JUDICIAL INFORMATION SYSTEM COMMITTEE

August 25, 2017
10:00 a.m. to 12:00 p.m.
Conference Call

Minutes

Members Present:
Chief Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton
Ms. Callie Dietz
Judge J. Robert Leach
Judge G. Scott Marinella
Ms. Barb Miner
Ms. Brooke Powell
Judge David Svaren
Mr. Bob Taylor
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:

Mr. Rich Johnson
Mr. Frank Maiocco
Chief Brad Moericke
Mr. Jon Tunheim

AOC Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Dirk Marler
Mr. Ramsey Radwan
Mr. Kumar Yajamanam

Guests Present:
Mr. Tom Boatright
Mr. Othniel Palomino
Mr. Sart Rowe

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Call to Order

Chief Justice Fairhurst called the meeting to order at 10:00 a.m. Since this was a conference call, Chief Justice Fairhurst took roll call reading of the names of JISC members and AOC staff with guests announcing their presence when roll call was finished.

June 23, 2017 Meeting Minutes

Chief Justice Fairhurst asked if there were any changes or corrections to the June 23rd, 2017 meeting minutes. Hearing none, Chief Justice Fairhurst deemed them approved.

JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget and the 2018 supplemental budget. Mr. Radwan gave a recap of the 17-19 Budget with the AOC generally doing okay with their requests. Mr. Radwan pointed to the Blue Sheet showing the request for approximately $5.3 million in General Funds (GF) to back fill for the EDE expenditures. The legislature did not provide GF monies, however they did carryover $4.3 million to continue the EDE project and the funding comes out of the JIS account. Mr. Radwan alerted the committee that AOC has stated in the past, and will continue to state that this adversely impacts existing projects such as SC-CMS, on-going operations for SC-CMS, once the Go-Lives are completed, as well as the CLJ-CMS. Mr. Radwan reported the legislature basically allocated

all of the anticipated resources from the JIS account which is why you only see three numbers on the sheets. One is the $4.3 million for the EDE, $12 million for the SC-CMS (the amount requested) and $10 million for other JIS projects. The legislature allocated all the funding, as anticipated, as the money does not come out of their pocket. As, previously stated, revenues are going down and will require more discussion to strategize for the future. However, even though the legislature did not appropriate monies for ongoing SC-CMS operations, internal equipment replacement, or the full amount of the CLJ-CMS, AOC will be able to cover most of those in the $12 million from the SC-CMS without adversely impacting the organization or any of the projects. As usual, Mr. Radwan will continue to watch the budget on a daily basis to ensure any extra dollars are prioritized to the highest priorities. In addition, through contract negotiations with JTI, AOC is seeing the initial two year expenditure level, which was anticipated at approximately $13.1 million, will be about $10 million, which will firm up as negotiations progress. It is anticipated if the contract is executed with JTI, AOC will not need the full $13.1 million that was requested for the CLJ-CMS project. As a whole the 17-19 Information Technology budget, as passed by the legislature, is okay for AOC. The assumption was we wouldn't get general funds for the EDE but there is still a possibility, coming out of the House, where one of the representatives put approximately $1.2 million GF in the budget but it was stripped from the agreed upon Senate version. Mr. Radwan asked if there were any questions concerning the current biennial budget and the amounts appropriated. No questions were asked at this time.

Mr. Radwan moved on to the AOC 2018 Information Technology Supplemental Budget Request. The supplemental request is similar to the 17-19 request with the first two items being the EDE Request for state GF monies for the EDE Project. At the budget committee meeting, with Chief Justice Fairhurst and Callie Dietz in attendance, a discussion was held on the best strategy to pay back the JIS account, with regard to the $4.3 million and the $1.1 million requests. The agreement and continuing strategy with the stakeholders, between now and January, will be pointing out this is not just a pay back of funds, but if AOC does not receive those funds, the current technology projects will be adversely impacted. It is extremely important that we have a consistent message from AOC and the stakeholders to bring to the legislature as soon as possible. Part of the message should include the importance of these statewide systems, the fact that the branch has fully participated in revenue increases and expenditure decreases over the past 10 or more years. Mr. Radwan also cited the fact that the legislature has taken $30 million out of the account over the last 10+ years. Mr. Radwan will be working on the decision packages and be passing them along for review in the next couple of weeks following this meeting. The focus will be on the importance of getting general fund monies to supplement the JIS account. Next, Mr. Radwan moved to the Equipment Replacement request. Because the legislature allocated one hundred percent of the funding in the JIS account, a placeholder request for external equipment replacement is being considered. Inclusion of this request will depend upon the final JIS account balance. Mr. Radwan will be looking at multiple options, including having the state treasurer issue certificates of participation for the equipment or delaying equipment replacement for at least two years. The third is for the continuation of the AC-ECMS project in fiscal year 2019.

