IT Governance Delegation Matrix Update

Vicky Cullinane, ISD Business Liaison
Curtis Dunn, ISD Business Liaison
February 26, 2021

What is IT Governance?

- IT Governance is a process for guiding information technology investment decisions.
- It puts decisions about IT spending priorities in the hands of the court stakeholders.
- It focuses on involving court users in the decision-making process from start to finish.
- It ensures that the process is open and inclusive.

IT Governance Website

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Information Technology

Governance

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What is Information Technology Governance (ITG)? IT Governance is the framework by which IT investment decisions are made, communicated and overseen. What does that really mean; a true partnership between Information Technology and the Court Community Business Partners. IT Governance is successful when business processes and technology processes work together by utilizing a set of procedures developed to govern strategic outcomes. This is IT Governance.

The Administrative Office of the Courts (AOC) is working with the Judicial Information Systems Committee (JISC) to deploy a governance method that promotes:

- Transparency –Requiring ongoing communication on proposed projects
- Open and Inclusive - Court Communities have a voice in choosing what is most important for their communities and for the State of Washington
- Business problems for the courts are reviewed holistically; how to benefit the many rather than the few
- One streamlined process for request with consistent rules

How does it work?

The governance process has 5 steps. They are initiate, endorse, analyze, recommend and schedule. Throughout each step of the governance process the court community will have a voice.

Show me the process.

Initiating a Request
How is a request Endorsed?
Who Analyzes the information?
Who recommends my request for Implementation?
When is it scheduled?

View Governance Requests

Reports

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Endorsing Group Reports

ID	Title	Status	Status Comment
Supreme Court			
No requests have been assigned to this endorsing group.			
Court of Appeals Executive Committee			
34	Need a create an e-mail button on acords event screen	Closed	COAEC declined to endorse this request and will incorporate it into a future request.
45	Appellate Electronic Filing	Awaiting CLUG Recommendation	Pending JISC decision.
52	ACORDS Letter Modification	Awaiting CLUG Recommendation	Scheduled for Feb 14 - Apr 14.
53	Modify ACORDS Table Download Job	Awaiting CLUG Recommendation	Scheduled for Feb 21 - Apr 14.
Superior Court Judges' Association			
3	Imaging and Viewing of Court Documents	Awaiting CLUG Recommendation	Pending JISC decision.
12	Adult Risk Assessment	Awaiting CLUG Recommendation	Project has been initiated.
Washington State Association of County Clerks			
25	seal criminal judgment records	Awaiting Analysis	AOC preparing legal analysis to validate possible solution for this request.
43	Cause Code - DVC -Domestic Violence with Children	Closed	Endorsement declined by WSACC.
47	Cause Code for TEDRA cases under RCW 11.96A and 11.92	Closed	Functionality in this request was implemented in the Dec 20 release.

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Who Makes the Decisions?

IT Governance

Judicial Information System Committee (JISC)
5th Stage "Authorize"

- **Justice Barbara Madsen** – CHAIR (Supreme Crt)
- **Judge John Hart** – VICE - CHAIR, Whitman Co. Municipal Crt (DMCJA)
- **Judge Lisa Worswick** – COA – Div II (COA)
- **Mindy Breiner** – Probation Officer Tukwilla Municipal Crt (MPA)
- **Judge Robert Olson** – Whatcom Co Sup Crt (SCJA)
- **Dawn MarieRubio** – State Court Administrator (AOC)
- **Frank Maiocco** – Kitsap Co. Administrator (AWSCA)
- **Judge Kathryn Loring** – San Juan Co. Sup Crt. (SCJA)
- **Rich Johnson** – COA Admin/Clerk Div I (COA)
- **Chief, Brad Moericke** – Sumner Police Department (WASPC)
- **Barbara Miner** – King Co. Clerk (WSACC)
- **Dave Reynolds** – Whatcom Co. Juvenile Crt (WAJCA)
- **Judge Scott Ahlf** – Olympia Municipal. Crt (DMCJA)
- **Robert Taylor** – Attorney at Law (WSBA)
- **Joe Brusic** – Yakima Co Prosecutor (WAPA)
- **Paulette Revoir** – Lynnwood Muni Crt (DMCMA)
- **Margaret Yetter** – Kent Muni Crt (DMCMA)

COURT LEVEL USER GROUPS (4th Stage "Recommend")

Appellate Court Level User Group
4th Stage "Recommend"

Appointed by Chief Justice of the Supreme Court and COA Presiding Chief Judge

Justice Debra Stephens – Supreme Court
Judge Lisa Worswick – COA Div II
Michael Johnston, Commissioner – Sup Crt
Susan Carlson, Clerk – Supreme Court
Rich Johnson, Admin/Clerk – COA Div I
Derek Byrne, Admin/Clerk – COA Div II
Renee Townsley, Admin/Clerk – COA Div III

