JUDICIAL INFORMATION SYSTEM COMMITTEE

June 27, 2014
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Justice Mary Fairhurst, Chair
Mr. Larry Barker
Judge Jeanette Dalton
Ms. Callie Dietz
Ms. Delilah George
Judge James Heller
Mr. William Holmes
Mr. Rich Johnson
Ms. Joan Kleinberg
Judge J. Robert Leach
Ms. Barb Miner
Mr. Jon Tunheim
Ms. Aimee Vance
Ms. Yolande Williams
Judge Thomas J. Wynne

Members Absent:
Chief Robert Berg
Judge Steven Rosen

AOC/Temple Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Marie Constantineau
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Mike Keeling
Mr. Eric Kruger
Ms. Renee Lewis
Mr. Dirk Marler
Ms. Terry Overton
Ms. Pam Payne
Ms. Maribeth Sapinoso
Ms. Heather Stoffle
Mr. Mike Walsh
Mr. Kumar Yajamanam

Guests Present:
Mr. Allen Mills
Judge Veronica Alicea-Galvan
Judge Corina Harn
Brian Rowe
Othniel Palomino
Brooke Powell
Christine Cook
Enrique Kuttemplon
Judge Jeff Ramsdell (Phone)
Judge David Svaren (Phone)
Mike Killian (Phone)

Call to Order

Justice Mary Fairhurst called the meeting to order at 10:00 a.m. and introductions were made.

April 25, 2014 Meeting Minutes

Justice Fairhurst asked if there were any additions or corrections to the April 25, 2014 meeting minutes, hearing none, Justice Fairhurst deemed them approved.

JIS Budget Update (13-15 Biennium)

Ms. Renee Lewis provided the budget update for the 2013-2015 biennium. The green sheet, representing the amount allocated for projects listed, shows the expenditures and current allocations for the current biennium for the INH, SC-CMS, AC-ECMS, and the equipment replacement projects. Expenditures are on track and, staffing is at almost full capacity.

Ms. Lewis presented information on the 15-17 Preliminary JIS Decision Packages, indicating that the proposed budget requests will be forwarded from the Supreme Court to the legislature sometime in October or November 2014.

Motion: Judge Thomas J. Wynne

I move to pass the budget as presented in the JISC Decision Package.

Second: Judge J. Robert Leach

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Callie Dietz, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne
Opposed: None
Absent: Chief Robert Berg, Judge Jeanette Dalton, and Judge Steven Rosen

IT Security

Mr. Terry Overton, Information Security Officer presented a "Change Request" to Section 4, of the JIS General Policies document. The suggested change regarded a current requirement that all personal computers connected to the JIS be configured with a password protected screensaver, that activates at 15 minutes of inactivity. The current policy, as worded, does not provide for any exceptions, so AOC cannot react to changing business conditions or evolving technology.

AOC had received requests to adjust computer configurations, allowing for a longer period of inactivity before applying the screensaver. The resultant change would reduce the frequency at which a user was required to re-enter their credentials, and "unlock" the computer. Attempting to predict scenarios where exceptions should be approved, and incorporating them into the policy (effectively pre-approving certain scenarios), was judged to be a cumbersome and temporary fix. The recommendation was therefore to delegate authority to the ISD CIO, to assess such requests and make a determination based on their merit and security impact.

The verbiage amends sections 4.1.6 and 4.4.1.3, and adds paragraph 4.1.6.1. The overall result is to reinforce the necessity and intent of the existing policy, reiterate that the control was essential and may not be disabled, and providing a process for evaluating business functions negatively impacted by the control and making reasonable adjustments.

Motion: Mr. Rich Johnson

I move to amend JIS General Policies, Sections 4.1.6, 4.1.6.1, and 4.4.1.3 as indicated in the attached draft.