A motion was presented to approve the 2018 budget request. The JISC voted to approve the budget request.

Motion: Judge David Svaren

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I move that the JISC approve the 2018 budget request as presented, with the understanding that the dollar amounts will change and that the final amount per request will be presented to the JISC once determined.

Second: Callie Dietz

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

Opposed: None

Absent: Mr. Rich Johnson, Mr. Frank Maiocco, Chief Brad Moericke, Mr. Jon Tunheim

2015-2017 ATJ Technology Principles Report to the Supreme Court

Mr. Kumar Yajamanam, ISD Architecture and Strategy Manager reported on the Washington State Access to Justice Board (ATJ) Technology Principles report to the Supreme Court. Mr. Yajamanam stated that the Supreme Court adopted the ATJ Principles in 2004 and had ordered the AOC, the ATJ board, and the JISC to report on the use of the technology principles in the court system across the state. This report documents the activities across the state involving the use of ATJ Technology Principles and is produced on a biennial basis. Mr. Yajamanam highlighted that the 2015-17 ATJ Technology Principles Report was developed with contributions from ATJ Technology Committee members, in particular, Mr. Sart Rowe, Ms. Diana Singleton, Ms. Emily McReynolds, Ms. Bonnie Sterken, and Mr. Donald Horowitz as well as a number of other AOC and ATJ Tech Committee staff. The 2015-17 was a very active period for the work of the ATJ Technology Committee, and the report has documented all the activities ranging from workshops to symposiums as well as several projects. Mr. Sart Rowe, added that the ATJ Board has a subcommittee that is looking at updating the ATJ Technology Principles, given that they were adopted in 2004, with technology changing since that time. Currently, they are looking for feedback from members of the JISC or other groups on ways to improve the principles.

A motion was presented to approve the ATJ Technology Principles Report to the Supreme Court. The JISC voted to approve the request.

Motion: Callie Dietz

I move to approve the 2017 Access to Justice Technology Principles Report to the Supreme Court.

Second: Judge Jeanette Dalton

Voting in Favor: Chief Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Judge J. Robert Leach, Judge G. Scott Marinella, Ms. Barb

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Miner, Ms. Brooke Powell, Judge David Svaren, Mr. Bob Taylor, Ms. Aimee Vance, and Judge Thomas J. Wynne.

Opposed: None

Absent: Mr. Rich Johnson, Mr. Frank Maiocco, Chief Brad Moericke, Mr. Jon Tunheim

ITG Endorsing Group Update for Appellate Courts

Ms. Kathy Bradley, JIS Business Liaison, reported on the ITG Endorsing Group update for the Appellate Courts. Ms. Bradley began with an overview of the current Information Technology Governance (ITG) process. Ms. Bradley referred to the packet containing the JIS ITG Policy, which was put into place in 2010. The policy defines a process framework for IT governance bodies to do three things: make effective investment decisions, process IT requests, and address IT governance challenges. The policy also identifies two types of governance bodies. One, the endorsing groups, which are representative of key stakeholder communities. Ms. Bradley pointed out that when the JIS ITG Policy was put into place, there were two separate endorsing groups identified for the Appellate courts: one for the Supreme Court and one for the Court of Appeals. It also addresses Court Level User Groups (CLUGs) of which there are four - one representing each court level and one representative of all court levels called the Multi-level User Group. Ms. Bradley then gave a high level overview of what the ITG process, is from Step 1 (Initiate), Step 2 (Endorse), Step 3 (Analyze), Step 4 (Recommend), and Step 5 (Schedule). Depending on the level of request, it could go to Vonnie Diseth, Callie Dietz, or the JISC for review and approval. If requests are above certain time and cost thresholds, an ITG request would brought to the JISC for approval. Ms. Bradley pointed the committee to the diagram of the Endorsing Groups, included in the packet, with the flip side containing the CLUGs. The diagram indicates who is involved for each of the Endorsing Groups, to best meet the needs of the Appellate Courts, they would like to combine the Supreme Court and Court of Appeals Endorsing Groups into one Endorsing Group called the Appellate Courts Endorsing Group. This would best represent their ongoing operational structure. Ms. Bradley asked for questions. Hearing none, Ms. Bradley turned to Vonnie Diseth for more information on the decision point. Ms. Diseth let the committee know the policy has not been updated for the past seven years and the suggested edits are fairly minor changes to the process and will better meet the needs of the appellate courts and how they would like to operate.

