JUDICIAL INFORMATION SYSTEM COMMITTEE

April 23, 2021
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:
Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Ms. Mindy Breiner
Mr. Joseph Brusic
Mr. Derek Byrne
Judge John Hart
Judge Kathryn Loring
Mr. Frank Maiocco
Ms. Barb Miner
Chief Brad Moericke
Judge Robert Olson
Ms. Paulette Revoir
Ms. Dawn Marie Rubio
Mr. Bob Taylor
Judge Lisa Worswick
Ms. Margaret Yetter

Members Absent:
Mr. Dave Reynolds

AOC Staff Present:
Mr. Kevin Ammons
Ms. Tammy Anderson
Mr. Phil Brady
Mr. Kevin Cottingham
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Rob Eby
Ms. Christy Hunnefield
Mr. Mike Keeling
Ms. Hayley Keithahn-Tresenriter
Mr. Martin Kravik
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Anya Prozora
Mr. Ramsey Radwan
Mr. Ian Roberts
Ms. Cat Robinson

Guests Present:
Mr. Devon Connor-Green
Mr. Allen Mills
Ms. Heidi Percy
Mr. Christopher Shambro

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Call to Order

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:00 a.m. This meeting was held virtually on Zoom.

Justice Madsen introduced two new Committee members. Judge Lisa Worswick is with Division II of the Court of Appeals (COA) and replaces Judge J. Robert Leach. Mr. Derek Byrne is the Appellate Court Clerk for COA Division II and replaces Mr. Rich Johnson.

Meeting Minutes

Justice Madsen asked if there were any changes or additions to be made to the February 2021 meeting minutes. Hearing none, the meeting minutes were approved by the Committee.

JIS Budget Update

Mr. Ramsey Radwan provided updates on the 19-21 budget, 21-23 budget status, and revenue outlook. Everything is doing well, budgetarily. There is a projected balance to be left over that can be put back into the account to help with the next biennium. The March 17th revenue forecast was higher than previously forecast. There are currently no budget reductions that will impact us for the next biennium. The Senate budget had everything in it that the AOC and JIS requested, while the House did not fund all the requested items. While we are not getting everything requested, the number of items funded will

be more than were funded in the last five to six years. The only item of concern in the House budget is that they have tied the CLJ-CMS budget to the INH budget and put it under the Executive branch and the Office of Financial Management (OFM). This would cost more money, slow the project down, and cause AOC to have to amend the contracts in place. AOC is hoping this proviso will be eliminated.

AOC was awarded $13.8 million in CARES funding, and there is still about $2 million left. They meet weekly to distribute the remaining funds, and they are currently focusing on helping to resolve court backlogs. The new American Rescue Plan funding from Congress has the state giving $2.6 billion to the counties and cities. A list was sent out this week to all of the presiding judges and court administrators showing how much has been allotted to each county and city. Mr. Radwan said that all of the courts should try to get funding from this for room rentals, personal protective equipment (PPE), and anything related to the pandemic and its impacts.

Operating budgets will be released in the next few days. The Legislature is balancing the budget right now. They may not appropriate all of the federal money, and they may hold some in abeyance. AOC has asked for $85-102 million for impacts of COVID-19 for the trial courts. Mr. Radwan will send out the budget as soon as it is released.

Update on Equipment Replacement Committee

Mr. Ramsey Radwan updated the JISC on the newly established Equipment Replacement (ER) Committee. The ER Committee met for the first time on April 21, 2021. The committee members are: Mr. Radwan, Judge John Hart, Ms. Dawn Marie Rubio, Ms. Margaret Yetter, Ms. Linda Haggart, Mr. Frank Maiocco, Mr. Othniel Palomino, and Ms. Barb Miner. There was robust discussion, and the group will likely bring several recommendations to the JISC. The goal is to determine if the JISC should continue to fund equipment replacement; if courts that have purchased their own equipment should be given funds to replace equipment; and, if there is not enough funding, how should the body distribute what funds are available. Notes and additional information will be sent out to the members. The ER Committee plans to meet on the same schedule as the JISC. They plan to have a recommendation(s) to bring to the JISC in six to nine months.

Mr. Radwan added that the new federal money could be used for equipment if the replacement is tied to the COVID-19 pandemic. Any equipment purchased with CARES funding is not counted toward equipment replacement. Equipment owned by the city, county, court are owned separately and not a part of the cycle. Federal money could be used to help outside of the equipment replacement cycle if the money is for COVID-19-related expenses.

Legislative Update

Mr. Devon Connor-Green, the interim legislative liaison for AOC and the BJA, gave an update on the current Legislative session. The last major deadline was April 11th, and three major bills are still being worked. The Blake decision bill will go to the floor today (April 23rd). The budget will be announced on Saturday, April 24th and is set to be passed on Sunday.

Mr. Connor-Green provided further details on key bills that have court impacts. These include: 1320 – Civil Protection Orders, 5226 – Suspension of Licenses for Traffic Infractions, 1532 – Court Filing Fees,

and 1167 which concerns adding a ninth district judge to the Thurston County Superior Court. It was noted that the implementation timelines for 5226 have been successfully pushed back to help accommodate the substantial work needed for system and court processes changes, but funding remains unchanged.

Ms. Dawn Marie Rubio added that there has been significant movement toward attaching non-judicial branch related fees to infractions. The courts have become the collection agencies for receiving money for other branches of government (e.g.: the Brain Trauma Fund and the funding for the Department of Licensing). Discussions relating to this issue will occur at the BJA Leadership Summit in June.

