JUDICIAL INFORMATION SYSTEM COMMITTEE

April 22, 2016
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 - Phone
Judge Jeanette Dalton
Chief Ed Green - Phone
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella
Ms. Barb Miner
Ms. Brooke Powell
Judge David Svaren
Mr. Bob Taylor
Mr. Jon Tunheim - Phone
Ms. Aimee Vance - Phone
Judge Thomas J. Wynne

Members Absent:
Ms. Callie Dietz

AOC Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Mike Keeling
Mr. Martin Kravik
Mr. Dirk Marler
Mr. Gary Myers
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Kumar Yajamanam

Guests Present:
Mr. John Anderson
Ms. Beth Baldwin
Mr. Tom Boatright
Ms. Gina Cruciani
Judge Corrina Harn
Ms. Emily McReynolds
Mr. Allen Mills
Judge Donna Tucker

Call to Order

Justice Mary Fairhurst called the meeting to order at 8:30 a.m. and introductions were made.

February 22, 2016 Meeting Minutes

Justice Fairhurst asked if there were any corrections to the February 22, 2016 meeting minutes. With one correction to include Aimee Vance, Justice Fairhurst deemed them approved.

JIS Budget Update (15-17 Biennium)

Mr. Ramsey Radwan reported the green sheet which is summary of the amounts allocated and expended for the various projects. Spending is on track as expected. Not included is the supplemental allocation of the additional $492,000 for the SC-CMS project, and the $271,000 of carry over funding for the AC-ECMS project. They will be included in the next report.

Mr. Radwan also presented preliminary summary of decision packages that have been submitted for consideration. These will be presented for approval at the June 24 meeting.

DRAFT

CIO Report

Snohomish County Go-Live Update

On March 31, 2016, AOC hosted a "Special SC-CMS Project Steering Committee Meeting" and invited stakeholders from each of the four Odyssey courts. The issue in question was whether or not Snohomish County's Go-Live should be delayed. The purpose of the meeting was to provide an update on the current state of the project, receive input from the Pilot and Early Adopter counties, and to discuss the "readiness" for the Go-Live of Snohomish County on May 2nd. In particular, a number of financial issues (28 high priority) had been identified that needed resolution prior to Snohomish County going live on May 2nd. AOC proposed that Tyler, the AOC project team and the Snohomish and Thurston county financial teams get together to work through the issues to determine and agree on acceptable resolutions. Those meetings took place the following week; and they were able to make significant progress. So much so, that on April 12th, during the normally scheduled project meeting with the Snohomish stakeholders, Sonja Kraski and others agreed stated that based on the progress that had been made and the other resolutions that were in process; there were no other pending issues that would require delay to their implementation. So we are staying on track and going live with Snohomish County on May 2nd!

ISD Staff Changes

Kate Kruller – Kate's last day with AOC was April 5th. She accepted the offer to join Seattle Municipal Court's Court Technology Group. She began her new role with Seattle Municipal Court on April 6th. AOC will not be recruiting to fill Kate's position at this time.

Pam Payne – Applied for the position of Odyssey Portal Technical Administrator and was selected for the position. She begins her new role on May 1st. I will be recruiting for a new Administrative Assistant immediately. Please join me in congratulating Pam on her new job.

Jennifer Creighton – Applied for the position of Court Administrator for the Thurston County District Court and was selected for that position. She begins her new role with Thurston County on May 2nd as well. Being a Court Administrator has been a long time goal of Jennifer's and I am very happy for her – although she will be sorely missed in ISD. I will begin recruiting for a new Associate Director as well.

2016 Certification of the JIS IT Disaster Recovery Plan.

AOC conducted the 21st Disaster Recovery exercise on Easter weekend (March 25-26th). During testing, AOC staff followed published documentation/instructions to ensure all production JIS Case Management applications were functioning. This includes the Appellate Court Records and Data System (ACORDS), Superior Court Case Management Information System (SCOMIS), SC-CMS Odyssey application, Juvenile and Corrections System (JCS), and District and Municipal Court Information System (DISCIS). There was only one test that was not successful – the restore of the Public Government Network (PGN)/Internet which was due to deficient equipment. We are working with the vendor now to resolve that issue. Otherwise, it was a very successful exercise and we are extremely pleased with the results.

ITG #2 – SC-CMS Update

Ms. Maribeth Sapinoso provided an update on the SC-CMS project beginning with the most recent activities with Event #3 (Snohomish County) and the post implementation support for the Odyssey Courts. Ms. Sapinoso also provided recent activities for the Odyssey Portal and Supervision Module.

DRAFT

Next, Ms. Sapinoso revisited the project challenges presented at the last JISC meeting and covered each in detail how the project is mitigating or addressing each of the challenges in preparation for the Snohomish Go Live.

