

**APPROVED MINUTES
DATA MANAGEMENT STEERING COMMITTEE
June 19, 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
Mr. Frank Maiocco
Ms. Barbara Miner (*Alternate*)
Ms. Sharon Paradis (*Alternate*)
Judge Thomas Wynne
Ms. Siri Woods

Members Absent:

Judge Michael Lambo
Mr. Carl McCurley
Judge Brian Tollefson

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

Rich Johnson called the meeting to order at 9:30 a.m., and introductions were made.

The meeting minutes for May 15, 2008 were approved as written. Mr. McKown reported the minutes were written in a new format. Mr. Johnson stated he preferred the new shorter format and noted if more information was required on a subject, we could get it from the recording.

REVIEW OF ACTION ITEMS FROM MAY 15, 2008

Action Item:	Responsible party:	Date Complete:
AOC revise old customer request process and bring back to DMSC as recommendation.	AOC	In process.
Make suggested revisions from meeting to the Data Exchange Strategic Business Plan, and incorporate AOC staff comments to bring back for approval.	Eric Kruger	Completed with suggested revisions 6/19/2008.
AOC produce a grid of data exchange standards and how they fit into the Enterprise Data Architecture.	John O'Conner / Eric Kruger	Completed 6/19/2008.
AOC provide Rich Johnson with a 1-2 page document as to what IBM is trying to accomplish, why, and how long it will take.	John O'Conner	Completed 6/19/2008: Workshops were canceled.

JISC UPDATE

- Mr. Johnson noted the importance of putting into context what is going on with the JISC in addition to reporting on the committee's ongoing efforts and strategy with relationship to Data Management.
- Gregg Richmond reported that from the JISC Retreat, the facilitator had provided the AOC with a list of items that needed to be done, one of them being to secure peer reviews. Several have taken place, along with a PowerPoint slideshow of what the AOC is doing/planning, and the reviews so far have been very favorable.
- The AOC is putting an RFP out this week for an independent assessment of what systems we have, what they're running on, what are the applications, and what is the long term viability of those applications, in order to validate and substantiate what the AOC is telling the JISC, with responses due early August. In essence, the RFP would be akin to testing the assumptions by which the AOC based their plan.

DX STRATEGIC BUSINESS PLAN APPROVAL

At the committee's previous request, handouts included two versions of the plan – one with redlined changes and the other in final format. Barb Miner had a question about the Photo Radar Data Exchange, as to when that had been decided. Randy McKown noted the photo

radar piece had been part of the overall scope of the parking data exchange all along, and that it was determined to break up the project schedule in order to get the simplest thing implemented first. Mr. McKown went on to explain some of the differences between the data required for parking tickets and for photo enforcement.

Ms. Miner then commented on Goal 3, Strategy 3, Actions and Measures, No. 1, that the sentence should say, “document imaging systems,” and it was agreed by the committee to make that change. **ACTION ITEM:** AOC will change the sentence to read, “...integrates with document imaging systems.”

Ms. Miner had another question regarding Goal 4, Strategy 1, Actions and Measures, No. 3 regarding the meaning of web portals. Mr. McKown replied that it would basically be a web address you would go to that provides information about what’s available on the site, as well as links to various things. **ACTION ITEM:** After discussion, it was agreed that AOC will add a “Web Portal” definition to the Definitions section on the last page.

MOTION: Siri Woods moved to approve the DX Strategic Business Plan (as amended) as of today’s date. Larry Barker seconded the motion. Motion passed. **ACTION ITEM:** Mr. Johnson will put this on the Agenda for the JISC as a work product of the DMSC.

DATA EXCHANGE

- Mr. Richmond reported that the AOC has BizTalk 2006 (R1) now; it’s paid for, installed and works, but BizTalk R2 is significantly better and Microsoft has been doing a Proof of Concept (POC) at the AOC free of charge in order to validate that R2 will work, which it has. Mr. McKown added that the POC was using the R2 version installed on AOC machines and performed tests on eTickets coming in (an XML set of data) and BizTalk accepted and then went through about 10 steps of significant checkpoints, up to getting the BizTalk application to interface with all the parking modules and applying the edits to the data coming in. Then it updates into our system, saving significant time by removing the need to re-write the parking modules and re-using what’s already in the AOC’s system. In that process, some big technical hurdles were conquered, saving the vendor who will be building the eParking system.
- Mr. McKown also reported that the RFP asked for the following five deliverables that the vendor will accomplish:
 - Migrate the old version of BizTalk to the new version,
 - Train some AOC staff on how to administer the BizTalk software on our servers,
 - Provide training on development tools associated with BizTalk,
 - Build the eParking data exchange, and
 - Do performance testing.
- In essence, the AOC is hiring someone to upgrade, oversee and support the upgrade, as well as develop the actual exchange in the new product as the AOC walks beside and understands how that all works. Eric Kruger stated that the Strategic Business Plan is just a plan – but what do we do with the plan now? Traditionally, a plan is broken down into end projects; there could be 20 projects in this one. Instead of having one really big project, you start with small projects so they all show a start, do the work, and complete success. The DX project plan is really a number of projects within a program. The next step for this would be to frame it. **ACTION ITEM:** A series of projects will be defined to accomplish the DX Strategic Plan goals.
- **DX Project Charter** – Here again is where there will be a bunch of project plans, with this one Proof of Concept for the parking exchange being one of many. This is the charter that should have preceded the project plan reviewed at the last meeting. It was noted the Project Charter supplied in the packets was the current PMO version. Mr. Richmond added that the results of the RFP would have to come back in order to determine budget needs/funding,

