

## JUDICIAL INFORMATION SYSTEM COMMITTEE (JISC)

April 23, 2010

9:00 a.m. to 12:00 p.m.

Administrative Office of the Courts, SeaTac, WA

### Minutes

#### Members Present:

Justice Mary Fairhurst, Chair  
Mr. Larry Barker  
Chief Robert Berg  
Ms. Cathy Grindle  
Mr. Jeff Hall  
Judge James Heller  
Mr. William Holmes  
Mr. N. F. Jackson  
Mr. Rich Johnson  
Mr. Marc Lampson  
Judge J. Robert Leach  
Judge Steven Rosen  
Judge Michael Trickey  
Ms. Yolande Williams  
Ms. Siri Woods (phone)  
Judge Thomas J. Wynne

#### Members Absent:

Mr. Steward Menefee

#### Guests Present:

Mr. Shayne Boyd  
Ms. Barb Miner

#### Staff Present:

Mr. Kevin Ammons  
Mr. Bill Cogswell  
Ms. Vicky Marin  
Mr. Dirk Marler  
Ms. Pam Payne  
Mr. Ramsey Radwan  
Ms. Kathy Wyer

### Call to Order

Justice Fairhurst called the meeting to order at 9:00 a.m. and introductions were made. Justice Fairhurst recognized and welcomed the two newest members to the JISC, Judge J. Robert Leach of Court of Appeals Division One, and Mr. Larry Barker from Misdemeanant Corrections Association.

### March 5, 2010 Meeting Minutes

Mr. William Holmes asked that minutes be amended to reflect that juvenile court administrators were to be included in the court level user group meeting on the Superior Court Judges' Association request/recommendations for a case management system. Justice Fairhurst also pointed out typographical errors that will be corrected.

Moved, seconded and carried: to approve the amended March 5, 2010 minutes with corrections.

### Budget Status Report

Mr. Ramsey Radwan presented the Expenditure and Obligation financial report activity through March 31, 2010. Spending for the current biennium is on track, with approximately \$5 million remaining. The negative amount on the SCOMIS Data Exchange (DX) is associated with the Pierce County data entry contract. It is SCOMIS DX project related which is why it is currently in this report. We will continue to carry this expenditure while the data exchange is being developed.

The legislature approved the supplemental budget request of \$3.79 million. Two and a half million dollars was identified to complete the Operational Plan. Detail on that will be in the next budget report. The legislature swept \$1.5 million out of the JIS fund balance.

Mr. Jeff Hall said he anticipates that around the June time frame we will need to refresh the budget, taking a look at where we were at the beginning of the biennium and where we are now and make any necessary adjustments.

## **Legislative Status Report**

Mr. Jeff Hall explained Engrossed Substitute House Bill (ESHB) 3178. This is a broad IT bill that is trying to drive Portfolio Management to the forefront across all state government. The Legislature is looking for appropriate information and accountability for all branches of government.

AOC can implement this bill because it is consistent with the approach we are moving forward with currently. It is important for us to participate in the entire state enterprise. While we are required to participate in an inventory of state IT assets, this is not an IT asset management process. Participating as they develop the asset management process is important; to be sure the appropriate lines are drawn. Another advantage to this would be in the area of software licenses. For example if there was a pool that could be accessed by all agencies, then transferring of the appropriate licenses to an agency in need would eliminate waste and dollars would be kept within the state instead of going to a vendor.

The bill encourages the legislative and judicial branches to coordinate with and participate in shared services initiatives and pilot programs. This is something that we already do where appropriate.

## **IT Governance Framework Discussion**

Mr. Jeff Hall reminded the Committee that it approved the IT Governance Framework at the March 5, 2010 JISC meeting, contingent upon the completion of the final deliverable. This deliverable is located behind Tab 4 of the meeting materials. This deliverable from Sierra System includes the level of detail as requested at the last meeting. The governance framework will now be rolled into a policy.

The next steps as we move forward are to finalize our training and support strategy under the framework so we can schedule the training sessions with the 11 user groups. The user groups will decide how to structure their internal process for receiving requests and how to route them through the governance process.

