

JUDICIAL INFORMATION SYSTEM COMMITTEE

June 26, 2015
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

Minutes

Members Present:

Justice Mary Fairhurst, Chair
Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton
Ms. Callie Dietz
Chief Ed Green
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Ms. Barb Miner
Mr. Bob Taylor
Judge Thomas J. Wynne

Members Absent:

Judge James Heller
Ms. Brooke Powell
Judge Steven Rosen
Mr. Jon Tunheim
Ms. Aimee Vance
Ms. Yolande Williams

AOC/Temple Staff Present:

Mr. Kevin Ammons
Mr. Dan Belles
Ms. Kathy Bradley
Ms. Marie Constantineau
Ms. Jennifer Creighton
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Mike Keeling
Mr. Martin Kravik
Ms. Mellani McAleenan – phone
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinosa
Mr. Mike Walsh
Mr. Kumar Yajamanam - phone

Guests Present:

Mr. Othniel Palomino
Mr. Enrique Kuttemplon

Call to Order

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

March 06, 2015 Meeting Minutes

Justice Fairhurst asked if there were any additional corrections to the April 24, 2015 meeting minutes. Hearing none, Justice Fairhurst deemed them approved.

JIS Budget Update (13-15 Biennium)

Mr. Ramsey Radwan presented an update on the current budget for expenditure and allocations for the 13-15 biennium. Expenditure and allocations are in line with where we need to be for the end of the biennium. Both the house and senate dropped their budget proposals. The House version is very good and funds the needs of AOC. The Senate will be passing their version of the budget out of committee today or tomorrow. The current Senate proposal would reduce AOC's budget by about 4 million dollars.

A temporary budget has been proposed to bridge the gap and keep the state working past July 1 should a budget not be passed.

Legislative Update

Ms. Mellani McAleenan reported budget discussions and negotiations are ongoing.

CIO Report

Ms. Vonnie Diseth reported security assessments of the appellate courts was performed by Intrinium. In a subsequent meeting with each court, Intrinium walked through the results of the assessments.

JIS General Policy Update

Ms. Vicky Cullinane reported on JIS General Policy updates to sections: 2.2.7 and 3.2.

Motion: Judge Thomas Wynne

I move to approve the JIS General Policies updates.

Second: Mr. Callie Dietz

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Chief Robert Berg, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Mr. Bob Taylor, Ms. Aimee Vance, Ms. Yolande Williams, Judge Thomas J. Wynne

Opposed: none

Absent: Judge Jim Heller, Ms. Brooke Powell, Judge Steve Rosen, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams.

ITG #2 – SC-CMS Update

Ms. Maribeth Sapinoso and Ms. Marie Constantineau provided an update on the SC-CMS project to the JISC. Ms. Constantineau began with the most recent activities beginning with the Pilot Site statewide party/person synchronization efforts which took place a week prior to Lewis County Go Live implementation date. Next, Ms. Sapinoso provided an update on the successful implementation of Odyssey at Lewis County beginning the weekend of June 13, 2015. Lewis County stakeholders (Judge Lawler, Court Administrator Susie Parker, and County Clerk Kathy Brack) were present to describe their Go Live experience and lessons learned and addressed the questions of the JISC members. Ms. Sapinoso then concluded with the project activities currently in progress with Early Adopters (Franklin, Thurston and Yakima) including upcoming kick off meeting with Spokane. Also mentioned was the Project Steering Committee's unanimous decision to approve the recommended changes to the SC-CMS implementation cost rules for Early Adopters.

Motion: Judge J. Robert Leach

I move we adopt and approve the expenses for which numbers are set forth in the 4 pages of the spreadsheet (Local Implementation Cost Rules) that total \$43,350.00 for the Early Adopter Counties of: Franklin, Yakima and Thurston only without precedent being set one way or another for anybody else for anything else related to the JISC.

Second: Mr. Ed Green

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Chief Robert Berg, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Mr. Bob Taylor, Ms. Aimee Vance, Ms. Yolande Williams, Judge Thomas J. Wynne

Opposed: none

Absent: Judge Jim Heller, Ms. Brooke Powell, Judge Steve Rosen, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams.

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the vendor halted their activities on the project on June 19, 2015 pending the resolution of the contract scope issue they raised. As a result, the Document Conversion Mapping Specification deliverable was not completed and Document Conversion is not underway.

Development of the necessary changes to the eFiling system is on track to be complete by August.

JIS Link requirements still remained on hold due to the activities surrounding the contract scope issue.

On May 22, 2015, Scott Bade, the President of ImageSoft, responded to the letter we sent to them on May 12, 2015. That letter contained four changes we wanted ImageSoft to make regarding the way the project is being conducted. The changes were:

- Rebalance the workload of the Senior System Architect and allow her to focus more on customer facing activities.
- Create a technical knowledge transfer plan that better provides overall technical context of the Washington appellate court solution to the OnBase System Administrators, provides them with training specific to the Washington appellate court solution and involves them in the configuration of the production solution.
- Implement a process of periodic iteration reviews to validate system functionality and provide the opportunity for early course corrections while the problems are small. Doing so will reduce the risk of not finding major problems until user acceptance testing and causing significant rework for ImageSoft.
- Extend the period of user acceptance testing to allow court staff time to fully test all functionality without disrupting court business.