Mr. Allen Mills shared the following points in the Bluecrane QA Report:

1. Look at the tremendous progress that's been made since the beginning of April. All parties need to continue working together. Look at the payoff when you do.
2. Tyler has been a good partner. They've really stepped up as necessary.
3. Now, there's experienced help from other counties. Take advantage of it. Take advantage of the facilities/forums/etc. that AOC has set-up for Odyssey users in the four counties where SC-CMS has been implemented to communicate with each other.
4. How many people have had their smartphone for over a year? Of those, how many feel like they know every feature and every capability of their phone, and never need help? Odyssey is a simple and straightforward product that's been proven in the field. However, it's "complex" in the sense that it has numerous features and capabilities. It will take a long time – perhaps years – for a user to feel like they know almost all of the features. Give yourself time to learn "it all."
5. Replication will be fixed eventually. We all wish the errors and process problems were at zero or near zero. They aren't there yet, but the downward trend has been remarkable. Don't be surprised if there's a bit of a surge after Snohomish Go Live. Regardless, it will get fixed. Give it time.
6. Finally, don't be pessimistic. But do be realistic. There ***will*** be problems. Lewis County and the three EA counties have helped identify many problems, and most of those problems have been fixed. But, there will be circumstances in Snohomish that didn't exist in Lewis or the EA counties. There are always differences. Expect some bumps. But (back to #1 above) keep working together and get through them. The risks are manageable.

E-Filing Issues

This has been closed for now.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project

Integrated Systems Group (ISG) was introduced to the committee as the independent quality assurance evaluator for the Expedited Data Exchange project. Tom Boatright, John Anderson and Gena Cruciani presented an overview of ISG's methodology and briefly reviewed their results thus far.

Mr. Kevin Ammons updated the committee on the status of the Expedited Data Exchange (EDE) project. Mr. Ammons updated the committee on recent staffing actions, including hires and contracting activities. Mr. Ammons continued by reviewing the active risks and issues on the project and how discussing actions being taken to mitigate and address them.

The committee discussed the makeup of the current project steering committee. A motion was made to add a District and Municipal Court Management Association member to the committee to provide a statewide perspective on decisions. The motion was seconded and the chair called a vote, which passed.

DRAFT

Ms. Aimee Vance shared her renewed concern of the make-up of the EDE Steering Committee for this project. Only King County is on the project, when initially formed this was promised to be a technical committee that would be all high level discussions, but I continue to hear meeting after meeting that they are faced with policy questions and making decisions regarding certain things such as turning off the DCH screens that will affect all courts across the state and there are no other participants at the table to be part of that discussion.

Justice Fairhurst asked who is represented on these advisory groups – Ms. Cullinane responded: Judges, Administrators, court staff, prosecutors, and clerks from statewide.

Ms. Lynne Campeau agreed with Ms. Vance and stated that the steering committee doesn't have any other court voting participants than King County. She stated she would like to see a CLJ representative on the committee.

Judge Tom Wynne, commented that the DDC discussed the DCH screen in their meeting prior to the JISC meeting this morning, a lot of the issues that come up dealing with access to JIS data, record constraints are data quality are discussed with the DDC. The DDC recommended that the DCH screen be retired or done away with as it existed in DISCIS.

Ms. Vicky Cullinane commented the user advisory group for EDE will be discussing this at their May meeting. In preparing for the meeting AOC staff has done a lot of analysis of many different screens, but specifically to the DCH screen, what the best option would be. There are a lot of impacts that initially were unknown, that have to be taken into consideration.

Ms. Barb Miner commented the DDC worked on addressing the policy changes that would allow for public access to the screens which are limited now. DDC discussed the deficiency of the data in the DCH based on the data replication problems. DCH does not provide complete data at this time. That should be brought to the attention of the users via a warning or disabling that screen. If people think they are getting complete history, it may not be. There is not a public version of JABS and there is not an alternative.

Mr. Mike Keeling stated DCH and ICH screens are only available to higher level JIS and JIS Link users.

Justice Fairhurst summarized the importance of AOC and staff being aware of other groups and committees and what other groups are doing. It is important to have coordination and awareness of what is happening. Groups may need to come together to share. This also speaks to Aimee and Lynne's comment about how making decisions in one area can affect other areas.

Justice Fairhurst asked Lynne and Aimee in light of Barb Miner's statement that the steering committee would not be making those types of policy questions and decisions – there would be recommendations that would come to the JISC for final decisions, if that is sufficient to address their concerns.

Ms. Aimee Vance stated she stands by her request to have a voting member of their association on the committee outside of King County.

