Judicial Information System Committee (JISC)

Friday, March 2, 2018 (10:00 a.m. – 12:30 p.m.)
CALL IN NUMBER: ***877-820-7831 PC: 394116#***
SeaTac Facility: *18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188*
****Meeting will be held in the **L16 Conference Room** – Across from the security station on lower level****

	AGENDA			
1.	**Call to Order** a. Introductions b. Approval of Minutes	Chief Justice Mary Fairhurst, Chair	10:00 – 10:05	Tab 1
2.	**JIS Budget Update** a. 17-19 Budget Update b. 2018 IT Supplemental Budget Request Update c. 19-21 Budget Process and Schedule	Mr. Ramsey Radwan, MSD Director	10:05 – 10:15	Tab 2
3.	**Legislative Update**	Mr. Brady Horenstein, Legislative Relations Associate Director	10:15 – 10:30	
4.	**JIS Priority Project #1 (ITG 2):** ***Superior Court Case Management System (SC-CMS) Update***	Ms. Maribeth Sapinoso, PMP	10:30 – 10:40	Tab 3
5.	**JIS Priority Project #4 (ITG 102):** ***Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Update*** a. Project Update b. QA Assessment Report c. Decision Point: Steering Committee recommendation	Mr. Mike Walsh, PMP Mr. Allen Mills, Bluecrane Ms. Vonnie Diseth, ISD Director	10:40 – 11:00	Tab 4
	Break		11:00 – 11:10	
6.	**AOC Expedited Data Exchange (EDE) Pilot Implementation Project** a. King County Clerk's Office Update b. King County District Court Update c. Project Update d. QA Statewide Impact Assessment Report	Ms. Barb Miner Mr. Othniel Palomino Mr. Kevin Ammons, PMP Mr. Tom Boatright, ISG	11:10 – 11:50	Tab 5
7.	**Proposal for Statewide Data Quality Governance Committee**	Mr. Kumar Yajamanam	11:50 – 12:15	Tab 6
8.	**Committee Reports** a. Data Dissemination Committee (DDC)	Judge J. Robert Leach	12:15 – 12:25	
9.	**BJA Update** a. November 17th Meeting	Chief Justice Mary Fairhurst, Chair		Tab 7
10.	**Meeting Wrap Up**	Chief Justice Mary Fairhurst, Chair	12:25 – 12:30	

11.	**Informational Materials** a. ITG Status Report b. SeaTac Evacuation Map			Tab 8

Persons with a disability, who require accommodation, should notify Brian Elvin at 360-705-5277 brian.elvin@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, as requested.

Future Meetings:

2018 – Schedule

April 27, 2018

June 22, 2018

August 24, 2018

October 26, 2018

December 7, 2018

JUDICIAL INFORMATION SYSTEM COMMITTEE

December 1, 2017
10:00 a.m. to 12:30 p.m.
AOC Office, SeaTac WA

Minutes

Members Present:
Chief Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau - Phone
Judge Jeanette Dalton - Phone
Ms. Callie Dietz – Phone
Judge John Hart
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella
Ms. Barb Miner
Chief Brad Moericke - Phone
Ms. Brooke Powell
Ms. Paulette Revoir - Phone
Judge David Svaren
Mr. Bob Taylor
Mr. Jon Tunheim - Phone

Members Absent:
Mr. Rich Johnson

AOC Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Brady Horenstein
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Dirk Marler
Mr. Ramsey Radwan
Mr. Mike Walsh
Ms. Aimee Vance
Mr. Kumar Yajamanam

Guests Present:
Mr. Fred Jarrett
Mr. Sart Rowe
Mr. Tom Boatright
Judge Donna Tucker
Mr. Othniel Palomino
Mr. Mike Katell – Phone

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Call to Order

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

October 27, 2017 Meeting Minutes

Chief Justice Fairhurst advised the Committee she had submitted edits to the minutes with the updates sent to the JISC Listserv. Chief Justice Fairhurst asked if there were any additional changes to the October 27, 2017 meeting minutes. Hearing none, Chief Justice Fairhurst deemed them approved.

JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget, presenting the green sheet which contains the budget for identified projects, expenditures, and forecast of expenditures. Mr. Radwan advised the Committee the large variance in the CLJ-CMS project is due to contract and staffing under expenditures, as a contract has not been executed. Staffing, while a little behind schedule is still going

according to plan. Mr. Radwan reported, from a budget perspective, the SC-CMS and EDE projects are proceeding as expected.

Mr. Radwan then turned the Committee's attention to the blue sheet which is the depiction of the State General Fund budget request items that were prioritized by the BJA**.** It is now being brought to the JISC, for informational purposes, due to the EDE General Fund request at the bottom of the sheet. Mr. Radwan then proceeded to give a refresher on the biennial budget process and where the budget currently stands. Discussion was held regarding BJA prioritization. Mr. Radwan clarified that this request was for general funds, not JIS funds.

Mr. Brady Horenstein added that a meeting is being scheduled with the leadership of the SCJA, DMCJA, Chief Justice Fairhurst, and AOC staff to help ensure all stakeholders are on the same page concerning strategy and messaging regarding the request.

JIS Priority Project #4 (ITG 102): CLJ-CMS Project Update

Ms. Vonnie Diseth reported on the CLJ-CMS project update. On November 20, 2017, after failing to reach a contract agreement with Journal Technologies Inc., (JTI), the JISC approved the Project Steering Committee's recommendation to end the contract negotiation process. On November 21st, JTI was notified of AOC's decision to terminate contract negotiations. On November 30th, the Project Steering Committee met to discuss next steps. At that meeting, the Project Steering Committee decided to pursue further discussions with the second ranked vendor Tyler Technologies for the purpose of being able to freely ask clarifying questions regarding their product's functionality and how it would meet the CLJ-CMS business requirements, to identify any perceived gaps in functionality, and to clarify any concerns. Preparations and scheduling are underway for a face-to-face meeting with Tyler in January. All RFP evaluators (Tiers I and II) as well as the Project Steering Committee members will be invited to participate in the two- to three-day meeting with Tyler. It was agreed that this was an important first step as the Project Steering Committee continues to review and discuss all available options.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update

Mr. Kevin Ammons presented the update on the Expedited Data Exchange (EDE) Project. Mr. Ammons began by stating that this update was focused on the readiness of the Expedited Data Exchange Program for King County Clerk's Office's (KCCO) planned January implementation of their new case management system. He emphasized that while there would be impacts to courts and data partners, the program continued to work to mitigate and minimize those impacts.

Mr. Ammons then went through an application-by-application review of the integration status and readiness for the go-live. As part of the presentation, Mr. Ammons demonstrated some of the integration functionality that was being developed for the Juvenile Court System (JCS). He also identified the applications that were likely to experience the most significant impacts: partner Data Exchanges, JABS, and ACORDS.

After discussion, Mr. Ammons then presented information on the EDE Project's plan for communicating changes and events to stakeholders statewide.

Following the presentation, questions were asked. In response to the question when the King County Portal would be available and how it would be accessed, Ms. Barb Miner responded that the King County District Court's (KCDC) portal was presently available while KCCO's portal was almost ready but currently contains no data. Ms. Miner described it as an off-the-shelf component of the eCourt product, which is now being configured to King County specifications. A question was asked as to the information available in the portal, specifically case type 7s. Ms. Miner replied case type 7s will not be on the public portal. Ms. Miner advised that they are working on a different way for those who are authorized to access case type 7 files. In response to a question about the timeframe for when case type 7 files would be accessible, Ms. Miner replied there would be something in place by January 2, 2018.

Ms. Miner explained that they had learned from watching the Odyssey implementation and were working on ensuring better communication and sharing of information. Ms. Miner gave as an example their sharing of data with the Washington State Patrol (WSP). When it became clear there was not going to be an electronic option, KCCO contacted the WSP and asked if they could use some of the same mechanisms the counties used during their roll out. Ms. Miner stated she found the WSP very open to this as an option and found the WSP a very willing partner with KCCO sending a report with the data elements.

In addition, Ms. Miner said there will not be a gap in data as with the Odyssey courts. The original plan of moving data from the current database to the new database, the EDR, required mitigation when they realized the old data would be erased. Anytime something was updated the old information would be erased, which would be a best practice and the preferred method. However, in order to help mitigate and continue to provide access to all parties, Ms. Miner stated KCCO will be keeping their old information in place. Therefore, if one was to look on December 31st and view what is in JABS then look again on January 5th, the same information will be there. The new information will not, as the JABS part is not ready, but the data will still be there. This was explained as a way to mitigate and help those viewing the data. In addition, there will be messages in JABS alerting viewers of the need to go to the King County Portal to see new information. Chief Justice Fairhurst clarified, stating that viewers would know the data in JABS is effective up to December 31st but information after that date would need to be viewed in the King County Portal. It was pointed out that this is effective for cases that are closed, but for cases not closed one would need to be aware of the two separate portals in order to view full and complete information. It was clarified that when King County has finished their portion of JABS, the old view will effectively go away, and all information will be viewed in one location. Ms. Miner reminded the Committee that the JABS portion will be available in May. In response, Mr. Ammons stated it would be six months after AOC received the data. Ms. Miner continued, stating some pieces will be ready early and will be rolled out when those sections are complete, with the first data set available approximately March of 2018. Ms. Miner spoke to the ACORDS work-around, stating—in her opinion—it is a really good solution. While a lot of the mitigation requires King County taking on extra work, it is still a worthwhile process to ensure there are no gaps.

Mr. Bob Taylor asked whether the public portion of the portal has a registration process for portal users. Ms. Miner stated a user ID and password will not be necessary. Mr. Othniel Palomino spoke to the differences between KCDC and KCCO. Mr. Palomino stated the District Court does have a registration process, including different levels of visibility depending on whether or not the viewer is an attorney.

The question was asked how this will be publicized to the portal users. Mr. Palomino explained while it is only a small number of civil attorneys that are impacted, they will be alerted via a listserv, already in place. Concerning KCDC, Mr. Palomino explained none of the data contained in Limited Civil is currently covered by JABS, so there is not a JABS or public safety issue in KCDC's initial rollout. Those individuals not needing attorney level visibility are able to do a simple search and view the outcome of the case. This can be done without signing up or registering. If greater visibility is needed then they would need to sign up and register; currently this would cover civil cases that were started with a summons or a complaint.

Judge J. Robert Leach asked if there was a process by which pro se litigants are able to access documents, at the attorney level, for their own case. Mr. Palomino replied affirmatively that there is a process in place. Pro se litigants can call into the call center and they will be given the same level of visibility an attorney has. In addition, this visibility would be limited solely to the case they are involved in. This access would be permanent to the records as they relate to their specific case.

Ms. Paulette Revoir asked a question regarding JABS and the public portal, specifically to judges accessing the public portal and whether or not they would have the same information that would otherwise be available to them in JABS. Ms. Miner replied it would be the same information but only information specific to King County, not statewide. Chief Justice Fairhurst stated that during the interim, judges would need to look in two places in order to have the whole picture. This will only be the case until the system is fully synced and one will be looking at complete information thru JABS, which will be reading from the EDR. Ms. Miner agreed and stated it was her understanding that at that time, JABS would contain all civil cases. Mr. Ammons responded if JABS has a well identified person on a civil case (protection orders etc.), JABS shows this information. JABS checks, before it displays the case, to see if there is a well identified person. If JABS does not find a well identified person then JABS does not show the information. Mr. Ammons stated the idea that JABS should start showing all civil cases has been around for a while. Mr. Ammons also stated it would be fairly easy to do as it would only entail removing the last logic step of not showing information if there is not a well identified person. However, that is a decision that has not been made and is not related to the EDE.

Mr. Frank Maiocco asked a question for clarification, saying he understood the District Court has very limited information that is not public safety related. As there is a gap in the various schedules, specifically a six-month period when judges and staff are looking at both JABS and the eCourt portal, at some point will there also be a third place to check. For instance, domestic violence cases that come through the District Court. In terms of sequencing, the understanding is there are two places to check as of January 2nd and at what point will there be three due to new phases. Mr. Palomino responded it would depend on the JABS schedule or if the rollout marks are missed. If JABS starts to roll out as planned, KCDC's information will start going into the EDR as well. If this does not happen, the only information affecting public safety for the next rollout will be civil protection orders. Therefore, if someone were looking for civil protection orders at that point, one would have to look in three places. This would only be until a full view of JABS has been implemented. Chief Justice Fairhurst asks for clarification from Mr. Palomino, asking at the moment if the schedule was aligned, as far as that piece is concerned. Mr. Palomino replied in the affirmative, adding that it is also a function of how much of JABS will be ready at that time as well.

Ms. Miner asked if those on JIS-Link will have better customer service then others, specifically referring to those who will receive KCCO data earlier then judges and courts. Ms. Miner referred to the slide presented by Mr. Ammons showing yellow with a March 2018 implementation. Mr. Ammons responded in the affirmative, however, even though it is yellow, the current versions of JIS Link continue to work. The vast majority of King County cases on January 2nd will be the cases from JIS SCOMIS so one will still see that data through the existing application, as will JABS users. As new cases are filed they will not be available in the old JIS Link. However, the old JIS Link will continue working and continue running. JIS Link itself will still be dependent on the same processes as before. First, it has to get the standard queries, and second, it has to get the KC data available. When those two things are complete then JIS Link will be ready. Mr. Ammons stated that JIS Link is easier to work on then JABS, which is due to it being a public view of the data and only one view. JABS, on the other hand, has different access level views with half of the test cases being security cases. If the tester logs in as X profile can they see X data only? If they can see Y data and they are not supposed to, it is a defect and it goes back for development. JIS Link is all public access information. For security test cases the process is much simpler and entails only whether or not it is showing data it is supposed to show, based on confidentiality. The effect of this is JIS Link will be available faster than JABS. It will only have those case types that were available before; furthermore, no new case types will be added.

Ms. Brooke Powell then inquired about warrants, stating this is something that has come up in earlier JCS conversations. Ms. Powell asked to be walked through how one would be able to know if there is a warrant. She is concerned about a possible lag in information flow with WSP. While she is able to access WSP information in the event of a lag, what would be the process to ensure a warrant is not missed? Ms. Miner responded that that type of data, specifically Washington State Criminal Information Center (WASIC) data, is not impacted. Law enforcement currently use WASIC to access protection orders, warrants, etc. All of that is a direct line of paperwork between WASIC and King County. That process will continue outside of all other processes, thus no impact. Warrants will be available, and protection orders will be available without impact. Chief Justice Fairhurst clarified as to her understanding that as of January 2nd, WSP will be receiving information from King County and receiving information from AOC from the other systems. Therefore, courts and other people, in going to WSP, will get the full picture because the information is being provided from these various sources to WSP. Ms. Miner replied that WASIC is used by a select number of people with special credentials. Chief Justice Fairhurst replied, that in thinking about public safety and also thinking about the people that do have access to WSP, then WSP should be able to have all the information it currently has even though it will be getting it from a variety of sources. Ms. Miner confirmed this.

