JUDICIAL INFORMATION SYSTEM COMMITTEE

December 2, 2016
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

Minutes

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

Members Absent:
Ms. Callie Dietz
Mr. Rich Johnson

AOC Staff Present:
Ms. Charlene Allen
Mr. Kevin Ammons
Ms. Tammy Anderson
Ms. Kathy Bradley
Mr. Stephen Chapel
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Brady Horenstein
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Martin Kravik
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh

Guests Present:
Mr. John Anderson
Mr. Tom Boatright
Ms. Gena Cruciani
Mr. Allen Mills
Mr. Othniel Palomino
Mr. Brian Rowe
Judge Donna Tucker
Mr. Scott Weber - Phone

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Call to Order

Justice Mary Fairhurst called the meeting to order at 10:00 a.m. and introductions were made. Special introductions were given to Keturah Knutson, ISD Associate Director and Stephen Chapel, project manager in attendance for the first time with new Judicial and Legislative, Associate Director Brady Horenstein to arrive later in the meeting. Justice Fairhurst announced Judge Svaren was elected to the Superior court with Judge Wynne in the process of being appointed by the Everett Municipal court. Both have checked with their respective association presidents and asked them to switch for the remainder of Judge Wynne's term. The request was made in order to have the current members in place during a critical stage of project management. Justice Fairhurst announced her election to the position of Chief Justice on the Supreme Court of Washington. In addition, Justice Fairhurst announced her intention to continue as chair of the JISC committee at least through this session and if feasible, longer.

August 26, 2016 Meeting Minutes

Justice Fairhurst asked if there were any changes or corrections to the August 26, 2016 meeting minutes. Hearing none, Justice Fairhurst deemed them approved.

JIS Budget Update

Mr. Ramsey Radwan reported on the green sheet, which is a snap shot of expenditures to date. It was noted the green sheet provided was expenditures through October. Mr. Radwan stated there would not be much of a change with the exception of the amount expended, nothing would be over expended.

Mr. Radwan noted the EDE side of the expenditures had a 6 million dollar balance as anticipated. Superior Court CMS is anticipated to be spent down in its entirety with confidence there will be no over expenditure. Courts of Limited Jurisdiction CMS is not anticipated to have any over expenditures with no estimate of surplus at this time. Appellate Courts Enterprise CMS shows fully expended at this point. Equipment replacement, a combination of internal replacement for AOC computer room as well as AOC five year equipment cycle in addition appellate court level, superior court level, district and municipal court level is expected to be fully expended.

Mr. Radwan committed to sending out the current green sheet to the JISC members as requested by Justice Fairhurst.

The 2017-2019 Information Technology Budget Requests was presented by Mr. Radwan to the JISC. Mr. Radwan will be working with Brady Horenstein to meet with associations for help with going to the legislature on funding information technology projects.

A proposed list of 2018 Supplemental Information Technology Budget Requests was presented. At this point it has not been vetted by the JISC nor the Supreme Court Budget Committee but represents estimates of expenditures based on updated status of AOC ongoing projects.

JIS Priority Project #1 – SC-CMS

Ms. Maribeth Sapinoso provided the update for the SC-CMS project beginning with the most recent Go-Live with Event #4 (Asotin, Columbia, Garfield, and Whitman Counties). Event #4 successfully went live on October 31, 2016. Ms. Sapinoso covered the summary of activities that took place for those four counties including Go-Live issues during the two week period of on-site implementation of Odyssey, lessons learned, and the on-site post implementation support provided by the AOC Customer Services Support section. Ms. Sapinoso also provided recent activities for Event #5 (Cowlitz, Grays Harbor, Klickitat, Mason, Pacific, Skamania, and Wahkiakum Counties) which are on track for the next Go-Live implementation of May 2017 and recent activities for Event #6 (Clallam, Island, Jefferson, Kitsap, San Juan, Skagit and Whatcom Counties) which are scheduled for the November 2017 implementation. Spokane County was also mentioned in regard to their Kick Off meeting with the SC-CMS Business and Technical teams to begin discussions of their local applications including a separate on-site meeting with representatives from the EDE Project to address Spokane's questions. Last, Ms. Sapinoso followed up on the Project Steering Committee's decision, made after the September JISC meeting, to unanimously accept Clark County's request to delay their scheduled implementation of May 2017. As a result, the Project Steering Committee recommended unanimously to extend the project

