



WASHINGTON
COURTS

Judicial Information System Committee (JISC)
Friday, October 23, 2020 (10:00 a.m. – 11:30 a.m.)

[Register in advance for this meeting:](#)

[October 23rd JISC Meeting Registration Link](#)

Once registered, you will receive a confirmation email with details on how to join the meeting. Additional Zoom tips and instructions may be found in the meeting packet.

AGENDA

1.	Call to Order a. Introductions b. Approval of Minutes	Justice Madsen, Chair	10:00 – 10:05	Tab 1
2.	Introduction of Mr. Rob Eby, ISD Architecture and Strategy Manager	Ms. Vonnie Diseth, ISD Director / CIO	10:05 – 10:10	
3.	Equipment Replacement Workgroup for Future Biennia	Justice Madsen, Chair	10:10 – 10:20	
4.	JIS Budget Update a. 19-21 Budget Update b. Revenue Outlook Update	Mr. Ramsey Radwan, MSD Director	10:20 – 10:45	Tab 2
5.	Juvenile Mental Health Reporting – ITG 270 (MH-JDAT) a. IT Governance Overview b. Juvenile Mental Health Reporting Request Overview c. DECISION POINT : Approval and Prioritization of ITG 270	Ms. Vicky Cullinane, Business Liaison Mr. Scotty Jackson, Business Owner Mr. David Reynolds, Juvenile Court Administrator, Whatcom County	10:45 – 11:15	Tab 3
6.	Committee Reports Data Dissemination Committee (DDC)	Judge J. Robert Leach, Chair	11:15 – 11:25	Tab 4
7.	Meeting Wrap Up	Justice Madsen, Chair	11:25 – 11:30	
8.	Informational Materials a. Board for Judicial Administration (BJA) Meeting Minutes b. ITG Status Report			Tab 5

Persons with a disability, who require accommodation, should notify Anya Prozora at 360-705-5277 or Anya.Prozora@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:

2020 – Schedule

December 4, 2020

October 23rd Judicial Information System Committee (JISC) Meeting

- All audio has been muted.
- Anya Prozora will start the meeting with roll call and audio will be turned on.
- Please mute your audio after roll call.
 - Feel free to unmute yourself if you have a question but please turn on mute once you are finished.
- Please leave your video feed **turned off for the duration of the meeting.**
- Zoom allows you to hide non video participants should you wish generally in “More” option on mobile devices or “...” next to a non video participant or in your video settings on a PC.
- If you join the meeting late please wait until you are asked to be identified.

JISC Zoom Meeting Instructions

When: October 23, 2020, 10:00 AM Pacific Time

Register in advance for this meeting:

[October 23rd JISC Meeting Registration Link](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

- In order to attend the Judicial Information System Committee (JISC) meeting you will be **required to register in advance.**
 - After registration you will receive an email with your options to attend the meeting.
 - You can attend via a computer, cellphone, or tablet
 - **All video should be disabled** except for the JISC Chair, Vice Chair, and the presenters (**please do not turn on your video feed during the meeting**)
 - You can use the audio from your laptop, cellphone and tablet or use the dial in numbers provided in the registration email
 - It is recommended you download the Zoom app for the best experience viewing the meeting materials
 - You do **not have to sign in to join the meeting – Click “not now” if prompted**
 - Once you have entered in the required information you will be placed on hold until admitted into the meeting.
1. **Attendance via laptop** – Using your laptop microphone and speakers
 - a. Click on “Click Here to Join”
 - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
 - c. Enter the meeting password from the registration email
 - d. Laptops will generally ask to test your computer audio and microphone.
 - e. Once you have confirmed your audio and microphone work you can close this window and wait for the meeting to start
 - f. Once you have been admitted to the meeting you can choose to join with your Computer Audio or Phone Call
 - g. Choose Computer Audio if your sound settings you tested worked
 - h. Choose Phone Call
 - i. Choose one of the numbers provide
 - j. When prompted enter the meeting ID
 - k. When prompted enter your **unique** participant ID
 - l. **IF** prompted enter the meeting password (you may not be prompted to do this)
 - m. Confirm you want to join with dial in rather than computer audio
 2. **Attendance via Desktop** (No computer audio) – Using the dial in conference number
 - a. Click on “Click Here to Join”
 - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
 - c. Enter the meeting password from the registration email
 - d. Choose “Phone Call” if prompted on the next screen
 - e. Choose one of the numbers provide
 - f. When prompted enter the meeting ID
 - g. When prompted enter your **unique** participant ID
 - h. **IF** prompted enter the meeting password (you may not be prompted to do this)

3. **Attendance via cellphone/tablet** – Download the Zoom app for IOS or Android
 - a. Make note of the password prior to clicking on the link from your phone or tablet
 - b. Click on “Click Here to Join”
 - c. Choose Zoom if the app does not automatically open
 - d. Enter the meeting password
 - e. Wait to be admitted to the meeting
 - f. IF not prompted once admitted to the meeting Click “Join Audio” at the bottom of the screen and choose “Call via Device Audio” (IOS users may see a different set up choose “Call using Internet Audio” if given the option)
 - g. At the bottom of the screen you will have the option to unmute yourself
 - h. If you wish to view the meeting on your phone/tablet **only** and choose to use your cell phone for audio, then choose the dial in option for Android or IOS and follow the steps in **#2 d through h above.**
 - i. If the audio and other options disappear, tap the screen and they will be available to edit
4. **Attend via Dial in only**
 - a. Choose one of the Telephone numbers listed on your registration email
 - b. Enter the Meeting ID when prompted
 - c. Enter # at the next prompt (you will **not** have a Participant ID when attending via telephone only)
 - d. Enter the meeting Password when prompted
 - e. Wait to be admitted into the meeting

Below is a helpful YouTube tutorial on joining a Zoom Meeting.

<https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=youtu.be>

JUDICIAL INFORMATION SYSTEM COMMITTEE

August 13th, 2020 – Special Meeting
12:00 p.m. to 1:00 p.m.
Online Zoom Meeting

Minutes

Members Present:

Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Ms. Mindy Breiner
Mr. Joseph Brusic
Judge John Hart
Mr. Rich Johnson
Judge J. Robert Leach
Judge Kathryn Loring
Mr. Frank Maiocco
Mr. Robert Olson
Ms. Paulette Revoir
Mr. David Reynolds
Ms. Dawn Marie Rubio
Mr. Bob Taylor
Ms. Margaret Yetter

Members Absent:

Ms. Barb Miner
Chief Brad Moericke

AOC Staff Present:

Mr. Kevin Cottingham
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Jim Dixon
Mr. Rob Eby
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Hayley Keithahn-Tresenriter
Mr. Dirk Marler
Mr. Scott McConnel
Mr. Dexter Mejia
Ms. Anya Prozora
Mr. Ramsey Radwan
Ms. Cat Robinson
Ms. Jennifer Wagner

Guests Present:

Ms. Suzanne Elsner
Mr. Allen Mills
Ms. Kristine Nisco
Ms. Heidi Percy
Judge Kimberly Walden

Call to Order

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 12:02 p.m. and introductions were made. Justice Madsen welcomed the three new JISC members: Judge Kathryn Loring (San Juan Superior Court) and Judge Robert Olson (Whatcom County Superior Court) representing SCJA, and Mr. Joseph Brusic representing WAPA. Two returning members were also recognized: Mr. Dave Reynolds (WAJCA) and Ms. Barb Miner (WSACC). Justice Madsen noted there will be more formal introductions at the next JISC meeting on August 28th.

CLJ-CMS Project – Contract Approval

Ms. Cat Robinson gave a brief presentation on the Courts of Limited Jurisdiction Case Management System project (CLJ-CMS) contract highlights and schedule. Just over a year ago, the JISC met and made the decision to move ahead with negotiations with Tyler Technologies, Inc. These negotiations really began in person in January 2020 and have been purposeful and deliberate. The CLJ-CMS Project Steering Committee (PSC) met on August 4th; the PSC is comfortable with the current state of the contract and is now bringing it to JISC for approval. Should the Committee approve the contract, it is expected to be finalized in September. The total contract value is \$22.3 million over six years, plus \$1.1 million for maintenance costs over three years. The anticipated project completion date is October 2025, with the contract term ending in October 2026. Twelve modules were included in the contract,

including two new Software as a Service (SaaS) modules (Tyler Supervision and Odyssey File & Serve).

Ms. Paulette Revoir, chair of the Project Steering Committee, introduced the ten CLJ-CMS PSC voting members, and recognized previous PSC members and Court User Workgroup (CUWG) members. Ms. Revoir stressed that it is crucial that the CLJs move forward with this contract with Tyler, as a modern CMS is essential to keep pace with our courts and the needs of the public, in order to effectively administer justice. Ms. Robinson then provided the Committee with the project's expected high-level timeline. She explained that there are two tracks, e-Filing and the CMS, which the project will work on concurrently. E-Filing is expected to be completed statewide by 2021, and the CMS pilot courts will follow shortly after. The statewide rollouts will be completed in six increments, concluding in October 2025.