Mr. Ammons stated that he had some clarification where much like DOL, we have multiple data exchanges with WSP with “we” being the courts in general. What Ms. Miner is saying is things like warrants are reported separately and do not come through AOC to report out. If a warrant is issued on the case and you look at the case management system (CMS), other courts can see those as part of the case history. The part that is going to be affected, as mentioned by Mr. Boatright earlier, is WSP disposition which does process through the state for JIS courts. Mr. Ammons explained *disposition* as a case that has had a final result and found guilty or not guilty. That is the information reported to WSP and then used for background checks by different agencies. According to Mr. Boatright, there is an expected lag of two-three weeks. Chief Justice Fairhurst asked Mr. Boatright if his information was

coming directly from WSP. Mr. Boatright replied he worked with Ms. Miner to understand the conceptual mitigation efforts, paper form, which is not in place and has not been yet tested. Mr. Boatright then stated he met with WSP and worked with their CIO and Leadership Team in an attempt to get an understanding of the process. Outside of any imperfections in the system, Mr. Boatright explained WSP anticipates a two-week lag of the information manually inputted into their system. Ms. Miner stated WSP reported to King County, although there is an electronic connect, much of the current data is not loaded electronically and requires manual entry. Ms. Miner stated WSP was not "alarmed" in any way and happy to help in this mitigation until the two systems are linked.

Chief Justice Fairhurst asked where the responsibility lies once WSP has received the information during the lag. Would it be WSP's issue and not the courts if something is not entered and someone gets hurt? Ms. Miner replied the way the reviews go there are certain rules around who gets to see certain things. Arrests are reported to WSP, and then the next thing they get is resolution of a case. It is very challenging at times to match an arrest with the resolution of a case. Thus, that is why there is the need for Process Control Numbers (PCN's). Consequently, there is a period of time when a case is assumed to be in process, but does not have a resolution, but some users are unable to see this. Those users will not be able to see the information until the case is finished and will not be able to see the insider information someone involved with the case would see. For instance, if someone is charged with something serious but the case has not been resolved, then those able to see that information would include police, jails and juvenile corrections. Ms. Miner stated her Clerk's office receives a lot of inquiries on those kind of cases, specifically when they can see the case is existing but are unable to see a resolution. This type of exchange was described by Ms. Miner as normal where they or the prosecutor will be contacted, as one cannot always tell if a case was filed—filed in KCDC, filed in King County Superior Court or Seattle Municipal Court. For those doing gun background checks, King County is the receiving entity for those inquiries. King County then attempts to track down the information and respond if there are charges or not, charged in Seattle Municipal Court and so on. This process ensures inquiring parties receive the information whether it is still in process or resolved. Furthermore, they would still be able to receive information on cases without a PCN number and not flagged in the system. In response to Ms. Miner's reply, Chief Justice Fairhurst clarified that one should see what WSP has and it would behoove them to see what King County has in addition to checking the state system.

Mr. Kumar Yajamanam advised that at the moment the mitigation is the best case scenario. A lot of the things being rolled out are new, such as the EDR, eCourt, and the conversions, so a big factor to keep in mind is the data quality will be unknown for an amount of time. Data coming into the EDR will have gone through the conversion paths, however, the quality of that data is still going to be unknown for a period of time. Chief Justice Fairhurst asked if this was due to not having enough time for testing. Mr. Yajamanam responded it was primarily due to the testing, and also there have been bugs to fix. In addition, there are phases on each side of the projects that build on the other and all factor into the delays.

Ms. Powell spoke to the communication needed during the rollout and asked Ms. Miner if they would be ready for a flood of phone calls on the portal, and how is King County preparing for the front end of the project? Ms. Miner explained that is part of the communication plan. Currently, there is a communication professional working with them and they have a robust plan to disseminate information,

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including on King County Clerk's portal, KCDC's portal, as well as a place to ask questions on the website with an evolving Q & A section. It will not be static but organic as information is changing all the time. There will also be a separate place for court employees to access information and receive help. Mr. Fred Jarrett stated one of the challenges their team has faced is communication. He stated they have done a good job over the last few months in starting to bring the communication plan together. Ms. Miner replied KCDC, KCCO and AOC have been working very hard together for the past three years. Just like any project there are disruptions, setbacks with ups and downs, but everyone has worked very hard to bring all the pieces together.

Ms. Miner stated it is pretty likely KCCO will be changing their January 2nd go-live date. While KCCO does not know what it will be, their concern is the data migration and confidence in the migration. KCCO will be meeting with their vendor the Tuesday following the JISC meeting, and if there is not an increase in activity then it is more likely than not the January 2nd go-live date will be pushed back. Chief Justice Fairhurst commented that she and Mr. Jarrett have regular meetings as project executive sponsors, and stated it was very helpful for Ms. Miner to share that those discussions are taking place, and the Committee will wait to hear what the result is. While AOC is continuing to work on the project, some of their mitigations will necessarily have to change if KCCO's go-live date is moved from January 2nd to a date in the future, and having that information is appreciated. Chief Justice Fairhurst thanked AOC for taking on the project and expressed how excited she will be once the EDE is in place due to the benefits to all parties involved.

Ms. Diseth asked Ms. Miner if the decision on keeping or moving the January 2nd go-live date for KCCO would be made at the EDE Project Steering Committee meeting on Friday. Ms. Miner said she hoped that would be the case but it would also be dependent on communication with the vendor. Mr. Jarrett and Chief Justice Fairhurst expressed their appreciation for the teamwork of all the parties involved, and wanted to recognize this as a major milestone in the project.

CIO Report

Superior Court Case Management System (SC-CMS) Project

The SC-CMS Project team had another successful Go-Live (Event 6) on October 29th with seven more counties (Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom) now live on Odyssey. The project team and Odyssey courts ride-along staff were dispersed to those counties for two weeks to provide on-site support. One observation worth noting is that the counties whose Clerks, Court Administrators, and staff were fully engaged in preparing for the new system long before their actual implementations were the most successful. Attitude and preparation makes a world of difference in the success of adapting to their new case management system.

This implementation is noteworthy because it was the largest implementation to date in regard to total user count (211 court users). Three counties chose to retain their current DMS systems (Clallam, Jefferson, and San Juan). The "Link-Only" option for document management has now been implemented with all three different DMS vendors (Liberty, OnBase, and LaserFiche). Five counties are now using the "Link-Only" option.

The project team is now meeting with the Event 7 counties to begin planning for their implementations. The team is also continuing discussions with Spokane County to address their implementation needs.

DOL Drives Project

As reported at the last JISC meeting, the Department of Licensing (DOL) is replacing their Driver's Record System on September 4, 2018. Their project is known as DRIVES. When DOL's new system is implemented, the Abstract of Driving Record (ADR) will no longer display in DISCIS, and batch printing of ADRs will no longer be available. AOC sent out the first communication (a.k.a. Release Note) to court users on October 31st explaining the upcoming changes so that the courts have time to assess the changes that they may need to make to their current business processes.

AOC has completed design workshops with DOL and the initial testing of the five DOL services from DOL. We have completed high-level internal designs. Development on the Proof of Concept for the AOC legacy web services (new version of the ADR) will begin this month (December). The same information will be available in the new version.

The bulk of the development work is in DISCIS. Development on JABS and JCS will be deferred until the EDE changes are completed. Changes to Odyssey will be minimal. Testing with DOL is scheduled to begin in March 2018.

Chief Justice Fairhurst commented that during the last BJA meeting both Mr. Frank Maiocco and Ms. Barb Christiansen expressed how well the SC-CMS rollout was conducted in their county. They both wished to express their gratitude to AOC. In addition, Ms. Christiansen sent a list of observations and suggestions going forward which AOC is currently reviewing. Mr. Maiocco added he previously had some growing concerns about how well resourced the go-live event was and how it was going to look and feel. Mr. Maiocco stated he felt it went far better than he would have anticipated with the support both AOC and Tyler provided during his go-live event and the two weeks following, exceeded his expectations. He felt the staff were highly skilled and experts on all pieces of the technology. The ride-along staff were high-quality, very approachable, and worked well with the judges in bringing Judge Edition on board. While they are still learning the various features that increase their efficiency, in his opinion it was a very good start.

Data Dissemination Committee Report (DDC)

Judge Leach reported on the Data Dissemination Committee (DDC). Judge Leach stated the Committee considered a data request fee increase presented by Mr. Radwan. This would be for requests to the Data Warehouse staff and to Washington State Center for Court Research (WSCCR). Mr. Radwan requested the Committee to approve an increase from $85 to $129 as the minimum charge for request to the Data Warehouse, which was unanimously approved. Mr. Radwan also advised the DDC the fee for requests to WSCCR will increase to $131, with the difference between the two reflecting the wages paid to the two staff.

In addition, the DDC received a report on the status of expunged cases displaying in Odyssey. There is inadequate staff at the time but the DDC will receive another report when the Committee meets on March 2nd. The DDC has offered to provide training to the Superior Court Judges Association (SCJA)

the District and Municipal Court Judges Association (DMCJA) on when it is appropriate to expunge cases. The offer was to provide a speaker at the spring conference, with the association responding it would be a more appropriate topic at the fall conference. This information has been communicated to Justice Stephens, the chair of the fall conference.

The DDC also received a report concerning access to JIS printing and the status of the current work being done. Another report was provided to the Committee showing no work has been done on a bail bond recovery agent's request for access that was lost due to information in JIS-Link. Currently, there has not been staff to work on this due to workload but another update is expected on March 2nd.

Lastly, Judge Leach reported on a Violence Against Women's Act workgroup responding to a request from Legal Voice. The workgroup met and agreed the request Legal Voice made was beyond the authority of the DDC and the JISC. Judge Leach reported he is preparing a report, which he will present to the JISC. His report will request the JISC forward the report to the Supreme Court so they can take whatever action they deem necessary. This is the process is being followed as the Supreme Court is the only entity that has the authority to respond to Legal Voice's request.

Chief Justice Fairhurst requested Judge Leach expound on what the issues are involving JIS printing. Judge Leach replied that some people are accessing JIS-Link to print calendars and other information. Some of the printing is done appropriately and some is being done inappropriately. Work is being done to limit the access to the calendars as some of the people printing them have the ability to modify the calendars. The proposed solution is to give them the ability to download the calendar and print it locally rather than access it and print it directly from JIS-Link. Recently the AOC found, during an AOC audit, one jurisdiction was letting individuals do things they were not supposed to be doing, including letting unauthorized persons gain access. The AOC audit disclosed this and reinforces the need for auditing use of the system. In addition, as a result of the audit, AOC was made aware of practices it did not know were occurring. Fellow DDC member Judge G. Scott Marinella added the DDC discussed the need to rework some of the agreements in place for users involving confidentiality. This could entail looking at whether each and every user needed the restricted use document and not doing it en masse. It was reported the DDC will be looking into this before their next meeting. Judge Leach stated that currently the contracts AOC has with different users requires the agency itself to represent that all have been made aware of proper procedure, but do not require individually signed confidentiality agreements from the each user. Doing this would give a two-tier protection involving confidentiality.

Mr. Sart Rowe, from the Access to Justice Board (ATJ), asked for clarification concerning the request by Legal Voice. He asked if the request was completely out of scope for the DDC and JISC, making the Supreme Court the only entity that could respond to the request. Judge Leach responded affirmatively, as it would require internet information to be accessible in a manner that is inconsistent with some of the General Rules without modification. As the Supreme Court is the only entity able to modify those rules, the request will be forwarded to them. Judge Leach further expounded that Legal Voice had requested that certain data not be available on the internet, however that is inconsistent with GR 13. Discussion was held on the preparation and the proper venue for requests such as these.

Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst turned the Committee's attention to the BJA minutes in the JISC packet. The BJA and JISC reciprocally provide the minutes of their meetings so both committees are aware of the other's activities. Chief Justice Fairhurst stated she would be happy to answer any questions JISC members have.

Adjournment

Chief Justice Fairhurst reminded the Committee the next meeting will be taking place on March 2, 2018 and declared the meeting adjourned at 12:27pm.

Next Meeting

The next meeting will be March 2, 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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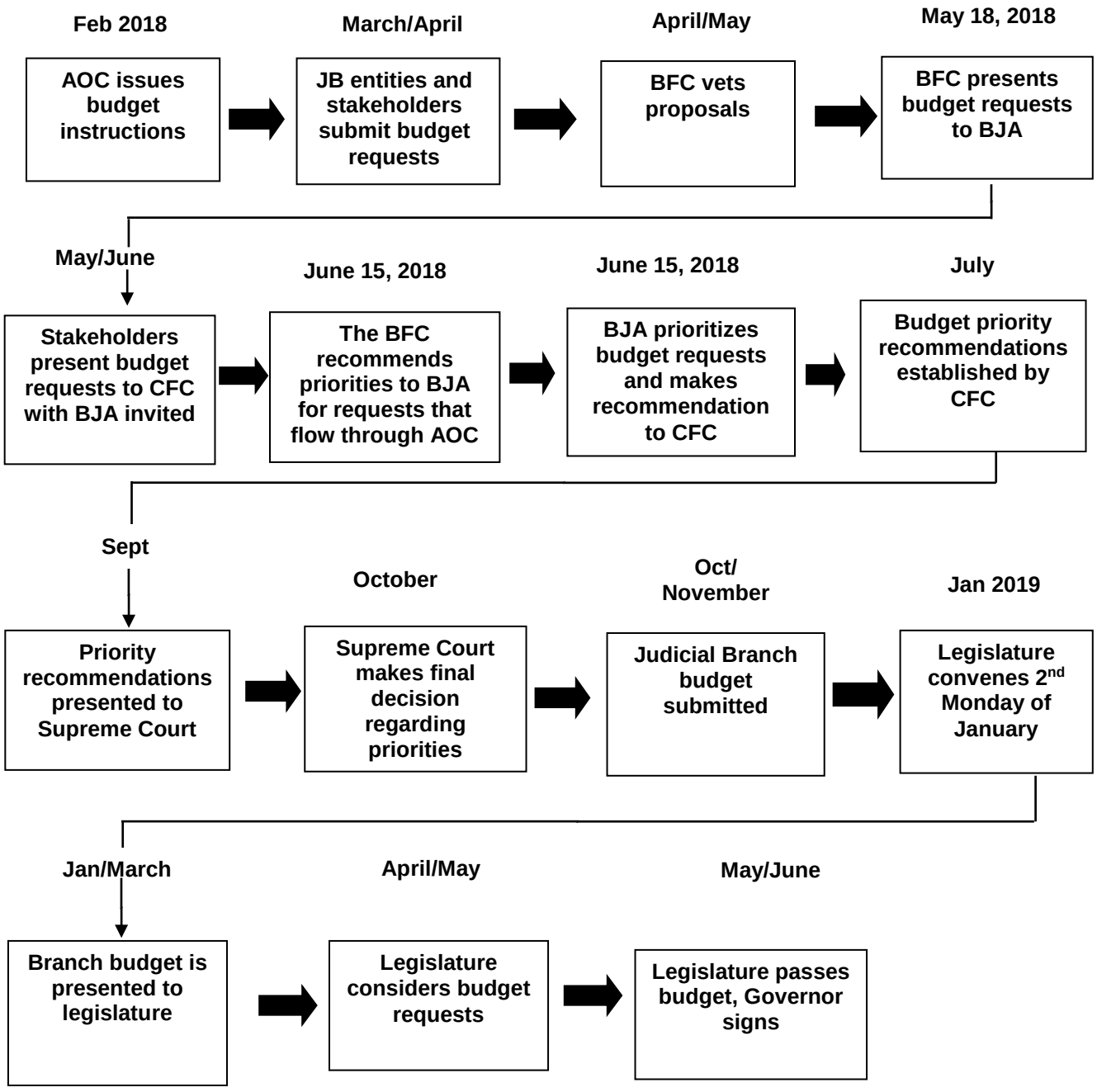
Administrative Office of the Courts
Information Services Division Project Allocation & Expenditure Update
2017-2019 Allocation