A motion was presented to approve the amendments to the JIS IT Governance Policy.

Motion: Chief Justice Fairhurst

I move that the JISC approve the JIS IT Governance Policy as amended.

Second: Mr. Larry Barker

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

Opposed: None

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Absent: Mr. Rich Johnson, Mr. Frank Maiocco, Chief Brad Moericke, Mr. Jon Tunheim

CIO Update

Ms. Diseth gave the CIO report to the JIS Committee

Appellate Court Enterprise Content Management System (AC-ECMS) Project (Phase 1)

At the last JISC meeting in June, Court of Appeals – Division 1 had not yet gone live with the new OnBase system. Since that time, all four implementations of OnBase to the Appellate Courts (Release 1) have been successfully completed. All Appellate Courts are now using a single common DMS. The contract with ImageSoft has ended. However, ImageSoft is continuing to work on a couple of system issues under the warranty period of the contract that involve document indexing and Optical Character Recognition (OCR):

During the next fiscal year (July 2017 – June 2018), AOC and the Appellate Courts will focus on the stabilization and continued maturation of the system (a.k.a. Release 2). Release 2 will be completed with the existing AOC support staff and does not require additional funding.

In addition, AOC and the Appellate Court Clerks developed an *Appellate Courts Technology Strategic Plan* that lays out a phased approach for the next five years for requesting funding to continue implementation of the long-term comprehensive vision for electronic Appellate Courts.

Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project – RFP & Contract Negotiation Status Update

On 6/23, the JISC approved the award of the CLJ-CMS RFP to the Apparent Successful Vendor (ASV) – Journal Technologies. Following that decision, AOC received two letters of protest from Tyler Technologies regarding the contract award to Journal Technologies. The first was received on 7/26 and the second on 8/2. According to the terms of the RFP, the protest went to the Deputy Commissioner of the Supreme Court for review and a decision on its validity. The Deputy Commissioner has 15 business days to review the protest and make a decision (unless more time is needed). Currently, the date for the decision has been extended to no later than August 24th due to the second protest letter (unless it is extended).

Meanwhile, AOC has continued preparations with our Contracts Office and our Special Assistant Attorney General, Rich Wyde, for contract negotiations with Journal Technologies. The first round of negotiations occurred August 8-10.

Expedited Data Exchange (EDE) Project

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The EDE Program continues to prepare for the planned case management system implementations in King County. Since the last JISC meeting in June, there have been two noteworthy changes to report:

1. At the last Project Steering Committee meeting in July, King County District Court announced a schedule delay to their planned implementation date. The original implementation was planned for August 17 – 21, 2017 but is rescheduled for October 27 – 30, 2017. The planned Phase 1 implementation by King County District Court will consist of limited civil case, which includes civil cases that do not have well-identified persons.

The King County Clerk's Office (KCCO) planned implementation date for all King County Superior Court cases has not changed and is still scheduled for January 2, 2018.

2. AOC is in the process of simplifying the Enterprise Data Repository (EDR) data model to reduce the level of effort required to integrate with the EDR. There are many benefits to simplifying the data model; however, a significant amount of work remains to be completed to prepare the EDR, integrate the two King County case management systems, and modify the JIS applications and data exchanges to source data from the EDR. Even with the simplification underway, it presents a significant risk to the project because we are running out of time before the King County case management systems are implemented. AOC is mitigating the risk by having project staff working closely together to identify and resolve roadblocks as early as possible.

Superior Court Case Management System (SC-CMS) Project

The SC-CMS project team is working hard to prepare for the next Go-Live Event 6 in October with seven counties (Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom). In addition, the project team has started meeting with the Event 7 counties to begin planning for their implementations. The team is also continuing discussions with Spokane County to address their implementation needs. The project team continues to do a lot of traveling throughout the state to demonstrate *Odyssey* and meet with each county.