Judge Wynne and Ms. Brooke Powell shared that there is also another issue with JCS and how it ties into DCH. Ms. Powell shared not all juvenile users have access to JABS due to their RACFID

DRAFT

and is that going to be allowed because they have to look at criminal history and need accurate data?

Mr. Kevin Ammons replied the technical team is looking at the changes that are needed for JCS first, JSC already access that information. We have internal representation for JCS and Juvenile and these subject matter experts are participating in the design sessions.

Mr. Keeling asked Ms. Powell to clarify – are you asking whether Juvenile customers can use JABS. Ms. Powell said yes, she is unware if there are authorizations or access level agreements that need to be identified, but the "J" RACFID doesn't allow for access into JABS, an "S" RACFID, that is superior court. Juvenile users who do not have superior court level user access can still access JABS or if there is another application that has to feel JCS. Mr. Keeling said there should not be an issue unless there is a DDC rule preventing juvenile users from getting access to JABS.

Mr. Ammons stated, there are approximately 17-27 screens in DISCIS/SCOMIS that access statewide data. They pull across multiple jurisdictions. Those screens will need to have a warning that the data maybe incomplete, as it is missing data from courts that have moved to their own system and are using EDR or we need to shut down the screens, so we are not providing misleading information. The team is scrubbing the initial impact list. Mr. Keeling stated we currently have warnings for things like accounting data for the Odyssey Courts.

Justice Fairhurst asked Aimee to specifically state what she means by a member on the steering committee. Ms. Diseth shared that Ms. Cynthia Marr attends the meetings now, but she is not a "voting" member.

Judge Leach asked – do we solve the concern by having a voting member rather than an observer? Justice Fairhurst asked Aimee if that was her motion. Ms. Vance responded yes, every court level is impacted by decisions that are made about information coming and going out of JIS.

Motion: ***Ms. Aimee Vance****, I move to have a voting member on the EDE Steering Committee.*

Second: Ms. Lynne Campeau

Judge Corrina Harn stated that this information was shared with the legislature, agreements have been made. My hope is the JISC will honor the agreements. CLJ courts do have a representative on the committee it is King County District Court, we intend to continue to fulfill our judiciary responsibility to the other courts to make sure what is implemented is beneficial to all courts across the state. I encourage you to let the committee move forward. This group itself has a significant amount of experience and they are doing an outstanding job to get us there both on the AOC side and the King County side. They are listening to all the concerns presented and addressing them. I would discourage you from making a change, because it is working and time is of the essence.

Ms. Vonnie Diseth stated that the purpose of the project team creating an Advisory Committee was to make decisions that impact the other courts who are staying on the JIS system. We knew the decisions needed to be discussed with the appropriate stakeholders. I agree that the steering committee has not made any decisions so far that impact anyone other than the two courts being worked with. If a recommendation or desire came from one of the advisory groups, the steering committee would listen to the request.

DRAFT

Judge J. Leach – how would adding this voting member in any way impair the steering committees work?

Answer: The charter would have to be re-written because the members are listed in the charter.

Ms. Aimee Vance stated she agreed with the work being done, she doesn't think any ill intent is going to happen, but when the committee was formed it was much more technical in nature, the concern was that policy things would come up and they have. They continue to come up and they are broader than just King County or adjoining cities. That is where my concern is – I know we have the advisory groups but they don't have decision making authority, so my biggest question is – who makes the larger policy decisions? I don't agree with it being at the EDE steering committee level.

Judge Corrina Harn responded that she feels adding someone will cause delay, it makes it difficult by having to explain all the technical things to a voting member who is not involved in the technical aspects. Policy decisions should not be made by the steering committee, they should come to the JISC. The technical decisions have to be made by this group and the voting members should be those who have to implement the technical decisions.

Justice Fairhurst asked the QA vendor, Integrated Solutions Group (ISG) if they had any comment or feedback on the discussion. Mr. Tom Boatright responded from past experience, broad representation is not a bad thing, if it helps to get to a better decision that is a good thing. If it can be worked into the governance process to make sure the governance process can support it. I don't see it as a negative thing.

Voting in Favor: 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: Justice Mary Fairhurst

Abstaining: Ms. Barb Miner

Absent: Ms. Callie Dietz

Motion Passed – to add a Courts of Limited Jurisdiction (non-King County) member to the EDE Project Steering Committee.

Ms. Barb Miner suggested at the next EDE steering committee to review the charge of the committees, I don't believe there is a problem to solve at this time. It would be better to show where the decision are being made and who is at the table for better clarity.

Justice Fairhurst stated it would be helpful to have the charter be presented at the next JISC meeting. There are groups we go to. This conversation raises a good point, who are all the people we are talking about influencing being asked about the data exchange – we know the DDC, the user advisory group, EDE steering committee and at some point the JISC will. It would be helpful to understand.

