JUDICIAL INFORMATION SYSTEM COMMITTEE

Feb 28, 2014
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton (phone)
Ms. Callie Dietz
Justice Mary Fairhurst, Chair
Ms. Delilah George
Judge James Heller
Mr. William Holmes
Mr. Rich Johnson
Ms. Joan Kleinberg
Judge J. Robert Leach
Ms. Barb Miner
Judge Steven Rosen
Ms. Aimee Vance
Ms. Yolande Williams
Judge Thomas J. Wynne

Members Absent:
Mr. Jon Tunheim

AOC/Temple Staff Present:
Mr. Kevin Ammons
Mr. Dan Belles (phone)
Ms. Kathy Bradley
Mr. Bill Cogswell (phone)
Ms. Marie Constantineau
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Martin Kravik
Ms. Kate Kruller
Mr. Dirk Marler
Ms. Mellani McAleenan (phone)
Mr. Terry Overton
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Morris Volkov
Ms. Heather Williams

Guests Present:
Judge Veronica Alicea-Galvan
Mr. Gary Blosser
Judge Corinna Harn
Mr. Don Horowitz (phone)
Mr. Bill Kehoe
Mr. Enrique Kuttemplon
Judge Dave Larson
Mr. Allen Mills
Mr. Eric Olson
Mr. Othniel Palomino
Judge David Svaren

Call to Order

Justice Mary Fairhurst called the meeting to order at 10:00 a.m. and introductions were made.

October 25, 2013 Meeting Minutes

Justice Fairhurst asked if there were any additions or corrections to the October 25 meeting minutes, hearing none, Justice Fairhurst 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. Statistics on the green sheet are running normal, currently expending about 25% of the money allocated for the biennium. Most of the positions are filled for the SC-CMS project. The INH and COTS-Prep projects are underspending, but are anticipated to spend higher with additional staffing being brought on. The AC-ECMS is awaiting for additional funding

from the supplemental budget before the Legislature. No expenditure or revenue concerns are anticipated at this time.

Mr. Radwan presented the 2014 Supplemental Budget and Revenue projections to the members of the JISC. The overall funding from the Legislature allows for most of the requests to proceed. The table included the requested funding, as well as the proposed budgets from the Senate and the House of Representatives. Full funding was included for the SC-CMS project, the AC-ECMS project, the IT security enhancement, as well as other projects. The proposed proviso language from the Legislature for the new supplemental budget and the 2013-15 omnibus budget was discussed. This included language relating to the SC-CMS steering committee, the development of data exchange standards, and the funding for courts wishing to utilize the data exchanges. The JISC discussed the language in the provisos and the potential impacts.

Mr. Radwan discussed the revenue forecast, noting that revenue is flat on the state general fund and the economic front. The JIS Account is flattening out, drops in infractions issued and infractions paid decreasing at a rate that is leveling out compared to past years.

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso provided an update on the SC-CMS project to the JISC. Ms. Sapinoso introduced Ms. Marie Constantineau as the new deputy project manager. An overview of recent activities in preparation for the pilot courts was provided, including information regarding data extraction, scheduling, and the business/technical gap analysis. The project steering committee has not met since the decision by King County to withdraw from the SC-CMS project. A decision was made to utilize Tyler Technologies' statewide implementation approach, which will use a regional rollout based on contiguous counties. Ms. Sapinoso provided a map which detailed the pilot sites, the early adopter courts, and the regional rollout. Regular town hall meetings have been initiated by the SC-CMS project, in order to provide technical and business information on project activities to interested parties from across the state. Ms. Sapinoso recognized the work being completed by the CUWG in making key decisions about business practices and impacts. An updated schedule was provided that noted project milestones and clarified the date for the pilot court implementation.

Ms. Vonnie Diseth discussed the decision by King County to withdraw from the SC-CMS project, and the potential impacts of this decision. Talks have been conducted with Tyler Technologies to modify the rollout schedule. A contract amendment is still pending, awaiting the result of supplemental funding from the Legislature.

ITG #3 – Appellate Court ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the vendor led process business analysis is ongoing; the as-is analysis of JIS Link, web portal access to appellate court information, and eFiling is complete and the design of the new systems has begun; the technical training for AOC/Court staff has started; and the vendor functional specification development has started.

