

**APPROVED MINUTES
DATA MANAGEMENT STEERING COMMITTEE
August 21, 2008 9:30 a.m. to 12:00 p.m.
AOC SeaTac Office, SeaTac, WA**

Members Present:

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

Members Absent:

Judge Michael Lambo
Mr. Carl McCurley
Judge Brian Tollefson
Ms. Siri Woods
Judge Thomas Wynne

AOC Staff:

Ms. Jennifer Creighton
Mr. Randy McKown
Ms. Ronee Parsons
Ms. Kathie Smalley

CALL TO ORDER

Mr. Rich Johnson called the meeting to order at 9:40 a.m.; introductions were made.

Ms. Barb Miner noted she was in attendance and with that amendment, the June 19, 2008 meeting minutes were approved.

REVIEW OF ACTION ITEMS FROM JUNE 19, 2008

Action Item:	Responsible party:	Date Complete:
AOC revise old customer request process and bring back to DMSC as recommendation.	AOC	In process. Delayed for JISC issue.
Make suggested revisions from meeting to the Data Exchange Strategic Business Plan, and incorporate AOC staff comments to bring back for approval.	Eric Kruger	Approved with changes. Completed with suggested revisions 6/19/2008.

JISC UPDATE

The JISC confirmed that this steering committee is responsible for overseeing the data management effort as outlined in our charter and has not indicated an intention to oversee our activities. Our options include managing this in-house with AOC staff, which due to workloads will probably result in slow to medium progress; or, assuming money is available, contract out the work to upgrade the BizTalk license, train staff and hire a vendor to write the first exchange.

The report to the JISC was a continued discussion of the budget for this committee to decide how many contracts and exchanges we can work on between now and June 30, 2009. Because the RFP for the parking does not have a solid bid, it may cause us to review our stated strategies and priorities. Our strategy and approach thus far has been to move forward with implementing tools from a software standpoint, educate and train staff, and develop some first tier exchanges to gain experience and knowledge and meet identified needs. We haven't gone through that with parking, imaging, or LINX exchange.

The first priority is to identify the funds available for this fiscal year. Is it enough to continue as planned? This committee should return to the JISC to discuss this. The project management process might be applied to the three prioritized exchanges now to test the process and ensure

the decisions we make are the decisions that are appropriate for the future (parking, connection of imaging systems, replacing the links interface).

Our strategy has been to develop exchanges that replace current methods of data exchange with existing systems or ones that don't exist. If data exchange/data management is our priority or direction, in order to make meaningful progress in the next ten months, we need an allocation of funds to move forward. Another resource we are competing for is in the contract development arena. We are struggling to get things done because the RFP's and RFQ's are not getting out as quickly as needed, funds are questionable, and we do not know if a parking exchange will be completed by the end of the fiscal year.

The contract start date is September 22, 2008; by mid-October there should be a more detailed plan and we should be able to move forward with the first effort. The RFP is for a vendor to do the plan and then AOC will make a go or no-go decision.

The committee would like to involve the Project Management Office so we know how much it's going to cost and how long it will take; but they don't have the staff at this time to assist.

Because the JISC has not given us clearly defined goals and strategies, do we push forward or not? Mr. McKown will look at the document management exchange in conjunction with the October timeline.

UAT

Ms. Creighton said there are 21 users coming in on September 5 and 8. Daily updates are running for the new warehouse; the universe and user interface part of it is a little behind. There is additional help coming in along with a business objects expert coming in to assist AOC staff.

The vendor has until September 30 to complete what they were contracted to do; there is a concern about them meeting the security deadline. We are trying to develop a fall back plan just in case they don't meet that deadline. We can match the security that is in the current warehouse, but are trying to provide more robust security in the new warehouse. There is a scheduled training course being developed by the education group and refresher courses, along with additional introductory courses. The plan is to shut down Hyperion on December 31. The education group will announce the training.

E-PARKING EXCHANGE

Mr. McKown said the Parking Exchange Project Charter is for this committee to review and understand — the eParking project is moving forward. Pages 3-4 should be removed and the title changed (Data Exchange is a program and this is a project).

This is part of the project management process. It was asked who is in the Project Management Office (PMO). Ms. Jody Graham is the Manager; Mr. Manny Najarro is putting together processes and the templates for documents; Ms. Kathy Wyer is working on resource management, templates and processes; Mr. Eric Kruger is the enterprise architect; and Mr. John O'Conner is the data architect. It is expected that other staff will be hired.

The committee requested the development of a concept overview of a feasibility study and project charter for the other two exchanges that we have identified through the PMO.

STATUS REPORTS

Mr. McKown reported that a lot of changes have been made to the project description section of the DX Monthly Status. Mr. Johnson suggested Exchange Development and Integration Efforts as opposed to Custom Exchanges; E-Ticketing Maintenance is coming out. He also suggested one for the ESB BizTalk effort, one for the vehicle data exchange, and eventually a document management exchange and case management exchange so they have some meaning and then we can look at them individually.

Approximately three years ago the Department of Information Systems (DIS) developed Probable Case History and Case and Criminal History - which involves them, AOC, and the State Patrol. The AOC portion of this has problems; the response time is too long. We are rewriting the AOC piece to make the performance acceptable. DIS will pay for the changes; it will be done contractually.

Mr. McKown reported on the Project Deliverables list. E-ticketing will go away in the future. Vendor commences work...change to TBD. The last three items are new items he has added to this list. The issue section will still be in the next format. It is a good summarization as to where we are at. Ms. Creighton suggested providing documentation that shows what is different from the last report to help us determine scope, schedule, and budget.

PROJECT PLAN AND START

Mr. McKown reported that Page 1 of the Project Plan and Start is a snapshot of all of the items we have. What is not on there is the ESB BizTalk component, training, and keeping track of all the requests that were coming in from outside sources. Mr. Johnson received a series of e-mails from Benton/Franklin. They are looking at purchasing the Spokane Case Management System; Spokane has an existing exchange where they are entering data into SCOMIS and AOC is giving it back to them the next day to upload in their case management system. Benton/Franklin wants the same system and basically wants real time; this is brought up because it has to do with our vision and model of our future.

FUTURE MEETINGS

The next meeting is scheduled for September 18, 2008. More information will be forthcoming.

MEMBERSHIP LIST

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