

**APPROVED MINUTES**  
**DATA MANAGEMENT STEERING COMMITTEE (DMSC)**  
 November 20, 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. William Holmes (by Phone)  
 Mr. Frank Maiocco  
 Mr. Carl McCurley (by Phone)  
 Ms. Barb Miner (*Alternate*)  
 Mr. Chuck Ramey (by Phone)  
 Ms. Siri Woods (by Phone)

**Members Absent:**

Judge Michael Lambo  
 Judge Brian Tollefson  
 Judge Thomas Wynne

**AOC Staff:**

Ms. Jennifer Creighton  
 Ms. Vicky Marin  
 Mr. Randy McKown (by Phone)  
 Ms. Ronee Parsons  
 Mr. Gregg Richmond  
 Ms. Kathie Smalley

**CALL TO ORDER**

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

After admission of completion dates in the "Review of Action Items from September 18, 2008" table, the October 16, 2008 meeting minutes were approved.

**REVIEW OF ACTION ITEMS FROM OCTOBER 16, 2008**

<b>Action Item:</b>	<b>Responsible party:</b>	<b>Completed/Date</b>
Put "Revise old customer requests process..." item on the agenda for the next (10/24/08) JISC meeting on their Agenda.	Gregg Richmond	10/20/2008
Add new "Review of Pending Requests" section to future meeting Agendas.	Jennifer Creighton	11/17/2008
Make new standing agenda item for AOC to update DMSC regularly on the status of other ancillary efforts to DX, i.e., Service Enabling.	Jennifer Creighton	11/17/2008
AOC look at DX definition, define proposed definition for "Data Sharing," to determine DMSC oversight of such ad hoc exchanges.	Randy McKown Jennifer Creighton	Pending
Send email soliciting user group members from clerks, and court administrators for phone conference meetings.	Barb Miner Siri Woods Frank Maiocco	11/14/2008
Note in the Minutes the DMSC's appreciation to the Data Warehouse team for their efforts in all of this.	Kathie Smalley	10/23/2008
Gregg, Randy, and Rich (or AOC's designee) review the VRV vendor's Project Plan to decide Go/No Go, or hold special meeting/conference call.	Randy McKown	11/14/2008
Members provide resource commitment for exchanges on 11/20; AOC provide courts/court levels, number of people/time investments required.	DMSC members Randy McKown	Pending

## **JISC UPDATE**

There was nothing to report, other than the DMSC will be pushing forward with its strategy.

## **SERVICE ORIENTED ARCHITECTURE (SOA) UPDATE**

Mr. Gregg Richmond reported that the RFP for the SOA went out; approximately 10 vendors had responded thus far. Grading will occur next and a successful vendor will be chosen to have them on board in the middle of December. The infrastructure for the Project Management Office (PMO) standup RFP will go out either 11/21 or next week. The Vehicle Related Violations Data Exchange (VRV DX) RFP completed, and the vendor is on site right now and working on Deliverable 1. Plans are to have the whole SOA plan done by March/April, as far as the “what and how,” and the technology needed to employ it. AOC wants a vendor that has already been successful at doing it, and hopes to start up that effort in July. The trick for the vendor will be mixing the new with the old and converting AOC’s existing applications to services, while at the same time bringing new services on board when possible. Gregg also provided examples to help explain Service Oriented Architecture concepts.

## **ENTERPRISE DATA WAREHOUSE**

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

Ms. Jennifer Creighton reported the Data Warehouse is managing to publish reports for each of the court levels, as part of the ongoing effort to have all of the queries converted by the end of year. The Superior Court Workgroup will convene Friday, 11/21, and will be looking at all of the queries and providing AOC with order in terms of prioritization, and will be asked by the AOC to look at several outstanding requests for putting new information into the superior court data mart, for advising the AOC. Jennifer noted that those additional requests were not part of the original end of year timeframe, and have not been value-added, and asked the committee what should be done about them. It was determined that if they cannot be met by the end of the year, when Hyperion goes away, then that is just that.

The AOC’s Enterprise Architect is currently looking at a couple of solutions for providing real time data for some of the Superior Courts to have the least impact to our systems, and will be providing an answer fairly soon.

