



Judicial Information System Committee (JISC)

Friday, December 1, 2017 (10:00 a.m. – 12:30 p.m.)

CALL IN NUMBER: 877-820-7831 PC: 394116#

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

AGENDA

1.	Call to Order a. Introductions b. Approval of Minutes	Chief Justice Mary Fairhurst, Chair	10:00 – 10:05	Tab 1
2.	JIS Budget Update a. 17-19 Budget Update b. 2018 IT Supplemental Budget Request Update	Mr. Ramsey Radwan, MSD Director	10:05 – 10:15	Tab 2
3.	JIS Priority Project #4 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Update a. Next Steps	Mr. Mike Walsh, PMP	10:15 – 10:25	
4.	AOC Expedited Data Exchange (EDE) Pilot Implementation Project a. QA Statewide Impact Assessment Report b. KCCO Go live – JIS statewide impacts and communications	Mr. Tom Boatright, ISG Mr. Kevin Ammons, PMP	10:25 – 11:55	Tab 3
Break			11:55 – 12:05	
5.	CIO Report	Ms. Vonnie Diseth, ISD Director	12:05 – 12:15	
6.	Committee Reports a. Data Dissemination Committee (DDC)	Judge J. Robert Leach	12:15 – 12:20	
7.	BJA Update a. September 15 th Meeting b. October 17 th Meeting	Chief Justice Mary Fairhurst, Chair	12:20 – 12:25	Tab 4
8.	Meeting Wrap Up	Chief Justice Mary Fairhurst, Chair	12:25 – 12:30	
9.	Informational Materials a. ITG Status Report b. SeaTac Evacuation Map			Tab 5

Persons with a disability, who require accommodation, should notify Brian Elvin at 360-705-5277 brian.elvin@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, as requested.

Future Meetings:

2018 – Schedule

March 2, 2018

April 27, 2018

June 22, 2018

August 24, 2018

October 26, 2018

December 7, 2018

JUDICIAL INFORMATION SYSTEM COMMITTEE

October 27, 2017
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac WA

Minutes

Members Present:

Chief Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton
Ms. Callie Dietz – Phone
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella – Phone
Ms. Barb Miner
Chief Brad Moericke
Judge David Svaren
Mr. Bob Taylor
Mr. Jon Tunheim
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:

Ms. Brooke Powell

AOC Staff Present:

Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Dirk Marler
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh
Mr. Kumar Yajamanam
Mr. Brady Horenstein

Guests Present:

Mr. Tom Boatright
Mr. Othniel Palomino
Mr. Sart Rowe
Ms. Elizabeth Baldwin
Mr. Mike Castel
Mr. John Bell
Ms. Linda Myhre Enlow
Ms. Sonya Kraski
Ms. Elaine McLaughlin

Call to Order

Chief Justice Fairhurst called the meeting to order at 10:00 a.m. and introductions were made. Chief Justice Fairhurst noted this was the last JISC meeting for Judge Wynne and Aimee Vance. As chair of the JISC, Chief Justice Fairhurst appointed Judge John Hart and Ms. Paulette Revior to the Data Dissemination Committee (DDC). Chief Justice Fairhurst asked that a motion be made to appoint a new member of the CLJ-CMS Project Steering Committee.

Motion: Judge David Svaren

I move to appoint Paulette Revior to the CLJ-CMS Project Steering Committee in place of Aimee Vance.

Second: Judge J. Robert Leach

Voting in Favor: Chief Justice Mary Fairhurst, Chair, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Brooke Powell

The motion was passed.

August 25, 2017 Meeting Minutes

Chief Justice Fairhurst asked if there were any changes or corrections to the August 25, 2017 meeting minutes. Hearing none, Chief Justice Fairhurst deemed them approved.

New JISC Vice-Chair/DDC Chair Election

Chief Justice Fairhurst moved to section 2 of the agenda to determine the new JISC Vice-Chair and the DDC Chair. Judge Wynne explained under the by-laws the vice chair is the chair of the DDC. Also, that person must be a judge which limits the number of available vice-chairs. Judge Wynne then made a motion to nominate the JISC Vice-Chair and Chair of the DDC Committee.

Motion: Judge Thomas Wynne

I nominate Judge J. Leach to serve as the Vice-Chair.

Second: Mr. Frank Maiocco

Voting in Favor: Chief Justice Mary Fairhurst, Chair, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Brooke Powell

Abstaining: Judge J Robert Leach

The motion was passed.

JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget and the 2018 supplemental budget. Mr. Radwan reported everything was proceeding in regard to the funding for the projects, in the current biennium. As previously reported there are some issues with regard to equipment replacement. Mr. Radwan will be looking into these issues and will bring back information for the JISC decision on how to move

forward. With regard to the EDE everything is going smoothly on the funding part as well as the SC-CMS and the CLJ-CMS, which has a large balance as a contract has not been executed at this time. Mr. Radwan reported revenue is up slightly in the JIS account although not as much as had been hoped. Mr. Radwan reported the 2018 Supplemental Budget request had been submitted to the Office of Financial Management to be put in the statewide system with the next step being the legislature. Because the EDE carry over funding was appropriated out of the JIS account, AOC is asking for the appropriation to be returned to the JIS account from general fund. Mr. Radwan stated the approach during the 2018 session will be letting the legislature know that if this does not happen then it will impact services and/or activities if the funding is not replaced. That will be the case for both the \$4.3 million and \$1.1 million as shown on the supplemental budget request included in the packet. In the past there has been support from Representative Hudgins, during the 2017 session, when he amended the budget bill to include approximately \$1.2 million in general funds for this specific purpose. While it did not make it in the final budget there is some understanding of the need and impacts on the project in the legislature.

Mr. Radwan then turned the committee's attention to the equipment replacement request and the full funding of external replacements, being the computers and laptops the JIS account purchases for county clerks offices and courts. Funding for this was not entirely funded in the budget while it was mentioned that the \$10 million could be used for that purpose and is included here to let the legislature know this is a high impact request. Mr. Radwan will be presenting the request broken down by county, clerks' offices and by cities so the legislature will be able to easily see the impact if the equipment is not replaced. Mr. Radwan stated \$390,000 for the AC-ECMS is included for software and services including training and software updates to the existing system. It also includes the estimate to have Image Soft come in and help with the updates as well.

Self-Represented Litigant Presentation

Ms. Elaine McLaughlin reported on the Self-Represented Litigant (SRL) Presentation. In August 2016, the SC-CMS Project Steering Committee asked for representatives from the ATJ Board, the Washington State Association of County Clerks, and AOC to address the needs of SRLs who will access court records through the Odyssey Portal. The goal of the group is to create equal access for SRL users, wherever possible, to the existing Attorney of Record role.

Group membership includes: Access to Justice Board liaison Mr. Sart Rowe, Snohomish County Clerk Ms. Sonya Kraski, Thurston County Clerk Ms. Linda Myhre-Enlow, as well as Mr. John Bell, Ms. Kathy Bradley, Ms. Vicky Cullinane, and Ms. Elaine McLaughlin from AOC. Mr. Bob Taylor also served as a special consultant for our group. The Odyssey Portal does not have a security role available for SRL access. Tyler Technologies acknowledges SRL access is a growing request across the country and something they are exploring but at this time, there is not an easy way to implement without significant oversight on their end. This proposal is specific to counties who are using both Odyssey and the Odyssey Document Management System (DMS). Counties utilizing a third party DMS will not be able to implement these recommendations. If approved, there is still a considerable amount of work needed before an SRL role would be available to SRLs. SC-CMS asked the group to provide the following

deliverables for the JISC’s consideration: Process Overview, Security Recommendations, and an Overview of Resources, including potential impacts. It should be noted that fees and length of access are outside of the scope of this work group. The following are high level recommendations:

Processes & Security

- **Proposed Processes** are articulated in Appendix A. Existing portal registration activities were documented during site visits to AOC, and Snohomish & Thurston Counties. After the site visits, each phase of the registration process was mapped into a separate section. SRL processes were created against the current registration and any variances in process are documented side-by-side. SRL Identification processes, SRL specific Registration Materials, and SRL tracking and coordination are the areas where additional processes and time will be required.
- **Proposed Changes to AOR Party Information Access:** In order to create equal access and protect personally identifying information, the workgroup proposes limiting AOR access to select Party information (gender, height, ethnicity, state ID, weight, physical descriptors, and vehicle information). AORs have other means of gathering this potentially sensitive information.
- **Case Type Access Variances:** A small percentage of case types were deemed inappropriate or not useful for SRLs. These case types include Juvenile Drug Court cases, Confidential Name Changes, and Mental Health cases.
- **SRL Portal View:** The Portal Role Comparison – Appendix C, illustrates how the proposed security rights will populate in Portal. The comparison shows search results for case number and name searches. Appendix C includes the proposed changes to the AOR Security access noted above.

Ms. Kraski reported on the SRL role functionality.

Function

Upon registration, the proposed SRL role will provide access to all publicly available case information (court dockets), without access to case documents, similar to the Portal JISLink Level-01 role.

County Clerks will grant elevated access, including access to case documents, to all cases where the SRL is a Party of Record by entering the SRL’s Odyssey Party Identification Number (Party ID) into Odyssey Case Manager (Odyssey).

There may be some instances where dual logins will be necessary for SRLs to access both WIP and non-WIP cases.

SRL Access Need:	Emails Required:
One case (WIP or civil)	1
Multiple WIP or civil cases	1
One WIP and one civil case	2

Multiple WIP and civil cases	2
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Top 10 SRL Cause of Actions – pulled from AOC Data Warehouse:

- **ALWAYS WIP (4):** Dissolution with Children, Paternity, Parenting Plan & Child Custody
- **SOMETIMES WIP/Civil (2):** Dissolution No Children & Legal Separation
- **ALWAYS Civil (4):** Unlawful Detainer, Miscellaneous, Estate & Commercial.

Mr. Rowe reported on the Resources and Impacts.

Resources & Impacts

At this time, work related to the development of this role will need to be absorbed by existing AOC and County Clerk staff. The work needed to develop and create the SRL role will be labor-intensive up front, but will save both Clerk’s staff and SRLs time and energy once the SRL is registered. If a need for funds is identified during role development, we recommend pursuing grant monies. Once the role is developed, project partners will need to coordinate outreach and marketing strategies to let SRLs know the access is available.

Ms. McLaughlin ended the presentation by reiterating that these are high-level recommendations and asked that the role not be developed until the SC-CMS Implementation is complete. She also gave thanks to those involved in the project including the ATJ, WSACC, and various individual members. Ms. McLaughlin then opened the floor to questions.

Judge Wynne asked if other county clerks using the Odyssey system are in agreement with the SRL proposal. Ms. Kraski confirmed the clerks in Odyssey-implemented counties are on board with this approach in providing SRL access to records. Furthermore, third party document management systems were not reviewed, as functionality for such systems is beyond AOC’s control. It was confirmed that those who have access to the Odyssey Portal have records-only access (not document access), and currently the only role available is registered public access. This is not equal to the Attorney of Record role, whereas the end goal is to create equal access for SRL litigants.

Mr. Rich Johnson asked for clarification on what the Committee is being asked to approve at this meeting. It was explained the Committee is being asked to approve the further development of the SRL role, so at the time of post-implementation they will have equal access in Washington State Superior Courts. Chief Justice Fairhurst asked a question concerning the modification of the motion to include the “the continued development”. This would clarify and approve the development of this role and once all Odyssey courts have been implemented, a clear and defined role would have been drafted and ready for approval by this Committee. A question was posed by Ms. Barb Miner as to why this is not rolled into an ITG request and how this is differentiated. Judge Leach replied it was his understanding the Committee is being asked to approve a concept, and whether it is a worthwhile use of time exploring these options. Further down the road, depending on the amount of money it costs, there could be an ITG request. However, currently the JISC is approving the concept of elevating the

SRL to the same status in the Tyler system as an attorney, with respect to the case the litigant is representing him- or herself. Mr. Rowe replied in the affirmative.

