JUDICIAL INFORMATION SYSTEM COMMITTEE

August 26, 2022
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:
Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Judge Beth Andrus
Ms. Mindy Breiner
Mr. Joseph Brusic
Mr. Derek Byrne
Mr. Donald Graham
Judge John Hart, Vice-Chair
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
Ms. Margaret Yetter

AOC Staff Present:
Mr. Kevin Ammons
Mr. Kevin Cottingham
Mr. Rob Eby
Mr. Arsenio Escudero
Mr. Sriram Jayarama
Mr. Mike Keeling
Mr. Dirk Marler
Ms. Anya Prozora
Mr. Chris Stanley
Mr. Garret Tanner
Ms. Jennifer Wagner

Guests Present:
Judge Patti Connolly Walker
Chief Justice Steven González
Commissioner Rick Leo
Mr. Allen Mills
Ms. Heidi Percy
Mr. Terry Price
Mr. Christopher Shambro
Judge Kimberly Walden

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Call to Order, Approval of Meeting Minutes, Welcome to New JISC Member

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:00 a.m. This meeting was held virtually on Zoom.

Justice Madsen asked if there were any changes or additions to be made to the June 2022 meeting minutes. Hearing none, the meeting minutes were approved as written.

The Committee welcomed Judge Beth Andrus, who was recently appointed to the JISC as a representative for the Court of Appeals. Judge Andrus replaces Judge Lisa Worswick who stepped down from her JISC position at the end of July.

JIS Budget Update, JIS 23-25 IT Decision Packages and Decision Point

Mr. Chris Stanley provided a brief 21-23 budget update. The prior fiscal year is in the process of being closed. The projected deficit will be approximately $10 million at the end of the biennium. The projection will help inform the Legislature of the amount being asked for to bail out the account once the legislative session begins in January 2023.

Mr. Stanley then briefed the Committee on the JIS 23-25 IT Decision Packages. There are thirteen decision package requests amounting to a total request of $45.1 million. The requests have been categorized into three themes: Maintain IT Systems & Funding Continuity ($29.4 million), Right-Size Staffing ($6.5 million), and Develop Projects to Fill Gaps in Service ($9.3 million). He noted that he is

asking the Committee to approve the prioritization and the decision packages as a whole (rather than voting to approve each individual request). Mr. Stanley reviewed each of the thirteen requests, including the "top three" major priorities: fully funding Judicial Branch IT Infrastructure (JIS account bail out), continue funding for Data Quality Team, and develop an Enterprise Integration Platform.

Some clarifying discussion followed. Justice Madsen then asked if there was a motion to approve the budget request (inclusive of all presented decision packages).

Motion: Ms. Dawn Marie Rubio

> I move that the JISC approve the 2023-2025 budget request as presented, with the understanding that the dollar amounts and narrative may change slightly as the final submission is finalized later in September.

Second: Judge Kathryn Loring

> **Voting in Favor:** Judge Scott Ahlf, Judge Beth Andrus, Ms. Mindy Breiner, Mr. Joseph Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Justice Barbara Madsen, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Judge Robert Olson, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Ms. Margaret Yetter
>
> **Opposed:** None.

The motion passed.

Decision Point: CLJ-CMS Project Steering Committee Charter Update

Judge Kimberly Walden shared with the JISC that the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee has proposed a change to the committee charter. Over the past several years, the CLJ-CMS Project Steering Committee has been operating with a Chair and a Vice Chair to fill in when the Chair was unavailable. As part of the discussion at the August 2, 2022 CLJ-CMS Project Steering Committee meeting, the committee proposed formalizing having two co-equal Chairs, a Chair and a Co-Chair, one of which will be from the District & Municipal Court Judges' Association (DMCJA) and the other from the District and Municipal Court Management Association (DMCMA). This was proposed to balance the responsibilities of the Chair when the Chair is unavailable in order for meetings to proceed.

Justice Madsen then asked if there was a motion for approving this charter amendment.

Motion: Ms. Margaret Yetter

> I move that the Courts of Limited Jurisdiction Case Management System Project Steering Committee Charter be amended to include two co-equal Chairs, a Chair and a Co-Chair (replacing all mentions of Vice Chair in the Charter with Co-Chair) in which one shall be from the District & Municipal Court Judges' Association and the other from the District & Municipal Court Management Association.

Second: Ms. Mindy Breiner

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

Opposed: None.

The motion passed.

