JUDICIAL INFORMATION SYSTEM COMMITTEE

August 28, 2015
10:00 a.m. to 1:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton (phone)
Ms. Callie Dietz
Chief Ed Green
Mr. Rich Johnson
Judge J. Robert Leach
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:
Mr. Frank Maiocco

AOC/Temple Staff Present:
Mr. Kevin Ammons
Ms. Tammy Anderson
Ms. Kathy Bradley
Ms. Jennifer Creighton
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Martin Kravik
Mr. Dirk Marler
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh

Guests Present:
Mr. Allen Mills
Mr. Othniel Palomino
Mr. Enrique Kuttemplon
Judge Donna Tucker
Ms. Lea Ennis
Judge Corrina Harn
Mr. Bill Kehoe

Call to Order

Justice Mary Fairhurst called the 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 June 26, 2015 meeting minutes. With 1 correction to Legislative Update, Justice Fairhurst deemed them approved.

JIS Budget Update (15-17 Biennium)

Mr. Ramsey Radwan provided a budget update on the 15-17 green sheet. Allocations have been noted, with no expenditures at this time. The next meeting will provide updates on actual spending.

Mr. Radwan also provided a revised supplemental budget request for review. Approval will be requested at the October 23, 2015 JISC Meeting.

CIO Report

Ms. Vonnie Diseth reported on the legislative changes that were implemented and affected JIS. AOC staff spent about 250 hours analyzing bills and determining the effect on the JIS System. There were 6 bills in total; 1 was procedural change, 3 required new codes and the remaining 2 required programming changes.

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ITG #2 – SC-CMS Update

Ms. Maribeth Sapinoso provided an update on the SC-CMS project to the JISC. Ms. Sapinoso began with the most recent activities beginning with the integration status for Party synchronization and Case data replication. Ms. Sapinoso proceeded to discuss recent activities with Lewis County as the project continues to address and resolve their outstanding questions and issues. The project also achieved the completion of several milestones for the Early Adopter counties (Franklin, Thurston, and Yakima) in staying on target with their Go Live implementation date of October 31, 2015. Ms. Sapinoso then concluded with the project activities completed for Snohomish County and currently in progress with Early Adopters (Franklin, Thurston, and Yakima) including upcoming kick off meeting with Spokane.

Ms. Maribeth Sapinoso provided an update for the Early Adopter Local Court Implementation Costs. Adjustments were made to areas of training and hardware for an approximate savings of $29,350. Justice Fairhurst clarified these are not additional costs, and rather costs already approved by the JISC.

Ms. Vonnie Diseth presented a proposal of Authorization for the Project Steering Committee to have approval of these expenditures up to a set amount. Mr. Ramsey Radwan recommended the steering committee have up to $125,000.00 authority to work within the defined criteria as outlined in the Early Adopter Implementation Cost Rule and Projected Expenses.

Motion: Judge J. Robert Leach

I move the JISC authorize AOC to spend up to $125,000.00 for expenses for the Early Adopters Implementation of the Odyssey System and Authorize the Project Steering committee to resolve any disputes between AOC and the Counties regarding those expenses, without providing precedent for any county after the early adopters one way or another for anything related to the JISC.

Second: Ms. Jeanette Dalton

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, Judge G. Scott Marinella, Ms. Barb Miner, Ms. Brooke Powell, Mr. Jon Tunheim, Mr. Bob Taylor, Judge Thomas J. Wynne

Opposed: none.

Absent: Mr. Frank Maiocco, Judge David Svaren

AOC Expedited Data Exchange (EDE) Pilot Implementation Project

Ms. Vonnie Diseth presented a status update on the AOC/KC EDE Project. The EDE is based on the Information Networking Hub long range strategy, it is “expedited” because of the need to speed up the schedule for what was planned. This is due to King County District Court implementing their own case management system in January 2017 followed by King County

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Clerk's Office in January of 2018. Both of these schedules drove the expediency of the original plan for the INH project. Mr. Bill Kehoe reminded the committee that this data exchange is not just for King County, we are building the future, this is part of the INH Strategy and all the courts will be able to utilize it. Ms. Diseth shared AOC is currently recruiting for a program manager and Mr. Kevin Ammons, PMO Manager is acting in that capacity.