Some discussion followed regarding e-Filing. Mr. Rich Johnson asked where e-Filed documents will go as the e-Filing track will be completed first. Ms. Robinson stated that electronic documents will be stored temporarily in Tyler's File and Serve system in the cloud, and then documents will become available in the CMS as each group of courts go live with the CMS. She added that courts can choose to scan paper documents filed manually, or they can choose to work with both paper and electronic documents.

Justice Madsen then thanked Ms. Robinson, Ms. Revoir, the Project Steering Committee, and the CUWG on behalf of the JISC. She then asked if there was a motion to approve the contract.

Motion: Ms. Margaret Yetter

I move that the JISC approve the CLJ-CMS Project Steering Committee's recommendation for the Administrative Office of the Courts (AOC) to proceed with executing the contract negotiated with Tyler Technologies, Inc. to secure a statewide case management, probation, and e-filing system for Washington courts of limited jurisdiction.

Second: Judge Scott Ahlf

Voting in Favor: Justice Barbara Madsen, Judge Scott Ahlf, Ms. Mindy Breiner, Mr. Joseph Brusic, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Judge Kathryn Loring, Mr. Frank Maiocco, Mr. Robert Olson, Ms. Paulette Revoir, Mr. David Reynolds, Ms. Dawn Marie Rubio, Mr. Bob Taylor, Ms. Margaret Yetter

Opposed: None.

Absent: Ms. Barb Miner, Chief Brad Moericke

The motion passed, and the CLJ-CMS contract was approved.

Mr. Radwan stated that he has received the final redline copy of the contract, and will send it to Tyler Technologies, Inc. He does not anticipate any changes, and the contract should be completely executed and signed by September 1st, 2020.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 12:27 am.

Next Meeting

The next meeting will be August 28th, 2020, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status
	A special committee will be formed to deal with the future of Equipment Replacement	Justice Madsen / Ramsey Radwan	

JUDICIAL INFORMATION SYSTEM COMMITTEE

August 28th, 2020
10:00 a.m. to 11:10 a.m.
Online Zoom Meeting

Minutes

Members Present:

Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Mr. Joseph Brusic
Judge John Hart
Mr. Rich Johnson
Judge J. Robert Leach
Judge Kathryn Loring
Mr. Frank Maiocco
Ms. Barb Miner
Judge Robert Olson
Ms. Paulette Revoir
Mr. David Reynolds
Ms. Dawn Marie Rubio
Mr. Bob Taylor
Ms. Margaret Yetter

Members Absent:

Ms. Mindy Breiner
Chief Brad Moericke

AOC Staff Present:

Ms. Charlene Allen
Mr. Kevin Ammons
Mr. Kevin Cottingham
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Rob Eby
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Hayley Keithahn-Tresenriter
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Anya Prozora
Mr. Ramsey Radwan
Ms. Cat Robinson

Guests Present:

Ms. Elizabeth Baldwin
Ms. Kym Foster
Ms. Jennifer Ortega
Mr. Terry Price

Call to Order

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:03 a.m. This is the fourth meeting to be held virtually on Zoom.

Justice Madsen welcomed the three new JISC members: Judge Kathryn 'Katie' Loring (San Juan Superior Court) representing SCJA; Judge Robert Olson (Whatcom County Superior Court) representing SCJA; and Mr. Joseph Brusic (Yakima County Prosecutor) representing WAPA.

Meeting Minutes

Justice Madsen asked if there were any changes or corrections to the June meeting minutes. Hearing none, a motion was given and seconded to approve the minutes. The minutes were unanimously approved as written.

JIS Budget Update

Mr. Ramsey Radwan provided an update of the 19-21 budget (green sheet). CLJ-CMS expenditures are moving along smoothly, and the numbers will be revised as of September 1, 2020. AOC will then begin hiring project positions. Expenditures for the AC-ECMS project are also moving forward according to plan.

Mr. Radwan gave an update on the revenue outlook. General Fund revenues did not plummet in June and July. The projected ending balance is \$1.498 billion, and \$2 million in the Budget Stabilization Account can be used, in addition to any measures the governor enacts to reduce spending. Overall, the outlook is not as good as it was pre-pandemic, but it is not 'draconian' either. Rather, the outlook is better than initially expected at this point. Mr. Radwan added that he will be working with the Legislature to discuss future budget cuts. Justice Madsen asked if CARES funds are included in this outlook. Mr. Radwan said no, then explained that the state received \$3 billion statewide; that amount was divided between larger cities/counties, smaller cities/counties, and the state.

21-23 Biennial Budget Requests Update

Mr. Radwan provided an update on the 21-23 biennial budget requests (blue sheet). The permanent staffing amount for the AC-ECMS project will be reduced to \$2 million. In regards to CLJ-CMS project continuation, AOC will be re-asking for ongoing project funds and contract costs for the next two biennia (as per Legislature practice). The item for EDR future integration will be picked up in July 2021 (21-23 biennium). The Equipment Replacement item will change and/or be adjusted depending on the outcome of the Decision Point today. The amount will likely increase. Mr. Radwan asked the JISC to approve with the exception that this number may come back for adjustment. The total request amounts to \$23.6 million, pending the updated numbers for equipment replacement. Mr. Radwan will send changes out to the JISC with updated equipment replacement numbers prior to the October meeting. There is a possibility that AOC may need to look into moving some of these requests into the General Fund.

Justice Madsen asked if there was a motion to approve to move forward with the IT Decision Packages.

Motion: Judge Scott Ahlf

I move that the JISC approve the 2021-2023 budget request as presented, with the add in of the equipment replacement funds (if JISC approves ER decision), with the understanding that the dollar amounts will change and that the final amount per request will be presented to the JISC once determined.

Second: Mr. Rich Johnson

Voting in Favor: Justice Barbara Madsen, Judge Scott Ahlf, , Mr. Joseph Brusic, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Judge Kathryn Loring, Mr. Frank Maiocco, Ms. Barb Miner, Mr. Robert Olson, Ms. Paulette Revoir, Mr. David Reynolds, Ms. Dawn Marie Rubio, Mr. Bob Taylor, Ms. Margaret Yetter

Opposed: None.

Absent: Ms. Mindy Breiner, Chief Brad Moericke

The motion was passed.

JIS External Equipment Replacement Alternative Proposal

Mr. Radwan then provided a brief explanation of the JIS External Equipment Replacement alternative proposal, using the charts in the meeting materials. This is a sliding scale option which was the outcome of a request from the JISC during the previous meeting on June 26th, 2020. As is mentioned in the scale document, the sliding scale metrics were selected to balance the budget, and the logic is to share the reduction based upon the amount requested. Some discussion followed.

Justice Madsen then asked if there was a motion to approve to distribute current external equipment replacement funds.

Motion: Mr. Rich Johnson

I move that, to balance the budget, the reduced funds for External Equipment Replacement (\$789,000) be distributed based on court size, on a sliding scale.

Second: Ms. Dawn Marie Rubio

Voting in Favor: Justice Barbara Madsen, Judge Scott Ahlf, , Mr. Joseph Brusica, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Judge Kathryn Loring, Mr. Frank Maiocco, Ms. Barb Miner, Mr. Robert Olson, Ms. Paulette Revoir, Mr. David Reynolds, Ms. Dawn Marie Rubio, Mr. Bob Taylor, Ms. Margaret Yetter

Opposed: None.

Absent: Ms. Mindy Breiner, Chief Brad Moericke

The motion was passed.

JIS Priority Project #1 (ITG 102): CLJ-CMS Project Update

Ms. Cat Robinson provided an update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Since the Committee approved the contract with Tyler Technologies at a special JISC meeting on August 13th, Ms. Robinson announced that the contract was executed on August 27th with an effective date of September 1st, 2020. She expressed thanks to Mr. Radwan and his team for all their hard work. The Project Steering Committee and project team are excited to embark on this next step and get to work.

The project team met with the selected pilot courts in June and July, and shared some information about e-Filing, what it means for the courts, and what the next steps will be. Outreach with the pilots and other courts will continue as the project progresses. The project team has also been working with the Court User Workgroup (CUWG) on validating requirements. In June, a communication was sent out explaining the current (at the time) status of the contract. On August 14th, the project sent an announcement that the contract had been approved. The team is refining a plan to reengage in monthly communications via the listserv and project website. Ms. Robinson then outlined next steps, but noted the dates will be updated once the team begins engagement with the vendor.

ITG #286: Statewide Data Warehouse (SDW) Project Update

Ms. Charlene Allen provided an overview on the Statewide Data Warehouse (SDW) Project. The SDW project is a multi-year, multi-phase effort that will enable statewide reporting of data from information provided from local case management systems sending data into the AOC Enterprise Data Repository (EDR). Each phase will allow additional reporting capabilities for the courts, justice partners, and other stakeholders requesting data. SDW is being created for reporting data from the EDR. EDR data needs to go through a process to ensure statewide data consistency and reliability. There are two project phases. Phase I is basic case data from the EDR to the statewide warehouse and will have two releases—dependency data in November 2020 and criminal and offender data in August 2021. Phase II is for ad hoc reporting of statewide data and will be released in the first quarter of 2023. Project accomplishments at this point include completion of the project charter, communication plan, and project plan, and establishment of monthly workgroup meetings and stakeholder monthly status reporting. Ms. Allen then outlined next steps.

