COMMISSION ON TECHNOLOGY
MEETING MINUTES

September 8, 2006
9:00 a.m. – 11:00 a.m.

Arizona Supreme Court

Conference Room 119 A/B
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

MEMBERS PRESENT
Louraine Arkfeld
Michael Baumstark
Rebecca Berch, *Chair*
Jessica Blazina
Robert Brutinel
Mark Candioto
Christopher Cummiskey (*Dr. Max Ivey, proxy*)
B. Robert Dorfman
John Gemmill
Michael Jeanes
Gary Krcmarik
Catherine O'Grady
Marcus Reinkensmeyer
John Rezzo

MEMBERS ABSENT
Kent Batty
Peter Eckerstrom
Jeanne Hicks
Roger Klingler
Martin Krizay

GUESTS
Ron Beguin, *TAC*
Tom Brady, *CACC*
Don Jacobson, *CACC*
Gordon Mulleneaux, *CACC*

AOC STAFF
Stewart Bruner, *ITD*
Karl Heckart, *ITD/TAC*
Stephanie Nolan, *ITD*

WELCOME AND INTRODUCTIONS

Vice Chief Justice Rebecca Berch, Chair, called the Commission on Technology (COT) meeting to order promptly at 9:00 a.m. She welcomed members and the public present, as well as those on the conference call. Having confirmed that a quorum existed via roll call, she asked guests in the room and on the phone to introduce themselves. She reminded members of the teleconference ground rules and reminded those on the phone to follow along using the printed meeting materials packet.

In her introductory remarks, Justice Berch mentioned that meeting dates for 2007 would be distributed at the November COT meeting and that she had recently attended the appellate level e-court subteam kickoff. She also outlined the topics to be discussed today before turning to the consideration of the minutes from the annual meeting held August 10 and 11, 2006.

MOTION: A motion was made and seconded to approve the minutes of the August 10 and 11, 2006, Commission on Technology meeting. The motion passed unanimously. TECH 06-38.

2007-2009 BRANCH INFORMATION TECHNOLOGY STRATEGIC PLAN APPROVAL

Karl Heckart, CIO for the Administrative Office of the Courts (AOC), gave an overview of changes and updates incorporated in this year's IT strategic plan, which has been posted on the COT website for members' review since August 28. Thanking members who had taken time to review the lengthy document, he opened the floor for any questions or changes members might have. Comments included the pointing out of a typographic error in the executive summary and a commendation of AOC staff for drafting a very comprehensive, well-organized plan. Stewart Bruner, COT Staff member, stated that editorial changes submitted by members will be considered and, if appropriate, made to the text prior to release.

MOTION: A motion was made and seconded to approve the 2007-2009 Arizona Judicial Branch Information Technology Strategic Plan with any editorial changes pointed out by members incorporated before distribution. The motion passed unanimously. TECH 06-39

2008-2010 IT PLAN TEMPLATE AND COMMUNICATION PACKAGE

Stewart Bruner, IT Strategic Planning Manager for the Administrative Office of the Courts (AOC), talked the Commission through a set of slides detailing the context of IT planning, the result of stakeholder meetings about the process, a set of proposed changes for the next planning cycle, and next steps. He focused on moving courts up the maturity path and obtaining better input from limited jurisdiction courts. Specific changes mentioned were:

- Communicating the maturity path of planning, especially to court administrators,
- Beginning the business requirements process earlier in the year,
- Helping limited jurisdiction courts participate by providing court administrators a questionnaire in preparation for a countywide planning meeting,
- Improving the alignment between business and IT by placing responses within the same table instead of in two separate sections.

- Allowing inventory information to be submitted outside of the template using Excel,
- Restoring the local accomplishment table overzealously omitted last year,
- Adding a table to collect architecture gaps against targets recently approved by COT,
- Collecting impact information in tables related to JOLTSaz, new case management systems, data integration, and e- filing.

Stewart reitereated that he will visit Graham, Greenlee, Cochise, Santa Cruz, La Paz, Navajo, and Apache superior courts to help with their planning process. He also encouraged rural courts to imitate the *Justice 2025* process used so successfully by Coconino courts last year. The milestone schedule reviewed calls for countywide and appellate plans to be submitted by March 9, 2007.

He requested approval of the changes and direction including the maturity path, the template, the project details spreadsheet, the LJ court survey, the timeline, the kickoff communications to presiding judges, and the detailed instructions. Next steps include posting approved materials on the judicial branch planning website, sending the kickoff letters out, collecting names of contacts from presiding judges, then distributing the template and survey to start the preparation process.

Discussion revolved around the length of the limited jurisdiction court survey and whether superior court administrators were required to use it. Karl responded that it is offered as a helpful item and its use is not being mandated. The goal is to promote a more informed discussion between court administrators and LJ contacts, especially in those counties Stewart is visiting. A suggestion was made that Stewart visit LJ court administrator groups to describe a context and pave the way for the distribution by the superior court administrator. Justice Berch suggested that the use of the LJ survey be re-evaluated at the end of the planning cycle. Further discussion clarified the role of the maturity path chart and whether it had an implied timeline for courts to arrive at the end of the path. Stewart stated that he was only asking for permission to share it with courts as a general way of introducing the concept of planning and would be happy to remove it from the list of specific materials to be approved in the motion.

MOTION: Approve the template changes as identified in the presentation with the addition of impact tables, the LJ survey, project spreadsheet, process milestones, detailed instructions, and communication package for the IT Strategic Plan for 2008-2010. The motion passed unanimously. TECH 05-40

Several members recognized the hard work of staff in producing materials for commission members to review before meetings, contributing to the overall smoothness of the meetings.

CALL TO THE PUBLIC

After verifying that members had no further items to discuss, Justice Berch issued a call to the public.

The next COT meeting is scheduled for November 3, 2006, in Conference Room 119 A/B of the Arizona State Courts Building. Karl Heckart emphasized the importance of that meeting to the future of the candidate case management systems being developed and Stewart Bruner added that the e-Court Subcommittee anticipates providing a detailed update for members at the meeting, as well.

The meeting adjourned at 10:10 a.m.