JUDICIAL INFORMATION SYSTEM COMMITTEE

February 26th, 2021
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:
Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Ms. Mindy Breiner
Mr. Joseph Brusic
Judge John Hart
Mr. Rich Johnson
Judge Kathryn Loring
Mr. Frank Maiocco
Ms. Barb Miner
Chief Brad Moericke
Judge Robert Olson
Ms. Paulette Revoir
Mr. Dave Reynolds
Ms. Dawn Marie Rubio
Mr. Bob Taylor
Ms. Margaret Yetter

Members Absent:
Judge Lisa Worswick

AOC Staff Present:
Mr. Kevin Ammons
Mr. Kevin Cottingham
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Curtis Dunn
Ms. Christy Hunnefield
Mr. Mike Keeling
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Anya Prozora
Mr. Ramsey Radwan
Mr. Ian Roberts
Ms. Cat Robinson

Guests Present:
Mr. Derek Byrne
Mr. Devon Connor-Green
Mr. Allen Mills

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Call to Order

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:02 a.m. This meeting was held virtually on Zoom.

Justice Madsen announced Judge Lisa Worswick has been newly appointed to the JISC as the representative for the Court of Appeals (replacing Judge J. Robert Leach). Judge Worswick was unable to attend the meeting and her welcome will be deferred to the April JISC meeting. Justice Madsen also announced that Mr. Rich Johnson will be retiring at the end of March, and this will be his last JISC meeting. Mr. Johnson was recognized and thanked for his longstanding membership on the JISC and for his many years of dedicated service to the judiciary as the Court of Appeals Division I Clerk. The nomination process for Mr. Johnson's replacement on the JISC is currently underway.

Meeting Minutes

Judge John Hart and Ms. Mindy Breiner each had minor corrections for the December 2020 minutes. Justice Madsen then moved to deem the minutes approved with the noted corrections and asked if there were any opposing votes or abstentions. Ms. Paulette Revoir abstained from the vote as she was absent from the December meeting. The minutes were approved.

JIS Budget Update

Mr. Ramsey Radwan provided an update on the 19-21 budget. Funding that was unexpended will be left in the fund balance to help balance the 21-23 biennium budget. There were a few questions from legislative staff on the 21-23 request. Mr. Radwan is hopeful the 21-23 request will be funded similarly

to the current biennium. Another economic and revenue forecast will be out on March 17th. Mr. Radwan noted "we are still in the hole but are climbing out of the hole," and noted that "we are okay" on the budget front in this biennium and should be okay for the next biennium. Budget activity will pick up in late February through March 12th. The minority caucuses in the House and the Senate put forth budget proposals, but it does not appear that any items in the budget will impact the branch at this time. Justice Madsen asked if there was an allocation in the budget for IT projects that are necessary related to COVID. Mr. Radwan responded there was no flexible funding in December 2020, so they are watching to see what will happen at this point.

Legislative Update

Mr. Devon Connor-Green, the interim legislative liaison for AOC and the BJA, gave an update on the current Legislative session. This was Washington's first time having virtual sessions, and there has been more public participation. February 22nd was the final day for bills to pass out of fiscal committees, and several bills of interest to the courts were voted out before the cut-off and are now awaiting direction.

AOC and BJA are working on many bills of interest to the courts, including making small changes and fixing the language so they do not have negative impacts to courts' systems. Several of these bills may have large impacts on court processes and may take considerable time and resources to implement. Mr. Connor-Green provided further details on these bills, which include 1320 – Civil Protection Orders, 1412 – Legal Financial Obligations, 5226 – Suspension of Licenses for Traffic Infractions, 5160 – Landlord/Tenant Relations, and 5122 – Jurisdiction of Juvenile Court. He also provided information on two bills AOC is running: 1532 – Court Filing Fees, and 1167 which concerns adding a ninth district judge to the Thurston County Superior Court.

Mr. Connor-Green also noted the Legislature may still hold a special session, but nothing has been announced or scheduled at this time.

Justice Madsen asked about the financial impact to the JIS work and asked if any bills would derail any current projects. Mr. Radwan said that AOC has included in all the judicial impact notes the estimated costs to modify the systems. There will be huge local impacts. AOC and trial courts are worried about the timing (and how fast changes can be implemented) and are expressing those concerns to the Legislature.

