JUDICIAL INFORMATION SYSTEM COMMITTEE

September 7, 2012
9:00 a.m. to 3:00 p.m.
AOC Office, SeaTac, WA

DRAFT Minutes

Members Present:
Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton (Phone)
Ms. Callie Dietz
Justice Mary Fairhurst, Chair
Judge James Heller
Mr. William Holmes
Mr. Rich Johnson
Ms. Joan Kleinberg
Judge J. Robert Leach
Ms. Marti Maxwell
Mr. Steward Menefee
Ms. Barb Miner
Judge Steven Rosen
Ms. Aimee Vance
Ms. Yolande Williams
Judge Thomas J. Wynne

Members Absent:
None

AOC Staff Present:
Mr. Kevin Ammons
Mr. Dan Belles
Ms. Kathy Bradley
Mr. Bill Cogswell
Mr. Keith Curry
Ms. Vonnie Diseth
Ms. Kate Kruller
Ms. Vicky Marin
Mr. Dirk Marler
Mr. Dexter Mejia
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Ms. Heather Williams
Mr. Kumar Yajamanam
Ms. Pam Payne

Guests Present:
Mr. Shayne Boyd
Ms. Lea Ennis
Ms. Betty Gould
Mr. Kevin Stock

Call to Order

Justice Mary Fairhurst called the meeting to order at 9:00 a.m. and introductions were made.

June 22, 2012 Meeting Minutes

Justice Fairhurst asked if there were any changes to the June 22nd meeting minutes. Justice Fairhurst deemed them approved.

JIS Budget Update (11-13 Biennium)

Mr. Ramsey Radwan presented the committee with the JIS budget report (green sheet). This report shows the current JIS allocations, expenditures and variations.

Mr. Radwan presented the blue sheet which shows the allocation and expenditure by phase and fiscal year for the SC-CMS project. This is a projection of how funds will be expended. We will adjust this upon completion of the staffing plan and when more detail is available.

Mr. Radwan presented a new report requested by the SC-CMS Steering Committee that broke down estimated expenditures based on project phase. It is similar to the blue sheet, but with more details and one step down in the scope of expenditures.

13-15 Biennium Budget Update

Mr. Radwan pointed out potential funding concerns that he intends to frame all funding requests around. Mr. Radwan stated the judicial branch initially started the 2013-2015 budget development process with a $30 million funding issue comprised of $7.5 million in JIS fund sweeps, $12.5 million resulting from the sunset of the judicial stabilization trust account file fee surcharge and $11 million that is the estimated branch share of the statewide general fund shortfall. The JIS

fund sweep has been reversed, however the legislature could reauthorize another sweep during the 2013 legislative session. We need to focus on the current funding requests and ensure that the legislature does not continue its practice of using JIS fund balance for non-JIS activities. The current JIS fund balance estimate indicates that we will maintain a positive fund balance through the end of the 2015-2017 biennium.

Based on current information, JIS infraction revenues are down from the last fiscal year about $300,000. Revenues are still higher than they were and higher than forecast, but expenditures are also going up. The percentage of revenue consumed for ongoing costs will increase as we begin to close the project phase of the SC-CMS project and begin the ongoing maintenance phase.

ISD Staffing Update

Ms. Vonnie Diseth presented a briefing regarding the staffing levels at ISD. A total of 138 FTEs are authorized for the ISD, the SC-CMS, and the CBO. There are 25 current vacancies.

Six staff members have been hired since July. Some of these positions are a result of backfilling for people who have moved to the SC-CMS project. Also, project management positions have changed as a result of employees who have left or retired. Mr. Mike Walsh is now the project manager on the SCDX project, and Mr. Martin Kravik has become the project manager for the AC-EDMS program.

All positions that Ernst & Young and Sierra recommended have been filled. Resource constraints are occurring in the areas of testers, business analysts, and some of the architecture roles. Steps have been made to hire testers under contract. New business analysts have recently been hired. The hiring process takes about two months from posting to start date.

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso presented the current status of the Superior Court Case Management System (SC-CMS) Project beginning with what has been completed since the JISC approval of the RFP release for publication on June 22, 2012. The RFP was successfully published and open from June 22 through August 28. During that time three amendments were filed to clarify dates, times, and definitions in the RFP. Business and technical scripts were also completed and finalized. These will help in the evaluation of Vendor demonstrations. Recognition was given to Judge Dalton, Kevin Stock, Paul Sherfey, Frank Maiocco, and Heather Williams for their leadership in coordinating the Judges, County Clerks, and Court Administrators in this effort.

Two vendor proposals were received on the scheduled deadline of August 28, 2012. Both vendors passed administrative reviews and were forwarded to the Tier I evaluation team for scoring.