Discussion on Proposed Amendment to JISC Bylaws: Article Six

Ms. Vicky Cullinane and Ms. Paulette Revoir introduced a proposed amendment to the JISC Bylaws, specifically regarding Article Six – Executive Committee. The current bylaws do not reflect the current practices of the JISC Executive Committee. They have not been changed in several years, and Justice Madsen asked that AOC review them for needed changes. Ms. Revoir expressed concern that there was not a trial court administrator in the membership of the Executive Committee of the JISC. The District and Municipal Court Managers Association (DMCMA) represents almost 300 courts in the state and the judges are not always involved in the day-to-day operations of the court. She requests that the Committee add a Superior Court Administrator and an Administrator from the Courts of Limited Jurisdiction to the Executive Committee.

Ms. Barb Miner provided an alternate revised version of the amendment from the Washington State Association of County Clerks (WSACC), which added back in subsection two and subsection seven to the revised Article Six.

The Committee discussed the two versions of the proposed amendment in further detail. Justice Madsen then asked that this item be brought back before the JISC in June for final discussion and decision.

JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction – Case Management System (CLJ-CMS)

CLJ-CMS Project Update

Ms. Cat Robinson provided an update on the CLJ-CMS project. The project has been working with all of the CLJ courts across the state to ensure that the Merchant ID accounts, required to collect money from eFiling, are correctly established. The required paperwork has been provided to the courts and the team is currently in the process of receiving information back to establish the accounts. All of the pilot courts have completed the process and are currently working with a training site to get them familiar with the eFiling solution.

The project team has also been working with Tyler Technologies to ensure that the Odyssey CMS is correctly installed on the AOC servers. There will be five different environments installed, with two currently completed and one in progress. The team has also been conducting configuration sessions with Tyler. There are five sessions scheduled, three weeks apart. These sessions allow the project

team to work closely with the Tyler experts learning how to configure the system and then actually doing the configuration. Two of these sessions are complete with the remaining three scheduled. There has been a great deal of outreach to the eFiling community. A series of seven sessions with the Washington State Bar Association (WSBA) recently concluded. These were hosted by local judges and administrators and were successful with a large attorney population attending.

Quality Assurance Assessment Report

Mr. Allen Mills, with the project's QA vendor Bluecrane, provided an overview of the March QA Assessment Report for the CLJ-CMS project. The full report can be found in the JISC meeting packet under Tab 4.

JIS Priority Project #2 (ITG 252): Appellate Court – Enterprise Content Management System (AC-ECMS) – Phase II

Mr. Martin Kravik provided an update on the AC-ECMS project. Work continues on the development of electronic letter templates and on court workflow automation. The current focus is on completing the automation of attorney admission and discipline transactions from the WSBA. The technical solution for providing web-based access to court documents is nearing completion. Development is likely to be completed, however full roll-out will likely occur in the next biennium. Mr. Kravik also remarked on those aspects of the project that will not be completed by the end of the biennium. This includes the OnBase version upgrade. This upgrade, along with other additional work, will be accomplished by the AOC Appellate Applications and Operations team or conducted as new projects.

Mr. Kevin Ammons reported on two new web-based portals for the AC-ECMS project. One portal is for the use of the general public while the other is for certain case participants. Mr. Ammons explained what will be available for users on each portal, as well the restrictions on each. Finally, Mr. Ammons presented draft disclaimer language that will be used for each system.

JIS Priority Project #3 (ITG 27): Seattle Municipal Court CMS to EDR Data Exchange Update

Ms. Tammy Anderson gave an update on the Seattle Municipal Court (SMC) Case Management System to EDR Data Exchange project. The AOC EDR team continues to help familiarize and communicate to the new SMC project team the progression for meeting recommended milestones for mapping and sending data within the person category as identified in the JIS Standard Data Elements with supporting technical documentation. Both SMC and EDR teams meet weekly, with any additional meetings scheduled for specific technical or business assistance. AOC should begin to understand soon the percentage of completion mapping to the standards which will aid in the SMC project timeline and implementation schedule. Once data is being received into the EDR, both SMC and EDR business teams can begin reviewing their data through the test JABS application. The EDR team is working on many integration activities, including the start of onboarding support for CLJ-CMS project. Any schedule delays experienced by SMC will greatly impact these planned efforts as AOC cannot implement multiple case management systems to the EDR successfully at the same time. This is a potential risk for any onboarding effort. Additionally, the EDR business team will soon be welcoming two new EDR business analysts to fill the existing vacancies.

WSP Modernization – W3 (ITG 242)

Mr. Ammons provided an update on the Washington State Patrol (WSP) System Modernization project. He informed the JISC that WSP was replacing their criminal history system and changing the primary number used for linking arrests to dispositions from the Process Control Number to the Transaction Control Number (TCN). In order to accommodate the change, AOC made changes to most of its customer-facing systems. Mr. Ammons reported that these changes were completed by the end of February. The planned implementation date of the new WSP system is May 11, 2021.

Ms. Anderson provided an update on the WSP Disposition Data Exchange. The EDR technical team manages the WSP disposition data exchange (W2). As part of the WSP modernization project, the EDR technical team has implemented many enhancements to provide WSP with more disposition data as well as the ability to receive the new TCN format. The new execution of the W3 data exchange will be coordinated to coincide with their May 11th implementation date.

Data Dissemination Committee (DDC) Report

Judge John Hart provided an update on the work of the Data Dissemination Committee, which met earlier today. Meeting details and decisions can be found in the DDC minutes on the Washington Courts website.

Board for Judicial Administration (BJA) Report

The BJA minutes can be found in the JISC meeting packet under Tab 8.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 11:59 am.

Next Meeting

The next meeting will be June 25, 2021, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

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