

**APPROVED MINUTES
JUDICIAL INFORMATION SYSTEM COMMITTEE MEETING
SEATTLE, WA**

January 24, 2003

Members Present:

Justice Bobbe Bridge, Chair
Judge C. Kenneth Grosse, Vice Chair
Mr. Richard Carlson
Ms. Cathleen M. Grindle
Judge James R. Heller
Mr. N.F. Jackson
Ms. Virginia Kirk
Judge Dale Ramerman
Judge Clifford L. Stilz
Judge Michael Trickey, Ex Officio
Judge Thomas J. Wynne

Members Absent:

Mr. Greg Banks
Ms. Patricia Crandall
Ms. Mary McQueen
Judge Vance W. Peterson
Chief Mike Vandiver
Ms. Siri Woods

Staff Present:

Mr. Brian Backus
Mr. John Bell
Mr. Tom Clarke
Ms. Kathie McClure
Mr. Ramsey Radwan

Guests Present:

Mr. Laird Hail, Seattle Municipal Court
Mr. Donald Horowitz, Access to Justice Board
Ms. Diana Kramer, WNPA
Ms. Barb Miner, King County Superior Court Clerk's Office
Ms. Kay Newman, WA State Law Library

Call To Order

Justice Bridge called the meeting to order at 10:35 a.m.

Motion: The November 22, 2002 minutes were approved as written.

Decisions

Public Access Court Rule

Judge Grosse reported that the Data Dissemination Subcommittee is extending the comment period to February 21, 2003 and will hold a special meeting on February 28, 2003 to discuss the comments and finalize the rule for presentation to the JIS Committee on March 28, 2003.

Action Item: Nancy Sullins will put summarized comments on the rule for the meeting on February 28.

JIS Policies

Brian Backus presented four policies: the JIS General Policy, JIS Portfolio Policy, JIS Security Policy, and the JIS Disaster Recovery Policy.

There are four amendments to the General Policy which was approved in September:

- Courts' duty of care for equipment (Section 1.4.1)
- Surge protectors that meet JIS standards must be used (Section 1.4.2)
- Enhanced rule on control of public access terminals (Section 4.3)
- Access to the extranet (Section 5.4)

The Portfolio Policy directs the AOC to prepare and maintain a JIS Information Technology investment portfolio similar to what executive branch agencies are required to have. AOC has maintained a portfolio document for the JISC since 2000.

The Security Policy directs the AOC to develop and implement security standards.

The Disaster Recovery Policy directs the AOC to develop and implement a disaster recovery plan. Mr. Backus requested Committee guidance on the time requirement for resumption of JIS services after a disaster. The Committee concluded that the standard should be 48 hours.

The Committee agreed in principle to adopt all of the policies that were presented. The policies will be on the agenda for formal adoption at the next meeting.

Discussion

JIS Budget Update

Ramsey Radwan reported on the status of the budget for the current biennium. Revenue from the JIS Fund account is slowly improving, but still remains significantly below legislative budget assumptions. The PSEA is not over-appropriated for this biennium. Mr. Radwan also reviewed current revenue forecasts and expenditures in the Governor's proposed budget for the coming biennium.

JIS Legislative Funding Plan

Mr. Backus reported that presentations have been made to fourteen legislators, including the leaders of both houses, leaders of both parties, and members of the budget committees. All were receptive to varying degrees.

Dr. Clarke noted the importance of having judges, court administrators and county clerks at the presentations to legislators from their districts. Mr. Backus also reported on the letter writing campaign and efforts to meet with selected editorial boards.

Corrections LFO Legislation

Barb Miner, representing the Superior Court Clerks Association, reported on the Governor's proposal to move the monitoring and collection of LFOs from the county clerks and Department of Corrections to DSHS and to reduce the monitoring of offenders. The Governor projects a savings of \$3.8 million, but local and PSEA revenues would likely decline as a result.

Access to Justice Technology Bill of Rights

Judge Wynne reported on the Access to Justice Technology Bill of Rights. The project has produced a set of principles which are being reviewed and discussed with the objective of submission to the Supreme Court later this year. Don Horowitz, who co-chairs the project committee, noted that the project has surveyed judges and others and will produce a statistical analysis of the results and a best practices scenario template for evaluating technology. A revised draft of the principles will be available in February. The project will wrap up with a symposium at the University of Washington in January 2004. Justice Bridge noted the need for the JISC to discuss the principles and provide input.

JIS Access to Justice Plan

Justice Bridge reported that she had met with Access to Justice (ATJ) representatives on the subject of joint planning. Mr. Backus reported that ATJ has obtained a \$7,000 grant from the Legal Services Corporation for assistance planning with the courts. This

work should be done in the next few months in conjunction with a comprehensive ATJ technology planning effort. To prepare for this effort AOC is also working on an ATJ plan for JIS initiatives.

JIS-Link Rate Changes

Brian Backus reported on the change from time-based billing to transaction billing. The Executive Committee approved a minimum charge that will be implemented in February. Based on current usage, the new transaction rate may require adjustment in July to balance costs.

Committee/Subcommittee Reports

Data Dissemination Subcommittee

This subcommittee met earlier in the morning. Other than the public access court rule (see above), there was nothing to report.

JIS Advisory Committee

No report. The next meeting is in March.

RMAC

No report. The next meeting is scheduled for January 29, 2003.

Other Business

There being no further business, the meeting adjourned at 11:45 a.m.

Future Meetings

The next JIS Committee meeting will be on March 28, 2003, *10:30 a.m. to 12:00 p.m.* at Two Union Square, Room 1606, Seattle, WA.

The JIS Data Dissemination Subcommittee meeting will hold a special meeting on February 28, 2003, *9:00 a.m. to 12:00 p.m.*, in the Court of Appeals basement conference room in One Union Square, Seattle, WA.

The next regularly scheduled JIS Data Dissemination Subcommittee meeting will be on March 28, 2003, *9:00 a.m. to 10:30 a.m.*, at Two Union Square, Room 1606, Seattle, WA.