



## Judicial Information System Committee (JISC)

Friday, June 22, 2018 (10:00 a.m. – 12:00 p.m.)

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

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 9818

### AGENDA

1.	<b>Call to Order</b> a. Introductions b. Approval of Minutes c. Judge Marinella (last meeting) d. New member appointments	Chief Justice Mary Fairhurst, Chair	10:00 – 10:15	Tab 1
2.	<b>JIS Budget Update</b> a. 17-19 Budget Update b. 19-21 Biennial Budget Requests Update	Mr. Ramsey Radwan, MSD Director	10:15 – 10:30	Tab 2
3.	<b>JIS Priority Project #1 (ITG 2):  Superior Court Case Management System (SC-CMS) Update</b>	Mr. Keith Curry, PM Ms. Uma Nalluri-Marsh, Deputy PM	10:30 – 10:40	Tab 3
4.	<b>JIS Priority Project #2 (ITG 102):  Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Update</b> a. Project Update b. QA Assessment Report	Mr. Mike Walsh, PMP	10:40 – 11:00	Tab 4
<b>Break</b>			11:00 – 11:10	
5.	<b>AOC Expedited Data Exchange (EDE) Pilot Implementation Project</b> a. King County Clerk's Office Update b. King County District Court Update c. AOC Project Update d. QA Statewide Impact Assessment Report	Ms. Barb Miner Judge Donna Tucker Mr. Kevin Ammons, PMP Mr. Tom Boatright, ISG	11:10 – 11:35	Tab 5
6.	<b>Committee Reports</b> a. Data Dissemination Committee (DDC)	Judge J. Robert Leach	11:35 – 11:55	Tab 6
7.	<b>BJA Update</b> a. March 16 <sup>th</sup> Meeting	Chief Justice Mary Fairhurst, Chair		Tab 7
8.	<b>Meeting Wrap Up</b>	Chief Justice Mary Fairhurst, Chair	11:55 – 12:00	
9.	<b>Informational Materials</b> a. ITG Status Report b. SeaTac Evacuation Map			Tab 8

Persons with a disability, who require accommodation, should notify Brian Elvin at 360-705-5277 [brian.elvin@courts.wa.gov](mailto: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**

**August 24, 2018**

**October 26, 2018**

**December 7, 2018**

# JUDICIAL INFORMATION SYSTEM COMMITTEE

April 27, 2018  
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  
Ms. Callie Dietz – Phone  
Judge John Hart  
Mr. Rich Johnson  
Judge J. Robert Leach  
Mr. Frank Maiocco  
Judge G. Scott Marinella  
Ms. Barb Miner  
Chief Brad Moericke  
Ms. Brooke Powell  
Ms. Paulette Revoir - Phone  
Judge David Svaren  
Mr. Bob Taylor  
Mr. Jon Tunheim - Phone

### Members Absent:

Judge Jeanette Dalton

### AOC Staff Present:

Mr. Kevin Ammons - Phone  
Ms. Tammy Anderson - Phone  
Ms. Vicky Cullinane  
Ms. Vonnie Diseth  
Mr. Brian Elvin  
Mr. Mike Keeling  
Ms. Keturah Knutson - Phone  
Mr. Dirk Marler  
Mr. Ramsey Radwan  
Mr. Kumar Yajamanam - Phone

### Guests Present:

Mr. Mark Allen  
Ms. Sonya Kraski  
Ms. Linda Myhre-Enlow  
Mr. Othniel Palomino  
Mr. Sart Rowe – Phone  
Ms. Tawni Sharp  
Mr. Scott Weber – Phone

## Call to Order

Chief Justice Fairhurst called the meeting to order at 10:00 a.m. and introductions were made.

## March 3, 2017 Meeting Minutes

Chief Justice Fairhurst asked if there were any changes to be made to the March 3, 2017 meeting minutes. Hearing none, Chief Justice Fairhurst deemed the minutes approved.

## IT Governance Update

Ms. Cullinane presented the update on the IT Governance (ITG) process and decision point. Ms. Cullinane alerted the committee that it has been approximately five years since the committee has been asked to approve an ITG request, so some newer committee members may not be familiar with the process. As such, Ms. Cullinane provided background information on ITG requests and the approval process. The ITG process was created to have a formal structure for the decisions regarding monies and staff time spent on IT projects. With approval of the JISC, stakeholders were brought together from the court community to develop the process. The process is tracked and transparent through the Inside Courts website, including a mirror website on the public Washington Courts website. Ms. Cullinane directed the committee to the presentation for the location on where to find the ITG homepage on the Courts website. From the homepage, people can input ITG requests and view their request's status, in addition to viewing any other ITG request that has been submitted. Ms. Cullinane explained the various ways to view ITG requests organized by endorsing group, court level user group (CLUG), and by status.

Ms. Cullinane gave a brief overview of how the ITG process works, stating that anyone is able to put in an ITG request. Someone from the court community is able to go directly to the ITG website and click on 'Initiate a Request,' which brings up a fillable form to initiate the request. The person filling out the request determines who the most appropriate endorsing group is, as there are endorsing groups representing each of the court community associations, as well as sub-committees of the JISC (e.g., the Codes Committee). Once a request goes to the endorsing group, the members discuss and decide if it is a good idea. If they think it is a good request, they move it on to the next step, which is analysis. Historically, analysis has resided only at AOC. However, if the request is in relation to an off-the-shelf product, the analysis process will have to include the vendor as well. Once the analysis is complete, it goes back to the endorsing group. Once it knows the estimated cost of the request, the endorsing group evaluates the request in relation to the cost. If the endorsing group still approves of the request, they then confirm the endorsement and it proceeds to the CLUGs.

Ms. Cullinane directed the committee to the IT Governance Process Flow (page 8 of the presentation). The CLUGs are representatives from each of the associations at that court level. Once the endorsed request has been presented before a specific CLUG, they have to agree as a group that it is a good idea and prioritize it on their specific list (something each group has). Some of the requests on the lists rise to the level of the JISC while others do not. Whether it rises to the level of the JISC or not is governed by the decision matrix in the presentation. The project classifications fall under one of three categories: Enhancements, New Projects, and Replacement. Each category has a dollar-level threshold for approvals, starting with the lowest level approval of the AOC CIO, then the State Court Administrator, and finally, at the highest dollar amount, the JISC. (Specific dollar amounts can be seen in the ITG Budget Process Presentation.)

Ms. Cullinane stated that there are three stages the committee will need to go through in order to make an official decision. Ms. Cullinane continued explaining how the ITG process fits into the budgeting process, stating that anything that is large enough to go into a budget request is large enough to be taken to the JISC. Ms. Cullinane pointed out that the request before the committee today is large enough that it needs to be approved by the JISC and needs to be included in a budget request. The way the process works is a request must make its way through the ITG process, must then be approved by the JISC, and then must be included in the next budget decision package. The amount included in the budget request is derived from the analysis step (as shown in Step 3 on page 12 of the presentation).

For the current request, there is a two-step process the committee needs to complete. First, approval is needed of ITG request 252 Appellate Electronic Court Records. If approved, then step two is to place it on the priority list. Ms. Cullinane directed the committee to the copy of the request, the analysis and the AC-ECMS Strategic Plan, which was attached to the request.

Chief Justice Fairhurst asked if there were any questions from the committee. Ms. Powell stated what she was hearing was the first step is the ITG request, and the second step is the budget request, or do they happen at the same time? Ms. Cullinane replied, normally the request would make its way through the ITG process and then be put into the budget request. However, in this case both are on the same agenda, so today will be a three step process: to approve the request, prioritize it for ITG purposes (solely for the purpose of prioritization, not necessarily expending money at this time), and the third

step will be to prioritize it for budgetary purposes. Normally, this would be done sequentially, but not necessarily the same meeting. Chief Justice Fairhurst clarified this would presume the committee worked through all the steps, but if not, then it would not all be done in the same meeting. Ms. Miner stated it was just a coincidence that the budget requests were coming to the committee on the same day as the committee is approving a new request, and additionally a new request could come in at any JISC meeting. Judge Leach further expounded that the reason the committee is seeing multiple requests at the same time is due to where we are in the budget cycle. If all of the issues were not brought before the JISC now, then it would require waiting until the next budget cycle or at least the Legislative session.

With no other questions or comments, Judge Leach made a motion to approve ITG Request 252. Chief Justice Fairhurst clarified for the committee that this is the approval of the request only, not the prioritization or budget approval.

**Motion: Judge J. Robert Leach**

I move for the approval of ITG Request 252.

**Second: Mr. Rich Johnson**

**Voting in Favor:** Chief Justice Mary Fairhurst (Chair), Mr. Larry Barker, Ms. Lynne Campeau, Ms. Callie Dietz, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim

**Opposed:** None

**Absent:** Judge Jeanette Dalton

The motion was passed as moved.

With the motion passed, Ms. Cullinane advised the committee that the next step is prioritization. Ms. Cullinane turned the committee's attention to the JISC IT Governance Priorities tab in the packet. While the priorities list has been in each JISC packet, the last time the committee prioritized requests was in 2012. As a review, Ms. Cullinane noted the April 2018 ITG Status Report in the last tab of the packet shows the list of priorities as the committee would have seen it last. The list shows the #1 and #3 requests are currently active and in progress, which means they cannot be re-prioritized, according to the JISC's ITG Policy. Request #2 is the Appellate Court ECMS, for which the original project scope has been completed; as such it will be taken off the priorities list. The list also shows active or authorized requests that are not currently being worked on, in addition to withdrawn or closed requests for various reasons. Drawing the committee's attention back to tab two, Ms. Cullinane advised the committee that it is now their duty to prioritize the new ITG 252 request in relation to requests already on the list. However, the only competing priorities will be ITG 27 and ITG 62, as they are the only other requests that have been authorized but not started. Ms. Cullinane alerted the committee the supporting materials for those requests are contained in the JISC packet.

Ms. Cullinane offered to do a brief explanation of the competing requests, and Chief Justice Fairhurst asked the committee's preference. Ms. Miner interjected concerning ITG 27, and asked if the request was still relevant with Seattle Municipal Court moving to a new system and connecting to the Enterprise Data Repository (EDR). Ms. Cullinane responded yes. The request itself is for the data exchange, not

the methodology. While the methodology would be different now from how it was analyzed in the supporting material, because now it would use the EDR, the substance of a data exchange is still valid. This would not have been the case if Seattle Municipal Court had joined the statewide rollout, which they recently decided not to do. Ms. Diseth added in one of AOC's 2019-2021 budget requests they will be asking for two new connections to the EDR. The first would be Odyssey and the second is another court system which could be Seattle Municipal Court or Pierce County Superior Court. Ms. Diseth stated that she had spoken with Seattle Municipal Court recently, and it is their intent to be ready to connect by that time. Furthermore, Ms. Cullinane stated when the CLJ CLUG met, they reviewed all requests and felt it was important to keep this request on the list as it had been made many years ago, and it is important to the limited jurisdiction courts to share information at a greater level than is currently received from Seattle Municipal Court. Therefore, the CLJ CLUG felt that ITG 27 needs to be kept on the priority list, as it is an important request to courts of limited jurisdiction.

Ms. Cullinane gave a brief history on the ITG 62 Automate Courts DCXT Table Entries. She explained how it dealt with transferring the responsibility of updating the BARS codes each time there is a law change that effects the fraction split, from the local court to AOC. The original request was for both superior and CLJ courts. However, since superior courts will almost all soon be on Odyssey, and in Odyssey the function must be done by AOC, the request is now only relevant for CLJ courts. There is still a need for this and CLJ courts have reiterated the need many times. Ms. Campeau added it is a very high priority for their court level. It is a considerable amount of work, and most people are not able to see how tedious the work actually is unless they have done the work themselves. Ms. Campeau stated it is fraught with errors, and a lot of rural courts do not have the knowledge or expertise to even start the process, with many courts making grave errors, which results in the JIS losing money.

Another question was posed as to whether this is a process that the committee will have to go through every time a request comes in. Ms. Cullinane responded that every time there is an ITG request that is large enough to need to come before the JISC for the final decision on whether it should be done or not, then yes. It is a two-step process. Approve and then prioritize. However, just because it is on the list does not mean it is done tomorrow or next year. This is not about the timing, but about the business importance. The JISC decides where this request falls as it relates to business importance to the courts. That is what this part of the decision is about. Chief Justice Fairhurst followed up, stating that once money is committed and a project is underway, it cannot get reprioritized and it is ongoing. Any projects that are approved but not started are all subject to reprioritization. Chief Justice Fairhurst reminded the committee one of the reasons the JISC has not seen ITG requests in a number of years is due to the number of large projects already in play. Smaller requests come in at the lower level and are approved by Ms. Dietz and Ms. Diseth, but it has been a while since large-scale projects have reached the approval level of the JISC.

Discussion was held on the effect of approved projects that have not begun when new requests are approved. During the course of discussion, Ms. Diseth pointed out that the members in attendance are indeed advocates for their respective user group requests. She also explained that sometimes the technical skill required to do the work affects the order in which requests are completed, depending on what it is and what technical skill is needed. For example, a project identified as #5 may start ahead of a project identified as #3. This could be solely for the reason that the resources needed for #3 are being currently used elsewhere. Meanwhile, the technical expertise and resources for #5 may be available and are not being used on another project. Mr. Johnson agreed with Ms. Diseth and stated that he looks at the JISC as a representative body. Members are here to represent the requests that have been prioritized for each member's specific court level. It would be incumbent on him to come and advocate for appellate issues and others for their specific areas as part of their role on the JISC. Concerning prioritization, Mr. Johnson stated he remembered the discussion on priority #4. He stated he agreed with Ms. Campeau's comments and believed it should go forward. He stated the appellate

representatives did not anticipate bumping anyone's priorities and he is not advocating for the appellate request to be placed above the CLJ-CMS or SC-CMS project, or even #3 and #4 if they are timely and can be done. He stated that the appellate representatives just want to be on the list of priorities at this time. Mr. Taylor asked for clarification concerning requests that relate to a project that is complete, and where the money comes from, and if an ITG requests are needed for those. Ms. Diseth responded that ongoing maintenance is a completely different subject and does not come into play with ITG requests. Chief Justice Fairhurst clarified further that a project which has been implemented has to be maintained. If a new request comes in that could arguably be said to be an enhancement or different from maintenance, then it starts to become a gray area. There are other projects waiting their turn or looking to move forward. There could be room for discussion if a group is not satisfied with what AOC considers maintenance, then it might need to come back to the JISC for a discussion on how it moves forward. Chief Justice Fairhurst cautioned on how the expectations of AOC ongoing support could actually be new or additional features beyond the original scope of an approved project.

