WASHINGTON COURTS	**JISC DATA DISSEMINATION COMMITTEE** **Friday October 23, 2015 (8:00 a.m. – 9:30 a.m.)** **Teleconference**

DRAFT - MEETING MINUTES

Members Present
Judge Thomas J. Wynne, Chair
Judge Jeannette Dalton
Judge J. Robert Leach
Judge G. Scott Marinella
Judge David A. Svaren
Ms. Barbara Miner
Ms. Brooke Powell
Ms. Aimee Vance

AOC Staff Present
Stephanie Happold, Data Dissemination Administrator
Kathy Bowman, Secretary MSD

Guests Present
Mr. Jason Murphy – Data Driven Safety
Mr. Will Saunders – OCIO
Ms. Becky Miner – Washington State Patrol
Ms. Kimberly McFarland – Washington State Patrol
Ms. Shelly Williams – Office of the Attorney General

Judge Wynne called the meeting to order at 8:04 a.m.

1. Minutes of August 28, 2015 and September 10, 2015

The Committee approved the meeting minutes.

2. DDS Request for Amending Section 10.4 of Agreement

Mr. Jason Murphy with Data Driven Safety (DDS) presented his request for modifying the Data Share Agreement between DDS and AOC to allow the release of specific case information about individuals. The proposed amendment deletes section 10.4 of the agreement that states:

> 10.4 DDS shall not release specific case information about individuals to any subscribers or other third party entities.

Mr. Murphy explained that changes in the industry have led carriers to require greater information than what has been provided in the past, and that the AOC has other provisions in the agreement sufficient to ensure that DDS properly safeguards the data.

Judge Wynne said he was unaware of any reason section 10.4 of the agreement should not be eliminated in this case. Judge Marinella noted that DDS provides data to subscribers who have been vetted and as long as there is no specific case information about individuals provided to third-party customers, there would still be adequate control of the data. Judge Leach suggested eliminating section 10.4. Judge Wynne asked if there was any objection by the Committee. Ms. Vance stated she did not have an objection. Judge Svaren made a motion to remove section 10.4 from the DDS Data Share Agreement with AOC. Judge Marinella seconded, and the Committee voted unanimously to remove section 10.4. DDA Happold will amend the contracts for both Data Driven Safety and Drivers History Information and send the amendments out for signature.

3. OCIO – Will Saunders Introduction

The Office of the Chief Information Officer's (OCIO) Senior Program Manager Will Saunders introduced himself to the Committee and spoke about key data issues and some strategies the executive branch was developing that he believed were achievable, progressive and sustainable. He explained that the executive branch was directed to develop individualized plans for providing electronic access to category 1 data, but noted review was still necessary. Mr. Saunders said the OCIO is interested in collaborating with the judicial branch to address data issues and Judge Wynne said he is welcome to join future meetings. Barb Miner agreed. DDA Happold will advise Mr. Saunders of the DDC meeting schedule and will add him to the email Listserv for the Committee.

4. Review of Data Dissemination Policy

Judge Wynne invited discussion whether the Data Dissemination Policy was still needed with the implementation of GR 31. DDA Happold responded on behalf of the AOC and stated that though she thought the policy contradicted some language in GR 31 and needed to be updated, it was still necessary as a guide for the AOC when providing court data to requestors. An example she gave was Section III.A.3 and Section III.B.5, though the latter's language was confusing and needed to be clarified. Ms. Miner believed that a financial data policy was still necessary but was concerned that it could be contrary to the intent of GR 31. She also stated that she would be happy to participate on a committee to update the policy. Judge Wynne said an update to reflect reality was needed. Ms. Vance agreed and offered to assist. Judge Wynne, Ms. Miner, and Ms. Vance formed a workgroup that will review the policy and DDA Happold will staff it. There was no motion made at this time. DDA Happold said that she would schedule a teleconference for the workgroup.

5. CLJ JIS Retention Schedule Review – Small Claims Retention

DDA Happold updated the Committee that Iteration 1 of ITG41 was nearly complete and that work on Iteration 2 will begin. With the start of Iteration 2, DDA Happold asked if the Committee would like to change Small Claims retention from 5 years to 10 years to reflect the life of judgement as discussed during its August 28 meeting. If approved, DDA Happold will present the request to the JISC at its December meeting. A motion was made to change Small Claims retention from 5 years to 10 years. The motion passed unanimously.

6. WSP access to Juvenile Sealed Records with JIS Link Account.

DDA Happold provided an overview of her memo requested by the Committee at its September 10 meeting. She stated it is AOC's position that RCW 13.50.260(7) does not prevent WSP access to information in sealed juvenile court files in order to satisfy its obligations under RCW 13.50.260(8)(d). Further, Court Rule GR31(f)(3) supports WSP access to court records not publically accessible if the desired records are identified, the proposed use is provided, and the access is governed by a dissemination contract. DDA Happold has not yet approached AOC ISD to discuss creating a new JIS Link profile for this access. A concern will be the amount of resources needed to implement it, if it can be done at all. She will meet with them and find out if there are other options besides a JIS LINK account. Ms. Barbara Miner said County Clerks could give this information now until AOC implements a solution. Ms. Becky Miner said prosecutors are helping and the courts are providing a referral history sheet, but it is a work-around and is cumbersome. Judge Marinella noted the referral could be outlined as a guideline for clerks. Ms. Becky Miner was concerned that not all courts have the same records. It was suggested that the Pattern Forms Committee could add language to a state-wide seal-order form to provide information to the WSP.

A motion was made to provide access to sealed juvenile court files to the WSP via a JIS LINK account or other viable option. The motion was passed unanimously.

Ms. Powell would like to see what goes out to the County Clerks so she can provide that to the Juvenile Court Administrators. Ms. Powell and Ms. Barbara Miner will coordinate. DDA Happold approved the use of her October 23, 2015 memo to be sent to County Clerks and Juvenile Court Administrators. DDA Happold will keep all advised of status by including this topic on the DDC December 4 Meeting agenda. DDA Happold will also set-up a meeting with AOC ISD and will keep WSP's Ms. Miner and Ms. Collinsworth advised.

7. Upcoming Requests

DDA Happold reported both Harvard University Research and Yakima County Clerks have data dissemination requests that cannot wait for the next scheduled meeting for discussion. Judge Wynne will work with DDA Happold directly to schedule discussion.

The meeting adjourned at 8:44 am.