WASHINGTON COURTS	**JISC DATA DISSEMINATION COMMITTEE** **Friday December 1, 2017 (8:15 am – 9:45 am)** **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, Chair
Judge Jeannette Dalton
Judge John H. Hart
Judge G. Scott Marinella
Ms. Barbara Miner
Ms. Brooke Powell
Ms. Paulette Revoir
Judge David A. Svaren

Staff Present
Mr. Ramsey Radwan, MSD Director
Ms. Stephanie Happold, Data Dissemination Administrator
Ms. Kathy Bowman, MSD Administrative Secretary
Mr. Mike Keeling, AOC IT Operations Manager

0. Call to Order

The December 1, 2017, Data Dissemination Committee meeting was called to order by Judge Leach at 8:17 am.

1. October 27, 2017 Meeting Minutes

Judge Leach requested a motion to approve the October 27, 2017 Data Dissemination Committee meeting minutes. Prior to the motion, Judge Svaren had an edit to agenda item #5. The minutes mention a DMCJA fall conference, but it should state the spring conference. With that correction, the minutes were approved unanimously.

2. AOC Data Request Fees

MSD Director Ramsey Radwan presented the new request for information forms AOC will use for data dissemination requests. AOC will now have two forms: one for data requests to the data warehouse, and the other for requests to the Washington State Center for Court Research (WSCCR). There are also changes to the cost recovery fees for the first time in fifteen years. As allowed under chapter 2.68 RCW and JISCR 15(g), minimum fees for a data warehouse request will now be $129.00. The form also lists a fee for the AOC data reporting group who occasionally provides assistance in answering requests. The WSCCR form also has cost recovery fees, the minimum being $131.00. Director Radwan went through each cost recovery charge and explained to the Committee that they were based on AOC staff time performing each function. CPU run time is based on the Washington State Consolidated Technology Services' charges to AOC. The cost recovery fees should be reviewed every year or at least every biennium. Ms. Miner asked who would submit requests to the WSCCR, and how they are different than data warehouse requests. DDA Happold responded that WSCCR-directed requests are usually from other researchers who are familiar with WSCCR's databases and are

allowed access to confidential data pursuant to GR 31 and the JISC Data Dissemination Policy. However, if WSCCR analysis is involved, the request will fall under another type of contract. DDA Happold also stated that most requests will be routed to the data warehouse as WSCCR is at workload capacity. Judge Svaren moved to approve the rate increase and the new forms. Judge Marinella seconded. All in favor. None opposed. None abstaining. Motion passed.

3. Expunged Cases Displaying in Odyssey and Education on Expunging Cases

DDA Happold provided an update on the Odyssey expunged case websearch. Now that the latest Go Live is completed, AOC staff will work on the sequel query to produce the expunged case search. Once it is completed, education/release notes will be drafted. Judge Leach said the offer to provide training on expunging cases was sent to Justice Stephens, and it was suggested for the fall judicial conference.

4. Access to JIS Printing

DDA Happold provided an update on JIS printing using JIS-LINK RACFIDs. AOC Staff is working on the PCS screen and DDA Happold believed it may now be with testers. There are issues with changing the print menu domain, because even with JIS-LINK RACFIDs, prosecutor and public defender access cannot be completely limited and they can still change information. AOC staff is working on the ability to print without ability to modify; but it may not be as complete as wanted by the Committee. AOC may be able to provide courts options on how to allow printing, but each option has its own risk. Instead of ordering and printing reports, one option is to set up the ability to download and print from the prosecutor's/public defender's computer. However, downloading from the print menu does not change the job status, and the jobs could build up in the print domain. It was discussed when a user would not want to delete something – usually when more than one person may need/want to download. Ms. Powell suggested a possible 2 day delay after expiration, or adding the date to the print report title.

Despite these issues, AOC staff is still moving forward with this project as DDC would like to remove the need for court RACFIDs/user ids for security reasons. Also, RACFIDs are currently assigned by the court, and other than the JIS Security audits, these RACFIDs are not monitored. Judge Leach asked what the annual agreement says about using these assigned IDs. DDA Happold responded that the JIS-LINK agreement between the public defender's/prosecutor's office and AOC does not cover this specialized access as it is a court RACFID provided by the local jurisdiction. The Data Dissemination Policy now requires confidentiality agreements to be signed yearly by non-court users who have court RACFIDs. This would include those who have access for JIS printing. The local jurisdiction would then send a statement of compliance to AOC certifying that all individuals who have a court RACFID have completed a confidentiality agreement. It was asked if prosecutors/public defenders have to sign confidentiality agreements for JIS-LINK access. DDA Happold responded that they did not, as their obligations were stated in the contract between AOC and the office, and it was up to the office to inform its employees of those requirements. DDC members discussed that the JIS-LINK agreements will need to be changed to require yearly confidentiality agreements. The confidentiality agreements should also include language about obligations if that employee was to leave the office. The Committee wants actual names associated with these users, and that each individual understands the usage rules. This may be difficult for larger jurisdictions, such as King County, because of staff turnover. DDC asked DDA Happold to provide draft JIS-LINK contracts and a confidentiality agreement for the March 2 meeting. DDA Happold stated that the confidentiality agreement may be difficult as many prosecutors/public defenders claim it

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interferes with their job obligations and with Public Records Act requirements. DDC members directed DDA Happold to provide a draft and the DDC will review it based on these comments.

5. Other Business

DDA Happold updated the Committee that AOC Staff was unable to meet and discuss options for elevated JIS-LINK access to addresses as requested at the last meeting. AOC Staff should have something for the DDC's next meeting. Judge Leach suggested that DDA Happold notify the requestor this was discussed. DDA Happold stated that she had updated Mr. Kyzar.

Judge Leach updated the DDC on the VAWA workgroup. The issue goes beyond the JISC/ DDC as it affects all types of court records, not just those in JIS. Judge Leach is going to draft a memo and send it to the JISC to review. Once finalized, it will be forwarded to the Supreme Court. The Court may also need to determine if a federal law can dictate to state courts on how to deal with court records. Ms. Revoir offered assistance to Judge Leach if needed. Judge Leach will draft it and present to the DDC for review.

No other business. The meeting was adjourned at 8:55 am. Next meeting is on March 2, 2018.

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