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six months by adding a Go Live Event #8 (specifically for Spokane and Clark counties) and recommend the JISC request additional funding from the legislature in the 2018 supplemental budget.

Bob Taylor asked if any other counties were planning on delaying implementation at the last minute. Ms. Vonnie Diseth outlined the reaffirmation process AOC initiated for the remaining counties. It reaffirmed the schedule for the rollout, requirements of counties as well as requesting AOC be advised immediately if there were any issues to prevent the schedule as presented. AOC has received affirmations from all counties with the exception of Lincoln and Benton with a follow up conversation to come. Ms. Maribeth Sapinoso expounded, originally, all stakeholder meetings included the presiding judge, county clerk and court administrator. The stakeholder meetings have now been expanded to include juvenile administrators**,** financial managers, and the IT Manager to ensure all decision makers are involved in the process.

Ms. Barb Miner asked what happened to the monies associated with King County when it was announced they were pulling out of the project. Mr. Radwan explained the funding went back into the JIS account and AOC simply went from having a $29 million project to a $26 million project. Discussion was held on the addition of the new go live date contained in the decision point and the cost ramifications in extending the contract time period to ensure continued support for the new go live date.

Ms. Diseth made the committee aware that Clark County would be able to engage after April/May of 2017 with the intent of moving forward with Odyssey. The issue with Spokane County lies in their indecision on whether to move forward with Odyssey or another case management system. More information on Spokane County's decision is unavailable at this time with meetings scheduled, following the 12/2 JISC meeting, to go over the options with Spokane County stakeholders.

Motion: Judge Thomas Wynne

> I move that the JISC approve the SC-CMS Project Steering Committee's recommendation to extend the project's timeline by six months, add a new Go Live event, and support a request for additional funding from the legislature in the 2018 supplemental budget with a cost estimate of $1.4 million.
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> **Second: Judge Jeanette Dalton**
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> **Voting in Favor**: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, 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
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> **Absent**: Ms. Callie Dietz, Mr. Rich Johnson

Justice Fairhurst noted this will be the last report given by Bluecrane as their contract will be finished. However, the committee is looking into extending their services in an advisory capacity, as needed, thru the legislative session.

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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. Regarding project activities, the project team has been primarily focused on stakeholder outreach and communicating the goals and objectives to court and probation staff who may not typically be seeking this type of communication. The team visited with 36 local court and probation departments meeting with staff to receive firsthand experience of the work performed on site. This activity was done to complement the requirements captured earlier by the Court User Work Group. This was a very productive project activity as the project team members were able to meet and, in some instances, observe the staff performing their daily work.

The project team plans to set up an information table for upcoming association conferences in an effort to provide advanced information to attendees who will be users of the new CLJ-CMS. The information booth was available at the recent DMCMA Line Staff and the Presiding Judges and Administrators Program conferences where information was shared and compliments received on our initiative.

