JUDICIAL INFORMATION SYSTEM COMMITTEE

June 24, 2016
10:00 a.m. to 12:30 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
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella - phone
Ms. Barb Miner
Ms. Brooke Powell
Judge David Svaren
Mr. Bob Taylor
Ms. Aimee Vance - Phone

Members Absent:
Mr. Rich Johnson
Mr. Jon Tunheim
Judge Thomas J. Wynne

AOC Staff Present:
Mr. Kevin Ammons
Ms. Tammy Anderson
Ms. Kathy Bradley
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Mike Keeling
Mr. Martin Kravik
Mr. Dirk Marler
Ms. Pam Payne
Mr. Ramsey Radwan

Guests Present:
Ms. Beth Baldwin
Ms. Sonya Kraski – phone
Mr. Othniel Palomino
Mr. Brian Rowe
Judge Donna Tucker

Call to Order

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

Justice Fairhurst announced that Chief Ed Green has tendered his resignation from the Judicial Information Systems Committee (JISC) as he recently left his position with the Oak Harbor Police Department. The Washington Association of Sheriffs and Police Chiefs (WASPC) has been asked to provide recommendations for a new representative. Also, it was mentioned that six members of the JISC were ending their Committee terms: Mr. Larry Barker, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, and Ms. Aimee Vance. Each of these members have been selected to continue Committee membership for another term.

April 22, 2016 Meeting Minutes

Justice Fairhurst asked if there were any corrections to the April 22, 2016 meeting minutes. Hearing none Justice Fairhurst deemed them approved.

JIS Budget Update (15-17 Biennium)

Mr. Ramsey Radwan reported on the green sheet, a summary of the amounts allocated and expended for the various projects. Spending continues to be on track and each of the projects are doing well. A 2016 supplemental budget request for the AC-ECMS project was made, and funded by the legislature. Expenditures for the AC-ECMS were less than anticipated, therefore a request was made to carryover the unexpended funds.

Mr. Radwan then provided the Proviso update, happily reporting that all items are now complete aside from monitoring expenditures, which is currently in process with AOC staff. Following the report, Justice Fairhurst asked if Committee members felt the JISC had satisfied all of the Budget Provisos; a general consensus was made by the JISC that the provisos had been met.

Mr. Radwan then introduced the decision point which moves that the JISC approve the items identified on the Preliminary Budget Request (Blue Sheet) for the 2017-2019 biennium in concept but not dollar amount (as the dollar amounts will change), with the understanding that when the amounts change, they will be brought back to the JISC for discussion.

Motion: **Judge J. Leach**, as noted above by Mr. Ramsey Radwan

Second: Judge David Svaren

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Ms. Callie Dietz, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Ms. Brooke Powell, Judge David Svaren, Mr. Bob Taylor, Ms. Aimee Vance

Opposed: None.

Absent: Judge Jeanette Dalton, Mr. Rich Johnson, Mr. Jon Tunheim, Judge Thomas J. Wynne

CIO Report

Snohomish County Go-Live Report

Ms. Vonnie Diseth reported that on May 2, 2016, Snohomish County successfully went live with Odyssey. The implementation went much smoother than previous implementations partly due to AOC and Tyler's learning experience with the other implementations, and also due to Snohomish County being very well prepared. The overall mood during implementation was very positive and upbeat. A total of 84 issues were identified during the two-week go-live when the team was on site. 74 of those issues have been closed. Ten issues remain open and are being worked on by the project teams, one of which is a new development effort. From AOC's perspective, this was a very successful implementation.

Ms. Sonya Kraski agreed that the Odyssey implementation was a success. She credited much of the success to the chain of support from Snohomish County Superior Court and the Clerk's Office. The court's power users worked diligently on business process reviews, a critical step in the implementation. She was also impressed with the on-site support by both AOC and Tyler—having technical and business experts on site from the two groups as well as from other Odyssey courts was very helpful.

Ms. Kraski stated that while Snohomish County was implementing Odyssey, the county also made a significant business change to go to a paper-on-demand system. Odyssey go-live was an appropriate time to make this change. Post-implementation, there have been some pros and cons. A significant pro is having everything in one system, rather than multiple systems. One con involves financial processes, specifically the current need for staff training and written procedures for several of the processes. While this is frustrating, Ms. Kraski noted that AOC and Tyler have been working hard to address those needs. One other issue is having the user-access management at the state-level (at AOC), which is proving to be cumbersome and confusing to court customers and staff. Ms. Kraski expressed her hope that at some point an additional security level could be built in to allow courts to have a more hands-on

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management approach. Overall, the implementation went very well, though there are some areas that still need to be worked on and addressed.

Ms. Brooke Powell shared some highlights and lessons learned from a report Judge Thomas Wynne had created, which was distributed to the JISC. The report echoed Ms. Kraski's praise of the support and communication between the Clerk's Office, Court Administration, and their IT group; that communication was critical to success. Ms. Powell mentioned a Project Manager who was assigned to keep everyone focused and on task, which was very helpful. Communication with Tyler (and the use of webinars and Tyler U) and with AOC was also of great benefit. Ms. Powell also agreed that the issues with rights and responsibilities (especially regarding Case-Type 7) have been frustrating, both during go-live, and following it. She emphasized the importance for courts to celebrate successes and to champion the project as implementations continue, as there will be frustrations and concerns. Having a support team for the 'users on the ground' in counties during implementation is key to success.

