APPROVED MINUTES
JUDICIAL INFORMATION SYSTEM COMMITTEE

June 30, 2006, 9:30 a.m. to 12:30 p.m.
AOC SEATAC FACILITY, SeaTac, WA

Members Present:
Justice Bobbe Bridge, Chair
Judge C. Kenneth Grosse, Vice Chair
Ms. Pat Crandall
Ms. Cathleen M. Grindle
Judge Chip Small (for Glenna Hall)
Judge James R. Heller
Mr. William Holmes
Mr. N. F. Jackson
Ms. Janet McLane
Judge Clifford L. Stilz
Ms. Nancy Talner
Ms. Yolande Williams
Ms. Siri Woods (via conference call)
Judge Thomas J. Wynne

Members Absent:
Mr. Greg Banks
Judge Glenna Hall
Ms. Denise Turner

Staff Present:
Mr. Brian Backus
Ms. Suzanne Hellman
Mr. Brian Lonardo
Mr. Manuel Najarro
Mr. Ramsey Radwan
Mr. Butch Stussy
Ms. Ann Sweeney

Guests Present:
Ms. Barb Brown, Seattle Municipal Court
Mr. Rich Flowerree, Gartner
Ms. Bev Hempleman, Office of Financial Management
Ms. Rena Hollis, Skamania County Clerk
Mr. Marc Lampson, WSBA
Ms. Barb Miner, King County Clerk
Mr. Rowland Thompson, Allied Daily Newspapers

CALL TO ORDER

Justice Bridge called the meeting to order at 9:30 a.m. Introductions were made. Siri Woods joined the meeting by conference call.

Motion: The April 28, 2006 meeting minutes were approved as written.

UPDATES

Executive Committee
Justice Bridge reported the Executive Committee has been meeting frequently, mostly via conference call. Recent topics have included the Strategic Plan, monitoring the Roadmap, developing the incremental budget, and the search for the JIS Director.

A search committee was established which includes Justice Bridge, Judge Grosse, Judge Michael Trickey, Siri Woods, Cathy Grindle, and Janet McLane, assisted by a professional recruiter, Ted Ford Webb. A candidate, Timothy Bates, has been identified, and an employment offer is being made . Much of Tim's professional experience comes from the private sector where he has worked for companies such as Best Buy that are faced with integrating disparate technology systems and business

processes. Recently, he led a case management development project for the Bosnian court system, in conjunction with the National Center for State Courts. The Committee hopes the new Director can start at the beginning of August. Janet McLane reported that she has appointed a transition team to assist the changeover to the new JIS Director.

Ms. McLane discussed the realignment of staff at the AOC. She has asked Butch Stussy to step in as the temporary ISD Director to assist with the transition team, project managers, and leaders in this effort. Mr. Stussy has worked in various parts of state government on information technology projects. He retired from the AOC as the Management Services Director.

Justice Bridge thanked the Executive Committee for meeting early in the morning on the conference calls in order to resolve the issues at hand.

Data Dissemination Committee
Judge Grosse reported that the Data Dissemination (DD) Committee met this morning and discussed the need for a coordinated approach to sealed and confidential files, especially in the areas of juvenile and adoption records. Another issue relates to new federal Violence Against Women Act provisions restricting Protection Orders information on the Internet. The Committee views Washington's policies as consistent with the spirit and intent of the federal act and will continue to monitor the issue.

Judge Wynne reported on the April 28 Data Dissemination meeting. The Committee considered a fee waiver request from Team Child, and approved waiver of the $100 set up fee, but not the transactional charges. Also at that meeting, Kathy Kuriyama presented a summary of the JIS-Link contract exceptions.

JIS Strategic Plan

Brian Backus gave a brief introduction to the draft revised JIS Strategic Plan. He noted that the update includes the results of the Roadmap workshops in January. The next step is for the JIS Committee to review the plan and put it on the agenda for approval at the August meeting. He noted that the Strategic Plan is part of the IT Portfolio. The portfolio is the more tactical level plan which includes the specific initiatives undertaken by an organization including new projects, existing applications and infrastructure. Judge Wynne noted that the JIS Strategic Plan should ultimately be integrated with the Board for Judicial Administration's (BJA) long range planning effort.

