JISC DATA DISSEMINATION COMMITTEE
Friday, February 23, 2024, 9:00 a.m. – 10:00 a.m.
Zoom Teleconference
URL: provided via invite

MEETING MINUTES

Members Present:
Judge John Hart, Chair
Judge Valerie Bouffiou
Ms. Stephanie Kraft
Judge David Mann
Ms. Heidi Percy
Ms. Paulette Revoir
Judge Allyson Zipp

AOC Staff Present:
Kerra Lynch, Contracts Manager
Kevin Cottingham, Data Dissemination Administrator
Jan Nutting, Public Records Officer
Maureen Roberts, MSD Administrative Secretary

Guests Present:
Jennifer Ortega, WSBA Access to Justice
Misty Mann, Friendship Diversion Services
Tammie Ownbey, Pend Oreille County Clerk

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Call to Order

Judge Hart called the meeting to order at 9:06 a.m. and welcomed all participants. He gave a brief overview of the mission of the DDC to new members, and members and guests introduced themselves.

1) Approval of Minutes

Motion: It was moved and seconded to approve the Feb 23, 2023, minutes.

2) Ms. Mann JABS Access Request

Misty Mann of Friendship Diversion Services brought a JABS request before the committee. Being familiar with JABS from a previous position, she requested access to the system to use in providing diversion services to contracted courts. She noted that JABS provides an individual's full criminal history on one screen, and would value the time saved in looking up an estimated 50 individuals per day; what currently takes several minutes per person could be cut down to seconds. Ms. Mann noted that her present request was for one site with seven users; Friendship Diversion has multiple locations, but she is not requesting for them at this time. DDA Cottingham explained that JABS was developed primarily for judges, and has never had a level of access added intended for public consumption. All levels of JABS access provide some level of confidential data; the level being requested has access to litigant addresses, which have been designated as confidential data by the DDC. He did, however, note that if access were to be granted by the DDC, all users would have confidentiality agreements and the site administrator would certify compliance annually.

Ms. Percy expressed concern that if the DDC were to open access in this situation, it would open the door to other court contractors.

The committee discussed how a similar request had been previously declined, and that granting access here would be treated as precedential; new similarly situated entities would be granted access. Members of the committee cited concerns for releasing more data than needed if the agency already has access to all the necessary data through JIS-Link, even if the application is not as convenient or efficient as users may desire.

Motion: It was moved and seconded to deny Ms. Mann's request for JABS access at this time. The motion passed unanimously.

3) Revision of Data Dissemination contract

DDA Cottingham presented this issue regarding proposed revisions to the data sharing agreement. The main goals of the revisions include additional language regarding classification of the requested data, an obligation to notify AOC in case of a data breach, and updated language regarding electronic copies of records. Additionally, because AOC is not responsible for entering data into case management systems, Requester will haves a responsibility to notify DDA if nonpublic information is found in public fields.

One revision was to remove the section spelling out contact information regarding the project manager, and DDA Cottingham reported that the section is often outdated due to agency turnover, and that he generally will reach out to agency contracts officers after an internet search. Judge Zipp expressed reluctance at removing the section, asked for a definition of "logically secure location" in section 4. DDA Cottingham stated that he would get one by the next meeting.

Motion: It was moved and seconded to table the proposed changes to the DD contract to the next regularly scheduled meeting. The motion passed unanimously.

4) Other Business

Hearing no further business, Judge Hart thanked the Committee members and adjourned the meeting at 9:57 a.m. The next meeting will be held on April 26, 2024 via Zoom.

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