## **DATA EXCHANGE**

Mr. Johnson referenced the Project Cost Schedule coming in at \$146,000 for the second phase of the project, as reported on the “Cayzen Technologies Phase Two Project Plan” handout for the VRV DX. He noted that Mr. Richmond is working with the vendor to secure the first phase of the project (being the draft plan of how the vendor would do it, and how much it would cost).

Mr. Randy McKown reported the vendor was behind on Phase I, and AOC plans to sign the amendment to move forward for building Phase II with the vendor on 11/22. The overall schedule has been delayed (at no additional cost) by one week for completion, which may be made up during the Design Phase.

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

Mr. McKown reported using the milestones from the Project Plan to complete the Project Milestones section of the Report. The planned date for completion will be updated when that information is determined.

Mr. Gregg Richmond noted the project includes three things: 1) stand up the BizTalk environment to accomplish the exchange, 2) do the VRV DX pilot, and 3) transfer the eTicketing application from where it is now in BizTalk to BizTalk R2. Gregg clarified that AOC will need guidance in whether to devote resources to make the VRV DX available to other courts after the completion of the pilot project with Everett. Mr. Johnson felt a better term for the VRV DX project was to call it a “production exchange,” with the expectation that once the exchange is built, it’s available to the courts.

Mr. Chuck Ramey said he recalled a decision being made to develop the VRV DX essentially as a model and had assumed that once that model application was perfected in Everett, the AOC would then help implement in any other jurisdictions that sought implementation. Ms. Siri Woods felt the committee desired the AOC to deploy the first project, and follow that up with the Imaging project. Gregg reiterated that if the committee desired implementing the VRV DX in other courts, it would need to be in the plan as a specific next project for the AOC, so the appropriate resources could be appropriated.

Ms. Barb Miner noted, with there being a whole program of data exchanges, she felt it would be helpful to have a high level description (an overall perspective) in order to make any decisions as far as what's next. Mr. Johnson added it sounded like the committee wanted some timelines, project status type documentation at a much higher level that would cover all three of the exchanges and at least a preliminary rollout approach/strategy, and what that would look like.

**ACTION ITEM:** Mr. Johnson and Mr. Richmond will work on developing a high level descriptive document of the data exchanges program, using some assumptions for the unknowns of what each project might take in terms of technology and resources, etc.

Mr. McKown provided background on a decision made between the AOC and Mr. Johnson on the VRV DX project – the current plan requires little need for user intervention with the incoming tickets. If a person receives a ticket and gets to the court before the ticket is electronically received by the court, the process matches that incoming electronic ticket with the ticket that's been filed manually by the court. In a few instances, those tickets cannot be matched, in which case, the court would send the ticket back to law enforcement and have them file it as a paper ticket with the courts. If the courts feel they need to have a user interface to sync those up, it can be added to the project at a later date, for roughly an additional \$20,000, plus 3 weeks.

Mr. Johnson called the committee for questions or input about the VRV DX plan, so he can provide the JISC with a status report and some proposed schedule, for the other two projects, at their 12/05 meeting. He asked the committee if they want to continue to push on developing the exchanges in this Fiscal Year, and/or do they want to look at the back end of deployment? Mr. Richmond added that the AOC also needs to know what goes in the queue once the Data Warehouse is finished at the end of the year. Ms. Siri Woods commented (with mixed emotions as to how to proceed) that the committee should forge ahead with the development of the exchanges, and the courts that have the resources and technology could move forward with using them. That way, even if the money ran out, three exchanges would have been built. Rich agreed that would be the way to go, in order to be effective in accomplishing the JISC's objectives for this steering committee. **No decision was officially made.**

## REVIEW OF PENDING DATA MANAGEMENT REQUESTS

Mr. Johnson referenced the handout entitled, "Data Management Project List." The VRV DX and the Enterprise Data Warehouse rollout are current projects, and the projects currently in the Requirements Gathering phase are the Case Management DX (LINX) and the Document Imaging DX.

