DATA MANAGEMENT STEERING COMMITTEE (DMSC)

Thursday, September 16, 2010
9:30 A.M. TO 12:00 P.M.
CONFERENCE CALL #: (360) 407-3780 pin # for participants: 354377#
pin # for AOC: 362668#

DRAFT - MEETING MINUTES

Members Present: Rich Johnson, Chair, Larry Barker, Judge Scott Bergstedt, Jenni Christopher (for Carl McCurley), William Holmes, Lynne Jacobs, Frank Maiocco, Cynthia Marr, Barb Miner, and Siri Woods.

AOC Staff: Jennifer Creighton, Kathy Wyer, Kevin Ammons, and Kathie Smalley.

Call to Order

Introductions were made, and the July 15, 2010 Meeting Minutes were approved as submitted.

Previous Action Items Review

- AOC completed analysis of accounting information to the data warehouse.
- Mr. Johnson reported on discussions he had with Vonnie Diseth and other AOC staff about the IT Governance structure and the decision to move forward with the request to "add accounting information to the data warehouse." The JISC voted in August to include the three JISC subcommittees; Data Management Steering Committee, Data Dissemination Committee and Codes Committee as Endorsing Groups to the IT Governance process. Additionally, the JISC also voted to re-structure the 4th Recommending Group (previously "AOC Recommending Group") into a Multi-Level Court User Group with the chairs of the three JISC subcommittees serving on the group along with court level representatives from the Courts of Limited Jurisdiction, Superior Courts, Appellate Courts and AOC. It was also decided that the three JISC subcommittee chairs would serve their court role on the group as well. This new "Multi-Level Court User Group" will handle IT requests that have an impact on more than one court level or are external to the courts (from outside agencies, etc.).

(Note: please see attached materials for an overview of the new governance process.)

Open Action Items

- Jennifer Creighton will coordinate a meeting with a group of CLJ and Superior Court representatives to discuss the AOC's analysis of accounting data in the warehouse and to determine any areas that may be trimmed back, or compromises made, etc., to be resubmitted for a secondary analysis by AOC. ***(due October 21, 2010)***
- Kathy Wyer and Lynne Jacobs will work on facilitating communications with the target courts to determine their status of operational readiness and the specific status of the vendors for each. ***(due October 21, 2010)***
- Kathy Wyer will capture the issues associated with the Imaging piece of the SC DX and send to Rich Johnson for review. The project team will review the report produced by the user work group and provide an additional assessment and analysis on it. ***(due October 21, 2010)***

Enterprise Data Warehouse (EDW) Update – *Jennifer Creighton*

EDW Monthly Project Status Report

Jennifer reported the project is currently in maintenance mode, with the team having spent the majority of time working on the juvenile court data mart (the JCS information for case management). Originally built as separate data marts for the detention and referral data, it wasn't working for the courts, so a lot of time has been expended going back and merging those two universes together, along with continuing to provide support to the courts.

Jennifer also noted that the juvenile departments are moving to the use of PACT software which comes with its own data mart and will be adding the risk assessment data to the AOC's data warehouse (via the vendor).

Larry Barker commended Jennifer and the data warehouse team on the amount of completed projects being accomplished in that arena.

Analysis of IT Governance Request #009 – Kevin Ammons

Committee members expressed disbelief concerning the high hourly estimate for the Court Education piece of the analysis. Mr. Ammons explained that the numbers were due to the determined need to train Court Education staff in financial and accounting matters to provide the expertise necessary to train the court users, and documenting that as well. Jenni Christopher added that it was also due to the complexities of accounting and the training that would be involved, and that it could not be underestimated.

After lengthy discussion, the committee decided the AOC's analysis was overarching and should be scaled down. That rather than supplying information that the courts could query independently, there could be a minimum number of canned reports made available, or separating out the work to be done by the different domains (i.e. accounts receivable, accounts payable) in phases. The committee agreed more analysis with regard to priorities was required. ***ACTION ITEM:*** Jennifer Creighton will coordinate a meeting with a group of CLJ and Superior Court representatives. *(see Open Action Items)*

Data Exchange Update – *Kathy Wyer*

Rich Johnson introduced Kathy Wyer, taking over as the project manager of the Vehicle Related Violations Data Exchange (VRV DX) and the Superior Court Data Exchange (SC DX). Ms. Wyer noted that the changeover has resulted in some schedule slippage in order to get up to speed with everything being done on the projects.

