JUDICIAL INFORMATION SYSTEM COMMITTEE

February 22, 2013
9:00 a.m. to 11:30 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

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

Members Absent:
Mr. Steward Menefee
Judge Steven Rosen
Ms. Yolande Williams

AOC Staff Present:
Mr. Kevin Ammons
Mr. Dan Belles
Ms. Kathy Bradley
Mr. Bill Cogswell
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Mike Keeling
Mr. Martin Kravik
Ms. Kate Kruller
Ms. Vicky Marin
Mr. Dirk Marler
Ms. Mellani McAleenan (phone)
Ms. Pam Payne
Mr. Ramsey Radwan (phone)
Ms. Maribeth Sapinoso
Mr. Mike Walsh
Ms. Heather Williams
Mr. Kumar Yajamanam

Guests Present:
Mr. Shayne Boyd
Ms. Lea Ennis
Mr. Allen Mills

Call to Order

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

December 07, 2012 Meeting Minutes

Justice Fairhurst asked if there were any additions or corrections to the December 7th meeting minutes. Justice Fairhurst deemed them approved with minor corrections.

Legislative Update

Ms. Mellani McAleenan presented the Legislative Update regarding legislation before the Washington State House of Representatives and Senate that could have impact within the judicial system. Ms. McAleenan noted legislation regarding court interpreters did not pass out of the Senate, but was proceeding to an Appropriations hearing in the House. The bills would: require the use of interpreters in civil cases; require data be reported from the courts to the AOC; and provide 50% reimbursement for interpreter services by 2017. House Bill 1961 would extend the sunset date for the Judicial Stabilization Trust Account surcharges for two more years. Two pieces of legislation that have an impact to JIS systems include the non-conviction data bills (Senate and House companions), and the juvenile records bills (Senate and House companions). The non-conviction data bills have a significant fiscal impact in order to implement in the near term as written, although the wording allows for an extended implementation time as needed. The juvenile records bills would require sealing juvenile records, with some exceptions, and creates a very significant impact. If the legislation proceeds, which the juvenile records bills appear to be doing, funding would be need to be requested beyond the current funds in the JIS account.

JIS Budget Update (11-13 Biennium)

Mr. Ramsey Radwan presented the committee with the JIS budget report (green sheet). The report showed the current JIS allocations, expenditures and variations. The report illustrated spending was at a rate slightly slower than normal, primarily due to the SC-CMS project.

JIS Fund Forecast

Mr. Radwan presented a report regarding collections and funds for the AOC in the current biennium. The forecast indicated that revenues will come in at about $38.5 M for the current biennium. Infraction filings were projected down, with the information compiled through December 2012. Work with the House of Representatives fiscal staff is close to reconciling budget numbers, with the fund balance forecast projecting a little higher than anticipated.

State general fund revenues appear to be about 1% higher than forecast. The next forecast is scheduled to be released in mid March 2013. Expenditures within the AOC and the ISD are lower than anticipated.

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso, project manager, presented the current status of the Superior Court Case Management System (SC-CMS) Project. Since the December JISC meeting, the project steering committee met and reviewed the RFP, vendor response, evaluation team scores and the financial risk assessment.

After reviewing the documents, the Project Steering Committee (PSC) voted that there was only one viable Vendor that could potentially provide a COTS solution and the PSC should focus on them for further consideration. The motion was unanimously passed by the PSC to focus further consideration on Tyler Technologies.

The Legal Team comprised of John Bell (AOC Attorney), Suzanne Shaw (WA State Attorney General's Office) and Rich Wyde (Special Assistant Attorney General), expressed their concern that should the Project Steering Committee pursue open dialogue with only one Vendor without first announcing an Apparent Successful Vendor (ASV), this could present an unlevel playing field with the other Vendor, thus presenting a high risk to the project.

On January 29, 2013 the Project Steering Committee passed the motion to select Tyler Technologies as the ***Apparent*** Successful Vendor (ASV). A three day face-to-face meeting with Tyler Technologies was successfully completed on February 21, 2013. February 19 and February 20 focused on Clerk related functions and February 21 focused on Judge, Court Administrator, IT Staff, and Court Education Services related functions and included general questions from AOC staff. The meeting appeared to be successful in addressing the evaluators' concerns and outstanding issues raised from the client on-site visits and vendor demonstrations.

Over the next few weeks the PSC will re-review all documents mentioned earlier. The project team is preparing a fair market value assessment based on the request of the Project Steering Committee to help determine if Tyler Technologies' initial cost proposal is comparable and fair in today's market. A total of six states (NM, MD, OR, IN, SD, ND) are being targeted for

consideration based on the criteria that these states have recently implemented Tyler Technologies' COTS solution in the last two years or are currently in the process of being implemented.

The Legal Team also presented their concern of an appearance of a conflict of interest with Kevin Stock's participation and membership on the PSC due to his direct or indirect connection with the Pierce County Legal Information Network Exchange (LINX). On January 29, 2013 the Washington State Association of County Clerks (WSACC) replaced Kevin Stock with Kim Morrison from Chelan County.

