JUDICIAL INFORMATION SYSTEM COMMITTEE

December 4, 2015
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton
Chief Ed Green
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella
Ms. Brooke Powell
Judge David Svaren
Mr. Bob Taylor
Mr. Jon Tunheim
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:
Ms. Callie Dietz
Ms. Barb Miner

AOC Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Jennifer Creighton
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Ms. Stephanie Happold
Mr. Mike Keeling
Mr. Martin Kravik
Mr. Dirk Marler
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh
Mr. Kumar Yajamanam

Guests Present:
Ms. Kathy Bowman
Ms. Linda Myhre Enlow
Mr. Paul Farrow
Judge Corrina Harn
Mr. Enrique Kuttemplon
Mr. Allen Mills
Mr. Othniel Palomino
Mr. Brian Rowe

Call to Order

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

October 23, 2015 Teleconference Meeting Minutes

Justice Fairhurst asked if there were any corrections, other than the vote by Aimee Vance, Rich Johnson responded to the Iteration A date correction to past tense, with these corrections the October 23, 2015 meeting minutes, were deemed approved by Justice Fairhurst.

JIS Budget Update (15-17 Biennium)

Mr. Ramsey Radwan provided a budget update on the 15-17 green sheet. Allocations and expenditures on track and on budget at this time.

Mr. Radwan presented and reviewed the list of legislative provisos. Updates will be provided at each meeting until completed.

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CIO Report

Ms. Vonnie Diseth reported on Proviso 3A that Mr. Radwan discussed. This proviso requires AOC to work with the County Clerks on the concerns they have regarding Security and Document Management with regards to the Odyssey Implementation.

A meeting was held on October 13th 2015 with 6 County Clerks, Tyler Technologies and AOC. The purpose was to clarify and understand the issues. There were 4 issues that required a cost estimate be put forth from Tyler Technologies. Meetings are being scheduled with the third party vendors to discuss the link-only option.

A response with cost estimates will be prepared and submitted to Legislature by January 1, 2016.

Access to Justice Technology Principles Bi-Annual Report to the Supreme Court

Mr. Kumar Yajamanam presented the Access to Justice Technology Principles Bi-Annual Report for approval.

Report was unanimously approved and will be sent to Chief Justice Madsen.

I move to approve the 2015 Access to Justice Technology Principles Report to the Supreme Court.

Motion: Judge Thomas Wynne

Second: Judge Jeanette Dalton

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Chief Ed Green, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Brooke Powell, Judge David Svaren, Mr. Jon Tunheim, Mr. Bob Taylor, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Callie Dietz, Ms. Barb Miner

Data Dissemination Committee

Ms. Stephanie Happold presented Data Dissemination Committee's amendment to the Courts of Limited Jurisdiction JIS Retention Schedule Policy 14.01. The amendment changes the retention schedule of small claims cases from 5 years to 10 years. Upon approval AOC will update the departmental policy.

I move to adopt the Data Dissemination Committee's amendment to the Courts of Limited Jurisdiction JIS retention schedule that changes the retention of small claims cases from five to ten years, and to forward it on to the Administrative Office of the Courts to amend its departmental policy 14.01 pursuant to JISCR 8.

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Motion: Mr. Rich Johnson

Second: Judge Scott Marinella

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Chief Ed Green, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Brooke Powell, Judge David Svaren, Mr. Jon Tunheim, Mr. Bob Taylor, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Callie Dietz, Ms. Barb Miner

ITG #2 – SC-CMS Update

Ms. Maribeth Sapinoso provided an update on the SC-CMS project beginning with the success of the Party/Person Replication effort. Ms. Sapinoso continued the updates with the successful Odyssey implementation of the three Early Adopter Counties: Franklin, Thurston, and Yakima on November 1, 2015 including the successful implementation of the counties' local integrations. Several of the Early Adopter stakeholders attended this meeting to express their experience with the recent Go Live event and addressed questions from the committee members. Next, Ms. Sapinoso provided an update on the successful implementation of the Odyssey Portal to the general public and the Project Steering Committee's approval of the statewide rollout for the remaining 31 counties. Ms. Sapinoso then concluded with the project activities currently in progress with Event #3 (Snohomish County) and Event #4 (Spokane, Asotin, Columbia, Garfield, Whitman) including activities involving the Pilot and Early Adopter counties.

The decision point for Overtime and Backfill Caps for Counties for SC-CMS Implementation Costs was tabled until the February 26. 2016 JISC Meeting.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project

Mr. Kevin Ammons updated the committee on the status of the Expedited Data Exchange (EDE) project. Mr. Ammons pointed out that even though the presentation materials indicated a project manager had been hired for the EDE project, the individual had decided to decline the employment offer after the presentation materials were prepared. Mr. Ammons did inform the JISC that three other staff members had joined the project team. Mr. Ammons continued by reporting that procurements were being developed for an independent quality assurance vendor and integration efforts.

