IJUDICIAL INFORMATION SYSTEM COMMITTEE

June 28, 2024
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:
Justice Barbara A. Madsen, Chair
Judge John Hart, Vice-Chair
Ms. Mindy Breiner
Judge Valerie Bouffiou
Mr. Joseph Brusic
Mr. Derek Byrne
Mr. Donald Graham
Ms. Stephanie Kraft
Mr. Frank Maiocco
Chief Brad Moericke
Judge Robert Olson
Ms. Heidi Percy
Ms. Dawn Marie Rubio
Ms. Margaret Yetter

Members Absent:
Judge David Mann
Ms. Paulette Revoir
Judge Allyson Zipp

AOC Staff Present:
Mr. Scott Ahlf
Mr. Kevin Ammons
Mr. Arsenio Escudero
Mr. Jamie Kambich
Mr. Mike Keeling
Ms. Aryn Nonamaker
Ms. Anya Prozora
Mr. Chris Stanley
Mr. Garret Tanner

Guests Present:
Mr. Allen Mills
Ms. Tammie Ownbey
Mr. Terry Price
Mr. Chris Shambro

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Call to Order, Approval of Meeting Minutes & JISC Member Recognition

Judge John Hart called the Judicial Information System Committee (JISC) meeting to order at 10:05 a.m. This meeting was held virtually on Zoom.

Judge Hart asked if there were any changes or additions to be made to the April 26, 2024 meeting minutes. Hearing none, the meeting minutes were approved as written.

The Committee bid farewell to Ms. Margaret Yetter, the member representing the District and Municipal Courts Management Association (DMCMA), who will be stepping down from her position on the JISC at the end of July. Justice Barbara Madsen recognized Ms. Yetter and thanked her for all her work on the JISC over the last five years.

Retirement – Mike Keeling, ISD Applications & Operations Manager

Mr. Kevin Ammons recognized Mr. Mike Keeling, the ISD Applications & Operations manager at AOC, who will be retiring at the end of June. Justice Madsen thanked Mr. Keeling on behalf of the JISC for his many contributions to the judicial branch and the state of Washington throughout his thirteen years with AOC and 38 years of state service.

Mr. Ammons stated that AOC is in the process of hiring Mr. Keeling's successor, and will introduce them at the August JISC meeting.

JIS Budget Update

Mr. Chris Stanley gave a briefing on the JIS budget. Decision packages are due today; Mr. Stanley and his team will then begin the process of assembling the 25-27 biennial budget. Mr. Stanley reported that the State revenue has returned to normal, and we are no longer seeing the surge in revenue that was expected. As was shared in April, the Legislature was working with an approximately $2.6 billion deficit. The June forecast has increased that deficit to over $3 billion, meaning the revenue forecast has dropped be a half-billion dollars. This means available funding will be more limited, and resultantly, AOC's decisions will need to be more selective. Difficult choices will need to be made about what will be advanced to the Legislature both on the IT side and non-IT side.

Mr. Ammons gave a brief overview of six preliminary IT budget packages that are currently being developed and are undergoing internal AOC review and revision. He stressed that these packages are still going through the budget process and are not final. Some of the packages may be combined, eliminated, or have their key components altered, or additional packages may be created. The draft funding requests that were highlighted concerned CLJ-CMS, Enterprise Integration Platform/Cloud-Based Services, Internal JIS Equipment Replacement, Data Quality Team, Business Intelligence Tool to the Cloud, and Enhance Court Data Reporting Capabilities.

Proposed JISC Rules Revisions – Part 1

Mr. Ammons presented the first tranche of proposed revisions to the JISC Rules. These proposed changes are the result of a recent review of the eighteen rules by AOC with the intention to refresh outdated areas to better fit the current state of the Judicial Information System. The proposed revisions in this first tranche are minor technical updates to the JISCR language to reconcile with organizational and technological terminology-related changes. Mr. Ammons gave a summary of the proposed changes for the following rules: JISCR1 – Judicial Information System; JISCR 2 – Composition; JISCR 4 – Budgets; JISCR 8 – Retention; JISCR 9 – Communications Link with Other Systems; JISCR 10 – Attorney Identification Numbers; and JISCR 11 – Security, Privacy, and Confidentiality.

Following a few clarifying questions from Committee members, Justice Madsen asked if there was a motion to approve these proposed revisions so that they may be sent to the Supreme Court Rules Committee for requested amendment.

