JUDICIAL INFORMATION SYSTEM COMMITTEE

March 2, 2011
9:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton
Justice Mary Fairhurst, Chair
Mr. Jeff Hall
Judge James Heller
Mr. William Holmes
Mr. Rich Johnson
Mr. Marc Lampson
Judge J. Robert Leach
Ms. Marti Maxwell
Mr. Steward Menefee
Ms. Barb Miner
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:
Judge Steven Rosen
Ms. Yolande Williams

AOC/Temple Staff Present:
Mr. Kevin Ammons
Mr. Dan Belles
Mr. Bill Burke
Mr. Bill Cogswell
Ms. Jennifer Creighton
Mr. Mike Davis
Ms. Vonnie Diseth
Mr. Ron Kappes
Mr. Martin Kravik
Ms. Kate Kruller
Ms. Vicky Marin
Ms. Heather Morford
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Sree Sundaram
Mr. Mike Walsh

Guests Present:
Mr. Shayne Boyd
Mr. Gary Egner
Ms. Lea Ennis
Ms. Joan Kleinberg
Mr. Sam Kurle
Mr. Kevin Stock

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Call to Order

Justice Mary Fairhurst called the meeting to order at 9:00 a.m. and introductions were made.

December 2, 2011 Meeting Minutes

Justice Fairhurst asked if there were any changes to the October 7th meeting minutes and noted some grammatical corrections. Hearing no other changes, Justice Fairhurst deemed them approved.

Introduction – New ISD Project Managers

Ms. Vonnie Diseth introduced three new Project Managers to the Information Services Division Project Management Office: Mr. Ron Kappes, Ms. Maribeth Sapinoso, and Mr. Sree Sundaram.

JIS Budget Update

Mr. Ramsey Radwan provided an update on the expenditures and obligations through January 31, 2012. It was discovered that the budget for item 12.2 SCOMIS DX was under allocated, accordingly, $533,400 was transferred from the amount in “To be Allocated” to item 12.2.

Nearly 18% of the allocated $12.6 million of the budget has been spent or obligated thus far. This is pretty normal as we are about 29% through the biennium. The CMS allocation is on track for $4.9 million. Expenditures are close, but a bit off by category, having spent some additional funds in the contract area as opposed to staffing. The Legislature wants us to stay within the total allocated amount for the biennium. About 5.25 FTEs have been identified for the current fiscal year and an additional 9'ish positions have been established, but not filled, for next fiscal year. Patterns of expenditure will change, but we're well within the budget in the coming months.

13-15 Biennium Budget Process

Ramsey Radwan presented a graphic depicting the budget development process for the 13-15 Biennium. The Calendar Year, Fiscal Year, and two Biennia are identified on the graph. The Budget Instructions will be available soon and will provide more detailed information regarding Decision Package due dates and processes. Mr. Radwan discussed future activities for upcoming JISC meetings, noting timing for the Legislature to review our requests.

Jeff Hall stated he would later provide committee members with a list of items for Decision Packages he anticipated presenting to the JISC for decision on May 4. He discussed the items on the list and noted there would likely be debate and discussion on a few of them.

Legislative Update

Jeff Hall reported that nearly all of the bills that were introduced relating to JIS records, confidentiality and sealing have died. Mr. Hall went on to describe HB2541 concerning the sealing of juvenile records, having passed both houses, but not yet signed by the Governor.

He then discussed the House and Senate budgets, noting that the first House budget did not fund Trial Level Indigent Defense (Office of Public Defense, OPD) for $9 million. The second House budget is now asking to fund OPD with $8.3 million from the JIS account. The Senate budget has decimated the State Law Library over the last several years, having eliminated all General Fund funding, and funding it with JIS account funds. The AOC, Chief Justice Barbara Madsen, and Justice Fairhurst have taken a strong stance with the Judicial Branch Budget that we do not believe the JIS fund should be used to fund anything other than JIS.

Ramsey Radwan stated that due to the swing in the numbers right now, he could not provide an answer to the fund balance question at this time.

Justice Fairhurst noted that the JIS account funds were specifically authorized by the Supreme Court to be collected for JIS and this is needed for the infrastructure for the whole branch. Part of the challenge is explaining to the Legislature that while we are okay now and have money in our account, we also have significant long term commitments.

