JUDICIAL INFORMATION SYSTEM COMMITTEE

August 26, 2016
10:00 a.m. to 12:30 p.m.
AOC Office, SeaTac, WA

Draft - Minutes

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

Members Absent:

AOC Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Martin Kravik
Mr. Dirk Marler
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh

Guests Present:
Mr. Tom Boatright
Ms. Beth Baldwin
Ms. Gena Cruciani
Ms. Cynthia Marr
Mr. Allen Mills
Mr. Othniel Palomino
Judge Glenn Phillips
Mr. Brian Rowe
Judge Donna Tucker
Ms. Melanie Vanek

Call to Order

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

April 22, 2016 Meeting Minutes

Justice Fairhurst noted two corrections, and asked if there were any corrections to the June 24, 2016 meeting minutes. Hearing none, Justice Fairhurst deemed them approved.

JIS Budget Update (15-17 Biennium)

Mr. Ramsey Radwan reported on the green sheet, which is a summary of the amounts allocated and expended for the various projects. Spending is on track as expected.

We will review the 2017-2019 budget requests and amounts and report on those at the October meeting. We may revise the 2017-2019 request if additional or more relevant detail is available.

The Supreme Court budget committee held an open public forum regarding the 2017-2019 budget request on August 4th at the Temple of Justice. The Supreme Court Budget Committee will consider all budget requests at their September 7, 2016 meeting.

JIS Priority Project #4 CLJ-CMS

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Bluecrane, Inc., was selected as the independent quality assurance vendor. Bluecrane will focus on providing risk awareness and project management oversight to the project team, Project Steering Committee, AOC leadership and the JISC. A special assistant attorney general (SAAG) is under contract to assist and advise the AOC Contract's Office during the establishment of the Request for Proposal (RFP) and later on during the CLJ-CMS vendor's contract negotiations. The RFP has gone through a tiered process of review including the project team, AOC management with extensive experience in procurement and contract management, AOC's Contracts Office, the SAAG and Bluecrane. The final review was conducted by the CLJ-CMS Steering Committee, which cleared the document as being ready for the JISC approval to proceed with publication of the document to the state's procurement website, WEBS.

All project budget provisos are being addressed through follow-up activities. In accordance with the provisos requesting quarterly quality assurance reports, reports were submitted for April and July 2016. The project steering committee submitted their report to the legislature on procurement status and court inclusions. The RFP will be ready for publication prior to the January 1, 2017 deadline. Lastly, the steering committee is working with the Office of the Chief Information Officer on the most efficient RFP evaluation strategy.

The business process engineers (BPEs) have been assisting with data cleanup in preparation for data conversion tasks. The BPEs have been doing site visits to local courts and probation departments to experience firsthand court and probation operations. The project architect is refining the implementation strategy in the areas of data conversion, testing, and deployment. The organizational change management team is working to ensure communication reaches all levels of court and probation stakeholders

The project is seeking approval today for the publication of the RFP on September 1st. The project team will continue to make local court and probation site visits through October 2016. A pre-proposal conference for interested vendors is scheduled for September 14th. Vendor proposals are due on December 2nd.

Motion: Mr. Larry Barker

I move that the JISC authorize release of the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Request for Proposal (RFP) as recommended by the CLJ-CMS Project Steering Committee.

Second: Ms. Aimee Vance

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

Opposed: None

Absent: None

JIS Priority Project #1 – SC-CMS

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 Event #4 (Asotin, Columbia, Garfield, and Whitman counties) including the request of Spokane County to delay their implementation due to needing more time to understand Odyssey and how it may or may not support their existing business processes. Ms. Sapinoso explained that Spokane's request to delay their Go-Live was brought to the Project Steering Committee, which unanimously approved it. Spokane's new Go-Live date has not yet been determined and is scheduled for analysis and review with Tyler, AOC, and the Project Steering Committee. Next, Ms. Sapinoso provided recent activities for Event #5 (Clark, Cowlitz, Grays Harbor, Klickitat, Mason, Pacific, Skamania, and Wahkiakum counties). In addition, other recent activities were mentioned such as the successful implementation of the Supervision module in Franklin County, completing Snohomish County Advanced Financial Training, successful completion of a three day on-site hands-on training in Yakima County, completion of a new Bonds training in Snohomish County, and successful completion of Odyssey Release 1. Last, a summary of SC-CMS post implementation support was provided for Go-Live and eService tickets resolved to date.

