JUDICIAL INFORMATION SYSTEM COMMITTEE

June 23, 2017
10:00 a.m. to 12:30 p.m.
AOC Office, SeaTac, WA

Minutes

Members Present:
Mr. Larry Barker
Ms. Lynne Campeau - Phone
Ms. Callie Dietz
Mr. Rich Johnson
Mr. Frank Maiocco
Judge G. Scott Marinella
Chief Brad Moericke
Ms. Brooke Powell
Judge David Svaren - Phone
Mr. Bob Taylor - Phone
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:

Chief Justice Mary Fairhurst, Chair
Judge Jeanette Dalton
Judge J. Robert Leach
Ms. Barb Miner
Mr. Jon Tunheim

AOC Staff Present:
Ms. Charlene Allen
Mr. Kevin Ammons
Ms. Tammy Anderson
Ms. Kathy Bradley
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Brady Horenstein
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Martin Kravik
Ms. Renee Lewis
Mr. Dirk Marler
Ms. Cheryl Mills

Guests Present:
Ms. Beth Baldwin
Mr. Tom Boatright
Mr. Derek Byrne - Phone
Ms. Susan Carlson – Phone;
Ms. Gena Cruciani
Mr. Paul Farrow - Phone
Mr. Allen Mills
Mr. Othniel Palomino
Mr. Sart Rowe
Ms. Renee Townsley - Phone
Judge Donna Tucker
Ms. Melanie Vanek
Ms. Kim Walden

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Call to Order

Judge Thomas Wynne called the meeting to order at 10:00 a.m. and introductions were made. Judge Wynne drew the committee's attention to tab one containing the reappointment letters of Judge Dalton, Judge Svaren, Brook Powell, Barbara Miner and John Tunheim. Each member was nominated by their respective association and reappointed by Chief Justice Fairhurst. Judge Wynne alerted the committee of his retirement at the end of October when his time on the committee would come to an end.

February 24, 2017 Meeting Minutes

Judge Wynne asked if there were any changes or corrections to the February 24, 2017 meeting minutes. Vonnie Diseth announced Chief Justice Fairhurst had a number of corrections she was going to mention at the meeting. Judge Wynne asked if the minutes could be approved with the exception of Chief Justice Fairhurst' edits; hearing no objections the minutes were approved pending Chief Justice Fairhurst' edits.

JIS Budget Update

Ms. Lewis, filling in for Mr. Ramsey Radwan, reported on the green sheet, a summary of the amounts allocated and expended thru May 31st, 2017 for the major information technology projects at AOC. All is going well with the spending with variance monies left over. These monies are expected to be used by projects, next biennium. Ms. Lewis reminded the committee that a budget has not been passed for 17-19 and referred to Mr. Brady Horenstein on the Legislative Update for more information.

Legislative Update

Mr. Horenstein gave the legislative update as it pertains to the legislative budget impasse. Mr. Horenstein stated there was still no resolution with many differing options, depending on whom you asked. Mr. Horenstein felt, the current situation mirrors the 15-17 process and if history is the best predictor of what will happen, then the legislature would reach a deal at the very end. News stories of the impending shutdown have been picking up in the past couple of days showing the impacts, of various kinds, to public services and will probably continue. The Senate is scheduled to be back Monday (26th) for marathon sessions with the budget negotiators currently continuing to meet.

On the policy side there are a number of issues that remain technically alive but are not anticipated to materialize or pass in the end. The issues include 1783 Legal Financial Obligations Reform bill, which would have a number of significant IT impacts to AOC, and is being kept alive by House Democrats. In addition, the Senate has kept the Tax Court Measure alive during the special session. However, with the costs associated in implementation, it appears unlikely to be included in any final budget and is not currently being considered in the House. Now, eight days from a shutdown the rhetoric has been amplified with the governor coming out with a strong statement on the need to pass a budget.

