WASHINGTON COURTS

Administrative Office of the Courts

Project Steering Committee Charter for the Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

ITG-102

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Document History

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Authorizing Signatures

The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee (PSC) Charter represents an agreement among the District and Municipal court representatives and the Administrative Office of the Courts as authorized by the Judicial Information System Committee (JISC). Signatures indicate that they have reviewed the CLJ-CMS PSC Charter and that the signer concurs with the content.

Date: 2020

Justice Barbara A. Madsen
Chair
Judicial Information System Committee (JISC)
Justice
Washington State Supreme Court

Date: 2020

Dawn Marie Rubio
Washington State Court Administrator
Administrative Office of the Courts

Date: 2020

Vonnie Diseth
Director and CIO
Information Services Division
Administrative Office of the Courts

Date: 2020

Dirk Marler
Director
Court Services Division
Administrative Office of the Courts

Date: 2020

Honorable Samuel G. Meyer
President
District and Municipal Court Judges Association (DMCJA)
Judge
Olympia Municipal Court

Date: 2020

Dawn M. Williams
President
District and Municipal Court Management Association (DMCMA)
Administrator
Kitsap Municipal Courts: Bremerton

Date: 2020

Toni Farris
President
Misdemeanant Probation Association (MPA)
Probation Officer
Skamania District Court

Authority

The Judicial Information System Committee Rules (JISCR) and RCW Chapter 2.68 provide that the Administrative Office of the Courts is responsible for designing and implementing the statewide Judicial Information System under the direction of the Judicial Information System Committee.

Introduction

The Judicial Information System Committee (JISC) approved the establishment of a governing body for the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project in April 2014, called the CLJ-CMS Project Steering Committee.

The CLJ-CMS Project Steering Committee consists of representatives of the courts of limited jurisdiction who have expressed an intent to use the statewide case management solution provided for the AOC for the courts of limited jurisdiction. They provide project oversight and strategic direction for the CLJ-CMS project over the life of the project. The CLJ-CMS Project Steering Committee plays a key leadership role within the project governance structure and is responsible for business decisions regarding the project and for making project recommendations to the JISC.

Mission

The CLJ-CMS Project Steering Committee serves as the business and strategic decision making team that speaks for the Washington State District and Municipal Courts, and the Probation Departments with a unified voice and vision.

Scope

The CLJ-CMS Project Steering Committee has oversight for all phases of the CLJ-CMS project which must meet the business and technical needs of the Washington State District and Municipal Courts, and the Probation Departments.

In scope for the CLJ-CMS Project Steering Committee:

- Make any go/no go decisions
- Provide oversight and guidance
- Make recommendations to the JISC regarding scope, schedule, or budget changes in accordance with the project governance document
- Recommend court rule or statutory changes
- Resolve issues and remove roadblocks for the project in accordance with the project governance document

Governing Principles

The CLJ-CMS Project Steering Committee has identified and adopts the following principles important to the success of the project.

- Be positive advocates for the project to other court users and stakeholders throughout the state
- Focus on workable solutions rather than perfection
- Maintain a high level of transparency
- Make timely decisions in as unified manner as is feasible
- Collaborate with partners and stakeholders
- Leverage the Court User Work Group (CUWG) to facilitate communication
- Continued stakeholder buy-in of the vision and technology direction
- Open communication between committee members, sponsors, and project leadership
- Active participation of all committee members
- Adherence to a consistent method for conducting project reviews and resolving issues

Project Steering Committee Success Criteria

- Project Steering Committee members make decisions consistent with the project imperatives
- All escalated scope questions, business requirements, issues, risks and changes are resolved clearly and timely to facilitate implementation of a case management system for the Washington State District and Municipal Courts, and probation officers
- Standards and business processes statewide are streamlined and standardized wherever possible
- District and Municipal courts receive a technically sound, secure, accurate and cost-effective modern case management system

Project Steering Committee Membership

Members must have the authority to make decisions on behalf of their constituent group and be committed to the success of the project. CLJ-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Minimal substation is expected. The CLJ-CMS Project Steering Committee will not exceed ten members, appointed by the JISC. Members will elect a chair of the Committee from their membership. Current membership can be found on the Project Steering Committee website and will consist of:

- Two judicial officers nominated by the District and Municipal Judges Association
- Three court managers nominated by the District and Municipal Court Management Association

- Two Misdemeanant Probation Association representatives nominated by the Misdemeanant Probation Association
- Three Administrative Office of the Courts Members

Roles and Responsibilities

The CLJ-CMS Project Steering Committee and its members will:

