

**APPROVED MINUTES
DATA MANAGEMENT STEERING COMMITTEE (DMSC)
February 19, 2009 9:30 a.m. to 11:15 a.m.
Conference Call**

Members Present:

Mr. Richard Johnson, Chair
Mr. Larry Barker
Mr. Frank Maiocco
Mr. Carl McCurley
Ms. Barb Miner (*Alternate*)
Ms. Sharon Paradis (*Alternate for William Holmes*)
Ms. Siri Woods

Members Absent:

Judge Michael Lambo
Judge Brian Tollefson
Judge Thomas Wynne

AOC Staff:

Ms. Jennifer Creighton
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. The January 15, 2009 meeting minutes were approved as written.

REVIEW OF ACTION ITEMS FROM JANUARY 15, 2009

Action Item	Responsible Party(s)	Completed/Date
Once the portal is developed for what's needed for the specific exchanges and documentation, notification will be sent to the courts.	Randy McKown	Open Item until completed
Redraft language of Section C. of SOW surrounding "Any entity."	Randy McKown	1/31/09
Send Randy any comments, additions, deletions regarding the SOW within 5 days of meeting.	DMSC	1/31/09
AOC provide information needed for the SOW, and Courts to track what's needed for Imaging systems.	Randy McKown Barb Miner, Siri Woods	Due by 3/02/09

Review of Action Items Above – The portal is not yet ready and will remain an Open Item until completed. The Imaging Exchange effort was discussed under 5)c) of the Agenda.

JISC UPDATE – Rich Johnson

- The JISC will meet again on Friday, February 27, 2009.

MODERNIZE AND INTEGRATE PLANNING UPDATE – Gregg Richmond

- Ernst & Young will collaborate with Sierra Systems (SS), in stages, to develop: 1) the business plan and define the future state (presenting to JISC for vote on 2/27), and the operational plan to move toward that future state, and 2) SS will provide the standup of the Project Management Office, Governance, and Portfolio Management (what applications, what levels of court will be supported, etc.) for the AOC.

ENTERPRISE DATA WAREHOUSE (EDW) – Jennifer Creighton

EDW Maintenance Monthly Status Report

- Brio and Hyperion were turned off, and security changed for "authorized access only" to BOXI as of 1/31/2009.
- The report shows the Level of Effort for each project; largest being "Implement version 3.1 of the Business Objects software."
- The statewide universe is an interface to allow access to data across the court levels for more person based queries through the use of what is called a "Statewide Data Repository."

- The AOC is working to provide a Research Portal that will allow better access to cross-jurisdictional information and provide a model for more informed decision making regarding juvenile and adult offenders.
- **ACTION ITEM (Jennifer):** Provide DMSC with the New Concept Overviews (NCOs) for WSCCR's various research needs, but noting that the resources already committed to the Research Portal will continue. Then, the DMSC can make decisions with regard to prioritization of any expansions, on the three efforts, for recommendation to the JISC.
- **ACTION ITEM (Jennifer):** Provide the DMSC with a list of all the maintenance activities that are currently scheduled for the Enterprise Data Warehouse; also, provide a list of pending EDW requests, issues, and problems.

Statement(s) of Work (SOW) for Juvenile Risk Assessment (JRA) and Accounting

- The JRA SOW expands on the process and people involved with the project.
- Expanding on the Accounting SOW, courts using the JRS stand-alone accounting system would be able to query JIS data they had uploaded from JRS.
- **ACTION ITEM (Barb):** Provide a list to Jennifer Creighton of the kind of reports her staff would like to have available for the Accounting SOW.
- **ACTION ITEM (Jennifer):** Create the Feasibility documents for the Accounting and Juvenile Risk Assessment projects in advance of the next DMSC meeting.
- It was noted that due to reduced resources in the future, resources that are now working on expanding the warehouse may have to be moved over to the exchange side of the isle.

DATA EXCHANGE – Jennifer Creighton / Rich Johnson

VRV DX Monthly Status Report

- BizTalk server migration took longer than planned and bumped everything out one week.
- **ACTION ITEM (Rich):** Send letter to Randy McKown (copying Gregg Richmond) complimenting him on the outcome of the VRV Project, after verifying with Randy everything is there that should be.

SCOMIS DX Monthly Status Report

- Randy McKown worked with Pierce County to ensure that everything that was needed to replicate and replace the LINX dual entry environment was in the SCOMIS DX RFP. It was also noted that nothing was set in stone, and fields could later be added.
- Mr. Johnson stated he would like to see the DX successes documented from the standpoint of what was accomplished, what is available now that wasn't before, and what's the impact of having that available.

Data Exchange Timeline

- **ACTION ITEM (Barb/Siri/Randy):** Barb and Siri to lead an effort to identify the key participants for Imaging Exchange requirements, while the AOC is to provide a template/overview of what requirements documentation is needed at the end of this effort.
- Mr. Johnson stated he would like to see the timeline moved up from the end of May to the end of April, if not earlier.

OTHER BUSINESS

Disaster Recovery Plan

- Ms. Jennifer Creighton reported that the AOC's Disaster Recovery Plan was currently in review and the question came up for the Data Warehouse and whether it needed to be in a Tier 1 (48 hours), or Tier 2 (5 days) turnaround status. Members responded that 48 hours would have to be the maximum turnaround time.

Meeting adjourned at 11:10 a.m.

NEW ACTION ITEMS FROM THIS MEETING

Action Item	Responsible Party(s)	Completed/Date
Provide DMSC with New Concept Overviews for WSCCR's various Research needs.	Jennifer Creighton Carl McCurley	
Provide the DMSC with a list of all the maintenance activities that are currently scheduled for the Enterprise Data Warehouse; also, provide a list of pending EDW requests, issues, and problems.	Jennifer Creighton	
Provide Jennifer C. with list of her staff's preferred reporting capabilities for the Accounting project.	Barb Miner	
Create the feasibility documents for the Accounting and Juvenile Risk Assessment projects in advance of the next DMSC meeting.	Jennifer Creighton	
Send letter to Randy McKown, cc'ing Gregg Richmond, complimenting on outcome of VRV Project.	Rich Johnson	
Lead effort to identify the key participants for Imaging Data Exchange requirements, with the AOC providing what's needed at the end of this effort.	Barb Miner Siri Woods Randy McKown	

FUTURE MEETINGS

- March 19, 2009, 9:30 a.m. – 12:00 p.m., SeaTac Facility
- April 16, 2009, 9:30 a.m. – 12:00 p.m., SeaTac Facility
- May 21, 2009, 9:30 a.m. – 12:00 p.m., SeaTac Facility

MEMBERSHIP LIST

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 delilahg@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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