Mr. Ammons then presented a decision point to approve an interim process for updating the JIS Data Standards. He explained that the goal of the process was to enable a quick response to emerging data needs to support the EDE project's support of the King County case management systems implementations. Members proposed changes to the process to clearly indicate that the interim process is only for the King County Implementations and that provisionally approved changes must be brought to the next regularly scheduled JISC meeting.

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Justice Mary Fairhurst updated the committee on her decision to pull Rule 13 request from the Rules Committee. The purpose as originally documented for submitting the rule change has evolved and is no longer the current direction being taken. Justice Fairhurst decided it was better to pull it back. If there is a need to revisit the rule change it can be amended and brought forward again.

I move we ratify Justice Fairhurst's decision as JISC chair, to withdraw Proposed Rule 13 Amendments from the Supreme Court Rules Committee.

Motion: Judge J. Leach

Second: Judge Thomas Wynne

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Chief Ed Green, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Brooke Powell, Judge David Svaren, Mr. Jon Tunheim, Mr. Bob Taylor, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Callie Dietz, Ms. Barb Miner

Mr. Kevin Ammons presented the Decision Point for JIS Standards Update Process.

I move the JISC approve the interim process for requesting updates to the JIS Data Standards as recommended from the Expedited Data Exchange (EDE) Project Steering Committee for the current King County projects.

Motion: Judge J. Leach

Second: Judge Thomas Wynne

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Chief Ed Green, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Brooke Powell, Judge David Svaren, Mr. Jon Tunheim, Mr. Bob Taylor, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Callie Dietz, Ms. Barb Miner

Mr. Othniel Palomino provided updates on both the King County District Court and Clerks Office Projects.

King County District Court has gone through three weeks of demos from vendors. During October and November site visits were made. A decision on an apparent successful vendor was made this week and we are in the early stages of contract negotiations.

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The King County Clerk's office is currently in the process of doing vendor demonstrations and will do site visits in January 2016. February 2016 is the target for a decision on an apparent successful vendor and will start contract negotiations.

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that vendor development of Iteration B was completed and turned over to AOC for User Acceptance Testing (UAT) on October 30, 2015. AOC spent two weeks in prepping the system for UAT.

Vendor-supplied court staff training for Iteration B occurred during the week of November 16, 2015. UAT began on November 23, 2015.

AOC held UAT orientation sessions for the appellate courts to get them started on the process of executing test scripts and reporting any found system defects.

Iteration B UAT continues until January 22, 2016 at which time the project executive steering committee will decide if Iteration B is accepted. Assuming acceptance, the remaining scope, schedule, and cost will be renegotiated with the vendor.

The first phase of modifications to eFiling is complete and a pilot of the system will be conducted with specific Supreme Court filers.

Lastly, the project's solutions architect has left AOC for another opportunity. Another has been assigned to the project and transition activities are taking place.

ITG 41 Priority Project #3 – CLJ Revised Computer Records Retention/Destruction Process

Ms. Kate Kruller, ITG 41 Project Manager, updated the JISC on the CLJ Revised Computer Records Retention and Destruction Process.

Ms. Kruller reported that project team completed the deployment of Iteration 1 for all 190 courts processed (this applied existing records destruction rules, plus eTicket and VRV compliance rules in each court). Ms. Kruller reported the project team found no errors during the implementation process. Development work on Iteration 2 New Rules was completed in October.

On October 4, the ITG 41 Project changed the Case Disposition (CSD) Screen to activate the Permanent Retention Flag for all courts. For Iteration 2, the pilot court list has been updated: Everett Municipal Court, Yakima Municipal Court, Cowlitz District Court, Mason County District Court and Kirkland Municipal Court. The project pilot courts have been provided "non-commit" reports (these show exactly what cases the system finds will qualify to be destroyed if the process were to actually run in their court).

The timelines for the next steps are as follows:

October 4, 2015 – February AOC makes the CSD screen feature available early to allow courts plenty of time to flag the cases Judges order to be retained, before the new destruction process begins.

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Note: The first Pilot Court (Everett Municipal) has at least a 90-day period to flag cases (many courts have much more time before they are processed in alphabetical order during 2016). This is a waiting period the Steering Committee selected.

