

JUDICIAL INFORMATION SYSTEM COMMITTEE

August 5, 2011
9:00 a.m. to 3:00 p.m.
AOC Office, SeaTac, WA

Minutes

Members Present:

Mr. Larry Barker
Ms. Linda Bell
Judge Jeanette Dalton
Justice Mary Fairhurst, Chair
Mr. Jeff Hall
Judge James Heller
Mr. William Holmes
Mr. N. F. Jackson
Mr. Rich Johnson
Mr. Marc Lampson
Judge J. Robert Leach
Mr. Steward Menefee
Ms. Barb Miner
Judge Steven Rosen
Ms. Yolande Williams
Judge Thomas J. Wynne

Members Absent:

Chief Robert Berg

AOC/Temple Staff Present:

Mr. Kevin Ammons
Mr. Bill Burke
Mr. Bill Cogswell
Ms. Vonnie Diseth
Ms. Vicky Marin
Ms. Heather Morford
Ms. Pam Payne
Mr. Ramsey Radwan
Justice Charlie Wiggins
Mr. Kumar Yajamanam

Guests Present:

Mr. Shayne Boyd
Ms. Lea Ennis
Ms. Betty Gould
Ms. Lynne Jacobs
Ms. Marti Maxwell
Mr. Chris Shambro
Ms. Aimee Vance

Call to Order

Justice Mary Fairhurst called the meeting to order at 9:00 a.m. and introductions were made.

June 24, 2011 Meeting Minutes

Justice Fairhurst asked if there were any changes to the June 24 meeting minutes. Hearing no changes and only accolades, Justice Fairhurst deemed them approved.

New JISC Member Appointments

Justice Fairhurst recognized our newest member to the JISC; Judge Jeanette Dalton. 4 others volunteered to continue their term on the JISC, Judge Thomas Wynne, Mr. William Holmes, Mr. Stew Menefee and Ms. Barb Miner. Justice Fairhurst thanked Judge Michael Trickey for his years of service.

2009 – 2011 Budget Close Out Report

Mr. Ramsey Radwan presented the final green sheet for the 2009-2011 biennium for project funding for ISD. We are closing with a positive number. The balance will roll over into the fund balance so will help with the cash balance for the 2011-2013 biennium.

Communications with legislature will begin in late September or early October to discuss the plans JISC has for the funding and the need to correct or ensure that the \$6 million fund swap was one time in nature.

IT Governance Requests

ITG Request #2 – Superior Court Case Management Feasibility Study Report Status Update:

Ms. Vonnie Diseth reported that during the July briefing to the Superior Court Judges Association (SCJA) it was discovered that a fourth alternative analysis was missing and had not been done. MTG was immediately contacted and after reviewing the analysis agreed it was missed and committed to about a 6 week time frame to complete the fourth alternative analysis. The Executive Steering Committee was reconvened to provide the oversight and direction to MTG on exactly what the scope of the fourth analysis should be and what they would be looking at. At the request of the SCJA, the remaining briefings on the feasibility study were canceled and rescheduled so the new briefings would contain the full analysis of all four alternatives. The new briefing schedule is posted on the courts website. www.courts.wa.gov

Due to the time needed by MTG to complete the analysis the decision will be postponed until a special session on September 9. At that time a complete update will be given and a decision will be voted on.

Ms. Vonnie Diseth presented a letter received on August 4, written by Judge McDermott from King County to Judge Inveen, President of the SCJA. In that letter Judge McDermott stated King County is not in agreement with the approach MTG is taking on the fourth analysis. King County stated they have a different proposal for what the fourth analysis of a distributed model should be.

The direction MTG is taking is being directed by the Executive Steering Committee. MTG brought questions to the executive committee about how the distributed approach can be done. The committee discussed the mostly likely scenario of a distributed. The distributed model would be hosted locally and courts would be able to purchase their own case management system. Other ideas discussed were Master Contract management, negotiating pricing, identifying a list of products that are certifiable to do the data exchange and configuration and data standards.

Based on the letter, King County believes the best approach is separating the functionality of what the judges do and what the court administrators do from what the clerks do with in the same system (Distributed Functionality). The functions of the clerks need to remain centralized. That should be the major focus for the fourth alternative, replacing SCOMIS first and the distributed nature that would be asked for would allow the judges and administrators to go out and purchase a separate calendaring and case management system to do their local applications.

Ms. Diseth expressed a concern – if we change direction on MTG now, they won't be able meet the schedule and the expectations. This needs to be decided today so we can move forward.

Justice Fairhurst asked; what do the RFP and contract say? These are the source documents that this committee approved and MTG agreed to do. The language was reviewed so we can all be in agreement as to what we asked MTG to do.

Judge Thomas Wynne asked – “didn't we decide early on that the market couldn't support separating the clerk's functions and the judge's functions”? Ms. Diseth replied; Yes.