Data Dissemination Committee (DDC) Report

Judge Leach provided a brief update on the work of the Data Dissemination Committee, which met earlier today. The DDC’s decisions were as follows:

- Item 2, regarding JIS-Link/JABS access for DSHS Office of Forensic Mental Health Services, was approved.
- Item 3, a request for a court-level JIS account for an individual in the Snohomish County Executive’s Office, was approved.
- Item 4 was a statements of compliance update; it was determined that statements of compliance will continue to be required.
- Item 5 was a suggested amendment to Data Dissemination Policy & update regarding judgments. The DDC did not take any action on this issue today; it will be investigated further and will be revisited in October.

Board for Judicial Administration (BJA) Report

Justice Madsen reminded the Committee that the BJA minutes are contained in the JISC packet behind Tab 6.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 11:37 am.

Next Meeting

The next meeting will be October 23rd, 2020, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status
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	A special committee will be formed to deal with the future of Equipment Replacement	Justice Madsen / Ramsey Radwan	
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DRAFT

Administrative Office of the Courts
Information Services Division
Project Allocation & Expenditure Update
2019-2021 Allocation

Biennial Information as of 8/30/2020 (Fiscal Month 14)

Initiatives--JIS	TOTAL ALLOTTED	EXPENDED AND ENCUMBERED TO DATE	BALANCE
Courts of Limited Jurisdiction - Case Management System (CLJ-CMS)	\$13,482,274	\$1,335,557	\$12,146,717
Appellate Courts - Electronic Content Management System (AC-ECMS)	\$2,207,000	\$1,141,803	\$1,065,197
TOTAL 2019-2021	\$15,689,274	\$2,477,360	\$13,211,914

**2019-2021 Statewide Budget Outlook Near General Fund
August 2020**

Beginning Balance	\$1,981
Sept 2020 NGF Forecast	\$50,022
Other Revenue (includes transfer to BSA)	(\$114)
Total Revenue & Fund Balance	\$51,890
Enacted Appropriations	\$53,460
2020 Governor Veto	(\$149)
Reversions	(\$420)
Reductions Proposed to Date (1)	(\$1,874)
Revised Appropriations	\$51,016
Projected Ending Balance(2)	\$873
Budget Stabilization Account (BSA)	
Beginning Balance	\$1,618
GF-S Trans. To BSA 1%	(\$482)
Appropriations from BSA	(\$200)
Interest Earnings	\$37
BSA Ending Balance	\$973
Total Reserves	\$1,847
<p>(1) Current biennium amount is based on Governor Inslee's direction, not yet enacted. (2) Funds could be used from the budget stabilization account to reduce budget reductions. Near General Fund: State General Fund, Opportunities Pathway Account and Education Legacy Trust Account Sources: Economic and Revenue Forecast Council</p>	

AOC Information Services Division

JIS IT Governance Overview

October 23, 2020



What is IT Governance?

- **IT Governance is a process for guiding information technology investment decisions.**
- **It puts decisions about IT spending priorities in the hands of the court stakeholders.**
- **It focuses on involving court users in the decision-making process from start to finish.**
- **It ensures that the process is open and inclusive.**

Where to Find Information



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Inside Washington Courts

Announcements

[Court Closures](#)

Click above for a list of courts with upcoming closures...

[Data Warehouse - BOXI - 2/17/2011](#)

The data warehouse load for Wednesday, February 16, 2011 has completed successfully.

[Read more...](#)

[STOP Grant For Court-Related Projects](#)

The Gender and Justice Commission is requesting proposals for programs/projects that courts can implement to improve our courts' response to adult and/or teen victims of sexual assault, domestic violence, dating violence, and stalking in 2010-2011.

[Washington Supreme Court Chief Justice Barbara Madsen appears on TVW's "Inside Olympia"](#)

In a one-hour interview on TVW, Washington Supreme Court Chief Justice Barbara Madsen details the state of Washington's judiciary, the funding crisis facing Washington's trial courts, diversity in the

IT Governance Website



Information Technology Governance

[Home](#) [Initiate Request](#) [My Requests](#) [Other Requests](#) [Reports](#) [Resources](#) [AOC](#)

What is Information Technology Governance (ITG)? IT Governance is the framework by which IT investment decisions are made, communicated and overseen. What does that really mean; a true partnership between Information Technology and the Court Community Business Partners. IT Governance is successful when business processes and technology processes work together by utilizing a set of procedures developed to govern strategic outcomes. This is IT Governance.

The Administrative Office of the Courts (AOC) is working with the Judicial Information System Committee (JISC) to deploy a governance method that promotes:

- ▶ Transparency –Requiring ongoing communication on proposed projects
- ▶ Open and Inclusive - Court Communities have a voice in choosing what is most important for their communities and for the state of Washington
- ▶ Business problems for the courts are reviewed holistically; how to benefit the many rather than the few
- ▶ One streamlined process for requests with consistent rules

Go to Request Number:

How does it work?

The governance process has 5 steps. They are initiate, endorse, analyze, recommend and schedule. Throughout each step of the governance process the court community will have a voice.

Show me the process.

[Initiating a Request](#)
[How is a request Endorsed?](#)
[Who Analyzes the information?](#)
[Who recommends my request for Implementation?](#)
[When is it scheduled?](#)

[ITG Website Instructions](#)

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View Governance Requests

Reports

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Court Level User Group Reports

[Excel] [Word] [PDF]

ID	Title	Status	Status Comment	Last Update
Appellate Courts				
45	Appellate Courts EOMS	In Progress	RFP published.	03/03/2014
52	ACORDS Letter Modification	Completed	This enhancement was implemented on Apr 11, 2011.	04/12/2011
53	Modify ACORDS Table Download Job	Completed	This enhancement was implemented on Apr 11, 2011.	04/12/2011
92	Add email service field	Closed	Closed at the request of the initiator.	07/05/2011
93	Correspondence filing type	Closed	Closed at the request of the initiator.	09/26/2011
101	Washington State Bar Association / Supreme Court Exchange	Closed	Endorsement Confirmation declined by the Supreme Court.	02/01/2012
149	Appellate Web Information Enhancement	Completed	The enhancement was completed on 4/10/13.	06/20/2012
Courts of Limited Jurisdiction				
14	Remove Archiving Requirement for Certain CLJ Records	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
15	Purge CLJ Probable Cause Hearings After 3 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
16	Purge CLJ Criminal Felony Records after 3 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
17	Purge Certain CLJ Traffic and Non-traffic Criminal Case Records after 10 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
23	For TPSC to make docket entry what the due date of payment is	Completed	This enhancement implemented on Mar 7, 2011.	03/08/2011
24	Case Review Report - Enhanced Selection Criteria	Closed	DMCMA elected to close this request and initiated a service request for a new BOKI report.	09/29/2010
26	Prioritize Restitution Recipients	Authorized	This request was authorized by the JISC on Feb 18, 2011. Pending scheduling.	03/03/2014
27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	9/29/2015 - request is on hold until further notice.	03/03/2014
28	CLJ Parking Module Modernization	Completed	Feasibility Study Report delivered to customers on April 2, 2012.	05/15/2012
30	Show reason for DUI dismissal on DCH screen	Closed	The CLJG declined this request on the recommendation of the DMCJA Endorsing Group.	10/10/2011
31	Combine True Name and Aliases for timepay	Authorized	This request was authorized by the JISC on Feb 18, 2011. Pending scheduling.	03/03/2014
32	Batch enter attorney's to multiple cases	Authorized	Authorized by the ISO Director on February 3rd, 2011. Pending scheduling.	04/17/2013
33	Autofill date for BOKI screen	Completed	This enhancement was implemented on Apr 4, 2011.	04/11/2011
35	Timepay Removal enhancement	Closed	Closed at the request of the DMCMA	04/22/2011
36	A/P put on hold make docket entry	Closed	Closed at the request of the DMCMA	04/22/2011
37	CLJ Warrant - Comment Line	Completed	This request has been combined with ITG's 79 and 58.	11/14/2011
38	Transfer code for judgment field	Closed	Closed at the request of the initiator.	08/28/2013
39	Prevent charges from being amended on CAR when FTAs is issued.	Completed	This enhancement was implemented on May 16, 2011.	05/16/2011
40	Case Review Report - Enhanced Selection Criteria and Reporting	Closed	DMCMA elected to close this request and initiated a service request for a new BOKI report.	10/07/2010
41	CLJ Revised Computer Records Retention and Destruction Process	Completed	05/12/2017 Work deemed complete by Michael Keeling.	03/03/2014
42	Joint & Severally Ordered Restitution	Closed	The DMCMA declined to confirm its endorsement of this request due to the size of the project.	08/16/2011
44	Code - Paid Bond/Bail Forfeiture	Closed		09/09/2013
46	CAR screen in JIS	Completed	AOC work completed on 12/21/2015.	12/17/2013
49	Reversing/Transferring recouped costs to jurisdiction	Completed	This request implemented on August 20, 2012.	08/20/2012
57	Batch removal of attorney from multiple cases	Closed	Closed at the request of the DMCMA	04/22/2011
58	CLJ Warrant - Print Page	Completed	Project initiated.	11/14/2011
61	Pre-Trial Adult Risk Assessment Tool for Courts of Limited Jurisdiction	Awaiting Endorsement Confirmation		03/15/2011
63	Discrepancy with leading zeros between JIS/JABS.	Closed	This request was based on a software bug discovered by JABS users. AOC is correcting this bug as an incident. The fix has been released.	01/06/2011
68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Authorized by the Administrator on April 12th, 2011. Pending scheduling.	05/19/2011
77	Allow FTAs to Issue When AR is Zero	Completed	Change was implemented on December 2, 2013.	10/01/2013
79	WRO screen change under BAIL options.	Completed	This request has been combined with ITG's 37 and 58.	08/30/2012
84	Remove hyphens from drivers license number displayed on DOL screen in JIS	Completed	This enhancement was implemented on Nov 7, 2011.	11/07/2011
86	Increase characters on CPPI Screen	Completed	The enhancement was implemented on 4/9/2013	01/10/2013
88	Exclude Municipal Courts Jurisdiction	Closed	Closed at the direction of Bill Cogswell.	07/06/2011
gov/index.cfm?fa=links.showLinkAddPage&cmd=Add Link		In Progress	06/17/2015 - ITG Request #174 with all associated documentation is now part of this request.	08/07/2014

