

JUDICIAL INFORMATION SYSTEM COMMITTEE

December 5, 2008
9:00 a.m. to 12:00 p.m.
AOC Office, SeaTac, WA

Minutes

Members Present:

Justice Mary Fairhurst, Chair
Judge C. Kenneth Grosse, Vice Chair
Ms. Cathy Grindle
Mr. Jeff Hall
Judge James Heller
Mr. Marc Lampson
Mr. N. F. Jackson
Mr. Rich Johnson
Judge Glenn Phillips
Judge Michael Trickey
Ms. Yolande Williams
Ms. Siri Woods (via conference call)
Judge Thomas J. Wynne

Guests Present:

Ms. Barbara Miner

Staff Present:

Ms. Colleen Clark
Ms. Jennifer Creighton
Ms. Vicky Marin
Ms. Ronee Parsons
Mr. Ramsey Radwan
Mr. Gregg Richmond

Members Absent:

Chief Robert Berg

CALL TO ORDER

Justice Mary Fairhurst called the meeting to order at 9:00, introductions were made. Mr. Richmond introduced Ms. Vicky Marin who has accepted the position of JISC Policy and Planning Liaison, responsible for policy development and planning activities. Ms. Marin joins AOC from the Washington Retail Association, where she was their Director of Government Relations. Ms. Marin is an attorney and has an extensive background in policy knowledge, relationship management, research, writing and public speaking.

Justice Fairhurst asked for approval of past minutes.

Mr. Jackson moved to approve the minutes of October 24, 2008; Judge Wynne seconded and the motion was approved unanimously.

Justice Fairhurst advised that Mr. Greg Zemple, Washington Association of Prosecuting Attorneys (WAPA) representative, has withdrawn from the JISC. It is expected that another representative will be appointed.

COMMITTEE REPORTS

Data Management Steering Committee

Mr. Johnson began by saying that a lot of resources have been directed at finishing the data warehouse project. Currently the committee is working on how to do three items. Vehicle Related Violations, SCOMIS and Imaging. The committee would like to accomplish as much as possible by June 30, 2009.

Judge Grosse said that data exchange remains the number one priority of this committee. Is this what everyone wants? We have gone through the RFP process for the Vehicle Related Violations (VRV); but a commitment of resources is needed on both ends.

Mr. Richmond said it is the number one priority. Every exchange requires the same two – three people at AOC for all three resources. The VRV is a pilot exchange; we need to make sure that works so we have the framework and grounding. Mr. Hall agreed, there is limited staff at AOC for this; and not to be lost is the second priority of integration and modernization - supporting our ability to do data exchanges.

Mr. Richmond said that part of the modernization/integrate is getting everything on paper from the people that wrote the program. For every application we have there are two or fewer employees with the knowledge behind each one. Mr. Hall indicated that AOC is being creative in their approach to filling positions for some of our systems; there will be in-house training to create a pool of knowledge and skill.

What do people expect functionally? A central database of core data. The theory is entering the data once and sharing from there – enter in imaging system, which enters into SCOMIS. There are a lot of systems working for small courts.

Ms. Woods said that by doing electronic filing, it would eliminate double data entry.

Judge Grosse said that first Ms. Marin needs to get the language all coordinated; and second, he doesn't see us coming out of this in the same world we're currently in; we need to be flexible.

Justice Fairhurst said the judicial info systems should be managed by judiciary – how it moves forward is a political situation. At this point, we don't have a sense that it's all going away – doesn't think it changes our responsibility and our goal. Be sure we are setting up something so we can talk to each other. She applauds Mr. Johnson and his committee for continued coordination w/AOC and compliments Mr. Richmond and Mr. Hall on their efforts.

Mr. Johnson said imaging will replace screen scraping and there are documents associated with implementing these exchanges. We need to mobilize resources to identify resources – prepare to develop the RFP, send it out, review, write contracts, etc., which is very time consuming. Mr. Richmond said that that there have been two positions filled to assist with this and he hopes to fill one more project manager position.

Members of the committee expressed that DOL and DOC need to be a consideration in this undertaking.

Mr. Richmond said he will bring the VRV charter to February's meeting.

BUDGET STATUS

Mr. Radwan reported that everything is running smoothly and there have been no major changes from the October 24 budget update. Following is a summary of the request sent to the Governor's office.

ISD Base Adjustment	\$ 854,000
Disaster Recovery Contract Increase	\$ 140,000
External Equipment Replacement and Expansion	\$ 2,647,950
Internal Equipment Replacement	\$ 2,278,000
JIS Modernization and Integration	\$ 1,700,000

Information Technology Project Support	\$ 2,341,000
Case Management System Migration	\$14,000,000
Total 09-11 JIS Budget Request-over Carryforward Level	\$23,960,950

He continued that in February he will go through all the contracts with Mr. Richmond to see if there is a fund balance to go forward.