Judge Dalton commented that the SCJA has not yet had the opportunity to discuss the letter. The SCJA is schedule to meet August 6. This letter was given as a courtesy to the JISC.

Justice Fairhurst summarized – this is a feasibility study. The purpose is to determine the feasibility, it is not to buy a product; after this, what we are going to decide is whether or not to move forward, it looks like based on what we have – although we are looking at the one we overlooked, it makes sense to move forward with something integrated.

Motion: Judge Leach: *I move we instruct the steering committee to proceed as they are with MTG to be able to have a feasibility study to look at in August and evaluate in September.*

Second: Linda Bell

In Favor: Justice Fairhurst, Marc Lampson, Jeff Hall, Judge Rosen, William Holmes, Linda Bell, Rich Johnson, Judge Leach, Larry Barker, Judge Dalton, Stew Menefee, Judge Wynne, Judge Heller

Against: Barb Miner, N.F. Jackson

Abstain: Yolande Williams

Not Voting: Chief Berg

Motion: Mr. Jeff Hall: *I move we ask MTG to consider the letter from Judge McDermott to Judge Inveen to the extent that options 2 & 3 of the feasibility study address the concerns of the letter and MTG acknowledge and consider that in the final version as describing discussion options in the feasibility study.*

Friendly Amendment – Judge Rosen: *as long as the schedule remains unaffected.*

Second: Yolande Williams (accepts friendly amendment)

In Favor: Justice Fairhurst, Marc Lampson, Jeff Hall, Judge Rosen, William Holmes, Linda Bell, Rich Johnson, Judge Leach, Larry Barker, Judge Dalton, Stew Menefee, Judge Wynne, Judge Heller, Barb Miner, N.F. Jackson, Yolande Williams

Not Voting: Chief Berg

ITG Status Update & Capacity Review

Mr. Kevin Ammons presented the ITG Status Report and also discussed the current status of the Information Services Division (ISD) resource utilization. He presented a list of projects completed in the last biennium as well as an overview of projects currently underway in ISD.

ITG Request #45 – Court of Appeals Electronic Filing Feasibility Study Results:

Mr. Bill Burke presented the Appellate Courts Electronic Document Management System (EDMS) Feasibility Study Results to the JISC. The study determined that it was feasible to interface an EDMS to ACORDS, so that EDMS documents could be retrieved from within ACORDS and that case management data entered in either ACORDS or the EDMS could be transferred to the other system. The implementation of this interface will require AOC development but this interface design was tested with a development prototype and is not expected to be a significant effort. The feasibility study also evaluated Vendor EDMS products and provided a budget estimate for the Appellate Courts EDMS.

Questions: What are the annual software licensing costs for the proposed Appellate Courts EDMS?

AOC: \$42k annually.

Question: What is the risk associated with this project?

AOC: The risk for this project is considered Medium, based upon the objective criteria defined in the Washington State Information Services Board (ISB) Risk Assessment guidelines.

The JISC approved the recommendation of the Appellate Court Level Users Group (ACLUG) based upon the Feasibility Study presentation and authorized the implementation of an Appellate Courts EDMS. The JISC requested that prior to awarding a contract to an EDMS Vendor that the EDMS price estimate be provided to the JISC for review. In addition, the JISC requested that the Appellate Courts work to maximize the commonality of the automated document workflow processes between Courts, in order to minimize unique workflow customization required.

Motion: Judge Leach: *I move to adopt the Appellate Court Level User Group recommendation to buy an Electronic Document Management System to be used by the Court of Appeals Div 1, Div II, Div III and the Supreme Court.*

Second: Judge Wynne

In Favor: Justice Fairhurst, Marc Lampson, Jeff Hall, Judge Rosen, William Holmes, Linda Bell, Judge Leach, Larry Barker, Judge Dalton, Stew Menefee, Judge Wynne, Barb Miner, Judge Heller, Yolande Williams, Rich Johnson

Not Voting: Chief Berg

Absent from Room: N.F. Jackson

2nd Motion: Judge Leach: Adopt option 4, to fund project from small to medium project fund

Second: Rich Johnson

In Favor: Justice Fairhurst, Marc Lampson, Jeff Hall, Judge Rosen, William Holmes, Linda Bell, Judge Leach, Larry Barker, Judge Dalton, Stew Menefee, Judge Wynne, Judge Heller, Yolande Williams, Rich Johnson, Barb Miner

3rd Motion: Justice Fairhurst: the expectation is that an RFP will be issued and the Executive Steering committee will bring back a recommendation to the JISC to act on.