Action Item: Send the Word version of the JIS Strategic Plan to the Committee members for their comments..

N. F. Jackson commented that inflexible business practices present the greatest risk. He also noted that the case management system needs to be readily interfaced with document management systems and asked that language be added to the document.

JIS Roadmap Monitor Report – Gartner

Rich Flowerree presented the initial assessment of the health of the JIS Roadmap projects. Gartner reviewed 1) the planning and management of the Roadmap projects, and 2) the deliverables to date. Gartner has assessed the overall JIS Roadmap project as a Medium Risk at this point. Mr. Flowerree noted that this rating is not uncommon for a project which has just started. He indicated that hiring a Data Architect is critical because that function plays into so many of the initiatives. Also important are the Enterprise Architect and the Project Management Office (PMO).

Janet McLane outlined the AOC's plans to meet the timelines Gartner recommended and commented on the assignments she has made within the agency to keep the AOC moving forward. A critical path analysis is being developed for the case management and data exchange projects to ensure these efforts are closely coordinated and all of the dependencies are mapped. This will be completed in 30 days.

2007-2009 Budget

Justice Bridge reported the Executive Committee has discussed the budget proposal several times. The plan is to pursue an incremental approach to funding for the Roadmap projects. The first increment is the current budget. The 2007-2009 biennium request is the second increment and will be limited to funding from the JIS revolving account. As the Roadmap progresses, future increments will require funding from other sources.

Review budget request approach – Ramsey Radwan reviewed the proposed budget approach in more detail. Approximately $12.7 million will be requested from the JIS Revolving Account for the next biennium. Funding requests for subsequent phases will be based upon demonstrated success. In 2007, a portion of the biennial appropriation will be used to 1) extensively test the most viable commercial case management systems based on responses to the RFP, 2) contract with a vendor for system software and implementation services, and 3) begin configuration of the system in two pilot courts. Based on successful testing and configuration, a supplemental budget request will be submitted in 2008 for the implementation of additional courts.

Budget communication plan – Janet McLane discussed the Draft JIS Roadmap Communications Plan for the budget. First, presentations will be made to key groups in the court community. The second step is meeting with executive branch officials, the media, and legislators. The goals are to implant an understanding of the Roadmap and secure support and the funding required for it.

JIS Roadmap Steering Committee Reports

Core Case Management System (CMS)

Cathy Grindle reported the initial results from the responses to the RFI show that a

single commercial off-the-shelf (COTS) system to support both the appellate and trial courts may not be available. The Steering Committee will follow up with key vendors to clarify their responses and is planning to do some site visits. They will use what they learn to inform decisions on the scope and requirements for the Core CMS.

Information Access
Judge Stilz reported the first meeting for the Steering Committee is scheduled for July 20 with the intention of meeting every 60 days. The initial focus will be on defining the scope of the public data warehouse. The Steering Committee will make recommendations on what information the public will have and what they will pay for that information.

Data Exchange
Brian Lonardo reported on the next steps for the Enterprise Service Bus (ESB). The AOC is finishing contract negotiations with Oracle. Oracle will begin implementation the week of July 17 and will be in production approximately the week after. The next project for the Data Exchange will be "service enabling" the current JIS systems. "Service enabling" means enhancing the mainframe applications (i.e., SCOMIS and DISCIS) so we can use them in the technical environment we will use for the new CMS. Because of the phased implementation, it is essential that we be able to use both the old and new applications at the same time. The AOC is talking to vendors and will use an RFP to obtain services for this part of the project.

FUTURE MEETINGS

The next JIS Committee meeting will be August 25, 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 July 19 from 8:00 a.m. to 9:00 am.

The next JIS Data Dissemination Committee meeting will be on August 25, 2006, from 9:00 a.m. to 10:30 a.m., at the AOC SeaTac Facility, SeaTac, WA.