JUDICIAL INFORMATION SYSTEM COMMITTEE

April 26, 2013
9:00 a.m. to 12:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton (phone)
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
Judge Steven Rosen
Ms. Aimee Vance
Ms. Yolande Williams
Judge Thomas J. Wynne

Members Absent:
Mr. Steward Menefee

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

Guests Present:
None

Call to Order

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

February 22, 2013 Meeting Minutes

Justice Fairhurst asked if there were any additions or corrections to the February 22nd meeting minutes, hearing none, Justice Fairhurst deemed them approved.

March 22, 2013 Meeting Minutes

Justice Fairhurst asked if there were any additions or corrections to the March 22nd meeting minutes, hearing none, Justice Fairhurst deemed them approved.

Legislative Update

Ms. Mellani McAleenan provided the JISC with an update on legislative actions. Ms. McAleenan discussed issues such as the likelihood of a special session, budget concerns, and policy information. From a BJA perspective, both bills that would authorize new judicial positions in Whatcom and Benton-Franklin counties had been passed by the Legislature and delivered to the Governor's office. Bills regarding the treatment of judicial elections and other nonpartisan offices are also passing. The fate of bills relating to representation by the Attorney General's Office for state entities regarding lawsuits over funding was uncertain at the time of this meeting. House Bill 1651, relating to juvenile records, died as of the opposite house cutoff. A meeting with Representative Kagi, the bill's prime sponsor, will be arranged during the interim to discuss working out legislation that all involved can live with. A Sine Die report will be distributed to the members of the JISC after the conclusion of the regular Legislative session.

JIS Budget Update (11-13 Biennium)

Mr. Ramsey Radwan presented the JISC with bi-monthly report of expenditures (green sheet) through March 31, 2013. There were no concerns on any of the budget/revenue fronts or current biennium issues. Mr. Radwan addressed concerns regarding unspent funds on projects and how those funds would carry over into the next biennium.

JIS Budget Update (13-15 Biennium)

Mr. Radwan presented the JISC with a summary of the budget proposals from the Legislature for the upcoming 2013-15 biennium. A comparison was made between the proposed Senate budget and the proposed House budget, and a comparison to the request and needs of the courts. Mr. Radwan provided information on contacts with legislators regarding budget concerns and the potential for removing or reinstating funding for programs and projects within the courts.

JIS Fund Forecast

No Report

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso presented the current status of the Superior Court Case Management System (SC-CMS) Project beginning with the major milestone accomplished on March 19, 2013 where the Project Steering Committee voted unanimously to recommend AOC proceed into Contract Negotiations with Tyler Technologies, Inc. A special JISC meeting followed on March 22, 2013 in which the JISC voted unanimously to approve the Project Steering Committee's recommendation.

Up to two Subject Matter Experts were selected from each of the associations by the Project Steering Committee to participate in contract negotiations and are represented in the "Your Representatives on the SC-CMS Project" diagram that was provided to the JISC members and is also available on the project website.

The primary negotiation team, which includes the legal team, Vonnie Diseth, Ramsey Radwan, and the project managers, met with Tyler for three full days earlier this week to introduce the new items (desired outcomes that were part of the Project Steering Committee's recommendation), Tyler's exceptions to the terms and conditions set forth in the draft contract of the RFP, and Tyler's assumptions of the RFP.

The meetings with Tyler went well and as a result from the meetings, there are homework assignments for AOC to take back with the appropriate subject matter experts from the courts and AOC for their input and expertise. For the next month, breakout sessions with the appropriate subject matter experts have been scheduled to discuss business requirements, technical requirement, legal terms and languages of the contract, hardware requirement, and maintenance.

One of the five new functionalities included in the Project Steering Committee's recommendation of desired outcomes has been removed. The Attorney Manager, designed to provide case tracking features for both Prosecutorial and Public Defender Offices, was decided

by the Project Steering Committee that this should not be included. Instead, the Attorney Web Portal was the desired outcome which is a module already included in Tyler's base product at no additional cost.

The target for finalizing the contract is in June with the intention of having enough time for the Project Steering Committee's review and approval of it before requesting JISC's approval for the next JISC meeting scheduled for June 28, 2013.

JISC Bylaw Change for Data Dissemination Committee

Judge Thomas Wynne presented the JISC with information regarding a bylaw change for the Data Dissemination Committee. There were no alterations to the proposed change suggested by the JISC, and it was deemed that the bylaw change would be brought forth at the next JISC meeting for approval.

ITG #45 Appellate Court ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the release of the revised RFP on January 29, 2013 resulted in the receipt of four vendor proposals on March 6, 2013.

Two of the proposals passed mandatory requirement screening and advanced to the written proposal evaluation phase.

On March 15, 2013, the project Executive Steering Committee met and unanimously elected to advance the highest scoring vendor to the vendor demonstration phase. Vendor demonstrations were conducted on April 10-11, 2013.

On April 17, 2013, the project Executive Steering Committee met to discuss the overall results of the proposal evaluation process and unanimously elected to recommend to the JISC the selection of ImageSoft, Inc. as the Apparent Successful Vendor (ASV).

Significant next steps include notification of the ASV, contract negotiations, contract execution, and development of the project implementation schedule.

Ms. Vonnie Diseth led the discussion on the Decision Point to approve the project Executive Steering Committee ASV recommendation.

