

APPROVED MINUTES
JUDICIAL INFORMATION SYSTEM COMMITTEE
September 30, 2005, 10:30 a.m. to 3:00 p.m.
AOC SeaTac Facility, SeaTac, WA

Members Present:

Justice Bobbe Bridge, Chair
Judge C. Kenneth Grosse, Vice Chair
Mr. Greg Banks
Ms. Barbara Brown (for Yolande Williams)
Ms. Pat Crandall
Ms. Cathleen M. Grindle
Judge Glenna Hall
Mr. William Holmes
Mr. N.F. Jackson
Ms. Janet McLane
Judge Clifford L. Stilz
Judge Michael Trickey, Ex-Officio
Ms. Siri Woods
Judge Thomas J. Wynne

Staff Present:

Mr. Brian Backus
Mr. John Bell
Mr. Richard Duchaine
Mr. Dirk Marler
Mr. Randy McKown
Mr. Manuel Najarro
Mr. Ramsey Radwan

Staff Present, cont.:

Mr. Dan Sawka
Ms. Kathie Smalley
Ms. Ann Sweeney

Members Absent:

Judge James R. Heller
Ms. Nancy Talner
Ms. Denise Turner
Ms. Yolande Williams

Guests Present:

Ms. Kim Eaton, Yakima County Clerk
Ms. Kathy Friedman, Seattle Municipal Court
Ms. Rena Hollis (JISAC)
Mr. Don Horowitz, Access to Justice Board
Mr. Rich Johnson, Court of Appeals, Div. I
Ms. Barb Miner, King County Clerk
Mr. David Ponzoha (JISAC)
Mr. Rowland Thompson, Allied Daily Newspapers of Washington
Judge Brian Tollefson (JISAC)
Mr. Mark Weiss, WSBA Family Law Section
Mr. Rich Flowerree, Gartner Group
Ms. Rosemary Spraker, Gartner Group

CALL TO ORDER

Justice Bridge opened the Special All Day meeting at 10:45 a.m. Introductions were made.

Motion: The June 24, 2005 JISC Retreat Meeting Minutes and the July 29, 2005 JISC Conference Call minutes were approved as written.

Overview of Day's Agenda

Janet McLane reviewed the day's agenda. She noted the primary agenda item is to follow up the June retreat with a report on the assessment of the JIS project. As a result, several planned agenda items, including status reports on CAPS and ACORDS, and disaster recovery reports on the JIS hot site and King County will be postponed to a future meeting.

DECISIONS

GR 31 One Year Review

John Bell presented the proposed one-year report, recommended by the Data Dissemination Committee, to the Supreme Court on GR 31. He noted that over the past year a number of comments on the rule have been received on GR 31 and that comments were formally solicited this summer as a part of the process of preparing the report. The report contains three recommendations:

1. GR 31 (e)(1)(b), which deals with child's initials and names, should be repealed. Many commentators said that section is not working and causes problems.
2. Other commentators requested that the rule include a statement that it applies prospectively. The recommendation is to add a comment to GR 31(e) stating, "This rule does not require any party, attorney, clerk, or judicial officer to redact information from a court record that was filed prior to the adoption of this rule."
3. The JISC and AOC should continue to monitor GR31.

The committee and guests discussed the recommendation on continued monitoring. Rowland Thompson suggested that the court rules page in the Washington Courts website include a form for comments on any court rule. The committee discussed this idea.

Motion: Motion to approve the recommendations and asked that Mr. Thompson's suggestion be transmitted to the Rules Committee. Approved.

Executive Committee Membership (By-Laws Amendment)

Janet McLane noted that, given the JIS validation assessment, the JISC and the Executive Committee will be taking a more active role. She has asked the Executive Committee to consider meeting more regularly – on the months when the full JISC is not scheduled to meet – and is proposing an expansion of its membership to include a county clerk.

Motion: Motion to amend the bylaws to add a county clerk to the membership of the Executive Committee. Approved.

DISCUSSION

2006 Proposed Meeting Schedule

The meeting schedule for 2006 was presented. Janet McLane said that she would like to schedule another meeting in the first two weeks of November because of the need to follow up on the Gartner review. No decision on the date has yet been made.

JIS Progress Reports

Richard Duchaine presented draft progress reports for JCS, ACORDS and CAPS in a new standard format. He requested that committee members look at it and provide feedback to AOC. Justice Bridge suggested that a small work group could be formed for this purpose. Judge Stilz, Cathy Grindle, Barb Miner, and N.F. Jackson volunteered

for the work group. N.F. Jackson requested that they receive a copy of the dashboard. Richard agreed to provide it.