Members

Superior Court Level User Group
4th Stage "Recommend"

At least 1 member from each group below:
Superior Court Judges' Association (SJCA)
Assoc. of WA Superior Court Administrators (AWSCA)
WA Assoc. of County Clerks
Superior Court Family & Juvenile Law Committee (FJLC)
WA Assoc. of Juvenile Court Admin (WAJCA)

Judge Sean O'Donnell – King Co.
Judge Gretchen Leanderson – Pierce Co
Linda Myhre Enlow, Clerk – Thurston Co.
Brooke Powell, Asst Admin – Snohomish Co. Juvenile Crt
Frank Maiocco, Admin – Kitsap Co. Superior Crt

Members

Courts of Limited Jurisdiction User Group
4th Stage "Recommend"

At least 1 member from each group below:
District & Municipal Court Judges' Association
District & Municipal Court Management Association
Misdemeanant Probation Association

Judge Tracy Staab – Spokane Muni Crt, DMCJA
Judge Lizanne Padula – Pierce Co Dist Crt, DMCJA
Suzanne Elsner – Marysville Muni Crt, DMCMA
Melanie Vanek – Issaquah Muni Crt, MPA
Kristine Nisco – Pierce County, MPA
Paulette Revoir – Admin Lynnwood Muni Crt, DMCMA
Margaret Yetter, - Kent Muni Crt

Members

Multi-Court Level User Group
4th Stage "Recommend"

At least 1 member from each group below, sub-comm mbrs represent their court role
Appellate Court (judge or admin)
Superior Court Judge
Superior Court Administrator
Juvenile Court Administrator
County Clerk
MPA
2 CLJ Members (DMCMA, DMCJA)
AOC Judicial Services Director
**Chairs of 2 JISC Sub-Committees: Data Dissemination Committee, Codes Committee*

Judge John Hart Whitman Co. Dist Crt & Data Dissemination Committee Chair*
Judge Gary Bashor - Cowlitz Co Superior Crt
Judge Patricia Connolly Walker – Spokane County District Crt, DMCJA
Rich Johnson - Court of Appeals, Div I
Brooke Powell - Asst Admin, Snohomish Co. Juvenile Crt
Kathy Martin – Clerk, Walla Walla Co. & Codes Committee Chair*
Paulette Revoir - Lynnwood Muni Crt
Dirk Marler - Judicial Services Director, AOC
Melanie Vanek – Issaquah Muni Crt, MPA
Frank Maiocco – Admin, Kitsap Co.Sup Crt

Members

* Blue Text indicates that person is member of JISC
Updated 02/03/2021

Who Makes the Decisions?

IT Governance

12 ENDORSING GROUPS (2nd Stage "Endorse")

Superior Court Judges' Association

Vacant
Judge Harold Clarke – Spokane Co.

Appellate Courts

Justice Barbara Madsen
Justice Debra Stephens
Michael Johnston, Commissioner
Susan Carlson, Clerk
Judge Lisa Worswick – Div II
Rich Johnson, Admin/Clerk – Div I
Derek Byrne, Admin/Clerk – Div II
Renee Townsley, Admin/Clerk – Div III

Superior Court Judges' Association Family & Juvenile Law Committee

Mark Gelman, Commissioner – Pierce Co
Judge Kathryn Loring – San Juan Co

Association of Washington Superior Court Administrators

Frank Maiocco – King Co.
Jessica Humphries – Yakima Co.

Washington State Association of County Clerks

Barbara Miner – King Co.
Alison Sonntag - Kitsap Co.
Kim Morrison – Chelan Co.

AOC
(Outside requests that affect JIS)

Dirk Marler, Director, CSD
Vonnie Diseth, Director, ISD
Ramsey Radwan, Director, MSD

Misdemeanant Probation Association

Mindy Breiner – Tukwila Probation
Janene Johnstone – Kent Probation
Kristine Nisco – Pierce County, MPA
Lisa Biffle – Program Manager, Clark County
Melanie Vanek – City of Issaquah

Washington Association of Juvenile Court Administrators

Brooke Powell, President – Snohomish Co.
Darryl L. Banks – Benton Co.
Dave Reynolds – Whatcom Co.

District & Municipal Court Management Association

Paulette Revoir - Admin Lynnwood Muni
Uneek Maylor –Edmonds Municipal Ct
Kris Thompson –Case Mgr Whitman Co. Dist
Kathy Seymour – Admin Bonney Lake Municipal
Ann Dahlgren – King Co. Dist Ct.