Initiate a Request

Initiate A Request

- Home ▾
- Initiate Request
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- Other Requests
- Reports ▾
- Resources ▾
- AOC ▾

Note: Please be advised that once this form has been submitted, it will be viewable on the [Washington Courts Judicial Information System \(JIS\)](#) public website.
 Exceptions: Email addresses and phone numbers are not displayed.
 Forms that have been saved but not yet submitted are not displayed.

Submitter Detail

Requestor Name: *

Dunn, Curtis R

Origination Date: *

04/02/2018

Requestor Email: *

(Additional email addresses may be added. Each must be separated by a semi-colon.)

curtis.dunn@courts.wa.gov

Requestor Phone: *

Request Impact

System problem / interruption preventing work?

Request Type: *

Change or Enhancement

Modify current system (e.g., A need due to business process.)

New System

Create new application or technology solution to support a business process or operation (e.g., A new case management tool.)

Mandated Change

(e.g. legislative change.)

Which Systems are affected? * (Select all that apply)

[Click here for system descriptions.](#)

Appellate Court System (ACORDS)

Judicial Information System (JIS)

Superior Court Management Information System (SCOMIS)

eCitation

[Other affected Systems / Business Processes \(optional\)](#)

Business Problem or Opportunity

Request Title: *

(Request description in 3 to 10 words.)

Business Area: *

--Select--

Describe your request in detail. *

Expected Benefit: *

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Impact if not Resolved: *

--Select--

Impact Description: Optional

View the Status of a Request

Request Summary

Home ▾ [Initiate Request](#) [My Requests](#) [Other Requests](#) Reports ▾ Resources ▾ AOC ▾

2 - Superior Courts Case Management System

[\[History\]](#)

Request Status Summary

Request Status	In Progress
JISC Priority	1
Clarity Project ID:	PRJ-00011
Status Comment	RFP published.

Request Detail

Requestor Name: Ammons, Kevin	Request Type: New System	Which Systems are affected? Judicial Information System (JIS)
Origination Date: 07/22/2010	Business Area: Court Case Management	Communities Impacted: Superior Court Judges Superior Court Administrators
Requestor Email: kevin.ammons@courts.wa.gov	Impact if not Resolved: High	
Requestor Phone: 360-704-4085	Request Attachments SCJA Case Management System Request to JISC (17).pdf Superior Courts IT Review - April 19 2010_Meeting Summary (5).pdf	

Recommended Endorser:

AOC (endorses for other communities)

What is the Business Problem or Opportunity

Important Note This request was originally submitted as part of a pilot of the IT Governance process. The processing of this request took place before the IT Governance Portal was developed. As such, the information related to this request is being included in the portal for completeness. The history entries in this record are not indicative of either the actual processing dates or the bodies that performed the various steps of the governance process. ***The original request follows*** The Superior Courts (courts) of the State of Washington need the ability to adequately support case management, calendaring and judicial decision making activities. Case Management: Courts lack the ability to: direct the progress of cases through the court process based upon business rules that establish case events and deadlines; monitor compliance with the business rules; and, enforce the business rules. Case events and deadlines represent requests for hearings to be held, the conduct of hearings before the court, activities that occur outside the direct purview of the court (i.e., mediation, settlement offers or efforts), exchange of information between parties and the filing of certain documents. Further, courts lack the ability to create reports or view screen based information to assist in managing individual cases and groups of cases at the caseload level by case type. Courts do not have the ability to generate reports, letters, forms, and other documents necessary to communicate approaching or missed deadlines (compliance and enforcement). Court business rules vary by type of case, and sub-type of case. Calendaring: Courts lack the ability to schedule cases for hearings, coordinating case actors (judges, attorneys, litigants, interpreters, etc.) and physical resources (court rooms, AV equipment, etc.) based on a set of conditions that include case type, hearing type, required actors, and required physical resources. For example, a request for a motion hearing in a domestic case before Judge A (conditions) would result in the hearing being set on the next future date that Judge A is scheduled to hear domestic case motions). Courts lack the ability to automatically select dates for hearings based on a set of rules. Courts lack the ability to produce reports or view screen based information that details all of the scheduled hearings and hearing outcomes for a particular case. Courts lack the ability to establish, print, and distribute case schedules for individual cases.

Expected Benefit:

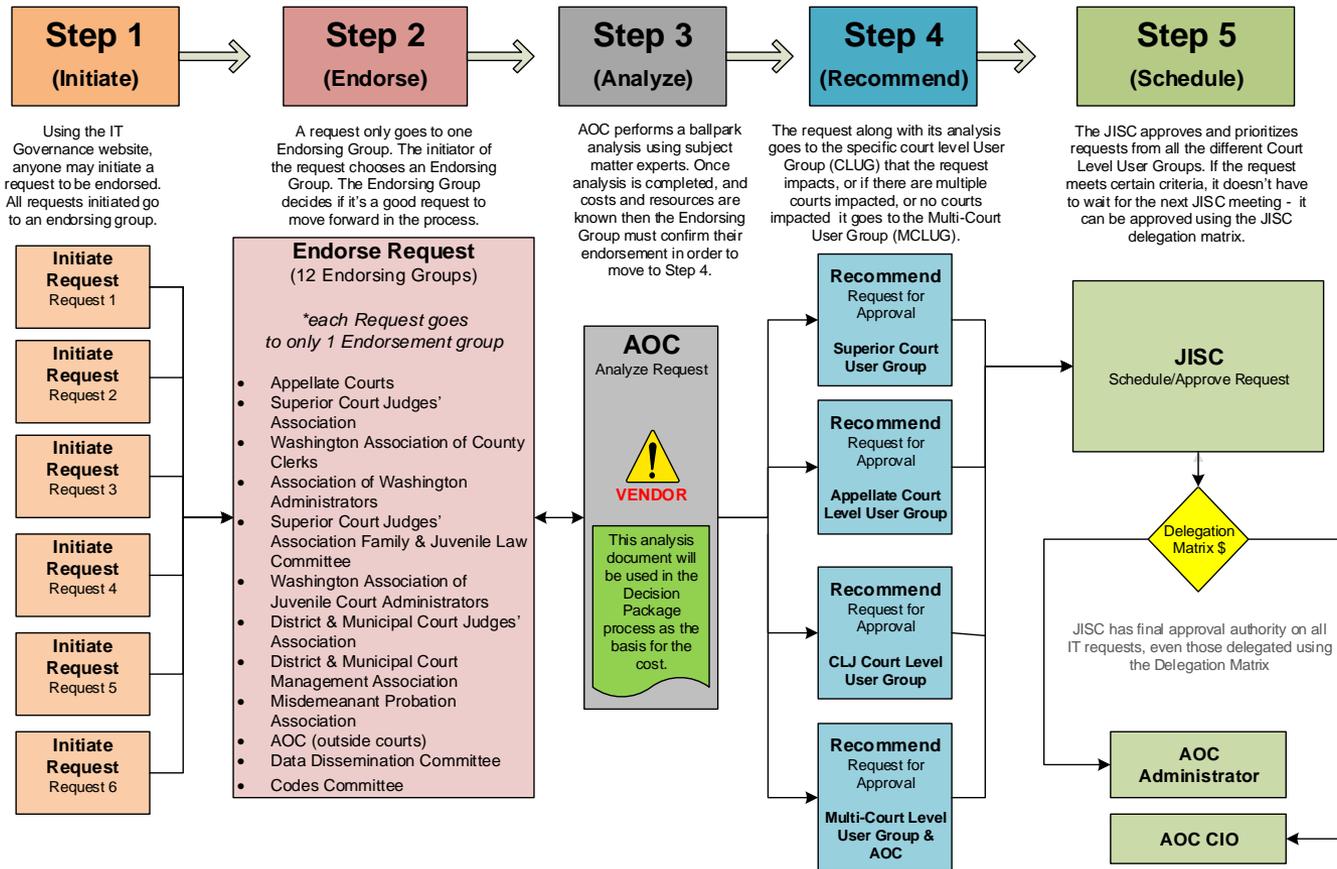
Provision of a caseload management and calendaring system at all Superior Courts in Washington State will increase the efficiency and effectiveness of these courts by automating many business processes that are currently accomplished manually.

