JISC DATA DISSEMINATION COMMITTEE
April 25, 2014
8:30 - 10:00 a.m.
Administrative Office of the Courts
SeaTac Office Building
18000 International Blvd. Suite 1106
SeaTac, WA 98188

DRAFT - MEETING MINUTES

Members Present
Judge Thomas J. Wynne, Chair
Mr. William Holmes
Judge J. Robert Leach
Ms. Barbara Miner
Judge Steven Rosen
Ms. Aimee Vance

Guests Present
Dr. Carl McCurley, WSCCR

Members Not Present
Judge Jeannette Dalton
Judge James R. Heller

AOC Staff Present
John Bell, Contracts Manager

Judge Wynne called the meeting to order and the following items of business were discussed:

1. **Meeting Minutes for February 28, 2014**
   Committee approved the meeting minutes.

2. **Research Access to Sealed Cases**
   The Committee addressed this issue first as Dr. Carl McCurley was in attendance. Dr. McCurley presented the issue of AOC accessing and sharing sealed information, in particular juvenile cases, and gave examples when sharing data, including sealed juvenile cases, was in the best interest of the judicial branch.

   Judge Wynne asked Dr. McCurley what he wanted from the DDC. Judge Leach stated that it was not the job of the DDC to give general opinions and everyone agreed. Dr. McCurley could possibly come to the DDC with a specific request, but Barb Miner stated she was not sure in reading the statutes that any sealed cases could be shared so even if there was a specific request, it may be denied.

   Judge Leach stated if the information was to be released it would need to be a statewide order from the Supreme Court or permission would need to be granted by each county court. The decision-making authority on the release of sealed cases cannot be delegated to AOC, but must be done on a case-by-case basis and decided by a court. Judge Leach also advised talking with an AG and possibly seeking an AG opinion regarding the release of sealed information.

3. Dr. Gagliardi, Western State Hospital, ASRA Request

Attempts to contact Dr. Gagliardi were unsuccessful. His voice mail message stated he would not be back in the office until May 5. The DDC decided to continue without his participation as they could refer to his letter and the material provided by Stephanie Happold. Judges Rosen and Leach indicated that the courts could provide ASRA to Western State in a packet. Judge Rosen raised a concern about those courts who did not use ASRA and whether Dr. Gagliardi would need to contact the courts that have ASRA in order to get the assessment he needs. Ms. Miner commented that the prosecutor also has this information and they could provide it. Everyone agreed that AOC could not provide him with a RACF ID without a court willing to authorize and supervise Dr. Gagliardi's use of the RACF ID. Judge Wynne stated that the DDC will write Dr. Gagliardi a letter indicating he needs to get a copy of the ASRA through the court or prosecutor, however Judge Wynne wants to meet with AOC staff Regina McDougal and Stephanie Happold before the letter is composed. He will try to contact Ms. McDougal at the upcoming conference.

4. Access to JIS for Non-Court IT Employees

AOC has been contacted by several courts requesting access to JIS by their county/city IT departments. In most of these situations, the IT departments are non-court employees. They are usually employed by the municipality or the county. Amy Vance gave an example of Kirkland Municipal Court's need to use City of Kirkland IT employees to assist the court in a move of computers. Ms. Vance stated she needed the expertise of the city IT employees to do the work. The Committee agreed that such work is a necessity, but stated the access should be limited and should be time blocked. They agreed with the recommendations that Ms. Happold set forth in her memo and suggested that she develop a form/application (consulting with AOC security) that the administrator/clerk complete prior to awarding access. Judge Leach also suggested drafting guidelines that explain when such requests would be granted and what criteria would be considered. They ask that Ms. Happold draft an application/form and bring it to the next meeting for their approval.

There being no other business to come before the Committee, the meeting was adjourned.