Decision Point: Approve Revised IT Governance Delegation Matrix

Mr. Curtis Dunn presented AOC's proposal to amend the ITG Process Authorization Delegation Matrix. The presentation focused on simplifying the matrix, updating the authorization thresholds, choosing the correct terminology, and understanding the actual functions occurring at the AOC CIO, WA State Court Administrator, and JISC levels. Mr. Dunn assured the Committee that the process that has been in place and successfully used for over a decade—to include multiple multi-million dollar projects—remained the same with respect to the stakeholders' input and ownership of the process. Only the delegation matrix in the final "Authorization" step was impacted by the proposal. A brief discussion followed.

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Justice Madsen asked if there was a motion to approve the revised IT Governance Delegation Matrix.

Motion: Judge John Hart

I move to approve that the JISC approve the updated IT Governance Delegation Matrix.

Second: Ms. Paulette Revoir

Voting in Favor: Justice Barbara Madsen, Judge Scott Ahlf, Ms. Mindy Breiner, Mr. Joseph Brusic, Judge John Hart, Judge Kathryn Loring, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Judge Robert Olson, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Mr. Bob Taylor, Ms. Margaret Yetter

Opposed: Mr. Rich Johnson

Absent: Judge Lisa Worswick

The motion was passed.

JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction – Case Management System (CLJ-CMS)

CLJ-CMS Project Update

Ms. Cat Robinson provided an update on the CLJ-CMS project. EFiling has kicked off with 4 pilot courts: Pierce District Court, Tacoma Municipal Court, Gig Harbor Municipal Court, and Fircrest/Ruston Municipal Court. The CLJ-CMS project completed the GAP analysis in December 2020 through January 2021. The project is now working on the requirements that came out of that analysis, documenting the requirements, and agreeing to the scope of the requirements. They have been working with Tyler to complete the project management plans and the project operational plans (testing, training, and data conversion).

The project has started a series of eFiling Outreach meetings with the DMCMA and DMCJA. There will be outreach events to the Washington State Bar Association (WSBA), hosted by local judges and administrators over the next six weeks. The project team is also maintaining a Frequently Asked Questions document to share with court customers. Mr. Bob Taylor added that the WSBA Board of Governors are very much in favor of eFiling and were excited about the consistency eFiling offers. The superior courts have also expressed excitement. Some brief discussion followed regarding project risks and mitigations.

Role of QA in the CLJ-CMS Project & January QA Report

Mr. Allen Mills, with the project's QA vendor Bluecrane, gave a presentation on the role of quality assurance in technology and Bluecrane's QA approach in the CLJ-CMS project. QA reporting will begin again monthly for the CLJ-CMS starting in February 2021. Bluecrane will work with AOC and Tyler to help improve the project by providing an independent, external, advisory, forward-looking view to identify and avoid upcoming risks. There was some discussion about information gathering for the monthly QA reports. Mr. Mills said about every three to six months, Bluecrane meets with individuals

one-on-one from the Project Steering Committee. He also said that they attend CUWG meetings. Ms. Barb Miner encouraged Bluecrane to also meet with judges and court administrators as part of their information gathering, as it would make the reports more meaningful.

Mr. Mills then reviewed the January Bluecrane Monthly Status Report and said that this would be replaced with the monthly QA report going forward.

JISC Rule 13 Update

Justice Madsen said there were some obstacles with getting Rule 13 passed. She said there was not unanimity on the rule in the JISC. Justice Madsen asked the Supreme Court Rules Committee to withdraw the rule, so the JISC could discuss it some more. Justice Madsen said that it does not seem that the JISC can come to a consensus, so she recommends that the rule be dropped and the JISC will fall back on the protocol they have used in the past.

Data Dissemination Committee (DDC) Report

Judge Hart reported that the Data Dissemination Committee did not meet this month, as any access requests had been previously managed, and the meeting was not needed.

Board for Judicial Administration (BJA) Report

The BJA minutes can be found in the JISC packet under Tab 7.

Meeting Wrap Up & Adjournment

Justice Madsen requested Mr. Radwan provide an update on the development of an equipment replacement workgroup at the April meeting.

Justice Madsen then adjourned the meeting at 11:55 am.

Next Meeting

The next meeting will be April 23, 2021, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status
10/23/2020	Formalize Equipment Replacement Workgroup and develop a charter.	AOC/Ramsey Radwan	**Pending**
10/23/2020	Update ITG delegation matrix dollar approval levels.	AOC/Vicky Cullinane, Curtis Dunn	**Completed**

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