Any Additional Information:

This request was originated on 25 Feb 2010 by the SCJA

How Does It Work?

IT Governance Process Flow



Updated on
April 3, 2018

Who Makes the Decisions?

Project Classifications								
Project Classification Description	Not-to-Exceed Cost	Community of Interest	Discipline/ Association	AOC	Court Level User Group	AOC CIO	AOC Administrator	JISC & JISC Exec Committee
						Ongoing	Quarterly	Weekly
Enhancement - existing applications that are to be changed in a limited manner that do not require extensive planning and Communication	\$25,000	Initiate	Endorse (may engage with Staff)	Analyze	Recommend	Schedule		
	\$50,000					Recommend	Schedule	
	Beyond					Recommend	Recommend	Schedule
New - applications or functions not currently provided	\$50,000					Schedule		
	\$100,000					Recommend	Schedule	
	Beyond					Recommend	Recommend	Schedule
Replacement - removing applications or functions currently provided that are to be materially changed or retired, requiring extensive planning and communication	\$100,000					Schedule		
	\$250,000					Recommend	Schedule	
	Beyond					Recommend	Recommend	Schedule

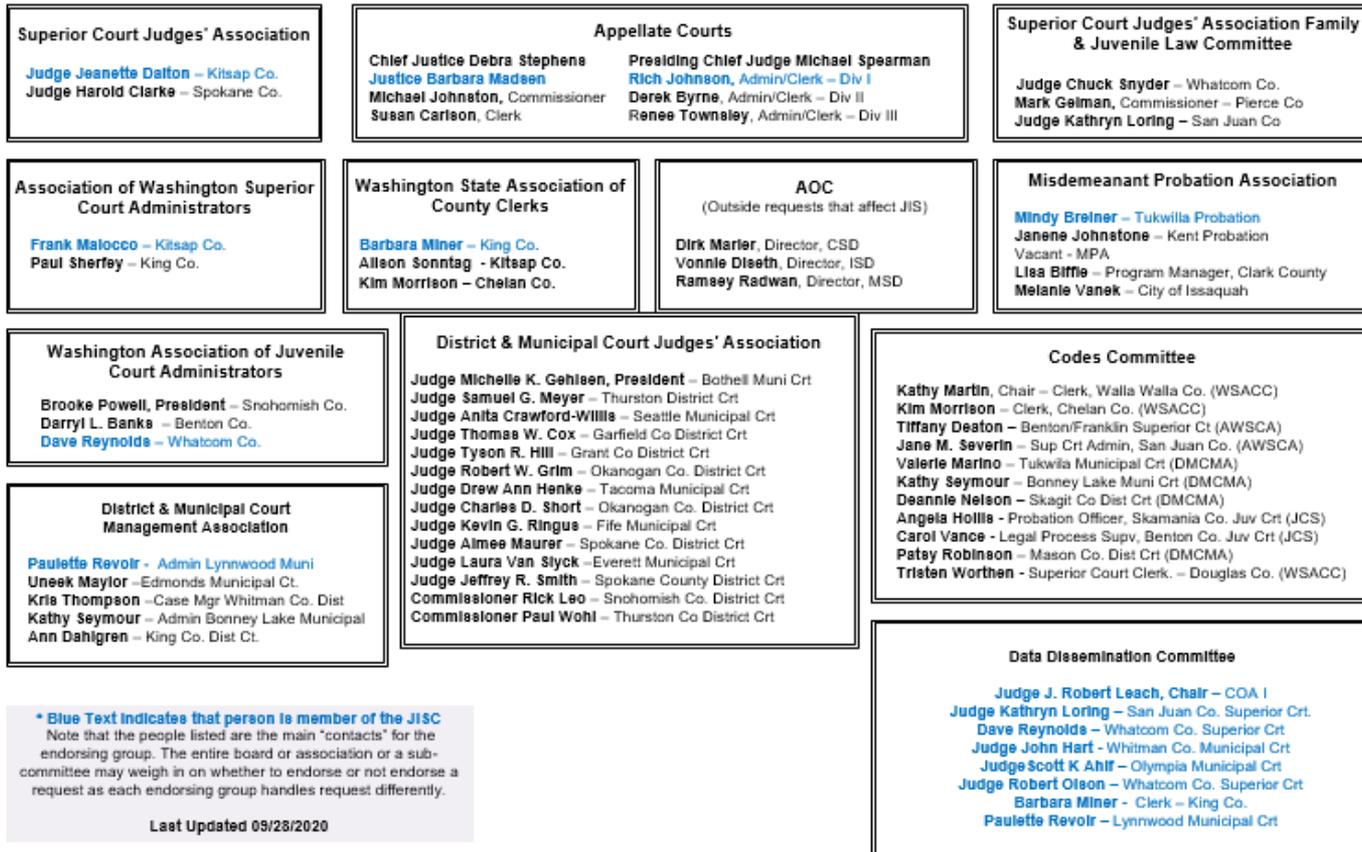
Notes:

- (1) Preplanned operational activity occurs outside of the matrix.
- (2) Not-to-Exceed costs include AOC hours.

Who Makes the Decisions?

IT Governance

12 ENDORSING GROUPS (2nd Stage "Endorse")



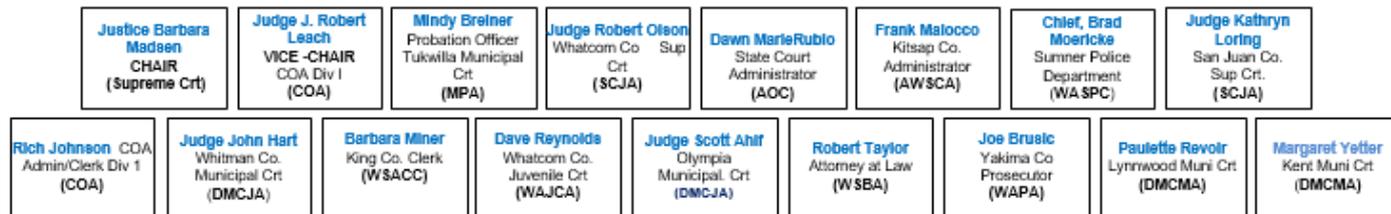
* Blue Text indicates that person is member of the JISC
Note that the people listed are the main "contacts" for the endorsing group. The entire board or association or a sub-committee may weigh in on whether to endorse or not endorse a request as each endorsing group handles request differently.

Last Updated 09/28/2020

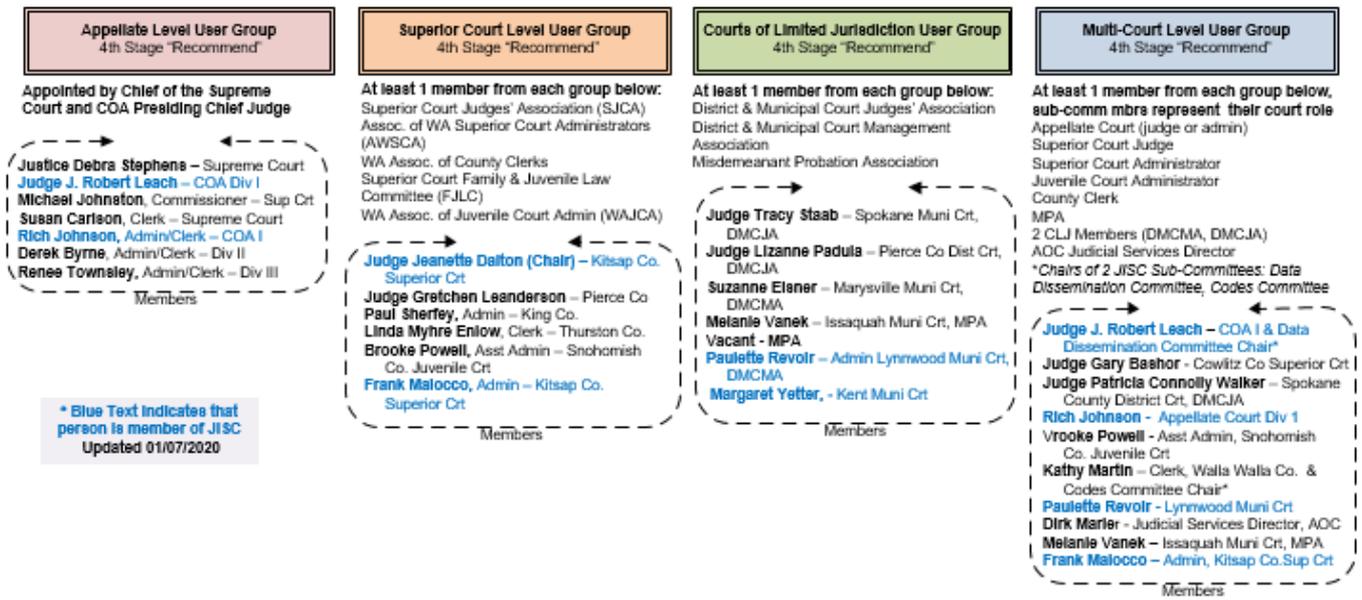
Who Makes the Decisions?

