WASHINGTON COURTS	**JISC DATA DISSEMINATION COMMITTEE** **Friday February 26, 2016 (12:00 p.m. – 1:30 p.m.)** **Administrative Office of the Courts** **SeaTac Office Building** **18000 International Blvd. Suite 1106, Main Conf Rm** **SeaTac, WA 98188** **Call-in Number: 1-877-820-7831, Passcode 797974**
DRAFT - MEETING MINUTES	

Members Present
Judge Thomas J. Wynne, Chair
Judge Jeannette Dalton – telephonically
Judge J. Robert Leach
Judge G. Scott Marinella
Ms. Barbara Miner
Ms. Brooke Powell
Ms. Aimee Vance - telephonically

Members Not Present
Judge David A. Svaren

AOC Staff Present
Stephanie Happold, Data Dissemination Administrator

Guests Present
Ms. Erin Becker – Department of Justice - telephonically
Ms. Prachi Dave – ACLU - telephonically
Ms. Sherri Hansen – Spokane County District Court - telephonically
Ms. Emily McReynolds – Washington State Access to Justice Board
Dr. Ali Rowhani-Rahbar – University of Washington Harborview - telephonically
Mr. Rowland Thompson – Washington Allied Daily Newspapers - telephonically
Mr. John Witter – Spokane District Court - telephonically

Judge Wynne called the meeting to order at 11:30 a.m. DDA Happold contacted all interested parties to update them on the earlier start time.

1. Minutes of December 4, 2015

There were no additions or corrections to the December meeting minutes and they were approved by the Committee.

2. Spokane County District Court Request for Non-Court Personnel JIS Access

Ms. Sherri Hansen presented Spokane County District Court's request to provide JIS access to employees of a contracted collections service agency. The request is to free up court staff who currently assist the agency twice a week with processing files in collections status.

Ms. Vance asked if the access was for view-only or for entering data. Ms. Hansen replied that it is view-only but there is also a need to print. The question was asked if public JIS LINK access

would be enough. Ms. Hansen replied it was not as more detail is needed than what JIS LINK level 1 can provide, such as financial information. Ms. Miner asked what do other CLJ courts do when working with collections agencies in this manner. Ms. Vance responded that she has not heard of this need before.

Various members of the Committee questioned the access and what would stop the collections agency from using it for its own needs. They asked how the use would be monitored. Ms. Hansen responded that the collections agency employees would have access on court computers located where court staff work, and would be monitored at that time. Ms. Miner asked if this would still free up the court staff and Ms. Hansen confirmed it would. Judge Marinella stated that he understood the need, but was concerned that the collections agency employees could use the information for other entities and needs other than the needs of the district court, and nothing could stop them.

Mr. Thompson asked if the collections agencies have a right to the court records that are public and therefore if access should be given to them. Judge Leach explained that the request was not for certain court files, but for access to the case management system used by court staff.

Ms. Vance stated that more information about what screens are needed should be acquired. Judge Marinella and Ms. Vance offered to meet further with the members of the District Court and determine what options are available. They will then take their findings back to the Committee. The rest of the Committee agreed and voted to deny the request and wait for Judge Marinella and Ms. Vance to meet further with Spokane County District Court.

Update: on February 27, Mr. Witter and Ms. Hansen contacted DDA Happold and withdrew the request.

3. University of Washington Harborview Research Request

Ms. Erin Becker from the Department of Justice (DOJ) presented the request for a joint study being conducted by her agency and the University of Washington Harborview Injury Prevention and Research Center to be allowed access to the study participants' Defendant Case Histories (DCH). She clarified that the request was not for JIS LINK access to the DCH screen, but rather copies of the DCHs for each person who signs up for the study and for DCH checks throughout the study's duration. The researchers would contact AOC for the case histories when needed. The contact would be approximately every three months, for an estimated 200 people, and during a two year period.

Judge Wynne asked what information the researchers would provide AOC to make sure it was a well-identified person. Dr. Rowhani-Rahbar stated that they would provide full name and AKAs, date of birth, and driver's license number. It would be a staggered enrollment and approximately 8 requests to check records. Judge Wynne mentioned that cost recovery fees would not be waived and Dr. Rowhani-Rahbar understood and expected that fees would be associated with this request.

Judge Marinella asked with whom they would share the data. Dr. Rowhani-Rahbar responded that the data would be shared only with the research team. Judge Wynne asked that any publication would not include participants' names, and Dr. Rowhani-Rahbar confirmed that the data in the publications would be anonymous.

Dr. Rowhani-Rahbar further explained that the research is an informational study that includes intervention and follow-up for community outreach. Ms. Powell asked if the study would also include juveniles. Dr. Rowhani-Rahbar responded that study participants would be 19 or older. Ms. Miner asked who would do the matching of the individuals to the DCHs. DDA Happold responded that it would be done by AOC Data Warehouse and that it was not an easy process. The cost and time estimates would include this work.

Judge Wynne stated that GR 31 allowed for researchers conducting legitimate research to have elevated access to the data. The Committee voted unanimously to approve the DOJ and the UW Harborview Injury Prevention and Research Center request.

4. Review of the Amended Data Dissemination Policy Draft

Judge Wynne presented the amended Data Dissemination Policy draft to the Committee stating that the workgroup based its review on GR 31 language and case law. In particular, the policy would now allow for public access to defendant case history (DCH) information and to other compiled reports, allow more data to be included in index reports, and incorporate GR 31 language in sections for research and public purpose agency access. The workgroup sent the draft to various associations and groups before the meeting; however, due to the tight turnaround time, DDA Happold had not received official responses back.

Judge Wynne then asked DDA Happold to go through each section and present the workgroup's edits. The Committee reviewed the sections, offered up comments and changes, and requested that DDA Happold send the updated draft policy to various associations and interested parties for comment. Ms. McReynolds from the Access to Justice Board asked the Committee to not take these changes lightly when comparing them to privacy concerns. The Committee will convene on April 22 to review the comments and finalize the draft to be forwarded to the JISC. They also asked DDA Happold to provide a full cost estimate for allowing public access to DCH/ICH screens in JIS.

As there was no other business, Judge Wynne adjourned the meeting.