CLJ-CMS Project QA Vendor Update
Ms. Diseth reported that AOC issued a Request for Quotes and Qualifications (RFQQ) on April 28, 2016 for a Quality Assurance Vendor for the CLJ-CMS project. Seven qualified vendor responses were received, and all seven proposals were evaluated and scored. Four of the vendors advanced to the presentations and cost proposals steps of the process, both of which were scored. Each vendor's final scores were then calculated. Based on these results, Bluecrane was selected as the QA vendor. Mr. Allen Mills and Mr. Eric Olson will be working on this project. A kick-off meeting will be held this afternoon, June 24, 2016. Beginning in August, Bluecrane will providing the JISC with QA reports for the CLJ-CMS project.

ITG #2 – SC-CMS

Ms. Diseth presented the Implementation Local Cost Rules, now that 5 courts are implemented, we have experience with all levels of courts. These costs are based on the information from the five implementations.

Motion: Mr. Frank Maiocco

I move that the JISC approve the SC-CMS Project Steering Committee's recommendation regarding state and local implementation costs for the remainder of the statewide rollout of Odyssey (32 counties) subject to the parameters set forth in the attached addendum – "SC-CMS Implementation Cost Rules."

Second: Mr. Larry Barker

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, , Ms. Brooke Powell, Judge David Svaren, Mr. Bob Taylor, Ms. Aimee Vance

Opposed: None.

Abstaining: Ms. Barb Miner

Absent: Mr. Rich Johnson, Mr. Jon Tunheim, Judge Thomas J. Wynne

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AOC Expedited Data Exchange (EDE) Pilot Implementation Project

Mr. Kevin Ammons presented changes to the EDE Steering Committee Charter. He outlined the changes that were made based on the JISC's vote at the April 22, 2016 meeting to add a member to the Steering Committee representing the District and Municipal Court Management Association (DMCMA). Mr. Ammons also pointed out several changes that were made to clarify roles and governance as well as correcting items such as meeting frequency.

Motion: Judge David Svaren

I move that the JISC approve the amended AOC Expedited Data Exchange - Pilot Implementation Project Steering Committee charter.

Second: Ms. Barb Miner

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

Opposed: None.

Absent: Mr. Rich Johnson, Mr. Jon Tunheim, Judge Thomas J. Wynne

Mr. Ammons continued by presenting the charter for the EDE JIS Systems Change Governance Committee. He explained that the committee would be voting on recommendations and providing feedback based on impacts to the JIS as a result of courts leaving JIS and sending their data to the Enterprise Data Repository.

Motion: Mr. Bob Taylor

I move that the JISC approve the Expedited Data Exchange JIS Systems Change Governance Committee.

Second: Mr. Larry Barker

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

Opposed: None.

Absent: Mr. Rich Johnson, Mr. Jon Tunheim, Judge Thomas J. Wynne

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the AC-ECMS Executive Steering Committee voted on June 20, 2016 to forward the contract amendment being negotiated with ImageSoft, the project vendor, to the JISC for approval.

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The amendment removes the replacement of ACORDS from the project scope, creates a combined Washington/ImageSoft team for efficiency and better knowledge transfer, and prescribes the use a development approach that is highly iterative to allow more frequent validation.

The amendment also identifies three releases for the remainder of the project. Release 1 implements a centralized document management system for all of the appellate courts. Release 2 entails minor integration between AC-ECMS and ACORDS. Release 3 will address business process workflows. The amendment also states that each iteration within the three major releases will be two weeks long and will conclude with a review session with the appellate courts.

Mr. Robert Taylor, representing the Washington State Bar Association, asked if there are any penalties in place if the vendor underperforms. The amendment specifically gives AOC the right to terminate the contract after any iteration.

A motion was made to adopt the AC-ECMS Project Executive Steering Committee recommendation to authorize a contract amendment to remove case management from the project's scope, and to add eight months to the project's schedule, starting in July 2016.

Motion: Judge Jeanette Dalton

I move to adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to authorize a contract amendment to remove case management from the project's scope and add 8 months to the project's schedule starting in July, 2016.

Second: Judge David Svaren

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

Opposed: None.

Absent: Mr. Rich Johnson, Mr. Jon Tunheim, Judge Thomas J. Wynne

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

Mr. Kevin Ammons reported on the ITG 41 - CLJ Revised Records Retention and Destruction project. AOC has discovered an issue related to how Domestic Violence cases were identified in the past, mainly before the DV flag was implemented In the JIS. Mr. Ammons reported that the schedule for implementation will be replaced once the issue is clearly understood and corrective actions have been implemented.

Data Dissemination Committee Report (DDC)

Judge J. Leach reported the committee addressed several requests – Drive Legal Whatcom is asking for Level 20 access to JIS Link. This program is to help people who have lost driving privileges due to unpaid fines, to regain the licenses. The committee voted to allow licensed attorneys in good standing access for 3 months.

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The DDC previously recommended at its last meeting that AOC remove the DCH screen due to inaccurate information. However there were concerns that the DDC did not know about the Expedited Data Exchange JIS Systems Changes Governance Committee, and that it reviewed and addressed such issues with all JIS screens, including the DCH. DDA Happold provided a memo about the EDE Committee and its decision to keep the screens and add permanent and temporary warning messages on them.

The DDC agreed warning messages should be put on the screens, but wanted DDA Happold to provide more information about the EDE Committee and what material it reviewed to make its decisions. She is to report back to the Committee before it makes a recommendation on how to move forward.

The committee continues to work on the Data Dissemination Policy amendments.

The Committee reviewed a list of Odyssey Portal issues that AOC Staff compiled. One of the issues being addressed is that some odyssey screens will disclose dates of birth for all individuals including minors, the screens have been shut off for now. Discussions continue on how to fix the issue so those who need the data can have access to it.

As part of the Expedited Data Exchange (EDE) project, the Committee approved LEA access to the ICH screen for future JABS use.

Adjournment

The meeting was adjourned by Justice Fairhurst at 11:45am.

Next Meeting

The next meeting will be August 26, 2016, 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	**Completed**

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