JUDICIAL INFORMATION SYSTEM COMMITTEE

October 23, 2015
10:00 a.m. to 1:00 p.m.
AOC Office, SeaTac, WA

Minutes

Members Present:
Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton
Ms. Callie Dietz
Chief Ed Green
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella
Ms. Barb Miner
Ms. Brooke Powell
Judge David Svaren
Mr. Jon Tunheim
Mr. Bob Taylor
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:
None

AOC Staff Present:
Ms. Kathy Bradley
Ms. Jennifer Creighton
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Dirk Marler
Ms. Pam Payne
Mr. Ramsey Radwan

Guests Present:
Mr. Othniel Palomino
Mr. Enrique Kuttemplon
Judge Corrina Harn

Call to Order

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

August 28, 2015 Meeting Minutes

Justice Fairhurst asked if there were any additional corrections to the August 28, 2015 meeting minutes. With 2 corrections to voting summaries, Judge Svaren voting in favor for SC-CMS item, and Aimee Vance moved to correct vote for EDE item, Justice Fairhurst deemed them approved.

2016 JISC Meeting Schedule

2016 Meeting Schedule was presented. Justice Fairhurst asked for approval. No objections for dates as noted.

JIS Budget Update (15-17 Biennium)

Mr. Ramsey Radwan presented the revised supplemental budget requests for approval. Mr. Radwan will present to the Supreme Court Budget Committee on October 28, for review and approval. Project budget spending update will be provided at the December 4, JISC Meeting.

Motion: **Judge Thomas Wynne**

I move to accept the Supplemental Budget Requests as presented by Ramsey Radwan for submission to Supreme Court Budget Committee.

Second: **Judge Scott Marinella**

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Chief Ed Green, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Ms. Brooke Powell, Judge David Svaren, Mr. Jon Tunheim, Mr. Bob Taylor, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: none.

Absent: none

Project Updates

Ms. Vonnie Diseth provided updates on two priority projects:

Appellate Court Enterprise Content Management System (AC-ECMS) - Project Update

- ✓ System Configuration Iteration A – Base System and Document Structure

  Training on Iteration A took place in mid-November 2014. User acceptance testing was finalized on Feb 18th

- System Configuration Iteration B – WorkView and Associated Workflows
- System Configuration Iteration C – Screening, Motion, and Judicial Workflows
- System Configuration Iteration D – Supreme Court Workflows, iDocs, eFiling

On July 22, 2015 the AC-ECMS Project Executive Steering Committee agreed that only after AOC and the appellate courts have the opportunity to view and examine Iteration B (via User Acceptance Testing), will the Executive Steering Committee consider discussions with ImageSoft as to whether any additional monies are warranted. This was communicated to Scott Bade, President of ImageSoft, Inc by Vonnie Diseth, AOC Information Services Director on July 23, 2015.

Change Order (CO-01) – *Iteration B Realignment* was agreed upon by ImageSoft and AOC on October 1, 2015 (with the approval of the Project Steering Committee). The change order prompted a "restart" of Iteration B of the project.

- The overall scope of the project has not changed. Functionality previously intended for Iteration B will be redistributed to future iterations and delivery of the revised Iteration B to User Acceptance Testing will proceed.
- The schedule for the remainder of the project will be determined pending acceptance of Iteration B.

- On-site vendor provided training is scheduled the week of November 16-19. Starting with 2 days at Davison 1 for Divisions 1 and 3; followed by 2 days at AOC for Division 2 and the Supreme Court. This will kick-off the User Acceptance Testing period.

- User Acceptance Testing – 2 months – November 23, 2015 – January 22, 2016.

- AOC project staff have been working to prepare for user acceptance testing and court training.

- Adds three monthly project report payments of $6,809 each for a total $20,427.

Superior Court Case Management System (SC-CMS) – Project Update

Early Adopter Go-Live is next weekend (10/31).

- The project teams continue to make preparations.

- End User Training is complete

- We will be hosting on-site training labs (open forum follow-up training)

- One-on-one Judge Edition Training for judges in their chambers

Statewide Rollout Schedule. The Statewide Rollout schedule for the remaining 31 counties has been determined by the Project Steering Committee and communicated to all county stakeholders. Each county should know their planned implementation date. We are adding four counties to Event 4 Implementation with Spokane. All impacted counties have been communicated with.

Party Synchronization. The Odyssey and JIS databases were synched last night (10/22). Lewis County will be able to stop using the work-around procedure effective today (10/23).

Kick-off Meeting with Spokane Stakeholders. On Sept 29, 2015, the project team (including Dirk and I) met with Spokane County's Superior Court and County Clerk stakeholders to begin discussions on their November 2016 Odyssey implementation.

Lewis County Continued Support.

- The project team has made good progress on resolving the issue tracking log from the Go-Live event in June. At the end of July, the issue log had 128 issues that had been logged. The log is now down to a total of 23 issues of which 2 are deemed a high priority by Lewis County.

- In addition, Lewis County requested a change to how they do scanning, so the project team has been on site configuring the bar code printers (they wanted to go from interactive scanning to batch scanning instead).

- At least one team member is on site weekly to work on the issues, answer questions, or follow-up with users.

Legislative Proviso

On October 13, 2015, AOC, Tyler Technologies, and six County Clerk representatives met to clarify and understand the County Clerk's concerns regarding the Odyssey system.

Adjournment

The meeting was adjourned by Justice Fairhurst at 10:30 a.m.

Next Meeting

The next meeting will be December 4, 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 August 28th 2015 Meeting		
2	Starting with the October JISC meeting, create a chart of all the provisos, and report progress on them to date.	Ramsey Radwan	
	Action Item – From October 23rd 2015 Meeting		
	Send SC-CMS Statewide Rollout Map	Pam Payne	completed