Ms. Cullinane advised the committee the next step was to prioritize the new request, ITG 252, At the same time, the reprioritize the existing requests that are not in progress, specifically ITG requests 27 and 62 (or Priorities #3 and #4 respectively). After further discussion on the JISC IT Governance Priorities list, Judge Leach presented a motion concerning the prioritization of the ITG requests.

**Motion: Judge J. Robert Leach**

I move to flip the positions of ITG 27 and 62, and add ITG 252 as #5 on the JISC ITG Priorities list.

**Second: Judge Svaren**

Discussion was held after Judge Svaren seconded the motion. Ms. Miner stated ITG 27 Priority #3 (Expanded Seattle Municipal Court Case Data Transfer) is not currently timely, with her belief that it does not need to be worked on for a period of three to four years. Ms. Diseth added it would also depend on funding being received in a decision package. Discussion was held on whether the work done in ITG 27 was needed for the EDE project, to which the answer was no.

A friendly amendment was proffered with agreement from Judge Leach and Judge Svaren, amending the priorities as reflected below:

Priority 3 – ITG 62, Priority 4 – ITG 252, Priority 5 – ITG 27

**Voting in Favor:** Chief Justice Mary Fairhurst, Chair, Mr. Larry Barker, Ms. Lynne Campeau, Ms. Callie Dietz, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim

**Opposed:** None

**Absent:** Judge Jeanette Dalton

The motion was passed as amended.

Mr. Ramsey Radwan reported on the 17-19 budget, using the green sheet which is a snapshot of expenditures and projections to-date. Mr. Radwan stated that he will be changing the title of one of the columns as there have been questions concerning the amounts when the numbers change. Ms. Campeau stated, looking at the last meeting's budget report, the CLJ-CMS project showed approximately \$4.5 million expended, however, the current green sheet reflects only \$1.8 million expended. She asked for clarification. Mr. Radwan stated that is what he meant about changes to the column titles. The column needs to be changed to "forecast expenditures." Prior to the staffing decisions that were made, the forecast CLJ-CMS staffing expenditures went through June 30, 2019. This had the effect of making the estimated expenditures higher. When the decision was made to reduce staffing on CLJ-CMS, those expenditures went down. The figure on this report shows actual expenditures to-date, the same as at the previous JISC, plus a month's worth. However, the projected expenditures today are much less because of the reduced staff. It was asked if these are projected expenditures and not actual expenditures. Mr. Radwan replied it includes actual and projected. Chief Justice Fairhurst asked for clarification as to which column is which. Mr. Radwan explained the middle column, Expended, is actual plus forecasted expenditures and is the column which will receive the title change. It was clarified that the numbers on the green sheet are current through June 30, 2019.

Mr. Radwan proceeded to report on the Expedited Data Exchange (EDE), stating that the entire budget of \$4.33 million will be expended between July 1, 2017 and June 30, 2019. SC-CMS will more than likely expend the full \$12 million, but is currently showing \$10.7 million expended due to Mr. Radwan holding off on some projections. SC-CMS funds not expended will go back into the JIS account, as usual. Reporting on the CLJ-CMS project, Mr. Radwan said the projected expenditures have changed substantially (as stated previously). Mr. Radwan reported the CLJ-CMS project had an initial budget of \$10 million for the 29-30 projected staff, vendor contract estimates, QA contract estimates, assistant AG costs, travel costs, as well as a number of other costs. Those projected costs have been stripped out due to the currently delay in the project. Mr. Radwan alerted the committee that he did not know when the project would be at a point where he would be able to forecast those expenditures. Mr. Radwan stated that generally, everything other than expenditures to-date through March 31, 2018, plus staff costs, are represented in the \$1.8 million, as depicted on the green sheet today. Mr. Radwan cautioned the committee that did not mean the money was gone. It just has not been forecast yet because he does not know when that will occur. The numbers do not include a vendor, statewide travel, AG costs, etc. He is waiting for accurate information to be able to forecast accurate numbers.

Mr. Radwan was asked how does what he just covered relate to the \$14 million requested. Mr. Radwan replied that the \$14 million dollars will be for the 2019-2021 biennial budget request. It is being requested with the assumption that things will not remain stagnant but will pick up. Currently, there are unknowns between now and June 30, 2019. Those costs are not known, other than the staffing costs for existing staff. When the decision package was developed, the assumption was that AOC will start at the existing staffing levels, increase those staffing levels, and include vendor costs, AG costs, QA costs, travel costs, and others. Ms. Miner asked if AOC would then add the unspent \$8 million plus the \$14 million and that is what AOC will have available for the project? Mr. Radwan replied, that is not the case. He reminded the committee that every dollar not spent at the end of a biennium goes back into the JIS account.

Mr. Radwan stated that he is currently working on fund balances. This looks toward the future at projected “normal” revenues and makes an assumption they will be X amount of dollars. If he thinks revenue will increase, he will add a factor for that and then add a factor for fund balance. The amounts of unspent funds have an impact on the fund balance. Due to it being a proprietary account, unlike the General Fund, different accounting principles need to be applied, making Mr. Radwan hesitant to speak to the fund balance at the moment. Judge Leach asked Mr. Radwan if the \$8 million dollars is not spent for the CLJ project, is that dollar amount included in the \$14 million being requested. Mr. Radwan replied that the \$14.5 million being requested is the estimated expenditures that AOC projects they will spend on the CLJ-CMS project for the 19-21 biennium. The \$8 million unexpended monies are solely what AOC will not spend in the 17-19 biennium, and should not be added together to calculate expenditure levels. Judge Leach stated that the committee is trying to figure out if they will have enough money to pay for the CLJ Project in the next biennium. Does that mean the project needs roughly \$6 million in new money, as there is already \$8 million in the account that could be looked to for a total of \$14 million, or should that calculation be ignored? Mr. Radwan alerted the committee that they should ignore that, and he would speak to total resources in the account momentarily.

Ms. Campeau expressed her confusion as she stated CLJ courts and the District and Municipal Court Judges Association (DMCJA) were told that the money would be preserved for the project. Mr. Radwan replied that it is preserved, and it goes back into the JIS account. However, it is not dollar-for-dollar because of the accounting complexities of the JIS account itself. An example of this is when equipment is bought, AOC has to depreciate it. Mr. Radwan stated that he is not able to say off the top of his head what the depreciation expense for the 17-19 biennium will do to impact that. Furthermore, it is not that the monies are going somewhere else. It is that there are generally accepted accounting principles that must be applied to those dollars. These impact the amount available in the account as a whole, not just the \$8 million. Further clarifying, he stated that whatever is left goes back into the account and will be adjusted due to generally accepted accounting principles for the entire account.

Chief Justice Fairhurst asked if the following analogy is correct. Having been allocated in this biennium, it does not in essence become a dedicated account that sticks with CLJ-CMS. It just returns to the JIS account and CLJ-CMS has priority going forward and would get the money. They are not now up to \$22 million but still only need the forecasted \$14 million, and that is still what the project would receive. Chief Justice Fairhurst stated she felt this is where there was some confusion in the past when some thought they had SC-CMS money and it was not spent. Therefore, some thought the pot contained the new money plus what was had before and not spent. However, this is not the case. A project gets what it needs and if it is not needed now, everything will be done so the monies are in the fund so when they are needed. Chief Justice Fairhurst clarified that this would be subject to the legislature sweeping, or the legislature imposing unexpected projects, etc. The \$8 million not spent now is not dedicated to CLJ-CMS, but it is not being used for other things; it will just be in the account. Whatever CLJ-CMS can use and do, which is projected to be \$14 million for the next biennium—that is what will be. Mr. Radwan and the committee agreed, and stated they comprehended the explanation given by Chief Justice Fairhurst. Discussion was held, led by Ms. Miner on the distinction in county-based projects versus state-based projects. County-based projects get a set amount of money and are able to keep the money from year to year. This enables them to enter contracts with some vendors, as they know the monies will always be there.

Another point, Mr. Radwan stated, is that the legislature zeros out every information technology project at the end of each biennium, but not ongoing maintenance. This is why AOC is required to always request the monies needed for projects each biennium. Once a project is underway, the expectation is the legislature will continue to fund it. One challenge for AOC is that those who do not normally contract with the state do not understand that projects do not have a dedicated amount for the entire project.

Mr. Radwan continued, stating that prior to discussing the 19-21 budget request, he wanted to touch on three things—the graph in the handout, the current budget, and cost savings with potential revenue—in order to put some context before getting to the list and prioritizing it. Mr. Radwan drew the committee's attention to the graph showing that traffic infractions (filed by year) have gone down 33% since 2009. These are actual filings being submitted by law enforcement. Looking into these numbers, AOC has seen this is a pattern that is happening nationally, whether it is traffic infractions or civil filings, generally these are all on the downward trend. In 2017, Washington State Patrol (WSP) had a 20% vacancy rate, meaning 117 troopers were not on the road. This invariably impacts the number of infractions being given. In addition, in the past WSP leadership has emphasized safety. This includes working on getting people to slow down and not use their cell phones while driving. More recently, WSP has had a different emphasis, and that impacts the number of filings issued. Mr. Radwan stated it is his opinion the WSP vacancies and an emphasis on things other than writing traffic infractions is having an impact on filings. The point to take away is filings are down 33%, which is a substantial amount. Looking at the top ten courts and looking at the filings in those courts from 2009-2017 shows a reduction of approximately \$3 million dollars. Chief Justice Fairhurst asked why while fewer infractions have been filed, the overall collection appears to be close to the same. Chief Justice Fairhurst asked if this is due to an increase in the amounts of the infractions. Mr. Radwan replied that was correct. Chief Justice Fairhurst what it would be like if there were a higher number of infractions with the increase in the infraction amounts? Mr. Radwan stated that if that were the case, AOC could easily add items to the priority list. Judge Leach pointed out that the numbers were not adjusted for inflation, so there is an inflationary loss as well.

Next Mr. Radwan pointed to the JIS revenue, not including fund balance, which is about \$45 million. Just to keep the lights on today, AOC will expend 73% of biennial revenue. This does not include new projects, but does include items such as the mainframe, Mr. Mike Keeling's group (Applications and Operations), Mr. Dennis Longnecker's group (Infrastructure), in addition to all groups to maintain ongoing operations, which consumes 73% of JIS revenue. In the budget request, there are a couple of items that will increase ongoing costs. If those costs are added into Mr. Radwan's analysis, the 73% is raised to around 84%. Mr. Radwan stressed that this is a large chunk taken out of revenue for maintenance with no new items added.

Discussion continued on fund balance levels in relation to one-time projects. Mr. Johnson stated that this is a critical mass for the committee, especially the amount needed to keep the lights on. As he looked at the requests the committee will be considering, he asked how much of this is new people, how many of the people that were on SCOMIS are now over working in Odyssey, and how does that impact the costs to keep the lights on? He stated that if seventy-five percent of income is used to pay the rent, then AOC probably has too expensive of a house. Mr. Johnson asked if those things have been looked into—the relationship for the cost to keep the lights on versus new staff being brought in. He added that when those are added together there is not enough money. Mr. Radwan indicated that

those questions would be addressed momentarily when he goes through the budget requests. Judge Leach asked if Mr. Radwan had an impression as to whether the maintenance costs are increasing at a greater rate than revenue, and will there be a point when maintenance costs exceed revenue. Mr. Radwan replied he would look into that and get back to the committee. Mr. Radwan said it could be possible to get to that point with infraction revenue decreasing, pressure from House Bill 1783 (Legal Financial Obligations), and there will more than likely be other bills that impact revenues as well.

Moving on to cost savings, the committee needs to consider them for the future. The first item in that area is external equipment replacement. This was voted on several years ago by the JISC, and uses JIS account funds to purchase laptops, desktops, printers, and other small equipment. The equipment purchases are on a five-year cycle; every fifth year courts and county clerks receive new equipment. While not as expensive as it used to be, Mr. Radwan stated that AOC expends approximately \$1-\$2 million per biennium on these purchases. Mr. Radwan is working with Infrastructure staff to look at the impacts of moving to a seven-year cycle. Infrastructure does not see any issues with extending the use of current laptops or desktops an additional two years. Mr. Radwan stated that he would be bringing this back to the next JISC meeting for a decision on a six- or seven-year equipment replacement cycle. This would impact the amount of funds requested in the current cycle by approximately \$1.6 million.

Another cost saving measure Mr. Radwan brought up to the committee was whether AOC should fund equipment replacement for non-JIS and Odyssey courts. After the five-year cycle was agreed to by the committee around 2007-2009, the JISC equalized the amount of equipment being purchased through equipment replacement for the superior courts and limited jurisdiction courts. At that time, Seattle Municipal was added in as well. Mr. Radwan stated he believes the committee needs to consider not buying equipment for those courts that are not participating in the new case management systems in superior courts and courts of limited jurisdiction. Mr. Radwan stated he believed the JISC's original equipment replacement decision was based on the fact that there were no computers on desks when DISCIS and SCOMIS came out, leading to the need to purchase them. Now computers are ubiquitous, therefore the enticement to have courts use the system has diminished and the cost is substantial. This will not be a decision for today, but something to consider for the future.

The third cost saving measure is about the \$1.9 million costs associated with internal equipment replacement. There is an option to use certificates of participation to cover approximately \$1.6 million of the costs. Mr. Radwan explained that the certificates are a financing instrument run through the State Treasurer's Office. Currently, the financing is only available for hardware. How it works is that AOC would give the State Treasurer the list of internal equipment for approval. Then after approval from the State Treasurer, AOC is would be able to buy the equipment and be reimbursed by the State Treasurer. Repayment is made by easy semi-annual payments back to the Treasurer. Mr. Radwan explained that this a low down payment, low-interest finance option that has been done before. If this is something the JISC would approve, it would reduce AOC's cash flow expenditure for the 19-21 biennium by \$1 million. This would have the effect of having a healthier current cash flow while spreading out the \$1.9 million with a small amount of interest. Mr. Radwan summed up the three cost saving features and reiterated that he is working on wedging the level of requests and ongoing operations into a pretty small revenue and fund balance equation.