Vehicle Related Violations Data Exchange (VRV DX) Status Update

Ms. Wyer reported that the VRV DX is moving forward, on time and on budget, and the AOC is currently doing performance benchmark testing with the Department of Information Services (DIS). Following that will be completing the technical documentation, programmer's and deployment guides, for AOC, DIS, and other potential customers. Mr. Johnson noted that a critical "Go/No Go" date is approaching and requested communication with the Administrators of the target courts regarding Operational Readiness. ***ACTION ITEM:*** Kathy Wyer and Lynne Jacobs will work together to facilitate that communication with the target courts and vendors. *(see Open Action Items)*

Superior Court Data Exchange (SC DX) Status Update

Ms. Wyer reported the SC DX project was currently running approximately 4 to 5 weeks behind schedule. Some of the requirements around Imaging have changed and the imaging company (Liberty) was bought out by OnBase, changing some of the parameters and adding keystroke (which was unacceptable to the clerks). ***ACTION ITEM:*** Mr. Johnson requested that Ms. Wyer capture the issues that are associated with the imaging component of the SC DX and send to him to see if it makes sense. Siri Woods added that there was a work product from the user group the committee had not seen and Mr. Johnson stated there should be some assessment or analysis from the project team with regard to what that document means and that the combination of those two things would provide the foundation for the committee's further discussion of what to do about it. It may be that the order of the Imaging piece needs to be rearranged so as not to delay the Docketing and Calendaring pieces. *(see Open Action Items)*

Ms. Wyer also reported that the AOC team is in the middle of pulling together the technical architecture for the Calendaring and Docketing, and is working with Kitsap as a pilot. Another communications effort will be involved with informing Pierce County about what the AOC needs to work with them and their technical staff, and with regard to the duplicate data entry factor. Mr. Johnson stated that the SC DX for Pierce County (both Docketing and Calendaring) had to be up and running before rolling out any other systems, and that he is currently working on the resource issues with getting them ready to go once it's built.