District & Municipal Court Judges' Association

Judge Michelle K. Gehlsen, President – Bothell Muni Crt
Judge Samuel G. Meyer – Thurston District Crt
Judge Anita Crawford-Willis – Seattle Municipal Crt
Judge Thomas W. Cox – Garfield Co District Crt
Judge Tyson R. Hill – Grant Co District Crt
Judge Robert W. Grim – Okanogan Co. District Crt
Judge Drew Ann Henke – Tacoma Municipal Crt
Judge Charles D. Short – Okanogan Co. District Crt
Judge Kevin G. Ringus – Fife Municipal Crt
Judge Aimee Maurer – Spokane Co. District Crt
Judge Laura Van Slyck –Everett Municipal Crt
Judge Jeffrey R. Smith – Spokane County District Crt
Commissioner Rick Leo – Snohomish Co. District Crt
Commissioner Paul Wohl – Thurston Co District Crt

Codes Committee

Kathy Martin, Chair – Clerk, Walla Walla Co. (WSACC)
Kim Morrison – Clerk, Chelan Co. (WSACC)
Tiffany Deaton – Benton/Franklin Superior Ct (AWSCA)
Jane M. Severin – Sup Crt Admin, San Juan Co. (AWSCA)
Valerie Marino – Tukwila Municipal Crt (DMCMA)
Kathy Seymour – Bonney Lake Muni Crt (DMCMA)
Deannie Nelson – Skagit Co Dist Crt (DMCMA)
Angela Hollis - Probation Officer, Skamania Co. Juv Crt (JCS)
Carol Vance - Legal Process Supv, Benton Co. Juv Crt (JCS)
Patsy Robinson – Mason Co. Dist Crt (DMCMA)
Tristen Worthen - Superior Court Clerk. – Douglas Co. (WSACC)