The RFP procurement activities are moving along as scheduled. The CLJ-CMS RFP was published on August 26th. Ten vendors attended the pre-proposal conference. This conference provides the ability for the bidders to meet with the RFP coordinator, the project sponsors, and the project manager in an informal setting. The meeting is followed by a formal Question and Answer period where bidders submit questions and inquiries regarding the RFP. Eighty-seven questions/inquiries were submitted and replied to during that period. Forty-eight were requesting clarification of business requirements, twenty-five for clarification of the instructions for submitting a proposal. The bids were due December 2nd. At the time of the JISC meeting, two proposals had been received. The next steps in the process are for the RFP Coordinator to process the bids and determine that all required components have been received. The next step is for the evaluation team to begin reviewing and scoring the proposals. This step is expected to start on December 7th and finish on January 11, 2017. The written proposals will be scored and top candidates will progress to the demonstration portion of the evaluation. The demonstrations are planned for the last two weeks of February 2017. Evaluation scores will be recorded and a report from the RFP coordinator will be presented to the Steering Committee. The leading proposal will be identified to move on to the onsite visits where the evaluation team will travel to court locations and speak to judges, court, probation, and IT representatives where the solution is supporting their court operations.

Risk is managed by the project team and sponsors. The CLJ-CMS Governance plan identifies when the probability and impact thresholds require reporting a risk to the JISC. One risk was reported to the JISC. Continued involvement of CUWG members whose courts are implementing their own CMS solution could expose the CLJ-CMS procurement to protest. A decision point was presented to the JISC to move that the JISC amend the Court User Workgroup (CUWG) Charter for the Courts of Limited Jurisdiction Case Management System Project to remove non-voting representatives from the DMCJA and DMCMA courts that have not committed to use the statewide case management solution provided by AOC.

During discussion of the decision point Judge Leach asked if AOC had received any complaints from the King County CUWG about the removal of non-voting members. Judge Tucker, from King County,

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responded indicating she has not received any complaints to date. In addition if AOC feels there is a possible issue with King County serving on CUWG during the RFP process then she and King County would have no problem stepping down from the CUWG. Judge Marinella reiterated Judge Tucker's position and thanked her for the help she has provided on the CUWG and for King County's willingness to step down should it create an issue during the RFP process.

Justice Fairhurst confirmed this was the same process implemented during the SC-CMS process. In addition, Justice Fairhurst highlighted the need for AOC and King County to continue their hard work and communication on the EDE project to ensure all parties success.

Motion: Ms. Lynne Campeau

> I move that the JISC amend the Court User Workgroup (CUWG) Charter for the Courts of Limited Jurisdiction Case Management System Project to remove non-voting representatives from the DMCJA and DMCMA courts that have not committed to use the statewide case management solution provided by AOC.

Second: Judge David Svaren

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, 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: Ms. Callie Deitz, Mr. Rich Johnson

Abstain: Ms. Barb Miner

The motion was carried and the CUWG Charter will be revised accordingly.

Looking ahead, the written proposal evaluations are planned to start on December 7th. The next phase of the evaluation, solution demonstrations are planned for February 14-17 and February 21-24, 2017. The third phase of evaluation, examining the proposed solution in a production operation in another state location is planned during April 2017. Following a review of the results of all levels of evaluation by the project steering committee, a recommendation will be forwarded to the JISC. In accordance with the project schedule, the JISC would be announcing the award decision in May 2017. Contract negotiations will follow with a planned contract start date of September 1, 2017.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project

Mr. Kevin Ammons presented the update on the Expedited Data Exchange Project. Mr. Ammons began by reviewing the five sub-projects that make up the Expedited Data Exchange Program and providing details of what each sub-project was focused on accomplishing. He continued by reviewing recent activity in each sub-project. Mr. Ammons reported that the current forecast predicts the Juvenile and Corrections System, known as JCS, will not be modified in time to meet the current schedules of King County District Court and the King County Clerk's Office. He stated that this would impact most

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functions of the system. At the request of some members, Mr. Ammons produced a drawing illustrating the relationships between case management systems, the Enterprise Data Repository, and other systems.

Further discussion was held on Odyssey, EDR, JABS, JIS and INH (among others) to dispel misconceptions pertaining to the flow of information. The EDR is going to be the central hub, the statewide repository. Things such as criminal cases, person data everything that has been identified as statewide information will be stored in the EDR. Mr. Ammons explained the different codes, the different references within the different systems do not have to be synchronized but AOC is working to establish standard reference data.