Mr. Kravik also reported a project issue that came up since the last JISC meeting. It was learned during analysis that the amount of custom coding in the solution was higher than expected. It was mutually decided that the use of another Hyland OnBase module called WorkView could

replace the custom coded solution and would be highly reliant on configuration instead of customization.

On February 18, 2014, the Project Executive Steering Committee met and approved the results of the negotiation between AOC and the vendor. The change would result in an increase of $61,000 for licenses and $11,000 for professional services.

Motion: Judge J. Robert Leach

I move to adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to authorize a contract amendment to purchase Hyland's OnBase WorkView module to replace custom coded HTML applications in the AC-ECMS solution. The cost increase for licenses, sales tax, and professional services is $72,000.

Second: Judge Thomas Wynne

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

During discussion, Ms. Yolande Williams asked about the likelihood of the vendor coming back and asking for more money for something else. Mr. Kravik replied that part of the agreement is a statement to the effect that the vendor believes that no additional software licensing cost increases will be required to complete the project.

Significant next steps include development of the vendor's Functional Specification Document and the training of the AOC and appellate court staff who will be involved in system configuration.

CIO Report

Ms. Vonnie Diseth presented the JISC with the report from the CIO. Ms. Diseth provided information on the activities related to a potential move to the state data center, including designating a project manager, touring the proposed facilities, and providing information for CTS review. There was some discussion on the political and legal ramifications of consolidating judicial branch information in the executive branch data center.

The CLJ-CMS Summit was held in late January, and Ms. Diseth provided a summary of the summit. The initial plan and schedule was to initiate work on a CLJ-CMS after the SC-CMS project had completed. According to the current JISC priorities, the expanded Seattle Municipal Data Exchange was identified as a higher priority than a new CMS to replace JIS. Discussions over the past year lead to a re-evaluation of the timeline and available funding to address the needs of the CLJs, and AOC agreed to move up the schedule to look at the business requirements in 2014, subject to availability of staff and resources. The DMCMA and DMCJA presidents provided letters in support of a COTS package as an option. The process for evaluation of the business requirements has since been moved up to the second quarter of 2014. A governance process and plan will need to be established. Evaluation of the current and future states of the

systems, and development of an RFP are also needed. Following the CLJ-CMS Summit, letters were received from Yakima County, Seattle Municipal, and from the DMCJA regarding their plans for a statewide CMS. The summit discussed AOC staffing, financial impacts, the need to focus on a statewide solution and the integration work involved. The next step will be for the CLJs to ask the JISC for re-prioritization for a statewide CMS, allowing AOC to begin to compile the business and technical requirements and prepare a decision package prior to the 2015-17 biennium.

Mr. Rich Johnson inquired about current staffing and funding to begin a review of the requirements, and Ms. Diseth responded that AOC is looking into resource availability and identifying what staff would need to be involved. Mr. Johnson noted concerns about moving forward on a statewide CMS when a system for the superior courts has yet to prove capable and King County just pulled out. A review of strategy may be needed to avoid repeating mistakes. Justice Fairhurst replied that the CLJs have repeatedly stood aside while other projects have proceeded and it is time for these courts to have a new system move forward.

Ms. Yolande Williams spoke about the decision from Seattle Municipal Courts regarding a statewide CMS. A decision was made to continue to develop an individual CMS, taking into account the current functionality at this point in time. A data exchange would be helpful so information can be transmitted to AOC, but a clear definition of what information courts are required to provide is needed as well as data exchange standards. Judge J. Robert Leach expressed concerns that reprioritizing the CLJ-CMS would push down the development of a system for Seattle Municipal, leading to a delay before the tools could be developed for the Seattle Municipal information to be transferred into a statewide system. Judge Steven Rosen responded it would be important to learn more about what is happening in King County, but would like to ensure King County's data is available in the state database.