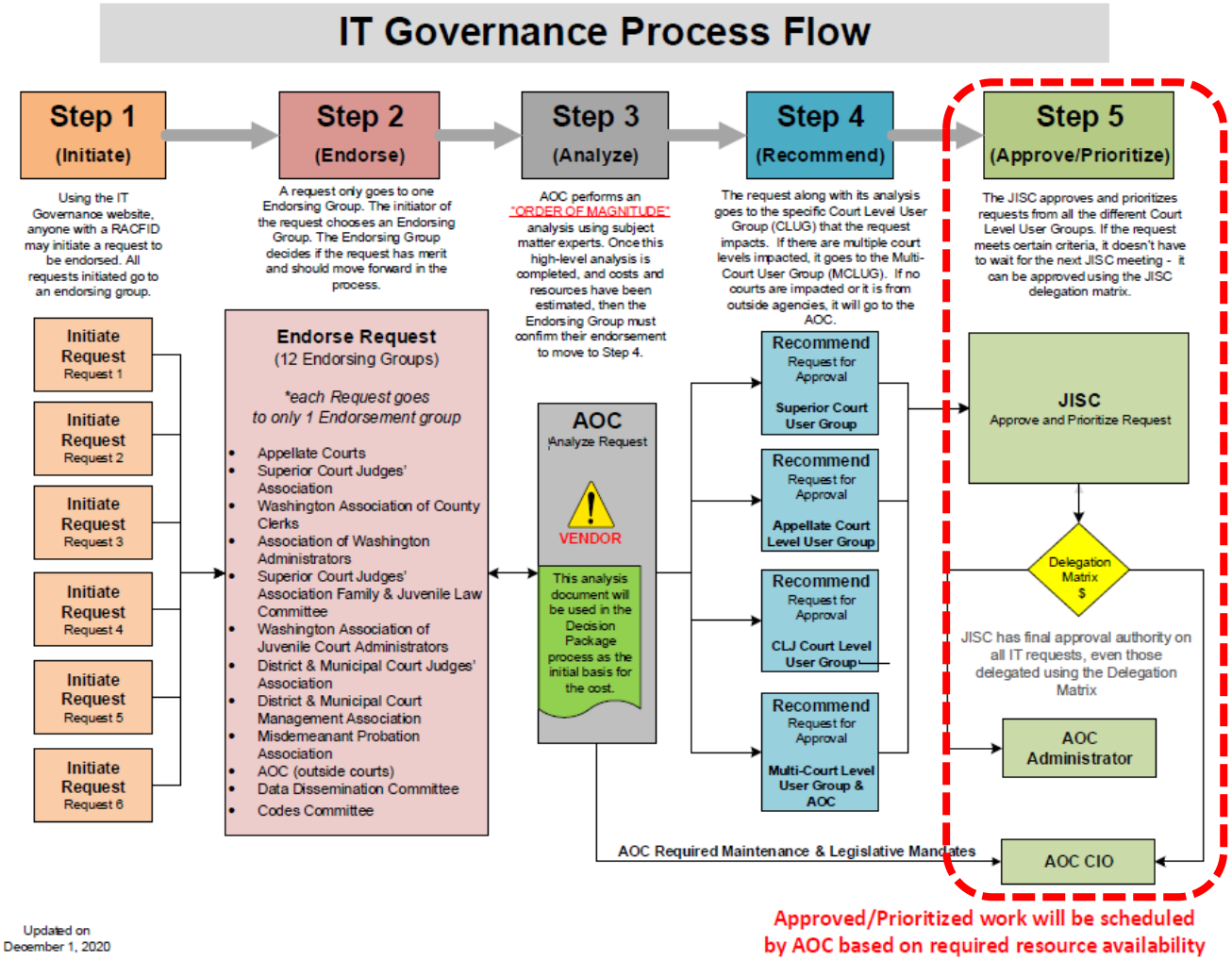
Data Dissemination Committee

Judge John Hart, Chair - Whitman Co. Districtl Crt
Judge Lisa Worswick – Court of Appeals, Div II
Judge Kathryn Loring – San Juan Co. Superior Crt.
Dave Reynolds – Whatcom Co. Superior Crt
Judge Scott K Ahlf – Olympia Municipal Crt
Judge Robert Olson – Whatcom Co. Superior Crt
Barbara Miner - King Co Superior Crt Clerk
Paulette Revoir – Lynnwood Municipal Crt

*** Blue Text indicates that person is member of the JISC**
Note that the people listed are the main "contacts" for the endorsing group. The entire board or association or a sub-committee may weigh in on whether to endorse or not endorse a request as each endorsing group handles request differently.

Last Updated 02/04/2021

What This Proposal Impacts



Why are the Changes Necessary?

- The current ITG process was implemented in 2010 and has not been updated since.
- Initially, the JISC set the delegation authority very low because it was a new process and they wanted to see how it would work.
- After 11 years of experience and numerous large, complex technology projects successfully implemented, it is time to re-evaluate the delegation authority limits.
- In addition, inflation over the past 11 years further supports an increase in the delegation authority.

What are the Changes?

- The proposal simplifies the matrix by reducing the number of work description categories and associated thresholds from 9 to 3.
- The proposal recommends increasing the maximum authorization thresholds for the WA State Court Administrator and AOC CIO to reflect the historical sizing/cost of the work done and types of work.
    - AOC CIO threshold increased to $500,000
    - State Court Administrator threshold increased to $1,000,000
- Other adjustments to terminology used in the matrix to more accurately reflect actions taken by different roles in the process.

Current ITG Delegation Matrix

Project Classifications								
Project Classification Description	**Not-to-Exceed Cost**	**Community of Interest**	**Discipline / Association**	**AOC**	**Court Level User Groups**	**AOC CIO**	**AOC Administrator**	**JISC & JISC Exec Committee**
		Ongoing			*Quarterly*	*Weekly*	*Bi-Weekly*	*Bi-Monthly*
Enhancement – existing applications that are to be changed in a limited manner that do not require extensive planning and communication	$25,000					Schedule		
	$50,000					Recommend	Schedule	
	Beyond						Recommend	Schedule
New – applications or functions not currently provided	$50,000	Initiate	Endorse (may engage with Staff)	Analyze	Recommend	Schedule		
	$100,000					Recommend	Schedule	
	Beyond						Recommend	Schedule
Replacement – removing applications or functions currently provided that are to be materially changed or retired, requiring extensive planning and communication	$100,000					Schedule		
	$250,000					Recommend	Schedule	
	Beyond						Recommend	Schedule

NOTES:
(1) Preplanned operational activity occurs outside of the matrix.
(2) Not-to-Exceed costs include AOC hours.

Proposed ITG Delegation Matrix

IT Governance Delegation Matrix

Request Authorization Thresholds	Community of Interest	Discipline / Association	AOC	Court Level User Groups	AOC CIO	WA State Court Administrator	JISC	AOC
	Meeting Frequency: As Required						Bi-Monthly	Monthly
Up to $500,000	Initiate Request	Endorse and Validate Endorsement after Analysis	Analyze	Recommend Approval and Prioritize within the respective CLUG	Authorize	No Action Required		Schedule
Up to $1,000,000					No Action Rqrd	Authorize	No Action Rqrd	Schedule
Over $1,000,000					No Action Required		Authorize & Prioritize	Schedule

NOTES:

1) AOC schedules all work based on prioritization, resource availability and legislative mandate.
2) AOC required maintenance and legislative mandates are managed by AOC.
3) Threshold amounts include AOC hours.

Decision Point