IT Governance

Judicial Information System Committee (JISC) 5th Stage "Schedule" (approve)

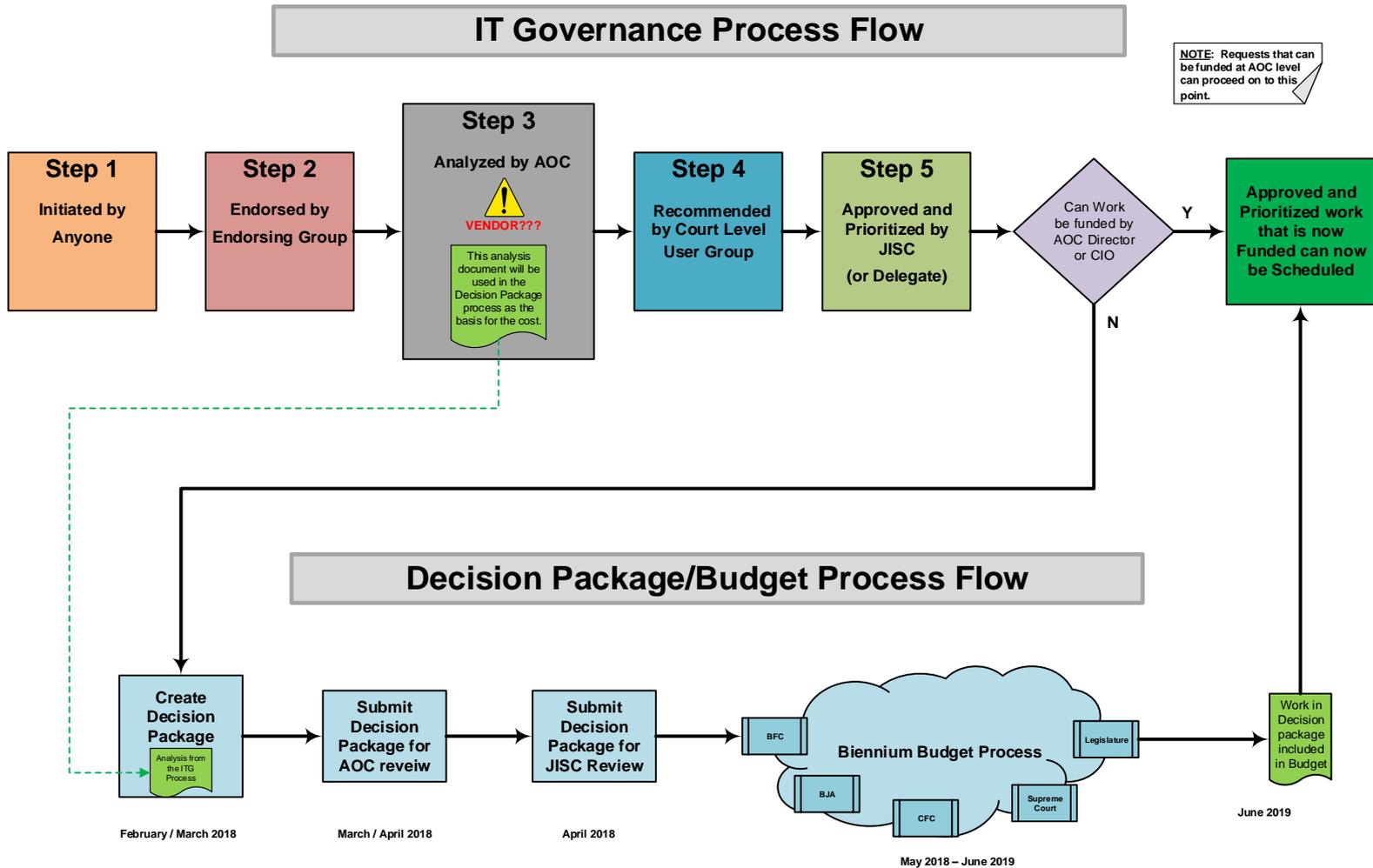


COURT LEVEL USER GROUPS (4th Stage "Recommend")



* Blue Text indicates that person is member of JISC
Updated 01/07/2020

How It Fits in the Budget Process



JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
2	252	Appellate Electronic Court Records	In Progress	Appellate
3	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ

Authorized
 In Progress
 Completed
 Withdrawn or Closed



Decision Point: ITG 270

Mental Health – Juvenile Detention Assessment Tool (MH-JDAT) to Data Warehouse

Scotty Jackson, Court Business Coordinator
Dave Reynolds, WAJCA

October 23, 2020



MH-JDAT History

- Used to assess the mental health needs of a youth entering a detention facility.
- Originally, provided by assessments.com (now Vant4ge) for data entry.
- Data was loaded into the data warehouse by AOC.
- Moved to the Juvenile and Corrections System (JCS) for data entry in March 2016 to fulfill ITG 158.

ITG 270 Request

- Load the data from the JCS version of MH-JDAT into the data warehouse.
- Identify the requirements for the data load and necessary reports to be created.
- Develop standard reports to be run using the Business Intelligence Tool (BIT).
- This will provide capabilities using BIT as assist with determining the mental health needs of youth being served in detention.

Judicial Information System Committee Meeting

October 23, 2020

DECISION POINT – IT Governance Request 270

MOTION:

- I move that the JISC approve IT Governance Request 270, Load the Mental Health-Juvenile Detention Assessment Tool into the Data Warehouse, and make it Priority #4 on the JISC IT Governance Priority List.

I. BACKGROUND

As part of the JISC-approved modernization and integration, AOC initiated a series of key initiatives in 2009. One of those initiatives was to develop an IT Governance process, a necessary foundation for establishing a consistent process for IT investment decision-making.

In 2010, the JISC approved the IT Governance Framework which resulted in the existing IT Governance process. The process was created through a lengthy collaboration between AOC and a broad group of representatives in the court community, facilitated by Sierra Systems, and based on industry best practices.

The IT Governance process requires requests to move through five stages before they are approved for work: initiation, endorsement, analysis, endorsement confirmation, court level user group recommendation and approval (also known as “schedule”) by the JISC or a delegated authority if the request is smaller than a fixed amount. ITG Request 270 is estimated to cost \$160,968, which meets the threshold for requiring JISC approval.

II. DISCUSSION

Juvenile detention staff use the Mental Health-Juvenile Detention Assessment Tool (MH-JDAT) to assess the mental health needs of a youth entering a detention facility. Scoring data is collected from MH-JDAT applications within JCS and juvenile courts need a pathway to the Data Warehouse to perform a BIT query for reporting purposes. Some time ago the pathway to the Data Warehouse was not activated. The request is to activate the pathway in order to use BIT query capabilities.

The reason it should be prioritized as #4 is because the three higher priority projects are already underway.

III. PROPOSAL

The JISC should approve IT Governance Request 270 and prioritize it on the JISC IT Governance Priority List.

IV. OUTCOME IF NOT PASSED

If IT Governance Request 270 is not approved, the juvenile courts would have no reporting on this assessment data.

Request:

This request by the Juvenile Court Administrators and Juvenile Detention staff is to provide reporting capabilities using the Administrative Office of the Courts (AOC) Business Intelligence Tool (BIT) to assist with determining the mental health needs of the youth being served in detention.

Summary of Proposed Solution:

Washington Association of Juvenile Court Administrators' supports two mental health assessments in the Juvenile and Corrections System (JCS):

1. MH-JDAT – Mental Health Juvenile Detention Assessment Tool
2. MAYSI-2 – Massachusetts Assessment Youth Screening Instrument – 2

The Juvenile Detention staff utilize the MH-JDAT and the MAYSI-2 at the AOC to assess the mental health needs of a youth entering a detention facility.

At this time the JCS application does not have a reporting component to compile and provide analytical data, so the other option is to provide the reporting capability within the AOC's BIT. Juvenile Court users would then be able to query the information and create individualized court reports, and have access to three statewide reports.

Scope:

The originating request is to place both tools reporting capability in the BIT. During the analysis phase of the ITG, a reporting structure to include both assessments was determined to be too large of an effort for one ITG request. The Scope of ITG 270 is to only implement the MH-JDAT data availability in BIT. A separate request (ITG 282) has been submitted for MAYSI-2.

Sizing:

The following estimate is based upon the best available information and does not include cost or effort estimates for on-going maintenance of the enhancement.

This request would be accomplished with AOC's internal resources. The system(s) affected by the change would be: JIS Adult Static Risk Assessment (ASRA) database tables in SQL Server, the BIT, and associated data warehouse.