Judge Veronica Alicea-Galvan noted resources may be better utilized developing a new system independently and then evaluate based on how other courts have proceeded with a statewide CMS. Ms. Aimee Vance inquired if Seattle had the resources to proceed with an independent project. Judge Thomas Wynne discussed resource availability and scheduling for AOC projects, and noted the timing for a CLJ-CMS looks reasonable. Further delay could lead to increased fragmentation in data processing across CLJ courts across the state.

Judge Dave Larson proposed to have the RFP for a new CMS include language about interfacing with different systems across the state. Judge Corrina Harn noted issues accessing data in the current structure, and expressed frustration in dealing with multiple systems. An e-filing system would be beneficial, and would greatly enhance productivity. Judge Harn stated a desire for the JISC to look at a data exchange, and clear rules are required. Judge David Svaren reiterated that the decision before the JISC regards reprioritization, not planning a system. The age of the system in place shows the need for a CLJ-CMS to be reprioritized. The CLJs are the workhorse courts for the state. The decision seems fairly clear. Judge Rosen stated there is a clear need for a CLJ-CMS, and the information that would be accessible throughout the CLJs would improve court business significantly. There is a need to stop situations where courts in one jurisdiction do not know what is being issued in another. Judge Alicea-Galvan clarified the number of municipal courts, and the fragmentation of information is a problem. The decisions of all judges practicing in municipal courts throughout the state need to be accessible to all systems. The issues of data exchange need to be a discussion for another day, but all the courts need to be on the same statewide system. The issue is how to get to a statewide CMS, and who pays for it. Judge Wynne noted the difficulties encountered so far with the SC-CMS, but also stated the current

interoperability is poor and impacts the manner in which judges can operate in a courtroom. Ms. Barb Miner stated a key for a CMS project to be successful will be the INH, and Ms. Diseth responded the difficulties with a data exchange will be creating services that work in both directions.

IT Governance Update

Motion: Judge J. Robert Leach

I move that the JISC reprioritize or return IT Governance Request 27, the Expanded Seattle Municipal Court Data Transfer, to the CLJ Court Level User Group, and make ITG 102, the CLJ Case Management System, the top priority for courts of limited jurisdiction.

Second: Judge James Heller

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

Ms. Diseth introduced Mr. Morris Volkov as the new ISD Service Delivery Coordinator at AOC. Mr. Volkov provided the JISC with the IT Governance Report. There have been six new ITG requests and two requests completed since the December report. Ms. Vicky Cullinane noted the Misdemeanant Corrections Association put in a request for probation case management system, and the CLUG agreed to include this request as part of a larger CLJ-CMS project.

Security Update

Ms. Diseth introduced Mr. Terry Overton as the new Information Security Officer for AOC and provided some background information and experience. Ms. Diseth discussed the importance of IT security for the Washington Court system, including an estimate on the number of attempts to infiltrate systems on a daily basis. A high-level overview of the security actions implemented was provided, and an independent review was performed by Intrinium, Inc. A list of security items was provided, sorted in order of criticality and priority, totaling 248 items. Ms. Diseth noted that a significant amount of recommended updates have been completed, with work is ongoing to finish the remaining items. Ongoing challenges include: continuing education of the importance of security; balancing the needs for stronger IT against the business needs; and minimizing the inconvenience to the users. Work is continuing to identify and fix security issues as they are discovered.

Mr. Gary Blosser provided a review of the final security report from Intrinium. The project entailed five months of review. The review compared AOC's security protocols with other state agencies in Washington. An IT Security Plan was provided, which included the scope of work and what level of completion had been achieved when the report was prepared and a section on continued improvement.

Legislative Update

Ms. Mellani McAleenan provided an update on the current session of the Washington State Legislature. All committee work is nearing completion, with the few remaining days in session devoted to floor action. Ms. McAleenan noted the legislation on DUI Look Back Bill, which died in committee in the House and on the floor in the Senate. Senate Bill 6403 would have undone the Data Dissemination Committee's work on publication of juvenile records on the public website and bulk distribution. The bill did not receive a hearing and died in committee. Senate Bill 6469, which would have required sealing of juvenile records at disposition and made records confidential at the completion of the SC-CMS project, did not receive a hearing and died. House Bill 1651, sponsored by Representative Ruth Kagi, has gone through a number of iterations, and it has passed out of the Senate Committee. It is unclear on the referral of the bill from this point. The current version of the bill, as passed today, would involve sealing records upon 30 days after sentencing or probation is completed. This does not have any of the changes to confidentiality or SCOMIS that resulted in the large fiscal notes previously. The bill as currently drafted would involve some additional court time, and a significant amount of additional time for the clerks. There would be some implications to JIS systems, with a couple thousand hours of work required. Ms. McAleenan reviewed a list of bills that are being tracked by the Legislative Team and the current status of those bills.

