WASHINGTON COURTS	**JISC DATA DISSEMINATION COMMITTEE** **June 27, 2014** **9:00 – 9:45 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
Judge James Heller
Mr. William Holmes
Judge J. Robert Leach
Ms. Barbara Miner
Ms. Aimee Vance

Members Not Present
Judge Jeannette Dalton
Judge Steven Rosen

AOC Staff Present
Stephanie Happold, Data Dissemination Administrator

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

1. **Meeting Minutes for April 25, 2014**
   Committee approved the meeting minutes.

2. **Access to JIS for Non-Court IT Employees**
   The Data Dissemination Committee continued its discussion about JIS access for non-court/clerk local government IT personnel. Proposed guidelines for providing access were reviewed. Barb Miner, Aimee Vance and DDA Stephanie Happold were tasked with creating a survey for clerks and court staff to provide the Committee information about what access is needed. While the Committee continues to discuss this matter, it authorized AOC to provide temporary RACFIDs to non-court/clerk local government IT personnel. The temporary access is limited to six months and does not extend to using IT personnel for creating BOXI reports. If BOXI reports are needed, the court/clerk can contact AOC for assistance.

3. **Other business**
   Mr. Holmes discussed his replacement on the Committee and suggested it should be someone from juvenile probation.

   The Committee discussed Social Security Numbers in the JIS database as the topic was on the JISC agenda. Ms. Miner stated that Clerks enter SSNs into JIS for Employment Security Department obligations. Options such as setting security levels for the SSN field so only certain staff levels could access it, or putting the number on its own screen were proposed. Judge Leach stated that even with limiting the field, there are still issues with a possible security breach and there is no guarantee it will not happen again.

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

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