Mr. McKown reported that AOC staff are currently gathering requirements and, after working with this vendor for 1-2 months, can then begin making determinations as to how to go about procuring a vendor to implement the requirements they are gathering. Next; take a look at sole-sourcing with this vendor as an option, or look at some other possibility depending on what's found out about the vendor and the requirements. Mr. Richmond stated that the AOC wants to take a broader look at the Case Management DX to see if it can be a reusable exchange. He added that it looks like the LINX/SCOMIS DX will be at least two separate projects: 1) exchanging the person data, which is completely separate for LINX right now, and 2) getting the data into and out of SCOMIS. Once that is fleshed out, the AOC will be looking for a Superior Court user group to advise which fields to keep/eliminate. Ms. Miner no longer saw the urgent need for the Imaging DX now that screen-scraping wasn't going away.

## ***Projects Awaiting Prioritization***

A couple of years ago, a fairly extensive list was created of all the existing exchange requests to the AOC. Only the most recent (last few months) were included in this attachment. **ACTION ITEM:** Mr. Johnson asked Mr. McKown to provide the committee with the original long list of requests prior to the next DMSC meeting, so they can be reviewed, grouped, and prioritized (with criteria for same) for determining what next three projects to submit to the JISC.

Discussion continued regarding the current top three prioritized projects, and then about what to do next for the Data Warehouse (from the four at the bottom of the attachment) and a new project that involves the AOC Research department and allowing them access to statewide data, so they can run their own queries against that data.

**ACTION ITEM:** Mr. Johnson requested the AOC develop project description formats for the requests for: Assessments.com, Accounting information, Public data mart, JIS-Link/public data mart, to be provided to the committee for a decision on December 18, and to get the information out as far in advance of the next meeting as possible. Mr. Richmond noted these were AOC requests; what's the next highest need for courts? Ms. Miner added that there were a lot of Superior Courts that wanted to buy their own collection modules that could integrate with the accounting data in JRS.

Mr. Johnson then asked the AOC to do a build-out of each one of these projects that need prioritization, including the previous list into some standardized format, but said that the build out for the long list could be for the January 2009 meeting.

Mr. Richmond asked for clarification of the request, and Mr. Johnson replied that the primary deliverable was for the four Data Warehouse items, and providing more information on them so the committee can look at them and make some sort of decisions, such as: 1) a document for each detailing who requested it, the time involved, risks, costs, and relationships to other requests (if applicable).

Mr. William Holmes asked for some clarification because there didn't appear to be anything for CLJs and Juvenile Courts' need for a probation case management data exchange piece. Mr. Johnson said there were a couple of different aspects to William's question: 1) how much Juvenile data is involved in the SCOMIS/LINX DX? and 2) are you focusing specifically on a probation module? After discussion, Mr. Holmes liked the term "program management" and hearing that Juvenile courts were included in Superior Courts by perspective, but believed the CLJs and Juvenile Courts' need for probation, drug court, etc. case management should be included in the prioritization. Mr. Johnson thought this issue might already be in the original long list and the committee's next deliverable would be to review and prioritize those items.

Mr. Larry Barker, as the Misdemeanant Corrections Association representative, noted that the CLJ Probation Departments were being instructed to look for applications that will address data exchange issues and want to be able to attach to this. Mr. Richmond responded that the question is for the JISC, but if more than a few counties are going to buy their own LOREX system and do the same thing, at what point should the JISC or someone else look at consolidating all of these efforts, pooling the money, and buying one solution?

Ms. Miner stated she had always thought of the LINX DX as an upload to SCOMIS, but the courts want a download so they can utilize the data again, in a different way. She wants to be careful not to try to tackle both simultaneously.

Mr. Johnson noted that the business model has likely changed, and it is critical to get the high level planning document with regard to the three exchanges and timelines, and the first cut of their implementation out to the committee to review, for a decision to be made either by conference call or face-to-face meeting on December 18th.

