

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

MEETING MINUTES

March 28, 2008
9:30 a.m. – 12:00 p.m.

Clerk of the Superior Court in Maricopa County

2nd Floor Training Room
620 W. Jackson
Phoenix, AZ 85003

MEMBERS PRESENT

Kip Anderson*
Cathy Clarich
Margaret Guidero*
Joan Harphant
Donald Jacobson
Phillip Knox
Patrick McGrath*
C. Steven McMurry
Gordon Mulleneaux
Patricia Noland*
Gregg Obuch
Michael Pollard, *Chair*
Rick Rager
James Scorza (*Jennifer Gilbertson, proxy*)
Paul Thomas

GUESTS

Ron Bitterli, *Maricopa Clerk's Office*
Phillip Ellis*, *Pima Superior Court*
Charles Drake*, *PCCJC*
Ken Troxell, *Maricopa Superior Court*
Becky Williams, *Tucson Municipal Court*

MEMBERS ABSENT

David Stevens

AOC STAFF

Stewart Bruner, *ITD*
Stephanie Nolan, *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 9:35 a.m. He first reviewed the date and location of the June meeting. There have not been any members who expressed an inability to attend the rescheduled meeting. Staff is, therefore, directed to confirm the plan for holding the meeting at Loew's Ventana Canyon, the judicial conference site, in Tucson. The date discussed at the meeting – June 19 – was incorrect and the actual date is June 18. Members reminded staff of the requirement for a speakerphone to facilitate telephonic attendance at the meeting.

Discussion of the minutes from previous meeting revealed the need to change the wording of the Tempe CMS report slightly.

MOTION: A motion was made and seconded to accept the minutes from last month's meeting as minimally revised. The motion passed unanimously.

Judge Pollard then turned the meeting over to representatives' from the Maricopa Clerk's Office.

MARICOPA CLERK'S FINANCIAL SYSTEM DEMO/UPDATE

Ron Bitterli demonstrated the Clerk's current, green-screen, cash receipting system that is being rewritten in .ASP and web technologies. He described the challenges of emulating the function in the new system. He walked through the detailed function of several screens in the new system, focusing on fee code and maintenance. His approach involves directing users to the most commonly used functions on each screen. Carrying the business rules and logic from the current system will enable development activities to be completed by June 30. Ron also explained the apparent slip of the conversion design task in the schedule as a function of deployment rather than design. He will create two separate tasks on the next report. In response to a member's question, he provided detail about the testing and quality functions employed by the project.

MOTION: A motion was made and seconded to accept the cash receipting system replacement status report as delivered. The motion passed unanimously (Gordon Mulleneaux and Phil Knox abstaining).

Ken Troxell explained that no changes were submitted to the RFR Replacement project dashboard as analysis activities are not yet complete.

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 Manager, updated members on recent activity for a variety of functional modules, focusing on the bonds area (versus funds on account). Payment processing is complete. Rick shared his fallback approaches to disposition and MVD reporting in the event the automation the process depends on is not available. He also reported that AOC provided no progress update on their OP/IAH module development. He mentioned the likelihood of relying on ftp as the primary data transfer method, though the desire still remains to use MQ. He discussed testing activities and the help he's receiving from other courts.

Concern was raised about the number of remaining finance areas, especially adjustments and disbursements, to be completed as the September date looms and the significant backlog that remains in the testing and quality assurance area. Rick described the work as largely “stitching together” already developed pieces from other financial areas rather than developing from scratch. He also described his strategy of reallocating available resources to pick up the slack. The recent promotion of an AOC resource affects development speed but also helps with resolving architecture issues, implementing visual extenders, and addressing AppShell navigation issues as crunch time approaches.

The chair asked about the large number of late test tasks still showing green, and the realism of the September delivery date. Rick stated that he remains reasonably confident of making the date based on his resource strategy and if the quality is insufficient, the system will not be implemented September 2. Members agreed with the approach. They also asked that the dependencies Rick mentioned earlier be included in either the issues or risks table.

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 -- AMCAD

Renny Rapier, AOC’s General Jurisdiction Case Management System Project Manager, reported that the project remains in green status and on schedule. The team received 80 percent of the source code on February 29. During the month of training for 44 to 65 people since then, several more builds have brought that figure closer to 90 percent. Load testing and configuration testing continue in Herndon, VA; and take into consideration the effects of placing limited jurisdiction courts on the system, as well.

Data conversion remains a concern and is yellow, but the team is confident about the approach in the pilot courts. Renny described the apparent lengthening of the pilots on this month’s dashboard as a reflection of validation and signoff activities. Members questioned the completeness of the source code and the amount of change that may still be needed.

