APPROVED MINUTES
JUDICIAL INFORMATION SYSTEM COMMITTEE
December 2, 2005, 9:00 a.m. to 12:00 p.m.
AOC SeaTac Facility, SeaTac, WA

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

Members Absent:
Mr. Greg Banks
Ms. Pat Crandall
Ms. Denise Turner

Staff Present:
Mr. Brian Backus
Mr. John Bell
Ms. Ann Dillon
Mr. Richard Duchaine
Mr. Brian Lonardo
Mr. Dennis Longnecker
Mr. Dexter Mejia
Mr. Manuel Najarro
Mr. Ramsey Radwan
Mr. Dan Sawka
Ms. Kathie Smalley
Mr. Kirby Tingle

Guests Present:
Mr. Rich Flowerree, Gartner Group
Mr. Rich Johnson, Court of Appeals, Div. I
Ms. Barb Miner, King County Clerk
Ms. Kay Newman, WA State Law Library

CALL TO ORDER

Judge Grosse called the meeting to order at 9:15 a.m. Introductions were made and Judge Kip Stilz, Siri Woods, and William Holmes joined the meeting by teleconference. Justice Bridge joined the meeting shortly thereafter and took the Chair.

Motion: The September 30, 2005 meeting minutes were approved as written.

DECISIONS

GR 15 & 22 Amendments

Judge Wynne noted that Justice Bridge asked him to form a small work group to consider the comments received on proposed GRs 15 and 22. The work group consisted of Judge Chris Wickham, King County Deputy Prosecutor Donna Wise, Nancy Talner, Barb Miner, Hank Hibbard, and Mark Weiss, and discussed the comments in a conference call. (Nancy Talner and Hank Hibbard were unable to participate in the telephone conference, but sent in their comments by email.) The work group recommended several changes to the proposed rules which Judge Wynne then presented.

The committee discussed the correct nomenclature for juveniles in criminal cases. The work group had recommended "juvenile criminal respondent."

Motion: The committee adopted a motion to change the references to "over the affected adult or juvenile."

Motion: The committee adopted a motion to refer the modified amended versions including the changes recommended by the work group and the change in reference to "affected adult or juvenile" to the Supreme Court for adoption.

Motion: The committee adopted a motion to request expedited adoption of the amended versions and that they become effective as soon as possible.

UPDATES

Executive Committee Report
Justice Bridge provided the report for the JIS Executive Committee. She noted the intent to reinvigorate the Executive Committee and have more frequent meetings, at least monthly, in order to improve the quality of the agenda items for the JISC and to focus on JISC decision-making. The Executive Committee last met on November 28. They confirmed that there will not be a JIS supplemental budget request this year. The Executive Committee will be working on governance, which is one of the items on the agenda for the 120 day JIS assessment.

Disaster Recovery – JIS Hot Site
Dennis Longnecker gave an overview presentation on JIS Disaster Recovery. He noted that in response to JISC direction, the AOC has created a Disaster Recovery Plan for JIS. The presentation focused on AOC procurement of a hot site which would provide a computing resource in the event of a major disaster.

Committee members discussed the hot site and recovery plans including management of the backups of the JIS database. The AOC will explore options for storing backups outside of the Puget Sound region. Committee members also noted the need to coordinate with statewide business continuity planning for IT, though the JIS cannot rely on DIS to provide many of the needed services. Brian Backus reported that the AOC has participated in the disaster recovery initiative DIS started in 2005. Ramsey Radwan noted that DIS has a free software tool that any local or state government agency can use to develop a disaster recovery plan.

Disaster Recovery – King County Experience
Barb Miner gave a report on the hardware failures the Electronic Court Records (ECR) System experienced in June and July 2005, what it took to recover, and the lessons learned.

JIS Project Progress Reports
Richard Duchaine walked the committee through how to read the new reports. He also noted that the AOC will add a one-page overview cover sheet and asked that anyone who had any comments on these reports send them to Ann.Dillon@courts.wa.gov, or Richard.Duchaine@courts.wa.gov.

Committee Reports – JISAC
Cathy Grindle reported that the JISAC has been working closely with Brian Backus on the governance issue.

JIS ASSESSMENT – 120 DAY PLAN

Richard Duchaine first reviewed plans for the 120 day JIS Assessment. He reported on the formation of seven teams to address specific areas. Materials are located under JIS Assessment on the Inside Courts site under Projects and Plans. Status reports to the committee are being produced biweekly. Committee members noted the need to communicate with constituent groups and others.

He then introduced a series of project report presentations by the leaders of some of the seven teams:

Team 1 – Richard Duchaine – Organizational Impacts
Mr. Duchaine discussed the preliminary results of the team's efforts resource needs which have been identified and for which recruitments will begin. He pointed out that customer relationship management will be an important part of the revised ISD organization.

Team 2 – Brian Backus – Governance
Mr. Backus reported that the team has been working with the Executive Committee to identify the basic governance structure. Recommendations will result from those discussions. He noted that the teams have also been working with the JISAC.

Team 4 – Assess Current Projects – Dan Sawka
Mr. Sawka reviewed the preliminary assessments of the JIS projects currently in progress.

Team 6 – JIS Applications Architecture – Manny Najarro
Mr. Najarro commented that the objective of Team 6's effort is to identify "What is it you really want to do and why?" He noted that the team will be involving the users in answering that question. The group will also look at other states to learn their "buy versus build" strategies.

OTHER BUSINESS

There was no other business and the meeting adjourned at 12:05 p.m.

FUTURE MEETINGS

The next JIS Committee meeting will be on February 3, 2006, from 8*: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 March 24, 2006, from *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 February 13, 2006, from *9:30 a.m. to 12:30 p.m.*, at the AOC SeaTac Facility, SeaTac, WA.