JIS Committee members agreed to review the detail in this document and provide feedback by May 7, 2010 for inclusion in a draft policy that will be reviewed at the May 19, 2010 special JISC meeting.

Ms. Yolande Williams said the Committee needs to address the capacity of AOC/ISD to support courts and what it means for AOC/ISD's mission to be the "vendor of choice" for IT solutions. The scope of that support needs to be decided by JISC.

Mr. N.F. Jackson concurred the discussion was in the context of AOC/ISD being in the role of a broker. Is AOC to be the maintenance and infrastructure and broker for applications? Mr. Jeff Hall discussed a letter from SCJA President Judge Eitzen that asks the same question and that it was also discussed at the superior court level user group relative to the Superior Court Judges Associations request for case management/ calendaring functionality.

Mr. Jeff Hall stated the question we have to address is a fundamental approach to providing IT solutions to the courts of the state of Washington. The question is "do we want to, as a general rule, provide those solutions at the state level or do we just say these are the data standards; here is the state data repository and whatever you decide on locally has to meet this criteria".

Justice Fairhurst and members agreed to extend the time of the May 19, 2010 meeting to permit time for discussion of this issue. The May meeting will take place from 9:00 a.m. – 3:00 p.m.

### Superior Court Level User Group Recommendations

Mr. Jeff Hall reported that the first request has flowed through the governance process. The request, initiated and endorsed by the SCJA, is for an automated system supporting case management, calendaring and judicial decision-making. Consistent with the new JISC-approved IT Governance process, this request was sent to AOC for analysis where it was broken down into three subject matter requests.

**#10-03:003: User Interface and System Usability.** This requests looks to support the decision making needs of judicial officers by permitting a single sign-on to all JIS applications and user personalization. The cumbersome nature of multiple logon ID's is inefficient and discourages judicial officers from fully utilizing existing applications. The Superior Court level user group recommended that the ISD's Enterprise Architecture initiative include development of standards that address single sign on user security and user customization and personalization. The standards that are established should be applied to all new systems replacements or major enhancements consistent with the Transformation roadmap.

Motion to accept the user group recommendation for development of standards was made, seconded, and carried unanimously.

**#10-03:002: Data Exchange/Interface with Other Applications.** The Superior Court level user group recommended an analysis of alternatives and costs required to allow superior court judicial officers to view images of all superior court case documents electronically, and to permit view access to data from other system, such as local jail systems. The user group recommendation was not unanimous. AOC staff will help draft a more specific problem statement for ratification and validation by SCJA, and then work it back through the governance process. The returned request will include questions to be answered to help complete the final assessment.

**#10-03:001: Gaps in Current Applications: Judicial "Court Business Focused" System.** The superior court user group unanimously recommended a feasibility study of the alternatives and costs required to allow superior court judges to have an integrated system that is court business focused with interdependencies between the following core elements:

- Calendaring (scheduling case events and recording outcomes)
- Caseflow management (court management of case schedules and events)
- Outcome reporting (court calendars and summary caseflow management reports)
- Resource management (coordinated scheduling of resources with case events, e.g., courtrooms, interpreters, A/V)

A motion was made, seconded, and carried unanimously to direct AOC to begin drafting a request for proposals (RFP) for a feasibility study that will be reviewed at the May 19, 2010 meeting.

### Vice Chair Vacancy

The consensus was that the Vice Chair should remain as the Chair as the Data Dissemination Committee and should be a judge. Justice Fairhurst will discuss the opportunity with the judges on

the committee and report back at the May 19 meeting. The election of a vice chair is made by the JISC.

### **Public Case Search Workgroup Report**

Justice Fairhurst reported that this group is still meeting and working through the amount of detail that would be accessible. The committee is trying to understand what kind and type of information is appropriate and relevant along with rules and statutes that need to be considered when posting information publicly.

### **Next Meeting**

There will be a special JISC meeting on May 19, 2010 from 9:00 a.m. – 3:00 p.m. at the AOC SeaTac facility.

The next regular JISC meeting will be June 25, 2010, at the AOC SeaTac facility; from 9:00 a.m. – 12:00 p.m.

The meeting was adjourned at 12:06 p.m.