Next, Mr. Radwan advised the committee that there are around \$7 million in requests he feels have a good chance of being pushed into State General Fund requests. This is not a cost reduction, but an alternative financing methodology where AOC asks the legislature to fund three projects from the General Fund. Mr. Radwan reminded the committee the last legislative session, AOC was given \$2.65 million from the General Fund to help balance the account. The legislature is aware that the account revenue is shrinking and that it has taken \$30 million out of the Fund over the last twelve years or so. In addition, they are aware that we have successfully implemented a statewide case management system, which no executive or legislative branch has done in a number of years. While a couple of the requests on the list may be moved to General Fund, they still need to be prioritized in the event the legislature does not move them to General Fund. Then the JISC will know all of the priorities. One minor complication in switching some requests from the JIS account to the General Fund is that it moves the request, to an extent, from the JISC into the Board for Judicial Administration (BJA) prioritization process. At that point, those requests are competing internally with other state general fund priorities. If the JISC moves some requests from JIS to General Fund, then they would be presented to the BJA and acted upon by the BJA. Mr. Radwan advised it has been his experience that the BJA and Supreme Court have been very supportive and hands-off, so he does not see an issue with that at this time. Mr. Radwan stated he believed that if the JISC moves forward with some of the ideas he laid out, then AOC would be closer to \$2.5 million in the red rather than the current \$6 million, bringing the fund many steps closer to being balanced. However, these are rough estimates and should not be taken as set in stone.

Mr. Radwan then drew the committee's attention to the priorities list, beginning with Odyssey continuing operations support and Odyssey maintenance (second page). Mr. Radwan indicated these requests are mandatory in nature. Odyssey maintenance is the cost AOC has to pay to keep Odyssey turned on. These costs include licensing and maintenance costs. Odyssey continuing operations support includes eight FTEs—partial funding for which AOC received in 2016—that were permanent FTEs in the budget. However, the legislature did not fully fund those FTEs; therefore, this request is about a quarter of the cost of the eight FTEs for two years. Mr. Radwan summed up these two requests as mandatory. These are existing staff that were approved by the legislature as permanent, but were not fully funded.

Returning to the first page, Mr. Radwan went through the list of priorities, in no particular order. For the record the priorities were listed as:

- CLJ-CMS – this would include a staggered hiring of FTEs, vendor costs, attorney costs, travel, equipment, etc.
- AC-ECMS – this request is for Phase 2, to make the system fully electronic, with 4 FTEs that will eventually go to zero. This request can be made from the General Fund.
- SC-CMS Ongoing Operations – This is the ISD portion, split off from the Court Business Office Division, and would move the funds to maintenance in perpetuity for technical staff.
- Odyssey Business & Training Support – Court Business Office Division staff that is tied to the ISD portion of SC-CMS ongoing operations. This request would be made from the General Fund, including workflow changes on the business side of operations.

- EDE Operations & Maintenance – This should actually be titled EDR, not EDE. This is being looked at currently with some FTEs already in the budget. This request is also a candidate for being put in the General Fund, the reason being that the EDR will push data out to other state partners.
- EDR Future Integrations – This request is for ensuring Odyssey gets into the EDR and is the cost to pay for vendor time
- Internal Equipment Replacement – This request will be made using certificates, as discussed earlier.
- External Equipment Replacement – This request is being reviewed for changing to a seven-year cycle for replacing courts' and clerks' equipment.
- Odyssey Continuing Operations – As discussed earlier, this is a request for funds for support staff for Odyssey's transition from a project to operational status
- Odyssey Maintenance – As discussed earlier, this is the request for semi-annual maintenance and support payments to Tyler for the Odyssey system.

Discussion followed Mr. Radwan's breakdown of AOC's list of items for prioritization. Ms. Miner expressed interest in adding a budget request for more IT hours from Tyler. Ms. Miner stated there were a number of items either broken, not finished, or missing from Odyssey that need attention. Ms. Miner stated she did not yet have a good sense of the dollar amount needed. It is her understanding that Tyler hours have been used up for the SC-CMS project. This would add more hours for additional "in-scope" work. Judge Leach asked if Ms. Miner had a dollar amount she wanted to propose. Ms. Miner stated she had sent an email previously with a request for 5000 hours. She stated she received feedback that it would need to be part of an ITG request, but her position is the work is in-scope and should be covered under the current project. Discussion was held as to whether budget request paperwork was submitted on time. Judge Leach asked Ms. Miner how she proposes the committee continue without a dollar amount. Ms. Miner requested a place-holder for hours and referred to Ms. Sonya Kraski for follow up. Ms. Kraski stated she did not believe it was the role or responsibility of the clerks to price the hours. It is her position that these issues have been reported to AOC, and AOC should be aware of them. Ms. Kraski said there are a number of things not working with Odyssey that continue to impede her job. She said it is her expectation that things will work as they should, and the impetus falls on AOC to ensure they do. Ms. Kraski mentioned an issue, for example, that they have to manually enter unclaimed property. Ms. Diseth replied that hours for things like that are included in the maintenance agreement with Tyler. She added that the list of items sent by the clerks to AOC was supposed to be discussed at an April 10, 2018 SC-CMS Steering Committee meeting. Due to time conflicts, no one was available, so the meeting had to be cancelled. Ms. Diseth stated that, although the steering committee had not been able to review the list, it appeared at a high level that many of the issues could be addressed between normal configuration changes, and normal maintenance and operation that AOC staff could do. Without analysis, it is hard to say whether these are issues that AOC staff can work on, or if Tyler needs to be engaged.

Ms. Miner said an email listing the issues had been sent to Ms. Diseth and Mr. Radwan describing the issues. She said she knew the list included more than things that are not working correctly or broken in Odyssey. She also assumes there will be other things that come up as the result of the last two implementations. In addition, at some point the SC-CMS Steering Committee is going to want to review

the scope of the contract to see what else is left to be done. She said her request is not only for things already known on the list, but also to take into account those other things that may pop up months from now. Ms. Miner stated she had done some math over the break and for 5,000 hours at \$250 an hour, her request would be about \$1 million. She stated it was a rough estimate, but an amount she thought could be worked with. Ms. Kraski clarified that the list sent to AOC was a summary of outstanding issues that have already been submitted via e-service tickets. She reiterated that she thought it was important for resources to be allocated to address the outstanding issues, so the clerks can effectively do their jobs.

Mr. Radwan responded that both the timing and unknown nature of the costs for submitting this request to the legislature does not bode well for the AOC or the branch. He stated his concerns are that (1) he knew these are important items, and (2) he did not know if those are maintenance type items or enhancement type items. These factors make a difference in the discussion with Tyler about whether something is a fix to an issue under the current contract, or we agree this is outside of the scope of the current project. Not knowing the answers to these types of questions shows the legislature that the request is not well-defined. The legislature may look upon it as not a well-thought-out request, and that could have impacts on the rest of AOC's requests that have a higher priority. In addition, we have not had the discussions with the vendor to fully investigate the issues, even to classify them. Mr. Radwan said while AOC had received the list, it is his belief that budget requests come fully vetted, as opposed to a list that hasn't yet been vetted and written into a decision package.

Ms. Miner replied that she and the clerks have all the desire in the world to work with AOC on this issue, and had they known the budget process started so early this year, they would have started work back in November. However, she stated, she was absolutely vested in making sure there is detail before this information goes before the legislature and she believes there is time for that work to be done. Judge Leach asked Ms. Miner what she thought the clerks' timeline was for getting this work done. Ms. Miner stated she hoped the vetting would be done by June or July. Ms. Diseth replied that for AOC, the first two weeks of June will be dedicated to the largest Odyssey implementation that has been done thus far, with twelve counties going live at one time. Following that, the SC-CMS team will be handling the support issues that arise from the go-live and AOC would be unable to commit the team during this time due to lack of bandwidth. Chief Justice Fairhurst added that she believed Ms. Diseth would be talking about SC-CMS in the next agenda item. It seemed to her some of the issues identified are on AOC's list of work to be done within the project. Once those are identified, then some would be resolved and others not, but the list would be trimmed down at that point. Given that there are two big rollouts coming, it is her opinion we should figure out where the problems are, and identify if there are any big problems from the next two rollouts and make a commitment to put those in the supplemental. Ms. Miner said that would be too late for them. The missing functionality needs to be there prior to 2020. Chief Justice Fairhurst said she hoped the functionality would be covered by AOC, but she would let Ms. Diseth speak to that. Ms. Miner replied while that would be great, they do not believe that. They know that Tyler is in mid-process on some of the issues and/or tried them and it didn't work. They know that some of them are in the Tyler bucket, therefore if they wait until the supplemental, then some things will not be started until 2020. This is why they are looking for an amount for Tyler in the upcoming budget process.

Mr. Johnson said he was hearing a couple different components to the discussion: (1) there is certain bandwidth within AOC, and (2) there is a lot of money on the table to support the project. Given the total scope of funds on the table, Mr. Johnson wondered if there could be some salary savings on staffing and redirecting some hours. He felt there should be some play in the numbers with the hours that are covered under maintenance, plus some cost savings on the timing of some of the big ticket items, saving enough that a budget request would not be necessary. Those that are mission-critical get put at the top and get taken care of out of existing resources, and develop the supplemental request to support the others. Ms. Diseth responded that part of what she wanted to say is that it does come down to the technical capacity of the team and the objectives of the SC-CMS project. Currently, they are totally focused on getting Odyssey implemented in the courts over the next six to nine months. When courts go live, they are focused on stabilizing, making adjustments, and fixing issues with the implementation. Some of the items mentioned, as Ms. Kraski pointed out, may have been there since implementation. But when the project is complete in the end of December, then the team can focus on issues that remain. AOC will be able to work with Tyler and figure out what needs to be addressed through Tyler hours, but AOC will not necessarily have the ability to do that until the rollouts are complete. If the team has time in between and can review these issues, that would be great, but until that time, Ms. Diseth said AOC does not have that luxury. Ms. Miner agreed that there will be some AOC staff on board and they are busy with go-lives, so the issues have not received attention. Ms. Miner said her concern is having Tyler hours because not all of the issues will be fixed by AOC staff. Ms. Miner stated she knows some are Tyler-related and only wants an increment of their hours to be defined as they know AOC cannot fix all issues.

**Motion:** Ms. Barb Miner

I move to add to the priority list an Odyssey allotment of hours with an estimated placeholder of \$800,000.

**Second:** Judge David Svaren

**Voting in Favor:** Chief Justice Mary Fairhurst, Chair, Ms. Lynne Campeau, Mr. Rich Johnson, Mr. Frank Maiocco, Ms. Barb Miner, Ms. Brooke Powell, Judge David Svaren, Mr. Bob Taylor

**Opposed:** Judge G. Scott Marinella, Mr. Larry Barker,

**Abstained:** Judge J. Robert Leach, Judge John Hart, Chief Brad Moericke

**Absent:** Judge Jeanette Dalton, Mr. Jon Tunheim, Ms. Callie Dietz, Ms. Paulette Revoir

The motion was passed as moved and added to the budget prioritization ballot.

A motion was then made on the budget item list.

**Motion:** Judge David Svaren

I move that the eleven items be the budget request to be prioritized.

**Second:** Ms. Barb Miner

**Voting in Favor:** Chief Justice Mary Fairhurst, Chair, Mr. Larry Barker, Ms. Lynne Campeau, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Judge David Svaren, Mr. Bob Taylor

**Opposed:** None

**Absent:** Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Jon Tunheim

A short discussion was held on the process for prioritization and then the committee took the time to mark their priorities 1 through 11.

JISC prioritization results:

1. CLJ-CMS
2. SC-CMS Ongoing Operations
3. Odyssey Continuing Operations Support
4. Odyssey Business & Training Support
5. Odyssey Maintenance
6. EDE Operations & Maintenance
7. AC-ECMS
8. EDR Future Integrations
9. Internal Equipment Replacement
10. SC-CMS \$800,000 Placeholder
11. External Equipment Replacement

Mr. Elvin and Ms. Cullinane tallied the votes while the meeting continued and relayed the results to the committee.

## CIO Report

Ms. Diseth then presented her CIO Report to the committee.

### **Superior Court Case Management System (SC-CMS) Project**

The Project Manager for the SC-CMS Project, Ms. Maribeth Sapinoso, took a promotional opportunity at the Department of Labor and Industries (L&I) as their new Deputy CIO. Her last day with AOC was April 15<sup>th</sup>. Effective April 16<sup>th</sup>, Mr. Keith Curry assumed the project management role held by Ms. Sapinoso. Mr. Curry has been the Deputy Project Manager on the SC-CMS project for many years. Ms. Uma Nalluri-Marsh will step up to assume the Deputy Project Manager role previously held by Mr. Curry. Ms. Nalluri-Marsh has also been with the SC-CMS project for many years and is also a graduate of the IPMA LeaderPath Program. Ms. Nalluri-Marsh will be taking on dual roles as the Deputy Project Manager while continuing to retain the duties in her current role as the Integrations Technical Lead on the SC-CMS project. Ms. Diseth expressed feeling very fortunate to have both Mr. Curry and Ms. Nalluri-Marsh taking the reins to bring the SC-CMS implementation of Odyssey across the finish line.

The SC-CMS project team is currently on track for Event 7 Go-Live on June 3, 2018. This will be the largest implementation at one time: twelve counties going live in eastern Washington with a total user

count of 447. The project team has conducted on-site planning meetings for the go-live event with all of the counties. In addition, they have conducted the kick-off meetings and demonstrations of Odyssey Case Manager with both Event 8 counties (Clark and Spokane). The team is on track with Spokane's integrations.

### **Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project – Next Steps Update**

Over the past month, AOC made some necessary staffing reductions to preserve the funding that will be needed to complete the project. This became necessary because the CLJ-CMS project is not at the point where we expected to be at this time. Some staff who met the qualifications were moved into available positions at AOC; others who came from the executive branch were able to return to their former agencies. We continue to have a core project team in place to do the work that is needed to keep the project moving forward. The Chief Justice, AOC, and the Project Steering Committee are committed to finding a solution that will meet the needs of all stakeholders.

The CLJ-CMS Project Steering Committee has agreed on the following near term next steps:

- The project team is in the process of collecting the “lessons learned” from everyone involved in the original RFP process, and will present that information to the Project Steering Committee in the near future. The purpose of that exercise is to ensure we make the necessary changes to the process to improve the likelihood of achieving a successful outcome in the future.
- Meanwhile, the Project Steering Committee is in the process of identifying the most important features, from the courts perspective, that will drive the project's next steps going forward.
- We anticipate taking at least three to six months to perform the analysis to fully evaluate all possible options before making any decisions on how best to proceed.