ENTERPRISE DATA WAREHOUSE UPDATE

Ms. Jennifer Creighton reported that the warehouse has been up for a few months and the activity is increasing – at the present they are averaging 25 users per day. Staff is working on converting everything in the catalog; they are about halfway through and on track to finish by year end.

Regarding security, anyone that has a RACF ID can access the warehouse; this will be addressed at the next Data Management Steering Committee meeting.

Ms. Grindle asked if there was a printed site map so they would know what is in each ‘bucket’ – like a schematic. Ms. Creighton said that yes, there is one.

Ms. Creighton added that another communication will be going out to courts next week to remind them about the end of year deadline.

KEY ACTIVITY STATUS

Mr. Richmond reminded the committee that on his written reports, anything in italics is new; regular text is the same as prior reports.

Infrastructure Improvements

Project Management - Additional training for ISD staff and guests from other divisions within AOC, JISC and DMSC is planned for February 2009. The Project Management Request for Proposal (RFP) has been released.

System Upgrades – We’re trying to upgrade to current versions. Natural to COBOL has been pushed back one month, plus two others (one of three testers was out on emergency leave).

JIS System Modernization

Ernst & Young was the successful bidder; the contract should be signed by December 15. The Enterprise Architecture program will be established in conjunction with the System Modernization Implementation RFP.

Data Management

Work has begun for coding and implementing the Vehicle Related Violations Data Exchange Pilot. Work on existing PCH/CACH application is moving forward.

Phase III of the new Data Warehouse is on-track for completion on December 31. During this phase, AOC will consolidate and recreate canned queries that are currently available in Hyperion and Brio. Hyperion and Brio will be shut off December 31. Courts are responsible for rewriting their local queries in Business Objects XI before that time.

Mr. Richmond proceeded to go through the *JIS Roadmap – Key Activity Status Timeline* with the committee. It was noted that the Justice Information Network (JIN) is paying for the PCH/CACH work; the network will be extended to the whole state when it is completed. Judge

Heller asked how AOC allocates its resources; does this project interfere with other projects? Mr. Richmond replied that we had already committed to this work and will it will not interfere with the other projects.

At the April 24, 2009 meeting the JISC will be asked to make a decision on System Modernization; which will be a very significant decision for this group. The JISC will develop a strategic and operational plan. The Project Management Office will have a vendor in January; it is expected that by October, 2009, there will be a portfolio of what the JISC is in charge of and they can decide what they want to pursue and in what order; this will be for the 2011-12 biennium. Mr. Richmond reminded the committee that in April, 2003, they voted for portfolio management.

Mr. Richmond directed the committee to the JIS Prioritized Projects.

Projects Prioritized by the JISC as of February 3, 2006 (in priority order)

1. Data Exchange
2. Core CMS – replaced with Modernize and Integrate Strategy
3. Resource Management and Scheduling
4. Reporting and Information Access
5. Pre/Post Sentencing Probation
6. Judicial Decision Making

Justice Fairhurst said the current list is too generalized and the committee won't be making decisions on what to take on next until the Project Management Office is up and running.

Mr. Richmond said he would like to see resource management and scheduling as the next projects.

Justice Fairhurst said the committee needs input from AOC on these items – i.e. what could be done quickly and well; what might be a building block, so there is more information to base their decision(s) on. We should be planning meetings six months out – while still remaining flexible.

Judge Wynne asked for a staff report on CAPS, is it useful, can it be utilized? He'd like to see a separate meeting on CAPS from tech people and from those that use it.

Mr. Jackson asked if calendaring is our next highest priority. Justice Fairhurst said we need to know if CAPS will be an option – at whatever point calendaring is voted on; we need to know the role of CAPS for the future.

There was general consensus to hold an interim meeting in January for a demonstration of the CAPS system. It is currently being used in Yakima, someone from Yakima will be asked to attend this meeting.

OTHER BUSINESS

Legislative Update

Mr. Hall reported that at some point in the next six weeks, Ms. Mellani McAleenan and Ms. Marin will be meeting with legislators. It is important that JISC members and their colleagues assist with these meetings.

Regarding JIS and JIS funding, he believes we are well-positioned. The House of Representatives has restructured their Appropriations committee, it is now the Ways & Means

Committee (like the Senate), and is chaired by Representative Kelli Linville. While her perspective on IT is that it should be outsourced, she is broadly supportive of the judicial branch and we will continue to have conversations with her.

Other committee chairs include Representative Jeanne Darnielle, General Government Appropriations; Representative Ross Hunter, House Financing; Senator Margarita Prentice, Senate Ways & Means; and Representative Jaime Pedersen, House Judiciary.

Mr. Hall also reported that Gary Robinson, Department of Information Systems, has announced his retirement.

New Staff

Mr. Richmond announced that his new assistant, Ms. Pam Payne, would be starting in mid-December.

NEXT MEETING

The committee will be notified about a meeting to demonstrate CAPS in mid-late January.

The next regular meeting will be February 27, 2009, at the AOC SeaTac facility; from 9:00 a.m. – 1:00 p.m.

There being no other business, the meeting was adjourned at 12:00 p.m.