Chief Justice Fairhurst clarified her understanding that the work AOC is putting into the effort is being done by Ms. McLaughlin with the clerks and ATJ community providing the workgroup and discussions moving forward. The question is, how does this fit into our governance, and how will this come about 11 months down the road? Ms. McLaughlin explained initially the conversation began early to late spring in 2016 when the ATJ Board wrote a letter requesting the AOC and Washington State Association of County Clerks (WSACC) review SRL or pro se access. No other portal role has been created in this way, so when the CUWG received the letter it was escalated to the Project Steering Committee as the CUWG decided it was outside the scope of their control. After being presented to the SC-CMS Project Steering Committee, it was reviewed and subsequently the Steering Committee asked the AOC, ATJ, and WSACC to come together and create these recommendations for further review.

Judge Marinella asked a question concerning the resources involved due to the proposal, stating the AOC and county clerk staff will "use existing resources" to develop and implement this role. In light of that, are the resources being taken from existing projects to support this proposal? Are there funds set aside to provide fiscal assistance to develop this, or is there an expectation that this proposal will drain other matters the Committee is working with and affect those other matters--particularly monies set aside for the CLJ-CMS project? Ms. McLaughlin responded that this portal role has come up in a way no other role has in the past. AOC has Ms. McLaughlin and a portal administrator on staff supporting the implementation, while the County Clerk's offices have been using their existing staff to get the portal up and running in their own organizations. All the portal roles at this time were already developed with that dynamic and costs were in-house. The main reason this issue is being discussed today is due to the way the issue was raised and the ramifications involved. All other portal roles have been created where it was absorbed in house by existing FTEs. At this time that is how this role is being examined. In the event other costs are identified above and beyond what is being presented today, grants may need to be pursued in order to fund those costs. Unfortunately, while this is an important issue in Washington State, it is not an issue where a lot of funding is available. Currently, most of the work this group has done is document and show the work which would be happening day to day already, in order to define the role and present it today.

Ms. Diseth requested Operations Manager Mr. Mike Keeling to comment as it is his staff that would be doing the work. Mr. Keeling responded, stating the biggest problem in Odyssey is being able to identify the SRL as a unique individual and then having the ability of that person to get into the system and be associated with a particular case. Currently, with attorneys, all are registered, providing them with unique identifying numbers, which allows them to be easily identifiable. SRLs would need an account specific to them so they have access to the cases they are a party to. Maintaining a list of the people and the actual access level they are going to have is fairly complicated for those that maintain, edit, and store the list. There are similarities to the work the AOC has done with guardians, within the definition of the system, so there are similar things that could possibly be done with SRLs, but it does require some work be done at the individual report level, as well as in the system. One possibility is creating a group that maintains these lists, whether it be at AOC or the individual courts that have this available to them. Mr. Keeling stated that working within the system, the possibilities are using existing

staff and expertise to set up something like that with minor modifications. If further steps are required, for example including Tyler making modifications to the system, then that creates another level of complexity and cost for which AOC does not currently have funding.

Chief Justice Fairhurst why this is coming to the JISC when other portal requests have not? Ms. McLaughlin stated the main reason is due to the letter AOC received from the ATJ. Mr. Rowe added the ATJ had originally brought up their concern to the Court User Work Group (CUWG) and then to the Strategic Committee. Both of those groups stated that this was outside their scope, thus the progress to the JISC. Chief Justice Fairhurst clarified, for the group, her understanding of the decision point is an approval for them to continue as they have been, without spending any other resources other than what would occur anyway by the Portal Administrators. If the direction were to change then it would be brought back to the JISC, where money would be approved or grants would be sought. Therefore, the decision before this body is to continue the conversation, give approval for the path of the group to continue trying to sort out this issue due to the importance of SRL being able to work inside the Odyssey system. Ms. McLaughlin and Mr. Rowe agreed. Mr. Rowe, added if what the group is looking into cannot be done with existing resources, then they would have a different proposal to bring to this Committee.

Chief Justice Fairhurst requested an amendment to the motion, adding “the continued development of”, with a friendly amendment by Judge Scott Marinella adding “using existing resources” to the end of the motion to clear any confusion regarding funding.

Motion: Chief Justice Fairhurst

I move that the JISC approve *the continued development of* the Self-Represented Litigants (SRL) Workgroup’s proposal for SRL access to the Odyssey Portal *within existing resources*.

Second: Mr. Larry Barker

Voting in Favor: Chief Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Brooke Powell

The motion was passed as amended.

JIS Priority Project #1 (ITG 2): SC-CMS Update

Ms. Maribeth Sapinoso provided the update for the SC-CMS project beginning with the most recent activities in preparation for Event #6 Go Live: Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom counties. Ms. Sapinoso pointed out that Event #6 Go Live was just a couple days away: Sunday, October 29, 2017 and reported this implementation is moving forward with no major concerns, or issues. All activities in preparation for this Go Live have been successfully completed with the

exception of a few document related items that are scheduled to complete during the next day before the first day of Go Live. Ms. Sapinoso also discussed the activities that have been completed or are scheduled to be completed in the next few months with Event #7: Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens, and Walla Walla counties. Judge Edition 2017 was successfully implemented in all Odyssey DMS Counties in late September. This newest edition is now web based and offers case information, including documents, real time. Last, Ms. Sapinoso corrected the status of the Audit functionality. It will not go live in production as indicated in the presentation slide due to performance issues; however, the audit functionality has passed testing and is working as it was designed. The target for having it ready in production is now December 15, 2017.

Ms. Sapinoso then gave an overview of the decision point regarding cash drawers for County Clerks. One county in particular requested and escalated the issue. The state auditors have recommended these cash drawers as a method of "best practices" and the county does not want to be left behind. Judge Marinella asked how many cash drawers this would be per county. Ms. Sapinoso responded that each county is different as to the amount of cash drawers, but the Steering Committee made the motion to finance at least one cash drawer as needed. If a county has four cash drawers and they would like all four to be updated then the project would purchase one while the county would purchase the other three. Judge Leach asked whether there was a cap on this request. At present there is not one, but Chief Justice Fairhurst interjected that the motion could be amended to reflect a limit if desired and as written only provides for one per county. Ms. Vance asked as the decision point pertains to only one county at the moment, or will every county now get a cash drawer? Furthermore, will this be a continuing obligation as far as replacement, maintenance etc. Ms. Sapinoso responded it would be for those counties that need and request the financial assistance. So it would not be just limited to the one, but it was escalated due to the one county requesting assistance. Ms. Sapinoso clarified it would be a one-time cost approval, as with other requests.

Ms. Diseth asked for clarification that this is an option and not a mandatory required upgrade. Ms. Sapinoso replied in the affirmative. Some counties have followed the auditor's recommendation and are purchasing USB cash drawers while others are not. It is not the projects decision to make a mandatory requirement to purchase this but a county decision to opt for the auditor's recommendation. Ms. Kraski spoke to the value of \$100 in terms of smaller counties where it could be a big deal budget wise. She voiced her agreement with Ms. Miner and Ms. Sapinoso when a state auditor makes a recommendation it is in the counties best interest to follow that recommendation. Judge Leach responded it sounds as if the Committee is being asked to fund a County Clerk's need to comply with an auditor's requirement rather than anything having to do with the functionality of the system. Judge Leach voiced his concern with the precedent the Committee would be setting. While this is a small amount of money, the concern is, the next time an auditor makes a requirement with a large dollar amount, counties will then ask for JISC or AOC to cover those costs. He also asked if there was anything other than satisfying an auditor's requirement that is driving the need for this. Ms. Miner responded that this is part of the cost of transitioning to a new system. Previously, when the parameters of what would be reimbursed to the counties was approved, this was not a known cost. It is an expense going to a new system not an expense any user of JIS or JABS currently has. If it was a JABS or JRS related requirement, the counties would be expecting the cost to be covered the same as computers

or cash registers are currently provided. It is an Odyssey based requirement that came to the counties, and for a lot of clerks this is a big expense that would not otherwise be realized without the transfer to the Odyssey system. Mr. Johnson talked about the local implementation process where a certain budget was allocated for those local implementation costs. As it is less than \$5,000, how does it relate to the allocation of funds that were set aside for local implementation costs and why couldn't this be put under that allocation. Ms. Miner replied it is indeed what the request is for, as it was not specific enough on what could be reimbursed to the clerks of the counties. This is now coming to the Committee for its blessing for the USB cash drawer to be a reimbursable expense. Presently, the counties were told this is not a reimbursable expense and are here to have the parameters expanded to include this one expense in those parameters. It was noted the Steering Committee unanimously supported this expense as reimbursable. Ms. Sapinoso added that counties already have this existing functionality in SCOMIS on no sale transactions. For them to continue to have the existing functionality in Odyssey as well it will require the new cash drawer.

At this time Ms. Miner made a motion. There was further discussion on adding an amendment inserting the words "*include in reimbursable local costs the*" and for the amount reimbursed capped at \$125 per USB.

Motion: Ms. Barb Miner

I move that the JISC approve the SC-CMS Project Steering Committee's recommendation to *include in reimbursable local costs the* reimbursement for one USB cash drawer, *not to exceed \$125 each*, to those counties implementing Odyssey and requesting financial assistance.

Second: Mr. Rich Johnson

Voting in Favor: Chief Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Brooke Powell

Abstaining: Judge David Svaren

The motion was passed as amended.

JIS Priority Project #4 (ITG 102): CLJ-CMS Project Update

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Regarding project activities, the project team has completed additional court and probation site visits bringing the total visits to over 120. The project is continuing with their Organizational Change Management customer outreach to members of the courts and to AOC organizations impacted by the courts move to a new CLJ-CMS solution.

The Court User Work Group (CUWG) is utilizing smaller focus groups when a specific topic calls for it. The groups are initially being tried in two functional areas: probation and accounting. The outcome of the focus group meetings will be reported back to the larger CUWG for approval or issues resolution.

The AOC project team has relocated to the Plum Street or Office Building 3. This was done to accommodate team expansion as they are ready for vendor engagement and the participation of team members on the solution configuration work activities.

Mr. Walsh reported that project risk remains stable at low severity. These risks are continually watched for any changes that might increase the severity levels. One active project issue has been identified that requires further consideration. The project negotiations are taking longer than expected as agreement on some key terms and conditions still need to be negotiated. The AOC Contract Office continues to work through the issues.

Next steps for the procurement phase of the project include:

Finalize contract negotiations	July – November 2017
Anticipated contract start	January 2017
Project Schedule	TBD

AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update

Mr. Kevin Ammons presented the update on the Expedited Data Exchange (EDE) Project. Mr. Ammons began by reviewing the overall structure of the EDE Program and providing a review of the purpose of the program. He updated the Committee on the resource and scheduling issues reported during the previous two JISC meetings.

Mr. Ammons continued by reporting several recent accomplishments, but he also stressed development within AOC and development of integrations at King County Clerk's Office (KCCO) were significantly behind the original schedule for integration testing. KCCO plans to implement their system January 2, 2018. Mr. Ammons emphasized that the lack of time for completing development and testing would mean significant impacts to statewide users when KCCO implements their new system. Mr. Ammons will make a presentation of the impacts at the December 2017 JISC meeting.

Concluding his presentation, Mr. Ammons asked if there were any questions. Judge Wynne asked if they were going to continue to send out the message that in January JABS may not be reliable regarding King County Data. Mr. Ammons replied in the affirmative, that they will continue to relay that information to all parties involved. Mr. Ammons proceeded to present the progress being made with Person Search using JIS data, the only data currently available in the EDR, and how the progress will proceed and expand from there. Chief Justice Fairhurst asked when AOC was expecting to have King County data or if there was a timeframe being given. Mr. Ammons replied the best estimate he has heard from the King County Technology Division Manager is about a month from the current date. Chief Justice Fairhurst clarified if the data is received a month from now, then it could be available in the system six months after that and Mr. Ammons replied affirmatively. In addition, it was clarified King

County is looking to have Person Data ready within the next week, which would allow AOC to start work on the data sets as they receive them. That will also stand true for other iterations.

