DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, FEBRUARY 16, 2012

9:30 A.M. TO 12:05 P.M.

AOC SEATAC OFFICE, SEATAC OFFICE CENTER

18000 INTERNATIONAL BLVD., SUITE 1106, SEATAC

DRAFT MEETING MINUTES

Members and Alternates Present: Rich Johnson, Chair, Larry Barker, William Holmes, Frank Maiocco, Cynthia Marr, and Barb Miner.

AOC Staff: Jennifer Creighton, Dan Belles, Bill Burke, Mike Walsh, Heather Williams, and Kathie Smalley.

Call to Order

The meeting minutes for the November 17, 2011 meeting were deemed approved. Rich Johnson noted that this was one of the first face to face meetings held in quite awhile and the committee schedule is on the table for discussion. Mr. Johnson also announced that Jennifer is transitioning into a different role at the AOC, and that Heather Williams is her designated replacement.

Proposed Schedule Change

The purpose of proposing a schedule change is to sync DMSC's efforts with the JISC meeting schedule which will allow the DMSC to have all project information and be prepared to make recommendations to the JISC (a proposed schedule was handed out with suggested dates just prior to JISC meetings). The committee accepted the proposed schedule.

Open Action Items

- Bill Burke to provide the SCDX Inventory of Services that defines all of the SCDX web services and the Increment each service is scheduled to be delivered. Also, identify which web services are considered bi-directional. ***(Completed on 3/8/2012)***
- DMSC Members to review the list of SCDX Inventory of Services and identify any additional services that they would need to be developed to make the SCDX more useful for their courts. ***(Follow up due by 4/19/2012)***
- Bill Burke to review any additional web services that DMSC members request for submittal to the AOC ITG process. ***(Follow up dependent on above bullet)***
- Cynthia Marr will follow up with Issaquah and Lakewood regarding economies of scale through statewide service level agreements with web services providers. ***(Follow up due by 3/1/2012)***

Accounting Project Update – *Jennifer Creighton*

Jennifer Creighton reported on the Project Status Bi-Weekly Report. The project is moving along on time; the first set of reports were released in December 2011 and second set of reports will be released in February 2012. A timeline was provided with handouts that is basically on an every other month release schedule. The difficulty of the project comes from moving the data from the source systems into the data warehouse and transforming it in a way that it makes sense for the

accounting reports. The first 6 reports on the timeline are staggered based on when the information is going to be available to create them. In August, all of the data will be in the warehouse (transformed) and the AOC will then want to look at the remaining reports and see if they can be released more quickly because the data will already be there.

Mr. Johnson requested that the members go back to their courts and validate they're getting what they need (from a Superior Court perspective). The available reports were announced via Release Notes to the listservs that use them, AOC's Kevin Ammons announces through the ITG process, and Mr. Johnson will advise the JISC. Ms. Creighton went on to describe the workgroup's process for vetting the reports.

Ms. Creighton announced there may be a change coming in reports for larger counties when they have Joint and Several Cases with multiple restitution recipients, due to some of the online programs running out of space and an inability to display all of the information. The Accounting Team hopes to have the information for those reports by August, and will try to fit those reports in without impacting the schedule (to be discussed at the next workgroup meeting).

Data Exchange Update

Vehicle Related Violations (VRV) Data Exchange Status Update – Mike Walsh

Mr. Walsh reported the Vehicle Related Violations project progress to members of the Data Management Steering Committee. VRV on boarding for Tier 1 pilot courts, Lakewood, Issaquah, and Kirkland is nearly complete. Kirkland has been processing VRVs since mid-December. Lakewood and Issaquah are working out the final implementation details with their web services providers. They should be processing tickets in the next few weeks. The committee asked Mr. Walsh to comment on why Kirkland was able to deploy the web services much sooner than Lakewood and Issaquah. Walsh felt that the added complexity of a third party service provider, like Redflex/CodeSmart or ATS, may be creating changes to service level agreements.

Cynthia Marr was going to follow up with Issaquah and Lakewood to determine if economies of scale could be attained by reaching statewide service level agreements with the web services solution providers thereby benefitting all court's on boarding projects. If it turns out to be an opportunity for process improvement, the DMSC will approach the JISC about the possibility of AOC generating statewide service level agreements for web services with the third party web service providers.

Mr. Walsh reported on the start of the VRV Tier 2 pilot with Fife, Tacoma, and Lynnwood, and the anticipated schedule dates for the JINDEX on boarding activities.

The committee questioned Mr. Walsh about the readiness for AOC to on board additional courts and activities following the conclusion of on boarding the pilot courts; especially in the areas of operational support and transaction capacity. The DMSC wants to have the future VRV courts determined and prioritized into tiers now. The DMSC will work through its representatives to determine what courts are ready to start their on boarding projects. Mr. Walsh stated that AOC would be ready to handle additional courts and that recent upgrades of BizTalk servers and services to support the increased capacity for both JINDEX and AOC were close to complete. As far as operational readiness, the VRV Pilot will include a plan to transition support from the Project Team to AOC maintenance and operations.

Superior Court Data Exchange (SCDX) Status Update – Bill Burke

Mr. Burke presented the current status of the Superior Court Data Exchange (SCDX) project. The project has completed the development of SCDX Increment 1 which includes the delivery of core data exchange services and (10) SCDX web services. SCDX Increment 1 deliverables are being validated by the AOC project team. This validation is expected to be completed by February 22 and the AOC will then begin Quality Assurance (QA) testing of this increment.

Work has begun on SCDX Increment 2. This delivery is expected to be completed by the end of June 2012. Mr. Burke provided a high-level project schedule included with his presentation.

Information Networking Hub (INH) Presentation – Dan Belles

Mr. Belles presented an overview of the Information Networking Hub (INH) program and current status. The overview included a brief history of the INH project, the primary problems (current and future) it is expected to resolve and a high level description of the proposed solution. Mr. Belles also presented information on the INH program components to be built, including data governance and data quality, the data exchange services to be provided and a high level project timeline.

Mr. Belles concluded the presentation with a discussion of the INH Program risks, the relationship to the SCDX and SC-CMS projects, and concluded with a brief summary of what courts will need to do to use the INH. The DMSC members discussed their role in the INH governance, especially in the area of data governance and data quality. They agreed that further discussion with AOC leadership was needed to clarify their role in the project.

The meeting adjourned at 12:05 p.m.