JUDICIAL INFORMATION SYSTEM COMMITTEE

February 24, 2017
10:00 a.m. to 12:30 p.m.
AOC Office, SeaTac, WA

Minutes

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

Members Absent:
Mr. Larry Barker

AOC Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Vicky Cullinane
Ms. Teonie Curtis
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Brady Horenstein
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Terry Overton
Mr. Dirk Marler
Mr. Ramsey Radwan
Mr. Junior Smith
Mr. Kumar Yajamanam

Guests Present:
Mr. Tom Boatright
Mr. Fred Jarrett
Mr. Enrique Kuttemplon
Mr. Brian Rowe
Judge Donna Tucker

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Call to Order

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

December 2, 2016 Meeting Minutes

Justice Fairhurst asked if there were any changes or corrections to the December 2, 2016 meeting minutes. Hearing none, Justice Fairhurst deemed them approved.

Legislative Update

Mr. Brady Horenstein, Legislative Relations Associate Director reported on the current legislative session. Mr. Horenstein reports things are going well for court impact bills with today, February 24th, the Fiscal Committee cutoff date. This is a big cutoff date for the legislature in Olympia. All bills that have a fiscal impact have to make it out of the house appropriations committee or the senate Ways and Means Committee by today. Mr. Brady reports by, next week, AOC should have an idea of what we are dealing with for the rest of session. However, certain bills necessary to implement the budget can

be introduced at any time. For example, the surcharge bill, which would extend the judicial stabilization account surcharge to July 20-21 is a bill that would be necessary to implement the budget.

Board for Judicial Administration (BJA) has several request bills that are alive in one form or another and have made cutoff. BJA's Interpretive Services and Civil Cases bill were voted out of the House Appropriations Committee a couple of days ago as well as the Judicial Stabilization Account bill mentioned previously. In addition, an Interpreter Oath bill has now passed the house and now awaiting a hearing in the senate. This bill would allow interpreters to take the oath once, when first credentialed, making it permanent for the remainder of the time they serve as. Currently, they are required to renew every couple of years. Also, an Office of Public Guardianship bill, which would expand the service methods the office at AOC can provide around guardianship has passed the house. The senate has held a hearing but is expected to consider the house bill. Mr. Brady provided a report highlighting various IT bills. Currently, there are not many IT bills being considered that could impact the work JISC is doing. One bill, introduced by Senator Fain, would explicitly require all courts to implement electronic case filing by December 21, 2019. While it does appear to be dead for the session, it is a great example of how some legislators are very interested in court IT and the work of the JIS committee.

JISC member Bob Taylor asked why the bill had died. Mr. Horenstein explained, it did not move out of the senate Law and Justice Committee and missed the cutoff. In his conversations, with senate leadership and senate members, Mr. Horenstein relayed it was the legislature's way to raise the issue and ensure AOC is aware of many legislatures interest in getting to that point. Mr. Horenstein conveyed to Senator Fain and others that AOC is working a number of projects in support of electronic filing. In addition it is not something AOC is opposed to but presently a matter of resources, timing and how it is fit in with other projects. Discussion was held on whether Mr. Horenstein believed this would be a reoccurring bill for upcoming legislative sessions.

Chief Justice Fairhurst stated she did not feel Senator Fain believed it would go anywhere but it was partially a message bill. Chief Justice Fairhurst stated her belief should AOC not move in the direction of electronic filing, once the case management systems are completed and the Expedited Data Exchange (EDE) is rolled out, the legislature would look to bring back the bill. They are aware passing the bill would impact AOC's capabilities to continue with current projects.

Numerous bills have been revived from past legislative sessions including comprehensive legal financial obligations, impaired and distracted driving bills. None, however, have been deemed to impact AOC in a significant manner.

Mr. Horenstein relayed to the committee they can reach out to him anytime with questions on any bills by responding to his weekly legislative update email.

JIS Budget Update

Mr. Ramsey Radwan reported on the green sheet, a summary of the amounts allocated and expended to date thru January 31st 2017 for the major information technology projects at AOC. Everything on the money side is going well in the current biennium. Presently, there are variances for the Expedited Data Exchange (EDE), Courts of Limited Jurisdiction and equipment replacement. Staff will be working to fine tune the estimated amount of carryover and expended funds for the EDE and Courts of Limited

Jurisdiction which will adjust the budget request. AOC is underspending for the EDE, which is normal for this type of project, and advantageous by putting unspent money back into the account for other uses and unknowns for the next biennium. It is always good to have a little extra money in the JIS account. Mr. Radwan expects the equipment replacement allocation to be spent as planned by Dennis Longnecker who normally expends all funds allotted for the current biennium.

