

**APPROVED MINUTES**  
**JUDICIAL INFORMATION SYSTEM COMMITTEE RETREAT**  
**May 21, 2004**  
**Wyndham Hotel, SeaTac, WA**

**Members Present:**

Justice Bobbe Bridge, Chair  
Judge C. Kenneth Grosse, Vice Chair  
Ms. Pat Crandall  
Ms. Cathleen M. Grindle  
Judge Glenna Hall  
Judge James R. Heller  
Mr. William Holmes  
Mr. N.F. Jackson  
Ms. Janet McLane (for Mary McQueen)  
Judge Clifford L. Stilz  
Ms. Yolande Williams  
Ms. Siri Woods  
Judge Thomas J. Wynne

**Staff Present:**

Mr. Brian Backus  
Mr. John Bell  
Dr. Tom Clarke  
Ms. Melissa Cook, consultant  
Mr. Alan Erickson  
Mr. Randy McKown  
Ms. Yvonne Pettus  
Mr. Ramsey Radwan  
Mr. Dan Sawka  
Ms. Kathie Smalley  
Ms. Charlene Stevenson  
Ms. Ann Sweeney

**Members Absent:**

Mr. Greg Banks  
Chief Pat Lee  
Ms. Nancy Talner  
Judge Michael Trickey, Ex-Officio

**Guests Present:**

Mr. Jeff Amram, Clark County Superior Court Administrator (JISAC)  
Mr. Larry Barker, Klickitat County Probation (JISAC Juvenile Court Subcommittee)  
Ms. Kim Eaton, Yakima County Clerk (JISAC)  
Mr. Bruce Eklund, Snohomish County Juvenile Court (JISAC)  
Ms. Bev Hempleman, OFM Criminal Justice Grants Coordinator  
Ms. Rena Hollis, Skamania County Clerk (JISAC)  
Ms. Diana Kramer, WNPA  
Mr. Brian LeDuc, Justice Information Network Program Director  
Ms. Barb Miner, King County Clerk  
Mr. Jess Nash, Seattle Municipal Court  
Ms. Kay Newman, State Law Librarian  
Judge Brian Tollefson (JISAC)  
Judge Greg Tripp (JISAC)  
Mr. Mark Weiss, WSBA Family Law Section

**CALL TO ORDER**

Justice Bridge opened the JISC Retreat at 9:07 a.m. Introductions were made.

**Motion:** The January 30, 2004 Minutes were approved as written.

**GRs 15, 22, and 31**

John Bell reported that much has been done on GR 15, but an issue with vacation of judgments of conviction still needs to be resolved. Also, the work group is recommending the addition of adult guardianship cases to GR 22. The process of

review on GR 31 is complete and the Supreme Court Rules Committee will consider the revised version on June 7.

### **Budget Update**

Ramsey Radwan reported that a deficit of \$1.5 billion is still anticipated in the general fund for the next biennium. JIS and PSEA revenues are down significantly. The causes are decreases in infractions filed, increases in the number of infractions dismissed and deferred, and a decline in JIS-Link revenue. The net result will be less project money in the next biennium. Dr. Clarke noted that this will delay some migration projects. Mr. Radwan also noted the need to move from reliance on JIS-Link revenue, as future public access to JIS may be free or at a reduced charge.

### **JIS Audits**

Janet McLane reported on a proposal to audit IT security and data dissemination practices in the courts and clerks' offices. She noted that the data dissemination training has been well received. Committee members voiced support for the effort. A representative sample of courts will be selected for initial audit. Results of the audits will be reported to the courts involved and guide future data dissemination training. Because there is concern about use of the word "audit," the AOC agreed to call it a "review" in the future.

### **Security Plan Update**

In early 2003 the JISC approved a Security Policy calling for the AOC to develop an IT Security Plan for the JIS. Dr. Clarke reported that the AOC is working on the plan and will be finished about the time of the September JISC meeting. All of the controls identified in the plan will be implemented incrementally by the end of 2004. The process for developing the plan mirrors best practices recommended by the National Institute for Standards and Technology (NIST). Some security controls currently in the JIS General Policies will be moved to the Security Plan.