JISAC Report

- Case Management System Definition

Cathy Grindle presented the proposed definition of “case management system” which the JISAC has been working on, at the request of the JISC. Bill Holmes said that the juvenile courts believe that the probation and post disposition actions should be included. Cathy replied that this was discussed at length at the JISAC, which concluded that probation is covered adequately. Bill Holmes will provide Cathy Grindle detail on his request.

- JIS Updates By Non-Court Business Partners

Cathy Grindle introduced this issue. Under the JIS General policy only county clerks and court employees can update records in JIS. In order to employ CAPS effectively, data needs to be entered by the prosecutors and public defenders. Approving Yakima’s request would remove the need for court staff to duplicate the entry of scheduling information that is entered by the Prosecutor’s office. Data exchange may be the best solution but cannot be implemented in the near term. The JISAC recommended that JIS allow Yakima to have outside agencies update SCOMIS on a pilot basis at this point with an assessment to follow. Brian Backus noted the issue paper had been taken to the Advisory Committee which recommended the pilot project to the JIS Committee, with their recommendation being limited to a pilot project. Janet McLane noted that the recommendations included safeguards such as a written agreement between the clerks and whomever is updating the system.

Motion: Motion to permit Yakima County to allow non-court business partners to input data under the recommended safeguard and on a pilot basis. Approved.

JIS VALIDATION

Richard Duchaine began the JIS Validation portion of the meeting. He noted that at the June 24, 2005 retreat the JISC requested that the AOC conduct a validation of the JIS Migration project. The AOC hired the Gartner Group to conduct the assessment. The key objectives were to validate the business case, and assess the AOC’s current capability and plans. He then introduced Richard Flowerree and Rosemary Spraker, Gartner Consultants who presented their findings.

Mr. Flowerree discussed the Gartner methodology and reviewed the steps in the process such as interviews and workshops. He reviewed the business case and AOC capabilities. Gartner’s opinion is that the objectives of the JIS Migration project are not achievable with the current approach.

Gartner presented alternatives and recommended two:

1. Strategy Alternative: That the AOC and JISC reconsider the strategy and approach previously accepted. This would require a 120 day pause in the project.
2. Execution Alternative: That the project initially focus on data exchange and then address “best-of-breed” solutions for functionality. A broad data exchange plan

would provide the foundation for best of breed which could include commercial off the shelf software, some custom developed software, or a combination. The committee discussed the Gartner report and recommendations.

Richard Duchaine presented the next steps assuming the committee agreed with the recommendations. These include:

- Communication with employees, stakeholders, and policy makers
- Identifying lessons learned by other states
- An in-depth technical review of current projects
- Continuing current planned work on JIS, eCitations, ACORDS, CAPS, the data warehouse and data exchange
- Verify that the data exchange deliverables fit with Gartner's recommendation
- Continue current level of maintenance support for legacy systems
- Get agreement on JISC's role and responsibilities
- Develop action plans for the Strategy Alternative

Justice Bridge noted the need for the JISC to be more critical participants in the process and to be sales people to the constituencies the committee represents and the need to enable the JISAC to be a functioning adviser to the AOC on a day to day basis. Janet McLane noted the need to meet frequently with the JISC and the executive committee.

Rowland Thompson suggested briefing the fiscal committee of the legislature and county policy makers. McLane reported that new fiscal staff in the legislature will be briefed soon.

Motion: Motion to accept the Gartner recommendations, pause the project, proceed with the next steps, and authorize the AOC to engage consulting help to undertake the next steps. Approved.

OTHER BUSINESS

Janet McLane provided an update on the ISD Director search. The executive recruiter has exhaustively canvassed the court technology community nationally. Janet has met with several candidates. She and the recruiter continue aggressively working on this.

The meeting adjourned at 3:00 p.m.

FUTURE MEETINGS

The next JIS Committee meeting will be on December 2, 2005, from 10:30 a.m. to 12:00 p.m., at the AOC SeaTac Facility, SeaTac, WA.

The next JIS Data Dissemination Committee meeting will be on December 2, 2005, 9:00 a.m. to 10:30 a.m., at the AOC SeaTac Facility, SeaTac, WA.

The next JIS Advisory Committee meeting will be on October 25, 2005, 9:30 a.m. to 12:30 p.m., at the AOC SeaTac Facility, SeaTac, WA.