> **Motion:** Judge J. Robert Leach
>
> I move that the JISC adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to proceed with contract negotiations with the Apparent Successful Vendor to acquire and implement an Appellate Court Enterprise Content Management System.
>
> **Second:** Judge James Heller
> **Voting in Favor**: All present (Ms. Dietz, phone)
> **Opposed**: None
> **Absent:** Mr. Stew Menefee

ITG #121 Superior Court Data Exchange Update

Mr. Mike Walsh presented the update on the Superior Court Data Exchange Project (SCDX). The Pierce County docket services roll out has been delayed until required modifications to the docket services are completed. The modification should be ready for Pierce County to restart testing by the end of April.

Only 13 web services remain to be tested by AOC's QA testing team. There are 29 services that have been deployed; another 24 are awaiting their final test result review and sign off.

A general discussion regarding the critical success factors for completing the project was conducted. The critical success factors are: deployment of the 66 web services, on boarding the LINX to SCOMIS data exchanges, and discontinuing the payment for dual entry. Questions were raised regarding the time it will take for Pierce County to deploy the necessary services to discontinue the payment to Pierce County for manually entering LINX cases into SCOMIS. The JISC is concerned they cannot determine how long this roll out will take. They want to be certain that the LINX data exchanges are being given the priority and resources needed to on board as efficiently as possible. They requested again that Pierce present their roll out strategy and schedule to the JISC as one of the meeting project reports.

Ms. Yolande Williams has requested that the project team compile a lessons learned report so that future on boarding initiatives may take advantage of current project risks and issue resolution and anticipate potential problems areas.

ITG #41 Remove CLJ Archiving and Purge Certain Records

Ms. Kate Kruller, ITG 41 Project Manager, updated the JISC on project activity. A great deal of progress was made in the past two months:

In March and April, ITG 41 Project completed the Project Communications Management Plan, completed the ITG 41 Project Steering Committee review of the revised destruction requirements, and concurrently progressed with the Restore Archive Cases process. To date, 2.9 million cases have been addressed and processed (out of 7.6 million total).

Last week, the project suspended the Restore Archived Cases process temporarily to allow AOC to diagnose an issue the courts are having with ACORDS. Barring any long-term continuation of this issue, the Restore Archive Cases process is still on schedule.

Ms. Kruller provided a tri-fold handout that contained a Summary Chart of the proposed business rules that will be applied once case restoration is complete.

The ITG 41 project team members have been presenting the proposed policy rules to the District and Municipal Court Management Association (DMCMA) Technology Committee and Board, along with the District and Municipal Court Judge's Association Technology Committee and Board. The project outreach information has also been a part of the DMCMA Spring Regional Training effort, held in eleven (11) locations around the state, and will participate in the DMCMA Spring Conference on May 20, 2013.

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 continued to make good progress over the last month. Mr. Belles continued by explaining the overall INH Project objectives. Mr. Belles stated that the project was currently focused on the Middleware Data Exchanges in support of the SC CMS project and the Enterprise Data Repository (EDR). Mr. Belles continued by providing status on these efforts, including improvements made to the Biz Talk messaging platform and completion of at least eight INH data exchanges.

Mr. Belles then provided status on the EDR regarding the current database design review process and the data quality automation Proof of Concept (POC). Mr. Belles provided some additional information on the AOC's on-going data governance effort and explained how it relates to the selection of a data quality tool.

Mr. Belles then provided a quick update on the INH project schedule for the current year and explained that the goal was to have all the INH data exchanges "production ready" before the end of the year. He also explained what "production ready" meant and that some of the services may still require some design modifications depending on the requirements of the SC CMS vendor. Mr. Belles stated that they were planning on meeting with the vendor in the middle of May to begin discussing integration requirements.

Mr. Belles then reviewed current project risks, issues and mitigation strategies. Mr. Belles stated that the high risk concerning the shared QA environment conflict was being mitigated successfully by establishing a separate environment for use by both the INH and SCDX projects. Mr. Belles stated that the risk posed by the limited Java developer resources had also been successfully addressed and was no longer a significant risk to the project.

Mr. Belles concluded his presentation by covering the next steps in the project, which would focus on continuing work on the middleware services, completing the EDR design review and making a presentation to ISD leadership with recommendations regarding the acquisition of a data quality tool.

Committee Reports

Data Dissemination Committee:
Judge Wynne provided the JISC with an update on the actions of the Data Dissemination Committee. A public hearing was held on April 12 in Everett regarding possible amendments to GR-15 and GR-31. The hearing was transcribed by a court reporter. No decisions have yet been made, but the initial information gathering was completed. Inconsistencies in the sealing of juvenile records have been identified and will be addressed. The next meeting will address issues with ITG-41, policy amendments for the Data Dissemination Committee, and discuss further amendments to GR-15.

Data Management Steering Committee:
Mr. Rich Johnson provided the JISC with an update on the Data Management Steering Committee. Work on the accounting data and the data warehouse project is moving forward on schedule. The committee is looking at shifting focus towards a data governance perspective as projects move forward.

Adjournment

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

Next Meeting

The next meeting will be June 28, 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	Completed
	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 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	Completed 4/26/13
	Action Item – From April 26th 2013 Meeting		
5	Include DMCMA and DMCJA letters supporting the COTS approach in the packet for the June 28 meeting.	Vicky Marin, Pam Payne	Completed