

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

**MEETING MINUTES**

**December 20, 2007**  
9:00 a.m. – 11:30 a.m.

**Arizona Supreme Court**

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

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**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  
James Scorza  
Dave Stevens

**MEMBERS ABSENT**

Patricia Noland  
Paul Thomas

**GUESTS**

Phillip Ellis, *Pima Superior Court*  
Jason Epel\*, *TAC*  
Doug Kooi\*, *PCCJC*  
Lisa Royal\*, *PCCJC*  
Becky Williams, *City of Tucson Municipal Court*

**AOC STAFF**

Stewart Bruner, *ITD*  
Mike DiMarco, *FARE*  
Christa Hartley, *ITD*  
Karl Heckart, *ITD*  
Adele May, *ITD*  
Renny Rapiet, *ITD*  
Jimmie Siow, *ITD*

\* indicates appeared by telephone

## **WELCOME AND INTRODUCTORY REMARKS**

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 9:00 a.m. He then briefly recounted for members a meeting that took place in the wake of CACC's November meeting. The meeting was in response to the Committee's concerns about Pima County Consolidated Justice Court (PCCJC). The sum of the discussions is that PCCJC is also concerned and willing to accept any help the subcommittee can give them to replace their current automation system which is 17 years old. The Administrative Office of the Courts (AOC) on Monday, December 17<sup>th</sup>, sent a team to assess the situation and report to Commission on Technology (COT) on January 4th.

## **PROJECT MONITORING PROCESS AND DETAILS**

Judge Pollard reviewed materials staff created to clarify how project monitoring occurs. It contains the attributes and activities related to green, yellow, and red health designations; as well as some areas of risk CACC evaluates based on project reports. The chair reviewed the color designations and highlighted several key risk areas including Staffing, Scope Creep, and Detailed Status Reporting. Members felt that the materials provided a good starting point. The Committee needs to be open for future format and content changes. Stewart Bruner will post the materials for COT review. He also briefly described the Excel metric that tracks project health color over time for COT, to be presented by the chair at each COT meeting.

Since the color designations based on the roll call vote are being documented in the minutes and used in the COT metric, Stewart recommended that members review the minutes and approve them formally at each meeting. The chair directed that a standing agenda item be added for review of minutes. Members continued to wrestle with various scenarios and what color each would constitute in their assessment of a project.

## **GENERAL JURISDICTION COURTS CMS UPDATE -- AMCAD**

Renny Rapiet, AOC's General Jurisdiction Case Management System Project Manager, distributed an up-to-the minute dashboard reflecting project decisions just made. Some dates have been revised as a result of more detailed analysis of data needing to be converted, especially financial data. The pilots are being moved back 60 days to begin June 2 and delivery of the revised source code is moved to July 7.

Karl Heckart described the financial data conversion challenge in more detail and reminded members that more complexities are likely to surface in courts beyond the pilots. The vendor is still committed to completion by December 31, 2009. AOC is attempting to build back some "recovery" time into the vendor's schedule and push the end date back by 3 weeks. Renny mentioned that AmCad's payment milestones are slipping in concert with the tasks on which they are based. Members questioned AmCad's financial health, Renny and Karl assured them that the business is sufficiently diversified that slipping milestone payments will not have significant impact and that the vendor has added significant staff to the project recently.

Members discussed how they had expected more detail to appear in this month's report about the fourteen interfaces discussed last month. Renny did add a description to the Risk area but will add detailed tasks for next month.

**MOTION: A motion was made and seconded to accept the GJ CMS status report as delivered with the understanding that further details regarding interface items will be added next month. The motion passed unanimously.**

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

### **MARICOPA CLERK'S FINANCIAL SYSTEM UPDATE**

Gordon Mulleneaux, Maricopa Clerk's Office iFIS Project Manager, delivered a background presentation describing what the clerk's applications are, the history of their support, and the timeline of statewide financial application development. Gordon reviewed the various delivery dates associated with the iFIS project, including delivery of the cash receipting solution in August 2008 and proposed an integration into the iCIS CMS in October 2008. He mentioned the Clerk's Office is working to upgrade the existing billing system with a newer version that will be used to enable web-based payments in support of e-filing. Members requested an increased level of detail in the dashboard to match Gordon's verbal updates. Gordon offered to connect to the Clerk's project server in the next meeting and display the project detail to members.

David Stevens described the scope of his portion of iFIS development, the RFR replacement, for which his group is acting as a vendor to the Clerk's Office. His current focus is risk assessment. The dates for activities beyond analysis will be determined as the analysis effort progresses. David also indicated that the integration date indicated above could only be determined after a thorough review of the project scope. Gordon agreed with this assessment. Members expressed further concern about the lack of detail for the cash receipting portion of the project.

**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 the cash receipting subproject. The motion passed unanimously (Gordon Mulleneaux and Phil Knox abstaining).**

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 for the cash receipting subproject as well as vagueness in the overall scope and target end date for the project as a whole.