Motion: Judge Robert Olson

> I move to propose to the Supreme Court Rules Committee to amend the following JISCRs as edited during today's meeting: JISCR 1 – Judicial Information System, JISCR 2 – Composition, JISCR 4 – Budgets, JISCR 8 – Retention, JISCR 9 – Communications Link with Other Systems, JISCR 10 – Attorney Identification Numbers, and JISCR 11 – Security, Privacy, and Confidentiality.

Second: Ms. Margaret Yetter

Voting in Favor: Judge Valerie Bouffiou, Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Ms. Stephanie Kraft, Justice Barbara Madsen, Mr. Frank

Maiocco, Chief Brad Moericke, Judge Robert Olson, Ms. Heidi Percy, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Judge David Mann, Ms. Paulette Revoir, Judge Allyson Zipp

The motion passed. Mr. Ammons will now begin working with the Rules Committee staff person at AOC to prepare the proposed amendments for submittal to the Supreme Court by the end of the year.

Additional tranches of proposed JISC rules amendments will be brought to the JISC for review and approval in the August and October meetings.

IT Governance Request Authorization & Prioritization

Mr. Ammons presented two ITG requests to the JISC for authorization and prioritization. The first request, ITG 1372, concerns exhibit management software. The request seeks to implement a statewide digital exhibit management system (a service not currently offered by AOC). This request would impact all court levels; it would be a very large effort and would require a vendor to conduct requirements gathering and an in-depth analysis of potential solutions.

Following some clarifying discussion, Justice Madsen asked if there was a motion to authorize this ITG request.

Motion: Mr. Derek Byrne

I move that ITG Request #1372 (Exhibit Management Software) be authorized.

Second: Ms. Heidi Percy

Voting in Favor: Judge Valerie Bouffiou, Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Ms. Stephanie Kraft, Justice Barbara Madsen, Mr. Frank Maiocco, Chief Brad Moericke, Judge Robert Olson, Ms. Heidi Percy, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Judge David Mann, Ms. Paulette Revoir, Judge Allyson Zipp

The motion passed and ITG 1372 was authorized.

Mr. Ammons then move on to the second request, ITG 1373. This request seeks to replace the existing Juvenile and Corrections System (JCS) and include additional functionality, such as supervision, to better serve the courts. This request would impact juvenile/superior courts; it also would be a very large effort and would require a vendor to conduct requirements gathering and an in-depth analysis of potential solutions.

Justice Madsen asked if there was a motion to authorize this ITG request.

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Motion: Mr. Frank Maiocco

I move that ITG Request #1373 (Replace JCS) be authorized.

Second: Judge Robert Olson

Voting in Favor: Judge Valerie Bouffiou, Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Ms. Stephanie Kraft, Justice Barbara Madsen, Mr. Frank Maiocco, Chief Brad Moericke, Judge Robert Olson, Ms. Heidi Percy, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Judge David Mann, Ms. Paulette Revoir, Judge Allyson Zipp

The motion passed and ITG 1373 was authorized.

Mr. Ammons then conveyed AOC's proposed prioritization order, with ITG 1372 (Replace JCS) in the priority 6 position, ITG 1357 (Guardianship Monitoring and Tracking System) in the priority 7 position, and ITG 1373 (Exhibit Management Software) in the priority 8 position. The Committee discussed the proposed order and it was suggested that priority 7 and 8 be switched, placing ITG 1372 in the priority 7 position, and ITG 1357 in the priority 8 position.

Justice Madsen asked if there was a motion to approve this amended proposed prioritization order.

Motion: Mr. Frank Maiocco

I move that ITG Request #1373 be prioritized as JISC priority #6, ITG Request #1372 be prioritized as JISC priority #7, and ITG Request #1357 be reprioritized as JISC priority #8.

Second: Chief Brad Moericke

Voting in Favor: Judge Valerie Bouffiou, Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Ms. Stephanie Kraft, Justice Barbara Madsen, Mr. Frank Maiocco, Chief Brad Moericke, Judge Robert Olson, Ms. Heidi Percy, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Judge David Mann, Ms. Paulette Revoir, Judge Allyson Zipp

The motion passed. The two newly authorized ITGs will be prioritized as approved.

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

CLJ-CMS Project Update

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Mr. Garret Tanner provided an update on the CLJ-CMS project. The project team continues to work with the ten Early Adopter courts in preparation for their go-live on October 28, 2024. Recent activities have included super user training, consultations with the courts, preparations for Data Push 1, multiple outreach events in Marysville, Tukwila, and online, as well as ongoing support for the two implemented courts (Tacoma Municipal and Fircrest-Ruston Municipal). Mr. Tanner then gave details on other 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 May 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 Hart reported that the Data Dissemination Committee did not meet this month.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 11:28 a.m.

Next Meeting

The next meeting will be August 23, 2024, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

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