

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

MEETING MINUTES

November 15, 2007
10:00 a.m. – 1:30 p.m.

Arizona Supreme Court

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

MEMBERS PRESENT

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

GUESTS

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

MEMBERS ABSENT

Patricia Noland
James Scorza
Dave Stevens

AOC STAFF

Stewart Bruner, *ITD*
Karl Heckart, *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 10:00 a.m. He then recounted for members various meetings that took place in the wake of CACC's October meeting. The sum of the discussions is that CACC needs to be more accountable for measuring and reporting project health. Members are expected to apply their diverse court knowledge, background, and skills to evaluate projects.

ASSESSING PROJECT HEALTH FOR COT

Judge Pollard passed along to project managers Justice Berch's admonition from the Commission on Technology (COT) meeting that projects need more detail and more measurable milestones. He challenged members to ask the probing questions and not accept reports lacking detail. A roll call vote will now take place following each project update. COT will be given a report describing CACC's overall assessment of each project with any concerns raised. Members discussed whether all projects really require equivalent scrutiny. Karl Heckart reminded members of the growing push for integration among automation systems and the constitutional mandate to operate a unified court system.

The focus turned to communications, both of projects to CACC and of CACC to court users. Judge Pollard mentioned a quarterly technology-related newsletter being developed. There was also talk of more system demonstrations, tester/user consultation, and project post mortems if CACC is really to compile the big picture the Supreme Court is expecting.

Karl also informed members that the Auditor General charged AOC with performing third-party audits of projects and that AOC in turn cast CACC in that role in the audit response. He suggested it may be appropriate to use an outside auditor from time to time to confirm whether CACC's suspicions about a project are true or not, especially when considering the already full schedules of CACC members.

GENERAL JURISDICTION COURTS CMS UPDATE -- AMCAD

Renny Rapiet, AOC's General Jurisdiction Case Management System Project Manager, updated members on recent efforts related to the AMCAD CMS. His dashboard showed all deliverables to be on target. Focus is on compiling the internal/external design document and solidifying the sizeable data conversion plan due in December. He reported that no gaps have been exposed that affect cost or schedule, with the most significant items requiring some programming or cosmetic changes. Members discussed the 14 system interfaces and whether efforts related to them are being tracked sufficiently in light of their overall importance, as well as the need to elevate data conversion to the level of a formal risk.

Karl Heckart responded to a question raised about the process of evaluating the AMCAD system for use in limited jurisdiction courts, stating that the plan is to largely replicate what was done at the general jurisdiction level earlier this year with a goal of delivering a recommendation at the COT annual meeting in early June.

MOTION: A motion was made and seconded to accept the GJ CMS status report as delivered with the understanding that further details regarding interface issues and

Phase 4 development milestones will be added next month. The motion passed unanimously.

In a roll call vote, members present characterized the project's overall health as "green."

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manger, reported that the revised delivery dates he showed CACC last month had been approved by COT. He updated members on several areas of recent work including enhancing the calendar function, continuing the groundwork for financials, and getting batch processing caught up. Rick reviewed the items in the issues list and why his yellow items remained even after the dates had been reset. He announced that Tucson City Court will be contributing a person to the acceptance testing effort early next year and invited other courts interested in getting a look at the product from the inside to also contribute personnel to the effort. He mentioned the practical wisdom of structurally separating victims from parties within the database and the need to carefully examine the entity relationship diagram for any case management system being considered.

MOTION: A motion was made and seconded to accept the Tempe CMS status report as delivered with the understanding that further details regarding FC 12, Petition Entry (OP, HI, HI-W), will be added next month. The motion passed unanimously (Rick Rager abstaining).

In a roll call vote, members present characterized the project's overall health as "green."

STANDARDIZATION PROJECT UPDATE

This agenda item was moved up in the order to accommodate Carrie Stoneburner's schedule. She updated members about recent efforts with receivable types and party role codes. She mentioned work being done in support of CourTools implementations, too. Considerable effort is being expended on the general jurisdiction side of standardization in support of the AmCad CMS transition, especially reviews of outside tables. Limited jurisdiction standardization efforts will get underway in January to ensure efforts remain ahead of the case management system implementation curve.