Mr. Ammons described an issue that came to light when a judge was looking in JABS and was viewing a different criminal history than what a public defender was able to see in JIS link. The difference is JIS link partly uses DISCIS/SCOMIS. It was a case that had not yet been replicated over from Odyssey to the JIS database. Consequently, the public defender saw that view. It is not known if it was an update on the case, a completely knew case or multiple updates. The different views came from JABS, used by the judge, drawing from the original source, Odyssey and JIS, producing a complete and at that time accurate history. At present the risk is different systems displaying different information depending on where they pull their data from. JABS showing one answer, Odyssey showing same answer as it pulls from both, DISCIS/SCOMIS showing a different answer and JCS showing a different answer. For example, if King County District Court pulls from EDR, they may not see the same information.

Mr. Ammons was asked to speak to replication and expound on the issue. During the statewide implementation process, we are providing Odyssey case information to those counties still utilizing SCOMIS, the COBOL-based legacy system. To accomplish this, data is created and saved in Odyssey and then replicated into the Judicial Information System (JIS) database in near-real time. The Odyssey data is correct but replication of that data into JIS can sometimes be delayed if ~~some~~ information is not created and saved in a specific order. When this occurs, the JIS data may be temporarily out of sync with Odyssey until it is manually corrected by the County Clerk or staff at AOC. Data entry or update delays are continuing to decrease every month and affect less than 2% of the cases in the nine Odyssey courts. It is important to note that the records in Odyssey are correct and accurate. A year ago, AOC notified all court officials, clerks and judicial agency partners of the JIS replication issue and communicated to them that the Judicial Access Browser System (JABS) should be used to obtain the most current and complete view of all statewide data. JABS does not rely on the replication process. Per Ms. Diseth the AOC team is reviewing nine different options and their viability to correct and fix this issue to ensure an efficient and effective system that provides for the security and decision making of the courts on the cases before them. Next steps will be presented once all options have been reviewed. Ms. Diseth further clarified some misinformation being reported that AOC was no longer going to do data exchange with King County. She emphasized that it is a false statement with no validity. AOC is working very hard on the EDE project with King County.

Finally, Mr. Ammons distributed a brochure that explains the key facts regarding the program.

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Mr. Palomino reported on the King County District Court (KCDC) project milestones. Currently, in implementation and working through business processes and hitting internal timelines. The dedicated development team has been working on the EDE in close conjunction with AOC staff, program managers including developer discussions on the many challenges. Mr. Palomino states there has been very good progress thus far. In addition, there are a number of interfaces, internal to King County, which are on schedule as well. From a scheduling and configuration perspective King County projects are going well. King County has combined their timelines with the EDE to create an integrated timeline for the parties involved.

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the team is currently in Sprint 10 of 15.

Accomplishments since the last JISC meeting include:

- The document conversion processes for existing systems were developed and tested.
- Processes for importing documents from multi-function devices and scanners were developed and tested.
- Six workflows were identified for the Court of Appeals (COA) Divisions - Filing Review, Panel Motion Decision, Personal Restraint Petition (PRP), Commissioner Decision, Clerk Decision, and Single Judge Decision.
- Flow diagrams and process narratives were developed for each and reviewed with the COA Clerks. Using the diagrams and narratives, user stories for the components of each of the COA workflows were developed and estimated.
- The forms (passing sheets) that support each workflow were designed.
- Initial development of the Filing Review, Clerk Decision, and Single Judge Decision COA workflows is complete. Development of the Commissioner Decision and PRP workflows is in process.
- Three workflows were identified for the Supreme Court - Filing Review, Commissioner Amicus Review, and Clerk Review.
- Draft flow diagrams and process narratives were developed for each and reviewed with the Supreme Court Clerk. User stories are under development and nearly complete.
- Development of the Supreme Court Filing Review workflow is underway.
- A general process for exporting folders and documents out of OnBase was developed.
- Autonomy IDOL, the product that does full text indexing of documents, has been installed and is being configured.
- Analysis was conducted for enabling single sign to OnBase via Active Directory.