Second: Ms. Yolande Williams

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Callie Dietz, Ms. Delilah George, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne
Opposed: None
Absent: Chief Robert Berg, Judge Jeanette Dalton, Judge Heller, and Judge Steven Rosen

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso provided an update on the SC-CMS project to the JISC. Ms. Sapinoso began with the most recent activities completed by the project team since the last JISC meeting followed by project activities that are currently in progress. Within the next few months, the project will continue to target completing outstanding contract amendments with Tyler Technologies, plan for technical readiness with the Early Adopters, and complete the first set of statewide person data and pilot site data conversion review. The Project will also conduct Odyssey Hands-On demonstration for the County Clerks at the AOC training lab in July followed by the first Odyssey training for the Pilot Sites' Power Users for a period of one week. Upcoming Odyssey webinars and DMS demonstrations were announced for the new few months.

Two Decision Points were presented to the JISC for vote:

1. Approve New Project Steering Committee Charter
2. Local Cost Implementation Rules

Motion: Judge J. Robert Leach

1. I move that the JISC approve the revised SC-CMS Project Steering Committee Charter, v2.0, dated June 5, 2014.

Second: Judge Thomas J. Wynne

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Callie Dietz, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne
Opposed: None
Absent: Chief Robert Berg, Judge Jeanette Dalton, and Judge Steven Rosen

Motion: Justice Mary Fairhurst

3. I move that the JISC approve the SC-CMS Project Steering Committee's recommendation regarding state and local implementation costs subject to the parameters set forth in the attached addendum – "SC-CMS Implementation Cost Rules".

4. ***The motion was amended to include language that state resources to apply to SC-CMS are limited and require Legislative appropriations. There was discussion that if the State cost exceeds the available funds, funding may be subject to legislative appropriations.

5. ***The motion was amended to only be approved for pilot courts. There was discussion that the specific costs are currently not known for local implementation and that after the pilot courts implementation the project team will have a better idea of exactly what costs were incurred in each of the categories. It was agreed that after the pilot courts, the Project Steering Committee would re-visit the local implementation costs and bring back to the JISC a more specific estimate as to what local implementation costs may be for early adopters and statewide rollout.

6. After discussion, request was made to clarify the People Costs for "Travel". Recommendation was to break out state cost for travel reimbursement for required attendees while local costs applied to travel reimbursement for optional attendees.

7. Barb Miner said that on behalf of the clerks she would not be able to vote yes on this motion as originally written because of the costs added to the local counties in the cost categories. Members then reviewed the cost categories specifically about the state vs. local determination on the local integration costs for applications (i.e. document management systems and other non-DMS systems) as depicted in the chart being a local cost. ****After discussion, the members agreed that the motion was to include changing the cost category allocation under Technology – local application integration to read "TBD" in both state and local columns

8. The motion passed as stated with the amendments above; 1) restricting the approval to pilot courts only 2) changing the cost categories to "TBD" for local application integrations.

Second: Ms. Barb Miner

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Judge Jeanette Dalton, Ms. Callie Dietz, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne
Opposed: None
Absent: Chief Robert Berg and Judge Steven Rosen

Mr. Allen Mills provided an update on the Independent Quality Assurance Report. With the project budget no longer in jeopardy, there are three concerns: 1) schedule management, particularly with the integrations components from INH and COTS Prep; 2) an application architecture risk from implementing document management for the SC-CMS Project; and 3) ancillary systems that duplicate the functionality of Odyssey (however, this risk has been tabled for the time being as other issues are worked on).

JIS Data Standard

Mr. Eric Kruger presented a summary of the Standards for Automated Court Record Systems as follows.

JISC Rule 13 requires that courts must request approval from JISC to leave the centralized JIS and to use a Local Court Automated Record System. Some courts are already using local systems and some courts are contemplating moving to a local system. The SC-CMS budget was approved with a proviso that requires that JISC and AOC develop statewide court data collection and exchange standards.

The purpose of the standards are to ensure the integrity and availability of statewide information on which all courts, judicial partners, AOC, and the public depend, and to provide guidance to courts for what is required if they chose to implement and operate a Local Court Automated Record System.

The primary approach to developing the standards was to minimize the impact to all stakeholders, both those that need to provide the data and those that need to use the data. The balance between data providers and data consumer's results in: collecting only the minimum set of data that is needed; collecting only data that has a clear business rationale; and standardizing data across court levels.

The standards are needed to: support state statutes; support judicial decision making; calculate judicial needs; continue data sharing with judicial partners; maintain caseload statistics; and support research and legislative analysis.