The Court User Work Group (CUWG) successfully conducted their first "Kick Off" meeting in January 2013 and has scheduled their next meeting in March 2013. All representatives for the CUWG membership have been selected.

Ms. Callie Dietz, Ms. Vonnie Diseth, and Mr. Ramsey Radwan provided a project update to the House Appropriations Subcommittee on General Government meeting on January 30, 2013.

Milestone dates for Phase 1 and Phase 2 schedules have been updated to push back the PSC's final recommendation to the JISC approximately one month due to the current activities. This means that we will likely need to schedule a special JISC meeting toward the end of March to present the Steering Committee's final recommendation. The exact date will be determined.

ITG #102 - CLJ CMS Request Update

Ms. Vonnie Diseth presented the JISC with an update on the CLJ CMS request. Ms. Callie Dietz, Mr. Dirk Marler, and Ms. Vonnie Diseth met with the DMCJA on February 8th. The DMCJA and DMCMA are both concerned about the timeline and available funding to begin working on their ITG Request #102. It was discussed that since representatives of the CLJ's have been participating on the SC-CMS project from the beginning and are well aware of the capabilities and functionality that a COTS package has to offer, conducting another feasibility study to look at COTS packages would likely not result in anything new or different than what we already know and have learned from the SC-CMS project acquisition process that is currently underway. Therefore, it was determined that if the DMCJA and the DMCMA would be willing to commit to a COTS solution rather than an alternative; then AOC would propose not doing a feasibility study and instead move directly to beginning the work of developing the business and technical requirements for the CLJ's. This decision would eliminate a year or more of conducting the feasibility study. The DMCMA executive board agreed to write a letter of support requesting a COTS solution for the CLJs.

ITG #45 Appellate Court ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. Mr. Kravik reported the RFP was approved by the Executive Steering Committee and released on November 26, 2012. Approximately ten vendors sent letters of intent to bid. Two proposals were received by the deadline of January 4, 2013, neither met minimum qualifications.

AOC held debriefings with vendors and three reasons were given for the low rate of proposal submissions:

- the cost cap in the RFP
- timing over the holidays

- some RFP requirements were unclear

The RFP was revised and released on January 29, 2013.

Significant next steps include receiving and evaluating written vendor proposals, selecting vendors for demonstrations, identification of an Apparent Successful Vendor, and approval by the JISC to move forward with contract negotiations. The project is targeting the April 26, 2013 JISC meeting to seek approval to move forward.

Ms. Vonnie Diseth led the discussion on the Decision Point to increase the project's budget allocation.

> **Motion:** Judge J. Robert Leach
>
> I move that the JISC adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to increase the budget allocation to acquire and implement an Appellate Enterprise Content Management System to an amount not to exceed $1.5 million.
>
> ***Friendly Amendment:*** *The current decision package request for on-going staff support in the 13-15 biennium will be taken out of the current biennium and delayed to the 2014 supplemental budget process.*
>
> **Second:** Judge Jeanette Dalton
> **Voting in Favor**: All present (Ms. Dietz, phone)
> **Opposed**: None
> **Absent:** Mr. Stew Menefee, Judge Steven Rosen, Ms. Yolande Williams

The strategies to secure project funding for the next biennium include:

- moving the existing AC-ECMS allocation of $980,000 to the next biennium;
- moving the remainder of the ITG Projects amount ($470,600) to the next biennium; and
- delay the decision package for increased staffing to support the AC-ECMS system until the supplemental budget.

ITG #121 Superior Court Data Exchange Update

Mr. Michael Walsh presented an update on the Superior Court Data Exchange Project (SCDX). The vendor, Sierra Systems has met all their delivery commitments of the project. The contract is being audited for compliance and closure.

The Pierce County docket service roll out has been delayed by a few processing issues discovered during their on boarding test and verification. Modifications have been agreed to and development is in progress with an anticipated finish in March. Corrections will require major program changes for both the AOC and Pierce County data exchanges.

The web service testing and release when ready deployment strategy is in full swing. Twenty nine web services have been deployed and are ready for Pierce County to initiate web service connections. An additional 12 services are being verified by the AOC test team.

Mr. Rich Johnson raised a concern whether AOC staff was prepared to meet the technical capability and support priority for the SCDX solution. Mr. Walsh acknowledged the concern by

stating that AOC support staff has been working alongside the vendor and has developed thirteen of the 66 web services. In addition, the Data Exchange Operations team is in place to support the technologies utilized in SCDX. The transition to technical project resources from the vendor to AOC staff is being closely monitored for performance and accuracy by the Project Manager. Those metrics with be shared with ISD leadership on a regular basis.

Judge Wynn wanted to know if AOC was on target to complete deployment of web services by July 2013. Mr. Walsh acknowledged that the project was still on schedule to meet the July target date. Judge Wynne also asked; when the JISC could consider eliminating the payment to Pierce County for the dual data entry. Ms. Vonnie Diseth responded the discussion of when that payment would stop has not yet taken place with Pierce County. It is still too soon to have that discussion as no services are yet being used in the production environment.