Next steps include developing the remaining Supreme Court workflows, developing the Court of Appeals Panel Decision workflow, developing case transfer and case consolidation processes, developing processes for exporting documents to court websites, specific network locations etc., and installing and testing the OnBase applications that allow ingestion of documents from Microsoft Office and Outlook.

BOXI upgrade – Business Intelligence Tool (BIT) Project Update

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Ms. Charlene Allen presented the project update on the Business Objects version XI (BOXI) Version Upgrade. BOXI, a business intelligence reporting tool produced by SAP, will be upgraded so the tool is current. To eliminate changing the name of the tool every time there is an upgrade, AOC is renaming BOXI to Business Intelligence Tool or BIT. AOC solicited vendors to implement a solution and six vendors responded. DUNN Solutions Group was the successful vendor. The project is in the planning stage, but will be completed in June 2017.

There are over 65,000 reports to be migrated to the new system. To ensure the new system is populated with reports being used, there will be several opportunities given to the court to clean-up reports they do not use. Cleaning up unused reports is a mitigation strategy used to ensure the project is completed by the end of the biennium. There are over 1,900 customers using BOXI.

Due to the timeline, training will be done using a video and other ways of communicating the changes to customers. A concern was raised that courts should have the opportunity to use the new tool before it is released to help eliminate issues from not having customer feedback. Based on the time schedule, there may not be time to do this work. A project issue will be created to note the need for pre-implementation viewing of the tool by selected members of the court community.

Ms. Vance requested clarification if there were court users involved in the project. It was confirmed there were none as this was a version upgrade not a replacement project and will have minimal differences in UI. If future needs warrant a work group will be setup to outline steps that may differ but there are no plans for one at this time. Ms. Anderson stated a release note had been sent with a listserv created for communication purposes. Information will be sent out periodically and questions will be answered in that environment. It is advised for those who may need this information sign up for the listserv in order to receive all updates to the project.

Data Dissemination Committee Report (DDC)

Judge Wynne reported the DDC had received two data requests. The first from the ACLU requesting information collection agencies in district and municipal courts. It was approved, to the extent the information is available in the JIS system. The second, from Seattle University whom is requesting information for a study collating bail bond information with mortgage foreclosure information. It was approved with the request being for King County bail bonds only. It was clarified mainly data warehouse staff would be involved in the search for requested records. Justice Fairhurst asked about the decision process when they receive a third party request, who would not already have access, particularly the impact such requests have on AOC staff resources. Judge Wynne reported the DDC consults with AOC staff to determine the effect each request has on AOC staff required to procure the information.

Judge Wynne reported the DDC also discussed and approved JABS access for level 20 and level 25. Generally, level 25 users are prosecutors whom have JABS access thru their local court but also includes WSP ID criminal history section. Level 20 was approved independent of management of local courts. Approval for Level 20 is generally known as public defenders but includes DOL (Driver Responsibility Section and Public Protection Unit), DSHS (Office of Financial Responsibility) Western State Hospital (Violent History Research) all now have JABS access directly thru AOC.

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Judge Wynne discussed the DDC removing address information for defendants and victims for public defenders. Most, feedback received from public defenders, disagreed thus the DDC will proceed on stressing the confidentiality of the information and the prohibition of secondary dissemination of that information to clients or others. It was shared the DDC is working on a Data Dissemination Policy amendment which is currently out for comment with the associations. It is anticipated the policy will be shared at the next JISC meeting.

Adjournment

The meeting was adjourned by Justice Fairhurst at 1:40 pm.

Next Meeting

The next meeting will be February 24, 2017, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status
	12/02/16 - Send and post updated November green sheet	Mr. Ramsey Radwan	

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