MOTION: A motion was made and seconded to accept the GJ CMS status report as delivered. The motion passed unanimously.

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, described the data conversion tasks that were added to his dashboard this month, stretching the length of the effort and moving back the delivery date to August 1. He informed members that the date change also affects the CACTIS replacement project and several of its tasks have been rescheduled to align with the new conversion timetable.

Former CACC member John Barrett has been brought in as an outside observer to facilitate an “all-hands” project-team work session to identify issues facing the team as the project moves

toward implementation. Work on AGAVE 3.0 will also be delayed by the lengthening of the AGAVE 2.0 schedule. AGAVE 2.0 will likely move its final finding milestone into the next fiscal year. Staff member Stewart Bruner warned the project that “reserved” but unspent funds may not be carried into next fiscal year, depending on the severity of the budget shortfall the State is experiencing. COT has not yet received an AGAVE 3.0 detailed project plan containing a set of milestones to which to tie funding.

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” based on the significance of data conversion to the overall project, the change in the delivery date (which requires a return to COT), and pending the report of John Barrett’s findings regarding any other project “surprises.”

PCCJC TECHNOLOGY STABILIZATION UPDATE

Charles Drake from Pima Consolidated Justice Court’s provided a brief update on tasks accomplished since last meeting. Project focus is on migrating the CMS to the newer hardware that has been received and is being installed. The goal of completing that move by May 28 may be in jeopardy as the project continues to traverse the RFQ process to obtain a skilled resource to facilitate that effort. Questions were raised about specific court applications that have been placed on new servers thus far and the relative stability of the CMS.

Though members were pleased to hear that no complete CMS shutdown has occurred for several months, they expressed frustration that so much time is passing without significant progress on the switch to the new server to significantly reduce the risk of a catastrophic failure.

MOTION: A motion was made and seconded to accept the PCCJC status report. The motion passed unanimously.

In a roll call vote, members present characterized the project’s overall health as “red,” (8 red to 5 yellow) based on the lack of progress being made at migrating to the new server as well as the perception that day-to-day risk to the court remains at a critical level. Questions were raised about whether leadership outside the court is aware of the implications of the loss of the case management system on the court’s ability to conduct business. Members felt strongly that a “red” assessment needed to trigger help for the court in addressing the key issues identified. Discussion involved pointing out to COT the various options of sending additional funds, sending a knowledgeable resource from another court, directing AOC to intervene somehow, or directing PCCJC to cut through the red tape of the contracting process by using an emergency or special procurement. Consensus was to craft a general motion and allow the COT chair to decide what would be most helpful in the situation.

MOTION: A motion was made and seconded to provide additional resources for speeding the accomplishment of the migration of the CMS to new server hardware. The motion passed unanimously.

STAFF UPDATE

- **COT Meetings** – Staff member Stewart Bruner reported that the May 5 and 6 COT annual planning meeting has been moved to the June 5 and 6 alternate meeting dates, and hoped the budget situation at the Legislature will be clarified in time. All projects being monitored are expected to report their progress at that meeting.
- **Requests for State JCEF Funding** –Stewart stated that he didn't yet know the situation with State JCEF funds for next year. He is fielding calls from numerous organizations looking for funds. No deadline will be set for requests until certainty exists that project-related funds will be available for COT to set aside. As always, both a JPIJ and grant request will be required at the time of the request.
- **EDMS Document Update** – Stewart provided detail regarding a proposed code section that would reduce document management requirements for limited jurisdiction courts in the state. He described the workings of the subteam of LJC that developed the document by examining all the provisions of ACJA 1-504 and 1-506, the technical requirements for imaging and e-filing. Main areas of change proposed include: 1) allowing LJ courts to more easily join a city or county EDMS effort, 2) acknowledging that commercial off-the-shelf EDMS sold today meet the non-proprietary requirements delineated in 1999, 3) allowing AZTEC to be used as the index mechanism for locating closed or archived records stored on a local imaging system, and 4) allowing a second image to fulfill the requirement for insuring another copy is available at all times.

Technical Advisory Council (TAC) will review the technical details for recommendation to COT, but there business implications exist as well. Members asked for additional time to review the document and return comments to staff. Stewart will add the topic to the agenda for next month's meeting. Members also requested AOC Legal's summary document describing the changes, once finalized.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

Gordon Mulleneaux requested that the dashboard status reports be printed in a larger size to make them more legible to members in meetings. Stewart replied that the printout acts as a safety net only and the font size is easily increased on the screen version.

After a reminder to members that the next meeting will take place April 24 in Room 230 of the State Courts Building, the meeting adjourned at 11:50 a.m.