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| WASHINGTON COURTS | **JISC DATA DISSEMINATION COMMITTEE**<br>**Friday, August 25, 2017 (8:15 a.m. – 9:45 a.m.)**<br>**Teleconference**<br>**Call-in Number: 1-877-820-7831, Passcode 797974** |

**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

**Staff Present**
Ms. Stephanie Happold, Data Dissemination Administrator
Ms. Kathy Bowman, MSD Administrative Secretary
Mr. Mike Keeling, ISD Operations Manager
Ms. Angie Autry, Business Process Engineer
Mr. Frankie Peters, Business Process Engineer

**Guests**
Mr. Francis Adewale, Access to Justice
Mr. Dave Cook, ACRANET
Ms. Jody Marshall, Tacoma Attorney's Office
Ms. Patty Noble-Desy, King County
Mr. Josh Saunders, Department of Public Defense
Mr. Nick Warrack, ACRANET

## 0. Call to Order

Chair Judge Thomas J. Wynne called the meeting to order at 8:15 a.m. Participating Committee members, guests, and staff identified themselves.

## 1. June 23, 2017 Meeting Minutes

Judge Wynne requested a motion to approve the June 23, 2017 Meeting Minutes. Judge Svaren so moved and Ms. Powell seconded. The meeting minutes for the June 23, 2017 DDC meeting were approved as written.

## 2. King County Pre-Trial Services JABS Access

On behalf of King County, Ms. Patty Noble-Desy presented a request to allow King County Court Services Personal Recognizance Investigators access to JABS. This access would provide investigators more complete criminal histories in order to prepare pretrial documents and to make recommendations to the court. Ms. Miner stated it is essential that this access be provided. Judge Wynne noted this access was previously provided for other counties' pre-trial services. DDA Happold was aware of Spokane County pretrial services having JIS-LINK access, but was not sure what security level the Committee would like to give as this is not a set public defender, prosecutor, law enforcement, or non-JIS court entity. It was agreed by the Committee that this type of access must be consistent amongst the different county pre-trial services agencies.

DDA Happold asked whether King County needed access to sealed cases or to ADR information, as that would assist in determining the specific level required for this request. The opinion was that sealed cases and ADR were not needed. Ms. Miner made a motion to provide the same JABS access to King County Personal Recognizance Investigators as what was previously provided to Snohomish and Spokane pre-trial services. Judge Svaren seconded the motion. All approved. The motion passed. DDA Happold will contact Ms. Noble-Desy next week to finalize the approval for requested access.

Update: DDA Happold sent Ms. Noble-Desy a JIS-LINK subscription agreement for a JIS-LINK Level 20 account that includes JABS access without the ADR tab.

### 3. King County Department of Public Defense Access to Involuntary Commitment Case Type 6s

Mr. Josh Saunders with the King County Department of Public Defense presented the request to give SCOMIS case type 6 access to public defenders and their staff who work on Involuntary Treatment Act (ITA) cases. The access was needed to reliably determine if a client had a previous ITA adjudication. Judge Wynne did not recall addressing this type of request with any other county, and DDA Happold agreed as she did not find any previous exemptions.

Ms. Miner moved to approve SCOMIS access to King County Department of Public Defense. Judge Marinella asked why this access should not be expanded beyond King County. Mr. Francis Adewale with Access to Justice asked the motion be made to open access to all public defenders in the state. DDA Happold reminded the DDC that such access would be statewide, even to cases that are not assigned to the public defender. She also stated that many public defenders have Odyssey Portal access that gives them the access if they are made 'attorney of record' of the particular case. She further commented that the statewide access should be a question that goes before the Clerk's Association as more counties move to Odyssey and the county clerks control access to the documents available in Odyssey Portal. Ms. Miner agreed. DDA Happold suggested granting case type 6 access just to King County Department of Public Defense at this time. For possible state-wide access to all public defenders, the Committee can make a recommendation to the County Clerks if it so wishes. Ms. Miner said attorneys of record are allowed the access pursuant to the statute; for statewide access, a change to the statute (RCW 71.05.620) would be required. Judge Leach said the Committee has the authority to make a recommendation to give access and then additional access must be routed through the clerks and the legislature. Mr. Mike Keeling pointed out that access to case type 6s would not necessarily tie together all that individual's records as the party of those cases are not a well-identified party. Therefore, the case would not show up on the party's ICH. Also if the person had multiple case type 6 cases under different names, they would not be linked in the case management systems. Mr. Josh Saunders stated prosecutors have access to this information, and it is only the public defenders that do not. Ms. Miner said as far as she was aware, these prosecutors may be using

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their own system, but King County does not give access to prosecutors. DDA Happold agreed: prosecutors do not have access to case type 6s with JIS LINK or JABS accounts. The only way they could have it is with the Odyssey Portal attorney of record override or if a local court/jurisdiction gave them the access using a court/clerk RACFID.

Judge Leach made an amendment to the earlier motion that the Committee recommend to AOC and court clerks to allow access to case 6 type records. DDA Happold cautioned there is no attorney of record override in SCOMIS, so giving access to case type 6 records would give access to all case type 6s statewide. Ms. Miner said she would approve of giving King County Department of Public Defense staff RACFIDs in order to access the King County records.