The lack of a standard has negative consequences. Public safety would be jeopardized by incomplete information being available for judicial decision making or data from different systems not being understood. Also, there would be extra work for court staff if multiple systems must be accessed to get the necessary information.

After the standards presentation, Ms. Vonnie Diseth presented the decision point recommending that the standards be approved. The JISC unanimously approved the proposed standards.

Judge Wynne moved to amend the RCW reference on page 6, subparagraph (A)(1)(e) from "10.97.050 to 10.97.045."

Motion: Justice Mary Fairhurst

I move that the JISC approve the attached JIS Standards for Local Automated Court Record Systems, as amended by Judge Wynne, subject to continuing input from concerned parties, with the expectation that the JISC will have as much back as possible by the next JISC meeting in September.

Second: Judge Thomas J. Wynne

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Judge Jeanette Dalton, Ms. Callie Dietz, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne
Opposed: None
Absent: Chief Robert Berg and Judge Steven Rosen

ITG #4 – CLJ-CMS Project Initiation

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Recent activities included the kickoff of the Project Steering Committee meeting. At the initial meeting, Lynne Campeau was elected as Chairperson and the committee approved appointments of the Court User Work Group (CLJ-CMS CUWG) members. The first CUWG meeting is scheduled for July 30-31, 2014. The project team is determining assignments and creating work group materials in preparation for the meetings.

The Project Management Plan, which is a comprehensive list of the subsidiary project plans such as risk management, change management, and the project work schedule, is completed and under review by AOC Management.

A follow up from the last JISC meeting was for the DMCJA, DMCMA and the MCA to conduct a review of the project steering committee representation. The outcome of the review was the addition of Judge Donna Tucker to the Court User Work Group as a non-voting representative of the DMCJA.

The Governance Plan, which was reviewed and approved by the Project Steering Committee, was submitted to the JISC for their approval. The Committee approved the plan on the condition that the "Project Management Team" labeling be consistent between the Organization Chart, Escalation Tolerances table, and the Roles and Responsibilities chart.

During the discussion of Active Project Risk, Committee member Rich Johnson was confused by the explanation of Risk 1 – "The CLJs do not share a single vision of what services AOC should provide on a state-wide basis". The mitigation action did not seem to align to the project risk action. Mr. Walsh agreed that the statement, which was summarized from the project risk log, was not clear and that he would work to bring clarity to the statement for the next JISC meeting.

Two Decision Points were presented to the JISC for vote:

1. Approve the CLJ-CMS Project Charter, Steering Committee Charter, and Court User Work Group (CUWG) Charter
2. Appoint Steering Committee Members

Motion: Ms. Yolande Williams

I move that the JISC amend the Court User Workgroup (CUWG) Charter for the Courts of Limited Jurisdiction Case Management System Project to add a non-voting representative from the DMCJA from a court that has not committed to use the statewide case management solution provided by AOC.

Second: Ms. Aimee Vance

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Callie Dietz, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne
Opposed: Judge Jeanette Dalton
Absent: Chief Robert Berg and Judge Steven Rosen

Motion: Ms. Callie Dietz

I move that the JISC approve the Governance Plan for the CLJ-CMS project as recommended by the CLJ-CMS Steering Committee.

Second: Judge James Heller

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Callie Dietz, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg,

Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne
Opposed: None
Absent: Chief Robert Berg, Judge Jeanette Dalton, and Judge Steven Rosen

BJA Request

In March of 2014, the Board for Judicial Administration asked all judicial branch entities, including the JISC, to review their committees and look for opportunities to merge, restructure, or eliminate some groups to improve efficiency and effectiveness. The JISC discussed the request at its last meeting, and following that meeting Justice Fairhurst sent a questionnaire to the chairs of the JISC subcommittees. The chairs of each committee responded with their recommendations on whether the committee should continue to exist or be abolished. The recommendations were to continue the Accounting Workgroup, the JIS Codes Committee, the JISC Executive Committee, the Data Dissemination Committee, the IT Governance groups, and the project committees. The chairs recommended abolishing the Data Management Steering Committee, the JIS Local CMS Policy Workgroup, and the JISC Baseline Service Level Workgroup.