Mr. Othniel Palomino reported on the King County District Court (KCDC) Project update. Mr. Palomino started off reminding the JISC members of the scope of the project: replacing all of the case management functionality, probation functionality, existing case management system, and existing document management system, as well as introducing e-filing as part of the launch of the case management system. The implementation will be in three phases. The first will be limited civil, which is the body of work that the civil judges do. To date, it has been implemented in three court locations: Burien, Issaquah and Seattle. E-filing will also be introduced in the initial implementation. The second phase will occur next spring, with the remaining parts of civil cases. Criminal and infraction will be rolled out and implemented next summer in the third phase.

Mr. Palomino stated that today they are in the process of going live with the first phase. Implementation began the previous evening and KCDC has moved all of the civil limited data from DISCIS into eCourt, including all the documents into the document management system.. This was completed earlier this morning, with Journal Technologies validating the work with King County staff, going through checking the data. Currently, they are showing no discrepancies with the final go no-go decision tomorrow morning. As of noon on the 26th, no new data has been entered into the legacy system. Starting January 1, 2018, it will be mandatory for lawyers to utilize the e-filing system with the option given to pro se filers. On October 9th, King County took their e-probation model live with some of the legacy data converted from the custom probation program without many issues. One area of difficulty for some probation offices was going from a paper to paperless system. Other than that, they have not experienced any technical issues. The big new functionality of phase two will be the EDR. With phase one completed, King County will take an active role doing integration work to ensure it goes smoothly in the spring.

Ms. Barb Miner gave the report on the King County Clerk's Office Update. Currently the Clerk's office is nine weeks away from their go-live. In scope for the Clerk's office is the replacement for JIS SCOMIS, JRS, and three internal systems operated by King County. In addition, work is being done on the integrations both locally and with state systems. Not in scope are e-filing and its components, ex parte or document management. However during phase two, there will be a review whether or not to change those systems. Therefore, the current project will not touch much for either the court or court customers with the exception of those that are users of SCOMIS. Recent activities include continuing work on configuration and testing data conversions. Two out of sixteen interfaces are complete with fourteen still in-progress. Currently, in-house training is being conducted with the course catalog complete, facilities are ready, and the training development is in-process. In addition the IT Infrastructure server setup has been completed. Ms. Miner stated KCCO is presently on track to go-live in January 2018.

DRIVES AOC DOL Interface Modification Update

Ms. Keturah Knutson gave the presentation on the DRIVES AOC DOL Interface Modification Update. The Department of Licensing (DOL) is currently replacing its multiple legacy systems with a single modern integrated system called DRIVES. DRIVES Phase 1 replaced the Vehicles Licensing System in December 2016. DRIVES Phase 2 will replace the Drivers Licensing System in September 2018.

The changes associated with this system will affect AOC and other partner agencies. To maintain court system continuity, a number of existing AOC interfaces must be modified or replaced for required business capabilities to continue.

Impacts to Court Applications

Technical Impacts

- All existing driver related AOC data exchanges, including FTA and Adjudications will be affected
- Access to the DOL Abstract Driver Record (ADR) data through existing JIS applications will be no longer be available requiring AOC to interface with new DOL web services
- All existing AOC ADR web services must be modified or replaced to access DOL data
- The following AOC applications are affected:
 - JIS (SCOMIS/DISCIS)
 - JABS (Judicial Access Browser System)
 - JCS (Juvenile and Corrections System)
 - ETP (Electronic Ticket Processing)
 - Odyssey
 - CLJ CMS

While the goal is to minimize the impact to courts as much as possible business impacts include, impacts to existing screens and reports cannot be avoided for all applications. In addition, mitigation to JIS will require changes to court business processes and education for court users. Affects are also seen in resources at AOC specifically, the work will require participation from technical leads, business analysts, application developers, testers, security, educators, etc., while needed resources could impact other JISC prioritized projects as well. DRIVES specific impacts to current JISC Priority Projects were listed as:

EDE Program (EDR)

- EDE identified data exchange interface modifications would be complete before the DRIVES work
- No other dependencies have been identified
- No conflict in resourcing expected at this time

SC CMS - Odyssey

- Existing DOL look-up and ADR applications used by Odyssey will be modified in early 2018
- Planned work will not impact Odyssey Go-Live events

CLJ CMS

- Project schedule is not impacted by the DRIVES work
- CLJ CMS project is planning to utilize the new DOL Look-up and ADR applications

Ms. Knutson gave the committee an overview of the AOC ITG Requests Associated with DOL DRIVES.

ITG 243 - Random Driver's License Numbering Assignment

- DOL is changing the algorithm for the new driver's license in Sept 2018
- The new license will be a random generated number with the same number of characters starting with WDL
- Alpha/numeric characters will remain in the same locations as in the current license design
- DOL is expected to maintain the link between old and new driver license history
- The expected impact will require a moderate amount of effort on AOC JIS
- Possible business process changes, education changes, documentation and training changes associated with this change request

ITG 236 - Multi-part Name subsection only

- FTA file sent to DOL requires separate name fields for first, middle, last

ITG 240 - Change DOL/AOC Interfaces

- Modification or replacement of interfaces used for data sharing
- DOL Look-up application modifications
- ADR web service interface modifications for multiple applications
- Removal of DOL screen commands and ADR formatted display and batch print capability from DISCIS
- Data exchanges modifications for FTA and Adjudications
- Removal of access to DOL ADR from DISCIS will require changes to court business processes
- Education and training

Ms. Knutson gave the estimated hours of work on the project ranging from 2,974 to 5,626. Initial costs estimates in the low end are \$226,024 and \$427,576 on the high end. Ms. Knutson alerted the Committee these are high-level estimates, and they will be adjusted as the design and requirements are completed. In addition, the estimates include all resource costs. No hardware or software purchases are anticipated, and AOC plans to use existing staff resources to complete the interface modification.

Data Dissemination Committee Report (DDC)

Judge Thomas Wynne reported on the Data Dissemination Committee (DDC). The Committee approved a request brought by the prosecutor of the city of Poulsville. The request was to provide access to the DDI screen and relationships between parties and restraining orders. Previously, prosecutors have not had access to those screens despite the need to have access to make prosecutorial decisions as to whom is the restraining party and whom is the protected party. This decision will allow prosecutors

access. Mr. Keeling alerted the DDC that it will take a minimal amount of work to accomplish. Once it is completed, all prosecutors will have this access.

Ms. Barb Miner alerted the DDC that the public website does not show the existence of sealed court records. This is a problem as GR 13 provides the existence of sealed records should be available to the public. Currently, the fix is not an easy one, but a temporary fix is to put a disclaimer on the AOC public website indicating that sealed records are not displayed and refer them to the county or County Clerk to whom they think the records belong. Discussion was held as to the priority of this issue, whether it should be an ITG request as the current fix is only temporary in nature. This issue also comes up with will repositories as they are not available on the AOC website either. Another area of issue is expunged records, which are authorized in the case of juvenile records. GR 13 says records are not to be expunged except as authorized by statute. The only statute authorizing expungement of cases are in the juvenile arena. Nevertheless, some judges are ordering cases to be expunged, including some criminal cases. The question is what does AOC now do with those expunged cases? Legally, there is no such thing as an expunged case with the exception of juvenile cases. As with the sealed records, AOC needs to make the public aware of the existence of the non-juvenile expunged records available and how to find them. A number of options were discussed for addressing the issue of non-juvenile records being expunged, including legislation or judge training.

Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst pointed the Committee to the minutes from the most recent BJA meeting. Chief Justice Fairhurst let the Committee know they are informational materials to make the BJA and the JISC aware of what each Committee is talking about.

Adjournment

Chief Justice Fairhurst reminded the Committee of the request by a member, to receive calendar invites to the JISC Meetings. Chief Justice Fairhurst advised that the AOC was happy to accommodate. Without any objections, the decision was made to start sending calendar invites for the JISC meetings, starting in calendar year 2018. In addition, Chief Justice Fairhurst alerted the Committee to a change in date for the first meeting in 2018. Due to a conflict for Chief Justice Fairhurst, the meeting was moved to March 2, 2018. Chief Justice Fairhurst directed the Committee to the complete list of 2018 meetings under Tab 9, as well as the updated ITG Status Report.

Chief Justice Fairhurst declared the meeting adjourned at 1:48pm.

Next Meeting

The next meeting will be December 1, 2017, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status

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DRAFT

**Administrative Office of the Courts
Information Services Division Project Allocation & Expenditure Update
2017-2019 Allocation**

Biennial Balances as of 10/31/2017

Projects	ALLOTTED	EXPENDED	VARIANCE
Expedited Data Exchange (EDE)			
17-19 Allocation	\$4,339,000	\$4,246,005	\$92,995
Information Networking Hub (INH) - Subtotal	\$4,339,000	\$4,246,005	\$92,995
Superior Court CMS			
17-19 Allocation	\$12,000,000	\$10,566,676	\$1,433,324
Superior Court CMS Subtotal	\$12,000,000	\$10,566,676	\$1,433,324
Courts of Limited Jurisdiction CMS			
17-19 Allocation	\$10,000,000	\$5,236,281	\$4,763,719
Courts of Limited Jurisdiction CMS - Subtotal	\$10,000,000	\$5,236,281	\$4,763,719
TOTAL 2015-2017	\$26,339,000	\$20,048,962	\$6,290,038

**Administrative Office of the Courts
2018 Supplemental Budget Request
December 2017**

Administrative Office of the Courts – General Fund State Requests			
Title	FTE	Amount Requested	BJA Approved Priority
Staff Support for SCJA	FTE 2.0	\$240,000	1
Funding is requested for SCJA policy support staff.			
Thurston County Impact Fee	FTE 0.0	\$811,000	2
Funding is requested to reinstate monies eliminated in the 2017-2019 budget for impacts associated with disproportionate case filings in Thurston County.			
Judicial Stabilization Trust Account	FTE 0.0	\$1,840,000	3
Funding is requested to ensure that the Administrative Office of the Courts, Office of Public Defense and Office of Civil Legal Aid can continue to meet constitutional and statutory obligations.			
Total-Non-IT Request SGF	2.0		\$2,891,000
Administrative Office of the Courts – Information Technology <u>General Fund State Request</u>			
Title	FTE	Amount Requested	BFC Recommended Priority
EDE Carryover	FTE 0.0	\$4,339,000	4
Funding is requested to continue the Expedited Data Exchange. General Fund State.			
EDE Fund Shift	FTE 0.0	\$1,123,000	4
Fund shift from the state general fund to the JIS Account for EDE costs during the 2015-2017 biennium. General Fund State.			
Total Information Tech. Requests SGF	FTE 0.0		\$5,462,000
Total Requests SGF	FTE 2.0		\$8,353,000