### **LIMITED JURISDICTION COURTS TEMPE CMS UPDATE**

Rick Rager, Tempe CMS Project Manger, reported that the IGA with AOC he previously mentioned has been finalized by the County Recorder. He briefly reviewed work accomplished in the last month and why he feels comfortable that no slips will result from the upcoming Holidays. Rick reviewed risks associated with batch processing, ADRS dependencies, MVD electronic disposition reporting and the protective order module. Adele May, then introduced members of her team working on the module and delivered a brief update on their activities. The protective order module is doubly important because it provides the foundation for the entire civil side of the statewide system that would be made from Tempe CMS.

Mesa has asked to "kick the tires" of Tempe CMS after New Year's. Paul Thomas was given Rick's blessing to report what he learns from the session to CACC.

**MOTION: A motion was made and seconded to accept the Tempe CMS status report as delivered. The motion passed unanimously (Rick Rager abstaining).**

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

#### **GENERAL JURISDICTION COURTS CMS UPDATE -- AGAVE**

Phillip Ellis, AGAVE Project Manager, explained that he has recently combined all calendaring, scheduling, UI, and rules work into a single functional cluster with a late January delivery date. Database optimization discussed last month is yielding results; response times are improving dramatically in testing. Phillip also reported on various tasks that have been delivered early or are rescheduled to be delivered early.

**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 "green."

#### **PCCJC TECHNOLOGY STABILIZATION UPDATE**

Pima Consolidated Justice Court's IT Manager, Jason Epel, described how he has reorganized the PCCJC Stabilization Project into two paths with phases within each path to better clarify the project strategy being pursued. Each application being documented now appears under Phase 1 of Path 2 and will be reported on individually. He reminded members that the detailed task represents only the analysis and documentation effort. More will be known about conversion and migration efforts once that work completes. He stated that computer room prep work would complete on time.

Members asked for details regarding risk mitigation in the current environment and learned a newer Alpha server is being procured and the current system is being backed up two different ways. Attention turned to a perceived disconnect between Jason's verbal details and the project dashboard delivered – members affirmed that it is preferable to note that a task's completion date may change based on various conditions rather than waiting and reporting the change after those conditions occur. Discussion about the specific timeline of events since the previous CACC meeting ensued. Adele May reported briefly on an assessment visit made to PCCJC on December 17. Court Administrator Lisa Royal also addressed the subcommittee, providing a brief history of the project from her perspective and requesting whatever help and advice CACC members could give. The situation is dire and the stabilization project is critical to the court.

Members briefly discussed the meaning of accepting a written report they were uncomfortable with.

**MOTION: A motion was made and seconded to accept the PCCJC status report with the understanding that target delivery dates will be updated to reflect current expectations and a more complete listing of risks will be added. The motion passed unanimously.**

In a roll call vote, members present characterized the project's overall health as "red" based on the high risk of failure of the current system and continued long and poorly defined timeline for arriving at a solution. Lisa concurred with the assessment, hoping that it would result in the project's obtaining the outside help it needs.

### **MARICOPA JURY MANAGEMENT SOFTWARE UPDATE**

David Stevens very briefly brought members up to date with the preparations for the effort to custom develop jury management automation in Maricopa County following COT approval. He stated that formal project reporting will begin once the formal project kickoff occurs. Dates, scope, and milestones will be chosen in consultation with customer courts. Assuming his COT staff role for a moment, Stewart clarified when end date slips are closely watched (statewide impact projects and state grant funding) and when they are not (local impact projects and local funding) in response to a member's question.

### **FARE PROJECT UPDATE**

Mike DiMarco, AOC's Consolidated Collections Manager, gave a brief history of the FARE project and how it has performed in comparison to the original projections on several fronts. Seventy-one AZTEC courts are presently participating with more lining up to be added to the program. Because AZTEC will continue to operate during the long transition to new CMSs throughout the state, there is no slowdown in the addition of courts to FARE. An issue with non-AZTEC courts' ability to comply with the vendor's requirement for encrypting data has caused some difficulty. Any new CMS rolled out for statewide use will be full FARE enabled.

### **STAFF UPDATE**

- **Business Input to IT Plans** – Strategic Planning Manager Stewart Bruner reported on the preliminary findings of his analysis of rural courts' business input to plans. He handed out a list comparing top items collected last year with top items collected this year. The technology input related to the business trends is due March 14, 2008. Maricopa is running a separate process from the rest of the counties again, as they have the past couple of years.
- **Report from LJC e-Records Subcommittee** – With the help of Cathy Clarich, Stewart reviewed recent decisions by the Limited Jurisdiction Courts Committee subteam to recommend a new code section that tailors document management requirements for small limited jurisdiction courts. The new code section outlining a "tin standard" specifying functional requirements rather than product-based requirements is being drafted based on the input of Judge Skiles from Bowie Justice Court. This section will be commented on by various bodies including CACC, TAC, and COT, so stay tuned.

### **OLD BUSINESS**

There was no old business presented.

### **NEW BUSINESS**

Joan Harphant shared good news she learned from Frank Bohac about his health. CACC wishes him all the best. The chair wished members Happy Holidays.

With no other items on the agenda for review, the meeting adjourned at 12:10 p.m.