

**COURT AUTOMATION COORDINATING COMMITTEE
A Subcommittee of the Commission on Technology**

MEETING MINUTES

October 18, 2007
10:00 a.m. – 2:00 p.m.

Arizona Supreme Court

Conference Room 230
Arizona Supreme Court
1501 W. Washington
Phoenix, AZ 85007

MEMBERS PRESENT

Kip Anderson*
Margaret Guidero
Joan Harphant
Donald Jacobson
Phillip Knox
Patrick McGrath
C. Steven McMurry
Gregg Obuch
Michael Pollard, *Chair*
Rick Rager
Dave Stevens
Paul Thomas

GUESTS

Phillip Ellis*, *Pima Superior Court*
Jason Epel*, *TAC*
Becky Williams, *City of Tucson Municipal Court*

MEMBERS ABSENT

Cathy Clarich
Gordon Mulleneaux
Patricia Noland
James Scorza

AOC STAFF

Stewart Bruner, *ITD*
Ridge Franks, *ITD*
Renny Rapier, *ITD*

* indicates appeared by telephone

WELCOME AND INTRODUCTORY REMARKS

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 10:05 a.m., welcoming members and guests. He then introduced the first update on the agenda.

GENERAL JURISDICTION COURTS CMS UPDATE -- AGAVE

Phillip Ellis, AGAVE Project Manager, delivered a revised dashboard that followed Tempe's format for tracking revised delivery dates, as discussed at last month's meeting. He briefly reviewed the tasks that are less than 100 percent complete. Discussion focused on the data discrepancy issue on the dashboard: 121,000 party records require manual cleanup to be accepted into AGAVE from CACTIS. The records associated with open cases will be handled first.

GENERAL JURISDICTION COURTS CMS UPDATE -- AMCAD

Renny Rapiet, AOC's General Jurisdiction Case Management System Project Manager and CACC staff, updated members on the efforts related to the AMCAD CMS. His dashboard showed all deliverables to be on target. Focus remains on the detailed gap analysis effort (no showstoppers yet identified), a hardware configuration plan, and crafting the sizeable data conversion document. Currently, teams of data conversion and integration specialists are meeting to develop final specifications for these two very significant activities of the new case management system. A recent meeting with the Clerk's Association revealed numerous data sources outside of AZTEC. Renny stated that data cleanliness will be a factor in determining the rollout order beyond the pilot courts. To that end, the newly unveiled project website contains a link to AZTEC data cleanup instructions. The design phase is set to kickoff November 2 and finish during January of next year at which time users will again review the system for designation as the official Arizona statewide general jurisdiction CMS.

A question was raised about the likelihood of using the AMCAD system for limited jurisdiction courts. Renny mentioned that LJ representatives have been involved and raising issues thus far but that AMCAD will dedicate a week (October 29 to November 2) to reviewing functionality with a wider set of representatives from limited jurisdiction courts.

LIMITED JURISDICTION COURTS CMS UPDATE

Rick Rager, Tempe CMS Project Manger, reported that the project is now fully staffed and that even recent staff travel to the court technology conference has not slowed progress. He updated members on several areas of work including enhancing calendar function, updating the technology environment, completing event manager testing, and laying the groundwork for financials. Rick stated that the court is getting out of the outside resource scheduling business by building an interface to the calendar for local law enforcement. The feature will also allow linking to other courts having the same CMS to prevent double booking of resources across jurisdictions. A question was raised about the approach to catching up batch processing development, since the resource assigned has ongoing health issues. Rick stated that his contingency plan is to use a Tempe City analyst having less court experience.

MARICOPA CLERK'S FINANCIAL SYSTEM UPDATE

Gordon Mulleneaux, Maricopa Clerk's Office iFIS Project Manager, was not available due to a schedule conflict. No update to the dashboard was submitted this month, though a major update was promised for next month, according to the chair.

PCCJC TECHNOLOGY STABILIZATION UPDATE

Pima Consolidated Justice Courts IT Manager Jason Epel addressed members with the status of the PCCJC Stabilization Project. He is updating the project plan and dashboard for November to reflect a contingency approach to documenting the Open VMS system. He may have to switch from using contracted to internal resources for the task due to health issues of the contractor which are not yet quantified. He estimated that the switch to the contingency approach would not impact the cost or schedule of this project, though it would impact other local projects.

STANDARDIZATION PROJECT UPDATE

Pat McGrath delivered the report on behalf of Carrie Stoneburner. He updated members about recent efforts with financial code definitions and party role codes that will be presented for the formal approval of the code standardization committee on October 24.

AZTEC PROJECT UPDATES

- **Passport/DV or Protective Order Module** – Judge Pollard requested an update on the AZTEC protective order module which is being updated for Project PASSPORT compliance. Ridge Franks of AOC stated that AZTEC 1.4 will make the forms PASSPORT compliant. The release will be rolled out to courts on successive Friday nights beginning in November.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

Members discussed whether meeting face to face every 20 workdays is excessive, based on the amount of travel involved and recent length of meetings. Various other options for monitoring project progress were brainstormed. Agreement was reached that regardless of the meeting plan, the dashboard update would be due monthly for review of the chair and staff. Stewart Bruner stated that a meeting will be held with Judge Pollard and Karl Heckart to reaffirm the goals of the committee and how to best reinforce them through both the staffing and meeting approach.

With no other items on the agenda for review, the meeting adjourned at 10:45 a.m.