Biennial Balances as of 01/31/2018

Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
Expedited Data Exchange (EDE)			
17-19 Allocation	$4,339,000	$4,268,400	$70,600
Information Networking Hub (INH) - Subtotal	**$4,339,000**	**$4,268,400**	**$70,600**
Superior Court CMS			
17-19 Allocation	$12,000,000	$10,505,928	$1,494,072
Superior Court CMS Subtotal	**$12,000,000**	**$10,505,928**	**$1,494,072**
Courts of Limited Jurisdiction CMS			
17-19 Allocation	$10,000,000	$4,398,449	$5,601,551
Courts of Limited Jurisdiction CMS - Subtotal	**$10,000,000**	**$4,398,449**	**$5,601,551**
TOTAL 2015-2017	**$26,339,000**	**$19,172,777**	**$7,166,223**

2019-2021 Biennial Budget Development Process-Requests That Flow Through AOC



[1] JB-Judicial Branch; BFC-BJA Budget and Funding Committee; CFC-Court Funding Committee
Revised 2-5-18

2019-2021 Budget
Development, Review and Submittal Schedule

MONTH	TASK	DUE DATE
February 2018	AOC distributes budget instructions and associated materials	February 2018
February 2018 March 2018	Branch budget decision packages are developed	Ongoing
April 2018	**Branch budget requests are due to AOC**	April 6, 2018
April 2018	JISC meeting. Reviews/approves IT budget requests	April 27, 2018
April 2018	BFC vets state general fund budget proposals that flow through AOC and prepares priority recommendations for BJA	April 2018
May 2018	BJA meeting. BFC presents state general fund budget requests that flow through AOC to BJA	May 18, 2018
May-June 2018	**Branch stakeholders present proposals to CFC**	TBD
June 2018	BJA meeting. BFC recommends priorities to BJA; BJA makes priority recommendation to CFC	June 15, 2018
July 2018	Budget priority recommendations established by CFC	July 2018
August 2018	Budget decision packages refined	August 2018
September 2018	Admin. En Banc. Priority recommendations presented to Supreme Court; Supreme Court approves final budget	September 5, 2018
October 2018	Admin. En Banc. Placeholder	October 3, 2018
October 2018	Branch budget transmitted	October 2018
January 2019	Legislature convenes	January 14, 2019

BJA Meeting Schedule	JISC Meeting Schedule	Revenue Forecast Schedule
February 16, 2018	March 2, 2018	February 15, 2018
March 16, 2018	April 27, 2018	N/A
May 18, 2018	N/A	N/A
June 15, 2018	June 22, 2018	June 19, 2018
September 21, 2018	August 24, 2018	September 18, 2018
October 19, 2018	October 26, 2018	N/A
November 16, 2018	December 7, 2018	November 20, 2018

Superior Court Case Management System (SC-CMS)

Project Update

Maribeth Sapinoso, AOC Program Manager, PMP
Keith Curry, AOC Deputy Project Manager

March 2, 2018

Recent Activities

Event #6 - October 2017 Go Live

(Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom Counties)

- ✓ Live with Odyssey – October 29, 2017
- ✓ Go Live issues from October 29 – November 9, 2017

Logged	Open	Closed	New Development
87	12	75	0

- ✓ **Completed Go Live on-site Support: December 2017**

Recent Activities (cont'd)

Event #6 - October 2017 Go Live

(Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom Counties)

- ✓ Successfully implemented Link Only option with Clallam, Jefferson, and San Juan counties
- ✓ Conducted on–site lessons learned meetings – November and December 2017
- ✓ Completed advanced financial training – December 2017
- ✓ Completed forms training – December 2017

Recent Activities

Event #7 - June 2018 Go Live

(Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens, Walla Walla Counties)

- ✓ Completed first conversion of case data from SCOMIS to Odyssey – November 2017
- ✓ Conducted Power User training – November 2017
- ✓ Conducted business process reviews – December 2017 thru February 2018
- ✓ Conducted 3rd Party DMS Kick Off meetings – January 2018

Other Activities

- ✓ Successful implementation of audit functionality for Odyssey Case Manager – December 2017
- Representatives from the Odyssey court community, AOC, and Tyler are working on Odyssey support process improvements – December 2017
- ✓ Conducted Event #8 IT kickoff meetings for Spokane and Clark county – January/February 2018

Upcoming Activities

Event #7 – Go Live June 2018

- Finalize 3rd Party DMS Link-Only integration development – March 2018
- Conduct Data Conversion Reviews

Event #8 – Go Live November 2018

- ✓ Implementation kick off meeting – February 2018
- On-site Odyssey demonstrations – March 2018

Event #6 Implementation

Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, Whatcom

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Kickoff Completed	January 2017
✓ Local Configuration Begins	July 2017
✓ Second Conversion Push and Power User Review	July 2017
✓ 60 Day Go-Live Readiness Assessment	August 2017
✓ 30 Day Go-Live Readiness Assessment	September 2017
✓ Document Image Extracts Complete	October 2017
✓ Document Links and Meta Data Extract Complete	October 2017
✓ End User Training Complete	October 2017
✓ Go Live Implementation	October 2017

Event #7 Implementation

Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens, Walla Walla

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Kickoff Completed	August 2017
✓ Power User Training	November 2017
✓ First Conversion Push and Power User Review	January 2018
• 60 Day Go-Live Readiness Assessment	April 2018
• 30 Day Go-Live Readiness Assessment	May 2018
• Document Image Extracts Complete	June 2018
• Document Links and Meta Data Extract Complete	June 2018
• End User Training Complete	June 2018
• Go Live Implementation	June 2018

Event #8 Implementation

Spokane and Clark

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Kickoff Completed	February 2018
• Power User Training	July 2018
• First Conversion Push and Power User Review	July 2018
• 60 Day Go-Live Readiness Assessment	September 2018
• 30 Day Go-Live Readiness Assessment	October 2018
• Document Image Extracts Complete	November 2018
• Document Links and Meta Data Extract Complete	November 2018
• End User Training Complete	November 2018
• Go Live Implementation	November 2018

Court of Limited Jurisdiction Case Management System (CLJ-CMS)

Project Update

Michael Walsh, PMP - Project Manager
Aimee Vance - AOC Deputy Project Manager

March 2, 2018

RFP Second Vendor Review

- The steering committee requested a meeting with the second vendor to clarify assumptions and concerns with their proposed solution.
- A facilitated session was conducted the week of January 22, 2018, followed by a debrief of the CLJ-CMS evaluators, steering committee, and project team.
- The steering committee considered feedback from the debrief and requested additional research on large municipal courts in other states to learn what products they are using and their level of satisfaction.

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
2	1	0

Significant Risk Status

Risk	Probability/Impact	Mitigation

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
1	0	0	0

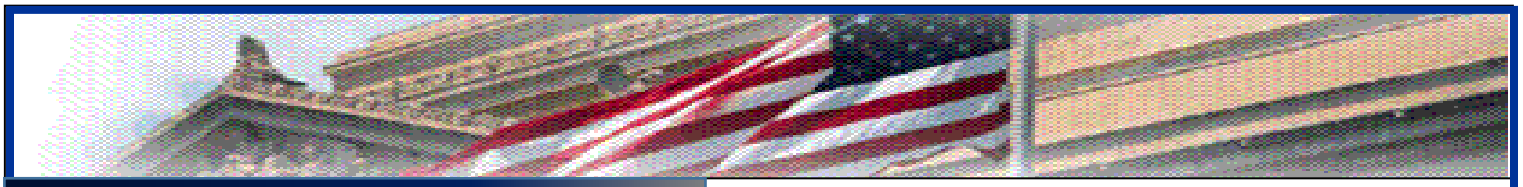
Significant Issues Status

Issue	Urgency/Impact	Action
Schedule: Not having a solution selected and a vendor under contract has delayed the project schedule and the ability to plan the implementation and fully staff the project.	High/High	A decision on the RFP will provide the direction to reset our implementation planning and schedule.

Next Steps

Milestone	Date
Complete RFP Apparent Successful Vendor contract award decision	March 2018

Decision Point



bluecrane

Management Consulting

for

State and Local

Governments

Quality Assurance

Executive Advisement

Project Oversight

Project Management

Independent Verification and Validation (IV&V)

Risk Reduction

Quality Assurance Report

for the

State of Washington

Administrative Office of the Courts (AOC)

CLJ-CMS Project

January 31, 2018

Prepared by

Bluecrane, Inc.

bluecrane ®

Corporate Headquarters
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January 31, 2018

Honorable Mary Fairhurst, Chief Justice
Washington Supreme Court

Ms. Callie Dietz
Administrator, Administrative Office of the Courts

Dear Chief Justice Fairhurst and Ms. Dietz:

This report provides the January 2018 quality assurance (QA) assessment by Bluecrane, Inc. ("*bluecrane*") for the State of Washington Administrative Office of the Courts (AOC) Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project. As with the December 2017 report, this QA assessment departs from our typical format and provides our suggestions and insights on the current state of the CLJ-CMS Project.

bluecrane's assessment of the CLJ-CMS Project is based on the professional experience and judgment of our expert consulting team. The report was prepared independently of project participants and stakeholders.

Please contact me with any questions or comments.

Sincerely,

Allen Mills

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1. Background

As noted in our December 2017 Quality Assurance (QA) Assessment, the CLJ-CMS procurement effort resulted in the selection of an Apparently Successful Vendor (ASV) and then proceeded into contract negotiations. During the course of those negotiations (which started in August and ended in November), a number of issues arose for which the ASV's positions differed from the State of Washington's positions. Eventually, the ASV's refusal to comply with certain critical State of Washington terms and conditions became irreconcilable. As a result, contract negotiations ended.

In November, the CLJ-CMS Steering Committee decided to re-evaluate the product functionality of Odyssey, the product provided by the second-ranked vendor, Tyler Technologies ("Tyler"). The purpose of the re-evaluation is to: (1) assess the capability of the software to meet AOC and CLJ-CMS requirements, (2) seek answers to a variety of questions, and (3) allow a dialogue between the evaluators and the vendor.

In-person discussions between the CLJ Steering Committee, supporting AOC staff, and Tyler Technologies were conducted at SeaTac on January 23 – 24. Eric Olson of *bluecrane* attended all of the sessions. An Open Discussion without Tyler present was facilitated by Allen Mills of *bluecrane* on the morning of January 25, and the Steering Committee met on the afternoon of January 25.

Because the discussions on January 23 – 25 are of a "procurement sensitive" nature, we will not provide any details of those discussions in this report. We will update our recommendations from December 2017 and make further suggestions as appropriate.

2. *bluecrane's* Observations and Recommendations for Steering Committee and Sponsors

As discussed in our December 2017 report, we agree with the Steering Committee's approach to re-evaluate the second-ranked vendor's software product. It makes good sense and is a reasonable approach for determining if one or more of Tyler's Odyssey products can meet the business needs of Washington's CLJs – especially considering that Tyler was the only other vendor to bid in this procurement.

2.1. Obtain More Details about the Implementation of Odyssey by Other District and Municipal Courts

December 2017 Recommendation for CLJ-CMS: *bluecrane* recommends that the project contact a number of district and municipal courts that are currently using Tyler products to determine how well the products are meeting the courts' business needs. It would be helpful to gather more details regarding how other courts are using the Tyler software products. If there truly are issues with using Odyssey in a district or municipal court, these issues need to be factored into the decision-making process. It would also be helpful to understand these issues prior to the Tyler meeting next month so that Tyler can address the issues during in-person discussions. If the issues are a result of business decisions that certain individual courts made when configuring or implementing Odyssey, then that information would be useful to the Steering Committee and Sponsors as they finalize their decisions for the State of Washington.

January 2018 Update: Dirk Marler, the AOC Court Services Division Director provided some statistics on populations of 35 metropolitan areas, along with some initial case volume data. Aimee Vance, the CLJ-CMS Deputy Project Manager and other CLJ Project staff developed a

set of questions and have already begun contacting other jurisdictions to obtain information on their case management systems and how they are able to utilize them in some of the higher volume ("through-put") situations that are more typical of municipal and district courts in the State of Washington.

The output of this exercise may shed some light on the use of Tyler Technologies products. It may also provide a window on the court case management systems market and what alternatives exist beyond JTI's and Tyler's solutions in case the ultimate decision by the CLJ Steering Committee is to conduct a second procurement.

2.2. Invite Tyler to include Their Product "Visionaries" in January's Demonstration

December 2017 Recommendation for CLJ-CMS: *bluecrane* recommends that the CLJ-CMS Steering Committee explicitly request that Tyler make one of its product "visionaries" available for their January presentation. This should not be a "sales pitch," but a review of strategic product development plans that are intended to give the evaluation team a preview of where Tyler "intends to take Odyssey" within the next five to ten years.

January 2018 Update: Tyler provided information on the strategic direction of their product development plans. Again, we will not discuss details here, but it is interesting to understand the context of their product suite today and where they intend to take it over the next decade.

2.3. Demand that Tyler Send Their "A-Team" to January's Demonstration

December 2017 Recommendation for CLJ-CMS: *bluecrane* recommends that the Steering Committee and Sponsors explicitly communicate to Tyler the importance of bringing their "A-Team" with expertise and experience in configuring Odyssey for district and municipal courts to January's demonstrations. Although, it may be important to have sales staff who are skilled at making presentations at those demonstrations, Tyler should also include configuration and technical experts who can demonstrate Tyler software product configurations required to meet CLJ business and technical requirements. Part of the "invitation" needs to communicate that Tyler should take nothing for granted because the State of Washington has options *other* than awarding to the second-place bidder after negotiations ended with the ASV.

January 2018 Update: From our staff's perspective and from all other accounts, this message seems to have been taken to heart by Tyler. The Tyler staff in attendance at the SeaTac meetings was knowledgeable and engaged.

2.4. Analyze and Discuss the Alternatives with the Steering Committee

As we noted in December, if the Steering Committee decides that Tyler's Odyssey products do not meet the business and technical requirements for Washington, there are limited options. Several of these options were outlined by the project team for the November Steering Committee meeting and include (1) going out to bid for a COTS solution (2) going out to bid for a custom solution or (3) going to bid for a best of breed solution.