Mr. Kevin Ammons presented the structure of the project tracks and how they will be managed.

Ms. Vonnie Diseth presented for approval the Steering Committee Charter for the Project. It has been agreed to and signed by all parties. The purpose of this charter is to focus on the Pilot Implementation to be sure everything is in place when King County District Court goes live. The membership of the steering committee is focused on the people necessary to be sure this happens. A concern in making the committee too big or involving too many people when we are on a very tight schedule, trying to meet deadlines for a specific pilot court - we wanted to take this in stages, this is the initial stage of the steering committee. As we get to early adopter and open it up and go statewide, we anticipate the steering committee would change and include other groups.

Ms. Aimee Vance stated a concern, that you are building a statewide application and there are no other representatives involved, only AOC and King County. As pilot court they are building to the needs of King County, but there are no other associations represented, other than King County, but they don't represent the state. For the CLJ-CMS project it was made very clear that it included people who would not be using the system. These are equal projects, however representation is not.

Ms. Vonnie Diseth responded the steering committee is looking out for the entire state and special attention to what is being built being able to interact with the EDR and the data exchange. We are anticipating any system including whatever might be selected for CLJ-CMS or any other system that may come in can connect with the data exchange. The technical considerations are based on the data standards.

Ms. Aimee Vance asked how the project steering committee plans to keep the associations involved and up to date, is it through the JISC and we report back out to our committees? How do I as a DMCMA member know what is happening and where the project is and if there are any impacts to my court? How do the associations have a say in the decisions being made?

Ms. Vonnie Diseth responded for now – it is through the JISC committee, with each of them providing the project updates at the meetings. Mr. Bill Kehoe stated, meeting minutes and notes are available for anyone to read. Ms. Callie Dietz stated anyone is welcome to attend a meeting and receive an update.

Motion: Mr. Rich Johnson

I move that the JISC approve the signed AOC Expedited Data Exchange - Pilot Implementation Project Steering Committee Charter as agreed upon by the AOC and King County representatives.

Second: Ms. Barb Miner

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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, Judge G. Scott Marinella, Ms. Barb Miner, Ms. Brooke Powell, Mr. Jon Tunheim, Mr. Bob Taylor, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: none

Abstaining: Ms. Aimee Vance

Absent: Mr. Frank Maiocco, Judge David Svaren

Judge Donna Tucker presented an update on the King County District Court (KCDC) CMS project. KCDC is currently in the procurement stage of the process. Back in early 2014 KCDC began to map KCDC systems, along with using JIS they also have 14 different side systems that have been developed over the last 30 years to assist in case processing. Another key component identified by KCDC technical staff was the need in a new system to have clean data so old or bad data wasn't brought in to the new system. The RFP was published and we are currently in the review process. Contract negotiations are tentatively scheduled for October. Project initiation is scheduled to begin in early 2016, with Go-Live in first quarter of 2017.

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that subsequent to the AOC/Appellate Court negotiation team's acceptance of the vendor's proposal to move forward with a revised version of Iteration B, the vendor issued a draft contract change order. This draft contained a request for an additional $181,500 for Iteration B. The project Executive Steering Committee evaluated the draft change order and agreed we should move forward with Iteration B but will not consider discussing additional funding with the vendor until after the courts are able to review the system. The decision was communicated to the vendor by Vonnie Diseth on July 24, 2015. AOC revised the draft change order and returned it to the vendor on August 7, 2015.

As of the August 28, 2015 JISC meeting, a response by the vendor has not been received.

The change order and subsequent contract amendment only affects Iteration B, the second of four iterations. The schedule for the rest of the project will determined following Iteration B.

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 last stage of implementation for all courts. As of the JISC meeting on August 28th, the Iteration 1 process had completed 147 courts of 189 (78%). Ms. Kruller reported to date, the project team has not found any errors during the implementation process.

