JUDICIAL INFORMATION SYSTEM COMMITTEE

August 25, 2023
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:
Justice Barbara A. Madsen, Chair
Judge John Hart, Vice-Chair
Ms. Mindy Breiner
Mr. Joseph Brusic
Mr. Derek Byrne
Mr. Donald Graham
Mr. Frank Maiocco
Judge David Mann
Chief Brad Moericke
Ms. Heidi Percy
Ms. Paulette Revoir
Mr. Dave Reynolds
Ms. Dawn Marie Rubio
Ms. Margaret Yetter
Judge Allyson Zipp

Members Absent:
Judge Robert Olson

AOC Staff Present:
Mr. Scott Ahlf
Mr. Kevin Ammons
Mr. Robert Anteau
Ms. Amber Collins
Ms. Brittanie Collinsworth
Ms. Vonnie Diseth
Mr. Rob Eby
Mr. Arsenio Escudero
Mr. Moustafa Ibrahim
Mr. Mike Keeling
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Aryn Nonamaker
Ms. Anya Prozora
Mr. Chris Stanley
Mr. Garret Tanner
Ms. Natalia Veiga Zonatto

Guests Present:
Ms. Stephanie Kraft
Mr. Allen Mills
Mr. Terry Price
Mr. Chris Shambro

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Call to Order, Approval of Meeting Minutes & Welcome of New JISC Members

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:06 a.m. This meeting was held virtually on Zoom.

The Committee welcomed and introduced two newly appointed Committee members: Judge Allyson Zipp, representing the Superior Court Judges Association (SCJA), and Ms. Heidi Percy, representing the Washington State Association of County Clerks (WSACC). Justice Madsen also acknowledged three other JISC members who have been reappointed for new terms: Judge Robert Olson, representing SCJA, Mr. Joe Brusic, representing Washington State Prosecuting Attorneys (WAPA), and Mr. Dave Reynolds, representing the Washington Association of Juvenile Court Administrators (WAJCA).

Justice Madsen asked if there were any changes or additions to be made to the June 23, 2023 meeting minutes. Hearing none, the meeting minutes were approved as written.

Change of Role – Scott Ahlf (Incoming CSD Director)

Ms. Dawn Marie Rubio announced that Mr. Dirk Marler, AOC's CSD Director and Chief Legal Counsel, will be retiring at the end of September 2023. This will be his last JISC meeting. Ms. Rubio has selected Mr. Scott Ahlf as Mr. Marler's successor. Mr. Ahlf previously served for many years on the Committee

as a representative for the District and Municipal Court Judges Association (DMCJA) during his role as judge at Olympia Municipal Court. Mr. Ahlf joined AOC on August 1, 2023 and has been working alongside Mr. Marler during this transition period until he officially takes over for Mr. Marler on October 1, 2023.

Ms. Rubio thanked Mr. Marler for his many years of service and his impact on the judicial branch, and expressed her confidence that Mr. Ahlf will continue Mr. Marler's legacy as a credible, creative, and compassionate leader within AOC, in the branch, and in an advisory role here at the JISC. Justice Madsen echoed Ms. Rubio and thanked Mr. Marler on behalf of the Committee for his service and dedication to the state of Washington, on both the judicial and administrative sides.

JIS Budget Update & Decision Point: Approval of 2024 Supplemental Budget IT Decision Package

Mr. Chris Stanley provided a brief budget outlook and economic revenue forecast. The official resources available total for the rest of the 23-25 biennium is $4.1 billion. $3 billion is already booked in the 2025-27 biennium. Caseload changes and maintenance level increases are also expected, as well as a potential revenue drop in the September or November forecast. On the four-year outlook, only about $500 million is available. As such, this will be a more traditional supplemental budget year, focusing on emergency items and technical fixes.

Mr. Stanley then outlined this year's request. It consists of one decision package of $1.8 million to implement small IT projects: a) Cyber Security; b) Person Management; c) Appellate Case Management; and d) Appellate Document Management. Should the JISC approve this decision package, the request would then move forward to the Supreme Court Budget Committee for its consideration.

Justice Madsen asked if there was a motion to approve 2023 supplemental budget request.

Motion: Ms. Margaret Yetter

I move that the JISC approve the 2024 supplemental budget request relating to Maintain Critical IT Infrastructure, with the understanding that the dollar amounts and narrative may change slightly as the final submission is finalized later in September.

Second: Mr. Frank Maiocco

Voting in Favor: Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Justice Barbara Madsen, Mr. Frank Maiocco, Judge David Mann, Chief Brad Moericke, Ms. Heidi Percy, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Ms. Margaret Yetter, Judge Allyson Zipp

Opposed: None.

Absent: Judge Robert Olson

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The motion passed unanimously. The request will now be sent on the Supreme Court Budget Committee for review.

New IT Governance Requests for Authorization & Prioritization

Mr. Kevin Ammons provided a brief overview of the two new IT Governance (ITG) requests that have been brought to the JISC for authorization and prioritization. The first is ITG 1357 – Guardianship Monitoring and Tracking System (GMTS). This ITG seeks to develop a software solution to be used statewide for tracking and monitoring guardianship cases to aid the Guardianship Monitoring and Support Initiative (GMSI).

Following some clarifying discussion, Justice Madsen asked if there was a motion to authorize ITG 1357.

Motion: Ms. Dawn Marie Rubio

I move that ITG Request #1357 – Guardianship Monitoring and Tracking System (GMTS), be authorized.