### **Expedited Data Exchange (EDE) Project**

The INH Expedited Data Exchange (EDE) Program continues to address issues related to schedule impacts. No new go-live date has been given, at this time, for when the King County Clerk's Office will implement their new system. AOC continues to work closely with King County District Court for their planned August 2018 implementation date. AOC is continuing development on all aspects of the Program, including the EDR, application modifications, and data exchanges with partner agencies. AOC is working closely with Washington State Patrol (WSP) and the Department of Social and Health Services (DSHS), who are beginning to test AOC's new WSP Disposition data exchange and the DSHS Background Check Unit data exchanges. These are the first partner agencies testing data exchanges sourced from the EDR. Data integration from JIS to the EDR has completed all project work and has been transitioned to maintenance. Lastly, the first changes to JABS to allow it to source King County data from the EDR are in testing at AOC.

### **DRIVES DOL/AOC Interface Modification Project**

As previously reported to the JISC, the Department of Licensing (DOL) is replacing their Driver's Record System on September 4, 2018. Their project is known as DRIVES. AOC is modifying several key interfaces to accommodate DOL's new system. When DOL's new system is implemented, the Abstract of Driving Record (ADR) will no longer display in DISCIS, and batch printing of ADRs will no longer be available. AOC sent out the first communication to court users on October 31, 2017, explaining the

upcoming changes so courts have time to assess the changes they may need to make to their current business processes. Development work has begun in DISCIS, Electronic Ticketing, JABS, and Odyssey to change how these systems consume DOL services. Development will begin soon on JCS. DOL completed their development in early April and are now focusing on their internal testing as well as testing with AOC. Testing will complete in early August.

### **Data Dissemination Committee Report (DDC)**

Judge Leach reported on the Data Dissemination Committee (DDC), which met this morning with a full agenda. Judge Leach reported on the requests per the agenda in the JISC packet.

The DDC received a request from the Heritage Family Law firm for JABS access. Judge Leach said the requestor did not attend. He also said the requestor twisted parts of the governing rules to try and argue that he was entitled to JABS access. However, he is not part of any group included in the definitions as being entitled to access. The DDC unanimously denied the request.

Casanova Powell Consulting requested drivers' license numbers that it already has. The requestor would like the drivers' license numbers included in the responsive files so she can ensure correct identification and matching on her end. AOC is prohibited from releasing drivers' license numbers; therefore, it needs to come before the DDC to allow AOC to release that information back to her. This request was unanimously approved, as AOC was providing the requestor information she already had.

The third request concerned JIS-LINK access changes for the Caseload Forecast Council and the DSHS Child Study and Treatment Center. Their ability to access information will disappear with the changes to JIS-LINK. In order to allow them to access the same information, the DDC unanimously agreed to give them level 20 access.

The next two agenda items involved agreements the committee is reviewing because additional language is being added. This review has not been completed so they were continued to the next meeting's agenda.

Judge Leach alerted the JISC that the DDC will be presenting on sealing and expunging court records at the Fall Judicial Conference. Originally, the request was to speak only on expunging records, but the fall conference organizers asked that it be expanded to include sealing issues as well. This issue arose as AOC became aware that some courts are expunging records beyond their authority to expunge. The DDC is working on the outline of substantive material and have identified three speakers, including a CLJ administrator, a clerk from superior court, with Judge Leach presenting on the substantive law. In addition, the DDC is hoping to have a representative of the press to speak on the importance of public access to records and what inappropriate expunging does to impair that ability.

### **Board for Judicial Administration Report (BJA)**

Chief Justice Fairhurst turned the committee's attention to the BJA minutes in the JISC packet. The BJA and JISC reciprocally provide the minutes of their meetings so both committees are aware of the other's activities. Chief Justice Fairhurst stated she would be happy to answer any questions JISC members have.

### Adjournment

Chief Justice Fairhurst wrapped up the meeting while waiting for the prioritization results to be tallied. During the wait, she requested that Ms. Diseth speak briefly on the 2018 Certification of the Disaster Recovery Plan, behind Tab 7. Chief Justice Fairhurst adjourned the meeting at 1:23 pm, alerting the committee that the prioritization results would be sent after the meeting in addition to being listed in the meeting minutes.

### Next Meeting

The next meeting will be June 22, 2018, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

### Action Items

	Action Items	Owner	Status

DRAFT

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

**Biennial Balances as of 05/31/2018**

Initiatives--JIS Transition	ALLOTTED	EXPENDED AND PROJECTED	VARIANCE
<b>Expedited Data Exchange (EDE)</b>			
17-19 Allocation	\$4,339,000	\$4,339,000	\$0
<b>Information Networking Hub (INH) - Subtotal</b>	<b>\$4,339,000</b>	<b>\$4,339,000</b>	<b>\$0</b>
<b>Superior Court CMS</b>			
17-19 Allocation	\$12,000,000	\$11,680,618	\$319,382
<b>Superior Court CMS Subtotal</b>	<b>\$12,000,000</b>	<b>\$11,680,618</b>	<b>\$319,382</b>
<b>Courts of Limited Jurisdiction CMS</b>			
17-19 Allocation	\$10,000,000	\$1,639,372	\$8,360,628
<b>Courts of Limited Jurisdiction CMS - Subtotal</b>	<b>\$10,000,000</b>	<b>\$1,639,372</b>	<b>\$8,360,628</b>
<b>TOTAL 2017-2019</b>	<b>\$26,339,000</b>	<b>\$17,658,990</b>	<b>\$8,680,010</b>

# **JISC Information Technology 2019-2021 Budget Priorities**

**Administrative Office of the Courts  
Proposed 2019 – 2021 Biennial Budget Request  
JISC Priorities Final June 2018**

<b>Administrative Office of the Courts – Information Technology Requests</b>			
<b>Title</b>	<b>FTE</b>	<b>Amount Requested</b>	<b>Priority</b>
<b>CLJ-CMS</b>	<b>21.50</b>	<b>\$14,486,000</b>	<b>1</b>
Funding is requested to continue the selection and implementation of a case management system for the Courts of Limited Jurisdiction.			
<b>SC-CMS Ongoing Operations</b>	<b>6.0</b>	<b>\$1,440,000</b>	<b>2</b>
Funding is requested to establish permanent funding for staff to perform maintenance, operations and support of the SC-CMS.			
<b>Odyssey Continuing Operations Support</b>	<b>8.0</b>	<b>\$707,000</b>	<b>3</b>
Funding is requested for continuing operations support staff for the Odyssey superior court case management system's transition from project to operational status.			
<b>Odyssey Business &amp; Training Support-SGF</b>	<b>8.5</b>	<b>\$2,017,000</b>	<b>4</b>
Funding is requested to retain staff to adequately support the Superior Courts and county clerks that have implemented Odyssey.			
<b>Odyssey Maintenance</b>	<b>0.0</b>	<b>\$2,030,000</b>	<b>5</b>
Funding is requested for semi-annual maintenance and support payments for the Odyssey case management system.			
<b>EDR Operations &amp; Maintenance-SGF</b>	<b>8.0</b>	<b>\$1,881,000</b>	<b>6</b>
Funding is requested for permanent staffing for maintenance and operations the Information Networking Hub – Enterprise Data Repository.			
<b>AC-ECMS-SGF</b>	<b>4.0</b>	<b>\$2,207,000</b>	<b>7</b>
Funding is requested for implementation of Appellate Electronic Court Records in the 2019-2021 biennium.			
<b>EDR Future Integrations-SGF</b>	<b>0.0</b>	<b>\$1,500,000</b>	<b>8</b>
Funding is requested to integrate additional case management systems with the Information Networking Hub – Enterprise Data Repository.			
<b>Internal Equipment Replacement</b>	<b>0.0</b>	<b>\$1,913,000</b>	<b>9</b>
Funding is requested to replace end of life equipment and to improve performance of heavily used JIS services.			

**Administrative Office of the Courts  
Proposed 2019 – 2021 Biennial Budget Request  
JISC Priorities Final June 2018**

<b>Administrative Office of the Courts – Information Technology Requests</b>			
<b>Title</b>	<b>FTE</b>	<b>Amount Requested</b>	<b>Priority</b>
<b>Odyssey Development Hours</b>	<b>0.0</b>	<b>\$574,000</b>	<b>10</b>
Funding is requested for additional Tyler development hours for system corrections, modifications or enhancements such as E-Filing, restitution priority, unclaimed property report, etc. (added by JISC 4/27/18)			
<b>External Equipment Replacement</b>	<b>0.0</b>	<b>\$1,645,000</b>	<b>11</b>
Funding is requested to replace aged computer equipment at the courts and county clerk's offices.			
<b>Total Information Tech. Requests-ALL</b>	<b>FTE 56.0</b>	<b>\$30,400,000</b>	

As approved by the JISC on 4/27/18.

## **2019-2021 Biennial Budget Process-Next Steps**

Court Funding Committee will discuss, review and recommend *their priorities regarding SGF requests that flow through the AOC*. SGF and JISC priorities will be submitted to the Supreme Court for consideration.

Supreme Court will discuss, review and establish priorities and funding levels regarding SGF requests that flow through the AOC. The Court will also discuss JISC non-SGF requests as well as independent judicial branch agency requests.

The entire branch budget including the judicial information system account information technology requests will be submitted to the legislature for consideration.

The regular legislative session begins January 14, 2019 (second Monday in January). The 2019 session is 105 day session and should end on April 28, 2019.

**BJA Proposed Non-Information Technology SGF 2019-2021 Budget  
Priorities-Information Only**

**Administrative Office of the Courts  
Proposed 2019 – 2021 SGF Biennial Budget Request  
BJA Priorities Final June 2018**

<b>Administrative Office of the Courts – General Fund State Requests</b>			
<b>Title</b>	<b>FTE</b>	<b>Amount Requested</b>	<b>BJA Priority</b>
<b>Trial Court Funding for Language Access (Tab1)</b>	<b>1.0</b>	<b>\$2,160,000</b>	<b>1</b>
Funding is requested to expand the state Interpreter Reimbursement Program.			
<b>Statewide Court System Online Training (Tab 3)</b>	<b>1.5</b>	<b>\$496,000</b>	<b>2</b>
Funding is requested to develop a statewide online delivery system for training judicial officers and court staff.			
<b>Timely and Essential Court Training (Tab 2)</b>	<b>1.0</b>	<b>\$911,000</b>	<b>3</b>
Funding is requested to expand training opportunities and provide financial support to judicial officers and court staff to attend training.			
<b>Thurston County Impact Fee (Tab 11a)</b>	<b>0.0</b>	<b>\$1,622,000</b>	<b>4</b>
Funding is requested for the disproportionate impact of civil case filings in Thurston County.			
<b>Finding Fathers – Dependency Cases (Tab 5)</b>	<b>0.0</b>	<b>\$152,000</b>	<b>5</b>
Funding is requested to provide courts with reliable, fast, and low-cost DNA testing for alleged fathers in dependency cases.			
<b>Judicial Bench Books (Tab 10)</b>	<b>3.0</b>	<b>\$487,000</b>	<b>6</b>
Funding is requested for staffing to revise outdated legal reference guides known as “bench books” or “bench guides”.			
<b>Web Services (Tab 11)</b>	<b>1.0</b>	<b>\$277,000</b>	<b>7</b>
Funding is requested for additional Web Services staff support necessary to serve the increasing demand.			
<b>Guardianship Services (Tab 9)</b>	<b>2.0</b>	<b>\$1,708,000</b>	<b>8</b>
Funding is requested to increase the number of public guardian contracts for guardianship services.			
<b>Family &amp; Juv. Court Improvement Program (Tab 6)</b>	<b>0.5</b>	<b>\$577,000</b>	<b>9</b>
Funding is requested to provide an increase in the Family & Juvenile Court Improvement Program (FJCIP).			
<b>Guardianship Monitoring (Tab 8)</b>	<b>6.5</b>	<b>\$1,399,000</b>	<b>10</b>
Funding is requested for a regional program designed to monitor guardianships.			

**Administrative Office of the Courts  
Proposed 2019 – 2021 SGF Biennial Budget Request  
BJA Priorities Final June 2018**

Title	FTE	Amount Requested	BJA Priority
<b>Therapeutic Courts (Tab 7)</b>	<b>1.5</b>	<b>\$340,000</b>	<b>11</b>
Funding is requested for a statewide therapeutic courts coordinator to work with courts to stand up and operate these courts more effectively.			
<b>CASA Program Expansion &amp; Enhancement (Tab 4)</b>	<b>0.0</b>	<b>\$10,900,000</b>	<b>12</b>
Funding is requested for local CASA program expansion, legal support and representation for youth in care, and training.			
<b>Total-Non-IT Request SGF</b>	<b>FTE 18.0</b>	<b>\$21,029,000</b>	

<b>Administrative Office of the Courts – SGF Information Technology Requests</b>			
Title	FTE	Amount Requested	BJA Priority
<b>Ody. Business &amp; Training Support-SGF (Tab 15)</b>	<b>8.5</b>	<b>\$2,017,000</b>	<b>Did not prioritize</b>
Funding is requested to retain staff to adequately support the Superior Courts and county clerks that have implemented Odyssey.			
<b>EDR Operations &amp; Maintenance-SGF (Tab 17)</b>	<b>8.0</b>	<b>\$1,881,000</b>	<b>Did not prioritize</b>
Funding is requested for permanent staffing for maintenance and operations of the Information Networking Hub – Enterprise Data Repository.			
<b>AC-ECMS-Project-SGF (Tab 18)</b>	<b>4.0</b>	<b>\$2,207,000</b>	<b>Did not prioritize</b>
Funding is requested for implementation of Appellate Electronic Court Records in the 2019-2021 biennium.			
<b>EDR Future Integrations-SGF (Tab 19)</b>	<b>0.0</b>	<b>\$1,500,000</b>	<b>Did not prioritize</b>
Funding is requested to integrate additional case management systems with the Information Networking Hub – Enterprise Data Repository.			
<b>Total SGF Information Tech. Requests</b>	<b>FTE 56.0</b>	<b>\$7,605,000</b>	
<b>Total All SGF Requests-AOC</b>	<b>FTE 74.0</b>	<b>\$28,634,000</b>	

