JUDICIAL INFORMATION SYSTEM COMMITTEE

June 22, 2018
10:00 a.m. to 12:00 p.m.
AOC Office, SeaTac WA

Minutes

Members Present:
Chief Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau – Phone
Judge Jeanette Dalton – Phone
Judge John Hart – Phone
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Chief Brad Moericke
Ms. Brooke Powell - Phone
Ms. Paulette Revoir - Phone
Judge David Svaren - Phone
Mr. Bob Taylor - Phone

Members Absent:
Ms. Callie Dietz
Judge G. Scott Marinella
Ms. Barb Miner
Mr. Jon Tunheim

AOC Staff Present:
Mr. Kevin Ammons
Ms. Vicky Cullinane – Phone
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Brian Elvin
Mr. Brady Horenstein
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Dirk Marler
Mr. Ramsey Radwan
Mr. Mike Walsh
Mr. Kumar Yajamanam - Phone

Guests Present:
Mr. Sart Rowe – Phone
Judge Donna Tucker
Ms. Elizabeth Baldwin
Mr. Enrique Kuttemplon
Mr. Tom Boatright

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Call to Order

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

April 27, 2018 Meeting Minutes

Chief Justice Fairhurst asked if there were any changes to be made to the April 27, 2018 meeting minutes. Hearing none, Chief Justice Fairhurst deemed the minutes approved. Chief Justice Fairhurst alerted the Committee this will be the last JISC meeting for Judge Marinella's term, as he will not be continuing on for another term. Thanks was given to Judge Marinella for his time and participation on the Committee. Chief Justice Fairhurst mentioned those continuing in new appointments as of August 1st, including Lynne Campeau, Judge John Hart, and Chief Brad Moericke, as well as Mr. Bob Taylor, pending his association's nomination. Judge Scott Ahlf, who was nominated by the DMCJA, will be starting a new appointment at the expiration of Judge Marinella's current term on July 31st.

JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget using the green sheet, which is a snapshot of select projects within the AOC Information Services Division budget. It identifies the amount allocated or allotted, the amount expended to date plus projected, with the last column reflecting the estimated variances at the end of the biennium. Regarding the Expedited Data Exchange (EDE) Project, Mr. Radwan does not see any red flags or warnings and has projected a zero dollar variance by the end of the biennium on June 30th, 2019. The Superior Court Case Management System (SC-CMS) stands at

a positive variance of approximately $320,000 including the staffing projections and expenditures to date through June 30th, 2019. The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) is projected to have a variance of approximately $8.4 million dollars due to the termination of the contract negotiations with the previously identified apparent successful vendor. This projection includes the current staffing levels, which currently stands at four. Based on the current spending and upcoming CLJ-CMS activities, the variance is not expected to dip below $8 million prior to the end of the biennium. Upon finishing the green sheet presentation, Mr. Radwan asked if there were questions. Hearing none the presentation continued with the review of the blue sheet.

Mr. Radwan drew the Committee's attention to the first two pages of the blue sheet, which contain the ordered priorities for the 2019-2021 Information Technology requests as approved and prioritized by the JISC at the April 27, 2018 JISC meeting. Mr. Radwan stated the amounts have changed to a very small extent: AC-ECMS increased by approximately $60,000 while EDE Operations and Maintenance decreased slightly. Mr. Radwan alerted the Committee to the four packages he suggests be included in the State General Fund (SGF) request submittal (as denoted by the "SGF" after the title). Mr. Radwan stated his belief the items are SGF-fundable and believes the Legislature will understand why the request is being submitted for them specifically. While not a decision point, Mr. Radwan restated his belief that the four items should be submitted for SFG monies in order to get AOC to zero in terms of budget. Previously, the Legislature has provided $2.6 million of General Fund monies to the JIS account and the 2018 Supplemental Request. This shows there is an understanding by the Legislature, that the projects are not just for the Judicial branch but statewide for state, city or county governments and are for the benefit and good of the people. Chief Justice Fairhurst stated that while not a decision point, she would like some discussion on the matter. Chief Justice Fairhurst pointed out if the four priorities (numbers 4, 6, 7 and 8) were pulled out of the JIS request and put into the SFG request but were not funded, there is the possibility of them not being funded. Mr. Radwan replied that was the case if looked at from a solely linear context. If AOC is able to talk with the Legislature concerning the list of priorities, he does not feel they would fall out completely. AOC would be able to receive some indication whether or not the Legislature would commit funds. If not, they could be repackaged into the JIS request and retain their priority.

