JISC DATA DISSEMINATION COMMITTEE
Friday, October, 25 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

AOC Staff Present:
Tessa Clements, Behavioral Health Program Supervisor
Kevin Cottingham, Data Dissemination Administrator
Jan Nutting, Public Records Officer
Maureen Roberts, MSD Administrative Secretary

Guests Present:
Ms. Tammie Ownbey

Call to Order

Judge Hart called the meeting to order at 9:03 a.m. and welcomed all participants.

1) Approval of Minutes

Motion: Ms. Percy moved to approve the August 23, 2024 minutes. Ms. Revoir seconded. The motion carried unanimously.

2) Changes to CLJ-CMS Retention Schedules

Mr. Cottingham presented revisions to retention schedules, noting a new section for diversions and deferred prosecutions, which applies to new codes created in response to statutes governing drug diversion. Another major change pertained to records pertaining to domestic violence, which will now be retained for 100 years to comply with a new Secretary of State requirement. Mr. Cottingham stated the amendments were approved unanimously by the workgroup.

Motion: Judge Hart moved to adopt the changes to the CLJ CMS retention schedule as presented by Mr. Cottingham and approved unanimously by the workgroup. Judge Bouffiou seconded. The motion carried unanimously.

3) Policy for Therapeutic Courts staffed by Non-Judicial Employees

Judge Hart introduced Tessa Clements, the Behavioral Health Program Supervisor with AOC. Mr. Cottingham explained the nature of the present request, stating that sometimes smaller courts don't have the staff to support Therapeutic Courts. These courts often borrow staff from county organizations. Mr. Cottingham asked whether DDC is interested in expanding its current policy regarding county IT staff to include other non-IT county or city staff who support Therapeutic Courts.

Ms. Percy asked if courts are looking at mental health history, expressing concern that a RACFID gives access to more than just criminal history. Ms. Ownbey asked whether AOC would give access or court clerks would give access just like IT. Mr. Cottingham clarified that mental health records wouldn't necessarily be available, and that local court administrators and clerks would be able to tailor access. Mr. Cottingham said if the DDC wanted to suggest a limited access level, he would have no issue.

Ms. Revoir, noting her position as a CLJ court administrator, explained that some smaller courts rely on non-court staff to run programs and restrictions of access to information might impede work. She stated that she wanted to make sure those users with RACFIDs use them responsibly, but had no problem with the proposal.

Ms. Ownbey asked if she could accidentally give IT staff confidential case access, or if there will be a set access level for users. Mr. Cottingham said he believed the access level would not be tied to the IT staff already covered by the policy, and that court administrators could set specific access for new users.

Ms. Percy asked if access would be limited to cases in Courts of Limited Jurisdiction or if it would include Superior Courts. Mr. Cottingham answered that it applied to JABS which includes records from both levels of courts.

Judge Hart stated that he saw this as recognizing a new pattern of access needs. After 2016, the DDC moved all prosecutors and defenders onto their own sites. Today, all court users have to be court employees, but that the DDC has an exception for IT staff. Mr. Cottingham is asking for a policy exception for non-IT other local staff, which will prevent gaps.

Ms. Percy asked if it can't be accomplished through JIS-Link. Mr. Cottingham acknowledged it could be possible through JIS-Link, but it would be more beneficial to update the policy since these users are performing work at the direction of courts. Judge Hart agreed that it would be beneficial if team members at a court have access to the same information.

Ms. Percy points out that the prosecutor's office is also not court but they have RACFIDs, and asked if the policy would apply to such users. Mr. Cottingham explained that they prosecutors have dedicated JIS-Link sites and would not be subject to this rule.

Motion: Judge Hart moved to allow RACFIDs for individuals that are working in courts for purposes of supporting Therapeutic Courts. Ms. Revoir seconded. The motion carried unanimously.

4) Other Business

Judge Hart inquired about other business. Mr. Cottingham referenced the other materials in the meeting packet, prepared by request. Hearing nothing further, he expressed sincere appreciation for the work of the Committee and adjourned the meeting at 9:46 a.m.