Data Dissemination Committee Report (DDC)

Judge Wynne reported the committee has received multiple requests. The committee approved a request from American Information Research regarding data aggregators and financial data. The committee also has received two academic requests, one from UC Berkley regarding financial data, debt collection and garnishment, which was approved. The other academic request was from Harvard regarding the prevalence of convictions dealing with financial judgements. The committee is doing ongoing review of the DD policy, and will make a recommendation in the near future.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project

Mr. Kevin Ammons presented the update on the Expedited Data Exchange Project. Mr. Ammons announced that the project had secured a vendor, InfoTrellis, for the Data Integration portion of the project. He explained that the primary work for the vendor consisted of providing the software necessary to propagate statewide data from the JIS database to the Enterprise Data Repository. He also provided an update on the status of work with partner agencies to update the data exchanges to source data from the Enterprise Data Repository.

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that following the execution of the contract amendment the project started up again on July 6, 2016 with an agile training session for the combined vendor/AOC project team.

The first project iteration began on July 7, 2016 and was comprised of developing the initial set of product requirements, creating a new development environment based on the latest version of Hyland OnBase, verifying the accuracy of the OnBase Court of Appeals document structure, and mapping OnBase document attributes with ACORDS.

The next iteration began on July 20, 2016 and consisted of configuring the verified Court of Appeals document structure in OnBase, verifying the Supreme Court document structure, finalizing the document conversion maps for the three Court of Appeals (COA) document management systems, creating export processes for the document management systems in COA Divisions I and III, and began designing the Supreme Court document export processes.

The next iteration began on August 3, 2016 and configured the Supreme Court document structure in OnBase, created the Supreme Court document export process, tested the COA document export processes, built the OnBase client application installation scripts, and began building the processes to import documents into OnBase.

The next iteration began on August 17, 2016 and as of the JISC meeting was still in progress. Work continues on building the document import processes and work began on ingesting documents and metadata from the appellate court eFiling system.

The agile development process is working as anticipated. The combined development team is working well together and the incremental presentation to stakeholders of developed system functionality results in better understanding of what is happening.

Judge Leach raised the question of what the process would be for continued support after the contract term ends with the current vendor. He was concerned as to the current process in place and what support system would be available at that time to ensure continued support. Mr. Kravik stated AOC is working with ImageSoft staff and is actively involved in the development process to ensure that AOC staff will be able to carry on once the ImageSoft contract ends.

Mr. Rich Johnson initiated a discussion on project funding and the budget process going forward to ensure success. Discussion followed on the current budget proposal and next steps to assess future needs for a possible 2018 supplemental budget request based on the determination of the project status at end of the year.

Justice Fairhurst clarified that the budget discussions were for the current packages approved in concept to be submitted in October. Furthermore, by December all parties will have a better idea of AOC's ability to continue after the vendor's contract ends, and the project executive steering committee will give their blessing or not. If, in the long run, it is not going to satisfy all or be successful, then the ECMS steering committee can respond with their proposal and the JIS committee will move on from there with the option of a supplemental budget request if necessary.

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

Mr. Kevin Ammons reported that the ITG 41 - CLJ Revised Records Retention and Destruction project had completed implementation of new retention and destruction rules in 32 courts. The

project is now considered to be an operational implementation and status updates will be provided in the Announcements section of the Inside Courts webpage.

Adjournment

The meeting was adjourned by Justice Fairhurst at 12:45pm.

Next Meeting

The next meeting will be October 28, 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**
	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	
	Action Item – From (mtg date) Meeting		