# **Superior Court Case Management System (SC-CMS) Project Update**

Keith Curry, AOC Project Manager  
Uma Nalluri-Marsh, AOC Deputy Project Manager

June 22, 2018

# Recent Activities

## Event #7 - June 2018 Go Live

(Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens and Walla Walla counties)

- ✓ Live with Odyssey – June 3, 2018
- ✓ Go Live issues from June 3, 2018 – June 15, 2018

Logged	Open	Closed	New Development
76	25	51	0

- ✓ Successfully implemented Link Only option with Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Pend Oreille and Walla Walla counties

# Recent Activities

## Event #8 - November 2018 Go Live (Spokane and Clark Counties)

- ✓ Filtered Replication Integration has been built and is in test
- ✓ Completed an early conversion push of Spokane data to feed the Spokane Filtered Replication integration – April 2018

## Other Activities

- ✓ Scheduled the next Link-Only Phase 2 summit on July 27<sup>th</sup>.
  - Re-visit County IT and 3<sup>rd</sup> party DMS vendor tasks necessary to enable statewide access to documents
  - Establish timelines and expectations for County IT and 3<sup>rd</sup> party DMS vendors to complete these tasks
  - New Information: Any 3<sup>rd</sup> party DMS county can convert to Odyssey DMS at no cost to the county before December 2018

# Upcoming Activities

## Event #7 – Post Go Live Activities

- Post Go Live Support Activities – June 2018
- Advanced Financial Training – July/August 2018
- Forms Training – July/August 2018

## Event #8 – Go Live November 2018

- ✓ Event 8 Conversion Push 1A – June 2018
- Power User Training – August 2018

# Event #7 Implementation

Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas,  
Lincoln, Okanogan, Pend Oreille, Stevens, Walla Walla

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Kickoff Completed	August 2017
✓ Power User Training	November 2017
✓ 30 Day Go-Live Readiness Assessment	May 2018
✓ Document Image Extracts Complete	June 2018
✓ Document Links and Meta Data Extract Complete	June 2018
✓ End User Training Complete	June 2018
✓ Go Live Implementation	June 2018
✓ Post Go Live Support	June/July 2018
• Advanced/Forms Financials Training	July/August 2018

# Event #8 Implementation

## Spokane and Clark

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Kickoff Completed	February 2018
✓ First Conversion Push	June 2018
• Power User Training	July 2018
• 60 Day Go-Live Readiness Assessment	September 2018
• 30 Day Go-Live Readiness Assessment	October 2018
• Document Image Extracts Complete	November 2018
• Document Links and Meta Data Extract Complete	November 2018
• End User Training Complete	November 2018
• Go Live Implementation	November 2018

# Project Closeout Activities

MILESTONES	CURRENT PLAN DATE
• 3rd Party DMS Phase 2 – Statewide Access to Documents	December 2018
• Requirements Traceability Matrix Review	December 2018
• Develop Project Closeout Report	December 2018
• Final Project Steering Committee	December 2018
• Project Ends	December 31, 2018

# **Court of Limited Jurisdiction Case Management System (CLJ-CMS)**

## **Project Update**

Michael Walsh, PMP - Project Manager

June 22, 2018

## Recent Activity

- The Steering Committee established guiding principles and imperatives for the CLJ-CMS system.
- The Steering Committee voted to move forward with an RFP for a vendor to perform analysis on potential alternative solutions.
  - The objective is to seek an independent, facts-based analysis of the viable options.
- The goal is to establish a roadmap for the project moving forward.
- The project team is gathering and documenting lessons learned from initial RFP participants.

# Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
0	0	0	0

# Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
2	1	

# Next Steps

Milestone	Dates
Publish RFP for solution analysis	TBD
Vendor evaluation and selection process	TBD
Contract with Consulting firm for the solution analysis	TBD
Conclude vendor engagement with solution option recommendation	TBD



*bluecrane*

*Management Consulting  
for  
State and Local  
Governments*

*Quality Assurance*

*Executive Advisement*

*Project Oversight*

*Project Management*

*Independent Verification and  
Validation (IV&V)*

*Risk Reduction*

# Quality Assurance Report

for the

## State of Washington

### Administrative Office of the Courts (AOC)

## CLJ-CMS Project

**May 31, 2018**

Prepared by

**Bluecrane, Inc.**



*bluecrane* ®



[Corporate Headquarters](#)  
210 Avenue I, Suite E  
Redondo Beach, CA 90277-5608  
[www.bluecranesolutions.com](http://www.bluecranesolutions.com)  
310-792-6243

---

May 31, 2018

Honorable Mary Fairhurst, Chief Justice  
Washington Supreme Court

Ms. Callie Dietz  
Administrator, Administrative Office of the Courts

Dear Chief Justice Fairhurst and Ms. Dietz:

This report provides the May 2018 quality assurance (QA) assessment by Bluecrane, Inc. ("*bluecrane*") for the State of Washington Administrative Office of the Courts (AOC) Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project. As with recent reports, this QA assessment departs from our typical format and provides our suggestions and insights on the current state of the CLJ-CMS Project.

*bluecrane's* assessment of the CLJ-CMS Project is based on the professional experience and judgment of our expert consulting team. The report was prepared independently of project participants and stakeholders.

Please contact me with any questions or comments.

Sincerely,

Allen Mills



## **Table of Contents**

1. Background.....	1
2. Steering Committee Decision to “Reset” .....	1
3. Summary of Progress through May .....	4
4. Draft CLJ-CMS Imperatives .....	5
5. Summary .....	6



## 1. Background

As noted in previous reports, the CLJ-CMS procurement effort resulted in the selection of an Apparently Successful Vendor (ASV) and then proceeded into contract negotiations. During the course of those negotiations (which started in August 2017 and ended in November of the same year), a number of issues arose for which the ASV's positions differed from the State of Washington's positions. Eventually, the ASV's refusal to comply with certain critical State of Washington terms and conditions became irreconcilable. As a result, contract negotiations ended.

In November, the CLJ-CMS Steering Committee decided to re-evaluate the product functionality of Odyssey, the product provided by the second-ranked vendor, Tyler Technologies ("Tyler"). The purpose of the re-evaluation is to: (1) assess the capability of the software to meet AOC and CLJ-CMS requirements, (2) seek answers to a variety of questions, and (3) allow a dialogue between the evaluators and the vendor.

In-person discussions between the CLJ Steering Committee, supporting AOC staff, and Tyler Technologies were conducted at SeaTac on January 23 – 24. Eric Olson of *bluecrane* attended all of the sessions. An Open Discussion without Tyler present was facilitated by Allen Mills of *bluecrane* on the morning of January 25, and the Steering Committee met on the afternoon of January 25.

Following the January meetings at SeaTac, AOC staff conducted additional research on a number of fronts, including obtaining details about the implementation of Odyssey and other CMS products by other district and municipal courts. The team also took the "straw dog" chart of options that we offered in our January QA Assessment and expanded the list of options and considerations.

After careful study and deliberation, the CLJ-CMS Steering Committee made the very difficult decision in February to recommend to the JISC that the CLJ-CMS solicitation should be closed and that the Steering Committee would re-evaluate options for moving forward. From our perspective, the Steering Committee determined that an approach of a "one size fits all" contract would not be satisfactory to all stakeholders. The JISC approved the Steering Committee's recommendation on March 2.

## 2. Steering Committee Decision to "Reset"

In our February report, we noted that in our advisory roles over the years, we have encountered situations that have not gone as planned and confusion has set-in, at least temporarily. As painful as it feels at first, we have found that a good approach in such situations of uncertainty is to declare an official "pause/reset" period – with a defined plan for how to determine what to do next.

With this in mind, we made a recommendation to the Steering Committee and Sponsors that they declare a "pause/reset" period for CLJ-CMS. At their March meeting, the Steering Committee adopted our recommendation, with the following steps outlined:



- **Phase I: Lessons Learned**

- Conduct a formal lessons learned process and document in a written report what has been learned by all parties (AOC, Steering Committee, and other involved stakeholders).

- **Phase II: Detailed Options Analysis**

- Conduct a truly **facts-based** analysis of viable options in a consistent, comprehensive, and logical manner.
- Avoid random analysis and “chasing after squirrels.”
- Answer questions like:
  - What are the options for automation?
  - What are the logical “groupings” of courts?
  - What are the one-time and ongoing costs, and what are the benefits of each option?
  - What are the risks of each option (technical, management, budget, level of CLJ participation, legislative support, and other)?
  - How could each option be procured, rolled-out, and maintained?
  - What would be the impacts to the CLJs? What would be the impacts to AOC?
  - How does the option support the project’s goals and objectives?

- **Phase III: Develop a “Roadmap”**

- Once a solid option analysis is complete, present it to the Steering Committee
- Select an option
- Create a “Roadmap” that details the necessary steps to implement the selected option

- **Phase IV: Restructure and Resume**

- Restructure and resume the CLJ-CMS Project per the Roadmap

As noted above, one of the questions that we encourage AOC and the Steering Committee to address is “what are the logical ‘groupings’ of courts?” This question arises because several stakeholders have suggested that, because of the diversity of CLJs, it may be wise to categorize participating courts into groups of courts that share similar characteristics. While an approach that involves differing approaches for different groups will be complex (certainly more so than the “one size fits all” approach), it may be reasonable given that needs vary widely among the CLJs.

The diagram on the following page presents our recommendation, as adopted by the Steering Committee, in a one-page graphic.

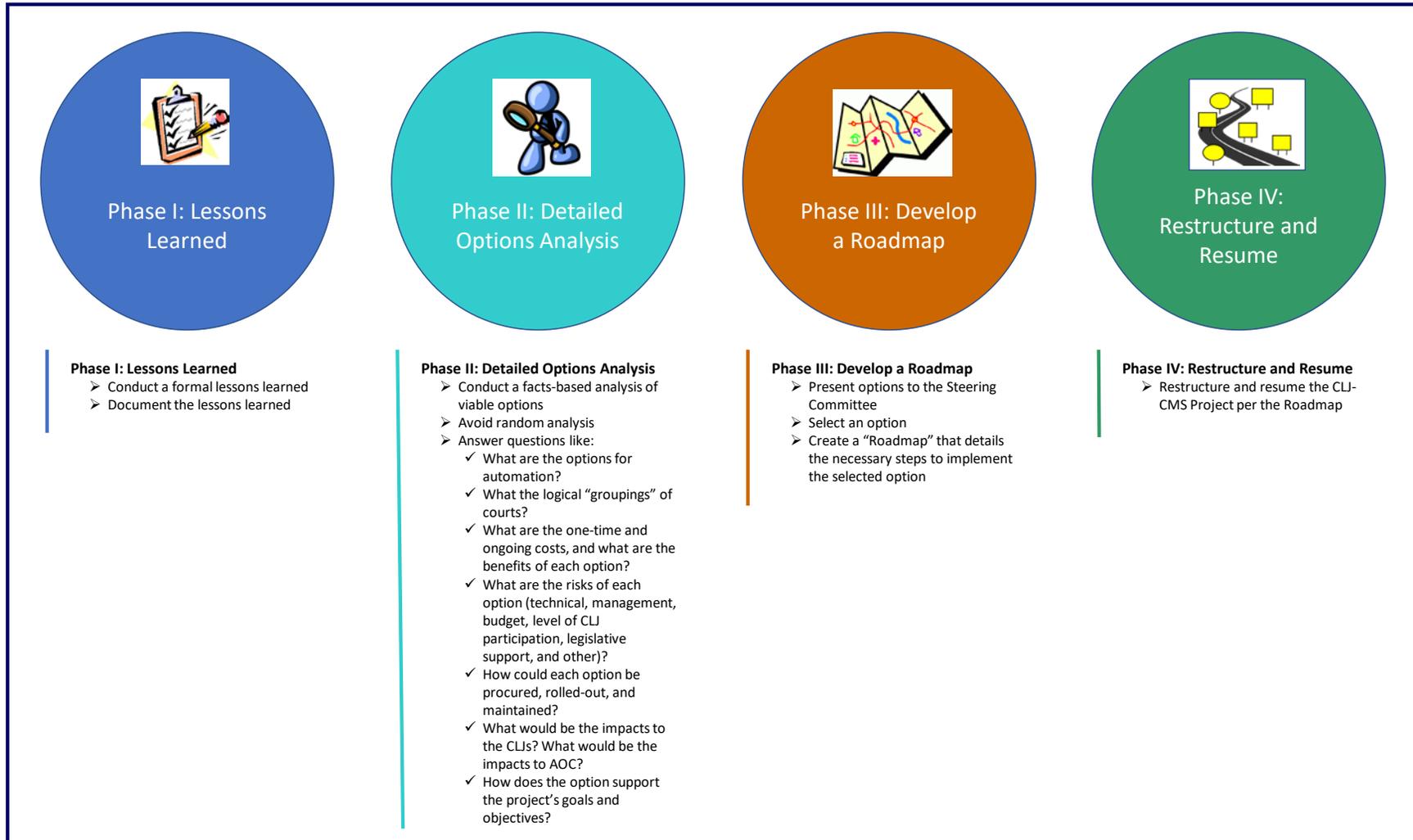


Figure 1. *bluecrane*’s Recommend Process to Establish a Go-Forward Plan for CLJ-CMS after Declaring a “Reset”



### 3. Summary of Progress through May

In the March – April timeframe, the size of the CLJ-CM Project Team was reduced to approximately 4 staff members, including the Project Manager. The reduction in force is unfortunate but not unexpected given the budgetary requirements of maintaining the full team.

At the April 17 Steering Committee, the Project Manager and attending team members reviewed their progress on collecting and documenting lessons learned. Those lessons learned covered numerous areas (such as RFP, requirements, and many others). These are valuable insights that can be implemented at the tactical project level during the next solicitation and associated project activities.

At the same meeting, Allen Mills of *bluecrane* encouraged the Steering Committee to think of lessons learned at a higher level and come together as a group on objectives for the project. Mr. Mills facilitated a four-hour session with the Steering Committee on May 16 create a first-draft of the Committee’s project “imperatives,” or high-level objectives.

Once finalized and adopted by the Steering Committee, the project imperatives will **frame the direction** that the Sponsors and Steering Committee provide to the project team and form the basis for decision-making by the Sponsors and Steering Committee. The draft imperatives are presented in Section 4 of this report.