AOC estimates that this project would take nine months to complete. This is an estimate of the duration of the project from the date work would begin on the project until final implementation.

Group	Hours	Tasks
Court Education	3	JCS manual update
Business Analysis	140	Gather and document requirements
Architecture	120	Analysis and design documentation
JCS Developer	70	Knowledge transfer; data reverse engineering; MH-JDAT entity identifications
Maintenance (JCS)	0	Tech analysis/design, documentation and unit testing
Research	40	Technical analysis, and testing
Data Warehouse	1600	Database design and development; BIT Universe design; Report design; BIT Administration
Infrastructure	40	Configure support infrastructure
Quality Control	105	Test specification, and validation
Total		2118 hours
Total AOC Staff Costs = \$160,968		

ISD staff costs average \$76 per hour. Contractor staff generally costs \$120 - \$150 per hour.

Business Impacts:

This change would require communication to the courts regarding the new information available in BIT. Additional training or education on how to run the BIT reports.

Proposed Solution:

The AOC would create and architect the MH-JDAT results created by JCS into the BIT application. The work required would be as follows:

- Transform each question and answer into its own data element.
- Apply logic for scoring each of the questions.
- Create a filter or grouping of the scoring outcomes.
- Designing JCS information in the BIT application.
- Creating a new universe.
- Applying security.

Assumptions:

MH-JDAT is a supported tool by the Washington Association of Juvenile Court Administrators. Because the tool is supported, it is assumed that any Juvenile Court in Washington State should have this information available for use.

Risks:

The Washington State Center for Court Research, and the Detention Quality Assurance Committee (DQAC) (as of 1/1/2020) have been communicating the need to have a global agreement on using one mental health tool. There is a risk of MH-JDAT being replaced or revamped in a new tool for the following reasons:

1. Tool is out-of-date with current trends regarding Juvenile detention and mental health.
2. A more robust tool could become available.

270 - Allow MH-JDAT data to be accessed through BIT from the Data Warehouse

[\[History\]](#)

Request Status Summary

Request Status Awaiting Authorization

Status Comment 05/13/2020 - Unanimously recommended by Judge Jeanette Dalton on behalf of SC-CLUG. Awaiting JISC authorization.

Request Detail

Requestor Name: Powell, Brooke R	Original Title:	Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse
Origination Date: 03/28/2019	Request Type:	Change or Enhancement
Requestor Email: brooke.powell@snoco.org	Which Systems are affected?	Juvenile and Corrections System (JCS)
Requestor Phone: 425-388-7851	Other affected Systems / Business Processes	BIT - Data warehouse
Recommended Endorser: Washington Association of Juvenile Court Administrators	Business Area:	Data Conversion
	Communities Impacted:	Juvenile Court Administrators
	Impact if not Resolved:	High
	Impact Description:	Assessment data is being collected with no effective method of compiling data to be able to use it in a meaningful way.

What is the Business Problem or Opportunity

Juvenile detention staff utilize the Mental Health -Juvenile Detention Assessment Tool (MH-JDAT) and the Massachusetts Youth Screening Instrument (MAYSI-2) to assess the mental health needs of a youth entering a detention facility. Scoring data is collected from MH-JDAT and MAYSI-2 applications within JCS and juvenile courts need a pathway to the Data Warehouse to perform a BIT query for reporting purposes. Some time ago the pathway to the Data Warehouse was not activated. The request is to activate the pathway in order to use BIT query capabilities.

Expected Benefit:

Provide reporting capabilities to assist with determining the mental health needs of the youth being served in detention.

Endorsement Detail

Endorsing Committee Washington Association of Juvenile Court Administrators	Endorsing Action: Endorser's Explanation and Comments WAJCA has approved this request	Endorsed
Endorser Name: Powell, Brooke R		
Origination Date: 03/29/2019		
Endorser Email: brooke.powell@snoco.org		
Endorser Phone: 425-388-7851		

AOC Analysis Detail

Analysis Date: 04/28/2020

Request Summary:

Request Rationale

Aligns with JIS Business Priorities, IT Strategies & Plans: Yes

This request by the Juvenile Court Administrators and Juvenile Detention staff is to provide reporting capabilities using the Administrative Office of the Courts (AOC) Business Intelligence Tool (BIT) to assist with determining the mental health needs of the youth being served in detention.

Aligns with applicable policies and with ISD Standards: Yes

Business Impacts:

See analysis.

Breadth of Solution Benefit: Wide

Summary of Proposed Solution

The AOC would create and architect the MH-JDAT results created by JCS into the BIT application.

Cost Estimates

Cost to Implement? \$160,968

Projected Maintenance cost? TBD

Feasibility Study needed? No

Proposed Solution

See analysis.

Additional Systems Affected

Data Warehouse
Juvenile and Corrections System (JCS)

Communities Impacted

Juvenile Court Administrators

AOC Analysis Attachments

[270 Analysis - Allow MH-JDAT data to be accessed through BIT from the Data Warehouse.pdf](#)

Court Level User Group

Superior Courts

Approving Authority JISC

Confirmation of Endorsing Action Detail

Endorsing Committee
Washington Association
of Juvenile Court
Administrators

Endorsing Action:

Endorsed

Endorser Name:

Powell, Brooke R

Origination Date:

05/05/2020

Endorser Email:

brooke.powell@snoco.org

Endorser Phone:

425-388-7851

Court Level User Group Decision Detail

CLUG Superior
Courts

Chair of Group Judge
Jeanette
Dalton

Scoring Detail

Score / Possible

Business Value

8 / 10

Relative Priority

7 / 10

Cost

3 / 5

Date of Decision	05/13/2020	Complexity/Level of Effort	5 / 10
Decision		Risk	3 / 5
Decision to Recommend for Approval	Unanimously recommended to the approving authority	Benefit / Impact	5 / 5
Priority Processing Status	Prioritized	Impact of Doing Nothing	5 / 5
Ranking		Total Score	36 / 50
Request Priority	2		
Request Importance	High		

Additional Notes

1. Opening the pipeline to the data warehouse enables dissemination of highly sensitive private information for a variety of outside entities. Therefore it is critical to comply with HIPAA regulations, while still enabling access to data.
2. Cost of compliance with HIPAA regulations is a "concern"
3. Audit requirements for HIPAA by outside agencies
4. How much would it cost to ensure data is protected
5. Having the "pipeline" open and data available that is consistent across counties is important.



JISC DATA DISSEMINATION COMMITTEE
 Friday, October 23, 2020, 8:00 a.m. – 9:55 a.m.
 Zoom Teleconference
 URL: provided via invite

AGENDA

Call to Order	Judge J. Robert Leach, Chair	Agenda Items with documents are indicated with an *
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ACTION ITEMS

1. August 28, 2020, Meeting Minutes Action: Motion to approve the minutes	Judge Leach - All	*
2. JIS-Link access request from the Public Defender Association	Mr. Kevin Cottingham	*
3. JIS-Link access request from the DSHS Aging and Long-Term Support Administration	Mr. Kevin Cottingham	*
4. JIS-Link exception request from the Washington State Institute for Public Policy	Mr. Kevin Cottingham	*
5. JIS exception request from the Washington State Supreme Court	Mr. Kevin Cottingham	*
6. Proposed modification to JIS confidentiality agreements	Mr. Kevin Cottingham	*
7. Update regarding 2020 Statements of Compliance	Mr. Kevin Cottingham	
8. Update regarding JIS PCS Screen – Printing for Level 20/25 Sites	Ms. Hayley Keithahn-Tresenriter	*
9. Update regarding JIS-Link Charges and Conditions	Ms. Hayley Keithahn-Tresenriter	*
10. Suggested amendment to Data Dissemination Policy & update regarding judgments	Ms. Hayley Keithahn-Tresenriter	*
11. Other Business	Judge Leach	



Board for Judicial Administration (BJA) Meeting
Friday, June 19, 2020, 9:00 a.m. – 12:00 p.m.
Videoconference

MEETING MINUTES

BJA Members Present:

Chief Justice Debra Stephens
Judge Greg Gonzales, Member Chair
Judge Tam Bui
Judge David Estudillo
Judge Doug Federspiel
Judge Michelle Gehlsen
Judge Rebecca Glasgow
Justice Steven González
Judge Dan Johnson
Judge David Kurtz
Judge Mary Logan
Judge David Mann
Judge Bradley Maxa
Judge Sam Meyer
Rajeev Majumdar
Judge Rebecca Pennell
Judge Judith Ramseyer
Judge Kevin Ringus
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Michael Scott
Judge Charles Short

Guests Present:

Esperanza Borboa
Sophia Byrd McSherry
Timothy Fitzgerald
Brooke Powell
Kyle Sciuchetti
Dawn Williams

Administrative Office of the Courts (AOC) Staff Present:

Crissy Anderson
Judith Anderson
Jeanne Englert
Sharon Harvey
Penny Larsen
Dirk Marler
Dory Nicpon
Ramsey Radwan
Caroline Tawes

Call to Order

Chief Justice Stephens called the meeting to order at 9:02 a.m.