ITG #41 Remove CLJ Archiving and Purge Certain Records

Ms. Kate Kruller, Project Manager provided a project update on ITG 41.

In January and February, ITG 41 Project acquired Project Charter signatures, completed detailed business requirements document for the Restore Archive Cases process, and concurrently worked through the technical aspects of the project to prepare for the Restore Archive Cases process.

The Restore Archive Cases process begins March 4, 2013 and will allow the ITG 41 Project to move all records that should be retained out of the JIS archives into the Active Tables and discontinue archiving for all CLJ cases before the end of 2013.

Next steps for the project include:

1) Conducting final Business Requirements Reviews through June. This is the final push to capture and verify all of the Records Retention and Destruction rules to be implemented at the end of the project. CLJ Court Community Stakeholder outreach efforts will be made with these requirements to help everyone understand what changes will occur and how it will impact them.

2) Implement the Restore Case Process from March through September. For approximately six months, AOC will move over seven million files out of its CLJ archives and restore them to the active case database. During this time, communication processes will be in place to help everyone understand what changes will occur, how it will impact them and acknowledge project progress as key milestones are achieved.

During this time, no additional cases are archived, archived cases are gradually moved to the active database, current destruction rules still apply as long as cases are in archive and no destruction rules apply to active tables during this process.

End users will eventually notice over time that when they look for a case file, less and less of them need to be requested from the archive. This restore process may affect courts that download case data from JIS, due to an increase in number of cases in the active database. Courts that download data should consult with their IT department to discuss impacts.

INH Data Exchange Initiative

Mr. Dan Belles, Project Manager, provided a status update on the Information Networking Hub (INH) Project. Mr. Belles began by stating the INH project had made good progress over the last two months. Mr. Belles continued by sharing the project was focused on two primary areas of work: Middleware Data Exchanges and the Enterprise Data Repository (EDR). Mr. Belles continued by providing status on recent project activities, including work on the Biz Talk platform, data exchanges, a security model for the exchanges and quality assurance (QA) testing.

Mr. Belles then provided status on the EDR regarding the current database design review process and the data quality automation Proof of Concept (POC) with Informatica. Mr. Belles provided some additional background information on the vendor Informatica, and clarification on the purpose of the data quality automation effort and the POC.

Mr. Belles then reviewed the INH project schedule for the current year and explained the goal was to complete the services before the end of the year. He also shared that they may still require some design modifications once the SC CMS vendor was hired. Mr. Belles stated that the project currently maintains a detailed list of the INH services and what state each service is in.

Mr. Belles stated that another goal of INH was also to ensure all the technical documentation was completed by the time the SC CMS vendor was contracted to start work to help with the integration effort.

Mr. Belles then reviewed the current project risks and mitigation status. Mr. Belles stated that the high risks concerning the shared QA environment conflict, critical project interdependencies and the database design review processes were being mitigated successfully. The shared QA environment risk has been addressed by requesting a separate environment for use by INH and SCDX projects.

Mr. Belles stated that he was working closely with the project manager for the SCDX project to coordinate efforts and address resource issues encountered by the SCDX project that had impacts on INH.

The presentation was concluded by covering the next steps in the project, which will focus on continuing the work on middleware services, EDR design review and completing the POC with Informatica.

Access to Justice Principles Report

Ms. Diseth updated the JISC on the status of the Access to Justice Principles Annual Report. The report is being put together by the AOC in collaboration with the Access to Justice Board. The draft report will be available for review at the April JISC meeting.

Committee Reports

Data Dissemination Committee: Judge Wynne reported on a meeting from February 12, 2013. The committee meeting dealt with questions regarding the Washington State Bar, traffic infraction data, statutory issues with the Department of Licensing and federal highway funds.

The JISC determined that the Data Dissemination Committee may seek an informal Attorney General opinion through its own authority, without first seeking approval from the JISC. The Data Dissemination Committee is also taking on amendments to GR 15 regarding sealing and unsealing of court records, and intends to bring the rule up-to-date with current case law.

Data Management Steering Committee: Mr. Rich Johnson reported the Data Warehouse project is proceeding according to schedule. There have been some issues related to trust data in the report that is being analyzed by the AOC regarding dissemination.

Adjournment

The meeting was adjourned by Justice Fairhurst at 11:30 p.m.

Next Meeting

The next meeting will be April 26, 2013, at the AOC SeaTac Facility; from 9:00 a.m. to 3:00 p.m.

Action Items

	Action Item – 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 Item – From October 7th 2011 Meeting		
2	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	
	Action Item – From September 7th 2012 Meeting		
3	Provide the high-level schedule for IT Governance Project #41: CLJ Revised Computer Records Retention and Destruction Process.	Vicky Marin Kate Kruller	Completed 2/22/13
	Action Item – From February 22nd 2013 Meeting		
4	Draft amendment to JISC Bylaws giving Data Dissemination Committee the power to request an AG opinion through the Court Administrator, without the prior approval of the JISC.	Vicky Marin	