Information Networking Hub

Mr. Dan Belles, Project Manager, provided a status update on the Information Networking Hub (INH) Project. Mr. Belles began by giving an overview of the future state of the AOC data exchange landscape. Mr. Belles stated that the long term goal for INH is to become the central hub for all data exchanges from local court systems to Odyssey. Mr. Belles then stated that the INH project had been working with the SC-CMS Project and Tyler to develop an integration strategy in support of the Odyssey Pilot Court rollout. Mr. Belles stated that Tyler recommended, and AOC agreed, that Tyler be assigned case data replication and that AOC be assigned person data replication. Mr. Belles stated that as a result of those decisions, the INH project had begun to focus on a solution for person data replication.

Mr. Belles then gave an update on current project activities that included work on design, development and test preparation of the person data replication solution. Mr. Belles then provided an update on the project schedule that showed the upcoming phases of the project. Mr. Belles stated that a new timeline was developed to show the integration work required to support the integration with Odyssey and the Pilot Court Go Live early in 2015. Mr. Belles stated that the goal was to have the party data replication solution ready for UAT and integration testing by November 1st.

Mr. Belles then reviewed current project risks and mitigation strategies. Mr. Belles stated that there were three main areas of risk that were being mitigated: interdependent projects, integration with Odyssey and testing and deployment of web services. Mr. Belles stated that another challenge involved getting the requirements and design nailed down, so a solution for person data replication could be completed. Mr. Belles concluded his presentation by covering the next steps in the project. Mr. Belles stated that the INH project would focus on the party data replication in support the SC-CMS Pilot Court rollout early next year.

ITG #41 Remove CLJ Archiving and Purge Certain Records

Ms. Kate Kruller updated the JISC on project activity for ITG 41. Development work was completed at the end of January. The code is now in the hands of the Quality Assurance/Test Team. The Project Team determined how to conduct the work of applying this set of rules. The ITG 41 Project Steering Committee was briefed on the implementation plan and schedule February 3, 2014. During implementation, when AOC applies the preliminary rules against the active database, just over 8-million cases will be processed across some 200 courts. This is a very important step of the project, because no destruction rules have been applied since last May, when AOC restored millions of case records to the active database and eliminated the archiving process. AOC will run the process through a small number of pilot courts. The project will then continue on to apply the rules to cases in all remaining courts – in a sequence that is the most technically efficient. To ensure the court community is aware of the implementation a Communications Plan for this project is being developed and will be utilized. AOC will work with each court's staff to identify and address any cases not processed (due to data quality issues), as necessary. AOC will provide specific information on the implementation via the normal technical communications, notifications, eService Information and Customer Service line support.

Committee Reports

Data Dissemination Committee:
Judge Wynne provided the JISC with an update on the activities of the Data Dissemination Committee. A request from the Washington State Liquor Control Board – Licensing Division was made to obtain level 22 access, equal to a law enforcement agency. After considering the request and discussion, the decision was made to not grant that access. Case flagging criteria and guidelines were discussed in relation to ITG 41, allowing judges to flag a case to be retained. Judge Heller, Judge Rosen, and Ms. Aimee Vance put together a list of criteria that was submitted to the DMCJA Board, and the criteria were approved.

Data Management Steering Committee:
No Report.

Adjournment

The meeting was adjourned by Justice Fairhurst at 2:00 p.m.

Next Meeting

The next meeting will be April 25, 2014, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Recap of Motions from February 28, 2014

Motion Summary	Status
Authorize contract amendment for AC-ECMS to increase budget allocation in order to purchase WorkView module.	Passed
Reprioritize ITG 27 back to CLJ-CLUG and make ITG 102 top priority for CLJs.	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	