Judge Leach restated his amendment to approve access to case type 6 records to the King County Department of Public Defenders with a recommendation that the county clerks consider this statewide. Those present were reminded this action was possible today only because the King County Clerk was present and approved the request; the DDC did not have the authority to mandate county clerks provide access to records. The motion was seconded. All in favor, none opposed. The motion passed. Ms. Miner will work with Mr. Josh Saunders to organize this access.

### 4. Lower ELWHA Klallam Tribe Klallam Counseling Services Request for Elevated JIS LINK access

Representatives from Klallam Counseling Services did not call in to the meeting; therefore, the request from Lower Elwha Klallam Tribe, Klallam Counseling Services will be tabled until the next DDC meeting to be held in October, 2017.

### 5. Tacoma Municipal Prosecutor Request for Printing Access

This issue was continued from the June 23, 2017, DDC meeting. DDA Happold provided an update regarding a workable solution to batch printing, calendar printing, and label creation/printing that the City of Tacoma Attorney's Office currently has access to that is beyond the 2008 exemption that only allowed prosecutors to print JIS calendars. One issue is that the Tacoma Attorney's Office's workflow is embedded in the ability to print-out these unauthorized reports. Ms. Vance worked with Tacoma Attorney's Office and the AOC Data Warehouse programmers to create a BIT report that will pull the data necessary to print labels when they no longer have access to the MRS screen. Judge Wynne said it is still a work in progress. The BIT report is almost ready for the labels once the data components are determined. Access to batch reports is a more difficult state-wide issue, as the 2008 exemption allows access to printing JIS calendars, but that access also allows access, though unauthorized, to the batch print jobs. This resolution is still ongoing. DDA Happold proposed a solution: AOC will turn off the MRS screen access, and the Committee will direct the Tacoma Attorney's Office to only print the JIS calendar and no longer print batch DCHs. DDA Happold will compose a draft letter for Judge Wynne's signature. The Committee had no objections but agreed

that AOC should continue to work on solutions. The topic was tabled until October, 2017, for DDA Happold to provide an update.

## 6. Access to JIS Printing

DDA Happold presented information on non-court user access to printing in JIS. In 2008, the DDC granted certain prosecutors a court RACFID to print JIS calendars. The access was recently extended to public defenders. With a court RACFID, batch printing of dockets, financials, DCHs, and ADRs is also available. Also, the prosecutors and public defenders have access to any report on the court's print domain. The batch printing and access to the print domains are beyond what was granted in 2008. A proposed AOC solution is to change the PCS screen and print domain menu and allow a JIS-Link RACFID to work as well. This will limit access to a court's print reports. Also, AOC can then tailor which batch printing will be allowed. For example, the DCH batch printing will be turned off. However, AOC needs direction from the Committee about what batch printing should be allowed. The Committee decided that prosecutors/public defenders can print calendars, dockets, and financial history information. In addition, prosecutors can batch print ADR information. Neither can batch print DCHs. Mr. Mike Keeling anticipates this can be done in November. Ms. Vance commented that this will be huge for prosecutors and public defenders, as well as beneficial to the courts.

## 7. Retention of CLJ Probation Records in New CMS

AOC Business Process Engineer Angie Autry announced to the DDC that the CLJ-CMS successful vendor is Journal Technologies and contract negotiations are currently underway. AOC staff wanted to come before the DDC to provide an update and provide notice of some issues that may be brought before the Committee in the future. A portal-type access is anticipated for non-court users and this could potentially bring more data dissemination issues to the Committee for resolution. A steering committee (Ms. Vance is a member) and other focus groups are working on defining the supervision levels and case types. Specific security levels and records retention are questions anticipated to be brought to the DDC. Case management data element variables are also under review. The new system will be similar to Odyssey in that the local jurisdiction determines access to documents. More will be known once the contract has been signed. AOC is working with focus groups to make recommendations and will be identifying future issues that will be brought before the DDC. AOC Business Process Engineer Frankie Peters is the lead for the probation focus group. Judge Wynne suggested reaching out to the Probation Association for their feedback.

## 8. Public Index Contracts

DDA Happold presented updated public index language for Section 9 dealing with sealed adult cases and asked if the Committee had additional feedback. Judge Leach said if he had any suggested edits he would send them directly to DDA Happold via email. Ms. Miner agreed with the proposed language and Judge Marinella also agreed it was consistent with what was previously discussed by the Committee. DDA Happold

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will make the final changes and start the process of contacting current subscribers and moving them onto the new contracts for weekly files and increased costs.

## 9. ACRANET Letter

Mr. Dave Cook and Mr. Nick Warrack from ACRANET were present to speak to the Committee regarding the amendment to the Data Dissemination Policy that removes address information from Level 1 JIS LINK public access. Mr. Cook said the change made it more difficult for their staff to do their work. Judge Wynne restated that the reason for this change was for the safety of domestic violence victims. The Committee thanked Mr. Cook for joining the meeting, but was not moved to amend the Policy.

## 10. Other Business

DDA Happold advised that AOC has a question for the DDC that must be addressed prior to the next meeting in October dealing with how expunged cases are handled/viewed in Odyssey. She will set-up a teleconference in September.

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