Administrative Office of the Courts

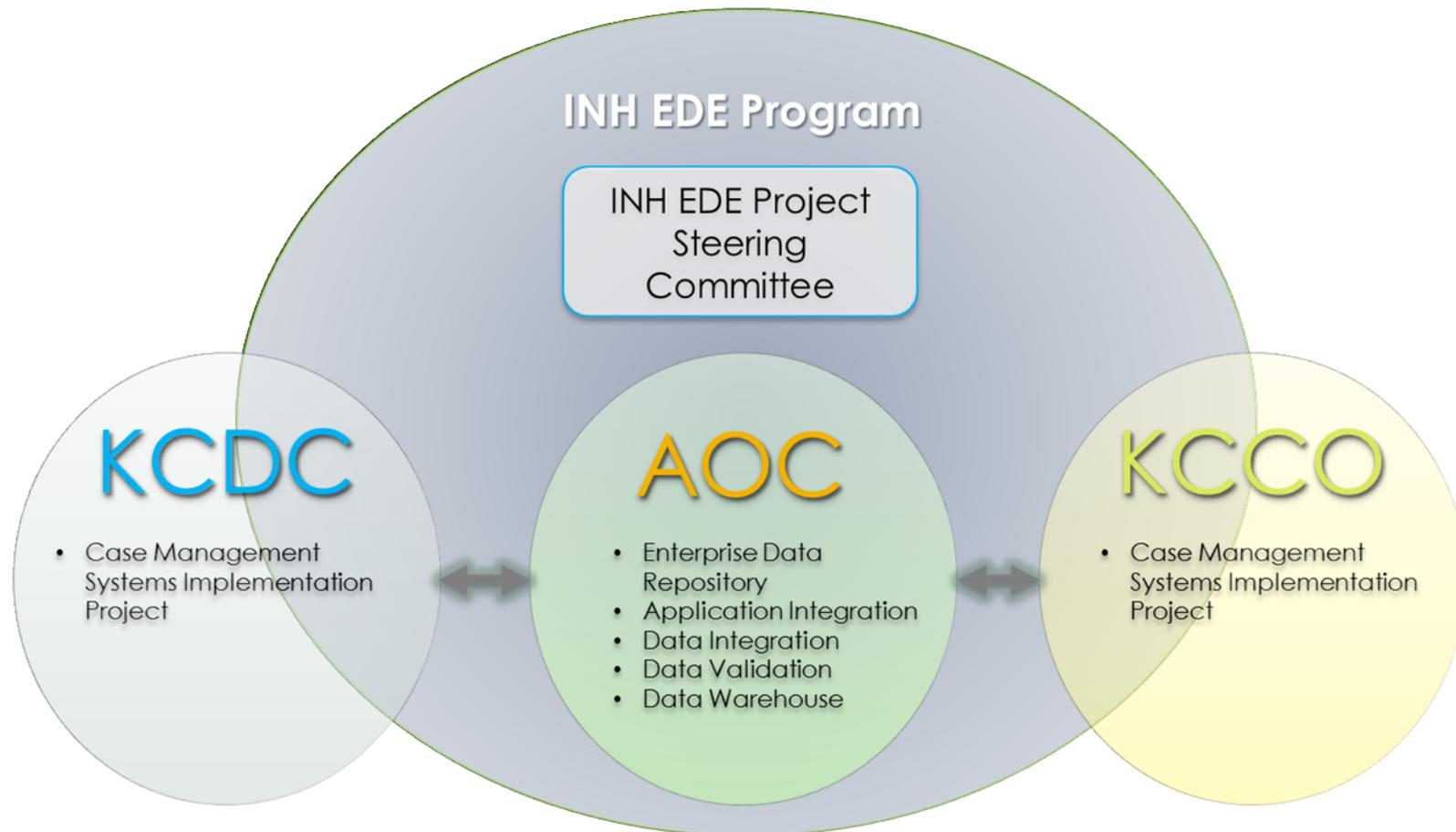
Quality Assurance Consulting Services

Integrated Solutions Group LLC

INH-EDE Steering Committee Statewide Impact Assessment

December 1st, 2017

INH EDE Program



Assessment Trending

Impact Assessment rating has decreased from previous reporting period



Impact Assessment rating has not changed from previous reporting period



Impact Assessment rating has increased from previous reporting period



Assessment Category	Baseline Report	Report #2	Report #3	Report #4	Report #5	Risk Trending	Report #6
1.0 Planning Oversight	8.0	8.0	7.5	5.0	5.0	↓	3.0
2.0 Program Management	7.5	7.5	6.9	6.5	6.4	↑	6.75
3.0 Quality Management	6.0	7.0	7.0	7.0	9.0	=	9.0
4.0 Requirements Management	7.2	7.2	7.5	8.2	8.0	↓	6.5
7.0 Software Development	7.0	8.0	8.5	8.0	9.1	↓	8.0
8.0 Systems and Acceptance Testing	8.0	7.0	8.0	8.5	7.0	↑	8.0
10.0 Data Management	8.0	8.0	8.0	8.0	9.0	↑	9.0
11.0 Ongoing Operations	-	-	-	2.0	4.0	↑	8.0
Overall Assessment Rating	7.39	7.98	7.62	6.65	7.18	↑	7.62

Observations – November

- 1) Technical Progress
- 2) Communications
- 3) Program Management
- 4) Risk/Issues Assessment

Go-live event Assessment

- 1) System Readiness
- 2) Operational Readiness
- 3) Statewide Readiness
- 4) Program Management

Recommendations

1) Assess Business Impacts

2) Assess Mitigation Plans

- Ensure communications approach/plans

3) Ensure Program Plans for 2018

- Upcoming go-live events

Close and Questions



Expedited Data Exchange (EDE)

Program Update

Kevin Ammons, PMP
Program Manager

December 1, 2017

Overview

- AOC, KCDC, and KCCO have partnered for 3 years on EDE
- Plans were for all activities to match KCDC and KCCO go live events, but that has not worked out
- KCDC has had one roll out and plans two more in 2018
- KCCO will have its roll out in Jan 2018
- AOC and KCCO are developing mitigations and a communications plan/schedule to reduce and communicate the impacts to the courts and judicial partners
- Access to statewide data will be challenging, temporarily, while we work to complete the data exchanges

EDE Program Readiness for Jan 2, 2018 KCCO Go Live Event

Integrations Status as of 11/20/17

- Integrations from JIS & KCCCO to EDR not complete
 - JIS - Person integration complete & 60 million records loaded; case integration planned to complete December 18

Group	Components	Status
Person	All person, official, and organization data	✓ Completed
Case 1	Case, Case Status, Participant, Case Flag, Case Association, Participant Association	✓ Completed
Case 2	Charge, Citation, Warrant, Proceeding	Testing complete
Case 3	Condition, FTA, Significant Documents	Testing in progress
Accounting	All accounting data, PCN, Detention Detail	Development complete

Integrations Status (Cont.) as of 11/20/17

- KCCO
 - No production data loaded to EDR
 - Integration planned to complete in December
- Remaining time is insufficient for full integration testing

Applications Impacts

Application	Status	Expected Completion
EDE - Standard Queries	Red	March 2018
EDE - Data Validation	Green	October 2017
EDE - Person Matching	Yellow	March 2018
Data Exchanges	Red	March 2018
DISCIS/SCOMIS	Green	No changes
Odyssey	Green	No changes
JCS	Yellow	May 2018
JABS	Red	TBD – 6 months post KCCO data available
ACORDS	Red	May 2018
ASRA	Green	No changes
JIS Link	Yellow	March 2018
Data Warehouse	Red	TBD

EDE Components

Status	Expected Completion
	March 2018

- Standard Queries
 - A query used to ensure any query for common items like Case History, Person Detail, etc. return the same information to all customers
 - 10 Standard Queries prioritized for public safety impact
 - 4 of 10 will likely be ready for Jan 2, 2018, with possibility of 2 or 3 additional depending on resource availability
 - Others, including FTA History, Protection Order History, and Warrant History will become available between January & March 2018

EDE Components

Status	Expected Completion
	March 2018

- Data Validation
 - ✓ Simple Person Data Validation complete; looks at key data elements used for Person Matching
 - Case Data Validation will come after Jan 2 Person Matching
 - Person Matching Level 1 (Exact Match) will be available
 - Will recognize JIS person linkages (AKAs)
 - Unable to recognize KCCO person linkages until there is and agreed upon solution between AOC and KCCO

Data Exchanges

Status	Expected Completion
	March 2018

- Includes WA State Patrol (WSP) Disposition, DSHS Background Check Unit, and DOL's (firearms related) Convicted Felon, Adult Criminal Domestic Violence, & Qualifying Juvenile Offender
- AOC development not completed & full production JIS & KCCO data is not yet available
- Exchanges can be complete Jan – Mar 2018, pending sufficient testing with production data
- KCCO will have a temporary workaround in place to provide disposition data from KCCO to WSP

DISCIS/SCOMIS

Status	Expected Completion
	No Changes

❖ *No changes to planned impacts:*

- New KCCO cases will not be in DISCIS/SCOMIS
- As KCCO updates existing cases, these cases will be deleted from DISCIS/SCOMIS
- Reminder: Users should not get Criminal History, Case History, Warrants, and functions that show statewide data from DISCIS/SCOMIS as the data may be incomplete
- Person updates by KCCO will not be in DISCIS
- Persons will be deleted if they have no JIS cases

Odyssey

Status	Expected Completion
	No Changes

❖ ***No changes to planned impacts:***

- Persons that only exist in KCCO will not be available in Odyssey
- Person data updates made by KCCO will not be available in Odyssey
- Reminder: Odyssey only has Odyssey case data available

JCS

Status	Expected Completion
	May 2018

- JCS has spent significant time completing a major platform upgrade that has severely delayed development
- Working in priority order through seven major functions; only three likely to complete by Jan 2, 2018
- Total JCS to EDR integration is estimated to be about six months
- Mitigation: eCourt Portal will be provided by KCCO to view KCCO data, but that will not address automated processes and functions

JABS

Status	Expected Completion
	6 months after KCCO data available

- ❖ JABS will not have person or case data that only exists in KCCO as of Jan 2, 2018
 - No person records that only exist in KCCO's eCourt
 - No cases that were originated in eCourt or that have been updated in eCourt and removed from SCOMIS
 - Incomplete statewide data
- ❖ JABS cannot be fully ready until six months after KCCO initially provides production data to the EDR
- ❖ Mitigation: eCourt Portal will be provided by KCCO to view KCCO data

ACORDS

Status	Expected Completion
	May 2018

- ❖ ACORDS will not have access to cases that were originated in eCourt or that have been updated in eCourt and removed from SCOMIS
- ❖ ACORDS does not allow users to manually initiate cases (no manual workaround possible)
- ❖ This will primarily impact Division 1 and the Supreme Court
- ❖ Unlikely to be corrected before May 2018

ASRA

Status	Expected Completion
	No Changes

❖ ***No changes to planned impacts:***

- ASRA will not have access to cases that were originated in eCourt or that have been updated in eCourt and removed from SCOMIS
- These cases would need to be manually entered into ASRA like out-of-state cases are entered

JIS Link

Status	Expected Completion
	March 2018

- Current JIS Link will stay the same, but will not access cases that were originated in eCourt or that have been updated in eCourt and removed from SCOMIS
- New JIS Link will be piloted with some subscribers
- Continuing to work with subscribers to finalize requirements for new JIS Link

Data Warehouse

Status	Expected Completion
	TBD

❖ *No changes to planned impacts:*

- Data Warehouse will not have access to cases that were originated in eCourt or that have been updated in eCourt and removed from SCOMIS
 - No case, person, or accounting data for these cases
- Mostly impacts statewide reporting and analytical functions at AOC

Final Assessment

- There will be impacts experienced by users throughout the state who rely on statewide data
- Users may have partial workarounds through:
 - KCCO eCourt Portal
 - Separate reports sent to partner agencies by AOC & KCCO
- Some workarounds may result in unplanned work for court users and stakeholders, temporarily

Communication Plan

- AOC and KC are jointly creating messages to keep stakeholders informed
- Messages are being released to users in the state to ensure the widest possible dissemination
- First message to all stakeholders was released this week
 - Supplemented with a specific message to site coordinators
- Messages will provide updates as work progresses and announce when changes occur

Applications Impacts

Application	Status	Expected Completion
EDE - Standard Queries	Red	March 2018
EDE - Data Validation	Green	October 2017
EDE - Person Matching	Yellow	March 2018
Data Exchanges	Red	March 2018
DISCIS/SCOMIS	Green	No changes
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JABS	Red	TBD – 6 months post KCCO data available
ACORDS	Red	May 2018
ASRA	Green	No changes
JIS Link	Yellow	March 2018
Data Warehouse	Red	TBD

Questions?