Moved by Judge Wynne

Second: Judge Leach

In Favor: Justice Fairhurst, Marc Lampson, Jeff Hall, Judge Rosen, William Holmes, Linda Bell, Judge Leach, Larry Barker, Judge Dalton, Stew Menefee, Judge Wynne, Judge Heller, Yolande Williams, Rich Johnson, Barb Miner

Not Voting: Chief Berg

ITG Request #29 – Enhance JIS Law Table Updates

Mr. Kevin Ammons presented one IT Governance request for JISC consideration. The request was Request #029 – Enhance JIS Law Table Updates. This request seeks to enhance the screen used in JIS to update the statewide and local law tables. Mr. Ammons clarified that this would enhance an existing process, not create a new process.

Motion: Mr. William Holmes: *I move this request be approved by the JISC.*

Second: Barb Miner

Mr. Jeff Hall spoke against the motion. He stated that a significant part of the governance process is also declining requests that do not show themselves to be of significant value during the governance process. Justice Fairhurst called a vote on the motion.

Voting in favor: None

Voting against: All members present

Not Voting: Chief Berg

JISC Rule 13 – Implement a Local Court Record System

The Spokane Municipal Request was not on the agenda and was not directly discussed. However, Linda Bell provided the following update on the JISC Policy Workgroup on Implementation of Local Court Systems that was established at their June 24th meeting:

- The workgroup met twice - July 6th and 26th. The next scheduled meeting is on August 30th.
- Discussion continues on the policy content --- clarifying the local court and AOC responsibilities.
- We are separating out the “policy” from the “standards” that will still need to be developed and documented by AOC.
- Several more meetings are needed.
- Based on the workgroup members availability, it is not likely that the DRAFT Policy will be ready for presentation at the September 9th JISC meeting. (All presentation materials need to be completed two weeks prior to the meeting for review and inclusion in the JISC packet. That does not allow enough time to have the follow-on meetings to complete the policy discussion).

Work Remaining:

- Complete the Draft Policy for adoption by the JISC.
- Draft changes to Rule 13 to include reference to the IT Governance Process.
- Development of the “IT Standards” that must be complied with. This will take some time for AOC to develop and will occur independent of the policy adoption by the JISC.

As a result, it was decided that both of the following agenda items would be moved to the October 7th JISC meeting:

1. JISC Policy Workgroup on Implementation of Local Court Systems
2. Spokane Municipal Court Request

2011 Certification Results (Audit) of the Disaster Recovery Plan

Ms. Vonnie Diseth reported twice a year we conduct Disaster Recovery Tests. The JIS Disaster Recovery Plan was audited and certified by Steven Craig of CONSORTIUM OF BUSINESS CONTINUITY PROFESSIONALS, Inc. (CBCP), In delivering the final audit report, Mr. Craig commented: “You’ve done a very nice job bringing the program to where it is to date,” and follow up with “Your plan is very mature.” This is great news!

11-13 Legislative Proviso Report

Ms. Vonnie Diseth informed the committee that we are responsible for providing a report to the legislature by September 30, 2011 on the results of the Superior Court Management Feasibility Study and the status of the data exchanges.

Ms. Diseth requested the JISC authorize the JIS Executive committee to be the approval body when the report is ready to deliver to the legislature. The report will be the recommendation of the feasibility study, not the decision made by the JISC.

Judge Leach asked if it would be possible to circulate the report to allow members to comment to the executive committee with any feedback, realizing the timeframe would be short.

Ms. Diseth agreed to try to and make the report available for review if possible. Notification will be sent as soon as a draft is available.

JIS Priority Project Status Reports

ITG Request #81 – Adult Risk Assessment (ARA)

Mr. Martin Kravik, Project Manager reported; the ARA project is in the Initiation Phase and Project Charter development has just started.

As requested by the Superior Court Judges Association through ITG Request #081, the project will create a statewide adult static risk assessment application using the STRONG version 2 model developed by Dr. Robert Barnoski.

Items currently viewed as in scope include the development of an interface to JIS data to facilitate automated risk scoring using Washington criminal history information; the development of user interfaces for manually entering out-of-state criminal history data, reviewing system generated risk assessments, and presenting assessments to Judges; working with pilot Courts to ensure system usability; and developing a standard implementation process for Courts choosing to use the adult static risk assessment tool.

Items currently viewed as out of scope include policy decisions, defining individual jurisdictional processes, a full statewide rollout, a BOXI reporting environment, and implementation of the Offender Needs Guide portion of STRONG.

During the next reporting period the project will continue to develop the Project Charter. A review draft should be finished by late August/early September. The Charter will then be advanced for review and approval by the soon to be formed Executive Steering Committee.

Vehicle Related Violations (VRV)

Mr. Mike Walsh, Project Manager reported the dissolution of what is currently the Department of Information Services (DIS) and the reorganization of the JINDEX operations support into the new Department of Enterprises Services (DES) may put the August Target date at risk.