JIS Priority Project #4 CLJ-CMS Update

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. Additionally, the project team has been contributing to the EDE project as SME in the business and technical areas. The business team is preparing a requirements traceability matrix. This matrix provides an inventory for all project requirements along with a reference to configuration, custom development, reports, and interfaces. The matrix includes both processed and closed requirements.

The project procurement phase in nearing completion. The following activities have completed in the past six months.

- ✓ Written Proposal evaluation completed 1/17/17.

- ✓ Demonstration evaluation completed 3/7/17.
- ✓ On-site evaluations 4/24/17 & 4/26/17.
- ✓ Cost Proposal Evaluation reviewed 6/13/17.
- ✓ Project Steering Committee determines Apparent Successful Vendor (ASV) 6/13/17.
- ✓ JISC approves ASV 6/23/17

Next steps for the procurement phase of the project include:

Notification and debrief	July 2017
Contract negotiations	July – September 2017
Anticipated contract start	October 2017

A motion was presented to the JISC to accept the recommendation of eCourts, a COTS solution from Journal Technologies, Inc. The JISC voted to approve the recommendation.

Motion: Chief Brad Moericke

I move that the JISC approve the CLJ-CMS Steering Committee's recommendation that the Administrative Office of the Courts (AOC) should proceed with contract negotiations with the Apparent Successful Vendor for the purpose of securing a statewide case management system for courts of limited jurisdiction and probation departments.

Second: Judge Scott Marinella

Voting in Favor: Mr. Larry Barker, Ms. Lynne Campeau, Ms. Callie Dietz, Mr. Rich Johnson, Mr. Frank Maiocco, Judge G. Scott Marinella, Chief Brad Moericke, Ms. Brooke Powell, Judge David Svaren, Mr. Bob Taylor, Ms. Aimee Vance, and Judge Thomas J. Wynne.

Opposed: None

Absent: Chief Justice Fairhurst, Judge Jeanette Dalton, Judge J. Robert Leach, Ms. Barbara Miner, and Mr. John Tunheim.

JIS Priority Project #1 – SC-CMS Update

Ms. Maribeth Sapinoso provided the update for the SC-CMS project beginning with the most recent Go-Live event which was Event #5 (Cowlitz, Grays Harbor, Klickitat, Mason, Pacific, Skamania, and Wahkiakum Counties). Event #5 successfully went live on May 8, 2017. Ms. Sapinoso covered the summary of activities that took place for those seven counties including a summary of Go-Live issues during the two week period of on-site implementation of Odyssey as well as lessons learned and the on-site post implementation support provided by the AOC Customer Services Support section. Ms. Sapinoso also provided an update on the status of Klickitat and Skamania Counties 3rd Party DMS integration. Both counties have succeeded in completing Phase 1 of the Link Only option at the conclusion of the two week Go Live which means staff from their county are able to access documents

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using their 3rd Party DMS. Pacific County, originally slated for the Link Only option, decided after their Odyssey implementation to go with the Odyssey DMS instead. Ms. Sapinoso reported as of today, Pacific County was successfully scanning and had the ability to access their documents in Odyssey. Ms. Sapinoso then discussed the status of the project's deployment being close to 50% complete with 21 counties remaining to implement Odyssey. A total of 16 counties are now live with Odyssey. Ms. Sapinoso continued with the project update providing recent activities for Event #6 (Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom Counties) which are on track for the next Go-Live implementation in October 2017 and recent activities for Event #7 (Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens, and Walla Walla Counties) which are scheduled for the June 2018 implementation. Last, Mr. Keith Curry provided an update on the status of the audit functionality and a high level overview of the audit implementation schedule.

JIS Priority Project #2 (ITG 45) Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the team is currently in the last iteration of the project. The vendor contract is over on June 30th and the AC-ECMS document management system will be migrating to production mode using the same AOC/Court team.

