

APPROVED MINUTES
DATA MANAGEMENT STEERING COMMITTEE
May 15, 2008 9:30 a.m. to 12:00 p.m.
AOC SeaTac Office, SeaTac Office Center, SeaTac, WA

Members Present:

Mr. Richard Johnson, Chair
Mr. Larry Barker
Ms. Jeri Cusimano (*Alternate*)
Ms. Delilah George (*Alternate*)
Mr. Chuck Ramey
Ms. Renee Townsley (*Alternate*)

By Phone & Video:

Mr. William Holmes (phone)
Mr. Carl McCurley (video)

Members Absent:

Judge Michael Lambo
Mr. Frank Maiocco
Judge Brian Tollefson
Ms. Siri Woods
Judge Thomas Wynne

AOC Staff Present:

Mr. Randy McKown
Mr. Gregg Richmond
Ms. Jennifer Creighton
Mr. Eric Kruger
Mr. John O'Conner
Ms. Ronee Parsons
Ms. Kathie Smalley

CALL TO ORDER

Mr. Rich Johnson called the meeting to order at 9:35 a.m., and introductions were made.

The meeting minutes for March 20, 2008, as revised, were approved. The April 17, 2008 meeting minutes were approved as corrected.

DATA EXCHANGE STRATEGIC BUSINESS PLAN APPROVAL

- Mr. Eric Kruger reviewed a couple of changes to the "Executive Summary" section of the Data Exchange Strategic Business Plan.
- Mr. Johnson stated that the goal of this meeting will be to review the Goals and Strategies (Actions and Measures) and get to a high level review of this so the committee can either request revisions and/or adopt the document as written.
- Mr. Kruger first gave a refresher of the six goals and noted he had invited select AOC staff to make comments, but had not yet incorporated that feedback into this document. He went on to say that he thought the committee would own the vision, mission, and goals 100% but might not want to get down into the complex details of identifying development and deploying custom data exchanges, and Mr. Johnson agreed and added that the committee's role would be through the monitoring of the project plans associated with the particular goals and determining whether something makes sense or doesn't. Mr. Johnson also felt it would be helpful to the committee to know when specific things were happening so the courts could involve the appropriate people on their end.
- A discussion of revisions to the Goals, Strategies (Actions and Measures) went as follows:
 - **Goal 1 – Strategy 2: Action 1** – should say, "Create and 'approve' . . ."
 - **Goal 1 – Strategy 2: Action 2.a.** – Jeri Cusimano suggested removing "on a scheduled basis."
 - **Goal 1 – Strategy 3: Action 1** – Change to read: "Develop, document, and publish a data exchange customer request process."
ACTION ITEM: Mr. Johnson requested the AOC revise the old customer request process the way they want it to be and bring it back to DMSC as a recommendation.
 - **Goal 1 – Strategy 3: Action 2** – Delilah George suggested a time frame be added.
 - **Goal 1 – Strategy 5:** - This one may need to go in another sequence.
Define "judicial information partners" in the Definitions section.
 - **Goal 3 – Strategy 1:** - Change to read: "Create core data exchanges export web services that can be reused," and replace generic with "core" wherever used.
Define "core" in the Definitions section.

- **Goal 3 – Strategy 2:** – Eric will change to “a pilot data exchange” and will remove “parking” and make it generic.
- **Goal 3 – Strategy 3:** – Change “complex” to read “custom,” and define “custom” in the Definitions section. Eric will change the Actions and Measures under this Strategy to be generic and not include references to imaging or links, etc.
- **ACTION ITEM:** Mr. Johnson requested that the changes discussed above be incorporated into the document in both redlined and final formats for approval at the next meeting, with no significant discussion.

ENTERPRISE DATA ARCHITECTURE DISCUSSION

Mr. John O’Conner referenced the handout entitled, “Washington State Courts Enterprise Data Architecture ‘Executive Summary’ Version 1.0” as a brief overview of the highly technical in nature 45-page Enterprise Data Architecture document. He explained the larger document was more about how we manage our architecture, rather than what the actual physical components of the architecture are – it says: here’s all the data elements we have, how we’re going to gather that information, how we’ll handle enforcement of that, how we’ll make changes to what we write down, and how we’ll write it all down. The four basic breakouts of the larger document are: (1) the Enterprise Architecture (the whole picture), (2) the Business Architecture, (3) the Enterprise Data Architecture, and (4) the Technology Architecture.

Mr. O’Conner explained the Conceptual Data Model and the Logical Data Model were different in that the conceptual is based on what we get out of the business architecture such as cases, hearings, people, laws, etc., and the logical is built on the detail and all of the relationships of what the data people need to know about it. He further explained that the presumption is that the court users say what it is that they want and the AOC figures out how to do it and then gets it done; with this document being mostly about the how. **ACTION ITEM:** Rich Johnson noted that if any further level of discernment was required from the DMSC that the AOC come back with a grid of the standards at a high level as to how those fit into this. Then, if there are preferences amongst those standards, the DMSC would identify those and maybe make a recommendation to the JISC as to what standards should be utilized in the development of a judicial application. Maybe some next steps to pursue are: what data standards are out there; how do they relate to exchanges; how do they relate to the warehouse; how do they relate to future CMSs, and what needs to be done to ensure success.

Mr. O’Conner also made a request to the committee for volunteers to host some IBM people at a few select courts to do an industry business value assessment to clarify what our needs are in terms of our business needs and what the value is of Master Data Management. **ACTION ITEM:** Mr. Johnson requested AOC provide him with a one or two page document as to what IBM is trying to accomplish, why, and how long it will take.

