

**APPROVED MINUTES**  
**DATA MANAGEMENT STEERING COMMITTEE (DMSC)**  
**September 18, 2008 9:30 a.m. to 10:10 a.m.**  
**Conference Call**

**Members Present:**

Mr. Richard Johnson, Chair  
Mr. Larry Barker  
Ms. Jeri Cusimano (*Alternate*)  
Mr. William Holmes  
Mr. Frank Maiocco  
Ms. Barb Miner (*Alternate*)  
Mr. Chuck Ramey  
Judge Brian Tollefson  
Ms. Siri Woods

**Members Absent:**

Judge Michael Lambo  
Mr. Carl McCurley

**AOC Staff:**

Ms. Jennifer Creighton  
Mr. Randy McKown  
Mr. John O'Conner  
Ms. Kathie Smalley

**CALL TO ORDER**

Mr. Rich Johnson called the conference call to order at 9:35 a.m.; introductions were made.

The attendance was incorrectly reported for the August 21, 2008 meeting and the committee asked that the minutes be corrected and submitted for approval at the next meeting.

**REVIEW OF ACTION ITEMS FROM AUGUST 21, 2008**

<b>Action Item:</b>	<b>Responsible party:</b>	<b>Date Complete:</b>
AOC revise old customer request process and bring back to DMSC as recommendation.	AOC	In process. Delayed for JISC issue.

**JISC UPDATE**

Mr. Rich Johnson stated he articulated clearly to the JISC that the Data Management Steering Committee (DMSC) is on a path to move forward and has the ability to get more done with the resources that have already been allocated, but will have to wait until this first contract is in place. Since the meeting, the question looming is whether or not there will be money for JIS next year, and what the DMSC might want to try to do between now and then.

It was also discussed that the JIS Executive Committee was planning to authorize a budget to be proposed at the next JISC meeting to utilize any monies left in the fund and find a way to spend it and the \$3.5 million that has already been approved, as well. Ms. Siri Woods stated the committee talked about getting the user groups going and finding out what people want and making the judges and court administrators look at the CAPS program and see if that's what they mean by case management systems, and get some people articulating what it is they want, so Gregg Richmond knows what to start building, but that anything they asked for would still need to be approved by the JISC.

**ENTERPRISE DATA WAREHOUSE DETAIL PLAN**

Ms. Creighton reported the first big date for the Enterprise Data Warehouse is coming up on September 30, 2008, in which the repository should be ready and statewide reports ready for publication, which is currently on track.

### ***User Acceptance Testing Update***

UAT was held at the AOC on September 5 and 8, and went quite well. Users walked through some structured scripts to ensure the reports were working correctly, and all of those passed. Users were then provided time to create their own queries and get used to the tool and re-familiarize themselves with it. The AOC requested feedback regarding the universes and environments. Those who attended the UAT were provided with a link to continue testing it for a period of time. It was found that there are some Superior Courts that really do need some real time data for some calendar and minute queries that they do, and the AOC is working right now on a solution to that.

### ***Monthly Status Report***

Ms. Creighton noted that she expected all of the Project Milestones to be signed off by the following week. She also provided an explanation regarding JIS-Link being the public's link into JIS and SCOMIS (a pared down version of what the court's use) and also being completely separate from the warehouse. Data Mirror is the source for the websites to get their public information and also the source used for loading the Data Warehouse. A long term plan is to have the website hit against the Data Warehouse, but JIS-Link will always go against the DB2 for the real time access.

## **DATA EXCHANGE**

### ***Monthly Status Report***

Mr. McKown stated that the status reports were revamped to make them higher level and easier to understand. Information was removed from the "Vehicle Related Violations (VRV) Data Exchange Pilot" status report, focusing more on Data Exchange.

The Project Milestone section is more milestones and less detail of what's going on. He then walked through Project Milestones, noting that the RFP process was a few days behind schedule due to some oddities; expect to have successful vendor determined today and to begin work with them one week from now. This is dealing with data coming into the AOC from law enforcement agencies, requiring updating the DB2 database with that information.

Ms. Barb Miner noted that the DX Project overall has three identified pilots to work on and asked if we were doing them consecutively. Mr. McKown replied the intention was to do them more consecutively, but with this first VRV piece, we're getting all of the fundamentals established and understanding what they are, and getting a detailed plan from the vendor regarding what has to be done to make a DX work. At the same time, the AOC will be gathering requirements for the document imaging exchange and for the case management exchange, which includes the LINX application in Pierce County. Once the requirements and detailed plan information gets done in October, we should be able to start doing the same level of detail planning for the other projects.

Ms. Jeri Cusimano asked if there was an implementation date planned for this project yet, and Mr. McKown said without all of the variables, the AOC's best guess would be a four month effort, putting it at around February of 2009.

Mr. Bill Holmes asked how the JISC's instructions to hold off on any forward movement until the Project Management structure was in place was affecting the DMSC projects? Mr. Johnson stated that the JISC recognizes what Gregg's trying to do, but also recognizes the need for some sense of urgency with regard to action. Ms. Siri Woods felt that if one thing was delivered during this coming legislative session such as this Vehicle DX (something we all could brag about), it would really help us politically.

It was suggested by Ms. Miner to write the contracts in a way that deadlines must be met in order for the vendors to get paid, and Mr. McKown said the AOC will do that, but have to be

realistic about the timeframes and have reasonable expectations for the product they will deliver. Mr. Johnson suggested he was looking at maybe getting one big contract with several different exchanges being a part of that same contract.

**ACTION ITEM:** Mr. Johnson asked to meet with Randy and Gregg after getting to the selection point, to discuss if the vendor can meet a shorter timeframe and whether or not they would then be the right people for the job.

Mr. McKown explained the vendor would be putting a plan together in October and at that point, the AOC would review it and there will be a GO/NO GO decision for us. If the AOC doesn't feel they're producing what should be reasonable to produce and in a reasonable time frame, we do not have to proceed with them. We have to look at the cost of not doing that, and bringing somebody else on board, but it may be cheaper to go get somebody else that can do it twice as fast.

There was some discussion around the NIEM standards being used by the FBI and the National Center for State Courts, and also established as a standard amongst all the Justice Information Network state agencies to use for any data that's being exchanged among state agencies, so we intend to use that. The GJXDM is a subset of the NIEM standards and is incorporated into that. Potential vendors should be asked if they are aware of and are using these national standards with their XML.

BizTalk training is scheduled for October 21; it's already installed at the AOC and a vendor is coming in to do some development and get it properly configured. It's in the contract that the AOC is going to use that to develop the first data exchange. The service enablement is another project that needs to be addressed and started, but it is not a requirement for completing the first one or two data exchanges. The AOC is building a tool as part of the BizTalk tool set in a way that once the service enablement piece is completed, AOC will be able to pluck out the unwanted pieces later and replace them with what's desired.

**ACTION ITEM:** Mr. Johnson requested that the Data Warehouse stay on the Agenda for the next meeting in order to keep up on the final stages of that.

## **FUTURE MEETINGS**

The next meeting is scheduled for October 16, 2008 which may or may not be another conference call.

## MEMBERSHIP LIST

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