Mr. Radwan reported on the technology requests for the 17-19 biennium with one change made to Odyssey Continuing Support. The previous submission was for $1,429,000 and has been revised down to $938,000. Mr. Radwan explained this did not mean AOC was receiving less funding but the math behind it required less funding. When the budget is built there is a bow wave computation that was not noticed. If left as submitted it would have resulted in $492,000 to much in the request. As submitted it will fully fund the 8 staff received in the current biennium and it is just a technical adjustment.

EDE Carryover and EDE Fund shift numbers will likely change as the numbers are derived approximately a year prior. In approximately mid-March Mr. Radwan will be in talks with legislative staff and will have more of an idea on what those numbers will change to. It was noted the total amount will stay the same with the possibility of one or the other going up or down.

On the fund balance computation all are in agreement as has not always been the case. The adjustment on the above noted Odyssey Continuing Support has been added into that computation which gave $492,000 more in the fund balance. Mr. Radwan will continue discussions with legislative staff in the coming months on the 17-19 budget request.

IT Security Update

Mr. Terry Overton, ISD Information Security Officer, presented an update on AOC Information Security. Beginning with an overview of the last security update, provided in February 2014, he presented a year-by-year overview of efforts and improvements towards the security posture of JIS information systems.

In 2014, a private IT security firm (Intrinium) completed a thorough risk assessment of the AOC Eastside Network, including all JIS environments. Work began immediately, and continued progress has been made toward addressing findings from this assessment. One of Intrinium's highest priority findings was the hiring of a security officer. In response, AOC selected Mr. Overton in December of 2013. In the same year, AOC conducted their first Annual Security Awareness Training, which continues as an annual requirement. A decision was also made, to adopt the "SANS Top 20" security framework, as a model for AOC Information Security policies, plans, and processes. Critical risks were identified and prioritized, and Information Security Risk Assessments required for new and ongoing projects.

In November 2014, a new JIS Data Security Standard for Data Classification was adopted. This is an internal tool to identify the information systems that must be protected, which are most sensitive and business-critical, and to what standard they must be secured. A number of new security tools were procured for security improvements to include: Vulnerability Scanner, Network Access Control, Automated Patch Management Tool and a Web App Firewall.

In 2015 AOC hired a full-time Network Security Analyst; Junior Smith. Mr. Smith is an expert in vulnerability detection and remediation. He has assisted in implementation and configuration of several new tools, and automating processes for rapid deployment of patches. Intrinium was once again

contracted to perform security assessments at the Supreme Court and the three Appellate Court divisions, completing the overall assessment that began with AOC Eastside offices. Many of the findings were anticipated due to similarity to those found in the earlier assessment, allowing remediation efforts to begin quickly.

Notable Security Initiatives in 2015. Among them were the implementation of a Software Management process, which resolved an enterprise-wide vulnerability detected by the Intrinium assessments. Also implemented was a standardized application assessment process, to efficiently integrate security into projects at their inception, and continue throughout the subsequent phases. Mr. Overton presented a number of statistical graphs, illustrating the progression of security vulnerabilities and attacker methods over a period of years. He stressed the importance of rapid deployment of security patches to address new vulnerabilities as they arise.

In 2016 AOC hired a full-time Application Security Analyst; Teonie Curtis. Ms. Curtis is an expert in Web Application Security, and works closely with project teams and new product analysis. Mr. Overton also provided a progress update on removal of "Local Administrator" privileges from AOC user workstations, stating the last few computers were being completed at AOC, and efforts would soon begin to remediate Appellate systems. He referenced the goal of completing this work on all enterprise workstations by the end of second quarter 2017. Mr. Overton expressed concerns associated with employee-owned, cloud-based collaboration services. He described the risk related to this approach and stated he'd been working with AOC Infrastructure for some time to vet enterprise-grade products that could meet off-network collaboration needs. He said one product from "BOX.com" was being tested with the Supreme Court, and was working well, but it remained to be seen if it was the best choice for all AOC customers. AOC Infrastructure and Security continue to research available products, and are leveraging work in progress by other State agencies who are also trying to resolve this issue.