December 2017 Recommendation for CLJ-CMS: *bluecrane* recommends that the Steering Committee understand the alternatives prior to deciding for or against selecting a Tyler solution, and what the advantages and disadvantages of potential "third choices" are (i.e., if both Journal Technologies Inc. and Tyler are eliminated).

January 2018 Update: The meeting that *bluecrane* facilitated on January 25 included some discussions of the potential options and the pros and cons of each option. Thinking back to that discussion and considering the fact that most of the members of the CLJ Steering Committee do not deal with technology solution procurement issues frequently, it might be helpful for AOC to provide some "staff work" analysis of the options prior to the next meeting of the CLJ Steering Committee. *bluecrane* is available to contribute to the effort. The summary chart on the next page is a start (and could be refined with more detail and/or specifics in a "procurement sensitive" document) to help "crystalize" what the choices and their implications are.

If the CLJ Steering Committee decides to pursue a new procurement, we have several thoughts to offer related to refinement of requirements (particularly around volume and throughput), possible approaches for a "Proof of Principle" phase, and others. We are available to discuss these ideas in a "Procurement Sensitive" environment.

Option		Number of CLJ Courts Participating in Project	Budget Implication	Reaction of Legislature	Technical Risk	Management Risk	Economies of Scale for AOC
1	Declare Tyler the ASV	Likely to decline due to perceived decline in customer service by some courts	None, unless customizations are added	Neutral?	Unchanged	Unchanged	High
2	Re-procure a COTS solution	Not clear	Costs of delay	Negative but manageable?	Unchanged	Unchanged	None (in fact, significant budget implications for Operations and Maintenance)
3	Procure a Systems Integration (“Best of Breed”) Solution	Not clear	High	Non-starter?	High	High	None (in fact, significant budget implications for Operations and Maintenance)
4	Procure a Custom Solution	Not clear	High	Non-starter?	High	High	None (in fact, significant budget implications for Operations and Maintenance)

Another possibility is to combine options 2 – 4 through a new procurement that is “open” enough to permit responders to propose whatever approach they believe is the most feasible and let them address how the risks that are noted in the table above will be mitigated by their management approach.

3. *bluecrane's* Recommendations for the Project Team

As we noted in our December report, the CLJ-CMS Project team has made strides in many areas of the project that we have observed in reviewing project deliverables and through our attendance at various project team meetings and meetings with the Project Manager. Based on the activities to-date, we repeat our December recommendations below on reducing risks as the project team continues with preparations.

3.1. Project Staffing

Over the past few months, the Project Manager has developed a staffing plan and has been filling project positions in alignment with project funding. We are pleased with the progress to-date in staffing the project team and acquainting new staff with the project. We encourage the Project Manager to periodically review the staffing plan with Sponsors and appropriate AOC managers to ensure understanding throughout AOC regarding the project's staffing needs. It is important to inform the appropriate AOC managers of the roles and responsibilities of project team members throughout the various project phases – including post Go-Live and operations.

Although the project is staffed at a level appropriate for the current stage of the effort, it is industry best practice to designate a lead for each area of the project that reports to the Project Manager or Courts Business Office (CBO) Manager. While this is the case in most areas of the project, there is currently not a plan for a testing lead.

Recommendation for CLJ-CMS: Because of the critical importance of testing in determining the quality of the implementation, *bluecrane* recommends that one of the testing positions be filled with a testing manager who can: (1) develop and implement testing plans, (2) direct the other testers in the creation and execution of test cases and test data, and (3) monitor and report on testing results throughout the configuration and testing phases of the system development lifecycle. From our experience, it would be beneficial to fill this position "soon" and provide opportunities for the test lead to become emmeshed in a deep understanding of the CLJ business requirements as soon as possible.

3.2. System Integrations

As we have noted in our previous QA assessments, the CLJ-CMS Project has an extreme reliance on an operational Enterprise Data Repository (EDR) that in turn places a heavy dependency on the success of the Enterprise Data Exchange (EDE) Project.

Recommendation for CLJ-CMS: Although the project team has remained engaged in the EDE Project, *bluecrane* recommends continued vigilance in understanding the details of the design and implementation of that project to ensure compatibility with the CLJ business and technical requirements. We also recommend continued vigilance in understanding the details of the project management aspects of the project to ensure alignment with CLJ-CMS project plans

3.3. Project Strategies and Plans

Over the past year, the project team has been developing and refining strategies and plans in preparation for implementation. This includes strategies and plans for requirements management, testing, training, conversion, project management, and deployment. This early

start on planning not only helps the team to prepare for a successful implementation, it also reduces stress and increases efficiency in the early stages of implementation when project activities tend to be chaotic.

Recommendation for CLJ-CMS: *bluecrane* recommends that the project team continue to develop and refine plans, and engage AOC and court stakeholders during the development and refinement process. It may be helpful to engage stakeholders outside of the project team in work sessions for some of the planning activities. We have seen this approach used successfully in other projects as a way of not only building quality processes through multiple perspectives but also being able to share the workload of the project and build support for the project through expanded participation.

3.4. Organizational Change Management (OCM)

Over the past year, the OCM team has been active in working with the courts and their representative organizations to keep them informed of the procurement's status and preparing them for the upcoming changes that will likely result with a new system. As noted above in section 2.4, there may be stakeholders who have a bias against or towards one alternative solution or another. For example, there are probably stakeholders who have a bias against Tyler that is based on incorrect information. Even if facts are presented to correct the perspective, the bias may continue. If influential stakeholders maintain an unwarranted perspective, they may take the project in a direction that is not in the best interests of the majority of stakeholders. A first step in working with stakeholders is to identify those that are the influential leaders and then determine their level of support for the project's direction. Then, various communication strategies can be applied to assure the continued support of those positive toward the project's direction and modify the perspective of those that do not support the project's direction.

Recommendation for CLJ-CMS: *bluecrane* supports the project's OCM activities and encourages the team to continue with these types of communications and implementation of OCM strategies. It is equally important that the team continue to focus on fostering relationships with influential stakeholders - both those that support the direction of the project and those who do not. This type of stakeholder engagement will help to ensure positive involvement of supporting stakeholders who have the ability to sway the opinions of others. In addition, influential stakeholders can help shape the outcome of intermediary decisions such as the current issue regarding the selection of the desired vendor partner. Messages that come from influential stakeholders such as judges and administrators can be more powerful that the same messages delivered by AOC representatives.

4. Tracking Log of QA Recommendations and AOC Responses

Recommendation		Finding(s)	Date Offered	Date Closed	QA Status
1	As project timelines are refined, schedule contingency time should be allocated to mitigate the risk of unforeseen complexities, staff changes, or imprecise estimates of effort. Schedule contingency can be allocated to individual tasks, intermediate milestones, or at the overall schedule level.	The full project schedule will not be baselined until the vendor contract is executed and a project schedule has been developed collaboratively by the system vendor and project team and approved by the Steering Committee. Potential system vendors have been asked to provide a detailed schedule with their proposal submission.	07/31/16	Open	The project team is beginning to plan timelines for phases that are subsequent to the procurement phase, but the full project schedule will not be baselined until the vendor contract is executed and a project schedule has been developed collaboratively by the system vendor and project team and approved by the Steering Committee.
2	One or more members of the CLJ-CMS project team should attend EDE project meetings to stay informed on project progress, issues, and risks. We also recommend that the CLJ-CMS project be involved in EDR testing as early as possible to reduce the possibility of integration problems during and following pilot.	The CLJ-CMS project's reliance on the EDR establishes a very heavy dependency on the success of the EDE project.	07/31/16	Open	The CLJ-CMS project team has developed a contingency plan if the EDR integration ability is not available when needed.
3	*Closed Item – see end of table*				

Recommendation		Finding(s)	Date Offered	Date Closed	QA Status
4	Consider the possibility of developing several project portfolio scenarios using the proposed schedules from the CLJ-CMS vendor proposals, variations of EDE project schedules (incorporating the schedule for supporting the King County projects), and other projects underway at AOC to help inform resource allocation options from a broad project portfolio perspective.	Discussions regarding reallocation of CLJ-CMS resources to the Expedited Data Exchange (EDE) project that is constructing the Enterprise Data Repository (EDR) are on-going.	01/31/17	Open	From the perspective of the CLJ-CMS Project, the optimum solution would be to allocate the scarce AOC and vendor resources in such a way that the implementation of both CLJ-CMS and EDR were coordinated and neither project was waiting on the other.
5	Immediately raise the priority of addressing the apparent disconnect between AOC policy and the CLJ requirements with respect to e-filing. Resolution will almost certainly require the attention of the CLJ Project Steering Committee, AOC executive staff, and, possibly, the JISC.	The CLJ-CMS RFP contains explicit requirements for the solution to address e-filing. However, recent discussions among business, the project team, and other stakeholders have revealed a lack of clarity between AOC policy regarding e-filing and the CLJ e-filing requirements.	03/31/17	Open	Without clarity, there is risk to planning specific activities related to e-filing for CLJ implementation, putting scope and schedule at risk for “muddiness” at a minimum and possibly inadequate staffing and time allocation.

CLOSED ITEMS

Recommendation		Finding(s)	Date Offered	Date Closed	QA Status
3	Expectations should be set with evaluators and alternate evaluators as to the time commitment required to perform a quality evaluation of the RFP vendor proposals.	Evaluators will be expected to attend evaluator training, perform the evaluations, attend vendor demonstrations, and deliberate on vendor selection.	09/30/16	11/30/16	The procurement for the CLJ-CMS software vendor is progressing smoothly.

Judicial Information System Committee Meeting March 2, 2018

DECISION POINT – Courts of Limited Jurisdiction Case Management System – Apparent Successful Vendor

MOTION:

- I move that the JISC approve the CLJ-CMS Steering Committee's recommendation that the Administrative Office of the Courts (AOC) should close the current CLJ-CMS RFP (ACQ-2016-0701-RFP CLJ-CMS) and re-evaluate our options for a JIS (DISCIS) system replacement.

I. BACKGROUND

On April 25, 2014, the Judicial Information System Committee (JISC) authorized the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. The project objective is to modernize current court and probation office business practices by replacing the existing system commonly known as DISCIS with a commercial off-the-shelf (COTS) product.

The JISC established the CLJ-CMS Project Steering Committee to provide oversight of the development of the CLJ-CMS. The committee includes representation from the District and Municipal Court Management Association (DMCMA), the District and Municipal Court Judges' Associations (DMCJA), the Misdemeanant Probation Association (MPA) and the Administrative Office of the Courts (AOC).

Following the termination of contract negotiations with the apparent successful vendor (ASV), Journal Technologies Inc., the CLJ-CMS project steering committee decided to reevaluate the second vendor. Prior to the steering committee making a decision on the next steps in the project, they requested that the second vendor, Tyler Technologies, return to Washington to address concerns and issues identified during the original product demonstration. Following the clarification meeting, the steering committee and evaluators discussed their impressions of Odyssey and the possible next steps for the project. As a result of that meeting, the CLJ-CMS Project Steering Committee is recommending a direction to the JISC.

II. CLJ-CMS Project Steering Committee Recommendation

The CLJ-CMS Steering Committee recommends to the JISC that AOC should close the CLJ-CMS and re-evaluate JIS replacement options.

OUTCOME IF NOT PASSED –

If a decision is not made today, the project will be further delayed.

King County
Department of Judicial Administration

King County Clerk's Office Systems Replacement Project

Project Update

Barbara Miner
King County Clerk

Febuary, 2017

Recent Activities

King County
Department of Judicial Administration

- April 2nd Go-Live impacted by unexpected vendor issues & vendor delivery delay(s); working to identify mitigation steps and identify new Go-Live date.
- Business Process Configuration in-process; configuration rework likely necessary due to issues above.
- Majority of data is converted; data validation test/fix cycle every 2 weeks; issue backlog remains manageable
- Interfaces: 2 with work remaining out of 10
- User Acceptance Testing being performed on configuration and data received to date.
- Hardware environment in-place; Public portal penetration testing completed.
- User training on-going

King County
District Court

KING COUNTY DISTRICT COURT
CASE MANAGEMENT SYSTEM PROJECT UPDATE

Judge Donna Tucker – Presiding Judge

Othniel Palomino – Chief Administration Officer

KCDC
Updated: February 2, 2018

PROJECT OVERVIEW

Project Description

King County District Court is implementing a unified case management system using modern technology that would allow the Court to become more efficient and provide new services to the public. The primary objective of this implementation is to ensure public safety.

In Scope

- Core Case Management System
- eFiling
- Probation System Replacement
- Document Management System
- eMitigation System
- Digital Signatures
- Electronic Data Exchange – EDR
- External Interfaces not covered through Data Exchange
- Jury Management System

Out of Scope

- Video Conferencing Capabilities
- Court Audio Recording
- Interpreter Web
- Witness Management System
- Search Warrant Management System

PROJECT PHASES

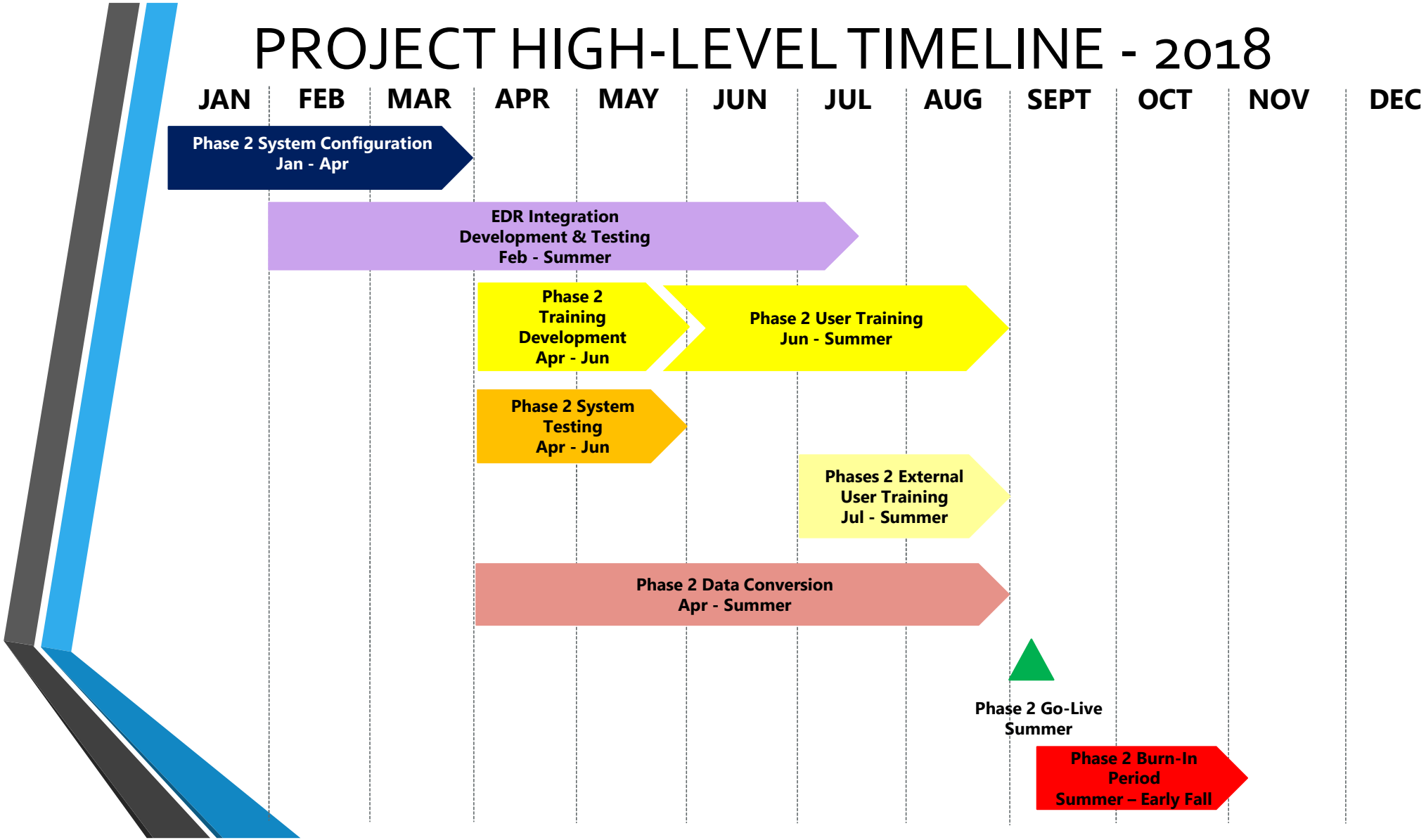
- Phase 1 – **DELIVERED**
  - Civil Phase 1 and the eProbation module was successfully deployed to Production **October 30, 2017**
    - "Civil Phase 1" case types – Summons & Complaints, Judgment Summaries, Foreign Judgments, Collections – including Exparte Motions processing
    - New system for "Civil Phase 1" deployed to Burien, Issaquah, and Seattle locations
    - eFiling functionality
    - Public Portal