The timelines for the next steps are as follows:

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- **June, 2015 – September 2015 (original schedule was March 2016)** to implement the Iteration 1 Preliminary Rules in 185 courts non-pilot courts

- **June, 2015 – October 2015:** Programming Iteration 2 New Destruction Rules when the pilot court implementation is finished.

- To prepare for the Iteration 2 New Rules implementation, AOC needs to update the JIS Change Case Disposition (CSD) Screen with a new data field to activate "Permanent Retention Flag" for all courts. Targeted to implement this JIS CSD screen change is **October 4, 2015.**

  AOC is going to make the screen feature available early to allow courts plenty of time to flag the cases Judges order to be retained, before the new destruction process begins.

  Note: The first Pilot Court (Everett Municipal) will have at least a 90-day period to flag cases (many courts will have much more time before they are processed in alphabetical order during 2016). This is a period of time the Steering Committee identified the last time we met.

- **Mid-January, 2016:** Iteration 2 New Rules are scheduled to be implemented in - starting with the first Pilot Court (Everett Municipal). AOC will run the new process through the other pilot courts in early 2016, then begin processing all the remaining courts in alphabetical order. Once the Iteration 2 New Rules processing is underway, it will take a number of months to complete working through all 189 courts, just as we have experienced with Iteration 1

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 October, 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 completion of the functional requirements for Criminal, Calendaring, Civil, Accounting, and Administration.

A strong response was received from the courts on the recently completed integration/data exchange survey. The information gathered from the survey will produce a solid baseline of data exchange requirements that will be updated as we progress through the remaining requirements gathering meetings.

We received nine responses to our CLJ CMS request for information (RFI). The project team is reviewing the results and will be reporting to the project steering committee on September 1st 2015. The direction provided at the steering committee meeting will assist the project team in transitioning to the procurement phase of the project.

Under project risk management we continue to evaluate the following risks reported earlier.

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1. Key resources are assigned to multiple, high priority projects. These assigned may generate conflicts for project delivery. Our risk management team continues to monitor staff resources assignments and the potential conflicts that may arise.

The funding of both the CLJ-CMS project and the Expedited Data Exchange presents both risks of resources contention and an opportunity to satisfy integration requirements that can be leveraged for the CLJ-CMS integration during the Pilot with King County District Court CMS project.

Committee Report

Data Dissemination Committee (DDC):

Judge Thomas Wynne reported the DDC has met twice since the June JISC Meeting.

Judge Thomas Wynne reported the DDC approved a request from Measures for Justice for financial information for all adult criminal cases from January 2009 to December 2013. A request was also approved from Department of Fish and Wildlife for financial data regarding wildlife penalty assessments and for all infractions and criminal offences under title 77 RCW. DDC discussed a policy change so JIS financial data may be released in the future by AOC consistent with a DD Policy amendment.

Mr. Mike Keeling provided an update about the JIS-Link replacement project that will also include bulk extracts. The DDC approved the AOC staff moving forward with the bulk extract concept; however, the Committee needs to see specific examples of the extracts and to also review the DD Policy to see if changes need to be made and the consequences of those changes.

DDC also approved a request from The News Tribune to for “Boating Under the Influence” financial data.

Legislative changes to RCW 46.52.130 allows attorneys of record access to abstracts of driving records. The committee considered how to provide that access, and the solution is to give public defenders access to DOL information through local courts with a JABS account set up with the specific court. This would not involve any change through AOC.

DDC Administrator Stephanie Happold reviewed with the Committee the small claims and domestic violence retention periods for the CLJ JIS Retention Schedule. The Committee agreed that the small claims case retention should be increased from 5 years to 10 years which correlates to the life of a judgement. DDC Administrator Stephanie Happold will bring the retention schedule amendment to the Committee at the October meeting so it can be brought before the JISC in December.

Adjournment

The meeting was adjourned by Justice Fairhurst at 1:00 p.m.

Next Meeting

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The next meeting will be October 23, 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	

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