**ACTION ITEM:** Kathie Smalley will fix the dates for the 2009 schedule and distribute for the next meeting.

**NEW ACTION ITEMS FROM THIS MEETING:**

<b>Action Item</b>	<b>Responsible Party(s)</b>	<b>Completed/Date</b>
Mr. Johnson and Mr. Richmond will work on developing a high level descriptive document of the data exchanges program, etc.	Rich Johnson Gregg Richmond	Pending
Provide the committee with the original long list of requests prior to the next meeting.	Randy McKown	Pending
Develop project descriptions for: Assessments.com, Accounting information, Public data mart, JIS-Link/public data mart before 12/18/08.	AOC	12/14/2008
Correct the year on the 2009 schedule and redistribute.	Kathie Smalley	11/20/2008

**FUTURE MEETINGS**

- December 18, 2008: 9:30 a.m. – 12:00 p.m., SeaTac Facility (or Conference Call)

**MEMBERSHIP LIST**

<b>Name/Title</b>	<b>Court</b>	<b>Address</b>	<b>Phone/Fax</b>
<b>Rich Johnson</b> / Court Administrator / Clerk <a href="mailto:richard.johnson@courts.wa.gov">richard.johnson@courts.wa.gov</a>	Court of Appeals, Div I	One Union Square 600 University St Seattle WA 98101-1176	(206) 424-7750 (206) 389-2613
<b>Larry Barker</b> / Director / Chief Probation Officer <a href="mailto:LarryB@co.klickitat.wa.us">LarryB@co.klickitat.wa.us</a>	Klickitat Co Adult Prob Services	214 W Main St. Goldendale WA 98620	(800) 355-9069 (509) 773-3732
<b>Jeri Cusimano</b> / Alternate / Administrator <a href="mailto:jcusimano@ci.everett.wa.us">jcusimano@ci.everett.wa.us</a>	Everett Municipal Court	3028 Wetmore Ave Everett WA 98201-4018	(425) 257-8778 (425) 257-8678
<b>Delilah George</b> / Alternate / Administrator <a href="mailto:delilahg@co.skagit.wa.us">delilahg@co.skagit.wa.us</a>	Skagit Co Sup Court	205 W Kincaid St Rm 202 Mt Vernon WA 98273-4225	(360) 336-9325 (360) 336-9340
<b>William Holmes</b> / Administrator <a href="mailto:William.holmes@co.kittitas.wa.us">William.holmes@co.kittitas.wa.us</a>	Kittitas Co Juv Court	205 W 5th Ave Ste 211 Ellensburg WA 98926-2887	(509) 962-7516 (509) 962-7667
<b>Judge Michael Lambo</b> <a href="mailto:mlambo@ci.kirkland.wa.us">mlambo@ci.kirkland.wa.us</a>	Kirkland Mun Crt	11515 NE 118th St / POB 678 Kirkland WA 98083-0678	(425) 587-3178 (425) 587-3161
<b>Frank Maiocco</b> / Administrator <a href="mailto:fmaiocco@co.kitsap.wa.us">fmaiocco@co.kitsap.wa.us</a>	Kitsap Co Sup Court	614 Division St MS24 Port Orchard WA 98366-4683	(360) 337-7140 (360) 337-4673
<b>Barb Miner</b> / Alternate / Director / Clerk <a href="mailto:Barbara.miner@kingcounty.gov">Barbara.miner@kingcounty.gov</a>	King County	516 3rd Ave Rm E609 Seattle WA 98104-2363	(206) 396-7844
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<b>Chuck Ramey</b> / Administrator <a href="mailto:cramey@co.pierce.wa.us">cramey@co.pierce.wa.us</a>	Pierce Co Dist Court	930 Tacoma Ave S Rm 601 Tacoma WA 98402-2115	(253) 798-7753 (253) 798-6616
<b>Judge Brian Tollefson</b> <a href="mailto:btollef@co.pierce.wa.us">btollef@co.pierce.wa.us</a>	Pierce Co Sup Court	930 Tacoma Ave S Rm 534 Tacoma WA 98402-2108	(253) 798-7565 (253) 798-7214
<b>Renee Townsley</b> / Alternate / Court Administrator / Clerk <a href="mailto:renee.townsley@courts.wa.gov">renee.townsley@courts.wa.gov</a>	Court of Appeals, Div III	500 N Cedar St PO Box 2159 Spokane WA 99201-2159	(509) 456-3082 (509) 456-4288
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