Discussion continued on various possibilities and strategies Mr. Radwan is looking into to ensure all AOC priorities are funded, whether in a JIS request or SGF request. Specific questions were brought up by Mr. Rich Johnson as to the effect moving the four requests to the General Fund. The key takeaway is the importance of explaining all the requests and why they should all be funded regardless of fund sources.

Discussion continued on the ramifications and technicalities of removing the specified priorities from the JIS request and adding them to the SGF request. Budget requests are assigned a code and assigned whatever fund source the requestor designates. Therefore, any requests coming from the JISC will be in the JIS funds or SGF groups, depending on how they are assigned.

Chief Justice Fairhurst then summarized the next steps: all requests will be presented to the Court Funding Committee (CFC), then the JISC will have another discussion, and subsequently the requests will proceed to the Supreme Court for finalization and submittal upon completion. Mr. Radwan gave a high level general breakdown of SGF requests the CFC will review which flow through AOC. The CFC

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will review the recommendations from the Budget and Funding Committee (BFC), including the Board for Judicial Administration (BJA). Once the CFC reviews the recommendations, those recommendations will move forward to the Supreme Court for consideration. Mr. Radwan then drew the Committee's attention to the last section of the budget update containing the BJA priorities that are officially transmitted to the CFC for consideration. This information is currently for informational purposes only.

JIS Priority Project #1 (ITG2): SC-CMS Project Update

Mr. Keith Curry presented the project update on the Superior Courts Case Management System (SC-CMS) project. He provided status on a successful Event 7 implementation event. He also provided status on the progress for the Event 8 implementation on November 5, 2018. In addition, Mr. Curry discussed Phase 2 of the link-only implementation. The discussion was centered on the Link-Only Summit scheduled for July 27, 2018. This summit will provide counties with the opportunity to establish a plan to provide statewide access to third party DMS documents before the end of the project. Additionally, AOC and Tyler are offering counties to switch to Odyssey Document Management System if they desire, provided it can be accomplished before the end of the project. Finally, Mr. Curry presented the project close-out activities that will take place prior to December 31, 2018.

JIS Priority Project #1 (ITG102): CLJ-CMS Project Update

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Following the decision to close the procurement without selecting a vendor, the project is considering other options for a JIS replacement. As part of the consideration, the Project Steering Committee has requested the following work activities: have the Steering Committee establish guiding principles and a list of imperatives for the CLJ-CMS solution, move forward with an RFP for a vendor to perform an analysis on potential alternate solutions, gather, document, and apply lessons learned from the initial RFP, and apply process improvements to our procurement plans going forward.

Following the presentation Chief Justice Fairhurst alerted the Committee to Bluecrane's QA Assessment directly following the CLJ-CMS presentation. Mr. Allen Mills was unable to attend in person.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update

Ms. Barb Miner was unable to attend in person or call in, so Chief Justice Fairhurst brought attention to the King County Clerk Office (KCCO) materials she provided for the packet.

Judge Donna Tucker presented the project update for King County District Court's (KCDC) EDE Project. Judge Tucker reminded the Committee that Phase 1, Limited Civil cases only, was implemented in October 2017. During the first five months of 2018, KCDC clerks have had to scan approximately one third of the documents as were scanned in the same time period of 2017, with approximately 300,000 documents being filed electronically via the eFiling portal. Judge Tucker stated the majority of glitches have been resolved, with judges and lawyers satisfied with the functionality. Judge Tucker mentioned specific features of the eFiling functionality that have been used successfully,

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including a judge from a different location being able to pick up another judge's ex parte cases while he is on vacation. Due to eFiling, judges and clerks are able to help each other remotely without physically moving a body to that location.

Judge Tucker reported KCDC is currently working on Phase 2 of their implementation, which contains Criminal and Infraction case types. Recently, KCDC made the decision to delay the implementation go-live; it will now take place in the first quarter of 2019. In part, the delay is due to the decision to implement eProbation and the Criminal case type at the same time. Originally, it would have been staggered with Criminal, then integrate eProbation subsequently. After reviewing other delays, the decision made sense to implement both at the same time rather than one after the other. Currently, in Phase 2, KCDC is continuing work on workflow configurations, interface development, and data conversion mapping. Data conversion mapping is especially important due to the numerous number of court locations. In addition, power users are scheduled to start testing on mock courts in July, dealing primarily with Criminal at this point.