Prior to adjourning the May 16 meeting, the Steering Committee passed a motion directing AOC to move forward with a solicitation to obtain a neutral, third-party firm to conduct an Options Analysis (Phase II of the Go Forward Plan described in Section 2 of this report). Options to be analyzed include:

- A “best of breed” approach, which means buying separate products (like the best case management system, the best probation system, the best document management system) and integrating them;
- Modernizing JIS/DISCIS, including adding missing functions, such as document management or probation management; and
- A hybrid approach: Modernizing JIS, and linking it with off-the-shelf products for the missing functions like DMS and probation.

An analysis of commercial-off-the-shelf (COTS) products is not included as the Steering Committee believes an adequate analysis exists from (1) the information, experience, and analysis of the CLJ Project to date and (2) a detailed COTS analysis conducted by Gartner, Inc. earlier this year and provided to the CLJ Project by Seattle Municipal Court.



## 4. Draft CLJ-CMS Imperatives

The following Overarching Guiding Principle and *draft* CLJ-CMS imperatives were developed by the Steering Committee at its May 16 facilitated session. The draft will be reviewed and potentially adopted by the Steering Committee at its June meeting.

### **CLJ-CMS Overarching Guiding Principle**

*The CLJ-CMS must provide improved service for the court and probation customers of AOC in a technically sound, secure, accurate, and cost-effective manner.*

### **DRAFT CLJ-CMS Imperatives**

The CLJ-CMS must . . .

- **Be flexible, sustainable, and cost-efficient;** CLJ-CMS must:
  - Provide features that advance the business processes of the courts to the desired future state.
  - Be built on a long-term, sustainable application architecture and technology platform.
  - Be configurable within the bounds of best practices and legal requirements to meet the needs of local jurisdictions.
  - Provide the ability to deploy and maintain operations remotely to locations that have little or no IT support staff.
- **Enable and support data access and sharing;** CLJ-CMS must:
  - Provide secure access to data, documents, and solution functionality based on user role.
  - Provide a statewide document management system to enable judicial officers and others with the appropriate permissions to readily view documents from all courts that use the CLJ-CMS.
  - Provide the ability to see a complete Washington State case history in one place.
  - Have comprehensive reporting capabilities for pre-defined and ad hoc reports.
  - Provide for seamless integration and/or data exchanges between court and probation solutions.
  - Provide for data exchanges with external stakeholder systems.
  - Provide the capability to meet record retention requirements, including deletion.
- **Enable efficient and effective court operations and workflow;** CLJ-CMS must:
  - Provide a capability for high-volume transaction processing.
  - Improve efficiency through paperless methods; encourage the use of paperless / electronically generated or filed documents and data management/storage.
  - Provide an electronic filing capability.
  - Provide efficient screen navigation during routine court processes.
  - Provide for the creation of automated forms.
  - Provide workflow capabilities.



- Allow for opportunities to provide self-service functionality to reduce the workload on the courts.
- Provide automated notifications of court or probation appearance dates via a variety of media (e.g., email, text messaging, or phone).
- **Address the needs of probation**, including providing a probation risk assessment tool with commonly understood definitions and standards.
- **Provide accessibility** from a wide variety of commonly used mobile devices and operating systems (address mobility factors).
- **Address the needs of state auditors**; CLJ-CMS must have financial management capabilities that satisfy state audit requirements.

## 5. Summary

*bluecrane* applauds the CLJ Steering Committee for taking the time to work-through and develop the project imperatives as a group. Once the imperatives are finalized and adopted, we encourage the Steering Committee to (1) review the imperatives regularly to make sure they “hold up” over the evolution of the CLJ-CMS Project and (2) use the imperatives as a “check” for proposed activities, tasks, approaches, and, eventually, proposed solutions, and later, configuration and implementation work. The “check” should ensure that everything undertaken by the CLJ Project adheres to the shared intent, collective vision, and mutually-defined “context” of the imperatives as adopted by the Steering Committee.



**King County**  
Department of Judicial  
Administration

# **King County Clerk's Office Systems Replacement Project**

## **Project Update**

Barbara Miner  
King County Clerk

June 14, 2018

# Recent Activities June 4th



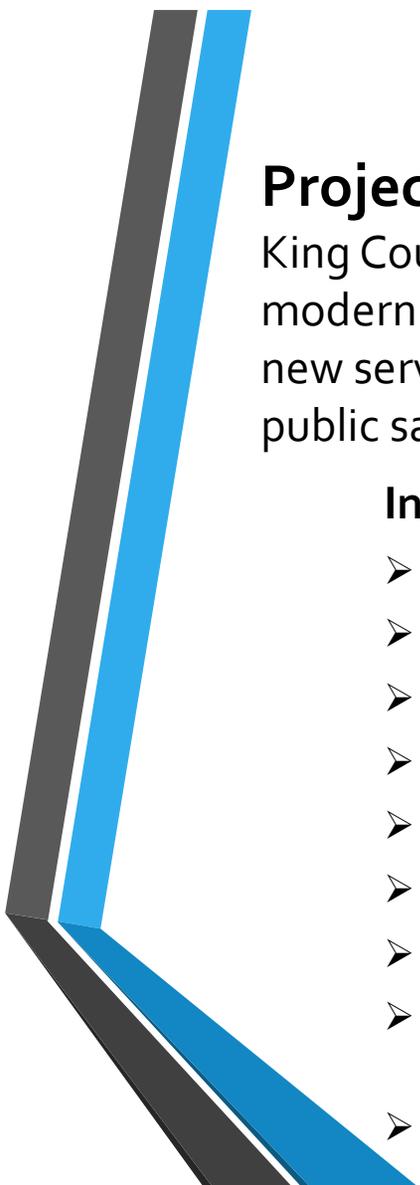
- ▶ Working to Go-Live schedule mitigation plan due to 1<sup>st</sup> Quarter 2018 unexpected issues & vendor delivery delay(s); vendor has added additional resources and increased Executive oversight
- ▶ 95% of the outstanding Business Process Configuration has been delivered for testing; configuration and bug fixes will be complete by end of June
- ▶ Majority of data has been converted; data validation test/fix cycles is every 2 weeks; issue backlog to fix remains manageable
- ▶ Interfaces: 4 of 10 complete; 4 testing final fixes; 2: EDR and KCMS are in-work
- ▶ User Acceptance Testing of configured business processes and data validation is every 2 weeks
- ▶ Servers in-place; Public portal security testing passed; system test start July
- ▶ User training 75% complete
- ▶ Readiness assessment and go-live planning to resume late June



# **KING COUNTY DISTRICT COURT CASE MANAGEMENT SYSTEM PROJECT UPDATE**

**Judge Donna Tucker – Presiding Judge  
Othniel Palomino – Chief Administration Officer**

KCDC  
Updated: June 18, 2018



# PROJECT OVERVIEW

## Project Description

King County District Court is implementing a unified case management system using modern technology that would allow the Court to become more efficient and provide new services to the public. The primary objective of this implementation is to ensure public safety.

### In Scope

- Core Case Management System
- eFiling
- Probation System Replacement
- Document Management System
- eMitigation System
- Digital Signatures
- Electronic Data Exchange – EDR
- External Interfaces not covered through Data Exchange
- Jury Management System

### Out of Scope

- Video Conferencing Capabilities
- Court Audio Recording
- Interpreter Web
- Witness Management System
- Search Warrant Management System

# PROJECT PHASES

phase

1

## • Phase 1 – **DELIVERED**

- Civil Phase 1 and the eProbation module was successfully deployed to Production **October 30, 2017**
  - “Civil Phase 1” case types – Summons & Complaints, Judgment Summaries, Foreign Judgments, Collections – including Exparte Motions processing to Burien, Issaquah, and Seattle locations
  - eFiling functionality
  - Public Portal

phase

2

## • Phase 2 – 1<sup>st</sup> Quarter 2019

- “Civil Phase 2”, “Criminal”, and “Infraction” case types
- All functionality deployed to all KCDC locations
- eCourt and eProbation Integration
- Integration with the EDR



# PROJECT STATUS

- The Phase 2 implementation has been delayed due to the following reasons:
  - Due to the complexities of the completion of the EDE and Superior Court's Go Live.
  - Journal Technologies is building new capabilities to support District Court's requirements and the complexities with the eCourt and eProbation integration.



# RECENT & UPCOMING EVENTS

- Workflow Configuration – IN PROGRESS
- Interface Development – IN PROGRESS
- Data Conversion Mapping – IN PROGRESS
- Operational/Clerk Power User sessions – SCHEDULED for JULY
- CMS Ambassador Program Kick-off – SCHEDULED for JULY



# PROJECT HIGH-LEVEL TIMELINE

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC

2018

System Configuration  
Jan – Sept

EDR Integration  
Development & Testing  
May – Sept

Data Conversion  
May – Dec

End-to-End System Testing  
Oct – Dec

Training Development  
Oct – Dec

2019

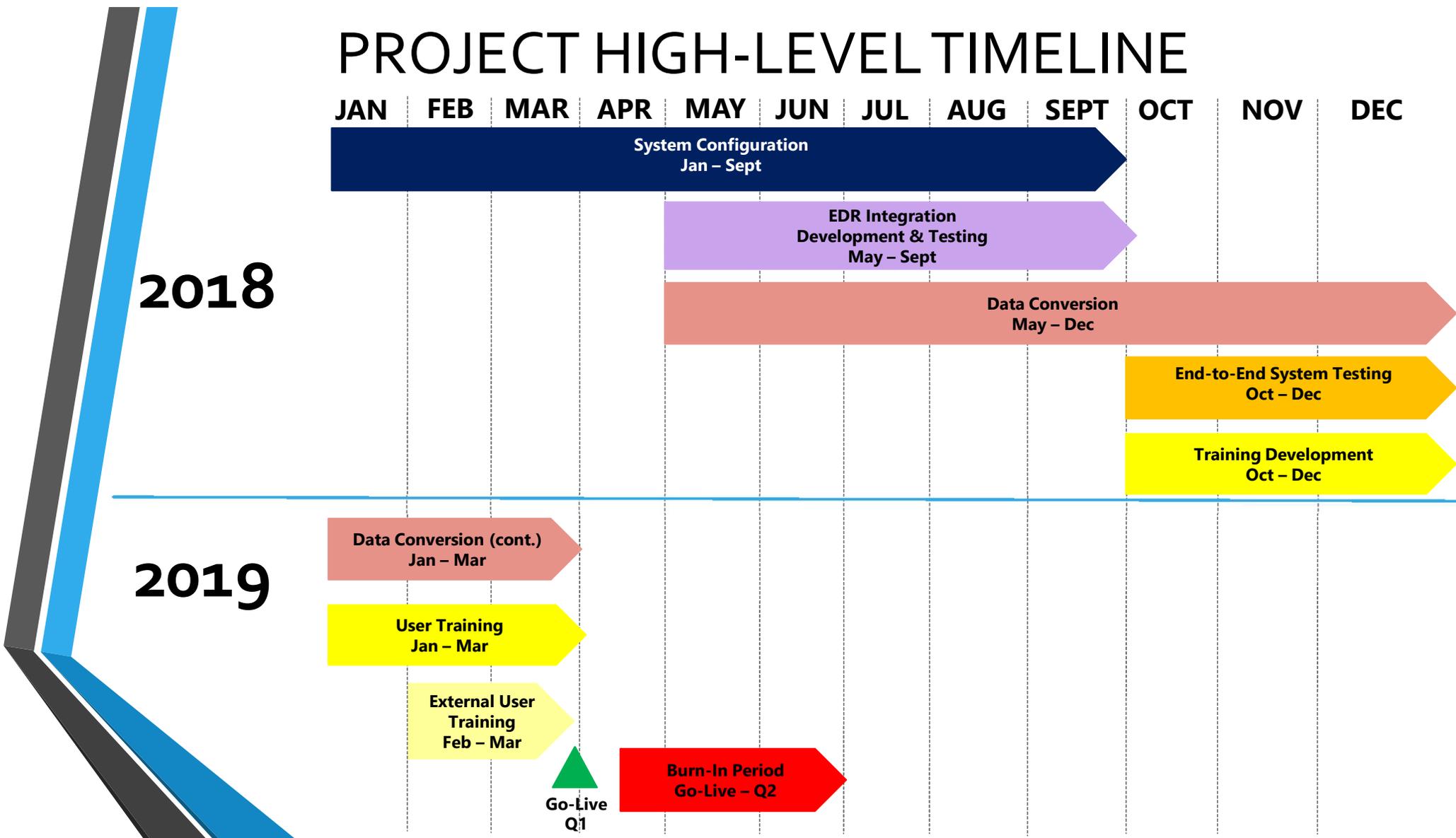
Data Conversion (cont.)  
Jan – Mar

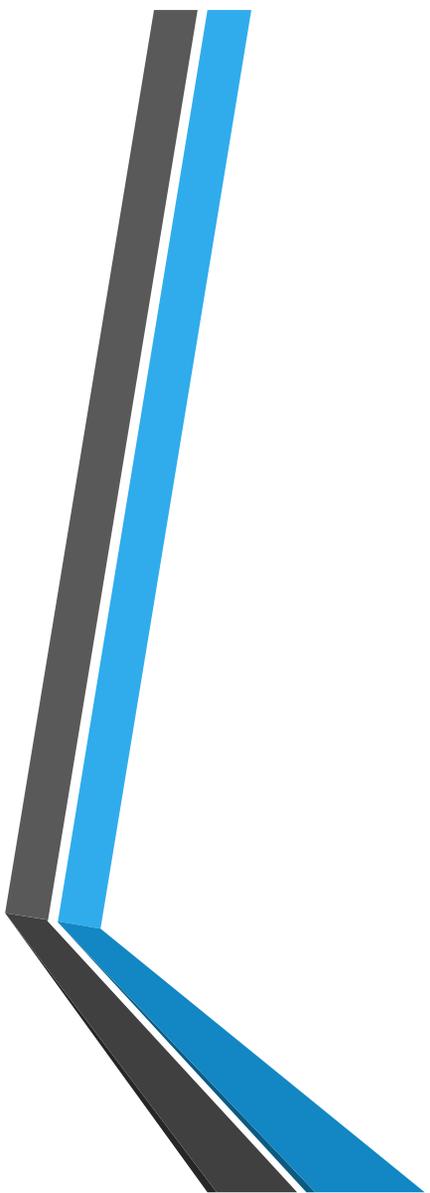
User Training  
Jan – Mar

External User  
Training  
Feb – Mar

Go-Live  
Q1

Burn-In Period  
Go-Live – Q2





QUESTIONS?

