

**APPROVED MINUTES  
DATA MANAGEMENT STEERING COMMITTEE (DMSC)  
December 18, 2008 9:30 a.m. to 11:30 a.m.  
Conference Call**

**Members Present:**

Mr. Richard Johnson, Chair  
Mr. Larry Barker  
Ms. Jeri Cusimano (*Alternate*)  
Mr. William Holmes  
Mr. Carl McCurley  
Ms. Siri Woods

**Members Absent:**

Judge Michael Lambo  
Mr. Frank Maiocco  
Mr. Chuck Ramey  
Judge Brian Tollefson

**AOC Staff:**

Ms. Jennifer Creighton  
Mr. Randy McKown  
Mr. John O'Conner  
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 correcting the figure for the second phase of the VRV to \$146,000, the November 20, 2008 meeting minutes were approved as written.

**REVIEW OF ACTION ITEMS FROM NOVEMBER 20, 2008**

Action Item	Responsible Party(s)	Completed/Date
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

**Review of Action Items** – Mr. Rich Johnson reported that the high level descriptive document of the data exchanges program had not yet been written, but that this information was discussed at the last JISC meeting on December 5, 2008.

**JISC UPDATE**

Mr. Rich Johnson reported that there was extensive discussion around Data Management at two levels: 1) the report/update on moving forward with the Enterprise Data Warehouse, and 2) progress with the Data Exchange efforts, and the final product. There was good discussion about what the Imaging/SCOMIS exchange would provide and accomplish.

Focus shifted towards planning for the next 6.5 months; to get all three of the target exchanges done in that time period, and would likely require standing up a project team of Superior Court personnel to identify specifically what data fields need to be exchanged to support SCOMIS and other superior court applications. The original plan to eliminate double entries for LINX is now focusing more on a SCOMIS DX application that would not only meet the LINX needs, but also to include other jurisdictions that might be implementing case management systems, calendaring systems, and the like.

**ACTION ITEM:** Distribute to the committee the **DRAFT** Preliminary Timeline that shows the window of where and how the top three projects can be completed by June 30, 2009.

Mr. Gregg Richmond cautioned, with the SCOMIS Data Exchange project now expanding to be much greater than originally thought (will likely be six smaller projects within the greater SCOMIS DX project), it might be difficult to get all three projects completed in that time frame, and added that the AOC is currently working on a document (to be sent to the committee for review) showing what each project will involve/include.

**ACTION ITEM:** In January, the AOC will summarize the planning that has been done with regard to the SCOMIS DX (delineating what phase it's in; what each subproject is intended to do), and once that has been reviewed/validated by the DMSC, the AOC would release an RFP and then let the vendor do the plan to make it all happen.

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

Mr. Gregg Richmond reported the AOC has received all of the vendor responses; they've been rated, and Ernst & Young won the contract, which should be signed by beginning of next week.

## **ENTERPRISE DATA WAREHOUSE**

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

Ms. Jennifer Creighton reported the EDW group continues work building the queries and the reports for the courts so that we can be done by end of year. All Courts of Limited Jurisdiction reports have been written, sitting in test folders and waiting to be reviewed before moving them into production. Superior Courts' should go into test late 12/19, and then ACORDS and Juvenile next week. Work is going well with both Clark and Chelan counties to do their real time calendars. The vendor is onsite, looking at the hardware and software on the AOC's server in order to clean up some Java errors and performance issues. The EDW team is on track for completion end of December.

Concerns were voiced by various committee members and also from their constituents that they were not comfortable with the end of the year cut-off of Hyperion/Brio due to other end of year duties and not having time to properly test. When asked if they could be continued beyond the end of the year for 30-60 days, Mr. Richmond responded it was certainly possible, but also noted that it sits on a server that's out of warranty and the SAN storage device is out of warranty and ready to be thrown away. After a lengthy discussion, it was determined to have the AOC extend it through January 31, and this subject will be revisited at the January 15, 2009 meeting. The expectation is that everybody will be actively and aggressively testing and working with the new product for the first 30 days of next year, and if they don't let the AOC know of any issues by the 15th, then we will proceed with shutting it down, subject to a change in circumstance.

### ***User Access to Business Objects – Jennifer***

Jennifer Creighton stated that at the last JISC meeting, a concern was raised by Barb Miner and Cathy Grindle that the way Business Objects is currently set up, anybody who has a RACF ID, and can access JIS or SCOMIS, can also access Business Objects and write and run queries. The AOC does have the ability to limit who can get in and run queries against Business Objects and needs a directive from the committee as to what they want accomplished. AOC could do it two ways: 1) everyone has access, or 2) no one has access unless the court provides AOC with those names. Mr. Richmond stated his preference would be that the courts who do not want all of their court employees to have access, to provide a list to Jennifer Creighton of who they want and the AOC will get that entered.

**ACTION ITEM:** The AOC will distribute an email to the appropriate listservs, notifying the Clerks and Administrators for all court levels to respond to Jennifer Creighton by mid-January or January 31, with the names of the court users they want to have access.