Board for Judicial Administration (BJA) Meeting

Friday, September 15, 2017 (9 a.m. – 1 p.m.)

AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:

Chief Justice Mary Fairhurst, Chair
Judge Judy Rae Jasprica, Member Chair
Judge Scott Ahlf
Judge Bryan Chushcoff
Ms. Callie Dietz
Judge George Fearing
Mr. Bradford Furlong
Judge Gregory Gonzales
Judge Dan Johnson
Ms. Paula Littlewood
Judge Mary Logan
Judge Bradley Maxa
Judge Sean Patrick O'Donnell
Judge Kevin Ringus
Judge Rebecca Robertson
Judge James Rogers
Judge Ann Schindler
Judge Michael Spearman
Justice Charles Wiggins

Guests Present:

Mr. Jeff Amram (by phone)
Ms. Barbara Christensen
Mr. Bill Hyslop
Judge David Keenan
Ms. Cynthia Marr

Public Present

Dr. Page Carter

AOC Staff Present:

Ms. Lynne Alfasso
Ms. Misty Butler
Ms. Jeanne Englert
Ms. Beth Flynn
Ms. Sharon Harvey
Mr. Brady Horenstein
Mr. Monto Morton
Mr. Ramsey Radwan
Ms. Janet Skreen
Ms. Intisar Surur

Chief Justice Fairhurst called the meeting to order and introduced the new BJA members.

June 16, 2017 BJA Meeting Minutes

It was moved by Judge O'Donnell and seconded by Judge Ahlf to approve the June 16, 2017 BJA meeting minutes. The motion carried.

BJA Orientation

Chief Justice Fairhurst came into her role of BJA Chair with a lot of energy and a desire to review things and make changes as needed. When Judge Jasprica came onto the BJA it took her a little while to figure out how everything works and she thinks this BJA orientation will be very helpful for everyone.

Chief Justice Fairhurst asked everyone present why they wanted to be on the BJA and to state their vision for the BJA. Some of the remarks were:

- The BJA spent the last few years trying to figure out who we are and what we do and the BJA should be able to move forward from here.

- The judicial branch needs to determine how to govern in a decentralized system.
- Learning about how the different branches of government work and what the different levels of courts want is interesting.
- It is good to bring a smaller county perspective to the issues.
- Interested in lack of funding for court security in small counties.
- Interested in statewide issues.
- Interested in transparency in budget and policy.
- There is a lack of understanding of what the BJA does.
- Believes the BJA is an important mechanism for speaking with one voice and identifying issues to obtain funding through legislation.
- As all court levels come together and see issues that come up, the BJA can work together for the good of the judiciary.
- The BJA, at a minimum, is an important forum for information sharing amongst the different levels of courts.
- The BJA's charter to find issues of commonality in all levels of court is a challenge. The challenge for this body is to figure out how an advisory board has relevance and impact.
- Limited resources are available so the BJA needs to determine if the time and effort expended on an issue is worth the return.
- The BJA has been working very well because the Chief Justice uses it as a sounding board and planning tool.
- There are concerns about the court system being an assembly line for justice and having to hurry cases through without enough time.
- The lack of funding is an issue. The BJA as a voice to the Legislature to promote adequate funding for all levels of court is needed. When justice becomes an assembly line it particularly hurts the poor.
- The CEC works well to bring all of the court levels together.
- Would like to see the BJA speak for the branch, by agreement, whenever possible.
- It is a challenge to figure out how the three levels of courts are going to get along with each other, relate to each other, figure out common goals and work toward reaching them.
- The BJA meetings are an opportunity for court management associations to be informed about the branch and for the judges to communicate with the court managers.
- Hope for the BJA to be an action committee and it seems to be doing that more.
- In crisis planning the BJA is a powerful way to come together and work on a common goal. However, BJA suffers from constant turnover which is a problem. If a committee has continuity and is working well toward their goal, and the membership changes, it can throw their momentum off.

The BJA Member Guide was distributed and reviewed. It was suggested that BJA members read it and bring it to future meetings.

Chief Justice Fairhurst stated that she wants to have respectful, robust discussions and to try to come to consensus on decisions. She encourages everyone to speak up so the best decisions are made using everyone's thoughts. Wisdom does not reside only in one mind, every person working in the judicial branch has a role to play and something to offer. She would like to ensure that the BJA environment is a safe space for people to talk openly and respectfully to have the benefit of all that thinking so the BJA can find some common ground to speak with one

voice. To the extent it can be done, it is really important to decide what the BJA's unified decision is and how to convey it in the best way and stand together.

Chief Justice Fairhurst reviewed the BJA's leadership goals for the year: 1) Speaking with a Unified Voice, 2) Branch Communication, and 3) Committee Coordination. Chief Justice Fairhurst will bring the list back to the October meeting and the BJA members can decide if they want to revise it.

Judge Jasprica reviewed the member responsibilities and stated that it is important that all levels of courts participate in the BJA. People need to not hold back and to have the courage to speak up. She encouraged members to feel that BJA meetings are a safe place to openly express their opinions.

It is really important for the judicial association members represented by the BJA members to hear what is going on in the BJA. BJA members should write a brief report to their judicial association constituents just to let them know what the BJA is working on. Part of the reluctance to go along with whatever is being proposed by the BJA is a lack of knowledge about what it is. It is the communication back down the chain that is so important for cooperation and buy-in.

Judge Jasprica asked if anything was missed in the responsibilities and the following were mentioned:

- One of the responsibilities of being a judicial association member is that you are a voice of the judicial association. It is a balancing act. To be an effective judicial association member, the BJA member needs to advocate for the judicial association in the BJA meetings. The concerns of the judicial association need to be voiced to the BJA.
- If the BJA can reach consensus on issues, then BJA members need to be the voice for the BJA with their judicial associations.

Standing Committee Reports

Budget and Funding Committee (BFC): Judge Schindler gave a brief overview of the BFC which was created as one of the four BJA standing committees. The meeting materials contain the BFC charter and the budget request criteria.

Judge Schindler stated that a different budget development, review and submittal process might be used for the supplemental budget and it was discussed at a prior BJA meeting. On Page 26 of the BJA Member Guide is the 2018 Budget Development, Review and Submittal Process but it will be changing because the Supreme Court wants to retain final approval of the judicial branch budget. The revised process will be brought back to the BJA.

Discussion continued regarding submitting budget requests for everything or only pushing the most important issues forward. The BJA previously decided that prioritizing budget requests allows for the most successful funding chances.

Legislative Committee (LC): Judge Ringus commented about how heavily dependent the LC is on Mr. Horenstein, the AOC legislative staff. Judge Ringus provided information about the LC

and how they analyze and take positions on legislation during the session and how they develop a legislative agenda.

Policy and Planning Committee (PPC): Judge Robertson provided an update on the BJA strategic initiatives and the implementation of the Court System Education Funding Task Force and the Interpreter Services Funding Task Force. Ms. Englert is the new AOC staff supporting the PPC. The PPC will meet following this BJA meeting.

Court Education Committee (CEC): Judge Jasprica reported that the CEC is looking at how they can expand their partnerships in providing educational programs. They are moving forward with three priority projects in the coming year: 1) continue discussion on their priority projects; 2) focus on a coordinated approach to providing education, clarifying the role of the CEC, and establishing a knowledge-based repository accessible to all court personnel; 3) developing a 3-5 year plan for educating all court personnel. In addition, they are looking at how to coordinate judicial education needs of all judges and determine the best way to provide the biggest return on their investment while continuing to pursue additional funding for court education. They will be coming out with strategies for funding.

2018 BJA Meeting Schedule

Ms. Butler provided a proposed BJA meeting schedule for 2018.

It was moved by Judge Ringus and seconded by Judge O'Donnell to approve the 2018 BJA meeting schedule. The motion carried.

Public Trust and Confidence Committee Chair

Chief Justice Fairhurst asked if any BJA members had interest in being the Chair of the Public Trust and Confidence Committee or knew anyone who would be interested. She stated that Justice Mary Yu is willing to be Chair but Chief Justice Fairhurst wanted to know if others might be interested. Judge Maxa stated he thought Justice Yu would be a wonderful Chair.

It was moved by Judge Ahlf and seconded by Judge Maxa to nominate Justice Mary Yu as Chair of the Public Trust and Confidence Committee. The motion carried.

BJA Strategic Initiatives Charters

Ms. Englert reported on the activities of the Interpreter Services Funding Task Force and the Court System Education Funding Task Force. She met with the chairs of the task forces, sent invitation letters, and scheduled task force meetings for the year. She is currently meeting with internal and external individuals regarding the issues and she is trying to determine the need to go out more formally to collect information and data.

2017-2019 Budget Update

Mr. Radwan stated that the supplemental budget process will be refined as discussed earlier during the meeting. Overall the budget for the branch was fairly good with the exception of the Thurston County impact fees being reduced.

The entire amount projected to be in the Judicial Information System (JIS) account was appropriated for the court technology projects. While the amount appropriated is less than the original request, it is anticipated that the appropriated funds will cover anticipated costs because the estimated expenditures for the courts of limited jurisdiction case management system (CLJ-CMS) have been revised down based upon responses received for the CLJ-CMS request for proposal. In addition, there was a request for \$7 million from the state general fund for the Expedited Data Exchange (EDE) project. However, the Legislature chose to allocate the \$7 million from the JIS account rather than the state general fund. Because the JIS account is fully appropriated changes in actual revenue collections will affect expenditures.

State employees and statewide elected officials receive cost of living increases.

The capital budget was not passed because of the water rights issue. That impacts COA, Division III because they have a request to have their roof replaced.

Supplemental Budget Requests

Mr. Radwan explained that supplemental budget requests are mostly maintenance requests. The meeting materials contained a list of the proposed 2018 supplemental budget requests and Mr. Radwan reviewed them with the BJA.

The EDE funding requests on Page 50 of the meeting materials were to be funded with general funds but the Legislature appropriated those funds out of the JIS account which will negatively impact the next biennium's JIS account.

The Office of Public Defense's requested amounts will change some and an additional request will be added for a total of about \$5.5 million.

In general, the supplemental budget request is small and funding for new programs or large increases in existing programs are not requested. There will be a flurry of activity between now and October to get these requests through the supplemental budget process.

Branch Budget Review

Chief Justice Fairhurst asked the BJA members what type of budget information/concepts would make them feel more comfortable with the budget decisions. Below are their responses.

- How much money is available in the general fund?
- How much money is dedicated to particular budget items?
- What budget information is available a tier below the summary information that is given to the BJA?

- Would like to see the entire budget to provide transparency—the next level information that Mr. Radwan suggested providing would be helpful. The member had never been on a board where he did not see the entire budget and review it during a meeting. He would like to see the budget for all judicial branch offices.
- Would like to have information about how to work with other entities for funding.
- Would like to have the current funding level (maintenance level) and then see what is being requested in addition to that. By not having that core knowledge, BJA members are not able to speak confidently regarding BJA budget requests.
- Make the information basic so it is easily understood by people who are new to the state budget.
- Charts that show historical funding.
- Provide information regarding the BJA funds and the BJA standing committee funds.
- Provide a terminology list.

2017 Legislative Update

The Legislative Committee met all through the long legislative session. Page 34 of the meeting materials contains a summary of the 2017 legislative session.

The big issue that will determine how the next session goes is the outcome of the elections. The 45th district will be a consequential race.

The Legislative Committee has issues they want to tackle next session and they will have more information about those at a future BJA meeting.

They are very appreciative of everyone's collaboration during the session.

Overview of Legislative Development Timeline

Mr. Horenstein stated that 2018 is a good time to work on some policy fixes. If you have any legislative suggestions, please send them to Mr. Horenstein at brady.horenstein@courts.wa.gov. The goal is to get final BJA approval for BJA request legislation at the November BJA meeting.