# **Expedited Data Exchange (EDE)**

## **Program Update**

Kevin Ammons, PMP  
Program Manager

June 22, 2018

# **EDE Status Assessment for KCCO Go Live**

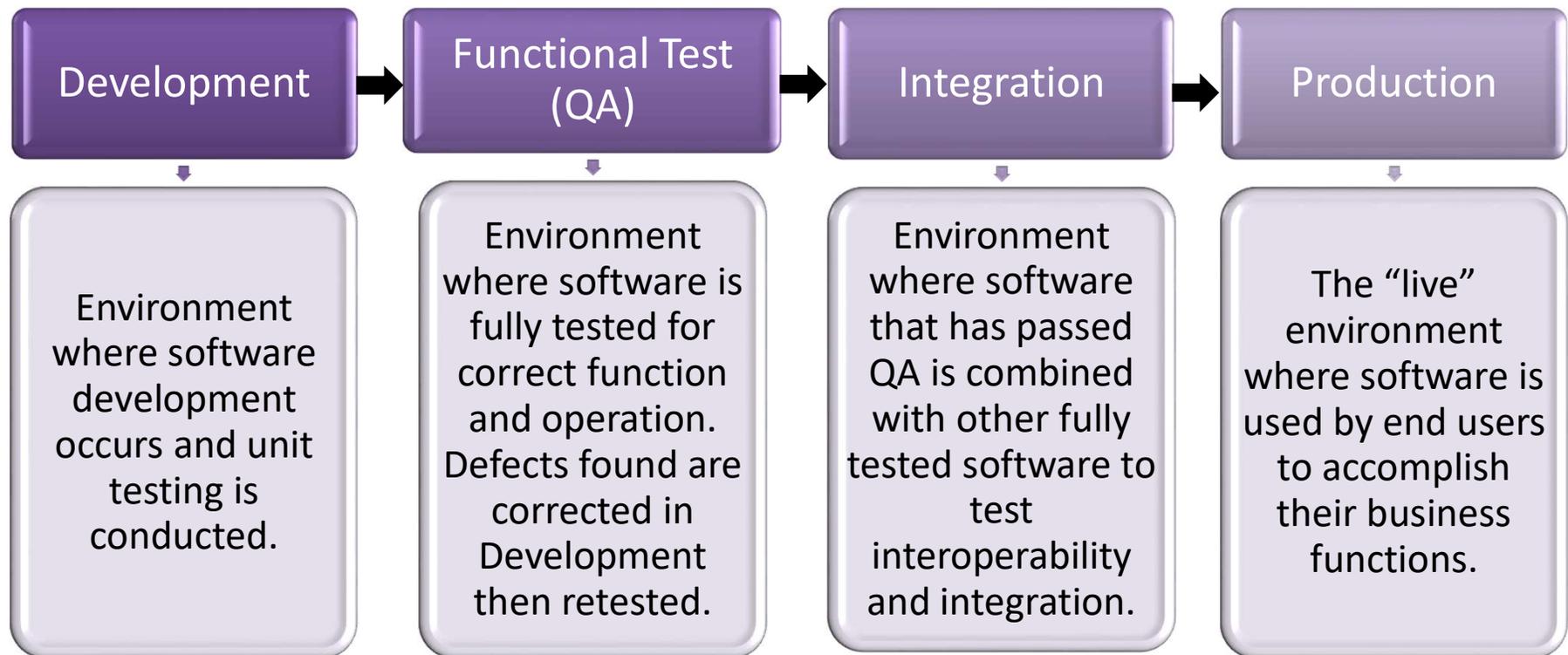
# Readiness Assessment

- For JIS integration, multiple components of the EDE program are completing testing and user acceptance for utilizing JIS data from the EDR:
  - JABS integration with EDR in Testing
  - JCS resuming integration after legislative implementation
  - Person Matching moving to production
  - DSHS Background Check Unit testing new data exchange

# Readiness Assessment

- Awaiting integration and testing with KC data
- If KC integration and testing are not complete, users would have partial workarounds through:
  - Tools such as public-level data access to KCCO eCourt Portal
  - Separate reports sent to partner agencies by KCCO
  - Ability to access multiple systems to gather complete information

# Software Development Environments



# Data Validation



- Person Matching utilizing exact and fuzzy match criteria for Name and exact match criteria on Date of Birth, Gender, and Personal Identifiers
- Recognizes JIS person linkages (AKAs)
- Notifications will provide reports on results of Person Matching
- Person Data Validation complete but will move to Integration environment in a future release

# Data Exchanges



- WA State Patrol Disposition – In QA
- DSHS Background Check Unit – In Integration
- DOL Extreme Risk Protection Order – In QA
- DOL Convicted Felon, Adult Criminal Domestic Violence, & Qualifying Juvenile Offender – In DEV

Development is near completion on all the exchanges above

- DOC LFO – Not started
- Some CLJ exchanges are in DEV

# JABS



- Person Search, Case Search, Case Summary, Case History, Docket, Case Order, Protection Order, Warrant and Domestic Violence tabs pulling “fake” KCCO data are in QA
- Deployment of these features cannot take place until actual data from KCCO is available for full development and testing
- Process expected to require 60 days after KCCO integrates live data

# JCS



- ✓ Person Search from the EDR has been completed
- Development restarting on Referral History, Offender History and Criminal History
- Other functions will be completed this summer
  - Until development is complete, mitigations are available for users

# ACORDS



- ACORDS will have the ability to initiate cases appealed from KCCO whenever KCCO goes live
- Search for Case Information and Transfer Case in QA
- Case Validation and Retrieve Participants in development

# JIS Link



- Current JIS Link will stay the same, but will not access cases that were originated in eCourt or that have been updated and removed from SCOMIS
- New JIS Link will source data from the EDR and will be tailored for three types of users: Single Transaction Users, Bulk Users, and Public Index Users
- Development underway on Person Search and Case Search functionality, but these functions will not be available for an August go-live date

# Data Warehouse



- 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 AOC statewide reporting and analytical functions
- To address these impacts, work has begun on Data Warehouse

# **JIS Systems Impacts from Separate Case Management Systems**

# DISCIS/SCOMIS

- New KCCO cases will not be in DISCIS/SCOMIS
- As KCCO updates existing cases, these cases will be deleted from DISCIS/SCOMIS
- Criminal History, Case History, Warrants, and other functions that show statewide data will not have complete statewide history
- Person updates by KCCO will not be in DISCIS
- Persons will be deleted if they have no JIS cases

# Odyssey

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

# ASRA

- 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
- A warning will be added to ASRA about this

# Communication Plan

- AOC and KC are jointly creating messages to keep stakeholders informed
- Messages the month before any Go Live will focus on operational impacts to the courts
- Message schedule for the month of Go Live:
  - Week 1 – King County Clerk’s Office eCourt Focus
  - Week 2 – JABS Focus
  - Week 3 – JCS, DISCIS and SCOMIS Focus
  - Week 4 – Appellate Focus
  - Event Start – Go Live Starts



**JISC DATA DISSEMINATION COMMITTEE**  
 Friday, June 22, 2018 **8:30 a.m. – 9:45 a.m.**  
 Administrative Office of the Courts  
 SeaTac Office Building  
 18000 International Blvd. Suite 1106, Conf Rm #2  
 SeaTac, WA 98188  
 Call-in Number: 1-877-820-7831, Passcode 797974

**AGENDA**

<b>0. Call to Order</b>	Judge J. Robert Leach, Chair	Agenda Items with documents are indicated with an *
-------------------------	------------------------------------	--

**ACTION ITEMS**

<b>1. April 27, 2018, Meeting Minutes</b> Action: Motion to approve the minutes	Judge Leach	*
<b>2. ACLU data request to include confidential data elements</b> Action: Motion to approve or deny request	Mark Cooke DDA Stephanie Happold	*
<b>3. King County Bar Association – Volunteer Legal Services request for a JIS-LINK level that also provides JABS</b> Action: Motion to approve or deny request	Jacob Kuykendall	*
<b>4. New JIS-LINK agreements</b> Action: Review new language	Committee Members DDA Stephanie Happold	*
<b>5. Public Index contract amendment</b> Action: Review new language	Committee Members DDA Stephanie Happold	*
<b>6. Other Business</b> <ul style="list-style-type: none"> <li>• Seminar on Expunging and Sealing Cases</li> <li>• AOC update on various projects</li> <li>• Statement of Compliance form update</li> </ul>	DDA Stephanie Happold  Judge Leach	



## **Board for Judicial Administration (BJA) Meeting**

**Friday, March 16, 2018 (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  
Judge Bryan Chushcoff  
Ms. Callie Dietz  
Judge George Fearing  
Judge Blaine Gibson  
Judge Gregory Gonzales  
Judge Dan Johnson  
Judge Mary Logan  
Judge Brad Maxa  
Judge Sean O'Donnell  
Judge Kevin Ringus  
Judge Rebecca Robertson  
Judge James Rogers  
Judge Ann Schindler  
Judge Scott Sparks  
Judge Michael Spearman  
Justice Charles Wiggins

#### **Guests Present:**

Ms. Kimberly Allen (by phone)  
Judge Andrea Beall  
Ms. Barbara Christensen (by phone)  
Judge Douglas Fair (by phone)  
Justice Steven González  
Ms. Cynthia Marr  
Mr. Paul Sherfey (by phone)

#### **AOC Staff Present:**

Ms. Lynne Alfasso  
Ms. Misty Butler Robison  
Ms. Jeanne Englert  
Ms. Beth Flynn  
Ms. Sharon Harvey  
Mr. Brady Horenstein  
Mr. Dirk Marler  
Dr. Carl McCurley  
Mr. Ramsey Radwan

#### **Public Present:**

Dr. Page Carter

#### Legislative Update

Judge Ringus announced that the Legislature wrapped up on time for the first time in several years. Mr. Horenstein stated it was a short 60 day session.

The Democrats controlled the House and Senate and a whole list of bills that had been stalled in previous years were passed this year. Mr. Horenstein highlighted a few of the bills that passed and included in the meeting materials a comprehensive list of bills that passed that impact courts. Some of the notable bills are E2SHB 1783, Legal Financial Obligations Reform; E2SSB 6160, Exclusive Adult Jurisdiction; SB 5987, Concerning Pretrial Release Programs, and 2SHB 1896, Expanding Civics Education in Public Schools.

Quite a few legislators are retiring this year and the list continues to grow.

One of the big issues that developed during the session was the public records for legislators bill which was vetoed by the Governor.

### Budget Update

Mr. Radwan distributed a list of the supplemental budget requests and their final outcome in the meeting materials. He reviewed all of the requests and the results. The overall supplemental budget for the judicial branch was okay. AOC is working with Thurston County to develop methodology for the Thurston County Impact Fee. This fiscal year is fully funded but there is no funding for FY19 at this time. AOC and Thurston County will need to work to get FY19 funded and get permanent funding for the 2019-21 biennium.

Judge O'Donnell complimented Mr. Horenstein and his team and Chief Justice Fairhurst for their work getting funding for the Superior Court Judges' Association (SCJA) policy analyst position. The SCJA was very appreciative.

During the February meeting, there was a question about the percentage of state funds allocated to the judicial branch. One of the documents in the meeting packet from the National Center for State Courts (NCSC) stated the general fund contribution to the judicial branch in Washington State was .07%. The actual amount is .7% and it has been updated on the NCSC Web site.

### Standing Committee Reports

**Budget and Funding Committee (BFC):** Judge Schindler stated that the BFC is in the process of implementing the budget procedure that the BJA recently adopted for reviewing budget submittals and making recommendations. Mr. Radwan is scheduling meetings and organizing presentations.

**Court Education Committee (CEC):** Judge Jasprica reported that the CEC met on March 2. They spent a lot of time talking about the budget proposal from the Court Education Funding Task Force. They also discussed holding a mini-retreat to discuss programs and develop a curriculum plan. They would like to provide training to all education committee members about adult education so everyone is working off the same page and receiving the same training. It is a slow process but the CEC is continuing to move forward.

**Policy and Planning Committee (PPC):** Judge Robertson said the PPC previously reached out to all boards/committees/associations regarding their mandates and are now asking them how they can communicate more effectively. They are also reviewing their committee composition and terms and determining how to increase the continuity of the committee.

**Legislative Committee (LC):** Judge Ringus stated the LC will be coordinating with the two strategic initiative task forces and will be preparing for the next legislative session.

### Interpreter Funding Strategic Initiative

Justice González stated there is a great team working on interpreter funding issues, including the BJA Interpreter Services Funding Task Force, Ms. Englert, Mr. Robert Lichtenberg, and the other Interpreter Program staff. He hopes this will be a successful funding request in the future and very much appreciates that the BJA adopted increased interpreter funding as a strategic initiative.

The meeting materials included a draft of the Funding Court Interpreters Report (survey findings). Some of the numbers included in the Interpreter Services Funding Task Force Funding Request document are likely to change but the funding request is what they plan to pursue. Some of the key findings of the interpreter services survey are that over 50% of the courts are using interpreters daily or weekly. Interpreter costs have increased over the last few years and courts reporting said they exceeded their budgets in the last two years by approximately 50%. In 2015 the courts responding with cost information for 2015 and 2016 spent approximately \$4.3 million in 2015 and \$5.5 million in 2016. Some courts reported costs ranging from \$10,000 - \$15,000 for one matter. The goal of the funding request is to expand the state interpreter reimbursement program by increasing interpreter funding and increase training and certification of interpreters so that more interpreters will be available.

The Task Force would like the funding request to be approved by the BJA with the knowledge that the figures could be adjusted as the decision package is finalized.

Judge Beall said that the general strategy is to increase participation in the current Interpreter Reimbursement Program. Only 41 court jurisdictions are currently in the program.

The Task Force plans to use the counties and cities as allies as the funding request moves forward.

**It was moved by Judge Sparks and seconded by Judge Ahlf to approve the approach of the Interpreter Services Funding Task Force, specifically the funding request which is anticipated to be revised as they finalize the budget package and submit it through the budget process. The motion carried.**

#### Education Funding Strategic Initiative

Judge Fair stated that information regarding the findings of the Court Education Funding Task Force is included in the meeting materials. He believes it addresses the issues that were raised through the training needs survey. The funding they are requesting addresses the top priority of timely and essential training opportunities for judges as soon as they come on the bench and other court personnel when they start their positions.

