APPROVED MINUTES
JUDICIAL INFORMATION SYSTEM COMMITTEE MEETING
Seattle, WA
January 30, 2004

Members Present:
Judge C. Kenneth Grosse, Vice Chair
(via teleconference)
Ms. Pat Crandall
Ms. Cathleen M. Grindle
Judge Glenna Hall
Judge James R. Heller
Mr. William Holmes
Mr. N.F. Jackson
Chief Pat Lee
Ms. Mary McQueen
Judge Clifford L. Stilz
Ms. Nancy Talner
Judge Michael Trickey, Ex-Officio
Ms. Yolande Williams
Ms. Siri Woods
Judge Thomas J. Wynne

Staff Present:
Mr. Brian Backus
Dr. Tom Clarke
Mr. Ramsey Radwan
Ms. Kathie Smalley

Guests Present:
Mr. Rich Johnson
Ms. Diana Kramer, WNPA
Ms. Barb Miner, King County Superior Court
Clerk's Office

Members Absent:
Justice Bobbe Bridge, Chair
Mr. Greg Banks

CALL TO ORDER

Mary McQueen, acting as Chair, called the meeting to order at 10:40 a.m. Introductions were made.

Motion: The November 21, 2003 minutes were approved as written.

DECISIONS

Business Process Risk Mitigation Recommendation *– Cathy Grindle*
Mary McQueen discussed the need to get business decisions addressed as we establish requirements for software development and have those decisions made at the beginning of projects so we can proceed with the technical development. The JIS Advisory Committee and the BJA Best Practices Committee would sponsor working groups as required and approve policy decisions as appropriate. It may be useful to have several judges from the JISC act as liaisons to the Best Practices Committee. It may also be useful to add county clerks and court administrators to the Best Practices Committee.

Cathy Grindle noted that this is not really a new approach, but a way of making policy decisions about business processes separate from narrow technology project requirements. We also need to make more timely policy decisions about business processes if the JIS Migration is to remain on schedule.

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N.F. Jackson stated that we need to better describe the process. Mary McQueen said that we will provide a white paper that explains it better.

Judge Grosse commented on the governance issues raised in the discussion and suggested that they be on the JIS Retreat agenda.

Action Items: AOC will (1) implement the new business process analysis, (2) create a white paper to explain how the process works, and (3) feature a governance discussion at the JIS Retreat.

JIS General Policy Amendments – *Brian Backus*
Brian Backus introduced amendments to the JIS General Policies concerning security, data warehouses, and change management.

After some discussion, the Committee wanted to see clearly what proposed changes were already implemented and which were only planned. Mary McQueen noted that such policies need an implementation date so that people are not out of compliance.

Action Item: Adoption of the policy amendments was tabled to the next meeting. AOC will (1) revise the policy document to add proposed implementation dates, and (2) provide a white paper on JIS security planning and JIN requirements.

Pre-SCOMIS Upload – *Brian Backus*
Brian Backus presented the cost/benefit analysis for the pre-SCOMIS upload tentatively approved at the September meeting. The upload would allow county clerks to get some baseline index information into SCOMIS on cases that they have in their files that pre-date SCOMIS. The recommended timing is to deal with the upload program as a maintenance project and put screen changes into the requirements for the New JIS.

MOTION: A motion was passed to deal with the upload program as a maintenance project and put screen changes into the requirements for the New JIS.

UPDATES

JIS Project Updates – *Tom Clarke*
Tom Clarke presented the JIS Project Update and noted that the first series of projects that will rewrite the SCOMIS system will begin in about a month. He commented that a recent AOC internal reorganization will free up project managers to spend more time communicating with the court community about requirements and preferred release schedules.

JIS Budget Update – *Ramsey Radwan*
Ramsey Radwan reviewed the budget status and reported that revenues are less than forecasted because traffic filings are down and deferrals are up. He noted that, if the supplemental budget is approved, the JIS will have sufficient project funds.

Tom Clarke reported that if the supplemental budget request is not approved in full, the first project to be eliminated would be the disaster recovery project to provide a hot site away from Western Washington.

Legislative Report– *Mary McQueen*
Mary McQueen reported on three bills:
- HB 2583 & SB 6495 is the AOC requested bill to authorize electronic citations.
- SB 6496 is the AOC requested bill to make unauthorized access to JIS databases a gross misdemeanor. Diana Kramer noted press concerns that a reporter who received confidential information from an informant might be prosecuted under the statute.
- SSB 5369 & HB 1324 would enable local jurisdictions to use photo speed cameras. There are some legal issues with it and there's a major impact on JIS.

Action Item: AOC will work with a group from the JISC to amend the proposed language of SB 6496.

COMMITTEE/SUBCOMMITTEE REPORTS

Data Dissemination Subcommittee
Judge Grosse deferred the report to Judge Kip Stilz, who chaired the meeting while Judge Grosse attended via teleconference.

Judge Stilz reported that the Data Dissemination Committee adopted a tentative policy that would waive the JIS-Link set-up fee for any state certified chemical dependency evaluator, subject to a request to that effect from the District and Municipal Court Judges' Association.

Records Management Advisory Committee
There has been on meeting, so no report was made.

JIS Advisory Committee
Cathy Grindle stated her report was made in the Business Process Risk Mitigation Recommendation item above.

WIJI (Washington Integrated Justice Information) Board
Chief Pat Lee noted that in a recent statutory change, the legislature and the Governor made a renewed commitment to the Justice Information Network (JIN) by establishing the Washington Integrated Justice Information Board. Chief Lee distributed the Governor's message, the revised WIJI Board membership list, the organizational statement that describes the WIJI Board's mission, and information about the program office and its program director.

Tom Clarke noted that the reconstituted board now has meaningful local participation. Chief Lee noted that there are now two members from the Washington Association of Sheriffs and Police Chiefs, so there is a municipal chief and a county sheriff. Mary McQueen reported that the board has asked Brian LeDuc, the program director, to pursue the use of federal funding. Chief Lee remarked that Homeland Security is a resource for funds.

OTHER BUSINESS

Whatcom Domestic Violence Orders Website Project
N.F. Jackson asked that the Committee refer to the Data Dissemination Subcommittee a proposal to open JABS access to law enforcement and prosecutors. A four county locally-funded project has begun to scan and have available on a website all protection orders. He's seeking to have JABS linked to the website, available 24/7, and accessible by law enforcement officers and prosecutors.

Mary McQueen agreed to refer it, but noted that, when we developed the domestic violence database, the domestic violence victims' advocates absolutely opposed additional access to information on domestic violence cases.

JIS Retreat
Tom Clarke pointed out that in the context of the business process discussion at the beginning of the meeting, Judge Grosse and others indicated the need for an all day governance retreat. At the last meeting we decided to do the JIS Retreat at the May meeting, May 21st, and our tentative plan is to use this year's retreat for an all day governance discussion.

There being no further business, the meeting adjourned at 12:05 p.m.

FUTURE MEETINGS

The next JIS Committee meeting will be on March 26, 2004, *10:30 a.m. to 12:00 p.m.* at Two Union Square, Room 1606, Seattle, WA.

The next JIS Data Dissemination Subcommittee meeting will be on March 26, 2004, *9:00 a.m. to 10:30 a.m.*, at Two Union Square, Room 1606, Seattle, WA.