etc., at which point it was discussed that the DMSC would have to go back and ask the JISC. Mr. Johnson felt the JISC created the DMSC to take the recommendations of the AOC, come back to them saying we need \$X dollars to do this Proof of Concept or we'll need another \$X dollars to do this. At that point, the JISC would say the funds are approved and would ask the DMSC to manage the projects; reporting back to them as to how they're coming along. He added that he thought there should be a higher level of oversight and accountability on the projects, and Judge Thomas Wynne stated that he thought the DMSC was it. Siri Woods suggested adding some dollar figures in order to do the Proof of Concept for parking before taking it back to the JISC for approval.

- The summary points from the discussion are: 1) there needs to be a clear message of what the AOC ISD strategy is, how it will be achieved, and how much it will cost, and 2) the JISC needs to define the DMSC budgetary and spending authority.
- Mr. Richmond reported that he will be presenting a "Peer Review" slideshow at the next JISC meeting, along with feedback received from previous showings.
- **ACTION ITEM:** Mr. Johnson will take the budgetary and spending authority issues to the JISC Executive Committee for discussion to clarify the expectations of the role of the DMSC and what process the committee needs to go through prior to the next DMSC meeting, which will in effect translate down to the AOC level.
- **Monthly Status Report** – Mr. McKown walked the committee through the status report, noting that eTicketing had been added to the report. Mr. Johnson felt that reporting the completion percentage for eTicketing was not beneficial since it hinged on law enforcement, so Mr. McKown will remove from the report for now. Mr. Johnson suggested engaging the Tacoma Bridge folks to start the dialog in the event that Everett's IT department makes our timeline dependent upon them upgrading their hardware. Mr. McKown asked for the committee's approval on Project Deliverable No. 4 on the table, "Test ESB platform for performance, stability" to occur in the September timeframe. **ACTION ITEM:** Mr. McKown will provide a list of milestone deliverables from the Project Charter for the next meeting so the committee can be tracking and monitoring those, and will also provide a document showing all changes made to the Monthly Project Status Report since previous meeting.

ENTERPRISE DATA WAREHOUSE DETAIL PLAN

- Jennifer Creighton provided a slideshow overview of the EDW Detail Plan, and walked the committee through the various phases. She reported the various data marts that users want – such as accounting, assessments, and caseloads – will have to be scheduled, scoped, and put into a queue to decide what order they will be done and Mr. Richmond said that queue will get established by the DMSC.
- Ms. Creighton noted that the Sprint to the Finish (Phase I) and Universe Development (Phase II) project plans have tasks for User Acceptance Testing, and then requested the committee's assistance in going to their associations and requesting 3 to 5 representatives from each of the five court levels – skilled in performing queries and knowledgeable about the data – to come to the AOC for one day in Olympia. **ACTION ITEM:** Ms. Creighton will send an email to the DMSC to use for soliciting the representatives from their respective associations.

ENTERPRISE DATA ARCHITECTURE DISCUSSION

John O'Conner reported on the "Establishing EDA Standards" handout that with all the different standards and change taking place over short periods of time, there is a need to be able to select the standards by project needs and rather than coming up with a set of standards to lock into now, it would appear advantageous to have a process for managing the standards to know which standards are used in which place.

To handle the issue of systems that were built using older standards, we will create mappings from the old standard to the new standard and, where possible, the older systems will get migrated to the newer standard so we can eliminate those mappings. For example, we can't simply rely on one standard such as the Global Justice XML Data Model since it doesn't meet the normal database normalization standards.

MISCELLANEOUS

Mr. Kruger noted he wanted to report on behalf of the now dormant Data Quality Workgroup that the AOC is continuing on some background data quality items, such as completion of the Batch Person Delete and the maintenance team's reactivation of the Batch Person Consolidation – both are significant efforts in that they enhance the Case Criminal History significantly.

Meeting Adjourned at 12:00 p.m.

Action Items:

Action Item:	Responsible party:	Date Complete:
Revise old customer request process and bring back to DMSC as recommendation.	AOC	Carry over from May 15
Make the changes recommended by the DMSC on June 19 to the DX Strategic Business Plan.	Eric Kruger	6/20/08
Put the finalized DX Strategic Business Plan on the JISC Agenda as the work product of the DMSC.	Rich Johnson	6/26/08
A series of projects will be defined to accomplish the DX Strategic Plan goals.	Eric Kruger	7/15/08
Ask the JISC Executive Committee what the DMSC's budgetary and spending authorities are, and how to proceed.	Rich Johnson	6/26/08
Provide a list of milestone deliverables from the Project Charter for next meeting, and also provide a document showing changes made to Project Status Report since previous meeting.	Randy McKown	8/15/08
Send email to the DMSC to solicit representatives from the associations.	Jennifer Creighton	7/15/08

Future Meetings:

July 17, 2008, AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac - **CANCELED**

August 21, 2008, AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

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
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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
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