Accomplishments since the last attended JISC meeting include:

- Developed the remainder of the planned document process workflows.
- Finalized the updated appellate court efiling system.
- Refined the data lookup to ACORDS to improve accuracy and response time.
- Conducted a hands-on functionality review with court staff.
- Planned document conversion.
- Developed a rollout schedule:
    - Supreme Court – May 15, 2017
    - Court of Appeals Division III – May 30, 2017
    - Court of Appeals Division II – June 12, 2017
    - Court of Appeals Division I – June 26, 2017

  The Supreme Court, Court of Appeals Division III, and Court of Appeals Division II rolled out on schedule. Each rollout event consisted of:

    - Training – primarily handled by the court with assistance from the project team.
    - Deploying the client applications.
    - Enabling documents from desktop scanners to be ingested into the new document management system.
    - Document conversion.
    - Pointing efiling to the new document management system.
    - Resolving defects that came up.

Next steps include the Court of Appeals Division I rollout and moving the system into production mode.

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AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update

Mr. Kevin Ammons presented the update on the Expedited Data Exchange Project. Mr. Ammons began by reviewing the overall structure of the Expedited Data Exchange Program and providing a review of the purpose of the program. He updated the committee on the resource and scheduling issues reported during the April JISC meeting. Mr. Ammons reported that the critical shortage of business analysts had been resolved with the assignment of a Court Business Coordinator and formation of a dedicated business team.

Mr. Ammons reported that King County District Court plans to pilot their new system in August of 2107. The pilot will include civil case types without well identified persons. No data will be sent to the EDR at the time of the pilot. The King County Clerk's Office plans to implement their system and begin sending data to the EDR in January of 2018 and will be the first, non-JIS case management system to integrate with the EDR.

Mr. Othniel Palomino gave an update on King County District Court. Mr. Palomino gave a brief high level overview on what the project was, stating, they were replacing the case management probation system, document management, introducing e-filing and a public portal. King County District Court will be going live in three phases with the first scheduled for August 21st. This phase is being called *limited civil* described as the body of work for judges only doing civil work. Initial rollout will happen in three of the courthouses Issaquah, Seattle and Burien. The second go live is targeted for spring of next year and will be all of the civil work across all locations as well as introducing protection orders requiring integration with the EDR at that go live. The final go live is set for the summer of 2018 and will include criminal and infractions. At that point the entirety of the courts work will be within Journal's eCourt system.

BOXI upgrade – Business Intelligence Tool (BIT) Project Update

Ms. Charlene Allen presented on the Business Intelligence Tool (BIT). Ms. Allen reported the Business Intelligence Tool was upgraded from BOXI to BIT. Ms. Allen explained the project went through a name change so every time there was a new tool they would not have to go through a rebranding process. The project went live on June 19 the Monday prior to the JISC Meeting. There have been several issues the team has been working on and supporting thru daily live chat sessions in the morning. In addition, they are holding brown bag sessions for those wanting to experience the tool online, they have implemented an eLearning training for courts around the state without the need to travel to each court. Ms. Allen point to the End User Training tab in the presentation which was a result of the committees request for a hands on form of training, prior to the projects go live date, to ensure users learned the tool. As a result training manuals were developed, twenty-two training videos were created and four customer eLearning sessions were held where over 300 customers, statewide, participated. Ms. Charlene called attention to the slide, containing a list of interactive demos, allowing customers to gain hands on experience, stop the demo, work on an issue at their desk and be able to see the completed results. With the beginner training manual completed, work has begun on the intermediate and advanced manual for the end user.

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For next steps the team will continue to hold brown bag sessions, complete the BIT user's manual, troubleshoot with the vendor on issues and begin training AOC staff on the administration and training of the tool. The specified risk to the project was closed due to the creation and implementation of the training program, as requested.

Ms. Allen reported to the committee on the milestones completed with the exception of Formal Customer Training available in August 2017, Vendor Support Cessation September 2017 and the Project Closure in October of 2017.