JIS Architecture & Strategy ITG Request 1340 – Enterprise Integration Platform & External API and Decision Point

Mr. Rob Eby gave a presentation on ITG Request 1340: the Enterprise Integration Platform and External Applications Programming Interface (API). ITG 1340 is part of AOC's long-term plan to securely allow third-party systems to integrate with JIS. When completed, the Enterprise Integration Platform and External API will be the method to allow third-party software to send data and receive data from JIS applications. ITG 1340 will consist of two components: the enterprise integration platform (to allow data to flow to and from applications like Enterprise Justice), and the external API (where third-party software "plugs in" to integrate with JIS applications). AOC teams are currently developing the requirements and architectural design for this project, a decision package has been submitted (part of the 23-25 IT Decision Packages), and the ITG request is ready for authorization from the JISC. Mr. Eby also noted that there is a related ITG request (ITG 1345 – Integration of OCourts into CLJ-CMS), which as been submitted by the DMCMA and is currently going through AOC's ITG process. This request could serve as the first system to utilize the Integration Platform and External API.

Mr. Kevin Ammons added that once the integration platform and external API is built and operational, courts with third-party systems wishing to integrate will follow a process similar to the current on-boarding process to integrate with the EDR, where systems will need to meet a set of standards, etc., in order to integrate.

Justice Madsen then asked if there was a motion to approve the ITG request and update the JISC IT Governance Priority List.

Motion: Ms. Barb Miner

I move that the JISC: a) approve IT Governance Request 1340 – Enterprise Integration Platform and External API.

Second: Ms. Margaret Yetter

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

Opposed: None.

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The motion passed.

Following the vote to approve ITG 1340, Mr. Ammons noted that the newly approved ITG 1340 will need to be added to the list of JISC ITG Strategic Priorities. The ITG previously in currently prioritized at #3 (ITG 270 - Allow MH-JDAT data accessed through BIT from Data Warehouse) was authorized by the JISC and added to this list prior to when the delegation authority to AOC was increased. With the delegation authority increase, only projects of $1 million or greater are sent to the JISC for authorization. Projects below that threshold are authorized by AOC's Chief Information Officer (CIO) or the State Court Administrator (SCA), depending on the cost. ITG 270 is approximately $100,000 and is a very small project by JISC standards. If the request was submitted today, the authorization would be at the CIO level. AOC is not asking that ITG 270 be deauthorized, but rather asking that it be managed at the level where current authorization would be, and that it be removed from the list of JISC ITG Strategic Priorities. AOC suggests that ITG 1340 be added to this list as the #3 priority, as the two projects before it are already in progress.

Justice Madsen then asked if there was a motion to update the JISC IT Governance Priority List with AOC's suggestions.

Motion: Mr. Donald Graham

I move that the JISC edit the JISC IT Governance Priority List to delete #3: ITG Request 270 – Allow MH-JDAT Data to be Accessed through BIT from the Data Warehouse and replace it with: ITG Request 1340 – Enterprise Integration Platform and External API.

Second: Ms. Dawn Marie Rubio

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

Opposed: None.

The motion passed.

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

CLJ-CMS Project Update

Mr. Garret Tanner provided an update on the CLJ-CMS project. Mr. Tanner announced that the Pilot Court Go Live event scheduled for October 17, 2022, has been delayed. A new go live date has not yet been determined. The delay resulted from multiple factors, including: the continued impacts of the COVID-19 pandemic (which has also impacted recruitment), unique processes and development projects (e.g.: as Washington has a non-unified court system, CLJ courts may have different, unique processes that need to be taken into account when configuring the new CMS), and additional time needed to build and configure the data exchanges between Enterprise Justice and Enterprise

Supervision. Next steps include: completing Solution Validation (end-to-end testing) to ensure the system meets the needs of the CLJs, completing Data Exchanges with Justice Partners, and reviewing Go Live tasks and assumptions to identify a new date for Pilot Court Go Live.

Mr. Tanner provided details on Solution Validation status, recent eFiling and CMS activities, project outreach, and work in progress; he then highlighted updates to the Project Issues and Risks.

Quality Assurance Assessment Report
Mr. Allen Mills, with the project's QA vendor Bluecrane, provided an overview of the July QA Assessment Report for the CLJ-CMS project. The full report can be found in the JISC meeting packet.

Data Dissemination Committee (DDC) Report

Judge John Hart stated that the Data Dissemination Committee did not meet this month, as there were no new agenda items.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 12:08 p.m.

Next Meeting

The next meeting will be October 28, 2022, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

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