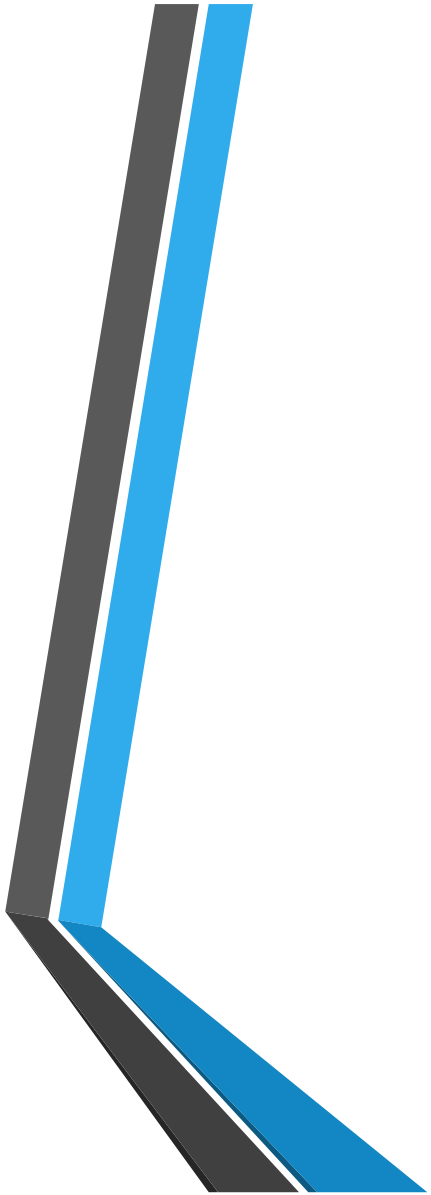
- Phase 2 – Summer 2018
  - Due to the new release dates for KCCO, KCDC has decided to combine two phases into one phase to reduce the overhead for all parties involved in the EDE Program
    - "Civil Phase 2" case types – Small Claims, Name Changes, Impounds, Protection Orders; "Criminal"; "Infraction" case types
    - All functionality, including Civil Phase 1 deployed to all KCDC locations
    - Integration with the EDR

RECENT & UPCOMING EVENTS – 2018

- CMS Ambassador Program Kick-off
- Operational/Clerk power user sessions
- Start Training Content Development
- Start All Staff Training

PROJECT HIGH-LEVEL TIMELINE - 2018





QUESTIONS?

Expedited Data Exchange (EDE)

Program Update

Kevin Ammons, PMP
Program Manager

March 2, 2018

Statewide Impact Assessment by April 1, 2018

Readiness Assessment

- There has been significant progress compared to the last report to the JISC in December
- Users would have partial workarounds through:
  - Tools such as public-level data access to KCCO eCourt Portal
  - Separate reports sent to partner agencies by KCCO
  - Ability to access multiple systems to gather complete information

Integrations Status
as of 2/13/17

- ✓ Integrations from JIS to EDR completed
  - Since Dec 10, all updates to DISCIS and SCOMIS have been loaded to the EDR within 10 seconds

Group	Components	Status
Person	All person, official, and organization data	✓ Completed
Case 1	Case, Case Status, Participant, Case Flag, Case Association, Participant Association	✓ Completed
Case 2	Charge, Citation, Warrant, Proceeding	✓ Completed
Case 3	Condition, FTA, Significant Documents	✓ Completed
Accounting	All accounting data, PCN, Detention Detail	✓ Completed

Applications Impacts

Application	Status	Completion
EDE - Standard Queries		✓ 02/02/2018
EDE - Data Validation		✓ 10/29/2017
EDE - Person Matching		03/15/2018
Data Exchanges		03/14/2018
DISCIS/SCOMIS		✓ No changes required
Odyssey		✓ No changes required
JCS		Some changes implemented
JABS		Some changes will be ready by 04/01/2018
ACORDS		Some changes will be ready by 04/01/2018
ASRA		✓ No changes required
JIS Link		New functionality will be ready by 04/01/2018
Data Warehouse		TBD

EDE Components

Status	Completed
	✓ 02/02/2018

- Standard Queries
  - A query used to ensure any query for common items like Case History, Person Detail, etc. return the same information to all customers
  - All standard queries have been completed and the team is also producing custom queries for some of the other applications and data exchanges

EDE Components

Status	Expected Completion
	03/15/2018

- Data Validation
  - ✓ Simple Person Data Validation complete; looks at key data elements used for Person Matching
  - Person Matching Level 1 (Exact Match) will be available
  - Will recognize JIS person linkages (AKAs)
  - Recognition of KCCO person linkages pending KCCO decisions around “True Name” and “Umbrella ID”

Status	Expected Completion
	03/14/2018

Data Exchanges

- Includes WA State Patrol (WSP) Disposition, DSHS Background Check Unit, and DOL's (firearms related) Convicted Felon, Adult Criminal Domestic Violence, & Qualifying Juvenile Offender
- Development near completion on all these exchanges
- A temporary workaround for WSP Disposition has been agreed to between WSP and KCCO

Status	Expected Completion
	No Changes

DISCIS/SCOMIS

- ***No changes to planned impacts***
- New KCCO cases will not be in DISCIS/SCOMIS
- As KCCO updates existing cases, these cases will be deleted from DISCIS/SCOMIS
- Criminal History, Case History, Warrants, and other functions that show statewide data will not have complete statewide history
- Person updates by KCCO will not be in DISCIS
- Persons will be deleted if they have no JIS cases

Status	Expected Completion
	No Changes

Odyssey

- ***No changes to planned impacts***
- Persons that only exist in KCCO will not be available in Odyssey
- Person data updates made by KCCO will not be available in Odyssey

Status	Expected Completion
	06/30/2018

JCS

- ✓ A necessary JCS platform upgrade severely delayed EDE development
- ✓ Person Search from the EDR has been completed
- Referral History, as well as Offender History and Criminal History under development
- Other functions will be completed this summer, until then mitigations are available for users

JABS

Status	Expected Completion
	06/30/2018

- JABS Person Search and Case Search pulling KCCO data from the EDR nearing completion
  - Deployment of these features cannot take place until test data from KCCO is available for full testing
- Other features including Case History, FTA, Orders, Warrants, and Domestic Violence Inquiry will each be developed and deployed independently as they are finished

Status	Expected Completion
	05/15/2018

ACORDS

- ACORDS Case Initiation will be available for Apr 1, 2018
  - ACORDS will be modified to verify cases/source data from the EDR for KCCO
  - A Case Initiation Web Form is being created as a backup if KCCO data is not available in the EDR
- Other functions will be completed by May 2018

Status	Expected Completion
	No Changes

ASRA

- ***No changes to planned impacts***
- ASRA will not have access to cases that were originated in eCourt or that have been updated in eCourt and removed from SCOMIS
- These cases would need to be manually entered into ASRA like out-of-state cases are entered

Status	Expected Completion
	04/15/2018

JIS Link

- Current JIS Link will stay the same, but will not access cases that were originated in eCourt or that have been updated in eCourt and removed from SCOMIS
- New JIS Link will source data from the EDR and will be tailored for three types of users: Single Transaction Users, Bulk Users, and Public Index Users

Data Warehouse

Status	Expected Completion
	TBD

- ***No changes to planned impacts***
- Data Warehouse will not have access to cases that were originated in eCourt or that have been updated in eCourt and removed from SCOMIS
  - No case, person, or accounting data for these cases
- Mostly impacts statewide reporting and analytical functions at AOC

Applications Impacts

Application	Status	Completion
EDE - Standard Queries		✓ 02/02/2018
EDE - Data Validation		✓ 10/29/2017
EDE - Person Matching		03/15/2018
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Data Warehouse		TBD

Communication Plan

- AOC and KC are jointly creating messages to keep stakeholders informed
- Messages the month before any Go Live will focus on operational impacts to the courts
- Message schedule for the month of Go Live:
  - Week 1 – King County Clerk's Office eCourt Focus
  - Week 2 – JABS Focus
  - Week 3 – JCS, DISCIS and SCOMIS Focus
  - Week 4 – Appellate Focus
  - Event Start – Go Live Starts

Questions?

Data Quality Governance

Kumar Yajamanam
Manager, Office of Architecture & Strategy

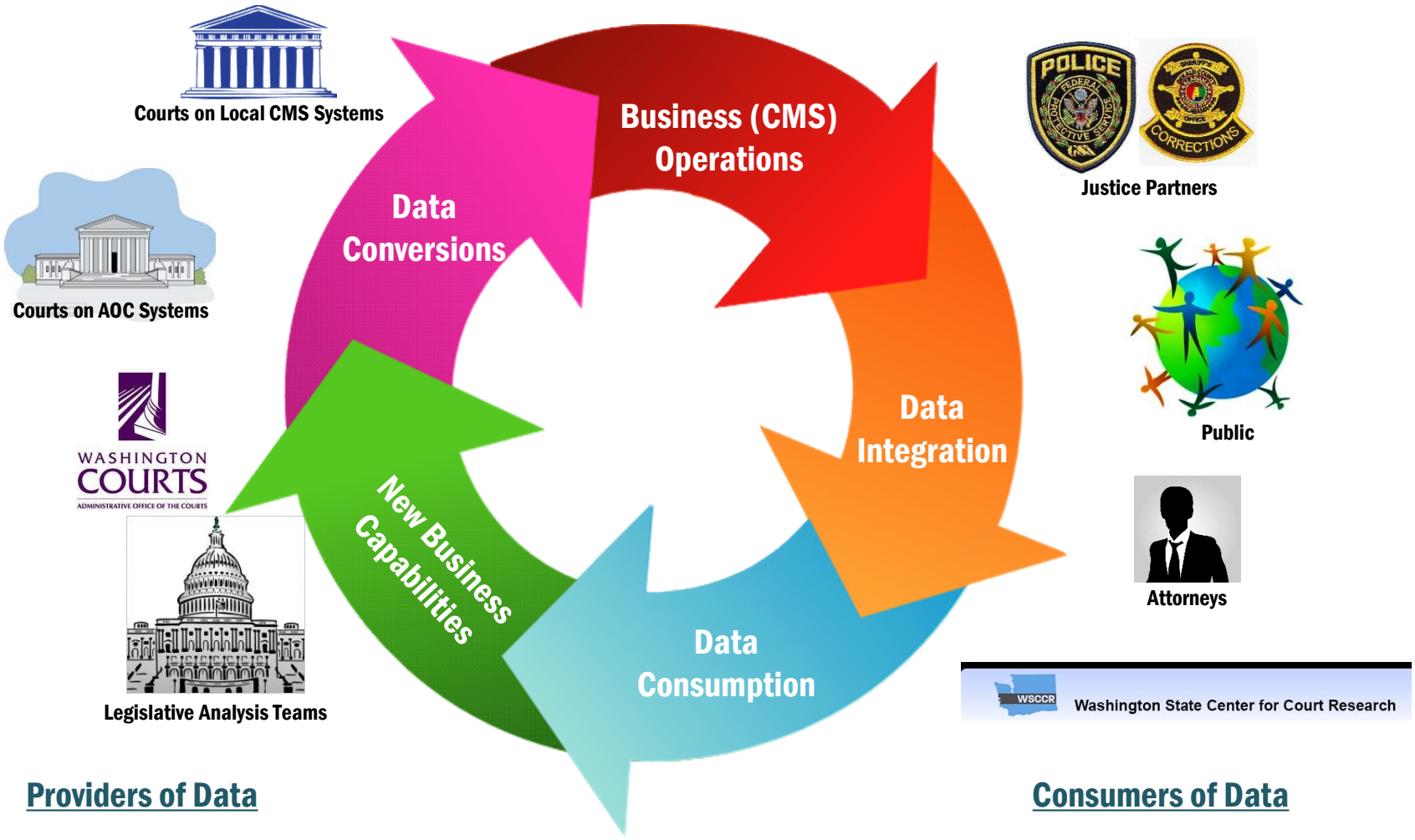
March 2, 2018

Increasing Complexity of JIS Environment

Washington State Judicial Information System(JIS) is in a state of transition. We have an increasing number of new case management systems and new capabilities which are adding to the complexity of statewide JIS environment.

- SCOMIS will be replaced by Odyssey for most courts, data replication implemented between JIS and Odyssey
- JIS/DISCIS will be replaced by the CLJ-CMS solution
- King County District Court and King County Clerks' Office are moving to local CMSs (eCourt - different configurations)
- Spokane Municipal Court has its own CMS
- Pierce County Superior Court, Seattle Municipal Court and others have CMS decisions ahead
- New requested functionality includes probation, eFiling

Increasing Stakeholders & Partners



Providers of Data

Consumers of Data

What Matters To Courts, Partners & the Public

Accurate and consistent statewide data to courts, public and justice partners to enhance judicial decision making and public safety that enhances the trust in Washington State Judiciary.