ENTERPRISE DATA WAREHOUSE DETAIL PLAN

Ms. Jennifer Creighton reported that the VIP vendor did not meet the April 30, 2008 deadline and the contract had expired. AOC is currently renegotiating with the same vendor to finish the warehouse, and the new contract is deliverables-based (as was the old) and the AOC will be withholding a percentage of payment on each deliverable until complete.

Ms. Creighton walked through the Project Plan for the AOC Sprint to the Finish, and also handed out the Enterprise Data Warehouse Monthly Project Status Report (which Rich Johnson stated was designed to provide the committee with what was supposed to get done and what didn’t get done). The project plan shows moving to BOXI at the end of July, so the AOC’s education department is devising a plan to provide a refresher course to court personnel.

DATA EXCHANGE

Mr. Randy McKown presented four separate documents for Data Exchange of the format that the committee would see on a more regular basis moving forward, noting that he had back-filled them with the idea that these current projects were in the beginning phase: (1) New Project Concept Overview [Data Exchange Startup], (2) Project Feasibility Document [eParking Pilot Project], (3) Project Feasibility Document [Data Exchange Startup BizTalk 2006 R2 POC], and (4) Data Exchange Project Plan. He also handed out the Monthly Project Status Report for Data Exchange and quickly went over some changes to the report before asking the committee for approval. Mr. McKown also noted that the purpose of the Data Management Project List in the packets was to inform the committee of customer requests that are not being done by the AOC.

Meeting Adjourned at 12:15 p.m.

Action Items:

Action Item:	Responsible party:	Date Complete:
AOC revise old customer request process and bring back to DMSC as recommendation.	AOC	
Make suggested revisions from meeting to the Data Exchange Strategic Business Plan, and incorporate AOC staff comments to bring back for approval.	Eric Kruger	
AOC produce a grid of data exchange standards and how they fit into the Enterprise Data Architecture.	John O'Conner/Eric Kruger	
AOC provide Rich Johnson with a one or two page document as to what IBM is trying to accomplish, why, and how long it will take.	John O'Conner	

Future Meetings:

June 19, 2008, AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

July 17, 2008, AOC SeaTac Office (Rich will find someone else to Chair)

Name/Title	Court	Address	Phone/Fax
Rich Johnson / Court Administrator / Clerk richard.johnson@courts.wa.gov	Court of Appeals, Div I	One Union Square 600 University St Seattle WA 98101-1176	(206) 424-7750 (206) 389-2613
Larry Barker / Director / Chief Probation Officer LarryB@co.klickitat.wa.us	Klickitat Co Adult Prob Services	214 W Main St. Goldendale WA 98620	(800) 355-9069 (509) 773-3732
Jeri Cusimano / Alternate / Administrator jcusimano@ci.everett.wa.us	Everett Municipal Court	3028 Wetmore Ave Everett WA 98201-4018	(425) 257-8778 (425) 257-8678
Delilah George / Alternate / Administrator dellahg@co.skagit.wa.us	Skagit Co Sup Court	205 W Kincaid St Rm 202 Mt Vernon WA 98273-4225	(360) 336-9325 (360) 336-9340
William Holmes / Administrator William.holmes@co.kittitas.wa.us	Kittitas Co Juv Court	205 W 5th Ave Ste 211 Ellensburg WA 98926-2887	(509) 962-7516 (509) 962-7667
Judge Michael Lambo mlambo@ci.kirkland.wa.us	Kirkland Mun Crt	11515 NE 118th St / POB 678 Kirkland WA 98083-0678	(425) 587-3178 (425) 587-3161
Frank Maiocco / Administrator fmaiocco@co.kitsap.wa.us	Kitsap Co Sup Court	614 Division St MS24 Port Orchard WA 98366-4683	(360) 337-7140 (360) 337-4673
Barb Miner / Alternate / Director / Clerk Barbara.miner@kingcounty.gov	King County	516 3rd Ave Rm E609 Seattle WA 98104-2363	(206) 396-7844
Sharon Paradis / Alternate / Administrator Sharon_paradis@co.benton.wa.us	Benton-Franklin Co Juv Court	5606 W Canal Dr Ste 106 Kennewick WA 99336-1300	(509) 736-2724
Chuck Ramey / Administrator cramey@co.pierce.wa.us	Pierce Co Dist Court	930 Tacoma Ave S Rm 601 Tacoma WA 98402-2115	(253) 798-7753 (253) 798-6616
Judge Brian Tollefson btollef@co.pierce.wa.us	Pierce Co Sup Court	930 Tacoma Ave S Rm 534 Tacoma WA 98402-2108	(253) 798-7565 (253) 798-7214
Renee Townsley / Alternate / Court Administrator / Clerk renee.townsley@courts.wa.gov	Court of Appeals, Div III	500 N Cedar St PO Box 2159 Spokane WA 99201-2159	(509) 456-3082 (509) 456-4288
Siri Woods County Clerk Siri.a.woods@co.chelan.wa.us	Chelan County	350 Orondo Ave 5th Fl PO Box 3025 Wenatchee WA 98807-3025	(509) 667-6380 (509) 667-6611
Judge Thomas Wynne Thomas.wynne@co.snohomish.wa.us	Snohomish Co Sup Crt	3000 Rockefeller Ave MS 502 Everett WA 98201-4046	(425) 388-3418 (425) 388-3498
Carl McCurley Carl.mccurley@courts.wa.gov	AOC Research Ctr	1206 S Quince St Olympia WA 98504	(360) 705-5312