nominated by the DMCJA, DMCMA, and MCA, subject to the previous motion.

Second: Ms. Delilah George

Voting in Favor: Mr. Larry Barker, Ms. Callie Dietz, Ms. Delilah George, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Judge Steven Rosen, Mr. Jon Tunheim, and Judge Thomas J. Wynne
Opposed: Ms. Aimee Vance, Chief Robert Berg
Abstain: None
Absent: Justice Fairhurst, Judge Dalton, Judge Heller, and Yolande Williams

CLJ Records Retention – Case Flagging Criteria

Judge Steve Rosen gave an update on the CLJ Records Retention Case Flagging Criteria.

Motion: Mr. Rich Johnson

I move to adopt the proposed guidelines for flagging individual cases for permanent retention as allowed for in the Courts of Limited Jurisdiction JIS retention schedule and as approved by the District and Municipal Court Judges' Association and the Data Dissemination Committee.

Second: Mr. William Holmes

Voting in Favor: Mr. Larry Barker, Chief Robert Berg, Ms. Callie Dietz, Ms. Delilah George, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Judge Steven Rosen, Mr. Jon Tunheim, Ms. Aimee Vance, and Judge Thomas J. Wynne
Opposed: None
Abstain: None
Absent: Justice Fairhurst, Judge Dalton, Judge Heller, and Yolande Williams

BJA Request

Ms. Callie Dietz provided an update on the Board for Judicial Administration Request. A letter dated from March 3, 2014, highlighted work performed by the BJA over the past year. Two workgroups were formed to evaluate a BJA restructure and to identify ways of unifying the various committees. A list of 250 committees, identifying those involved with the courts and judiciary system, was created and the intention is to identify the purpose of the committees to determine whether they could be combined or abolished to lessen the level of support that AOC provides to these committees. A questionnaire will be sent to the Chairs of each of the committees. Their responses will be brought back before the JISC at the June meeting for discussion and approval with the recommendation.

Committee Reports

Data Dissemination Committee: Judge Wynne discussed the Data Dissemination Committee's meeting on April 25, 2014, at 8:30 AM. There was a request from Western State Hospital for a risk-assessment and this should be sent to the associated county. Additionally, there was discussion about JIS access for non-court, IT employees. Criteria will be developed and disseminated; this requires further, future action. A request was received from Carl McCurley for research access to sealed juvenile cases, but the Committee does not have rights to grant his request. There were no new approvals at the recent committee meeting.

Data Management Steering Committee: Mr. Rich Johnson gave an update on the Data Management Steering Committee. The committee has not met within the last three to six months. Mr. Johnson will meet with Ms. Diseth to discuss roles and recommendations for future meetings.

JIS Priority Project Updates

Written reports were provided for the following projects (please see materials):
- ITG #45 – Appellate Court ECMS
- Information Networking Hub

Adjournment

The meeting was adjourned by Judge Wynne at 1:00 p.m.

Next Meeting

The next meeting will be June 27, 2013, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Recap of Motions from April 25, 2014

Motion Summary	Status
I move that the JISC appoint the nominated members of the SC-CMS Project Steering Committee membership, and authorize them to act under the auspices of the proposed charter until such time as a charter is approved by this organization at a subsequent meeting.	Passed
I move that the JISC approve the recommended options 1 and 3 for document management as agree to and submitted by the Superior Court Judge's Association, the Washington State Association of County Clerks, the Association of Washington State Court administrators, and the Administrative Office of the Court. And agree that we will defer for future discussion and decision the local implementation costs and approve the additional cost of $132,000 for AOC to go ahead with that development.	Passed

I move to Approve the three charters with a request to the DMCMA and DMCJA that they review the charters and consider amendments to the charters for the June JISC meeting to add a seat on the project steering committee to include a court in the top 10% in population, and if they choose not to approve those amendments, that they definitively affirm that choice.	Passed
I move to that the JISC approve the CLJ-CMS Project Steering Committee members nominated by the DMCJA, DMCMA, and MCA, subject to the previous motion.	Passed
I move to adopt the proposed guidelines for flagging individual cases for permanent retention as allowed for in the Courts of Limited Jurisdiction JIS retention schedule and as approved by the District and Municipal Court Judges' Association and the Data Dissemination Committee.	Passed

Action Items

	Action Item – From October 7th 2011 Meeting	Owner	Status
1	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	