AOC Interfaces with Partner Agencies

AOC has a great working relationship with our agency partners. The CIO's and their Deputies from AOC, DOL, and WSP meet quarterly to discuss each agency's internal projects that will have an impact on partner agencies. Both DOL and WSP have been engaged in numerous internal projects to modernize/replace their legacy systems, similar to AOC. Historically, AOC has been able to manage many of the hours required to make system changes without impacting other internal projects. However, the volume and timing of these interagency technology requests is becoming more and more of a concern as they may/will impact our internal staffing resources assigned to other high priority AOC projects. While AOC does not necessarily have control over the timing for when interagency work needs to be completed; many of these interagency system changes <u>must take place</u> to continue to keep the court systems functioning properly and sharing information.

Ms. Diseth alerted the committee to a request by some members to receive calendar invites for JISC meetings. Historically, the next year's calendar has been posted to the JISC meeting materials website

with an email sent to the JISC Listserv alerting the members the calendar has been posted. Prior to changing the long standing practice, Ms. Diseth requested the input of the committee. It was agreed the members would send an email with their preference to Brian Elvin to tally the votes. A decision will be made at the 10/27 JISC meeting.

Data Dissemination Committee Report (DDC)

Judge Thomas Wynne reported on the Data Dissemination Committee (DDC). Judge Wynne alerted the committee the DDC had a meeting directly prior to the 10 a.m. JISC meeting. The DDC received several requests to consider. One request came from King County pre-trial services, an executive agency providing pretrial release information for the district and superior courts, requesting JABS access. The DDC approved the request, consistent with the previous approval of requests of similar agencies in Snohomish and Spokane counties. King County Department of Public Defense requested access to involuntary commitment case types 6's. Judge Wynne stated this request is a little more complicated, as county clerks have the capability to provide that access on a county-by-county basis. As Mr. Mike Keeling has pointed out, there is no index dealing with case type 6's; they are not as well identified individuals as they are in criminal cases. The King County Clerk, Ms. Barb Miner, agrees with providing this access, so the committee approved the request and is including a recommendation that county clerks statewide consider providing such access on a broader basis. However, there may be statutory issues regarding restriction of access to court records and files in involuntary commitment cases. Those issues may need to be addressed before broader access is granted by county clerks.

Judge Wynne reported on an ongoing issue with Tacoma Municipal court dealing with the access by prosecutors to printing defendant case histories (DCH). Tacoma City Attorney's Office has exceeded its approved access and the DDC is restricting it to the previously approved access to print only calendars and dockets.

Also, Judge Wynne reported the language of public index contracts will be changing. Stephanie Happold has a draft of the change and the language, dealing primarily with the way agencies deal with restricted and sealed cases. The changes will update the language and make it more specific.

It was confirmed Judge Wynne will retire effect October 31st and the JISC will need a new co-chair. Judge Wynne confirmed that the procedure will be for the JIS Committee to elect a vice-chair, and the JISC vice-chair is also the chair of the DDC. Judge Wynne alerted the committee that he would be nominating Judge Leach, who has agreed to accept the nomination. Chief Justice Fairhurst asked the committee to alert her if others are interested in serving as vice-chair and chair of the DDC.

Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst reported that in the future, she will be attaching BJA meeting minutes to the JISC packet, with the next meeting to be held on September 15. Chief Justice Fairhurst reported the last meeting's major accomplishments were the identification of two strategic initiatives the BJA will be working on: creation of legislation and budget proposals for the language interpreters, and judicial education, given the turnover in those working in the court system. Presently, chairs and members

have been identified, in addition Misty Butler and Jeanie Englert, who will be helping on those efforts. Judy Jasprica was elected to be co-chair, which alternates between the superior courts and courts of limited jurisdiction, and will co-chair with Chief Justice Fairhurst. The BJA is excited about accomplishing initiatives and working together with the JISC. The BJA would also like to be updated on the JISC, and Chief Justice Fairhurst intends to include JISC minutes in the BJA meeting materials to help enable the sharing of information between the two committees.

Adjournment

Due to the issues with traffic and construction at the SeaTac offices, Chief Justice Fairhurst stated she was pleased the committee was able to meet via a teleconference rather than SeaTac. However, the next JISC meeting, on 10/27, will contain the project updates and the committee should plan on meeting at the SeaTac location. Chief Justice Fairhurst declared the meeting adjourned at 11 a.m.

Next Meeting

The next meeting will be October 27, 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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