Data Dissemination Committee Report (DDC)

Judge Wynne reported the JIS Committee previously approved the proposed changes to the Data Dissemination Policy (DDP). Pursuant to JISC Rule 12, the policy was then sent to the Supreme Court for their action. In, En Banc, the Supreme Court discussed and sent a letter to the DDC with a number of concerns. Once concern was the DDC providing enhanced access to the Attorney General's (AG) office in Section 8 without providing enhanced access to anybody from the other side. The second issue was with some language in paragraph 9 dealing with Public Purpose Agencies and contracts. Judge Wynne replied to the Supreme Court via letter that Section 9 of the DDC Policy was taken almost entirely from GR 31. The purpose of that was to implement GR 31 which had not been completely implemented and the Supreme Court accepted Judge Wynne's representation.

Judge Wynne alerted the committee to one change that had been made since the committee last saw the policy, located in Section 8. Enhanced access was granted to the Washington State Office of Civil and Legal Aid (OCLA) and the Office of Public Defense (OPD) in addition to the AG's office. The DDC found there was statutory authority to provide that access at the behest of OCLA, pursuant to RCW 13.50.010(14) and OPD pursuant to RCW 13.50.010(13). The proposed changes were then forwarded to the Supreme Court, a second time with the Supreme Court taking no action therefore putting the new policy into effect as of June 19th, 2017.

Judge Wynne pointed out some changes to the committee including: Court staff, county clerks and anybody receiving access from a court or county clerk's office must sign a confidentiality agreement by January 31st on a yearly basis, a statement of compliance must be submitted to AOC by March 31st that secondary staff and other users have executed the agreement. That requirement does not apply, however, to users of the Odyssey portal. The list of confidential data elements have also been updated with the addition of the addresses of parties. The policy is intended to protect the addresses of domestic violence victims. Rules on the dissemination of dates of birth of minor children is being implemented as a requirement of GR 31 which had not previously been completely implemented. In addition allowances were made for dissemination by local courts or county clerks as the policy does not apply to documents filed **with** local courts or county clerks' offices. Also local courts and county clerks are not precluded, by the policy, from providing the address of a party or well identified person to a state agency to meet requirements of law or court rules or for the purpose of conducting the court's or the county clerks business.

Does the JISC wish to receive BJA information at JISC Meetings?

Judge Wynne alerted the committee that Chief Justice Fairhurst wished to discuss whether the JISC would like to receive BJA information at JISC meetings. In Chief Justice Fairhurst's absence, Callie Dietz reported on the topic. Ms. Dietz explained the topic has come up for two reasons with the first being, the BJA is looked at as the policy making authority for the judiciary, represented by the three levels of the court, as members to it. Currently, the BJA and the JISC operate separately because the funding is separate. The JIS account pays for the technology projects but where some of the overlap is coming in, as there are more technology projects there is a depletion of funds in JISC. Consequently, there are times IT projects need to ask for general funds. Ms. Dietz clarified this is not due to overspending or not managing the account. However, there have been sweeps, of the account, by the legislature, in addition to new technology the AOC is implementing, that have collided, making it necessary to look at general fund money and other areas for the use in technology. Chief Justice Fairhurst, as the co-chair of the BJA and the chair of the JISC, thought it would be helpful to have both groups learn more about what the other is doing. The JISC would be able to learn more about policy issues, the campaigns they may be working on or addressing and conversely, the BJA would know more about the different IT projects that have been approved by the JISC. With this information the BJA would be able to make a more informed decision, when technology requests are received, on general fund monies as to competing projects, project conflict and priorities. To be clear Chief Justice Fairhurst is not asking BJA to have approval of JISC projects and JISC will not be asked to weigh in or prioritize BJA projects but more of an information sharing and full knowledge of both groups when there are competing interests against some of the same general fund monies.

Judge Wynne asked the JISC if there were any objections to including a BJA update during JISC meetings. Judge Wynne hearing no objections took it as the consent of the committee.

Adjournment

The meeting was adjourned by Judge Wynne at 12:20 pm.

Next Meeting

The next meeting will be August 25, 2017, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status

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