Also completed was the Project Governance Plan. The JISC were asked to approve this plan. The Governance Plan defines how project decisions will be made. The Communication Plan was also completed for the project. This will define how communication is managed for the project.

The committee was informed that the date for awarding a contract to the Apparent Successful Vendor was changed to May 15, 2013 from April 15, 2013. This is order to coincide with the recently released 2013 JISC meeting schedule.

Motion: Ms. Barb Miner

I move that the JISC approve the Governance Plan for the Superior Court Case Management System Project as recommended by the SC-CMS RFP Steering Committee.

Second: Judge Wynne
Voting in Favor: All present (Judge Dalton, phone)
Opposed: None
Absent: None

Court Business Office (CBO)

Mr. Dexter Mejia presented an update on the Court Business Office (CBO) activities and on the Court User Work Group (CUWG) charter.

Mr. Mejia shared the following CBO activities:

- The successful recruitment of two Business Process Engineers (BPE) for the CBO unit
- One additional BPE position remains to be filled.
- The SC-CMS Requirements Management Plan has been completed. The Requirements Management Plan is designed to provide the SC-CMS project team a set of standards and guidelines for working with the project's requirements. Specifically the plan describes the types of requirements to be used in the project, the types of documents to be produced, and the tools and processes for managing the requirements.
- The preparation of the requirements is in progress. The CBO is adding more detail to the requirements in preparation for the development of the baseline configuration and for the arrival of the new CMS vendor. The CBO is also preparing for the CUWG work session to be scheduled in early November.

Mr. Mejia also presented the completed final draft of the CUWG charter. Mr. Mejia briefly summarized the motion passed at the last JISC meeting for the formation of the CUWG and for the SC-CMS Project Steering Committee to develop the charter for the CUWG.

The Project Steering Committee developed the charter that included the consensus decision-making model and an escalation process. The charter also included the membership structure. Membership will be comprised of 11 designated voting members from the superior court community (Superior Court Judges' Association, Association of Washington State Court Administrators, Washington State Association of County Clerks, Washington Association of Juvenile Court Administrators, and the Administrative Office of the Courts) and 3 non-voting representatives from the District and Municipal Court Management Association, the Washington State Bar Association, and the Access to Justice Board.

Next steps include obtaining signatures from the presidents of the voting associations and organizations and to begin the appointment/selection of the CUWG members.

Members were presented a revision to pages 5 and 6 of the draft charter. This revision was to reflect the Project Steering Committee agreement that the Washington Association of Juvenile Court Administrators would have voting membership on the CUWG.

Justice Fairhurst asked if there was objection to approval of the amended draft charter. William Holmes moved to approve the CUWG charter as amended on pages 5 and 6. Larry Barker seconded the motion. The charter was approved unanimously.

Motion: Mr. William Holmes

I move that the JISC approve the CUWG charter as amended with pages 5 and 6.

Second: Mr. Larry Barker
Voting in Favor: All present (Judge Dalton, phone)
Opposed: None
Absent: None

ITG #121 Superior Court Data Exchange Update

Mr. Kevin Ammons presented the current status of the Superior Court Data Exchange (SCDX) project. He reported that as of July 1, 2012, Mr. Mike Walsh had assumed project management duties for this project. The transition had taken place before Mr. Bill Burke announced his decision to retire. Mr. Ammons reported that SCDX Increment 1 had successfully deployed to production on August 29, 2012 and these 10 services were available for consumption by courts. During testing of Increment 1, AOC discovered that the product delivered by Sierra Systems had a very low defect rate with no significant changes required.

Mr. Ammons also stated that AOC had taken several actions to speed the testing process for Increments 2, 3, and 4. Specifically, AOC has added two contract testers and also procured a test tool from Sierra. The project team will closely monitor testing of Increment 2 to quantify the improvements gained by these measures. The results will then be used to better plan testing of the remaining increments. Testing of Increment 2 is underway and scheduled to complete on October 19, 2012. Currently, testing of Increment 3 is scheduled to be finished on December 21, 2012, and Increment 4 is planned to complete testing on May 6, 2013.

ITG #45 Appellate Court EDMS Update

Ms. Vonnie Diseth presented the current status of the Appellate Court Electronic Data Management System (EDMS) project. There have been challenges on this project in the past month, with the resignation of Mr. Bill Burke. Mr. Martin Kravik was brought on as the new project manager for the AC-EDMS project. The schedule impact is being assessed. After the June JISC meeting, re-evaluation of the volume of work forecasted had an impact on when an acquisition plan and RFP would be available. There was concern from the stakeholders about this delay. A draft of the acquisition plan was completed by Mr. Burke and is currently under review. Since the acquisition plan is a fundamental building block of the RFP, resources can now be refocused to facilitate the publication of the RFP. A decision was made to not bring in an external quality assurance review on this project. Ms. Diseth also provided a short history of the project, as well as how the project has evolved with changing requirements. Work is being done to improve communications with the members of the Executive Steering Committee, and Justice Stephens has agreed and pushed for monthly steering committee meetings, as well as regular project updates from Mr. Kravik.