Dr. Clarke also noted the need, reflected in the policies, to take strong measures to protect against viruses and other malicious software. This is especially important for governmental agencies and programs, including the AOC and JIS, which share networks. Brian LeDuc indicated that the JIN is also working on a security policy and that federal grant money may be available to fund the effort.

### **JIS Policies**

Brian Backus reviewed JIS General Policy changes that will go into effect on July 1, 2004.

### **Enterprise Framework Status**

Cathy Grindle reported on progress on the enterprise framework process now underway. Many people from the court community are serving on the 14 enterprise framework teams.

## **Governance and Funding**

Judge Kenneth Grosse noted the need to identify and capture additional funding sources. The legislature is responsive to cooperative efforts such as the JIN and has asked for a report on JIN needs by September 2004. Janet McLane reported on the BJA Court Funding project, which includes some proposals that would affect JIS.

**Action Item:** Justice Bridge asked that the Budget Committee make recommendations at the next meeting.

## **Enterprise Framework Principles**

Melissa Cook, a consultant, reviewed the Enterprise Framework principles and facilitated a discussion on the Commonality Principle. A final decision on how this principle should be stated was tabled to the next meeting. Alternatives include the current version (commonality only where there is a clear business case), commonality unless there is a clear business case otherwise, and commonality preferred unless a court level or court's size dictates otherwise.

## **Commonality Scope**

Melissa Cook facilitated the following commonality scope decisions:

### **1. Current Legacy JIS Functions**

Recommendation: All current functionality that is common for individual court levels should remain common. **Approved.**

### **2. Reusable Legacy JIS Functions**

Recommendation: All current functionality should be common where it is not specific to court levels. **Tabled.**

### **3. Calendaring**

Recommendation: Support common calendaring functionality in New JIS for all court levels, including juvenile court. **Approved.**

### **4. Caseflow Management**

Recommendation: Fully support a common user-administered milestone tracking module that is well integrated with calendaring functionality. **Approved.**

### **5. Court Minutes**

Recommendation: Fully support common automated court minutes process for all court levels. **Tabled.**

### **6. Jury Management**

Recommendation: Support a common jury management module with logical control at the local court. **Tabled.**

## 7. Document Management

### Recommendation:

- a. Support the current requirement for appellate courts and e-citations.
- b. Support a common interface standard for document management systems.
- c. Support a common minimum functionality document management system that trial and juvenile courts may use at their request only.

**Approved.**

## 8. Universal Cashiering

Recommendation: Support the ability to process payments for any court in any court. **Approved.**

## 9. Treatment Providers

Recommendation: Provide a generic treatment module and an interface for therapeutic courts. **Approved.**

## 10. Risk Assessments

Recommendation: Provide a generic risk assessment module beyond what is needed for juveniles. **Approved.**

## Project Updates

**CAPS:** Randy McKown reported that Yakima County is the pilot site and will start to use CAPS by the end of June if local court preparations can be completed. Eight other courts have expressed an interest. Kitsap will be next pilot site. Dr. Clarke noted that CAPS will be rewritten in the new architecture to become the calendaring module in the new JIS.

**JCS:** Alan Erickson reported that the referral and detention modules of JCS will pilot in Yakima, Walla Walla, and Columbia counties by the end of the year if all goes well.

**SOP:** Brian LeDuc reported that the SOP, a web-based query application that aggregates data from the State Patrol, DOC, DOL, and the JIS, has been turned over to DIS to run. After support arrangements were completed, it went "live" on May 20<sup>th</sup>. The next step is a pilot with Thurston and Douglas counties to field test the application.

## FUTURE MEETINGS

The next JIS Committee meeting will be on September 24, 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 September 24, 2004, *9:00 a.m. to 10:30 a.m.*, at Two Union Square, Room 1606, Seattle, WA.