WASHINGTON COURTS	**JISC DATA DISSEMINATION COMMITTEE** **December 5, 2014** **8:30 a.m. – 10:00 a.m.** **Teleconference**

DRAFT - MEETING MINUTES

Members Present
Judge Thomas J. Wynne, Chair
Judge J. Robert Leach
Ms. Barbara Miner
Ms. Aimee Vance

Members Not Present
Judge Jeannette Dalton
Judge James Heller
Judge Steven Rosen

AOC Staff Present
Stephanie Happold, Data Dissemination Administrator
Vicky Cullinane, Business Liaison
Michael Keeling
Brian Stoll
Keri Sullivan

Guests Present
Ms. Vanessa Hernandez - ACLU

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

1. **Meeting Minutes for October 24, 2014**
   Committee approved the meeting minutes.

2. **ACLU Request for LFO Data**
   Vanessa Hernandez presented the ACLU request for LFO data contained in the JIS database. The request is before the Committee because there is no policy for the dissemination of financial information; and therefore, the data is currently not released by the AOC. The ACLU will be asking for CLJ and Superior Court data without names, will pay for the data, and hopes to keep the burden for the AOC to a minimum. AOC staff recently met with Ms. Hernandez to provide a tutorial on JIS data, and another meeting is scheduled for next week if the DDC approves the request. Data Dissemination Administrator (DDA) Stephanie Happold explained that although the data will include some identifiers, such as date of birth, token numbers will be given for each person instead of names. Barb Miner asked if CLJ accounting data was available through the AOC Data Warehouse. Aimee Vance replied that it was available approximately 2011 onward. Ms. Miner expressed concern because the AOC does not have all the Superior Court information as it varies from county to county. She recommended that the ACLU may need to gather the information directly from the clerks. Judge Wynne agreed and if the request is approved, it has to be done without burdening the AOC and as a one-time request until there is a policy decision.

   Ms. Miner stated that for Superior Court information, the AOC shall use Joel McAllister of the King County Clerk's Office as a consultant. He will assist in ensuring that conclusions are accurate and help decipher statewide information. Ms. Vance agreed with Ms. Miner and also expressed concern that there are different procedures from court to court, making analysis difficult. DDA Happold stated that there are also pending Legislative staff requests for LFO information. Legislative staff member, Luke Wickham, met with AOC staff to discuss available

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data. DDA Happold asked if the two reports for Luke Wickham also be sent to Mr. McAllister to review. Ms. Miner confirmed that action as the financial questions are complex and there is no experience with disseminating this information. Ms. Vance offered to be the contact person for any CLJ financial data that needs to be reviewed.

Judge Wynne then made the motion to approve ACLU's request as long as the compiled reports were reviewed by Joel McAllister before releasing to the ACLU. The motion passed unanimously.

3. JABS Access to Prosecutors and Public Defenders

DDA Happold updated the Committee on its recent decision to provide JABS access to all prosecutors and public defenders, and for access to eventually be provided through a JIS-LINK ID instead of a court-issued ID. However, because the users may access the system outside the IGN, dual factor authorization is needed for security. AOC Staff is now reviewing how to move these users to JIS-Link based access and provide the dual-factor verification.

Also, public defenders and prosecutors are not given access to the JIS Individual Case History (ICH) screen. However, because JABS works off the ICH screen, these two user groups will need that access to use the application. Judge Wynne asked if truancy cases are included in JABS. Barb Miner stated that the truancy information is not confidential by statute, but is lumped together with dependency case information; therefore, prosecutors and public defenders will not be able to see confidential information. With that understanding, the Committee did not object to allowing prosecutors and public defenders access to the ICH screen.

Judge Wynne asked what the timeline was for the implementation. Brian Stoll responded that the dual-factor verification is currently the main challenge. Michael Keeling also stated that there will be a cost for expanding to accommodate approximately 1000 new users and that the AOC needs to be sure it works, is secure, and is affordable. The security group is currently analyzing the situation. Judge Wynne stated that security should not be compromised and time should be taken to get it right. The discussion was tabled until the March DDC meeting.

4. Case Type 7 Access to AGO and DSHS-CA

Per the Committee's direction at the last meeting, DDA Happold contacted the Olympia and Vancouver AGO locations and asked how these offices access records for their assigned dependency cases.

At the Vancouver location, eight attorneys do dependency cases for Cowlitz, Skamania, and Clark counties. They access information in Liberty and information received from the Clerk's Offices. JIS-Link is used to check the parents' backgrounds, but the use is minimal.
The Olympia office serves Mason, Lewis, and Thurston counties. That office also uses Liberty but would like to have access to case type 7s in JIS-Link.

DDA Happold also updated the Committee how JIS-LINK users are authorized for access outside normal security levels. However, she was not sure how this would work after the SC-CMS is implemented.

Barb Miner asked if security could be limited by cause of action so the AGO access would only be for certain types of cases in the case type 7 group since the agency is usually not

involved in truancies, CHINs, or ARYs. Keri Sullivan responded that she was not sure how security will work for case/cause types in Odyssey. Judge Wynne asked that DDA Happold look into the ability to limit access in Odyssey and SCOMIS. The discussion will be tabled for the next meeting when DDA Happold provides her findings.

DDA Happold asked if the issues were the same for DSHS-Children's Administration as the AGO. Should all of Children's Administration be given Level 22 access or just 4E Specialists? Also, should they be given access to all case type 7s?

The Committee agreed that only 4E Specialists in DSHS-CA should get Level 22 JIS-Link access at this time. The Committee also agreed that the question of access being controlled to the cause/code versus case type needs to be answered for DSHS-CA as well.

5. Public Access for Access to JIS Financial Data.

DDA Happold stated that she needed more direction on what the policy should cover before she could start a draft. Barb Miner suggested DDA Happold talk with Joel McAllister and the AOC Data Warehouse group. Aimee Vance suggested Charlene Allen who was the lead for the Data Warehouse group and that there are a number of subject matter experts available through her.

6. Other Business

DDA Happold asked if there was any update on the replacement for William Holmes. Barb Miner asked if the person who replaced him on the JISC could also serve on the DDC. Judge Wynne stated he would discuss it with Justice Fairhurst.

DDA Happold was directed by Judge Wynne to schedule a short meeting if needed before the next official March 6 meeting.

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