ITG #41 Remove CLJ Archiving and Purge Certain Records

The ITG 41 Project was initiated in August 2011 with the name "Remove CLJ Archiving and Purge Certain Records." The project encountered significant resource constraints due to higher priority projects, extended staff absences, and other reasons. When Ms. Kate Kruller was assigned as Project Manager in April, 2012, the project was renamed "CLJ Revised Computer Records Retention and Destruction Process" and the Steering Committee was selected.

Members of the ITG 41 Project Steering Committee include:

- Judge James Heller – Pierce County District
- Judge Steven Rosen – Seattle Municipal
- Judge Glenn Phillips – Kent Municipal
- Aimee Vance – Kirkland Municipal
- Lynne Campeau – Issaquah Municipal
- Cathy Pashon – Sumner Municipal

An initial Functional Requirements Review was conducted by the ITG 41 Project Steering Committee in June, 2012. The Project Team discovered that there were complex business processes and process workarounds in the courts that were not covered in the business rules captured. More detailed requirements gathering would be needed. A two-three month extension to the schedule was recommended for this additional business analysis and requirements documentation.

Next steps for the project include: 1) Develop Project Charter to establish agreement on how to proceed; 2) Conduct a Steering Committee Charter Review mid-September; and 3) Achieve Steering Committee Project Charter approval and provide a detailed Functional Requirements Document Review.

Information Networking Hub (INH) Program Overview and Status

Mr. Dan Belles, Project Manager provided a status update on the Information Networking Hub (INH) Project. Mr. Belles stated that overall, the INH project was making good progress and there were no major obstacles at this time. He stated that there were two subproject teams actively working, the INH middleware services and the enterprise data repository (EDR) teams. He mentioned both teams were working well together and focusing their efforts on requirements, design and documentation. He gave an update on recent project activities including the Pilot Services, INH data exchanges and the EDR central database.

Mr. Belles also reviewed the INH project timeline and the key milestones and completion dates relative to the key SC-CMS procurement milestones. He stated that the goal of INH was to ensure it had all the technical documentation and most of the services completed by the time the SC-CMS vendor was contracted to start work in May 2013. He stated that as of this time they expect to meet that deadline.

Mr. Belles then presented a summary of current project risks and their status. He stated that the two high risks concerning project resource availability and critical project interdependencies were being mitigated successfully. Mr. Belles concluded his presentation by covering the next steps in the project, which would focus on completing the Pilot Services, continuing requirements development for the INH data exchanges and completing the design of the EDR. There were no other questions raised by the committee members.

Committee Reports

Data Dissemination Committee: No Report

Data Management Steering Committee: No Report

Adjournment

The meeting was adjourned by Justice Fairhurst at approximately 1:15 p.m.

Next Meeting

The next meeting will be October 26, 2012, at AOC SeaTac Facility; from 9:00 a.m. to 3:00 p.m.

Action Items

	Action Items – From March 4th 2011 Meeting	**Owner**	**Status**
1	At the end of the legislative session, ask the Supreme Court Rules Committee if it wants the Data Dissemination Committee to revisit GR15 in light of *Ishikawa* and *Bone-Club*.	Vicky Marin, Justice Fairhurst	*Postponed*
	Action Items – From October 7th 2011 Meeting		
2	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	
	Action Items – From December 2nd 2011Meeting		
3	Present to the JISC a schedule for work on ITG projects prioritized by the JISC on December 2nd.	Vonnie Diseth	Completed 3/2/12
	Action Items – From March 2nd 2012 Meeting		
4	Check on whether it is possible to reload archived CLJ cases into active tables without making them available to web search on the public website.	Kate Kruller	
	Action Items – From June 22nd 2012 Meeting		
5	Document the overall governance structure for the SC-CMS project.	Maribeth Sapinoso/ Keith Curry	Completed 9/7/12
6	Clarify the amount expended on the Natural-to-COBOL project.	Vonnie Diseth/ Ramsey Radwan	Completed 9/7/12
7	CUWG Charter approved by Associations before it is brought back to the JISC.	Maribeth Sapinoso	
	Action Items – From September 7th 2012 Meeting		
8	Provide the high-level schedule for IT Governance Project #41: CLJ Revised Computer Records Retention and Destruction Process.	Vicky Marin Kate Kruller	