GENERAL JURISDICTION COURTS CMS UPDATE -- AGAVE

Phillip Ellis, AGAVE Project Manager, delivered a revised dashboard and explained what prevented him from sharing the new dates with CACC prior to COT. Data reconciliation has proven more difficult than planned and the effort has surfaced an architectural issue within the AGAVE CMS. Response times are proving to be unacceptably long for managing cases day to day. Undertaking a 3-month effort now to switch to a "data-on-demand" approach will cost less in time, money, and customer frustration than waiting until the full release is in production. This effort changes delivery dates and COT has already approved the new ones shown on the dashboard.

Members decided to have projects revising their delivery dates add a new column each time but only show the latest column in the report, hiding the previous ones. The COT baseline date should remain the very first delivery dates ever set and stay visible for reference. Members also

felt strongly about adding a mandatory Red/Yellow/Green staffing table at the bottom of the dashboard to record the number of positions and corresponding titles each project is short.

MOTION: A motion was made and seconded to accept the Pima AGAVE status report as delivered. The motion passed unanimously (Gregg Obuch abstaining).

In a roll call vote, members present characterized the project's overall health as "yellow" due to concerns about the volume of data discrepancies to be resolved and the specter of latency as well as lack of flexibility in the project timeline in the event other issues surface.

MARICOPA CLERK'S FINANCIAL SYSTEM UPDATE

Gordon Mulleneaux, Maricopa Clerk's Office iFIS Project Manager, described a major update made to the project reporting strategy that involved breaking out two separate related subprojects operated by two separate entities that make use of the same technology and platform. The Clerk's Office will now report on the cash receipting system replacement slated for rollout in August 2008 while the Superior Court (CTS) will report on the RFR replacement, also known as iCIS-Financials, which had been slated for completion in December 2008. CTS is currently performing detailed analysis and crafting the tasks and timeline to drive the project to completion, according to Ken Troxel. Members struggled to understand the division and whether all items from the August dashboard had been adequately captured by the two November dashboards.

MOTION: A motion was made and seconded to accept the two iFIS status reports as delivered with the understanding that further project details will be added next month for each subproject. The motion passed unanimously (Gordon Mulleneaux and Phil Knox abstaining). CACC 07-XX

In a roll call vote, members present characterized the project's overall health as "yellow" based on the lack of detail provided for near-term development efforts on both subprojects, cash receipting and RFR replacement.

PCCJC TECHNOLOGY STABILIZATION UPDATE

Pima Consolidated Justice Courts IT Manager Jason Epel addressed members with the status of the PCCJC Stabilization Project. He described the updated project plan and dashboard for November that reflects two parallel project phases. Members asked for details regarding the court's current contingency plan and the current project staffing level. More granularity in existing Phase I tasks was requested as well as the specifics of Phase II.

MOTION: A motion was made and seconded to accept the PCCJC status report as delivered but to note issues with the lack of detail regarding Phase II, application conversion. The motion passed unanimously.

In a roll call vote, members present characterized the project's overall health as "yellow" based on the continuing lack of definition for specific project tasks and delivery dates since approval in June. Discussion then turned to the high risk of a failure of the current PCCJC automation system what could be done to accomplish something tangible on the stabilization project.

MOTION: A motion was made and seconded to support sending resources to PCCJC to help evaluate necessary resources required to effect near-term project progress. The motion passed with one nay vote.

AZTEC PROJECT UPDATES

- **AZTEC 1.4** – Staff member Stewart Bruner reported on the progress of the AZTEC 1.4 rollout to courts. The implementation schedule calls for all AZTEC courts to be on the release by December 1, 2008, and able to use the updated DV module.
- **E-Citation** – Stewart also reviewed the three categories of e-citation work underway and AOC’s efforts to speed adoption. Discussion focused on the urgency of the recent DPS radar van citations filed into justice courts and the need to standardize related charges and processes. Rick Rager requested that AOC share the results of what it learns about implementing e-citation and warned that Phoenix is very interested in using handhelds for enforcement on the light rail system when it opens.
- **Electronic Documents** – Stewart briefly informed members of deliberations at AOC regarding practical guidelines for courts who wish to destroy paper copies where electronic equivalents exist. Don Jacobson shared details of a pending rule change petition that would define the electronic document as the original.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

There was no new business presented, though members had earlier requested that two items be added to the agenda of the next CACC meeting: an update on the PC Refresh/Vista Rollout project and discussion of specifying subcommittees to evaluate specific projects being monitored. Stewart will add these to the next agenda.

With no other items on the agenda for review, the meeting adjourned at 1:40 p.m.