- Completeness of statewide case and criminal history of a person
- Accuracy of data exchanges from/to justice partners e.g., FBI, DOL, WSP, etc.
- Accurate information about persons
- Comprehensive statewide information for reports such as legislative analysis, judicial needs assessment, funding requests, etc.
- Reduction of legal liabilities to courts and AOC resulting from incorrect and incomplete data

Increasing Risk to Data Quality

The divergence of statewide judicial systems, data and processes is increasing which, without a coordinated management effort, can result in substantial increase to the risk of data quality

- Variations in business processes in different courts result in non-standard capture and sharing of information
- Existing person business rules, case flows rules etc. cannot be applied consistently across different case management systems
- Data conversion and integration decisions made by courts can result in data errors and issues
- Independent decisions on amount of historic data to be converted to local CMS can result in loss of data, incompatibilities, etc.
- Lack of coordination between courts for system changes, new business processes, legislative mandates and justice partner needs
- Need for increased coordination between courts for data cleanup
- Need for ongoing consistency of metadata and reference data management

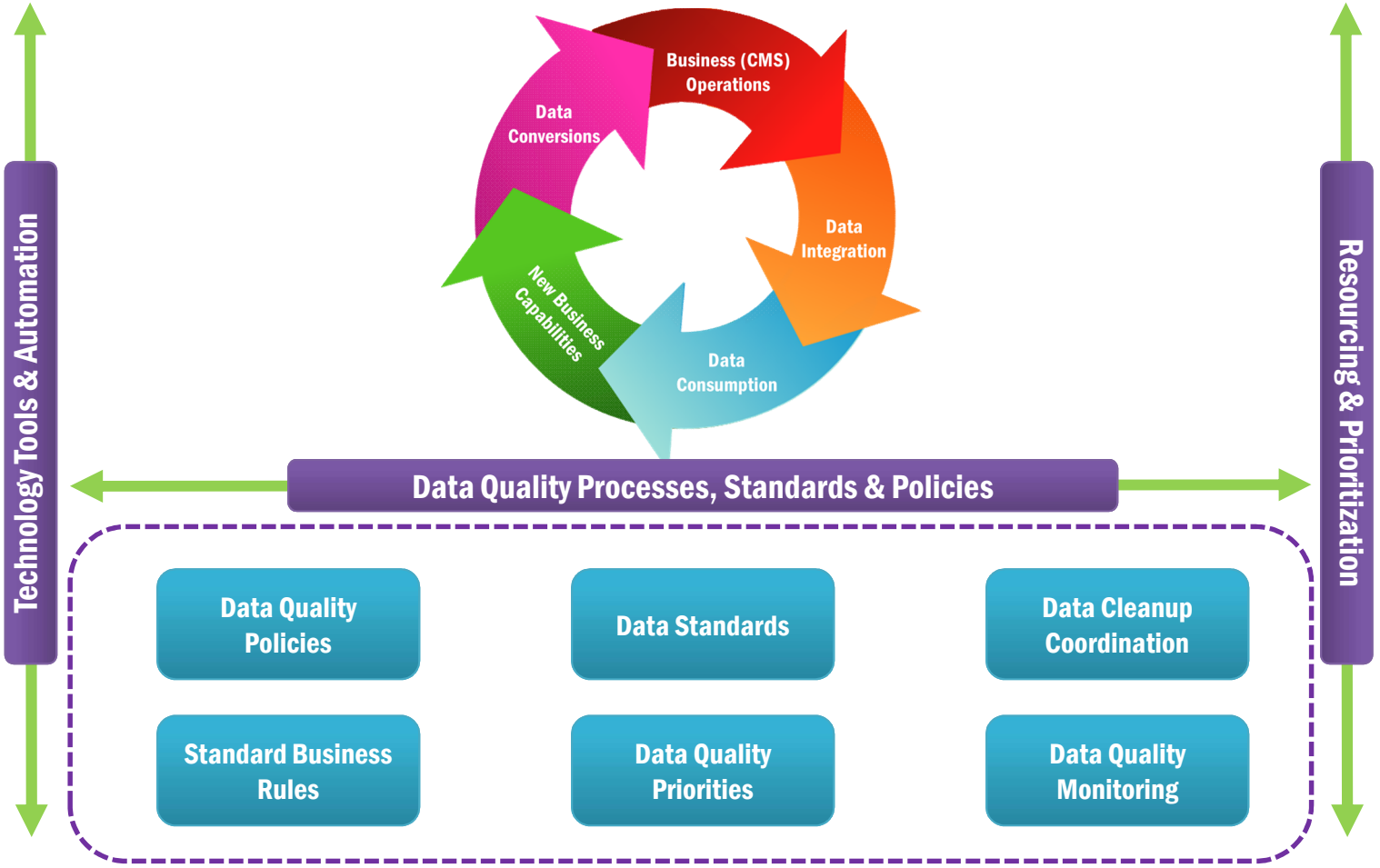
Barriers to Improving Statewide Data Quality

Significant barriers and constraints in the areas of people, processes and technology exist that must be overcome to improve data quality.

- Lack of policies and standards to comply with statewide data needs
- Current business rules are Legacy-JIS specific and need updates for consistent usage across the state
- Lack of guidance and direction on data conversions and other data-related decisions when migrating to a local CMS
- Lack of consistent guidance and principles to deal with historical data loss, data collection gaps, data ownership and cleanup responsibilities
- Stakeholders and justice partners with competing and conflicting priorities
- Lack of dedicated resources for data cleanup
- Lack of clear priorities on handling data errors within the context of court staff workloads

Improving Data Quality Through Governance

Enable robust data quality practices at the source and every step along the way through people, process and technology



Purpose of Data Quality Governance Body

Champion the importance of data quality in Washington courts

- **Accountability:** Initiate activities to monitor and improve the quality of shared statewide data
- **Authority:** Approve statewide policies and standards on how data should be handled
- **Direction:** Direct compliance with statewide data regulatory requirements and prioritize critical data quality issues
- **Representation:** To represent all courts, justice partners and other stakeholders in making data quality decisions
- **Delegation:** Provide authorization for automated or manual data cleanup solutions

Next Steps

Present to JISC for approval:

- Draft charter including the scope, responsibilities and composition of the data quality governance body
- JISC bylaw amendment to include the data quality governance committee composition and authority

Questions?

Board for Judicial Administration (BJA) and Court Management Council Meeting

Friday, November 17, 2017 (9 a.m. – 12 p.m.)
AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:
Chief Justice Mary Fairhurst, Chair
Judge Judy Rae Jasprica, Member Chair
Judge Scott Ahlf
Judge Bryan Chushcoff
Judge George Fearing
Judge Blaine Gibson
Judge Gregory Gonzales
Judge Dan Johnson
Ms. Paula Littlewood
Judge Mary Logan
Judge Bradley Maxa
Judge Sean Patrick O'Donnell
Judge Kevin Ringus
Judge Rebecca Robertson
Judge James Rogers (by phone)
Judge Ann Schindler
Judge Michael Spearman
Justice Charles Wiggins

CMC Members Present:
Ms. Susan Carlson (Co-chair)
Mr. Darryl Banks
Ms. Barbara Christensen
Mr. Frank Maiocco
Ms. Cynthia Marr
Mr. Mike Merringer
Mr. Dennis Rabidou
Ms. Renee Townsley
Ms. Margaret Yetter

Guests Present:
Mr. Jim Bamberger
Mr. Ted Bryan
Mr. Michael Fenton
Judge Anne Hirsch
Mr. William Hyslop
Judge Carol Murphy
Judge Christine Schaller
Mr. Paul Sherfey (by phone)

Public Present:
Dr. Page Carter

AOC Staff Present:
Ms. Lynne Alfasso (by phone)
Ms. Misty Butler
Ms. Jeanne Englert
Ms. Beth Flynn
Ms. Sharon Harvey (by phone)
Mr. Brady Horenstein (by phone)
Mr. Monto Morton
Mr. Ramsey Radwan
Ms. Janet Skreen
Ms. Intisar Surur

The meeting was called to order by Chief Justice Fairhurst.

Court Management Council

Overview and Update: Ms. Marr gave a brief overview of the Court Management Council (CMC) which was established in 1987 to provide a forum for enhancing the administration of the courts through legislation, direction to the Administrative Office of the Courts (AOC), and fostering communication among the various entities providing court administration. The CMC members represent the Washington State Association of County Clerks (WSACC), District and Municipal Court Management Association (DMCMA), Association of Washington Superior Court

Administrators (AWSCA), Washington Association of Juvenile Court Administrators (WAJCA) and appellate court clerks.

Early this year they reviewed the National Center for State Courts (NCSC) poll regarding public trust and confidence in the courts which indicates that although the courts remain the most trusted branch of government there is not a vast amount of confidence in the courts—partly because the public does not understand the limits on the assistance that can be provided by court staff. If court staff are unsure of how much information they can provide before it becomes legal advice, how can the public know what is considered legal advice? The CMC decided to work on the issue and created two subcommittees to advance the knowledge of legal advice vs legal information. The first subcommittee created a PowerPoint presentation and developed talking points, a curriculum, handouts, and objectives for education programs on legal information vs. legal advice. The second subcommittee updated and added to the Clallam County Clerk's *Legal Information vs. Legal Advice* guidebook. They also developed a checklist that can be used by court staff. These materials will be finalized and distributed in the near future.

In 2016 the CMC proposed amendments to GR 17, Facsimile Transmission; and GR 30, Electronic Filing and Service. The recommended amendments to GR 30 were not adopted by the Supreme Court and the amendments to GR 17 were adopted and became effective September 1, 2017.

Presentation of the Court Manager of the Year Award: Ms. Carlson explained that the Court Manager of the Year Award was established in 1987 to honor outstanding court managers who exemplify the leadership and ideals of their profession. There were nine nominations this year including Ms. Patricia Austin, Benton/Franklin Superior Court; Ms. Jill Dorsey, King County District Court; Mr. Mike Fenton, Thurston County Family and Juvenile Court; Mr. Chris Gaddis, Pierce County Superior Court; Ms. Cathleen Kinter-Christie, Kalispel Tribal Court; Ms. Deannie Nelson, Skagit County District Court; Mr. David Ponzoha, retired from Court of Appeals, Division II; Ms. Patsy Robinson, Mason County District Court; and Ms. Karen Wyninger, Skamania County District Court.

Ms. Carlson was pleased to present Mr. Mike Fenton with the Court Manager of the Year Award. Mr. Fenton is a forward thinker, innovative, progressive, respected, an agent of change, patient, and understanding. He started the Seeds of Change garden and it has produced 2069 pounds of produce for the Thurston County Food Bank. He is active statewide in the WAJCA and the Governor's Council of Juvenile Justice.

Judge Schaller said she wrote the nomination but the entire board of judges decided he should receive the award. Mr. Fenton is always focused on how the court can better serve kids in Thurston County and statewide. Judge Schaller is thankful for all he does for their court, community and statewide.

Mr. Fenton stated he is honored to work with such great people and that this award is really for all of us, thank you.

AWSCA, DMCMA, WAJCA, WSACC

DMCMA: Ms. Marr stated that the District and Municipal Court Management Association (DMCMA) was established in 1970. The DMCMA has 180 members representing 108 courts and their Board meetings have 30 members in attendance. They are a fully engaged association. They aim to increase efficiency, strive for standardization of procedures, and coordinate efforts with other associations to act on or improve laws impacting their courts. DMCMA members serve on various task forces, committees, and commissions. Their 2017 accomplishments include excelling at building and promoting a quality education system which included employing a cooperative model which exceeded all their expectations; holding leadership seminars in various locations with 300 attendees from all levels of courts; and publishing the DMCMA Connections communication which highlights topics and discussions from DMCMA Board meetings and disseminates information to all courts of limited jurisdiction.

AWSCA: Mr. Maiocco stated that the Association of Washington Superior Court Administrators (AWSCA) is up to 42 members (36 regular court administrators as well as six members who serve in an associate role). This year they are focused on: 1) Educating themselves because they have a lot of new members (between one-half and two-thirds of their members have changed recently because of retirements and so forth). 2) Updating/revising their desk reference manual which included using their Fall Summit to update four to five chapters of the desk reference manual. 3) Partnering with the SCJA for their spring conferences and they may have to realign their education sessions based on core competencies and will need to refocus on how they deliver their education to more effectively gain training in their core competencies. 4) The roll-out of SC-CMS which includes a very well supported roll-out strategy.

WAJCA: The Washington Association of Juvenile Court Administrators (WAJCA) is made up of the juvenile court administrators along with probation managers. This year they developed detention guidelines and created leadership training for mid-level managers. They have high turnover and wanted some succession planning and added employment and education training. They expanded the menu of evidence-based programs. The WAJCA is working with Commerce for ways to reduce CHINs. They continue to work on truancy and move that forward. They are also working with AOC and the State Auditor to look at best practices with the school audit. They reviewed the CMC's legal advice vs. legal information and that is very good information.

WSACC: Ms. Christensen gave an overview of the Washington State Association of County Clerks' (WSACC) recent activity, which includes: 1) The final stages of developing an association records retention policy and partnering with the Washington Association of County Officials (WACO) to store records electronically. 2) Implementing SC-CMS. 3) Updating their desk reference manual, making it more interactive, and it should be finalized by December or January.

BJA Organizational Goal Development

Judge Jasprica stated that the BJA Organizational Goals were discussed at the previous meeting. Judge O'Donnell and Ms. Butler worked together on the fourth goal which addressed the composition of the BJA committees. Goals one through three remain the same as in the previous meeting materials. The title was changed to Organizational Goals.

It was moved by Judge Schindler and seconded by Judge Ringus to adopt the BJA Organizational Goals with the revision of Goal 4 to include the wording of BJAR 2(b) in the goal along with citing the rule. The motion carried.

Ms. Butler stated that the BJA will need to identify the steps to achieve these goals in the future.

Chief Justice Fairhurst stated that she would like the BJA Organizational Goals document to reflect the date it was adopted and to include adoption dates on all BJA documents.

Branch Budget Overview

State legislative staff create graphs that show how funds are distributed in the operating budget throughout the state. The percentage of state funds for the judicial branch has been the same since the 2007 biennium and it is a standard used by Mr. Radwan to see if anything has changed in the budget. A significant change in judicial branch funding would have to occur in order to change the percent allocated. The first chart on Page 5 of the meeting materials shows the amount allocated from the general fund while the second chart shows the amount of funding allocated from all operating funding sources. The percentage allocated to the judicial branch is .7% and .4% respectively.

There was a question regarding how Washington's judicial branch funding compares to other states. Mr. Radwan explained that it is difficult to compare unified systems to non-unified systems but he will take a look at the information and bring it back to a future BJA meeting.

The graph on Page 6 of the meeting materials depicts how the branch budget is allocated between the judicial branch agencies. Approximately 51% of the judicial branch budget is allocated to AOC.