- Act as an advocate for the project, the project manager, and the project team
- Foster positive communication outside of the committee regarding the projects progress and outcomes
- Provide decision support and strategic direction throughout the lifecycle of the project
- Communicate CLJ-CMS Project Steering Committee decisions to the groups they represent
- Express opinions openly during the meetings
- Actively participate in the meetings and maintain regular attendance
- Support funding and other resource requirements requested by the project
- Review project budget, schedule, and scope, and escalate significant scope, schedule or budget changes and risk management strategies, to the JISC through the AOC CIO consistent with the Project Governance Plan
- Authorize or decline requested changes to the project consistent with the Project Governance Plan as needed to provide direction, guidance, and monitor project progress
- Proactively monitor risks to the project and resolve issues in a timely manner
- Reconcile differences in opinion and approach within the project and resolve disputes
- Review meeting materials in advance of a Project Steering Committee meeting
- Review and ensure the meeting minutes accurately reflect the decisions and discussions of the meeting, and provide timely feedback if discrepancies or omissions are discovered
- Notify the Chair and Project Manager in advance when a Project Steering Committee member cannot attend a CLJ-CMS Project Steering Committee meeting
- Notify the chair and the Project Manager in advance of a meeting when a proxy will be attending a CLJ-CMS Project Steering Committee meeting on a member's behalf

The chair, or in his or her absence the vice chair, of the Steering Committee will:

- Review and approve draft agendas and minutes
- Conduct meetings according to the agendas
- Encourage members to provide input throughout the meetings
- Ensure a role call is conducted for motions with substantive content
- Ensure decisions or recommendations are adequately resolved and confirmed by the members
- Address attendance issues of members

The project manager will:

- Schedule monthly CLJ-CMS Project Steering Committee meetings
- Prepare meeting agendas and ensure their accuracy
- Send meeting notes to participants for review and comment in a timely manner
- Make appropriate updates to the meeting notes based on participant feedback
- Post final CLJ-CMS Project Steering Committee notes on the project website within seven (7) calendar days of their approval, and distribute copies to the CLJ-CMS Project Steering Committee members via e-mail
- Send documents in advance of the meetings for review ensuring adequate time for review
- Ensure that decisions and recommendations that are at the Project Steering Committee level are documented

Decision Process

The CLJ-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Substitution of members and proxy voting is to be minimum.

- Five (5) voting members constitute a quorum for decision making, provided at least one voting member from each group (DMCJA, DMCMA, MPA, and AOC) is present in person, electronically, by written proxy, or by e-mail
- Formal motions will be presented for all decisions put to the committee
- Decisions will be made by majority rule
- In the event of a split or tiebreaker vote, the Chair, at his or her discretion, can call for more discussion, a revote, or referral to the JISC

Meetings

Meeting information:

- Project Steering Committee meetings will generally fall on the afternoon of the 1st Tuesday of the month in SeaTac.
- Project Steering Committee meetings will generally be scheduled one year in advance
- Remote access to attend via Phone Bridge and online access to see documents will be provided at all meetings
- The duration of each meeting will depend on the complexity of the agenda items.
- CLJ-CMS Project Steering Committee members are mandatory meeting attendees on meeting schedule notices and every effort will be made by the Project Manager to avoid scheduling conflicts by scheduling meetings in advance
- The person standing in as a proxy for the CLJ-CMS Project Steering Committee member must be a member of the Project Steering Committee, have the authority to make decisions, and give approval when needed
- The Chair has the option to cancel Project Steering Committee meetings as necessary

Attendance at Project Steering Committee meetings:

- In-person attendance is preferred; participation by phone or other means is available on a meeting-by-meeting basis
- If a member fails to attend three (3) consecutive meetings or fails to attend 60% of the meetings for the year, the Chair may place a motion to the JISC to remove the member
- Replacement of a removed member shall be done in accordance with the established procedures to fill a vacant position

CLJ-CMS Project Steering Committee meeting participants will receive the following items within timely advance of a scheduled meeting:

- Agenda
- Minutes from the last meeting
- Supporting documents for agenda items

The CLJ-CMS Project Steering Committee meeting agenda will typically include:

- Review and approval of meeting minutes
- Project update
- Risks, issues and decisions
- Discussion of pertinent topics
- Next steps
- Confirmation of date, time and venue for the next meeting
- Quality Assurance Report
- Other items as needed

Special meetings:

- Special meetings may be called by the Chair upon notice by mail, e-mail or phone
- Quorum attendance requirements are applicable for special meetings

Executive Session:

- The Steering Committee may hold an executive session during a regular or special meeting to discuss matters deemed confidential, including but not limited to system security vulnerabilities, staff performance, contract negotiations when public discussion would cause a likelihood of increased cost, or discussions with legal counsel regarding legal or litigation risks that are likely to result in an adverse legal or financial consequence to the state.
- A motion to enter executive session shall set forth the general purpose of the executive session, which shall be included in the meeting minutes
- Administrative Office of the Courts staff, or other invitees, may be present during an executive session at the discretion of the Chair.