The Task Force did not move forward with a policy for mandatory court administrator training requirements. They will send a recommendation for consideration to the BJA and CEC. They also removed the benchbook recommendation and that is now going through AOC.

Some BJA members expressed concerns about online training being the top priority when most survey respondents appear to prefer in-person education. Those BJA members do not want online education to replace in-person education. There are worries about the signal it will send to the Legislature—is this an attempt to provide cheap training for judges and staff?

Ms. Englert responded that the CEC is hoping that in developing a good online education software system more people will use online training. They are looking at an emphasis on online training for other court personnel and are hoping that there will be more timely training closer to start date. They are also requesting additional funding for in-person training. Online training is not a replacement but rather an enhancement to provide more timely training opportunities.

Judge Fair mentioned that by and large judicial officers are happy with current training but that is not the case with line staff and administrators. The first funding request is to address the short-term need for timely training.

Judge Jasprica stated that from a CEC perspective, their online presence is lacking. They want to improve it and bring it up to a level that it becomes something people will want to do to address the timeliness issues. They want education that teaches staff what they need to know in the first three months on their job.

**It was moved by Judge Jasprica and seconded by Judge Ringus to approve the approach of the Court Education Funding Task Force, specifically the funding request which is anticipated to be revised as they finalize the budget package and submit it through the budget process. The motion carried with Judge O'Donnell and Judge Rogers opposed.**

Washington State Center for Court Research and the Center for Study and Advancement of Justice Efficiency

Dr. McCurley updated the BJA on the work of the Washington State Center for Court Research (WSCCR) at AOC. Their functions include research for policy development and basic research to add to the body of knowledge about courts and the population of court-involved people, program evaluation, performance reporting, decision support tools, providing data for researchers, support for incremental performance improvement, and to assess outside research.

The most important aspect is that WSCCR is interested in what constitutes effective research that actually gets used. In a decentralized system, making incremental improvements can take advantage of the diversity of experimentation and innovation that we already see across Washington's courts if that variety of innovation can be connected to measurement of outcomes. A variety of program innovations in one program area, such as pretrial screening for risk, plus measurement of outcomes for all of the innovations, enables us to select and promote more effective program designs. There are dozens of programs going on around the state. If they collect and analyze data, then all courts can benefit from the courts that innovate and learn from experience. It is notable in Washington that courts take ownership of their performance and increasingly want information that can help guide improvement efforts.

There are key attributes of organization that are associated with organization learning and continual incremental improvement. Leadership reinforces learning and experimentation. Information collection, analysis, education and training, and information transfer all lead to improved processes and practices. Other attributes that support organizational learning, such as psychological safety, appreciation of differences, openness to new ideas, and time for reflection, lead to innovation and improvement and are also associated with more efficient and effective operations.

At this time, research demand exceeds supply. WSCCR has partnered with the University of Washington and Washington State University to form the Study and Advancement of Justice Efficiency (SAJE). This is the only partnership in the country that has relationships with two universities. The results are better research coordination and increased capacity.

Judge Schindler noted that there is a policy in development to determine how limited funds should be spent on research projects.

There are currently 8.5 staff members in WSCCR of whom five are funded through general fund allocations to the AOC.

Chief Justice Fairhurst asked Dr. McCurley to talk about some of WSCCR's current projects. He responded that for juvenile courts, WSCCR is working on juvenile detention and working with courts to identify evidence-based programs for analysis. Their multi-system youth research has previously supported the Court Improvement Program. For adult courts they are currently working on pre-trial sentencing and supervision and risk assessments. They are also working on judicial needs estimates and sentencing and supervision for trial courts.

### Speaking with a Unified Voice

Ms. Butler Robison noted that the BJA adopted four goals to work on and the first goal is speaking with one voice. The first step in meeting that goal is to get on the same page regarding what this means.

There are many ways the BJA is called upon to provide input. Chief Justice Fairhurst led the discussion of what that means, the value, etc. Some of the comments were:

- Speaking with one voice depends on what you are talking about. One of the mechanisms in place is the criteria employed to decide whether it is a branchwide issue or whether the branch should get behind an issue that pertains to one court level. While the BJA and judicial branch can be unified on an issue, there are different ways to approach it depending on the issue. It was noted that the BJA is not branchwide because it does not include the Office of Public Defense and the Office of Civil Legal Aid which are agencies within the judicial branch.
- The BJA has to have the authority to speak with one voice. The BJA is an organization without much authority. It is an advisor. Its only authority is to bring an issue to the body and if all levels of court weigh in and no one vetoes, there is consensus and the issue can go forward. If a court level vetoes, then the issue does not go forward.
- Leadership matters and things are currently on the right track. There was animosity in the past and that is not as much the case now. The BJA is going in the right direction.
- This is a forum for everyone to be heard and people can express their views even if everyone does not all end up with the same opinion, everyone can still be supportive.
- A unified voice is an ideal and what the BJA is striving toward. It is not something that can always be achieved. It makes sense that there will be times everyone cannot agree. What the BJA can do is continue to strive to move forward. The BJA wants the right result for the right reason but sometimes members disagree about how to get there. The focus on continually striving is what makes it a worthwhile goal.
- Right now, the budget process is something where the BJA plays only an advisory role. The Supreme Court gets the final say.
- Apart from the budget process, the BJA's resolutions are important as far as speaking with one voice.

- As the BJA discusses issues, where there are issues everyone is not in agreement, the BJA should agree on how they are going to message it so there is no one stepping on others' toes. The BJA can all agree on what the message is.
- The BJA is not very nimble. The BJA has long-term issues such as the strategic initiatives but also has the weekly legislative call where bills that affect the statewide courts are discussed and that is more nimble.
- The BJA is strongest during the legislative session when there are a few key people speaking to legislators. The more that the BJA can funnel issues through a process that leads to that, the better. It is a goal to make sure that AOC and operational courts communicate with legislators effectively and make sure everyone is informed.
- The BJA is valuable for several reasons. It does have significance. One of them is expertise. This is one of those things of how does the BJA restore the trustworthiness, relevance, etc. of the courts? Need to approach in small steps for improvement of the situation.

Chief Justice Fairhurst stated that it is really important to her that people feel they can talk in this room. She would like everyone to bring the honest, hard communications in the room. If BJA members cannot find their voice to have the conversation in the BJA meeting, they cannot go forward and have the conversations elsewhere.

#### JISC Overview and Update

Chief Justice Fairhurst gave an update on the Judicial Information System Committee (JISC). She has been the Chair of the JISC for a number of years and information technology (IT) is the one thing in the non-unified court system that is unified. The JISC sets policy for the Judicial Information System (JIS) and approves projects and priorities. Information about the JISC is located on Inside Courts ([https://www.courts.wa.gov/committee/?fa=committee.home&committee\\_id=74](https://www.courts.wa.gov/committee/?fa=committee.home&committee_id=74)).

There are four major IT projects moving forward at this time: the Superior Court Case Management System (SC-CMS), the Appellate Court Enterprise Content Management System (AC-ECMS), the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) and the Information Networking Hub (INH) – Expedited Data Exchange (EDE).

The SC-CMS project began September 2013. The largest implementation event is Event 7 which will be in June 2018. Odyssey is replacing SCOMIS, JRS and CAPS.

At one point, it was thought that the AC-ECMS project might replace ACORDS but it was decided that it would be used for enterprise content management. There are now 10 automated workflows and more are being worked on. Some divisions of the Court of Appeals (COA) will only accept electronic documents. At this point the Supreme Court will accept both electronic and paper documents but in the future they may only accept electronic documents.

The CLJ-CMS project was not able to conclude contract negotiations with the apparent successful vendor. During contract negotiations, the vendor and Steering Committee were not able to come to an agreement. The Steering Committee went back to the second vendor but, after gathering more information, did not recommend them. The Steering Committee is taking a brief moment to thoroughly review all options. They are conducting additional research and

evaluating various proposals to move forward so they can be successful. While it is disappointing that a vendor was not selected from the initial procurement, it is better to figure that out prior to entering into a contract. They will stay on this until they have a solution that will serve the needs of the courts of limited jurisdiction.

The Expedited Data Exchange is needed because not all courts will use the state JIS applications. They need a central repository of statewide data so it is accessible to all. It is not just the courts that need to access the information, several state agencies and WSCCR need the information for their services.

#### Gender and Justice Commission Letter of Support

At the last meeting the BJA approved sending a letter of support for the Gender and Justice Commission's grant application. The draft letter was included in the meeting materials.

**It was moved by Judge O'Donnell and seconded by Judge Ahlf to approve the letter supporting the Gender and Justice Commission's grant application. The motion carried.**

#### February 16, 2018 Meeting Minutes

**It was moved by Judge Ahlf and seconded by Judge Schindler to approve the February 16, 2018 BJA meeting minutes. The motion carried.**

#### Information Sharing

- Chief Justice Fairhurst thanked Judge Gibson and Judge R. W. Buzzard for their work co-chairing the GR 37 Work Group. Judge Gibson thanked the excellent AOC staff support of Shannon Hinchcliffe.
- Ms. Marr told everyone to be on the lookout for the District and Municipal Court Management Association Spring Regional Training invitation. All court levels are invited to the training.
- Judge Ahlf thanked Mr. Horenstein and Judge Ringus for their work during legislative session.
- Justice Wiggins reminded everyone that this is an election year. There are a number of judges up for election and four judges from the Court of Appeals (COA) are retiring. He mentioned this because judges are an important source of information for people. Everyone needs to be very conscience about the elections.
- Judge Logan shared that Judge Shelley Szambelan was appointed to Spokane County Superior Court. If you have a chance, congratulate her.
- Judge Spearman shared that the four COA judges retiring are Judge Mary Kay Becker, Judge Ronald Cox, Judge Michael Trickey, and Judge Thomas Bjorgen.
- Judge Jasprica said that earlier in the meeting Judge Fair mentioned benchbooks being dropped from the Education Funding Task Force recommendation. She just wanted to let everyone know that a letter was sent to Ms. Dietz to address that through the AOC.
- Ms. Butler Robison stated that a dues notice will be sent out to judicial officers soon.
- Judge O'Donnell said that two weeks ago there was a task force meeting on the pre-trial reform effort and the task force's goal is to provide recommendations for the next legislative

session. He hopes the task force will come out with guidelines on using the risk assessment.

- Judge Fearing shared that 2019 is the 50<sup>th</sup> anniversary of the COA. They are planning events and will make a video that will be on TVW about the history of the court and will create a brochure about the court. Each division will have a celebration.
- Judge Gonzales gave kudos to all the committees supporting the courts.

**Recap of Motions from the March 16, 2018 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the approach of the Interpreter Services Funding Task Force, specifically the funding request which is anticipated to be revised as they finalize the budget package and submit it through the budget process.	Passed
Approve the approach of the Court Education Funding Task Force, specifically the funding request which is anticipated to be revised as they finalize the budget package and submit it through the budget process.	Passed with Judge O'Donnell and Judge Rogers opposed
Approve the letter supporting the Gender and Justice Commission's grant application.	Passed
Approve the February 16, 2018 BJA meeting minutes.	Passed

**Action Items from the March 16, 2018 Meeting**

<b>Action Item</b>	<b>Status</b>
<u>Gender and Justice Commission Letter of Support</u> <ul style="list-style-type: none"> <li>• Finalize and send approved letter of support.</li> </ul>	Done
<u>February 16, 2018 BJA Meeting Minutes</u> <ul style="list-style-type: none"> <li>• Post the minutes online.</li> <li>• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.</li> </ul>	Done Done



# IT Governance

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

# JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	2	Superior Court Case Management System	In Progress	Superior
2	102	Request for new Case Management System to replace JIS	In Progress	CLJ
3	62	Automate Courts DCXT Table Entries	Authorized	Multi-Level
4	252	Appellate Electronic Court Records	Authorized	Appellate
5	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	CLJ

Authorized
  In Progress
  Completed
  Withdrawn or Closed

# Current ITG Status for 17-19 Biennium

ITG Request by JISC Priority

ITG 2	2011										
ITG 102	2012										
ITG 62	2012										
ITG 252	2018										
ITG 27	2015										
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18

Authorized
  In Progress
  Completed
  Withdrawn or Closed

# Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Rank
<b>Appellate CLUG</b>					
1	252	Appellate Electronic Court Records	Authorized	JISC	Unspecified
<b>Superior CLUG</b>					
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
N/A	2	Superior Court Case Management System	In Progress	JISC	Unspecified
<b>Courts of Limited Jurisdiction CLUG</b>					
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
<b>Multi Court CLUG</b>					
1	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
2	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Unspecified
<b>Mandatory Requests</b>					
Mandatory	240	Change DOL/AOC Interfaces	In Progress	JISC	Unspecified

Authorized
  In Progress
  Completed
  Withdrawn or Closed

# ITG Request Progress

## Initiate

**131**  
Electronic DX with DOH

**213**  
Modify ASRA

**218**  
Case Type 2 Access for JUV

**224**  
Print Public Docket

**235**  
Conversion of RFR & RDR

**245**  
Single ADR Display

**247**  
Reference Data Stewardship

**254**  
Providing DOL Services to Non-JIS Courts

## Endorse

**177**  
Consolidation of Disbursements

**201**  
Pull Amount Owing

**216**  
Jade

**217**  
Online Interpreter Scheduling

**220**  
Supplemental Race/Ethnicity

**229**  
JABS Access Using JIS Link ID

**232**  
DQ for Statewide Criminal Data

**236**  
DOL ADR Name Enhancement

**239**  
Spokane Reg. Criminal Data Request

**242**  
PCN Number Change

**243**  
Random Driver License Numbering

**248**  
WA State JUV Court Assessment

**249**  
Daily A/R Export to DOC

**253**  
External IT Audit

## Analyze

**61**  
Pre-Trial Adult Risk Assessment Tool

**153**  
DX Improvement to WSP

**241**  
JIS Person Business Indicator

## Recommend

**212**  
Name Length Issue

## Schedule

**3**  
Imaging/Viewing of Court Documents

**27**  
Expand Seattle Muni DX

**62**  
Automate Courts DCXT Table Entry

**107**  
Pact Domain 1 Integration

**108**  
New DOL ADR Format

**122**  
Event Manager

**138**  
Audit Trail CKR

**141**  
Add Bond Transferred Disposition Code

**143**  
Web-based Complaint Solution

**252**  
Appellate Electronic Court Records