SC-CMS Update

Kate Kruller, SC-CMS Project Manager, presented the project status report. Project accomplishments since the December JISC meeting include:

(1) The SC-CMS Project Request for Proposal (RFP) Business Requirements Document (BRD) was approved by the Superior Court Judicial Association (SCJA), the Association

of Washington Superior Court Administrators (AWSCA) and the Washington State Association of County Clerks (WSACC), representing all 39 superior courts in the state;

(2) The SC-CMS Project aspect of the Legislative Proviso was met prior to the deadline of December 31, 2011;

(3) Rich Wyde, a Special Assistant Attorney General (SAAG) is onboard at the Attorney General's Office (AGO), which will provide complex, information technology contract language and contract negotiation expertise throughout the acquisition phase of the project. The SC-CMS Project is also benefitting from General Counsel via two Assistant Attorney Generals (AAG), Suzanne Shaw and Jim Pharris, both Senior Counsels;

(4) An independent Quality Assurance Professional (QAP) has been identified as the Apparently Successful Vendor in response to the RFQQ published (company name is *Bluecrane* out of Los Angeles). *Bluecrane* will review the RFP and provide feedback; asses potential risk of the overall project, evaluate internal/external influences, forecast problems, and make recommendations to resolve them. This consultant will report directly to the Chair of the JISC, Justice Mary Fairhurst, and the State Court Administrator, Jeff Hall;

(5) The RFP development, evaluation criteria and evaluation process is a contracted deliverable from MTG Management Consultants, LLC. All the business, technical and services requirements will be finalized and consolidated into the RFP with subsequent components of the RFP should be completed in April. The SC-CMS Steering Committee is finalizing its review of the evaluation process.

The Administrative Office of the Courts (AOC) Information Services Division (ISD) is preparing to present information about the SC-CMS Project at two conferences this Spring: The WSACC (county clerks) will hold their conference March 26 in Leavenworth. The SCJA and AWSCA (superior court judges and administrators) have a combined conference April 29 in Cle Elum. The presentation will feature guest speakers from Hamilton County, Indiana, who have successfully implemented a case management system. Their clerk will talk at the WSACC conference, and a Judge and Administrator will be featured at the SCJA/AWSCA conference to share their experiences. Attendees will get an idea of how they can prepare and what they can expect when the SC-CMS Project reaches the implementation stages.

Recently, MTG management has been working with a sub group of the SC-CMS RFP Steering Committee (Kitsap Administrator Frank Maiocco, King County Clerk Barb Miner and Thurston County Clerk Betty Gould) to provide more refined information than in the feasibility study regarding local court implementation impacts and cost estimates. MTG consultant Joe Wheeler also generated an estimating tool for court budgeting exercises underway. This led to an approved motion from the SC-CMS RFP Steering Committee to have the JISC respond to a Decision Point on funding local court implementations.

The SC-CMS RFP Steering Committee has been tracking the SC-CMS Project RFP schedule closely. Recognizing that the JISC meeting cycles may not match the time when the RFP is ready to publish, the SC-CMS RFP Steering Committee also approved another motion to place a Decision Point before the JISC asking them to allow the SC-CMS RFP Steering Committee to approve publishing the RFP if it is ready between JISC meetings.

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Next steps for the SC-CMS Project are to:

(1) Conduct a Pre-Release Vendor Conference (gives AOC/ISD an opportunity to share proposed contract terms & conditions, along with other agreement constraints that will be put out in the RFP, and allows vendors to give feedback. This helps to fine-tune language to what the industry can bear prior to publishing the RFP);

(2) Publish the SC-CMS RFP (with governance approval); and

(3) Review the written proposals returned by competing vendors.

Note: Materials provided in the packet included the presentation PowerPoint, the SC-CMS Project High-Level Schedule, Decision Point on local court implementation funding, with supporting information tables data quality and labor resources hour/cost estimates, Decision Point on SC-CMS RFP Steering Committee authorization to release the RFP between JISC meetings if needed. There was also a hand-out with a high level outline/description of what sections will appear in the RFP and their purpose.

Funding of Local Court Implementation

Judge Jeannette Dalton provided the committee with a question that came from the SC-CMS Steering Committee; that question was "what will the cost responsibility be for each of the local courts for the implementation of the new SC-CMS system". Not providing funding assistance to local courts presents a risk on whether or not the SC-CMS project can be implemented statewide.

Justice Fairhurst summarized by stating we recognize this as a risk, we recognize the local courts will need funding. For today's decision we the JISC will commit to considering allocating money when that money is known and needed.

Justice Fairhurst asked for an up or down vote on a concept before the actual decision before the committee:

Motion: JISC should include funding for Local Court Implementation as part of the SC-CMS costs – as a concept without specifics:
Second: N/A
Voting in Favor: All present
Opposed: None
Absent: Yolande Williams, Judge Rosen

The motion passed unanimously with 15 members voting yea.

2nd Motion

I move to include *a specific dollar amount (to be determined at a later date by the JISC)* for funding local planning and implementation costs in the budget allocations for the Superior Court Case Management System project.

Motion: Judge Wynne
Second: Judge Dalton
Voting in Favor: All Present

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Opposed: None
Absent: Yolande Williams, Judge Rosen

The motion passed unanimously with 15 members voting yea.