Motion:

I move that the JISC approve the JISC subcommittee Chair's recommendations, as stated in the attached *JIS Committee Recommendation Summary*, regarding whether or not their subcommittees should continue or be abolished; and that Justice Fairhurst respond to the Board for Judicial Administration on behalf of the JISC.

Second:

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Callie Dietz, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne
Absent: Chief Robert Berg, Judge Jeanette Dalton, and Judge Steven Rosen

Social Security Numbers in JIS

AOC Data Dissemination Administrator, Ms. Stephanie Happold, requested further direction from the Committee regarding its 2008 policy about Social Security Numbers (SSNs) in the JIS database. Currently, JIS courts shall not collect social security numbers except when required by state or federal law. If collected, the JIS courts shall not disseminate the information except by court order, or to those state or federal agencies or courts that are allowed by law to receive the identifier.

In approving this policy in 2008, Committee members commented that SSNs should be removed from the system in the future or access to the field restricted. Ms. Happold asked the Committee to provide rules for collecting and retaining SSNs in the database and to determine who should be authorized to view the data.

Justice Fairhurst suggested that the Committee stick to the three questions posed in the accompanying memo to make its decisions concise. The first question was should SSNs be removed from JIS. Ms. Happold stated that courts put SSNs in the JIS database because of statutes requiring the identifier in pleadings or because courts need to provide it to other agencies, such as Employment Security. Barb Miner concurred, giving her office's procedures as an example. Justice Fairhurst then raised the next question of access to the SSN field being limited to certain court staff. Options such as creating a new SSN screen, allowing access to the field by user type, and starting data clean-up so that unnecessary SSNs are removed from incorrect data fields were discussed. Agreement was that SSNs should be viewable only to clerks and only for cases needing the identifier.

Justice Fairhurst stated that as there was a consensus that SSNs should remain in JIS, the Committee should then provide direction to AOC staff on how to limit access. Judge Leach stated there was not a consensus that the SSNs should remain in JIS. Justice Fairhurst called for a vote and made the motion:

Motion: Justice Fairhurst

1. Should Social Security Numbers be removed from JIS? – Yes.
2. Should AOC copy Social Security Numbers from JIS to Odyssey during the data replication process? – No.

Mike Keeling asked a clarifying question, whether that means they can take out the field in JIS. The answer was yes.

Second:

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Delilah George, Mr. William Holmes, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Mr. Jon Tunheim, Ms. Aimee Vance, and Judge Thomas J. Wynne
Opposed: Barb Miner, Rich Johnson, Jon Tunheim, Justice Fairhurst
Absent: Chief Robert Berg, Judge Jeanette Dalton, Ms. Callie Dietz, Judge James Heller, Judge Steven Rosen, and Ms. Yolande Williams

Information Networking Hub Project Update

Mr. Dan Belles, Project Manager, provided a status update on the Information Networking Hub (INH) Project. Mr. Belles began by giving an overview of the current focus of the INH project, which is to develop a Party data replication solution between JIS and Odyssey. Mr. Belles stated that the long term goal for INH is still to become the central hub for all data exchanges from local court systems with a central data repository.

Mr. Belles then gave an update on current project activities that included work on design, development and test preparation of the person data replication solution. Mr. Belles stated that the timeline was developed to coincide with the SC-CMS schedule for the Pilot Court Go Live early in 2015. Mr. Belles stated that the goal was to have the party data replication solution completed and ready for UAT and integration testing by November 1st.

Mr. Belles then reviewed current project risks and mitigation strategies. Mr. Belles stated that there were three primary risks that were being mitigated: interdependent projects, integration

with Odyssey and testing and deployment of the INH services. Mr. Belles stated that the project continued to work with SC-CMS to get the requirements and design nailed down, so a solution for person data replication could be completed. Mr. Belles concluded his presentation by covering the next steps in the project. Mr. Belles stated that the INH project would continue to focus on a party data replication solution in support the SC-CMS Pilot Court rollout early next year.

ITG #45 AC-ECMS Project Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the review process for the Functional Specification is nearly complete. The business review completed on June 19, 2014 and the technical review would complete on June 30, 2014. Mr. Kravik thanked all the members of the Supreme Court, Court of Appeals and AOC who participated in this very difficult activity.

ImageSoft will send an updated version of the specification to AOC on July 21, 2014 and reviewers will take a week or two to verify the changes. Acceptance of the specification will push out to the end of July or early August.

As accounted for in the contract, the project schedule will be updated following the acceptance of the Functional Specification. Development will occur in four phases instead of one. This will allow the courts to have an earlier look at the solution and allow problems to be addressed sooner than later. Project milestones and dates will be updated when the amendment is approved.

ITG #41 - CLJ Revised Computer Records Retention/Destruction Process

Ms. Kruller reported that the project team hoped to begin the pilot courts implementation in July, but two or three events have caused the schedule to slide downstream to September. The project required a complete reset, and data update, in the test environment including getting all of the cases that were restored last year included in the test environment. This effort was completed at the end of March. As testing work began, there was a staffing change due to a person moving to another agency. Now the project has a new tester assigned, but that resource is shared with other projects so implementation of pilot courts has slipped to September.

Ms. Kruller continued by stating that AOC had been evaluating what is keeping cases from meeting destruction criteria in the test environments. The team discovered that a majority of them were due to uncashed checks. As a result, AOC determined that it’s possible to contact and inform the CLJ Court Community - ahead of time - on how to reduce the potential size of exception reports when the ITG 41 Project applies rules to the active cases this autumn. The instruction is basically that courts may clear all outstanding check items on the Bank Account Reconciliation (BKR) Screen for old and new bank accounts. This is apparently is a best practice, but optional as each court determines their own approach to workflow. Now, AOC’s Customer Services group is in the process of contacting each court to make sure courts understand this option.

Committee Report

Data Dissemination Committee: The Data Dissemination Committee met on the morning of June 27, 2014, and continued to discuss JIS access for non-court IT personnel. Ms. Stephanie Happold, DDA, presented some proposed guidelines that the Committee reviewed. Ms. Happold, Ms. Barb Miner, and Ms. Aimee Vance were tasked with creating a survey to send to clerks to find out why non-court IT personnel need a court RACFID and what JIS access is needed to complete the work. In the meantime, the Committee granted temporary access for some IT personnel requests.

The Committee also discussed social security numbers in JIS.

Data Management Steering Committee: No report.

Adjournment

The meeting was adjourned by Justice Fairhurst at 1:00 p.m.

Next Meeting

The next meeting will be September 5, 2014, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Recap of Motions from June 27, 2014

Motion Summary	**Status**
I move to pass the budget as presented in the JISC Decision Package.	Passed
I move to amend JIS General Policies, Sections 4.1.6, 4.1.6.1, and 4.4.1.3 as indicated in the attached draft	Passed
I move that the JISC approve the revised SC-CMS Project Steering Committee Charter, v2.0, dated June 5, 2014.	Passed
I move that the JISC approve the SC-CMS Project Steering Committee's recommendation regarding state and local implementation costs subject to the parameters set forth in the attached addendum – "SC-CMS Implementation Cost Rules".	Passed
I move that the JISC approve the attached JIS Standards for Local Automated Court Record Systems, as amended by Judge Wynne, with the understanding that revisions will come back to the JISC in the future.	Passed

I move that the JISC amend the Court User Workgroup (CUWG) Charter for the Courts of Limited Jurisdiction Case Management System Project to add a non-voting representative from the DMCJA from a court that has not committed to use the statewide case management solution provided by AOC.	Passed
I move that the JISC approve the Governance Plan for the CLJ-CMS project as recommended by the CLJ-CMS Steering Committee.	Passed
I move that the JISC approve the JISC subcommittee Chair's recommendations, as stated in the attached *JIS Committee Recommendation Summary,* regarding whether or not their subcommittees should continue or be abolished; and that Justice Fairhurst respond to the Board for Judicial Administration on behalf of the JISC.	Passed
1. Should Social Security Numbers be removed from JIS? 2. If Social Security Numbers remain in JIS, should access to the SSN field be limited to certain court staff? 3. Should AOC copy Social Security Numbers from JIS to Odyssey during the data replication process?	Passed

Action Items

	Action Item – From October 7th 2011 Meeting	Owner	Status
1	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	