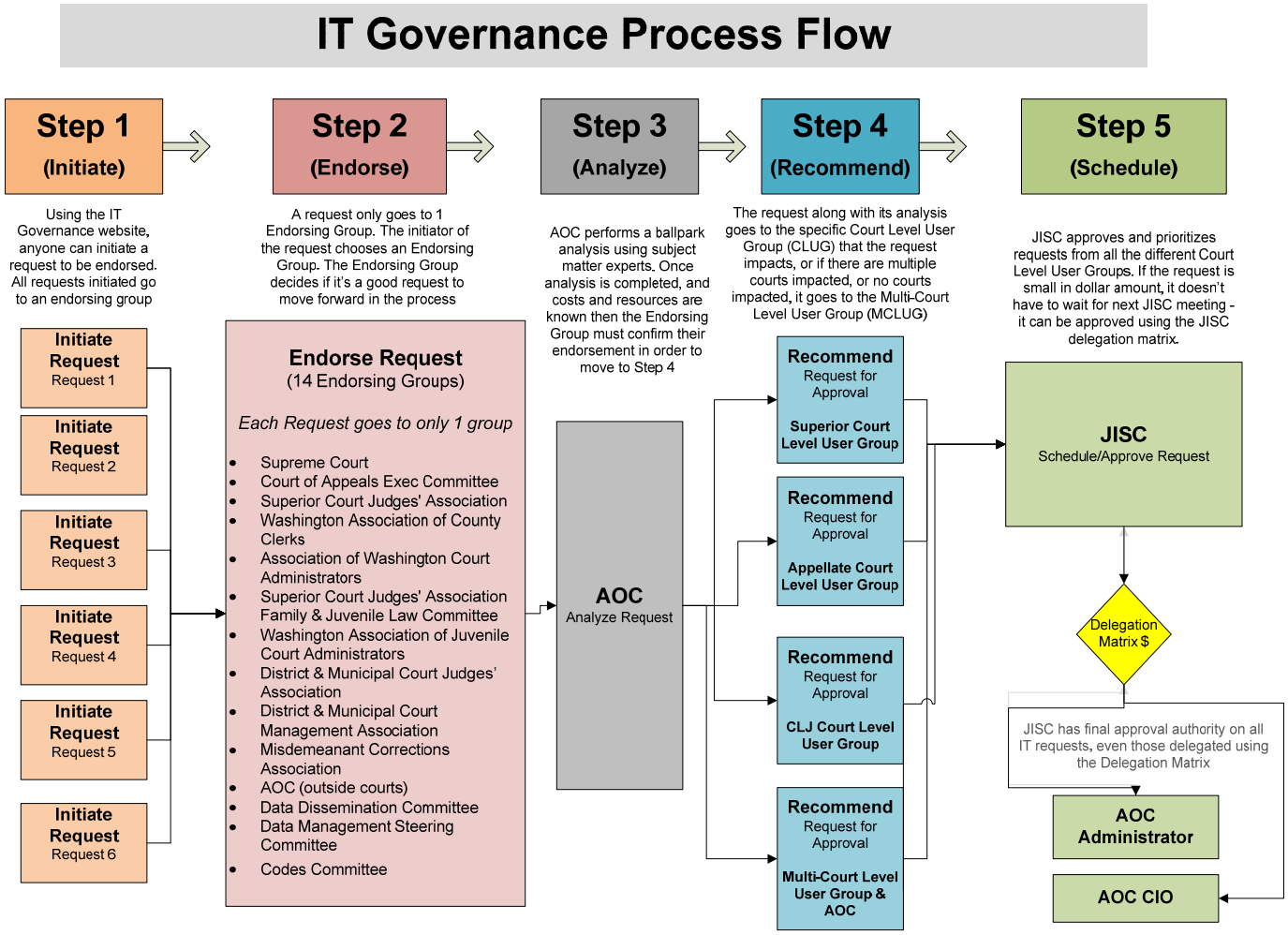
Next Steps / Motions / Decisions

- Once Mr. Johnson has the Imaging Work Group's work product, along with the supplemental analysis from AOC, he will distribute that to the committee.
- Mr. Johnson will follow up with Jeff Hall and Kevin Stock (Pierce County) to work on resolving the issues in Pierce County's ability to implement the exchange once it is ready, and to end the double data entry.

Meeting adjourned 11:35 a.m.

Future Meetings

- October 21, 2010, 9:30 a.m. – 12:00 p.m., Conference Call
- November 18, 2010, 9:30 a.m. – 12:00 p.m., Conference Call
- December 16, 2010, 9:30 a.m. – 12:00 p.m., Conference Call


IT Governance Process Flow
Step 1
(Initiate)
Step 2
(Endorse)
Step 3
(Analyze)
Step 4
(Recommend)
Step 5
(Schedule)
Using the IT Governance website, anyone can initiate a request to be endorsed. All requests initiated go to an endorsing group
A request only goes to 1 Endorsing Group. The initiator of the request chooses an Endorsing Group. The Endorsing Group decides if it's a good request to move forward in the process
AOC performs a ballpark analysis using subject matter experts. Once analysis is completed, and costs and resources are known then the Endorsing Group must confirm their endorsement in order to move to Step 4
The request along with its analysis goes to the specific Court Level User Group (CLUG) that the request impacts, or if there are multiple courts impacted, or no courts impacted, it goes to the Multi-Court Level User Group (MCLUG)
JISC approves and prioritizes requests from all the different Court Level User Groups. If the request is small in dollar amount, it doesn't have to wait for next JISC meeting - it can be approved using the JISC delegation matrix.
Initiate Request
Request 1
Initiate Request
Request 2
Initiate Request
Request 3
Initiate Request
Request 4
Initiate Request
Request 5
Initiate Request
Request 6
Endorse Request
(14 Endorsing Groups)
Each Request goes to only 1 group
Supreme Court
Court of Appeals Exec Committee
Superior Court Judges' Association
Washington Association of County Clerks
Association of Washington Court Administrators
Superior Court Judges' Association Family & Juvenile Law Committee
Washington Association of Juvenile Court Administrators
District & Municipal Court Judges' Association
District & Municipal Court Management Association
Misdemeanant Corrections Association
AOC (outside courts)
Data Dissemination Committee
Data Management Steering Committee
Codes Committee
AOC
Analyze Request
Recommend
Request for Approval
Superior Court Level User Group
Recommend
Request for Approval
Appellate Court Level User Group
Recommend
Request for Approval
CLJ Court Level User Group
Recommend
Request for Approval
Multi-Court Level User Group & AOC
JISC
Schedule/Approve Request
Delegation Matrix $
JISC has final approval authority on all IT requests, even those delegated using the Delegation Matrix
AOC Administrator
AOC CIO