Chief Justice Fairhurst stated that she will submit an errors and omissions report in December so let her know if you have anything that should be added.

Courthouse Security Federal Delegation Outreach

A draft letter of support for federal funding for courthouse security was included in the meeting materials. Chief Justice Fairhurst would like to send it to the Washington delegation. The purpose of it is to allow Homeland Security to fund courthouse security for local courthouses.

It was moved by Judge Rogers and seconded by Judge Ringus to approve the concept of the courthouse security funding letter and make it more specific prior to sending it to the Washington State delegation. The motion carried with Judges Jasprica, O'Donnell and Johnson out of the room during the vote.

Washington State Bar Association (WSBA)

Mr. Furlong gave a brief overview of his career and how he became involved with the WSBA Board of Governors.

The WSBA is an extremely healthy organization. They are doing a lot of work with their members around diversity and inclusion. They are also supporting the Access to Justice (ATJ) community. In addition, the WSBA is supporting the Washington Legal Institute which looks at bringing young attorneys from underrepresented groups into leadership roles. Mr. Furlong stated that the focus of the WSBA should be the future of young lawyers. They just formed a work group to look at the referendum process and determine if it really makes sense and is a way to administer their organization. They will also take a look at the mandatory malpractice insurance issue.

Another issue that surfaced at their retreat is looking at legal services disruption. It is largely unregulated and something that they need to discuss further. They need to look at the failure of the system to reach marginalized populations around the state and how legal services can be provided to everyone in a way that works well for all involved?

Information Sharing

The BJA Special Account second quarter statement was included in the BJA meeting materials.

A link to the Implicit Bias video from the US District Courts was included on the agenda.

The Judicial Information System Committee (JISC) met in June and will meet again next month. Once the JISC minutes are approved, they will be included in the BJA meeting materials. The BJA's approved minutes will be included in the JISC meeting materials.

There being no further business, the meeting was adjourned.

Recap of Motions from the September 15, 2017 Meeting

Motion Summary	Status
Approve the June 16, 2017 BJA meeting minutes.	Passed
Approve the 2018 BJA meeting schedule.	Passed
Nominate Justice Mary Yu as Chair of the Public Trust and Confidence Committee.	Passed
Approve the concept of the courthouse security funding letter and make it more specific prior to sending it to the Washington State delegation.	Passed with Judges Jasprica, O'Donnell and Johnson out of the room during the vote

Action Items from the September 15, 2017 Meeting

Action Item	Status
<u>June 16, 2017 BJA Meeting Minutes</u> <ul style="list-style-type: none">• Post the revised minutes online.• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	Done Done

Board for Judicial Administration Meeting Minutes

September 15, 2017

Page 8 of 8

Action Item	Status
<u>BJA Orientation</u> <ul style="list-style-type: none">• Chief Justice Fairhurst will bring the 2017-18 BJA leadership goals list to the October meeting and the BJA members can decide if they want to revise it.	
<u>Standing Committee Reports</u> <ul style="list-style-type: none">• The last line of the 2018 Budget Development, Review and Submittal Process should say Supreme Court and the second to last bullet should be the Supreme Court instead of the Court Funding Committee. Those changes need to be made to the BJA Member Guide and updated in the online version. Once the process is updated, it needs to be added to the next BJA meeting agenda.	Done
<u>2018 BJA Meeting Schedule</u> <ul style="list-style-type: none">• Post online.	Done
<u>Public Trust and Confidence Committee</u> <ul style="list-style-type: none">• Create and send nomination letter to Justice Mary Yu as Chair of the Public Trust and Confidence Committee.	Done
<u>Supplemental Budget Request</u> <ul style="list-style-type: none">• Mr. Radwan will follow-up with Judge Chushcoff on his question about the Office of Public Defense's Transitional Appellate Attorney Costs budget request.	
<u>Courthouse Security Federal Delegation Outreach</u> <ul style="list-style-type: none">• Revise letter to make more specific and send to Washington State delegation.	
<u>Information Sharing</u> <ul style="list-style-type: none">• Include JISC meeting minutes in future BJA meeting materials.• Send BJA meeting minutes to the JISC for inclusion in their meeting materials.	Done



Board for Judicial Administration (BJA) Meeting

Friday, October 20, 2017 (9 a.m. – 12 p.m.)

AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:

Chief Justice Mary Fairhurst, Chair
Judge Judy Rae Jasprica, Member Chair
Judge Scott Ahlf (by phone)
Judge Bryan Chushcoff
Ms. Callie Dietz
Judge George Fearing
Judge Blaine Gibson
Judge Gregory Gonzales
Judge Dan Johnson
Judge Bradley Maxa
Judge Sean Patrick O'Donnell
Judge Kevin Ringus
Judge Rebecca Robertson (by phone)
Judge James Rogers
Judge Ann Schindler
Judge Scott Sparks
Justice Charles Wiggins

Public Present:

Dr. Page Carter

Guests Present:

Ms. Kimberly Allen (by phone)
Mr. Jim Bamberger
Ms. Tami Berke
Ms. Barbara Christensen (by phone)
Justice Steven González
Ms. Katrin Johnson
Ms. Cynthia Marr
Ms. Sophia Byrd McSherry

AOC Staff Present:

Ms. Lynne Alfasso (by phone)
Ms. Misty Butler
Ms. Cynthia Delostrinos
Ms. Jeanne Englert
Ms. Beth Flynn
Ms. Sharon Harvey
Mr. Brady Horenstein
Mr. Robert Lichtenberg
Mr. Ramsey Radwan
Ms. Janet Skreen
Ms. Intisar Surur

Chief Justice Fairhurst called the meeting to order and introductions were made.

September 15, 2017 Meeting Minutes

It was moved by Judge Chushcoff and seconded by Judge Ringus to approve the September 15 BJA meeting minutes. The motion carried.

Public Trust and Confidence Committee

Chief Justice Fairhurst reported that the official transition to Justice Mary Yu as Chair of the Public Trust and Confidence Committee took place during their September 29 meeting.

It was moved by Chief Justice Fairhurst and seconded by Judge Sparks to appoint Mr. Chris Gaddis and Dr. Page Carter and reappoint Honorable Staci Myklebust to the Public Trust and Confidence Committee. The motion carried.

It was moved by Judge Ringus and seconded by Judge Maxa to approve the Public Trust and Confidence Committee's activity books. The motion carried.

Chief Justice Fairhurst was asked if the activity books will be translated into other languages. She responded that at this time the Public Trust and Confidence Committee is just trying to get the English versions approved but the Committee would like to work with the Minority and Justice Commission on translating them.

Office of Public Defense

The 2016 Annual Report of the Washington State Office of Public Defense (OPD) was included in the meeting materials. Ms. Byrd McSherry gave some background information and an update on the Office of Public Defense.

The agency is responsible for four programs: the Appellate Program, the Public Defense Improvement Program, the Parents Representation Program and the RCW 71.09 Program. The agency contracts with attorneys to provide most of their services but for the Public Defense Improvement Program the agency provides funding to cities and counties for indigent defense improvements.

In addition to the agency's main programs, they also have some pass-through programs. They fund consulting attorneys for immigration issues and general felony and misdemeanor cases. They also fund the Washington Death Penalty Assistance Center and provide pass-through funding for parent allies in dependency and termination cases.

The agency holds three to seven CLEs a year on subjects such as criminal indigent defense and sentencing issues. They also hold a juvenile defender training academy that came out of a federal grant. They did not receive the implementation portion of the grant but the training academy expenses are minimal so they continued it.

Their big push over the next year is their main biennial budget request. Public defender pay is lagging behind and they want to improve compensation.

Another OPD project is the Quality Indigent Defense Assessment Project that came out of the BJA Policy and Planning Committee planning process in 2016. Ms. Johnson explained that there was an issue identified about four years ago regarding some cities not properly overseeing their public defense programs. There was concern about knowing if public defense attorneys are doing a good job because many cities do not have anyone on staff to oversee performance on contracts. Cities asked that public defense experts come in and determine if attorneys are performing adequately and, if not, how they can improve. OPD developed a process with checklists and templates so when cities bring in the expert for review there is some structure. A workgroup was created through the BJA that included stakeholders to put together the toolbox of checklists and templates. Additional information about this program is on Page 95 of the meeting materials. The first pilot of this program will begin soon in Sunnyside Municipal Court. OPD is also in discussions with the City of Monroe and hoping to have a pilot with them next year. OPD will eventually hold a training and create a list of interested experts.

Interpreter Commission

Justice González gave an update on the Interpreter Commission which he has chaired for the last five years. The Commission's Annual Report was included in the meeting materials. The Interpreter Commission oversees the Interpreter Program which is comprised of two areas:

1) The licensing/regulatory side which includes training for and administering the interpreter exam, processing new interpreters, administering discipline if necessary, and processing payments to courts for court interpreters. 2) The policy side which includes conducting forums across the state to gather insight into interpreter issues; and developing a model language access plan that is available for the courts, administrators, and limited English proficient individuals to know how to access services in court processes.

One of the chronic issues courts face is underfunding and it is particularly true in the interpreter area. Recent requests to the Legislature for additional funding have been unsuccessful. The Commission is hoping to gather more data to make the requests for funding data-driven.

Mr. Lichtenberg is AOC staff to the Interpreter Program and the Interpreter Commission. There are good quality certified interpreters in the courtrooms. They usually give approximately 50 oral exams each year and 10-12 interpreters pass the test. The Court Interpreter Reimbursement Program is used by 41 jurisdictions and they are reimbursed for some of the costs of hiring interpreters. The funding amount is limited and most of those courts in the program usually expend all their contracted funds eight to nine months into the fiscal year. Washington is one of the few states where local courts pay for court interpreters. Courts need at least a minimum of \$5-\$6 million a year to cover the full cost of court interpreters for in-court proceedings and the funding allocation is only \$610,502 per fiscal year.

There was a question regarding the translation of forms into other languages and Mr. Marler responded that the mandatory forms have all been translated into Spanish and some are also translated in other languages. AOC and the Commission have utilized a protocol for the translation of forms to make sure the translations are solid. They are having active conversations to improve the capacity to keep up with the forms translations because the expectations have exceeded the budget and staff resources.

King County now spends about \$100,000/year on canceled need for interpreters. That is not counting the cases where the cancellation is out of the control of the attorneys. They are wrestling with the idea of putting the cost of canceling interpreters back on the lawyers who cancel their need. Justice González suggested sending a confirmation to the attorney stating the court is going to cancel the interpreter unless it receives a confirmation that the case is going forward.

BJA Strategic Initiatives

Ms. Englert is working with both of the task forces which hope to obtain sustainable funding for interpreters and court education. As she gathers information about interpreter services and court education she is thinking of what can be done now and what can be done in the future to secure sustainable funding.

Interpreter Services Funding Task Force: Ms. Englert thanked Justice González for chairing the task force and Mr. Lichtenberg and Mr. James Wells for all the information they have provided regarding interpreter services. She has been working with WSCCR, Ms. Arina Gertseva, in developing a survey that will be used to gather information about interpreter services and she is hoping for a high return rate from the courts so the task force will have the necessary data to obtain funding. The task force's first meeting is scheduled for November 8.

Court System Education Funding Task Force: The task force kicked off with an online meeting on October 16 to share the charter activities and working moving forward. They will be meeting in person on November 6 and will dive into funding priorities. Ms. Judith Anderson has been instrumental in providing information and data regarding court education. The task force will determine what a well-trained court looks like and how to get there. The drivers of the need for funding are high court staff turnover, increased costs to provide existing education programs and the need to expand education offerings.

Standing Committee Reports

Budget and Funding Committee (BFC): Judge Schindler reported that the BFC has not met recently. The supplemental budget was submitted and the supplemental budget process is on the agenda to discuss later in the meeting.