ImageSoft responded positively to all four points.

In light of the positive response, the AOC/Court Stakeholder negotiation team met on June 1, 2015 to readdress the scope issues initially raised by ImageSoft. The team found it challenging to develop hard and fast positions on the individual issues because it was difficult for team

members to visualize the real world impacts on court processes. This is particularly true for the case management part of the system.

As a result the team decided to request another demonstration using specified court case processes including what the results would look like in case management. This request was sent directly to Mr. Bade by Ms. Vonnie Diseth. Mr. Bade expressed concern with doing another demonstration, believing that it would still not build enough confidence in the system to allow the project to move forward. He countered with the idea of removing the scope items that are under contention from Iteration B, finishing development of the revised Iteration B, and moving forward with user acceptance testing. The thought is that once the courts have hands-on access to the system, they will have a better understanding of how it works and will be in a better position to address and resolve the scope issues.

The negotiation team met on Tuesday, June 23rd to evaluate Mr. Bade's proposal. The team voted to move forward with developing a draft project change order with the vendor. The change order will detail all changes to features, schedule dates, and costs regarding a revised Iteration B. The change order will not alter overall scope of the project. That will be discussed following Iteration B. Once the draft change order is reviewed by the negotiation team it will be presented to the AC-ECMS Executive Steering Committee for approval.

ITG 41 Priority Project #3 - CLJ Revised Computer Records Retention/Destruction Process

Ms. Kate Kruller, ITG 41 Project Manager, updated the JISC on the CLJ Revised Computer Records Retention and Destruction Process.

Ms. Kruller reported that project team is in the first stage of implementation for all courts. As of the JISC meeting on June 26th, the Iteration 1 process is complete in 55 courts, with a goal of being half way (71 courts) in the next week or so. Ms. Kruller reported that court staffs are successfully downloading or printing post-process reports consistently and correctly. To date, the project team has not found any errors during the implementation process.

The timelines for the next steps are as follows:

- **June, 2015 – September 2015 (original schedule was March 2016)** to implement the Preliminary Rules in 188 courts non-pilot courts
- **June, 2015 – October 2015** to program the New Destruction Rules when the pilot court implementation is finished.

The Project Manager will keep the ITG Project Steering Committee and Pilot Courts apprised of ITG 41 Project progress going forward in to the implementation. Ms. Kruller will report back to the JISC in August, 2015 with any updates.

ITG #102 – CLJ-CMS Update

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Recent activities included the distribution of a data

exchange requirements survey. The survey was complete and returned by approximately one-third of the courts. The team is planning to re-send the survey to provide another opportunity for the courts who did not respond. The Court User Work Group (CUWG) continues to define the future state requirements through monthly meetings. Two additional meetings have been scheduled to allow enough time to capture requirements for each of the functional areas.

The project's Organization Change Management team continues to promote CLJ-CMS project awareness by adding CUWG meeting summaries and other informative content to the web sites. We are planning to publish a Request for Information (RFI) for Case Management Solutions in July. The purpose of the RFI is to gather as much current market information as possible prior to determining our procurement strategy. The project schedule reflects the extension of the Future state analysis work activity by adding the two additional CUWG meetings needed to complete the requirements capture.

Under risk management the project team and steering committees continue to monitor the two on-going risks:

1. Funding impacts due to the Expedited Data Exchanges. We continue to watch and wait for the outcome of the 15-17 operations budget.
2. The priority issue over the focus for a CLJ-CMS statewide case management or a data exchange to support courts that choose to operate their own systems. We continue to "get the word out" by providing project updates at court association meetings, our project web site, and AOC all staff meetings.

Information Networking Hub – (INH)

Mr. Belles provided a brief status update on the Information Networking Hub (INH) Enterprise Data Repository (EDR) project. Mr. Belles stated that overall, the project team continued to make good progress towards development of the EDR. Mr. Belles stated that current activities included work on the EDR database, data exchanges, resource acquisition and recent meetings with King County court technical staff. Mr. Belles stated that the project team was also working on an information portal that would assist courts in on-boarding and connecting to the EDR.

Mr. Belles then briefly discussed the current project risks including legacy application risks, budget risks and project risks remain unchanged. Mr. Belles stated that there continued to be one active issue, that involved resources with critical court business knowledge not being available to the project, and that it was being mitigated to the extent possible. Mr. Belles completed his project update by covering the next steps planned for the project in the coming weeks. Judge Wynne asked if other courts with their own case management systems would have to follow the data standards in order to use the EDR. Mr. Belles stated yes, the EDR was being built to allow all other courts to use it, provided they complied with the statewide data standards. Barb Miner asked that the funding risk on slide 7 be modified to remove the general funding dependency statement.

Committee Report

Data Dissemination Committee:

Meeting was canceled.

Adjournment

The meeting was adjourned by Justice Fairhurst at 12:30 p.m.

Next Meeting

The next meeting will be August 28, 2015, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

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	
	Action Item – From September 5th 2014 Meeting		
2	Find out whether individual persons' SSNs are needed for the bank account process superior courts use on the BAA and BAS screens	Vicky Cullinane	Completed