In 2017 Mr. Overton stressed the basics have not changed, with regard to defending our networks against cyber actors. Phishing exploits <u>still</u> facilitate nearly all successful intrusions, and unpatched software further enables the majority of attacks. Excess privileges make hacks much easier and more effective, and weak or stolen credentials are still the methods of choice for attackers. Multifactor authentication is rapidly becoming the new standard to alleviate this vulnerability. In an ever evolving threatscape, cyber criminals have organized with established crime families as well as new groups. Ransomware is on the rise, costing business and government billions. Effectively protecting access to data is more important than ever, and a trained workforce is still the best defense we have against cyber criminals.

Additional areas of focus in the future will be early detection and risk avoidance. The security team has also begun work on enhancing the Incident Response Plan (IRP). The intent is to further identify types of incidents, expand roles, and develop a testing regimen similar to AOC's Disaster Recovery Program. The security team will continue to improve automation of risk assessments to better balance workload and hopefully make the process more intuitive for project teams. Mr. Overton's stated goal was a process that effectively 'bakes in' security throughout the project, rather than trying to 'bolt-on' awkward and often ineffective controls afterwards. He stated his belief that these changes would provide more secure, less expensive products, with seamless controls resulting in better customer acceptance.

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Mr. Overton closed the presentation with the 2016 Verizon Breach Report, showing more people are opening and clicking on phishing emails than ever before, rising 30% from the previous year. This is in spite of efforts to heighten user awareness of common vulnerabilities and attacker methods. The report shows stolen credentials are the most coveted prize, with 63% of the confirmed data breaches in 2015 involving the use of stolen passwords.

Data Dissemination Committee – Policy Change

Judge Wynne and Ms. Happold presented the amended Data Dissemination Policy (Policy) that was approved by the Data Dissemination Committee (DDC). Judge Wynne reports the amendments are intended to be a comprehensive rewrite of the Policy. DDC members who also worked on GR 31 discussed whether a dissemination policy was still needed. The DDC decided that there was still a need as GR 31 did not replace everything addressed in the Policy. However the Policy was never updated after GR 31 was adopted, and many of the changes were needed to be consistent with the court rule. Procedurally, JIS Rule 12 applies which requires the JIS committee to submit rules for the release of information contained in the JIS System to the Supreme Court. The Supreme Court may alter them or may send them back to the JIS Committee for further consideration. If the Supreme Court does not act within 45 days, then the rules adopted by the JIS Committee would go into effect. Judge Wynne explained it was his position that JISCR 12 applies to the Policy amendments.

Ms. Happold reported the DDC worked on the policy amendments for quite some time and she echoed Judge Wynne's position that the Policy was in dire need of updating. As the last comprehensive update of the Policy happened in 1998, it needed to be modernized with case law and GR 31, and scrivener's errors and statute citations needed to be updated. The important changes to the Policy include:

- Allowing the dissemination of compiled reports, including defendant and individual case histories, to any requestor. Public requestors will only receive publically available cases.
- Establishing a process for fulfilling financial data requests submitted to the Administrative Office of the Courts (AOC).
- Updating the list of confidential data elements.
- Prohibiting the dissemination of addresses contained in the case management systems unless the request or report falls under the exemptions provided in the Policy.
- Listing distinct dissemination allowances for the local courts and county clerk's offices in order to continue effective business practices and avoid an increase of staff work.

Ms. Happold also pointed out that section VI. Procedures, subsection B. will now allow for disclaimer exemptions for reports, such as those created automatically in JIS which makes attaching a disclaimer difficult. This section will allow courts and county clerks to come to the DDC and ask for a disclaimer exemption due to technical impossibilities.

Due to JISC member feedback, Ms. Happold will also change the Policy to add full write outs for DOC, JABS, SID and GR acronyms for definition purposes.

During its October 28, 2016, meeting the DDC unanimously approved the draft Policy and recommended it to the JISC for approval. AOC staff was also instructed to send it to all court, judicial partner, and county clerk associations for review and comment. Based on questions and comments

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received during the review period, the DDC edited certain sections that required clarification and finalized the draft for JISC approval.

Motion: Judge Thomas Wynne

I move the adoption of the Data Dissemination Policy as amended by the JISC

Second: Ms. Barb Miner

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

Opposed: None

Absent: Mr. Larry Barker, Judge Jeanette Dalton

The motion was passed with the understanding that the acronyms will have their names spelled out and initials following the first time in brackets and will then be referred to by initials in the body of the policy. The next steps will be to transmit the policy to Justice Johnson and the rules committee, with a reminder to see rule 12 and the 45 day inaction clause.