DRAFT

Ms. Vonnie Diseth summarized, based on the vote the steering committee needs to red-line the project steering committee charter and answer the questions and be more specific about what levels are making what decisions. Then bring the revised charter back to the JISC.

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the revised appellate court eFiling application was completed by AOC and a pilot was launched with the Supreme Court. The pilot consists of fourteen filers in six offices.

Iteration B of the contract primarily consists of case management functions. User acceptance testing for Iteration B was concluded on January 22, 2016. The Iteration did not pass user acceptance and the vendor was informed of that decision. The main issue was poor general usability. A meeting was subsequently held with the vendor. Options offered by the vendor included (1) ending the contract, (2) using OnBase for document management only along with some integration between OnBase and the current ACORDS case management system, and (3) pursuing additional funding for finishing case management in OnBase. We emphasized the need to finish within the current contract amount which left the first and second options. That choice hinged on whether or not the vendor was willing to change their approach to the project. The vendor agreed that an approach which is highly incremental and allows more frequent validation would be best. The AOC and vendor project managers met several times to further define the new approach. Currently a draft, revised statement of work is being developed for the AC-ECMS Executive Steering Committee to review. The target is to present it to them during the May 2016 steering committee meeting.

In preparation for finishing the project, the AOC team has been performing proofs of concept to test the viability of integrating ACORDS and OnBase. Using a trial version of Hyland OnBase module, the team was able to verify that OnBase functions can be invoked from ACORDS. This was done in the form of using a case number on an ACORDS screen to launch a document search in OnBase. The team is still working on verifying if the ACORDS database can be updated from an OnBase function. An example would be the creation of a docket entry in ACORDS when a document is ingested in OnBase.

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

Mr. Kevin Ammons reported to the JISC that Kate Kruller, who had been the project manager on ITG 41, had left AOC for a position with Seattle Municipal Court. Mr. Ammons continued by informing the committee that the project had reached a stage where it could be managed as an operational implementation. Future reports to the JISC will be made by Mr. Ammons who will report on the status of the rules implementation in terms of jurisdictions processed.

Mr. Ammons then discussed an issue that had been discovered with deferred prosecution cases. He reported the actions AOC is taking to ensure courts have sufficient time to review cases with issues before the new rules are implemented. Mr. Ammons reported that approximately 30 jurisdictions had completed all necessary actions in preparation for the implementation.

ITG #102 – CLJ-CMS Update

Mr. Kevin Ammons reported on the status of the CLJ CMS project as the project manager, Mr. Mike Walsh, was on vacation. Mr. Ammons covered the schedule for publication of the RFP, including

DRAFT

planned dates for developing, reviewing, approving and publishing the RFP. AOC is anticipating that the RFP will be published sometime in September of 2016.

Data Dissemination Committee Report (DDC)

Judge Thomas Wynne reported the committee resolved a request from Yakima district court regarding an audit that is taking place. We considered a request by the Washington State Public Policy Board for access to dependency data for legislatively mandated study. A letter was received by the ACLU regarding outdated criminal history data that we discussed. As a result of that the committee will be looking at the recommended changes to the bulk distribution contract we have with users, and recommend audits take place with some of those user that have a fiscal implication.

We can't assure the data that is out there the third parties have from us is accurate and up to date without some audit functions being involved. How to fund this will need to be discussed.

The committee discussed the Odyssey Portal and the significant issues with regards to access. The Attorney General's ATG office will be one of the first to come up. They are considered a juvenile justice care agency that has access to certain non-offender juvenile cases such as truancy and dependencies; however the Portal role also allows them access to all cases, not just the ones they are assigned to while representing the state.

The clerks have determined with the portal they should not have that access, because it is too broad. We will need to come up with a resolution for access for the ATG's handling dependency cases. Currently their access is limited to attorney access using their bar number for case they are the attorney of record.

We also discussed the Data Dissemination Policy. One of the things in the DDC policy we will be bringing to the JISC is, no longer limiting access to compiled data. We are working to understand the implications to that with respect to the changes to the system. We don't want to give access to confidential or sealed records, but we need some means to provide the public access to the data authorized by the policy. Discussions will take place with technical staff at AOC to understand the practical implications. We will bring this to the JISC after we have a better understanding of those.

Adjournment

The meeting was adjourned by Justice Fairhurst at

Next Meeting

The next meeting will be June 24, 2016, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

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		

DRAFT

2	Starting with the October JISC meeting, create a chart of all the provisos, and report progress on them to date.	Ramsey Radwan	**Ongoing**

DRAFT