SC-CMS – RFP Release

Ms. Vonnie Diseth on behalf of the SC-CMS RFP Steering Committee provided and update and the following request from the Steering Committee, the SC-CMS RFP Steering Committee projects that the RFP may be ready for release between late April and late May. Approval is requested in order to avoid delay in the SC-CMS project should the RFP be ready for release before the next regularly scheduled JISC meeting. An outline of the RFP is included in the materials.

The SC-CMS RFP Steering Committee recommends that the JISC approve the continuation of the SC-CMS project to the next phase and authorize release of the SC-CMS Request for Proposal when it is complete and its release has been authorized by the steering committee.

Judge J. Leach responded in strong opposition. He stated this is the largest project we have undertaken and to abdicate our oversight to gain 2 weeks strikes him as irresponsible. Our role as the oversight committee is not to edit the technical requirements of the RFP, but to see that it is complete and there are no omissions or problems with it. We as a committee need to see the document before it goes out. Other committee members verbally indicated "ditto" in agreement to Judge Leach's comments.

I move that the Superior Court Case Management System Request for Proposal Go/ No-Go Decision be added to the May 4 agenda.

Motion: Chief Berg
Second: Stew Menefee
Voting in Favor: All Present
Opposed: None
Absent: Yolande Williams, Judge Rosen

The motion passed unanimously with 15 members voting yea.

IT Governance Requests – Operational Capacity

Ms. Vonnie Diseth shared with the committee the current operational status ISD is in. The meeting material contain the current IT Governance Priorities as determined at the December 2 JISC meeting. At this time, the current six "in progress" projects are consuming the majority of the resources. Ms. Diseth stated that as soon as resources are freed up, the next project in the priority list will be started.

DB2 Upgrade Update

Ms. Vonnie Diseth shared with the committee – the DB2 Upgrade performed on February 9th was successfully completed. Feedback was also received from different courts as to their pleasure that the process was completed early and without complication.

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JIS Priority Project Status Reports

ITG #121 - Superior Court Data Exchange (SCDX)

Mr. Bill Burke reported development of Increment 1, which provides web services for ten of the most common SCOMIS transactions were completed January 27th. QA testing will begin mid March. Increment 2 is in development and runs through April 2012. Increment 3 development is planned to occur between May and July 2012. Mr. Burke reviewed the contract costs for Increments 2 & 3 which total $590K and pointed out that the price is $18K less than the estimate presented to the JISC in December. Mr. Burke reported that Pierce County is planning to begin their development 1st Quarter of 2012 to interface the LINX system with the Superior Court Data Exchange.

ITG #45 - Appellate Court Electronic Document Management System (EDMS)

Mr. Bill Burke reported the Appellate Court project team has completed (18) Electronic Document Management (EDMS) Use Cases, this has taken approximately 6 months. Mr. Burke reviewed the relationship of EDMS to the ACORDS application and Appellate Court Workstations. The project is planning to procure an EDMS and will be ready to award a contract to a vendor in July. An issue with the schedule is that contract award requires JISC approval, the next JISC is scheduled for September 7th.

ITG #41 - Remove CLJ Archiving and Destruction of Certain Records

Mr. Dan Belles provided an update on ITG41 Remove CLJ Archiving and Destruction of Certain Records. His presentation covered an explanation of the scope, schedule, current status, and next steps for the project. Mr. Belles explained the scope includes two parts: The first being a smaller effort to write new destruction programs to remove CLJ probable cause and civil cases from the inactive tables in DISCIS and JIS. The second part is a much larger effort to write new destruction programs to remove criminal felony, traffic and non-traffic cases (except DUI and Domestic Violence) and other eligible CLJ cases in conformance with the records destruction schedule used for the paper records. The cases to be destroyed would be removed in phases starting with Electronic Tickets, Vehicle Related Violations and all other eligible CLJ cases. The last step would be to remove the archiving routines. The first phase is planned for completion in April 2012 and the second phase is scheduled to be completed in the first quarter in 2013. Progress on the project is currently on hold due to resources (developer, analyst and tester) being re-assigned to other higher priority projects. Justice Fairhurst asked if the planned completion date of April could still be met with the resources being reassigned. Mr. Belles replied it was not likely to be met if the resources could not be freed up and returned to the project.