CIO Report

Ms. Vonnie Diseth briefed the JIS Committee on AOC projects. Ms. Diseth reported the Appellate Court combined team continue to work on the OnBase document management system using agile sprint methodology. Very good progress has been made with the successful completion of ten major workflows. At the December JISC meeting it was reported funding for the vendor was to close at the end of February. However, the Supreme Court, Court of Appeals, AOC and the Project Steering committee have agreed to continue the funding for the project thru this fiscal year. This will allow the vendor to complete the production implementation of the first release of the project. Extra funds were contributed from the Appellate operating funds to keep ImageSoft onboard till the end of the biennium. Major development activities for release one should be ending in March as well as the beginning of user testing of the new system. Document migration into the new system is planned for April of this year in addition to a new rollout of the system towards the end of the month. This would give the project access to the vendor for operational support during the months of May and June. Any additional time with the vendor would be spent working on release two.

The SC-CMS project team is preparing for their next event, Go Live Event #5. Event #5 implementation will begin in May with seven counties making it the largest in terms of counties in one event. One issue dealing with link-only counties was discovered and was discussed at the steering committee meeting this month. Due to the counties technical abilities, the three whom have chosen the link-only document management option, will not be ready to have the option implemented for the May Go Live event. Therefore, the affected counties have requested more time to continue working on this technical issue. The steering committee made a motion and agreed the primary goal is to have Odyssey implemented in all the counties, independent of the DMS option they choose. If a link-only county, choosing a third party option, will not be ready in time for the Go Live event they will still go live with Odyssey and continue to work on the DMS implementation. In this instance, they will do it in two releases, first they

will make sure the third party DMS link works in their county network so clicking on the Odyssey link will work and second, they will continue to work on opening document access up to other counties. AOC received commitment that all counties, in situations where this occurs, would still continue to work to make the access available to all counties. For the three counties with the link-only option who will not be going live with their third party DMS in May; AOC will continue to work with them at that time.

The CLJ-CMS project recently concluded two weeks of vendor demonstrations presented by the top two vendors. The next steps will be assessing the results of the demonstration and decide whether one or both vendors will receive onsite visits. Onsite visits will occur in April with Notice of Apparent Successful Vendor in May followed by contract negotiations.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project

Mr. Kevin Ammons presented the update on the Expedited Data Exchange Project. Mr. Ammons began by reviewing the overall structure of the Expedited Data Exchange Program and providing a review of the purpose of the program. He informed the committee that the program had encountered resource and scheduling issues that prevented the effort from achieving all of its plan according to the existing schedule. Mr. Ammons reported that a critical shortage of business analysts and some technical resources had resulted in unsupportable demands on the time of project resources.

Mr. Ammons stated that AOC had responded by re-focusing program activities on a smaller number of key activities to prevent overloading of existing staff. He reported that part of the re-focusing includes a change in the order of courts beginning to send data to the EDR. King County Clerk's Office will begin sending data to the EDR beginning in January of 2018 and will be the first, non-JIS case management system to integrate with the EDR.

Mr. Ammons also addressed a budget risk that has been identified. While the project is well within its authorized budget, uncertainty over the adequacy of the JIS fund in the next biennium raises a risk that the authorized budget may not be available in its entirety next biennium. Mr. Ramsey Radwan stated that more clarity on this risk will come when the legislative budget is approved. While the funding has been allocated for the project, there is not enough funding in the entire JIS account to do everything as planned. In the current biennium there is no budget issue with EDE, there is $8.5 million appropriated and can be spent but in the new biennium any leftover or unexpended funds from the JIS account will go back into the account. That account will then be drawn down on from multiple projects, carryover for EDE, CLJ, SC-CMS and normal operating costs. The JIS has the responsibility to say what is in that pool of money and how it will be sliced in the new biennium. It is not necessarily that EDE has an expenditure or funding problem but the entire JIS account has a funding problem in how the limited resources will be allocated to each project and ongoing support.

Data Dissemination Committee Report (DDC)

Judge Wynne reported the DDC received a request from the Umatilla County District Attorney's office to provide the same access bondsman to JIS Link. That request was denied. King County Public Defenders requested level 3 access which was approved. Another request for public defenders to have access to routing records to EDR thru JABS was approved due to a change in state law. The DDC has

an ongoing request thru the Legal Voice regarding federal legislation interpretation. A work group is being created so a solution can be found that is satisfactory to all parties.

Adjournment

The meeting was adjourned by Justice Fairhurst at 11:51 am.

Next Meeting

The next meeting will be April 28, 2017, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status

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