Court Education Committee (CEC): Judge Jasprica stated that a written committee report is on Page 111 of the meeting materials and there is not much to add to that. The CEC members are meeting with the education committees of different associations and trying to get feedback from them regarding their education needs. They are also working with the Court System Education Funding Task Force and determining what the task force needs from the CEC to make sure they are all working off the same sheet of music.

Legislative Committee (LC): Judge Ringus stated that there is a written report on Page 113 of the meeting materials. Mr. Horenstein did all of the work outlined in the report. The LC is working on their strategies for going forward.

Mr. Horenstein reported that it is getting closer to the legislative session and the general election will determine which party controls the Senate. The Legislature will be in Olympia the week of November 13 for committee days. The 2018 Legislative session is a short, 60 day session and progress is being made toward a session that Mr. Horenstein is hopeful will be successful and everyone will work well together.

The legislative reception will be January 18. It will be co-hosted by the BJA, Superior Court Judges' Association and the District and Municipal Court Judges' Association.

Policy and Planning Committee (PPC): Judge Robertson reported that the PPC met on September 15. Their next meeting is in November. The PPC is reviewing the mission, vision and Principal Policy Goals of the BJA. They are surveying all the court level organizations and judicial branch agencies as to what they are currently working on and creating a chart to figure out how to better work together.

Branch Budget Overview

Chief Justice Fairhurst stated that this is the first installment of budget information that will be given to the BJA to help everyone become comfortable with, and better understand, the budget. This will enable the BJA to work better with legislators regarding the budget.

Mr. Radwan provided several handouts for his presentation. He reviewed the definitions of budget terms used by the state and AOC which were included on the first page of the handouts.

The state budget process and timeline for all branches of government were also discussed. The judicial branch needs to start the biennial budget process early because of the number of stakeholders that are involved and budget decision packages are due to AOC in April/May. The Judicial Information System Committee (JISC) runs on a different track. In August/September the governing bodies that make budget decisions move their requests forward to the Supreme Court. In October, the judicial branch budget request is sent to the Office of Financial Management. They, and the Governor, cannot amend the judicial branch budget.

The difficult part of the budget process is that the process begins 18 months prior to the budget being adopted by the Legislature.

The Proposed Biennial Budget Development Process indicates that it is for items that impact AOC. Judge Schindler is concerned that it is not just about AOC requests. She thought the process worked really well last budget cycle and the only change suggested was that the presentation made to the Supreme Court by all of the budget requestors would have been useful to the BFC and BJA prior to prioritizing the budget requests. It was decided that a small group will work on determining the best way for BJA members to see the budget presentations before prioritizing the budget. The group will bring their ideas back in November.

Due to time constraints, this presentation will be continued during the November meeting.

2018 Supplemental Budget Process Update

The 2018 Budget Development, Review and Submittal Process behind Tab 8 of the meeting materials was discussed. Mr. Radwan explained that the Budget and Funding Committee (BFC) will make budget recommendations to the BJA. The BJA will make recommendations to the Court Funding Committee (CFC) and the CFC will make recommendations to the Supreme Court. The process will be brought back to the BJA in November.

The 2018 supplemental budget request has been submitted to OFM but having the BJA prioritize the requests will assist with talking points to the Legislature.

BJA Leadership Goals

There was discussion about goal #1: "Speaking with a Unified Voice – The BJA should strive to present unified messages." It was suggested that it be revised to add "on issues of common interest" to the end of the goal.

Judge Sparks moved and Judge Rogers seconded to adopt the 2017-2018 BJA Internal Goals as presented. The motion was withdrawn.

There was a suggestion of adding a goal regarding diversity of BJA members. It was pointed out that BJAR 2(b) requires diversity so the associations need to keep that in mind when they choose their BJA representatives. It was decided to table this goal for now and Judge O'Donnell will discuss it with Ms. Butler and bring it back to the November meeting.

There was also discussion about looking at the BJA standing committee composition and determining how those committee memberships are established. There is a need for BJA

members to be on each committee so that needs to be taken into consideration. Members were undecided if this should be an internal goal.

2018 Legislative Agenda

Mr. Horenstein reported that the Legislative Committee will have a conference call in the next few weeks and will bring their proposed legislative agenda to the November meeting for a vote. Two items he knows of for the legislative agenda are HB 1139 which would expand the Office of Public Guardianship and there may also be a judge request.

The 2018 Legislative Priorities included in the meeting materials are not exhaustive. It is Mr. Horenstein's attempt to make a statement on a one-page document. The objective of these priorities is to start talking with legislators about branch priorities because it is important to work on policy while also working on budget priorities. It was suggested that indigent defense and something about GR 36 be added to the list. If there are other suggestions, please contact Mr. Horenstein. A revised list will be brought back to the November meeting.

Mr. Horenstein recently sent a letter to Washington's federal delegation regarding courthouse security funding.

Information Sharing

Information about the BJA business account was included in the meeting materials along with the JISC minutes. The next meeting is November 17.

Recap of Motions from the October 20, 2017 Meeting

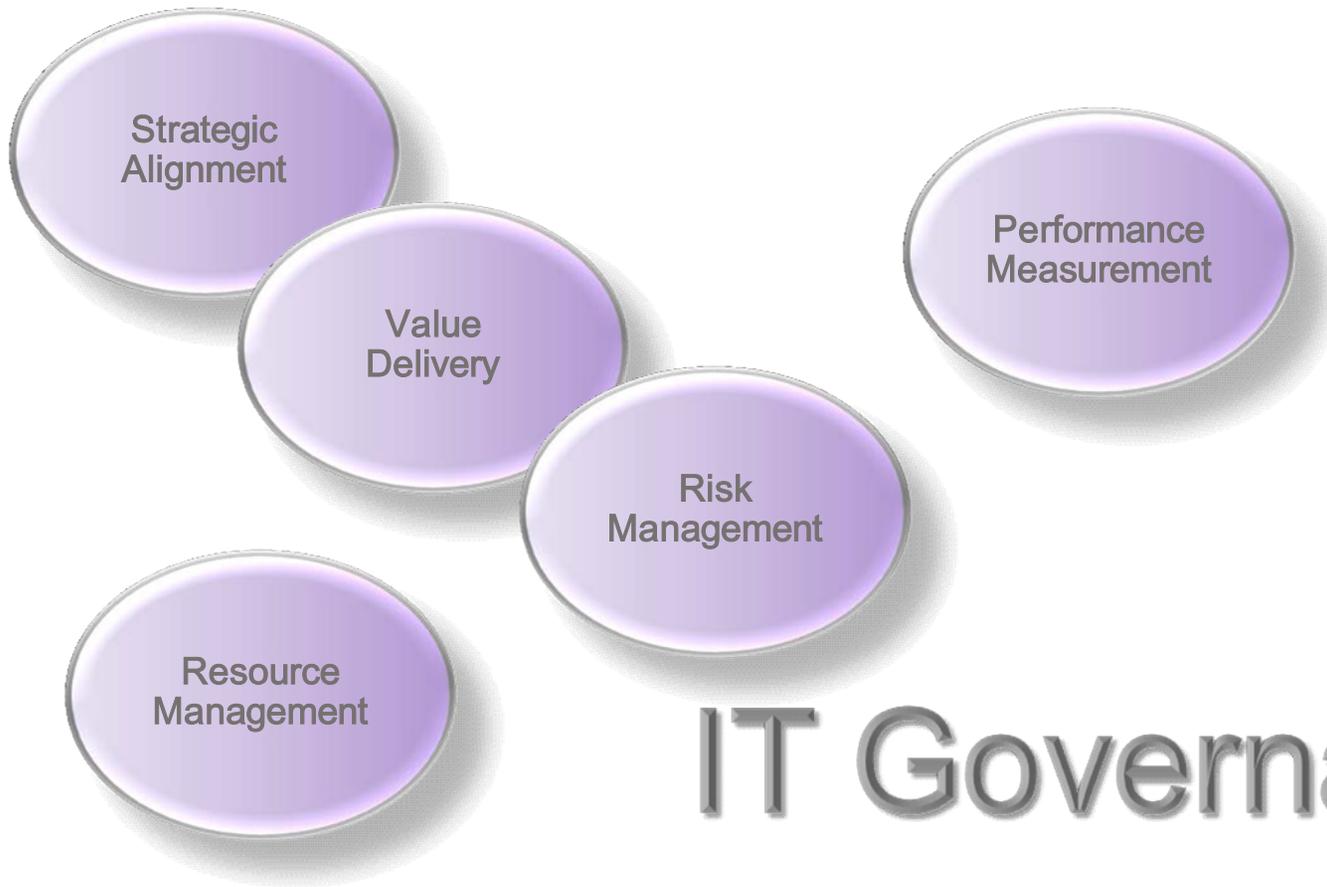
Motion Summary	Status
Approve the September 15, 2017 BJA meeting minutes.	Passed
Appoint Mr. Chris Gaddis and Dr. Page Carter and reappoint Honorable Staci Myklebust to the Public Trust and Confidence Committee.	Passed
Approve the Public Trust and Confidence Committee's activity books.	Passed
Adopt the 2017-2018 BJA Internal Goals as presented.	Withdrawn

Action Items from the October 20, 2017 Meeting

Action Item	Status
<u>September 15, 2017 BJA Meeting Minutes</u>	
• Post the revised minutes online.	Done
• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	Done
• Send minutes to JISC staff for inclusion in JISC meeting materials.	Done
<u>Public Trust and Confidence Committee</u>	
• Create and send appointment letters to Mr. Chris Gaddis and Dr. Page Carter and a reappointment letter to Honorable Staci Myklebust.	Done
• Notify Ms. Margaret Fisher that the Public Trust and Confidence Committee's activity books were approved.	Done