ITG 81 Static Adult Risk Assessment (ARA) Project

Mr. Martin Kravik presented an update on the Adult Static Risk Assessment project. System design is complete and a prototype was demonstrated to the implementation courts. Court user guidelines are also complete. Development of training materials is underway. A sample of the assessment report was presented. Barb Miner asked for an explanation of Severity Codes. Severity Codes are a way of categorizing conviction charges to appropriately answer the 23 questions contained in the assessment instrument. The two outstanding issues have been resolved. Dr. Barnoski finished matching Severity Codes to Law Table entries. Regina McDougall has been selected as the program owner. A support model will be developed in March. However, without increased AOC staffing; support levels will have to be adjusted to

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current staffing levels. Budget decision packages will be created as part of support model development. Next steps include getting the application to the implementation courts in test mode, quality assurance testing, user acceptance testing, finalizing training documents, developing an ongoing support plan, and sending out communication to stakeholders when the system is implemented. Judge Wynne indicated interest for Snohomish County and asked when he could expect it to be ready for use beyond the implementation courts. That should occur in the May timeframe.

Vehicle Related Violations (VRV) Project

Mr. Mike Walsh reported the on boarding process for the Tier 1 pilot courts, (Lakewood, Issaquah, and Kirkland) is nearly complete. Kirkland has been processing VRVs since mid-December and Issaquah has been processing VRVs since Feb 22nd. Lakewood is working out final implementation details with their service provider. Tier 2 courts: Fife, Tacoma and Lynnwood have begun their on-boarding activities. Mr. Rich Johnson, chair of the Data Management Steering Committee (DMSC), stated the DMSC wants to determine who the next tier(s) of courts will be. The DMSC will work with the VRV project team to determine who is ready to start their on-boarding projects. The DMSC especially want to know how operational support and transaction capacity will be managed by AOC. The VRV Pilot project will include a plan to transition support from the project team to AOC maintenance and operations.

Information Networking Hub (INH) Program Overview and Status

Mr. Dan Belles provided an overview of the current program status, with a focus on the current project activities. He reviewed the INH project schedule, explaining the timeline starting in 2012 and running through 2015. The current work tasks including the foundation and pilot services are expected to be completed later this year. He reminded everyone that INH is a standalone solution, even though their first priority is to be ready for the SC CMS rollout. The foundation components and the pilot services were explained. Current project activities include hiring the Data Exchange Technical Consultant (Joel Byford with Soos Creek Consulting) and the next steps which would focus on completing the Technical Lead Plan.

Committee Reports

Data Dissemination Committee:
Judge Thomas Wynne reported the committee evaluated several bills dealing with court records for the BJA. The committee also authorized Spokane County's Pre-Trial Services to have access to JABS for the purpose of Risk Assessment.

Data Management Steering Committee:
Rich Johnson reported the Accounting Data in the Data Warehouse project is moving forward; reports validated by the committee are in production and available to the users. Mr. Johnson congratulated Jennifer Creighton and the project team on their effort, noting that Heather Williams is taking her place on the DMSC. Mr. Johnson also stated that during the VRV DX project report at the last DMSC meeting, the question came up and centered on identifying the next tier of courts. Given the inherent reliance on JINDEX and DIS, it was determined the committee needed to be selective for Tier III using similar criteria and looking at courts that have a certain amount of volume to get the best return on investment. Capacity of the system should also be considered. In addition, the committee discussed communicating with the Courts of Limited Jurisdiction who are interested to get them on the list to determine their readiness.

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Jeff Hall encouraged the committee to take a broader look at this as more services come available. As an organization, we need to figure out how we go about prioritizing the on-boarding of entities that want to use web services in general. Mr. Johnson reported that Heather Williams will be looking at the DMSC charter regarding roles and responsibilities and how that plays into the INH project and having to do with Data Quality.

Next Meeting

The next meeting will be May 4, 2012, at AOC SeaTac Facility; from 9:00 a.m. to 3:00 p.m.

Action Items:

	Action Items – From March 4th Meeting	Owner	Status
1	At the end of the legislative session, ask the Supreme Court Rules Committee if it wants the Data Dissemination Committee to revisit GR15 in light of *Ishikawa* and *Bone-Club*.	Vicky Marin, Justice Fairhurst	*Postponed*
2	Draft JIS Policy on comment to the BJA/Legislature reflecting JISC consensus from March 4th meeting.	Vicky Marin	Completed
	Action Items – From October 7th Meeting		
3	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	
4	Baseline Service Level Team – Add staff recognition to the Baseline Services Report	Jenni Christopher	Completed
	Action Items – From December 2nd Meeting		
5	Present JIS application portfolio plan to the JISC.	Vonnie Diseth	May 4, 2012
6	Present to the JISC a schedule for work on ITG projects prioritized by the JISC on December 2nd.	Vonnie Diseth	Postponed
7	Discuss with Pierce County reduction of payment for double-data entry following completion of SCDX Increment 1	Jeff Hall	Done/In progress
	Action Items – From March 2nd Meeting		
8	Send Appellate Court Electronic Document Management System use case notes to Larry Barker.	Bill Burke	
9	Check on whether it is possible to reload archived CLJ cases into active tables without making them available to web search on the public website.	Dan Belles	

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