**ACTION ITEM:** If there is capability within the system to do so (on a specified date), the AOC will display a message that comes up on the BOXI sign-on screen that says, "IF YOU NEED ACCESS TO THIS APPLICATION, PLEASE CONTACT JENNIFER CREIGHTON." However, Ms. Creighton noted that in the meantime, the AOC can update the committee at the January 15 meeting as to how far along the EDW team has gotten in the process, and then the committee could pick a date for the notice at that point in time. And, until such time as is directed by the committee, AOC will leave access to BOXI open.

## DATA EXCHANGE

### *Monthly Status Report*

Mr. Randy McKown reported that the vendor (Cayzen Technologies) for the Vehicle Related Violations DX project is onsite at AOC, and Project Milestones have been updated accordingly. So far, everything is going well in that effort. The BizTalk product (the tool for the ESB) is up and running in a development environment, and the vendor is planning to migrate the existing eTicketing application into that new development environment in late January or early February (moved up from March 2009) for a production deployment. Mr. McKown also added that Cayzen Technologies has the capability of pulling people and resources in from around the community, as the need is required.

Mr. McKown also stated that by the next DMSC meeting, he would be able to provide a Feasibility document and a Statement of Work product for the Case Management Data Exchange (also known as the LINX exchange) for the committee's review. Mr. Johnson stated, for clarification, that the expectation is that the data would be able to move both ways.

## REVIEW OF PENDING DATA MANAGEMENT REQUESTS

Three individual documents (brief synopses) were provided as handouts for the Juvenile Risk Assessment, Accounting Information, and Public Data Mart Request projects, and discussion followed below:

- ***Juvenile Risk Assessment***

Mr. William Holmes requested the author and his/her respective areas of responsibility be added for each separate project document, for follow up purposes and further stated that the document appears to be missing the fact that the risk assessment is the tool that determines which state funded program can be used for juvenile offender intervention, and thought it important to include. Mr. Johnson noted that these documents were introductory (a high level overview) and needed to be fleshed out in further detail.

- ***Accounting Information***

Ms. Siri Woods asked; since her court has a stand-alone accounting system, should they even consider the possibility that that data could be uploaded into that warehouse so that it could be queried? Ms. Creighton replied that if it is currently being uploaded to JIS, the AOC would then get that information from JIS to populate the warehouse; however, the AOC will have to check into the frequency of refresh, among other things.

Mr. Johnson noted that for these three projects, it will be necessary to expand the documents, scoping for size and requirements for varying needs of courts, how many hours does the server need to run at night, how big does the data mart need to be, etc. The next step will be prioritizing these projects.

Mr. Richmond stated that the DMSC needed to decide what's next for the data warehouse, once the Research Portal has been completed (i.e., ability for AOC staff to query the statewide data repository).

Mr. Johnson responded that the DMSC needs to focus on what the court community needs, and for the AOC to move forward with the further development of what now looks to be four projects (beginning with the Research Portal which is farther along), and begin working on building out the accounting and juvenile risk assessments at a level where the committee can discern the priority for each (for either the January or February meeting).

**ACTION ITEM:** Mr. Richmond agreed the AOC would get the DMSC the more detailed documents for the Accounting and Juvenile Risk Assessment, and then the Charter for the Research Portal.

Mr. Johnson said there would be no JISC meeting between this and the next DMSC meeting, so there would be no update for that. Items for the next meeting agenda can be updates on the Service Oriented Architecture, the Vehicle Related Violations Data Exchange, the Enterprise Data Warehouse, and lastly to focus on the documentation of the additional warehouse data marts and prioritization of those things as we get more information. Mr. Richmond added that there would need to be another announcement to go out on the EDW about being up and operational in January, and documentation on what's in and what's out as for the SCOMIS DX.

#### NEW ACTION ITEMS FROM THIS MEETING

Action Item	Responsible Party(s)	Completed/Date
Distribute the <b>DRAFT</b> Preliminary Timeline for the next three projects, to be done by 6/30/2009, to the DMSC.	Jennifer Creighton	Included in meeting materials for 1/15 meeting
Package up previous work on SCOMIS DX to send to DMSC for review in early January.	AOC	Statement of work for SCOMIS DX included in meeting materials for 1/15 meeting
Distribute email to Clerks and Administrators - all court levels – for list of names for BOXI access.	Jennifer Creighton	12/29/2008
Provide update (at January 15 meeting) on status of EDW team progress, so DMSC can set date for BOXI sign-on messaging.	Jennifer Creighton	1/15/2009
Provide the DMSC with more detailed documentation for the Accounting and Juvenile Risk Assessment projects, and a Draft Project Charter for the Research project by either the January or February meeting.	Jennifer Creighton	Will be provided at February meeting.

#### FUTURE MEETINGS

- January 15, 2009, 9:30 a.m. – 12:00 p.m., SeaTac Facility
- February 19, 2009, 9:30 a.m. – 12:00 p.m., SeaTac Facility

**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
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