Second: Mr. Frank Maiocco

Voting in Favor: Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Justice Barbara Madsen, Mr. Frank Maiocco, Judge David Mann, Chief Brad Moericke, Ms. Heidi Percy, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Ms. Margaret Yetter, Judge Allyson Zipp

Opposed: None.

Absent: Judge Robert Olson

The motion to authorize ITG 1357 passed unanimously.

Mr. Ammons then explained the second request, ITG 1355 – Replace Appellate Court Case Management and E-Filing Systems. This ITG seeks replace the appellate courts' current, aging case management system, Appellate Court Record and Data System (ACORDS), and its separate e-File solutions with a single modernized system.

Justice Madsen asked if there was a motion to authorize ITG 1355.

Motion: Mr. Donald Graham

I move that ITG Request #1355 – Replace Appellate Court Case Management and E-Filing Systems, be authorized.

Second: Mr. Derek Byrne

Voting in Favor: Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Justice Barbara Madsen, Mr. Frank Maiocco, Judge David Mann, Chief Brad

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Moericke, Ms. Heidi Percy, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Ms. Margaret Yetter, Judge Allyson Zipp

Opposed: None.

Absent: Judge Robert Olson

The motion to authorize ITG 1355 passed unanimously.

As the Committee elected to authorize the two ITG requests, the ITGs must now be added to the JISC ITG Priorities. Mr. Ammons outlined the current ranking and AOC's proposed ranking, with ITG 1355 in the Priority 2 position, and ITG 1357 in the Priority 6 position. Discussion followed. It was clarified that the priority ranking is for the overall business priority of all of these requests stacked against each other. This ranking does not affect funding or resources for the other efforts on this list that are in progress.

Ms. Margaret Yetter proposed an alternate prioritization ranking, which also shifted ITG 1340 (Enterprise Integration Platform and External API) and ITG 27 (Seattle Municipal Court CMS to EDR Data Exchange) into different positions: 1 – ITG 102 (CLJ-CMS); 2 – ITG 1340 (Integration Platform); 3 – ITG 1355 (Appellate CMS); 4 – ITG 27 (Seattle Municipal CMS DX); 5 – ITG 1308 (Integrated eFiling for Odyssey DMS Superior Courts); 6 – ITG 1357 (Guardianship Monitoring System).

Justice Madsen asked if there was a motion to approve AOC's proposed JISC ITG priorities.

Motion: Judge David Mann

I move that the JISC approve AOC's proposed JISC ITG Priorities (with ITG 1355 in the Priority 2 position, and ITG 1357 in the Priority 6 position).

Second: Mr. Derek Byrne

Voting in Favor: Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Justice Barbara Madsen, Mr. Frank Maiocco, Judge David Mann, Chief Brad Moericke, Ms. Heidi Percy, Mr. Dave Reynolds, Ms. Dawn Marie Rubio

Opposed: Ms. Mindy Breiner, Ms. Paulette Revoir, Ms. Margaret Yetter, Judge Allyson Zipp

Absent: Judge Robert Olson

The motion to prioritize the JISC ITG Priorities passed 11-4.

AOC ISD & CSD Resources Update

Ms. Vonnie Diseth and Mr. Dirk Marler provided an update on ISD and CSD Staffing. They had previously briefed the JISC in February 2022 on current ongoing staffing issues and concerns in these divisions. At the time, ISD and CSD had a combined 46 total vacancies (19% vacancy rate). Ms. Diseth was happy to report that there have been significant improvements in this area over the last year and a half. Both divisions have seen an increase in qualified applicants for their recruitments, and AOC's

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HR department has increased capacity, which has improved staff support for recruitments. As of August 2023, the combined total vacancies for the two divisions is twenty-one (8% vacancy rate). This means the vacancy rate has reduced by half.

Ms. Diseth then reviewed the February 2022 vacancies list, and highlighted those positions that have been filled over the last nineteen months. Mr. Marler outlined the steps that were taken to address the staffing issues, including: submitting a 2022 supplemental budget request to retain and recruit staff with competitive salaries, hiring some contracted resources, and posting starting salaries for recruitments at the mid-range of the salary structure. Two salary increases (one each in 2022 and 2023) also assisted these efforts.

Blake Project Overview & Update (ITG 1348)

Mr. Moustafa Ibrahim gave an update on the Blake Refund Application Project (ITG 1348). AOC has established a Blake Refund Bureau that will facilitate the new refund process for vacated cases relating to the Blake decision. AOC has provided a web application that allows the public to search for their case online, confirm their identity and address, and apply for a refund through the website. On July 21, 2023, AOC conducted a demonstration for the media and the public prior to implementation. Positive feedback was received. The Blake Refund Bureau system was successfully implemented on July 29, 2023. As of August 14, over 21,000 vacated cases have been uploaded to the system, and 29 refund requests have been received from the public.

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

CLJ-CMS Project Update

Mr. Garret Tanner provided an update on the CLJ-CMS project. The project has identified a new targeted pilot go-live date: October 23, 2023. In preparation for this milestone, the project team is working to implement feedback from Pilot Court user acceptance testing (UAT), finalize system testing and Pilot Court configuration, and complete tasks and steps in the Implementation Plan. Mr. Tanner then gave details on go-live readiness tasks, recent eFiling and CMS activities, project outreach, and other work in progress; he then highlighted updates to the project issues and risks.

Quality Assurance Assessment Report

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

Data Dissemination Committee (DDC) Report

The Data Dissemination Committee did not meet this month, as there were no new agenda items.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 11:48 a.m.

Next Meeting

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The next meeting will be October 27, 2023, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

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