The graph on Page 7 of the meeting materials shows how AOC's budget is broken out between the areas of "Personnel," "Contracts," "Non-Personnel," "Pass Through" and "Uncontrollable." The uncontrollable expenses represent costs for items such as rent, dues to the National Center for State Courts, providing Westlaw access to all court and clerk personnel and funds appropriated to pay for services provided by other state agencies such as the Attorney General's Office, State Auditor's Office, Department of Enterprise Services and other statewide service costs. Over 84% of AOC's general fund budget is allocated to pass-through or uncontrollable costs, neither of which are controlled by AOC. The funding amount looks large but AOC has very little flexibility when it comes to funding priorities. Most of the remaining general fund, 16%, is allocated to costs for staff that provide direct services to the trial and appellate courts. The JIS account funds technology and 96% of the JIS budget is for personnel. The "Other" funding source is for grants and public/private funding.

2018 Supplemental Budget Requests

Judge Schindler stated that a list of budget requests from the state general fund that flow through the AOC have been previously submitted to the Office of Financial Management (OFM). The list is on Page 9 of the meeting materials. The supplemental budget process is different than how things will proceed during the biennial budget process. Because supplemental budget requests are generally maintenance in nature, the BJA has a more limited role than during the development and prioritization of biennial budget requests. The Budget and Funding

Committee (BFC) prioritized the supplemental budget requests via conference call. The prioritizations will be used when communicating with the Legislature.

It was moved by Judge O'Donnell and seconded by Judge Ahlf to adopt the November 2017 supplemental budget priorities. The motion carried.

Proposed Biennial Budget Process

On Page 11 of the meeting materials is a chart that lays out the process for the 2019-21 biennial budget process. Judge Schindler reviewed the process. There are some items that need to be adjusted on the chart so it will be updated and brought back to the BJA for approval in February. Chief Justice Fairhurst will have the Supreme Court weigh in on the process prior to the February BJA meeting.

BJA Strategic Initiatives

Ms. Englert provided the BJA with an update on each of the task forces. Both task forces met the first week in November. Things are moving forward at a quick, but good and thoughtful, pace. Both task forces reviewed and revised surveys that will go out in the next two weeks. The interpreter survey will be released first and about ten days later the education funding survey will be released. They will identify the demand for funding and the gaps. The interpreter survey will most likely be completed by the administrators. The education funding survey will be completed by judicial officers, county clerks and court administrators. Both task forces meet again in December to review budget packages, survey progress, and strategies for a high survey response rate. Ms. Englert thanked everyone in advance for completing and returning the surveys and she encouraged everyone to pass along the importance of returning the surveys.

Judicial Branch Legislative Overview

Mr. Horenstein stated that the memorandum on Page 15 of the meeting materials provides an overview of legislative updates and issues. There will be a big change in dynamic of the Legislature since it will be completely controlled by Democrats. The judicial associations are adopting their legislative agendas and a preview of those was included in the memorandum. It is a short session and precedes elections in the fall so some legislators may drop bills with political messages. Mr. Horenstein encouraged anyone with questions about legislative issues to contact him.

There was discussion regarding the Department of Corrections (DOC) legislation regarding a statewide judgment and sentencing (J&S) form. At this point in time, the Superior Court Judges' Association (SCJA) is opposing the DOC legislation. They propose entering into a memorandum of understanding (MOU) with the DOC, SCJA, Washington Association of Prosecuting Attorneys (WAPA), public defenders and the Administrative Office of the Courts (AOC). The SCJA does not think a legislative fix is necessary because of the frequency of changes to the law for felony sentences. There can be many changes in a year and the process for updating the form seems to be more trouble than it is worth.

Chief Justice Fairhurst stated that this continues to be a subject important to the Governor. She would like to have a conversation with DOC letting them know we want to help them with this

and figure out how we can help each other. There needs to be a system, with a point person to contact, to respond to issues that arise. She would like, prior to the legislative session if possible, to find out what the first step, second step, etc. would be to fix the issue. Everyone shares the goal that judgement and sentences should be clear and enforced. If there are concerns that this will not be fixed Chief Justice Fairhurst wants to elevate it so that it receives the attention it needs to get this resolved prior to the legislative session. She appreciates what Mr. Marler and Mr. Horenstein have been doing with DOC. She would like a small group to get together and come up with some solutions prior to the legislative session if other measures do not result in a resolution. The group will be separate from the work of Mr. Horenstein and Mr. Marler.

Judge Ahlf stated that the District and Municipal Court Judges' Association (DMCJA) is dealing with several legislative items they had last session that did not make it all the way through the Legislature last year. Discover Pass penalty fees is one of the things they are working on along with court commissioners being able to solemnize marriages.

Legislative Communication Plan and 2018 BJA Legislative Agenda

The BJA 2017-19 Legislative Communications Plan is on Page 17 of the meeting materials. The plan lists all of the ways the BJA communicates with the various stakeholders and outlines how legislative decisions are made.

The Office of Public Guardianship (OPG) bill is the only BJA request legislation for the 2018 legislative session.

Chief Justice Fairhurst stated that when legislation comes in for the BJA's consideration it would be helpful to have a fiscal note as information that the BJA can use to make a decision. Mr. Horenstein will send the fiscal note for the OPG legislation to the BJA members.

It was moved by Judge Chushcoff and seconded by Judge Logan to approve the Office of Public Guardianship request legislation. The motion carried.

Mr. Horenstein stated that it is common for groups to prepare legislative one-pagers to use with the Legislature. The Washington Courts Legislative Priorities handout is on Page 20 of the meeting materials. The handout can be used by BJA members for legislators and justice partners so everyone is working from the same high level list. It is a good opportunity to restate what the BJA is focusing on. Mr. Horenstein will use the document to continue discussions about these priorities.

Judge Ringus reminded everyone that the BJA Legislative Committee will have weekly phone calls during the legislative session and the BJA reception will be held on Thursday, January 18 from 5:30 – 8 p.m. and everyone is invited.

Standing Committee Reports

Budget and Funding Committee (BFC): Judge Schindler stated there is nothing to add regarding the BFC.

Court Education Committee (CEC): Judge Jasprica reported that the CEC has not met since the last BJA meeting. There is a written report on Page 29 of the meeting materials. They have completed their conversations with all the associations. If there is anything the CEC can do to help with association education as they move forward, please contact them. They look forward to working with the Court System Funding Task Force on funding issues.

Legislative Committee (LC): Judge Ringus had nothing to add regarding the LC.

Policy and Planning Committee (PPC): Judge Robertson stated that the PPC will meet this afternoon and they have a lot of information to review. There is a written report on Page 31 of the meeting materials.

October 20, 2017 Meeting Minutes

Judge O'Donnell requested that information be included in the October 20 meeting minutes regarding the discussion of King County's cancellation costs, approximately $100,000/year, when interpreters are no longer needed but the court is not notified. The information should be added to the end of the Interpreter Commission section of the minutes.

Judge Chushcoff requested that the second sentence in the second to last paragraph under Leadership Goals be replaced with "It was pointed out that BJAR 2(b) requires diversity so the associations need to keep that in mind when they choose their BJA representatives."

> **It was moved by Judge Chushcoff and seconded by Judge Ringus to approve the October 20, 2017 meeting minutes with the suggested amendments. The motion carried.**

Meeting Feedback

Judge Jasprica said that the agenda was rearranged to leave time for topics that need discussion. Chief Justice Fairhurst said that they are trying to use the meeting time to make decisions, move forward, and have room for continuing discussions. They will continue to have discussions about the timing of the BJA meetings and probably bring this topic back in February for discussion.

Recap of Motions from the November 17, 2017 Meeting

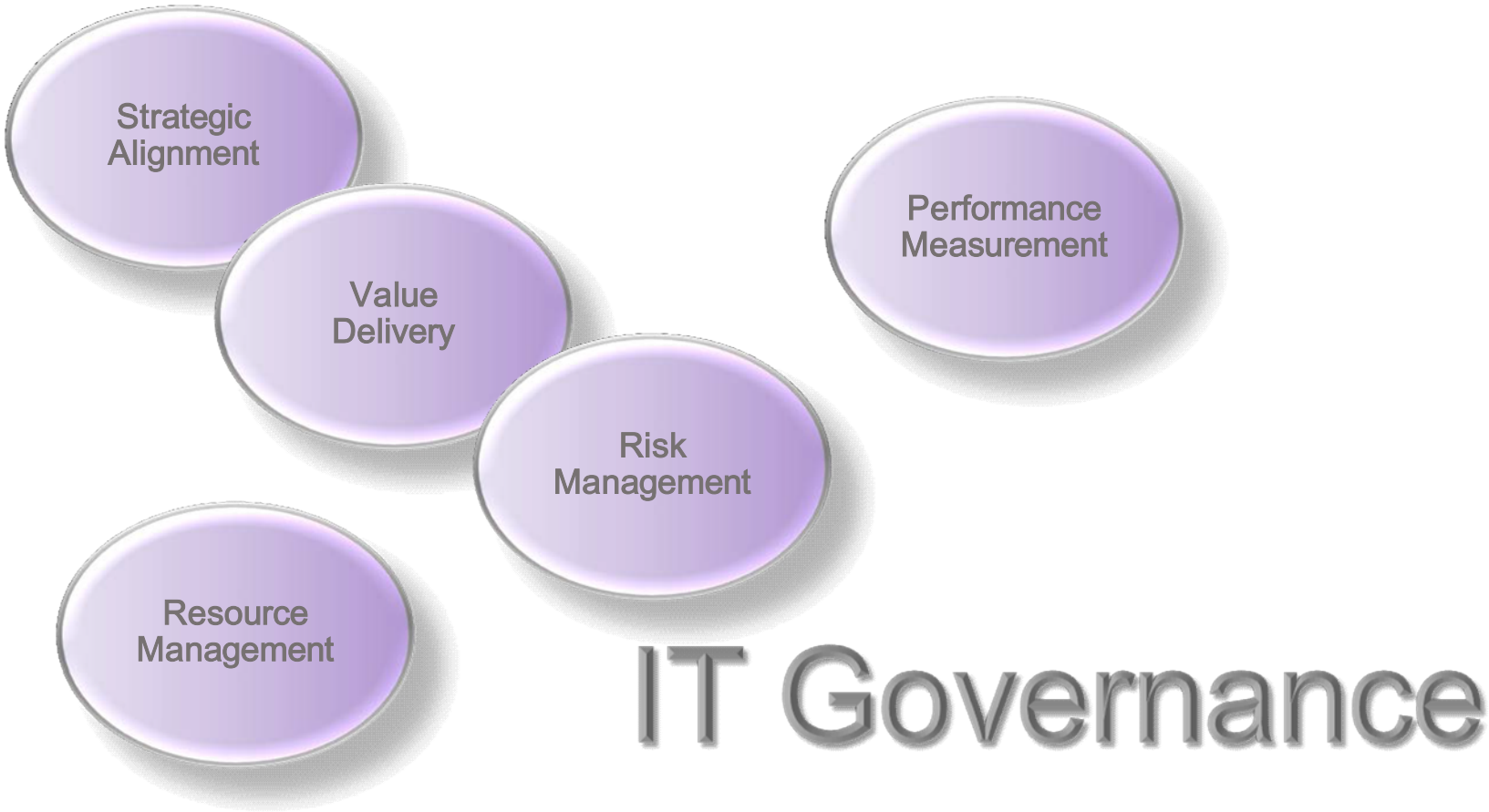
Motion Summary	Status
Approve the October 20, 2017 BJA meeting minutes with the addition of information about the cost to King County for canceled interpreter need under the Interpreter Commission section and the addition of BJAR 2(b) wording under the BJA Leadership Goals section.	Passed
Adopt the BJA Organizational Goals with the revision of Goal 4 to include the wording of BJAR 2(b) in the goal along with citing the rule.	Passed
Adopt the November 2017 supplemental budget request prioritizations.	Passed
Approve the OPG legislation.	Passed

Action Items from the November 17, 2017 Meeting

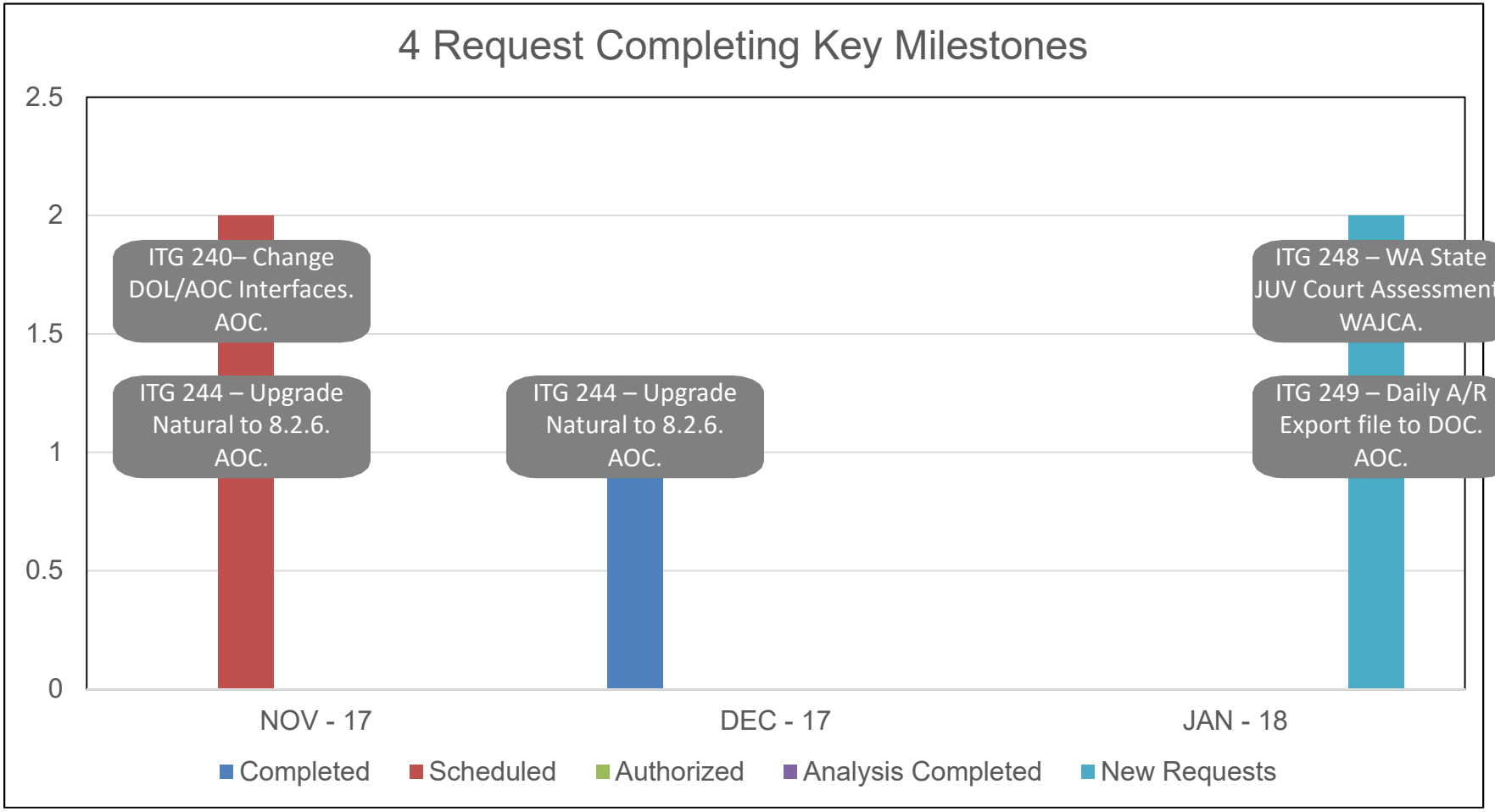
Action Item	Status
<u>October 20, 2017 BJA Meeting Minutes</u> • Post the revised minutes online. • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials. • Send minutes to JISC staff for inclusion in JISC meeting materials.	 Done Done Done
<u>BJA Organizational Goal Development</u> • Change wording in Goal 4 to include the wording from BJAR 2. • Add date document adopted to the Organizational Goals (and all future BJA documents).	 Done Done
<u>Branch Budget Overview</u> • Bring information about how Washington's budget compares with other states to a future meeting.	 Done
<u>2018 Supplemental Budget Requests</u> • Use budget priorities as talking points during 2018 legislative session.	
<u>Proposed Biennial Budget Process</u> • Update the Proposed 2017-2019 (change to 2019-2021) Biennial Budget Development Process-Requests That Flow Through AOC document with the current information and include all the boxes and consolidate if possible (such as the June and June 15, 2017 boxes if they can be consolidated). • Add to the February BJA meeting agenda.	 Done Done
<u>BJA Contact Card</u> • Create and distribute to BJA members.	 Done
<u>Judicial Branch Legislative Overview</u> • For the judgment and sentence forms issue, Chief Justice Fairhurst would like to have a small group meet with DOC and figure out how we can resolve this issue if other measures do not result in a resolution. Would like it done prior to the legislative session.	 Done
<u>Legislative Communication Plan and 2018 BJA Legislative Agenda</u> • When legislation comes in for the BJA's consideration it would be helpful to have a fiscal note as information that the BJA can use to make a decision. Mr. Horenstein will send the fiscal note for the OPG legislation to the BJA members.	