All three tier 1 courts have had their JINDEX on board assessments examined, reviewed, and returned to the Courts' team to acknowledge the JINDEX rules. The tier 1 development teams have completed their development efforts and are ready to join the JINDEX release schedule and begin testing with AOC. We are waiting for DIS to receive Tier 1 Courts into the JINDEX release schedule. DIS has committed to enter tier 1 courts into the release schedule in the month of August. Mr. Walsh will continue to work with DES for a more defined schedule and escalate the issue if needed.

The AOC VRV project team is continuing to work with Judicial Services Division staff and Information Services Division's Operations staff to turn over the ongoing support, operations, and maintenance of the VRV project.

Now that American Traffic Solutions (ATS) (Lynnwood) and Redflex (Tacoma, Fife) have determined their solutions for integrating with the Justice Information Data Exchange (JINDEX), AOC will begin planning the integration for the Tier 2 pilot courts.

Superior Court Data Exchange (SCDX)

Mr. Bill Burke, Project manager presented a status on the Superior Court Data Exchange (SCDX) project. The project is in final contract negotiations with Sierra Systems to implement the first SCDX Production Increment. While the project can complete this increment with existing authorized funding, the current project estimate to complete all (58) SCDX web services will require an additional \$1M. This is based on a non-binding estimate from Sierra Systems, based on their evaluation of the work. A revised budget estimate will be submitted once work has been completed on the first SCDX Production Increment and Sierra Systems has a better understanding of the scope of work. No additional funding is being requested at this time.

Question: If AOC enters into a contract with Sierra Systems, won't AOC lose leverage for negotiating the price for subsequent increments, since Sierra Systems will already be on contract?

AOC: No. The contract will be structured so that it will allow AOC and Sierra Systems to agree to a specific increment of work for a specific fixed price. If AOC is unhappy with Sierra Systems performance or if the negotiated price on any subsequent increment is not acceptable to AOC, the contract will be terminated. This provides AOC with sufficient leverage for negotiation.

Question: What is different now that AOC believes that this project can be completed successfully when previous attempts have failed?

AOC: This is not an easy project. If it was, this project would have been completed 12 years ago. AOC employees assigned to this project are the most knowledgeable on the SCOMIS system, and include one of the original SCOMIS developers. In addition we have a contractor that is nationally recognized as an expert on developing National Information Exchange Model (NIEM) message formats. In addition, Sierra Systems has significant technical expertise in BizTalk, Websphere MQ and Jagacy, which are core technologies for the current solution. The AOC project team is also meeting regularly with the Pierce County LINX team to review each web service to validate the web service being planned is one that Pierce County can use to interface to the Superior Court Data Exchange. I believe that we have the right people and the right solution to move forward. This is a doable project that can be completed successfully.

Motion: Rich Johnson – Move forward with the first 10 web services with the existing budget.

Second: Judge Rosen

Voting in favor: Justice Fairhurst, Marc Lampson, Jeff Hall, Judge Rosen, William Holmes, Linda Bell, Judge Leach, Larry Barker, Judge Dalton, Stew Menefee, Judge Wynne, Judge Heller, Yolande Williams, Rich Johnson, Barb Miner

Abstain: Judge Dalton **Not Voting:** Chief Berg

Committee Reports

Mr. Rich Johnson reported the presentations given have covered any updates from Data Management Steering Committee (DMSC). Mr. Johnson shared Bill Burke is doing a great job. The projects under the DMSC are moving forward to the best of our ability.

Judge Thomas Wynne reported Data Dissemination committee will meet in September.

Next Meeting

The next meeting will be September 9, 2011, at SeaTac Red Lion Hotel; from 9:00 a.m. to 3:00 p.m.

Action Items:

Action Items – From March 4th Meeting			
1	At the end of the legislative session, ask the Supreme Court Rules Committee if it wants the Data Dissemination Committee to revisit GR15 in light of <i>Ishikawa</i> and <i>Bone-Club</i> .	Vicky Marin, Justice Fairhurst	Pending end of legislative session.
2	Draft JIS Policy on comment to the BJA/Legislature reflecting JISC consensus from March 4 th meeting.	Vicky Marin	<u>Postponed</u>
3	Amend JIS ITG Policy per JISC vote on 3/4/11	Vicky Marin	<u>Postponed</u>
Action Items – From June 24th Meeting			
4	AOC staff will collect the questions and answers from the SCMFS public sessions and post them on the SCMFS web page after each session	Heather Morford	Pending
5	AOC staff will address the risks identified by MTG in the SCMFS feasibility study and bring those back for the August 5th meeting.	Kate Kruller	Completed
6	An ad hoc workgroup will be formed and will meet at least once before the next JISC meeting on August 5. The purpose of the workgroup will be to develop the JIS draft policy on the JIS local automated court systems and also work on a proposed amendment to JISC Rule 13.	Linda Bell Chair	Completed