Mr. Kevin Ammons presented the update on the Expedited Data Exchange (EDE) Project. Mr. Ammons began by stating that previous updates were prepared with a focus on the readiness of the EDE program for a specific KCCO planned implementation date for their new case management system. Because KCCO has not scheduled a new implementation date, Mr. Ammons reported that he has altered the format of the report to focus on where specific components of the program are in the software development lifecycle. He began by providing a short overview of the software development lifecycle to provide context for the rest of the report. Mr. Ammons then went through an application-by-application review of the integration status and readiness for KCCO's implementation. He also identified the applications that were likely to experience the most significant impacts. Those applications were the partner Data Exchanges and JABS. Mr. Ammons concluded by emphasizing that the EDE program continues to work to mitigate any potential impacts to the statewide system.

Mr. Tom Boatright gave a verbal update on Integrated Solutions Group's (ISG) team process on their statewide assessment. Mr. Boatright stated ISG is directed by the EDE Project Steering Committee in regards to the timing of their reports, with reports generally being given every quarter. ISG's focus and charge is to provide QA across the program. Currently, ISG is mid-cycle in terms of when the next report is due. While in the process of evaluating the program for go-live, ISG was asked by executive sponsorship and sponsors in the program if ISG would consider extending the report to looking at the readiness of the go-live event. Subsequently, ISG was asked if they would extend their services to include a more in-depth assessment of KCCO as well, in terms of go-live readiness. This would provide a comprehensive, deep analysis, which ISG has agreed to do. In terms of timing, ISG will provide a verbal report at the mid-July Project Steering Committee meeting on their assessment of go-live readiness. The final report will be finalized by end of July or early August. ISG will then provide a post go-live report sometime in September, which will be their last report.

Mr. Boatright alerted the Committee that ISG provides the program leadership with bi-weekly status reports where they provide interim recommendations. ISG has been reemphasizing program management as it has been a challenge for the program since ISG was brought onboard for QA. A great deal of emphasis has been on the integration points across all the projects, looking at the bigger picture of all projects as a whole, and not becoming too focused on one's own project. In addition, ISG

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noted the importance of the pilot project and the support of the Committee. Mr. Boatright stated he would be prepared to present the go-live report at the August 24th JISC Meeting.

Data Dissemination Committee Report (DDC)

Judge J. Robert Leach reported on the Data Dissemination Committee (DDC) meeting held directly before the JISC. Judge Leach reported on the requests per the agenda in the JISC packet. The first request dealt with the ACLU's data request to include confidential data elements. The ACLU has been receiving information about court records, including juvenile, for about four years. During the last request cycle the DDC changed their categorization of what is confidential to make dates of birth confidential information. The ACLU needs this information in order to do its research and prepare its publication. After discussions with ACLU, the DDC found they only needed the months and years, which provides sufficient information for their purposes. After the ACLU modified their request without the unique day identifier, the request was approved.

The second request was received from the King County Bar Association, who has a program to help people vacate criminal convictions, assist people in getting housing and jobs, as well as access to funding for school. They have expanded from one attorney to two attorneys and a staff person. The difficult task they face is trying to find out if the individual people they are working with qualify. Part of this is due to needing to ascertain if all their legal financial obligations have been satisfied, which they do not have access to online. This requires phone calls to individual courts, going out on-site and looking at individual files, and spending an estimated five hours to qualify one individual for assistance. Thus, they have asked for an elevated JIS Link access at level 20. The DDC asked for clarification on who would need this access, with the final agreement that it would be limited to just the three people working these type of cases. Furthermore, it would be a separate account so anyone else from the King County Bar not involved in the program would be precluded from access level 20 records. After reaching agreement on access monitoring and the aforementioned conditions, access was approved. Further negotiations concerning specific terms will continue with Ms. Stephanie Happold to ensure security requirements are met.

The DDC also did the final review of the modifications they use specifically in the JIS Link contract. The major concern was to ensure people are following the requirements of the contract and auditing to ensure compliance. The language was amended to nullify this concern. Also reviewed was the Public Index contract due to it having the same concerns as the JIS Link. The contract will now contain a provision that if the licensee does not follow all of the rules, then the DDC is able to terminate the contract. This is discretionary rather than mandatory to give AOC flexibility on solvable minor one-shot indiscretions versus a major violation necessitating termination of the contract. This language was given approval by the DDC.

The last item of business for the DDC was the discussion on the preparations for the DDC seminar at the Fall Judicial Conference on expunging and sealing files.

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Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst reminded the Committee the BJA minutes are contained in the JISC packet behind Tab 7. The BJA and JISC reciprocally provide the minutes of their meetings so both committees are aware of the other's activities.

Adjournment

Chief Justice Fairhurst adjourned the meeting at 11:58am.

Next Meeting

The next meeting will be August 24, 2018, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status

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