WASHINGTON COURTS

JIS IT Governance Report
January 2018

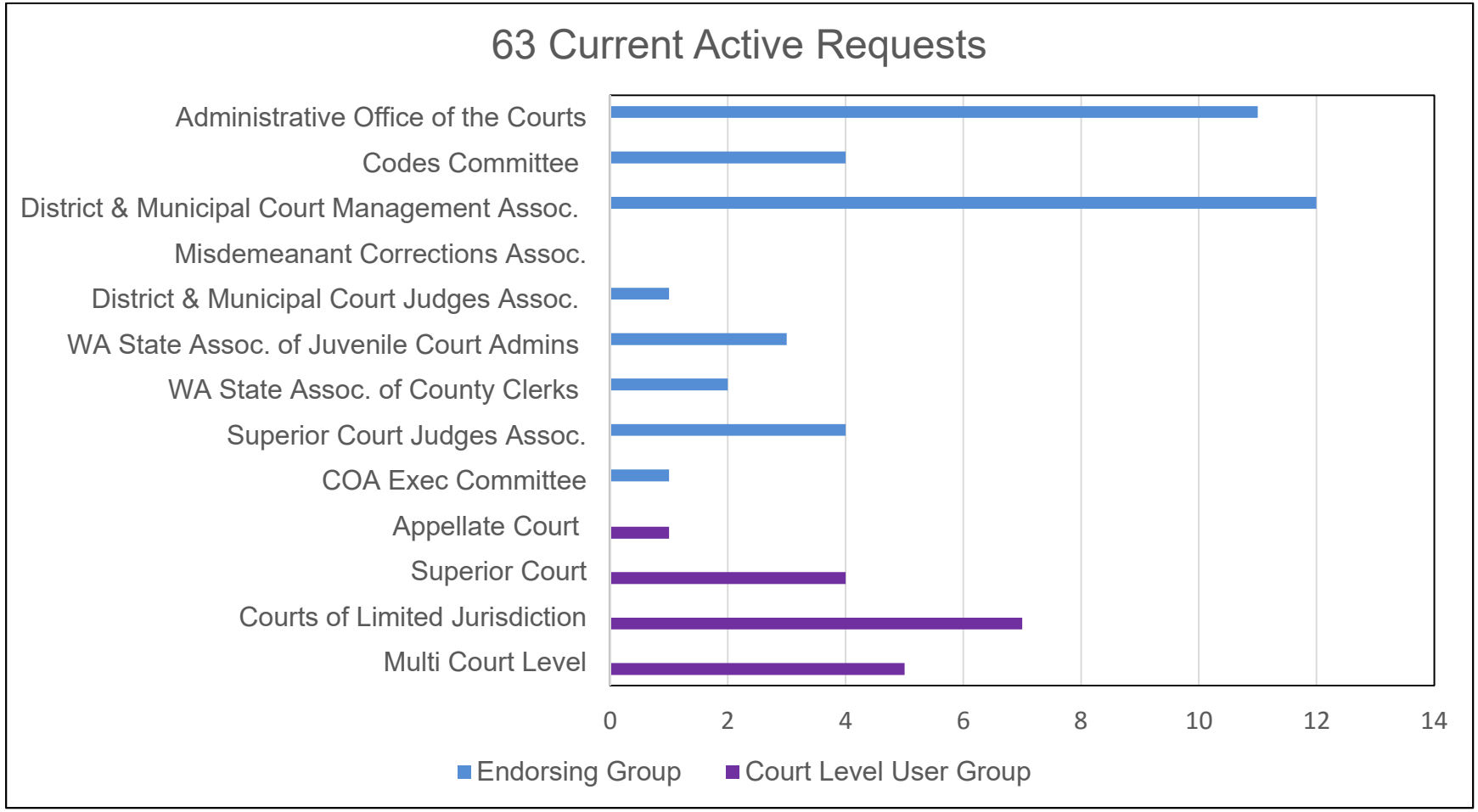


Executive Summary



"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Executive Summary (cont.)



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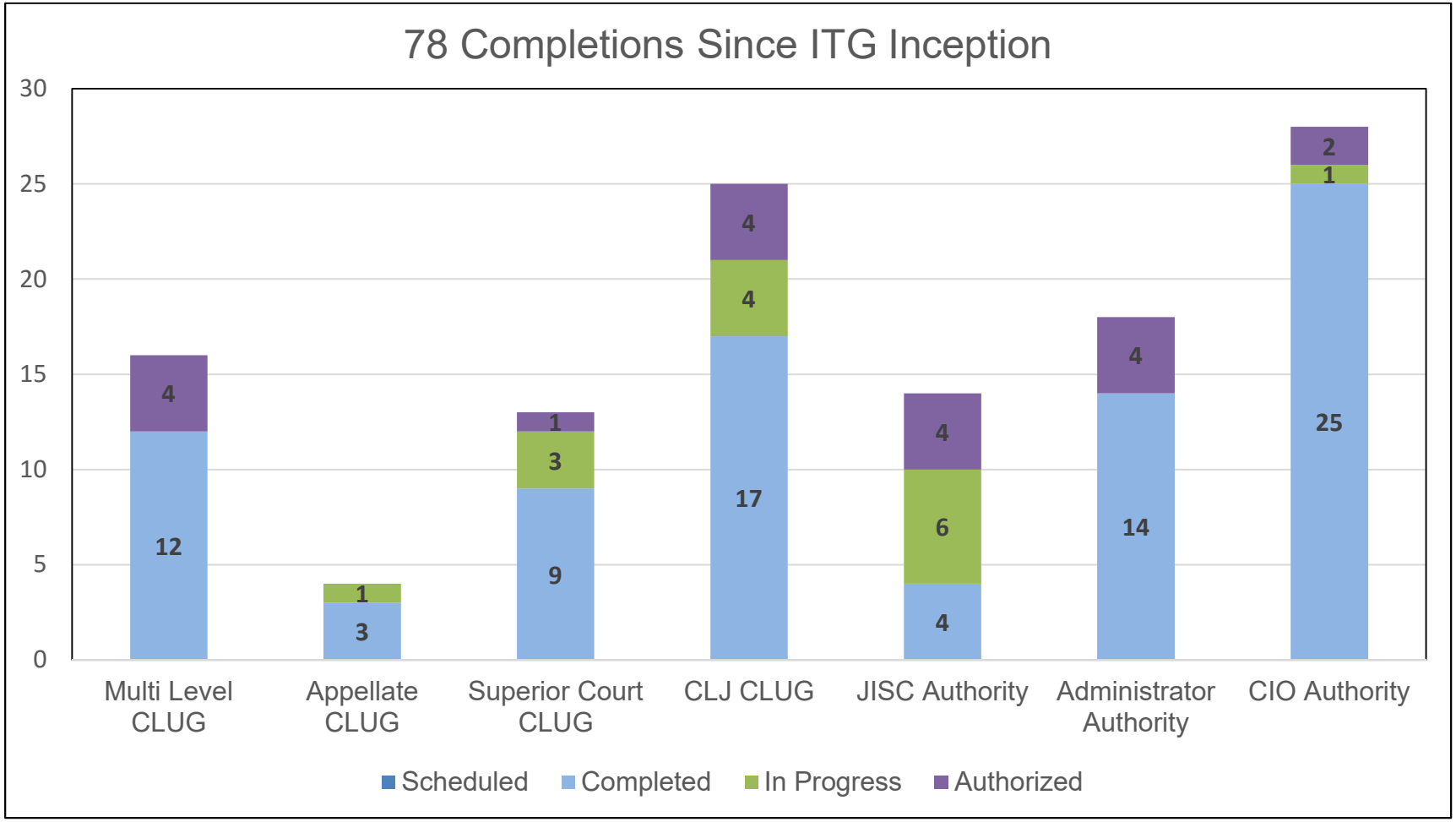
Executive Summary (cont.)



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Current ITG Priorities
For the Court Level User Groups

JISC Priorities					
Priority	**ITG #**	**Request Name**	**Status**	**Approving Authority**	**CLUG Importance**
1	2	Superior Court Case Management System	In Progress	JISC	High
2	45	Appellate Court ECMS	In Progress	JISC	High
3	102	Request for new Case Management System to replace JIS	In Progress	JISC	High
4	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
5	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
6	7	SCOMIS Field for CPG Number	Authorized	JISC	High
7	26	Prioritize Restitution recipients	Authorized	JISC	Medium
8	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium
Non- Prioritized Requests					
N/A	240	Change DOL/AOC Interfaces	In Progress	JISC	Unspecified

Current ITG Priorities
For the Court Level User Groups

Appellate CLUG Priorities					
Priority	**ITG #**	**Request Name**	**Status**	**Approving Authority**	**CLUG Importance**
1	45	Appellate Courts ECMS	In Progress	JISC	High

Superior CLUG Priorities					
Priority	**ITG #**	**Request Name**	**Status**	**Approving Authority**	**CLUG Importance**
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	7	SCOMIS Field for CPG Number	Authorized	JISC	High
Non-Prioritized Requests					
N/A	2	Superior Court Case Management System	In Progress	JISC	High

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Current ITG Priorities
For the Court Level User Groups

Courts of Limited Jurisdiction CLUG Priorities					
Priority	**ITG #**	**Request Name**	**Status**	**Approving Authority**	**CLUG Importance**
1	102	New Case Management System to Replace JIS	In Progress	JISC	High
2	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
3	32	Batch Enter Attorney's to Multiple Cases	Authorized	CIO	Medium
4	68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Administrator	Medium
5	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium
6	26	Prioritize Restitution Recipients	Authorized	JISC	Medium
N/A	240	Change DOL/AOC Interfaces	In Progress	JISC	Unspecified

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Current ITG Priorities
For the Court Level User Groups

Multi Court Level CLUG Priorities					
Priority	**ITG #**	**Request Name**	**Status**	**Approving Authority**	**CLUG Importance**
1	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
2	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
Non-Prioritized Requests					
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Unspecified

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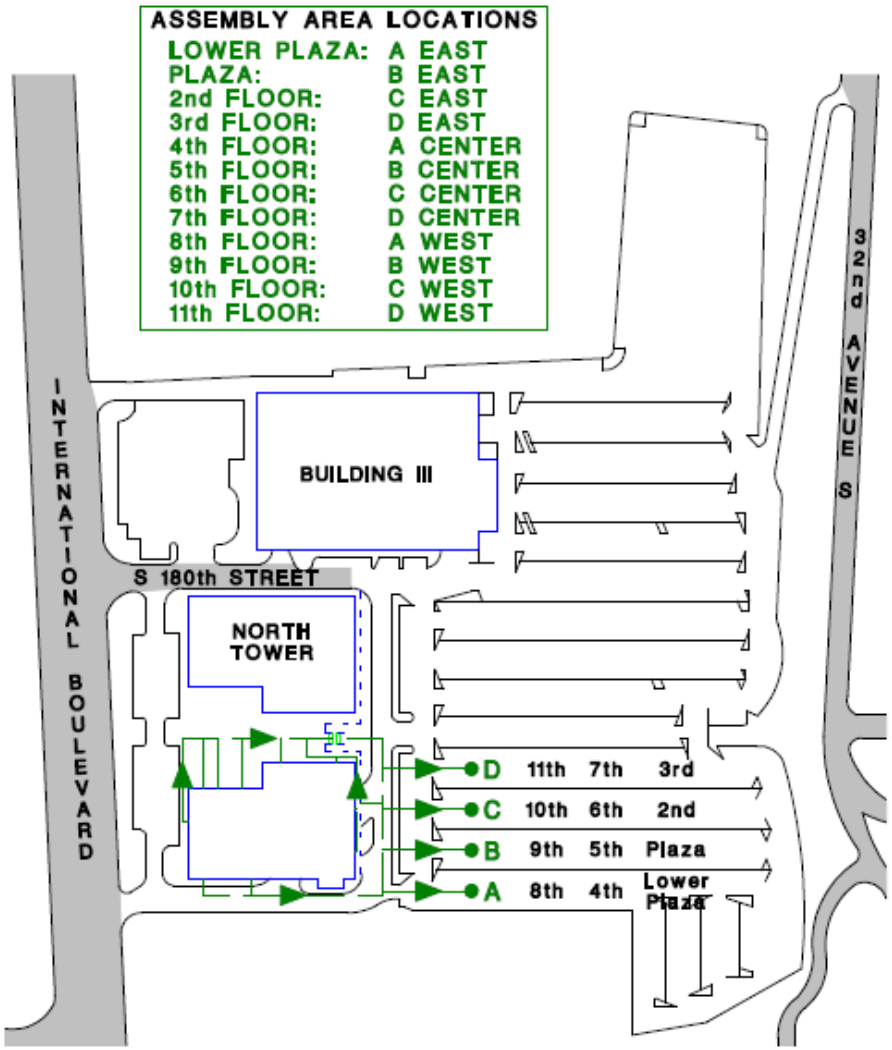
SEATAC OFFICE CENTER

18000 INTERNATIONAL BOULEVARD, SEATAC, WASHINGTON

SOUTH TOWER
FIRE EVACUATION PLAN



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