February, 2016: Iteration 2 New Rules are scheduled to be implemented in - starting with the first Pilot Court (Everett Municipal). AOC will run the new process through the other pilot courts in early 2016, then begin processing all the remaining courts in alphabetical order. Once the Iteration 2 New Rules processing is underway, it will take a number of months to complete working through all 190 courts, just as we have experienced with Iteration 1

The Project Manager will keep the ITG Project Steering Committee and Pilot Courts apprised of ITG 41 Project progress going forward in to the implementation. Ms. Kruller will report back to the JISC in February, 2016 with any updates.

ITG #102 – CLJ-CMS Update

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Regarding recent activities; the Court User Work Group completed all the court and probation business requirements. The project is currently in the process of finalizing these requirements along with the other requirements necessary for inclusion in a Request for Proposal such as the management, service delivery, and administration requirements.

The project team is moving forward with acquisition planning as they have examined the market for case management solutions that meet the district and municipal courts needs for capability and capacity. Upon reviewing the options the Project Steering Committee endorsed proceeding with an open competitive procurement. The Project Steering Committee are now overseeing the work of the Project Team and the AOC Contracts Office to assemble, review, then approve the acquisition plan and schedule.

Mr. Walsh covered the key work activities and milestones of the acquisition approach including the plan, finalize requirements, develop RFP, publish RFP, evaluate proposals, select best choice, and negotiate the contract. In order to accomplish such a large undertaking include the commitment and participation of a number of organizations outside of the project team. He called out the following key roles in the CLJ-CMS acquisition process; JISC, CLJ-CMS Steering Committee, AOC Leadership, the Assistant Attorney General, an Independent QA Vendor, the RFP Coordinator, and the, yet to be determined, CLJ-CMS Evaluation Team.

Looking ahead the project team plans to finalize the RFP requirements and have them ready for the RFP in February 2016; the finalized acquisition plan and schedule completed by March 2016. We are on target to initiate the RFP in April 2016 which starts as a readiness assessment by the Steering Committee with an anticipated RFP publication date 2-3 months later.

Committee Report

Judge Thomas Wynne reported the committee met on October 23rd. Data Driven Safety has asked for a contract amendment deleting a section that states DDS shall not release specific case information about individuals to any subscribers or third party entities.

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The Committee decided that a review of the Data Dissemination Policy needed to take place. So they appointed a subcommittee consisting of three members, (Ms. Barb Miner, Ms. Aimee Vance, Judge Thomas Wynne and Ms. Stephanie Happold as staff member) to do the review and take the edits back to the DDC.

The Office of the Chief Information Officer's (OCIO) Senior Program Manager Will Saunders introduced himself to the Committee and spoke about key data issues and some strategies the executive branch was developing to address them. Mr. Saunders said the OCIO is interested in collaborating with the judicial branch to address data issues and Judge Wynne said he is welcome to join future meetings.

Washington State Patrol Identification and Criminal History Section requested access to sealed juvenile records to assist the Department in satisfying its requirements under RCW 13.50.260(8)(d). Approved for a limited purpose. DDC recognized AOC team who came up with solution for state patrol.

Center for Children and Youth Justice requesting access to DCH screen, which would require additional JIS LINK access. The Committee looked at the DD Policy for guidance and determined that the public purpose agency definition is very broad. The request was put on hold until the DD Policy review was completed.

DDC received a request from the Department of Justice Bureau of Justice Statistics (BJS) to change contract language with AOC for court data. DDC agreed to changes to the Governing Law and Audit sections; however, objected to the venue being designated outside the state of Washington. BJS Researchers are going to discuss proposed language with Department of Justice attorneys and get back to AOC.

The committee discussed odyssey portal access questions for different user roles. Committee decided that information available for the anonymous user via the Odyssey Portal mirrors the AOC public website.

DDC discussed Will repository and information available on the AOC public website. It will be an ongoing issue to revisit and discuss.

Mr. Brian Rowe stated DDS contract was of interest to Mike Katel former chair of ATJ Technology committee and the board would like to see a redlined version of the contract. Does this allow DDS to resell the records to a third party data warehouse vendor? They can resell to the extent allow by the contract. Mr. Rowe was directed to contact Ms. Stephanie Happold.

Adjournment

The meeting was adjourned by Justice Fairhurst at 1:45pm

Next Meeting

The next meeting will be February 26, 2016, at the AOC SeaTac Facility; from 8:30 a.m. to 11:30 p.m.

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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 August 28th 2015 Meeting		
2	Starting with the October JISC meeting, create a chart of all the provisos, and report progress on them to date.	Ramsey Radwan	**Ongoing**
	Action Item – From December 4th 2015 Meeting		
3	Prepare cover letter for ATJ Principles Report and send Letter and Report to Chief Justice Madsen	Pam	**Completed**

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