

APPROVED MINUTES
JUDICIAL INFORMATION SYSTEM COMMITTEE
March 24 2006, 9:00 a.m. to 11:00 a.m.
SeaTac Red Lion, Seattle Room, SeaTac, WA

Members Present:

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

Members Absent:

Ms. Nancy Talner
Judge Michael Trickey, Ex-Officio
Ms. Denise Turner

Staff Present:

Mr. Brian Backus
Mr. John Bell
Ms. Jennifer Creighton
Mr. Richard Duchaine
Mr. Manuel Najarro
Ms. Teri Nielsen
Mr. Ramsey Radwan
Mr. Michael Rohrbach
Ms. Kathie Smalley
Ms. Ann Sweeney

Guests Present:

Mr. Bruce Eklund, Snohomish County
Juvenile Court
Ms. Bev Hempleman, OFM
Ms. Barb Miner, King County Clerk
Mr. Don Horowitz, ATJ Board Liaison

CALL TO ORDER

Justice Bridge called the meeting to order at 9:00 a.m. Introductions were made.

Motion: The February 3, 2006 meeting minutes were approved as written.

UPDATES

Executive Committee

Justice Bridge reported on the Executive Committee's March 3, 2006 conference call. Topics included governance, the JIS Roadmap and the 2007-2009 budget.

NEW BUSINESS

GR 30 (Electronic Filing) Review

Justice Bridge reported that Paul Sherfey, the Chief Administrative Officer of the King County Superior Court, sent a letter to Justice Charles Johnson, Chair of the Supreme Court Rules Committee, to request that a review of GR 30 be undertaken with the objective of resolving issues that have arisen since its adoption. The letter was referred to the JISC which will assemble a workgroup to review and recommend solutions. John

Bell will staff the workgroup. N.F. Jackson asked that the workgroup also examine the recent legislation providing for county clerks to certify documents electronically.

Budget Development for 07-09 Biennium

Ramsey Radwan discussed the process for developing the budget for the next biennium. This year the timeframe for preparation will be compressed. Solid decision packages need to be ready for Executive Committee review by May 22, 2006. The AOC will use the recent JCS rollout to model implementation costs for other applications including the core case management system.

JIS PROJECT PROGRESS REPORTS

Richard Duchaine reported on the project status for:

- ACORDS: Priorities for letter generation and oral arguments have been switched. The team is currently working on oral arguments with an implementation date of May 31.
- CAPS: The remaining enhancements were completed in February and the application placed into maintenance mode. Yakima has decided to use CAPS with the understanding that support will be limited to maintenance.
- Electronic Ticketing: The project status is yellow because the need to replace contractors with AOC staff has impacted the schedule. IBM will create an interface that will allow court staff to use current JIS functionality to review tickets and correctly associate them with individuals in the person data base. JABS will be the interface for judicial officers; the AOC is evaluating the scalability of JABS for this purpose.
- JCS: The statewide rollout is scheduled to be completed in July. However, King County has now indicated it may want to make more use of the system than the original limited implementation called for. Further discussions are needed to determine the impact. Bill Holmes and Bruce Eklund commented on remaining criminal history issues requiring users to continue to access JUVIS and SCOMIS, in addition to JCS.

JIS ASSESSMENT and ROADMAP

Governance

Justice Bridge reviewed the Executive Committee's direction which is reflected in the governance matrix. She commented on the need for clear lines of authority and accountability and a streamlined process. The JIS Advisory Committee (JISAC) is being phased out and emphasis placed on project steering committees. The steering committee for the core case management system is being formed and she has appointed Cathy Grindle as chair. The committee discussed the proposed governance structure including the organization of project steering committees, project reporting, and the strategic plan.

Motion to approve the governance structure set forth in the matrix; passed.

The committee also asked that a linear view of the governance process be developed and that a column be added to the matrix showing the Executive Committee's responsibilities.

Roadmap – Update on Project Plans

Richard Duchaine gave an update on the JIS Roadmap projects and presented high-level project plans for core case management, data exchange and information access. Committee members asked for additional information on the Information Access plan and in particular the status of the public data warehouse. Mr. Duchaine stated that the AOC would provide details at the April meeting. In answers to questions about staffing and data exchange software, he stated that AOC would make job descriptions and procurement documents available to the committee.

Infrastructure

In response to a request at the February meeting, Mr. Duchaine reported on steps the AOC is taking to ensure adequate network capacity is provided for the JIS Roadmap application.

ISD Organization

Janet McLane reported on the first phase of the reorganization the AOC's Information Services Division (ISD) is undertaking to support the JIS Roadmap. A new Information Access unit, under Jennifer Creighton, has been established. AOC is also recruiting for a data architect and continuing to analyze the skill sets needed for the Roadmap. In addition, she announced that the search for a new ISD director has resumed. A recruiting committee consisting of the Executive Committee and a few other JISC members has been formed to assist in the effort.

Independent Monitor

Richard Duchaine reported that the AOC has released a work request to five consultants to respond with proposals.

OTHER BUSINESS

There was no other business and the meeting adjourned at 11:05 a.m.

FUTURE MEETINGS

The next JIS Committee meeting will be on April 28, 2006, from *10:30 a.m. to 12:00 p.m.*, at the AOC SeaTac Facility, SeaTac, WA.

The next JISC Executive Committee meeting will be a conference call on April 18, 2006, from *8:00 a.m. to 9:00 a.m.*

The next JIS Data Dissemination Committee meeting will be on April 28, 2006, from *9:30 a.m. to 10:30 p.m.*, at the AOC SeaTac Facility, SeaTac, WA.