JUDICIAL INFORMATION SYSTEM COMMITTEE

September 5, 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
Chief Robert Berg
Judge Jeanette Dalton
Ms. Callie Dietz
Judge James Heller (Phone)
Mr. Rich Johnson
Ms. Joan Kleinberg
Judge J. Robert Leach
Ms. Barb Miner
Ms. Brooke Powell
Judge Steven Rosen
Mr. Jon Tunheim
Ms. Aimee Vance
Ms. Yolande Williams
Judge Thomas J. Wynne

Members Absent:
Ms. Delilah George

AOC/Temple Staff Present:
Mr. Kevin Ammons
Ms. Tammy Anderson
Mr. Dan Belles
Ms. Kathy Bradley
Ms. Marie Constantineau
Ms. Christine Cook
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Mike Keeling
Mr. Eric Kruger
Ms. Mellani McAleenan
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Ms. Heather Stoffle (Phone)
Mr. Kumar Yajamanam

Guests Present:
Mr. Allen Mills
Judge Corinna Harn
Mr. Othniel Palomino
Judge Palmer Robinson
Ms. Lea Ennis
Mr. Paul Farrow
Ms. Josie Delvin
Mr. Enrique Kuttemplon

Call to Order

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

June 27, 2014 Meeting Minutes

Justice Fairhurst asked if there were any additions or corrections to the June 27, 2014 meeting minutes. Justice Fairhurst offered one change to the Social Security Number discussion, changing Justice Fairhurst's; votes to "no" for both questions posed. Justice Fairhurst deemed them approved, as amended.

JIS Budget Update (13-15 Biennium)

Mr. Ramsey Radwan 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 low, but are on track. There have been some savings, which will go back to the JIS Fund for the next biennium.

Mr. Radwan presented information on the JIS Assessment Revenue Collection History. Revenue for Fiscal Year (FY) 2014 is less than any previous year since FY 2008. There has been an 8 percent loss since FY2009. The drop in revenue can be explained by a decrease in infractions issued, charges per infraction and payment. While revenue

forecasts remain positive for the next five years, but budgets will be tight. Future requests and projects must be evaluated and then considered against ongoing projects, such as the SC-CMS. Chief Berg inquired if the balance of the account indicated that there might be a desire by the Legislature to "sweep" the account. Mr. Radwan responded that it does, and for this current biennium, the Legislature will look at the fund balance in January. Since 2007, the legislature has taken 22 million from the JIS fund, but now we have a four-year spending plan and a good history, so we're in better shape. Ms. Yolande Williams asked if there were CLJ-CMS expenditures that could be encumbered. The expenditures will be planned for, but not encumbered yet because we probably won't have an executed contract by then. Judge Rosen asked if encumbrances could be moved up. No, encumbrances are liquidated at the end of each biennium. They are a plan to spend; the legislature only looks at the cash. Mr. Rich Johnson suggested moving more of the money toward the INH project to move it faster. If we fund other projects first, it will take the money away from the projects we're already committed to. We won't be able to backfill. Our primary focus should be on communicating to legislators our intent for planned projects instead of playing around with accounting rules.

Legislative Update

Ms. Mellani McAleenan provided a legislative update. Representatives Hunter and Hudgins are two of the most important legislators for the judiciary and Administrative Office of the Courts, as they are the primary House budget legislators assigned to the branch. The Legislature is in a bind due to the *McCleary* decision, and will be looking for funding for K-12 education. Some legislators are unhappy with the judicial branch because of the *McCleary* decision, and they do not distinguish between the different court levels but see the judicial branch as one unit. Legislators have indicated that the budget provisos from the 2014 budget will remain in place in coming biennia. The Legislature is pleased with the data standards. They want all data available to all courts. They are expecting one unified, simple solution, with all courts operating on the same system. Legislators were not happy that we offered courts the option to keep their own document management systems because the Legislature has no intention of paying for more complicated additions. It is important that we come to unified decisions, deciding for ourselves how to proceed, so the Legislature does not feel the need to figure it out for us. Too much infighting, and the easy solution for the Legislature is to not deal with it and not fund anything. Judge Leach inquired if there were any Senators that helpful connections could be established. Ms. McAleenan indicated that Senators Hill and Braun are important due to their positions on Ways & Means. Senators Padden, Fraser, Pederson, Frockt, and O'Ban are important to communicate with as well.

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 project activities including Thurston County being moved to Early Adopter status due to the lack of agreement on which DMS to implement as a Pilot site. Within the next few weeks, the project will compile DMS responses from all 37 counties for the Project Steering Committee to consider in determining the order of the Statewide Rollout after Early Adopter implementation. The Project will also begin communication with 3rd party DMS vendors in preparation for the Link Only integration. Meanwhile, the project continues to work with Lewis County in preparation for training and review of their converted data in Odyssey.

Mr. Eric Olsen provided an update on the Independent Quality Assurance Report. Mr. Olsen identified and discussed several issues: 1) the removal of Thurston County from the Pilot; and 2) risks identified within management of the SC-CMS and INH projects.

Mr. Kumar Yajamanam along with Mr. Dan Belles presented the SC-CMS, INH & Other JIS Integration: An Enterprise Perspective. This presentation was focused on providing an overview of the integration work in the SC-CMS project in the context of the JIS modernization efforts.

Mr. Yajamanam gave a brief background on the foundational work that AOC has completed.

Mr. Yajamanam discussed the complexity of the current JIS environment and the gradual migration of Superior, Juvenile, Appellate, CLJs and other AOC portfolios. The modernization and portfolio simplification would comprise of replacement, enhancement, retirement and introduction of new systems. The JIS modernization is based on seven fundamental principles - Providing sustainable applications that fulfill courts' business requirements, simplifying the JIS environment, minimizing user impact for each system, minimizing impact on other system users, maximizing information sharing & access of statewide data, synchronizing deployment timelines with major system rollout, and minimizing deployment and maintenance costs & risks. During the transition, the JIS Environment will become more and more complex before it becomes simpler. Mr. Yajamanam emphasized that we must make every effort to minimize the transition time to new systems to avoid duplicate support of old and new systems.

Mr. Yajamanam and Mr. Belles then discussed the Information Networking Hub (INH) that enables the integration of statewide data during and after the JIS modernization. INH high level components including the creation of a data environment consisting of an Enterprise Data Repository (EDR), data access methods, data governance and introduction of data operations were discussed. Mr. Yajamanam explained that Release 1 was focused on developing "application-centric services" using the Superior Court Data Exchange model to enable the integration of SC-CMS (Odyssey) with JIS & SCOMIS applications. Release 2 focuses on developing and implementing the Enterprise Data Repository (EDR) and developing the future-state "data-centric services."

JISC Members and audience had several questions on the status of INH Release 1 and INH Release 2. Mr. Yajamanam and Mr. Belles stressed that both releases were being worked on in parallel and that Release 2 services were slated to be ready for JIS internal consumption in 2016 and for court onboarding in late 2018. Mr. Yajamanam also handed out a preliminary draft document on JIS modernization phases, which laid out significant activities and milestones, key activities of interest for different customer groups so they can plan towards key milestones, and a bird's eye view of where and how AOC is deploying or plans to deploy its resources based on the JISC priorities and the JIS modernization plan.

Due to the number of questions asked, there was not enough time to complete the presentation. Justice Fairhurst said the topic could be scheduled in a future JISC meeting.

JISC Rule and Policy Amendments

Justice Fairhurst discussed whether or not to delay the vote for JIS Rule 13 and JIS General Policy 10.2. Judge Jeanette Dalton, on behalf of the Superior Court Judge's Association, stated that the vote should be tabled until the Association meets. Ms. Yolande Williams also moved to delay the vote in order to have a discussion. Ms. Barb Miner, on behalf of the Association of County Clerks, stated that the vote should be postponed but discussion should occur, within and outside the JISC. After discussion, Justice Fairhurst decided to postpone the votes on JIS Rule 13 and JIS General Policy 10.2.

Ms. Vicky Cullinane provided information on JIS General Policies. It has been many years since the policies were updated. General Policy 4.5 was added to codify the social security number decision made by the JISC on June 27, 2014. The policy was written to distinguish

employer identification numbers (EIN), which are necessary for courts to open bank accounts to keep monies pending the outcome of cases. Judge J. Leach asked if the bank account process might require keeping a person's social security number. Ms. Cullinane responded that this process is meant specifically for opening a bank account, not to identify the individual. The number can often be the same as a social security number, but has a different purpose. Ms. Cullinane then addressed the policy change for Policy 10, JIS Applications. The changes in Policy 10.1 are updates to reflect the JISC's adoption of the IT governance process. Policy change 10.2.1 addresses the concern raised by Bluecrane regarding duplicate systems adopted by courts potentially impacting JIS systems. Mr. Olsen expressed concern that if courts implement separate systems, it will make the project too complex, especially when considering how they will interface with the Odyssey system. Ms. Cullinane went on to explain the new language in 10.2.1. Ms. Aimee Vance suggested removing the last portion of the last sentence in 10.2.1 "for prioritization and scheduling," because it implies the request would be approved. Ms. Vance pointed out that a request might not necessarily be approved through IT Governance. Ms. Cullinane then addressed the proposed language in section 2.2.7 regarding remote access. Several JISC members requested changes to the language, so staff reworked it, and the rewritten policy is on a separate sheet.

Justice Fairhurst opened the discussion on the JIS General Policies.

Ms. Barb Miner expressed concerns regarding General Policy 10.2.1. The first concern the tone of the language, which sounds bureaucratic and negative. The second concern was singling out web services as the only way to access AOC's systems; there might be other ways and it is too limiting. The third issue was the term "duplicative services", which seemed vague and also implied that programs before Tyler are incorrect. There needs to be time to vet the language and get the clerks' and King County's perspective. Judge Corinna Harn expressed concern over a lack of clarity on which systems would not be supported. The statewide policy should read that AOC supports all courts, given the difficult financial situation we are all in. Courts should not be penalized for having their unique needs met. Justice Fairhurst indicated that the language of 10.2.1 addressed the concerns in the proviso. If the policy is contrary to the proviso, we may end up with no funding. Judge Harn stated that going beyond what is asked in the proviso is not necessary.

Mr. Rich Johnson agreed that a baseline of systems should be established, but we have to accept other courts needs to provide services beyond the standard. Courts with different funding environments are able to do more with their systems, and that is not a bad thing. The INH is the bridge between the baseline system and others. Jurisdictions need flexibility to meet constituents' needs, and AOC should be able to provide a way to integrate more advanced systems. There is a general feeling among courts that if they do not accept Tyler's system, they are out. The technical ability is available to build the INH in such a way to accommodate all courts. Justice Fairhurst clarified that those not accepting the Tyler system will not be out, just delayed, due to the SC-CMS project. Justice Fairhurst does not understand why AOC should be responsible for local preferences.

Judge J. Robert Leach noted that the conversation had gotten away from the language in the policy toward business problems. The business problems will be solved through modernizing existing systems as soon as possible. The language in this policy has no impact on the business problems. Judge Leach agrees some of the language is unfortunate, and suggested the policy read something like: "JIS encourages the use of technology to enhance diverse services and systems of the state of Washington. And towards that end, we will provide a standard system to facilitate that goal. To the extent that local jurisdictions that desire/require

supplemental or ancillary systems to further local needs, AOC is not able to support the acquisition, configuration, or integration of supplemental systems, as required by the Legislature." The Legislature has limited the Court's ability to spend money. Justice Fairhurst requested that Judge Leach send his draft language to Ms. Cullinane and herself. Judge Leach noted that the proposed policy should use the exact language from the budget proviso.

Justice Fairhurst asked Ms. Miner and Judge Corrina Harn if Judge Leach's comments were in line with their policy requests. Ms. Miner agreed, but would like to have the exact proviso language, since there have been different interpretations. Judge Corinna Harn noted that the proviso is limited to the Superior Courts, and does not want it to go beyond that. Ms. McAleenan noted it must be expected that the Legislature will copy the proviso language for the Courts of Limited Jurisdiction. Judge Jeanette Dalton stated the problem is not the proviso, it is that the Legislature provides funding for the state. The Legislature will leverage local costs back to the communities. Ms. Vonnie Diseth explained that it has more to do with the impact on state resources, and what AOC has to do to integrate with separate systems. Integrating multiple systems increases complexity, cost, and risk.

Judge Corrina Harn asked if it would make more sense to ask for funding and resources for the INH. It would ensure that all data can be delivered in the right format to the right location. The INH should be on the same timeline as the SC-CMS to avoid double data entry. Judge J. Leach stated that the conversation should remain focused on generic policy issues for courts, not operational functions.

Members had questions about other sections of the General Policies. Judge Thomas Wynne asked about the language in 2.2.7 that prohibit remote access. In Snohomish County, there is a virtual private network, which is frequently used by many court staff. There is some concern over section 2.2.8 allows AOC to approve and monitor wireless networks. Justice Fairhurst indicated, from subsequent sections after 2.2.8, that AOC can authorize wireless connections. Ms. Aimee Vance noted that security issues develop if you access JIS outside of your courts network. Mr. Mike Keeling further explained that the connection between the courts and central database needs to be secure. However, if an unsecure link is created the whole database can be compromised. Justice Fairhurst stated that Mr. Terry Overton, AOC, provided revised language to make the policies more precise.

Justice Fairhurst closed the discussion on the General Policies and asked Judge Leach to revise the language in 10.2.1. Justice Fairhurst proposed that the revised JIS General Policies be sent to and read by members. The document will include the proposed changes. Once everyone has read the document, Justice Fairhurst will determine if an in-person or phone meeting is necessary. If acceptable language and an agreement are not reached, the Legislature will know the outcome.

Justice Fairhurst opened the discussion on the JISC Rule 13 amendment.

Ms. Cullinane explained the JISC Rule 13 amendment, noting that this better defines electronic court record system. The change in terminology was meant to be an update to an out-of-date policy. The subsequent clauses indicate how IT systems function today and tie the rule to the proviso. Judge J. Leach asked if the legislative proviso was satisfied by adopting Policy 10.2, or does it require the approval of a court rule. Ms. Cullinane responded that policy 10.2.1 was intended to identify the risks noted by Bluecrane. Judge Leach suggested removing the language at the end of Rule 13 that indicated funding eligibility. Ms. Cullinane distinguished that the policy states AOC will not work on duplicative systems unless the JISC approves it, and

Rule 13 states that courts must ask the JISC for permission to move to independent systems. Section (c) requires those courts with independent systems to meet the data standards to receive funding. Judge Leach indicated that he would like to keep changes to court rules to a minimum, to maintain more control over future policy changes.

Mr. Ramsey Radwan recommended placing this in the court rules to avoid the Legislature putting it in statute or keeping the budget proviso in perpetuity. Judge Leach asked what reason there could be for having the language in the court rule. Ms. McAleenan noted that the Legislature lacks understanding on how court rules work, likening them to statutes. Ms. Vicky Cullinane noted there is a perception that the Court Rules are stronger. Ms. Barb Miner agreed with Judge Leach that a rule is not necessary. Each paragraph needs work, particularly clarifying definitions. Section (b) is too specific to be placed as a Court Rule, is overreaching, and may be better suited to a comment. Section (c) is intended to be a punishment, and the punishment may fracture having a statewide system, by taking funding from those not interested in the statewide system. Mr. Rich Johnson reiterated his position that there shouldn't be barriers on courts developing local systems. Projects should not be micromanaged by subjective rules.

Justice Fairhurst closed the discussion on JISC Rule 13.

JIS Data Standard

Mr. Eric Kruger provided a brief status Update for the Standards for Local Automated Court Record Systems. The following activities have occurred since the approval of the standards at the last JISC meeting on 27 June 2014:

- Developed written responses to stakeholder comments
- Scheduled and held review meetings with stakeholders:
    - August 12 – King County Clerk, Pierce County Clerk, and King County District Court
    - August 20 – King County Clerk, Seattle Municipal Court, and King County District Court
- Continued development of the procedures and guidelines for the standard

The next steps are to:

- Produce a revised standard based on stakeholder feedback for JISC approval October 24
- Complete a draft procedures and guidelines document – scheduled for October 2014

CIO Report

No report.

Committee Report

Data Dissemination Committee:
No report.

Data Management Steering Committee:
No report.

Adjournment

The meeting was adjourned by Justice Fairhurst at 1:45 p.m.

Next Meeting

The next meeting will be October 24, 2014, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Recap of Motions from September 5, 2014

Motion Summary	Status
I move to amend the JIS General Policies as indicated in the attached draft.	Postponed
I move to amend the JISC Rule 13 as indicated in the attached draft.	Postponed

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	
	Action Item – From September 5th 2014 Meeting		
2	Find out whether individual persons' SSNs are needed for the bank account process superior courts use on the BAA and BAS screens	Vicky Cullinane	