Court Impacts – COVID-19 Information Sharing

Chief Justice Stephens and Judge Gonzales acknowledged that today is Juneteenth and offered brief remarks. Chief Justice Stephens introduced the new BJA members.

BJA members shared thoughts on the COVID-19 public health emergency and the national and global uprisings against racial injustice. Judge Ramseyer stated a work group has formed to discuss what judges can do in this environment to increase efforts on judicial diversity, education, and awareness of racial injustice. The work group would like to identify tangible goals to eradicate injustices.

Other issues shared by the members included:

- the importance of identifying meaningful and specific actions to take;
- recruitment of minority lawyers to bench;
- appreciation of the letters from the Supreme Court and AOC leadership;
- the importance of getting feedback;
- the importance of listening;
- working to facilitate access to justice and address inequities;
- the importance of judges as leaders;
- a commitment to justice.

Some counties are resuming jury trials in July.

Court Recovery Task Force Update

The Court Recovery Task Force met for the first time this week. Task Force information was included in the meeting materials. BJA members were asked to contact Task Force staff if there are other groups that should be included on the Task Force. A Recovery Summit is tentatively scheduled for August 25.

Superior Court Judges' Association (SCJA) Update

Judge Ramseyer is the new SCJA president, Judge Estudillo is the president-elect, and Judge VanDoorninck is the past president. The SCJA held a long-range planning and board meeting in early June where the Education Committee discussed virtual education and webinars in place of conference sessions. The webinar format developed for the Friday Forums will be used in the future. In anticipation of the lifting of the eviction moratorium, there will be webinars on basic eviction laws and regulations beginning in July. Upcoming projects include webinar development and a work group to prepare best practices and benchcards for evictions. There will also be new work groups focusing on protection orders and racial justice.

District and Municipal Court Judges' Association (DMCJA) Update

The DMCJA held a Board retreat and meeting in March and a virtual conference the first week of June. Judge Gehlsen is the new DMCJA president. The DMCJA is hiring outside evaluators to watch court proceedings and evaluate those proceedings. DMCJA is committed to increasing diversity in their membership. The DMCJA is considering how to best conduct the work of the courts during the pandemic, including options such as staggered calendars and virtual hearings. DMCJA priorities include racial justice, equity, diversity, adequate court funding, a new case management system, court security, and access to justice. Judge Meyer thanked the Court Security Task Force for their work.

BJA Task Force Updates

Court Security Task Force: The Task Force subcommittee met and discussed funding. A reduced funding request was submitted by the Task Force.

Court Education Funding Task Force: The Task Force met in May, and will continue to explore alternative funding options.

Standing Committee Reports

Court Education Committee (CEC): Judge Gonzales emphasized the importance of maintaining relationships with legislators and local officials who make budget decisions. The CEC will continue to offer diversity and access to justice sessions at conferences, and is using virtual platforms to deliver education. The Education staff at AOC have shifted to supporting online education. There were 13 hours of education offered at the DMCJA Spring Program. The District and Municipal Court Management Association (DMCMA) canceled their spring program but moved several sessions to online education and moved some programs to 2021. The County Clerks and the Association of Washington Superior Court Managers (AWSCA) have also moved programs online. AOC is working with the 2021 Judicial College Deans to develop an online program for Judicial College faculty as well as content for the Judicial College.

Funds saved from the canceled spring programs have been re-allocated to a scholarship program for all court personnel. Forty-three scholarship applications were received and 31 scholarships were funded.

A Supreme Court Order has been posted that provides for a temporary reduction in mandatory continuing judicial education credits and reporting requirements for 2020.

Ongoing projects include reviewing submissions from vendors for a mobile meeting event application that were submitted in response to a formal Request for Information published by AOC; developing a strategic plan for the development of online education; and re-organizing the education and training site on Inside Courts.

Legislative Committee (LC): On May 18 the LC held a joint meeting with the Budget and Funding Committee (BFC) to plan and strategize for the Special Legislative Session.

Policy and Planning Committee (PPC): A Therapeutic Court Task Force is not warranted at this time. New strategic initiatives will be discussed at the next PPC meeting, and new strategic initiative requests for proposals will be postponed. Recommendations for board diversity will be discussed at the October BJA meeting.

It was moved by Judge Scott and seconded by Judge Kurtz to approve an adequate court funding work group, including PPC and BFC and

Washington State Center for Court Research representatives. The motion carried unanimously.

Budget and Funding Committee (BFC): Funding requests submitted to AOC were included in the meeting materials. Ramsey Radwan discussed the state budget shortfall and possible effects from the shortfall.

2020–21 Meeting Schedule

It was moved by Judge Scott and seconded by Judge Ramseyer to approve the 2020–21 BJA meeting schedule. The motion carried unanimously.

BJA Board and Committee Membership

Two changes were announced in the in BJA Board and Committee membership materials: on the Legislative Committee, Judge Michael Scott replaces Judge van Doorninck and Judge Sam Meyer is joining the PPC for another two years as the DMCJA representative. In addition, Judge Kevin Ringus was nominated by the BJA chairs as the Legislative Committee Chairperson for the next two years.

It was moved by Judge Kurtz and seconded by Judge Gonzales to approve the BJA committee membership with the mentioned changes. The motion carried unanimously.

May 8, 2020 Meeting Minutes

It was moved by Judge Kurtz and seconded by Justice González to approve the May 8, 2020, BJA meeting minutes. The motion carried unanimously.

Information Sharing

Dawn Marie Rubio outlined some of the things AOC has done to meet the challenges of the public health emergency and to continue to collaborate and be of service to others in the judicial branch. Others discussed their collaboration efforts to support both the public and courts.

Next Meeting

The next BJA meeting will be a videoconference on September 18. The October and November BJA meetings might be videoconferences, although that decision has not been made yet.

Other

There being no further business, the meeting was adjourned at 12:11 p.m.

Recap of Motions from the June 19, 2020 Meeting

Motion Summary	Status
Approve an adequate court funding task force.	Passed
Approve the 2020–21 BJA meeting schedule.	Passed
Approve the BJA committee membership.	Passed
Approve the May 8, 2020, BJA meeting minutes.	Passed

Action Items from the June 19, 2020 Meeting

Action Item	Status
<u>May 8, 2020, BJA Meeting Minutes</u> <ul style="list-style-type: none">• Post the minutes online.• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	Done Done



IT Governance

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

Summary of Changes Since Last Report

New Requests:	None
Endorsements:	286 - Statewide Reporting
Analysis	
Completed:	None
Endorsement	
Confirmations:	None
CLUG Decision:	None
Authorized:	None
In Progress:	None
Completed:	None
Closed:	272 - Snohomish District Court CMS to EDR 282 - Allow MAYSI-2 data to be accessed through BIT from the Data Warehouse
ITG Portal:	None

JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
2	252	Appellate Electronic Court Records	In Progress	Appellate
3	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Status Year in Review

JISC Approved

		Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
ITG 102	2011*	In Progress												
ITG 252	2018*	In Progress												
ITG 27	2011*	In Progress												

AOC Admin/CIO Approved

		Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
ITG 003	2011*	Authorized	In Progress											
ITG 248	2020*	In Progress	Authorized	In Progress	In Progress	In Progress								
ITG 267	2020*	In Progress	In Progress	Authorized	In Progress									
ITG 269	2020*	In Progress	Authorized	Authorized	Authorized	Authorized								
ITG 276	2020*	In Progress	Authorized	Authorized	Authorized									

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

* Year ITG authorized

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Appellate CLUG					
1	252	Appellate Electronic Court Records	In Progress	JISC	Unspecified
Superior CLUG					
1	248	Washington State Juvenile Court Assessment	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Awaiting Authorization*	JISC	High
3	267	Odyssey Supervision Module Modification	In-Progress**	Administrator	High
4	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	High
Courts of Limited Jurisdiction CLUG					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	JISC	High
Multi Court CLUG					
N/A	3	Imaging and Viewing of Court Documents	In Progress	Administrator	Unspecified

Authorized
 In Progress
 Completed
 Withdrawn or Closed

* Planned for OCT JISC decision

** On hold reference ITG 283

ITG Request Progress

Awaiting Endorsement	Awaiting Analysis		Awaiting Endorsement Confirmation	Awaiting Authorization	Awaiting Scheduling
284 Criminal cases with HNO and DVP case types allow DV Y/N	220 Supplemental Race/Ethnicity Request	286 Statewide Reporting	241 JIS Person Business Indicator	270 Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse	269 Installation Of Clerks Edition For Franklin County Superior Court Clerks Office
287 OnBase Product Upgrade	232 DQ for Statewide Criminal Data				
	256 Spokane Municipal Court CMS to EDR Data Exchange				276 Parking Tickets issued in SECTOR - Interim resolution
	265 Kitsap District Court CMS to EDR Data Exchange				
	266 Upgrade SC-CMS to Odyssey 2018				
	268 Olympia Municipal Court CMS to EDR Data Exchange				
	274 EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent				
	275 Odyssey to EDR				
	277 TRU Truancy - Modify Required Party of PAR Parent				
	278 Kitsap County e-Filing				
	279 JIS Name Field Upgrade				
	281 Judicial Officer Note Flag				
	283 Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases				