WASHINGTON COURTS	**JISC DATA DISSEMINATION COMMITTEE** **Friday June 24, 2016 (8:15 a.m. – 9:45 a.m.)** **Administrative Office of the Courts** **SeaTac Office Building** **18000 International Blvd. Suite 1106, Conf Rm #2** **SeaTac, WA 98188** **Call-in Number: 1-877-820-7831, Passcode 797974**

DRAFT - MEETING MINUTES

Members Present
Judge J. Robert Leach
Judge Jeannette Dalton
Judge G. Scott Marinella (telephonically)
Judge David A. Svaren
Ms. Barbara Miner
Ms. Brooke Powell
Ms. Aimee Vance (telephonically)

Members Not Present
Judge Thomas Wynne

Staff Present
Stephanie Happold, Data Dissemination Administrator
Kathy Bowman, Administrative Secretary
Michael Keeling, ISD Operations Manager
Elaine McLaughlin, Court Records Access Coordinator

Guests Present (telephonically)
Mr. Mark Allen, Snohomish Co. Clerk's Office
Ms. Jane Boman, LAW Advocates
Mr. Michael Heatherly, LAW Advocates
Mr. Toby Marshall, Marshall Law Group

DRAFT

1. Call to Order, Approval of Minutes:

The June 24, 2016 JISC Data Dissemination Committee Meeting was called to order at 8:20 am by Judge Leach, acting Chair in Judge Wynne's absence. Judge Leach next requested a motion to approve the Minutes. Judge Svaren moved to approve the Minutes of April 22, 2016, Ms. Powell seconded. The minutes were unanimously approved as written.

2. LAW Advocates Request for JIS LINK Level 20 Access for Drive Legal Whatcom Program

LAW Advocates representatives Ms. Jane Boman and Mr. Michael Heatherly presented their request for JIS LINK Level 20 access to a select number of local attorneys and trained volunteers with the Drive Legal Whatcom Program. Level 20 access would greatly aid the volunteers as it includes view-only access to defendant case history and case financial history, as well as personal identifiers such as date of birth, IN numbers and driver's license numbers. Judge Leach asked for information about the volunteers and the LAW Advocates' volunteer vetting process, as the Committee was concerned who would have the access. Ms. Boman replied the volunteers are typically attorneys and Rule 9 interns, practicing under supervision of staff. Judge Leach asked if it would frustrate the program if access was limited to only attorney volunteers. Ms. Boman said that initially that would be acceptable to their program, but LAW

Advocates may wish to come back to the Data Dissemination Committee for broader approval in the future. The program pilot begins July 23 and will end approximately October 23. Ms. Miner asked if JIS LINK would in fact be used to also obtain drivers' license numbers and legal financial background information. Ms. Boman said yes, it is extremely important to see the "big picture" of whether individuals should be pulled out of collections and onto a payment plan. Ms. Miner said she was uncomfortable allowing Level 20 access to a non-government employee and asked DDA Happold if there were any other JIS accounts that have allowed access to volunteers. After a brief search, DDA Happold cited a 2010 request from Clark County Volunteer Lawyers Program for Level 20 JIS LINK access that was granted by the Committee.

Following further discussion, Judge Marinella made a motion to allow access to JIS LINK Level 20 to volunteer licensed attorneys in good standing, limited to the information set forth in the letter from LAW Advocates, specifically to licensing and financial information. Access would also be limited in time to coincide with the pilot program, ending late October. Judge Dalton seconded the motion. All in favor. None opposed, no abstentions. The motion passed. DDA Happold and Ms. Boman agreed that they would work out the details.

3. DCH Screen Recommendation Update.

DDA Happold provided an update regarding the Data Dissemination Committee recommendation to disable the Defendant Case History (DCH) screen due to it possibly containing incomplete information. She informed the Committee that when she went to AOC leadership and staff as instructed, she was advised that removal of the DCH screen would cause substantial impacts to the courts and non-court users, and that the alternative JABS may be unable to sustain the increased load if the DCH screen was removed. Also, the Expedited Data Exchange JIS Systems Changes Governance Committee was recently formed as the governing body under the EDE Project, and is the voting committee charged with making decisions on options and recommendations provided by AOC to mitigate the impacts to existing JIS Systems when KCDC and other courts leave the statewide applications. The EDE Committee recently voted that the DCH screens should remain in use, but to include various temporary and permanent warning messages. Individual courts could also choose to limit access to the DCH screen. Ms. Miner asked who ultimately has the authority to make this decision, and was the EDE Committee actually advised of the Data Dissemination Committee's recommendation. Judge Leach suggested that the EDE Committee be made aware of the Data Dissemination Committee's position. The Committee also wanted a copy of the EDE Committee's materials that it reviewed when making its decision to keep the DCH screen.

Judge Leach suggested that someone ask at the JISC meeting if the EDE Committee charter provides for a situation if the EDE Committee and DDC do not agree on a subject, would the JISC then make a determination. DDA Happold asked Judge Leach to provide her the JISC response.

4. Review of Data Dissemination Policy Draft

The Committee reviewed Judge Wynne's proposed amendments to the Data Dissemination Policy as well as previously agreed-to additions. Judge Leach asked what various authority exists to protect specific court information from dissemination. He asked that DDA Happold research and provide the statutes and court rules that restrict dissemination of court information, including what law enforcement has to follow for intake/confidential forms and report back to the DDC. DDA Happold suggested a teleconference be scheduled in July to continue this

discussion so the Committee can vote on the DD Policy amendments during its August meeting. Judge Leach said he would like to receive a memorandum on the question, and then follow-up with a teleconference to discuss changes necessary to the DD policy to assure these protections. Committee members discussed GR 22(b)(6) and (d), as well as RCW 40.24.010 which provides address confidentiality for certain victims. Committee member also mentioned that dates of birth and addresses are currently "turned off" in Odyssey Portal for all roles. However, while protected information is not publicly available, it can be requested from the court of record directly.

5. Odyssey Portal Issues and Review

DDA Happold presented the identified issues with Odyssey Portal as requested by the Committee during its April meeting. Ms. Miner requested a Clerk who is an actual Odyssey Portal user become involved in this work. Snohomish County Clerk Mark Allen was suggested. Ms. Powell recommended that known Odyssey Portal issues be shared with new adopters in order to allow increased awareness.

Judge Wynne's letter regarding public access to party addresses and children's date of birth through the Odyssey Portal was sent to AOC Director of Information Services Division Vonnie Diseth, and will be included in today's JISC meeting. Ms. Miner stated that clerks had not incorrectly entered information from the Confidential Information Form into JIS.

The discussion turned to which Portal roles should have access to information such as date of birth and residential address. During go live in Snohomish County all dates of birth and addresses were displayed to all roles and therefore was shut off. This included attorneys of record, Guardians ad Litem and justice partners. While there is no flag in Odyssey to make date of birth confidential, there is a mechanism to flag addresses as confidential, depending on how information is entered into the Case Management System. Judge Leach requested a list of the various security levels that is currently used for JIS LINK access. DDA Happold will provide this to the Committee. Ms. Powell asked how confidential information is identified in legacy systems, how is it identified today, and if this categorization can help with identifying what needs to be flagged. The issue of converted case information between SCOMIS and Odyssey was also discussed. Mr. Keeling suggested there could possibly be a programmatic approach to solve this issues for those who have already converted. He will review converted data in order to determine how confidential information could be flagged.

6. Public Index Data and Agreement

DDA Happold followed up the April meeting discussion regarding the letter from ACLU representative Mr. Marshall regarding outdated criminal history data and dissemination of the AOC bulk public indexes. After the April meeting, DDA Happold reached out to other state AOCs to find out what they did to reduce misreporting by background companies. After these discussions, DDA Happold believes that the next steps would be to review the Public Index Agreements, begin auditing users, and possibly make subscription changes. She also met with AOC staff on what would need to be done to change all the indexes to a weekly file like the SINDEX.

The frequency of the indexes files could be changed now, but AOC recommended that other aspects of the indexes, such as a change of data elements and the contracts, wait until the move to the Enterprise Data Repository (EDR) which will include audit capabilities. The timing of the move to the EDR coincides with King County's rollout. If contracts and data elements could

wait until then, this would reduce repetitive time-consuming work. Judge Leach noted that customers' contracts require implementing updates, but actual timeliness is not specified in days. New contract language should include allowing AOC the ability to access databases for auditing purposes.

Action: Ms. Miner moved to change all indexes from quarterly or monthly to a weekly update file. Judge Svaren seconded the motion. Judge Marinella clarified that customers must update their information. The motion passed unanimously, with no abstentions.

7. Law Enforcement Access to ICH Screen for JABS

DDA Happold presented this topic to the Committee. Part of the AOC Expedited Data Exchange (EDE) project is JIS LINK replacement. AOC intends to move all justice partners to JABS when JIS Link is discontinued. However, JABS currently uses the ICH screen as the navigational home screen and law enforcement does not have access to that screen. The ICH screen provides information on civil cases such as dissolutions and domestic dependencies. AOC is requesting law enforcement have access to the ICH screen for the implementation of JABS for judicial partners. The request is not from law enforcement but from AOC as it will help move the project forward away from JIS Link.

Action: Judge Svaren moved to approve access to Law Enforcement to the ICH screen for future JABS enhancement. Judge Dalton seconded the motion. The motion passed unanimously, there were no abstentions.

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