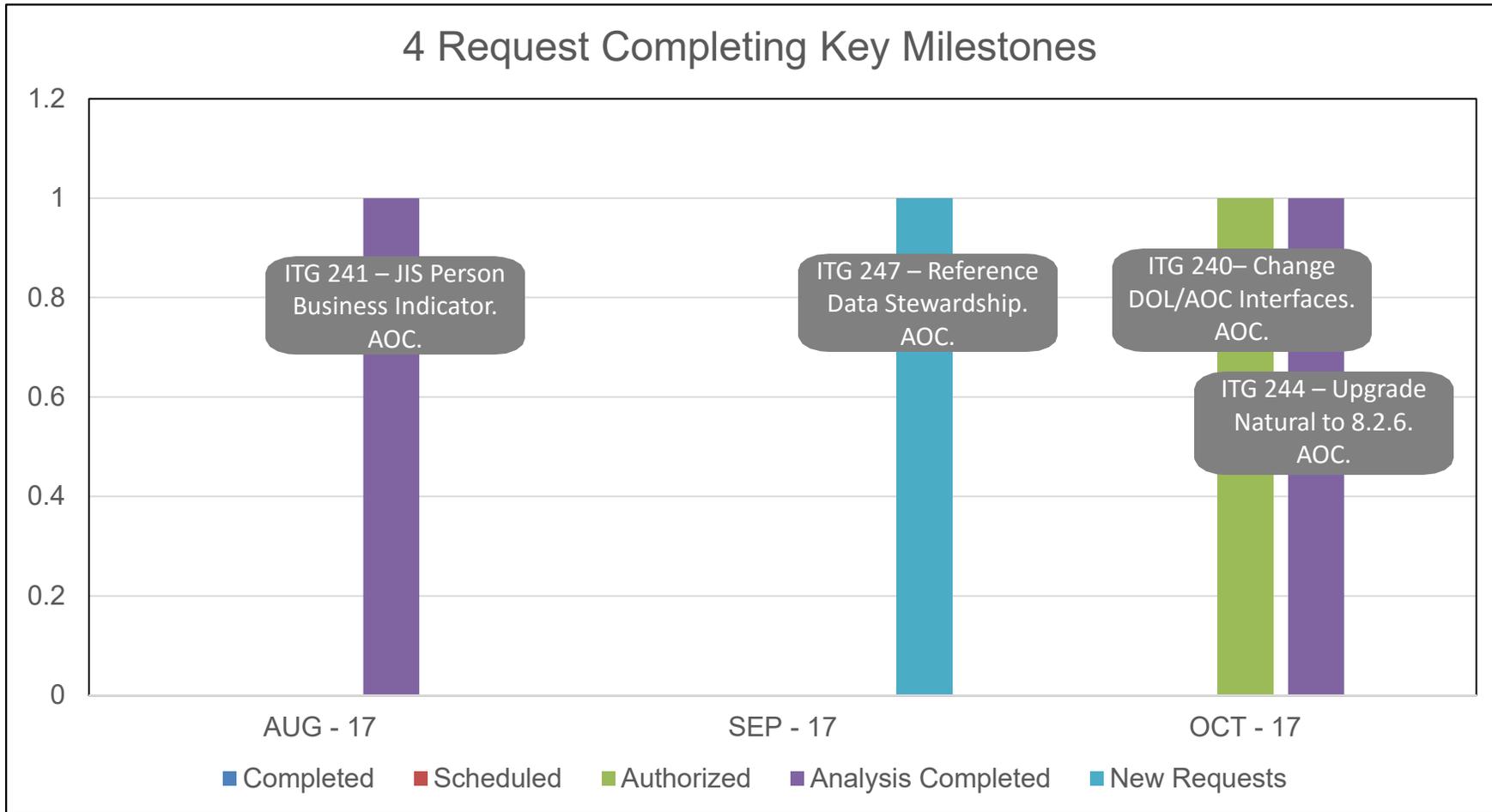
Action Item	Status
<p><u>Branch Budget Overview</u></p> <ul style="list-style-type: none"> • Change the heading on the Proposed Biennial Budget Development Process—Requests That Impact AOC to indicate it is for the Judicial Branch budget. • A small group will work on determining the best way for the BJA members to see the budget presentations before prioritizing the budget. Add this to the November BJA meeting agenda. • Mr. Radwan will complete this budget presentation during the November BJA meeting. Add to the November agenda. 	<p>Done</p> <p>Done</p>
<p><u>2018 Supplemental Budget Process Update</u></p> <ul style="list-style-type: none"> • Add revised process to the November BJA meeting agenda. 	<p>Done</p>
<p><u>BJA Leadership Goals</u></p> <ul style="list-style-type: none"> • Judge O'Donnell will talk with Ms. Butler regarding the proposed goal of diversity in the BJA members. • Add this to the November BJA meeting agenda. 	<p>Done</p>
<p><u>2018 Legislative Agenda</u></p> <ul style="list-style-type: none"> • Update with suggestions and bring back to November BJA meeting. 	<p>Done</p>

*JIS IT Governance Report
October 2017*



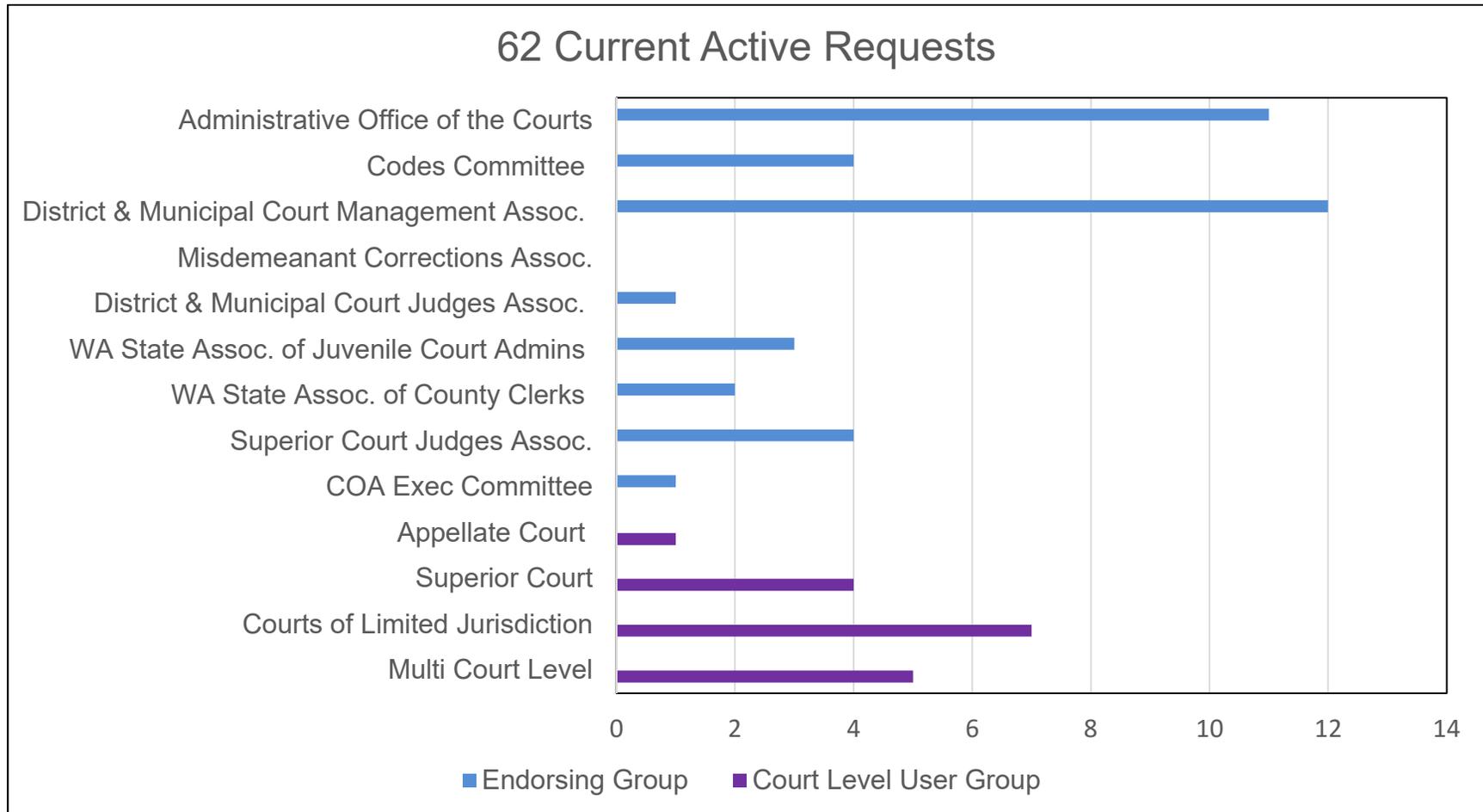
IT Governance

Executive Summary



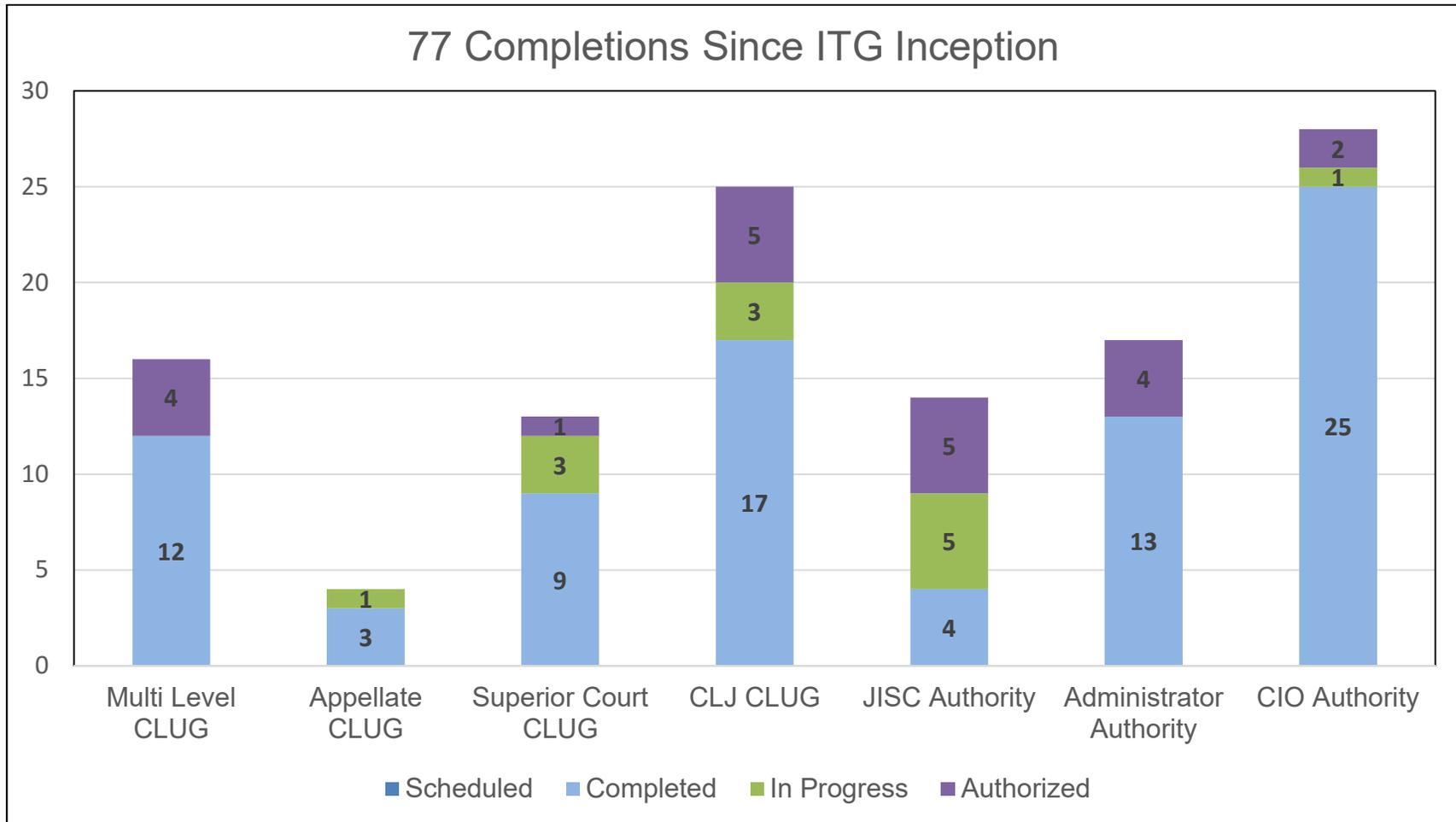
"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Executive Summary (cont.)



"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Executive Summary (cont.)



"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Current ITG Priorities For the Court Level User Groups

JISC Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	2	Superior Court Case Management System	In Progress	JISC	High
2	45	Appellate Court ECMS	In Progress	JISC	High
3	102	Request for new Case Management System to replace JIS	In Progress	JISC	High
4	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
5	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
6	7	SCOMIS Field for CPG Number	Authorized	JISC	High
7	26	Prioritize Restitution recipients	Authorized	JISC	Medium
8	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium
Non- Prioritized Requests					
	240	Change DOL/AOC Interfaces	In Progress	JISC	Unspecified

Current ITG Priorities For the Court Level User Groups

Appellate CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	45	Appellate Courts ECMS	In Progress	JISC	High

Superior CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	7	SCOMIS Field for CPG Number	Authorized	JISC	High

Non-Prioritized Requests

N/A	2	Superior Court Case Management System	In Progress	JISC	High
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"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Current ITG Priorities For the Court Level User Groups

Courts of Limited Jurisdiction CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	102	New Case Management System to Replace JIS	In Progress	JISC	High
2	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
3	32	Batch Enter Attorney's to Multiple Cases	Authorized	CIO	Medium
4	68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Administrator	Medium
5	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium
6	26	Prioritize Restitution Recipients	Authorized	JISC	Medium
	240	Change DOL/AOC Interfaces	In Progress	JISC	Unspecified

"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Current ITG Priorities For the Court Level User Groups

Multi Court Level CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
2	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
Non-Prioritized Requests					
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Unspecified

"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

