

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

MEETING MINUTES

April 24, 2008
9:30 a.m. – 11:30 p.m.

Arizona Supreme Court

Conference Room 230
Arizona State Courts Building
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
Michael Pollard, *Chair*
Rick Rager
James Scorza (*Jennifer Gilbertson, proxy*)
David Stevens
Paul Thomas

GUESTS

Kent Batty*, *Pima Superior Court*
Phillip Ellis*, *Pima Superior Court*
Beverly Frame*, *Yuma Superior Court*
Lisa Royal*, *PCCJC*

MEMBERS ABSENT

Patricia Noland
Gregg Obuch

AOC STAFF

Stewart Bruner, *ITD*
Adele May, *ITD*
Stephanie Nolan, *ITD*
Renny Rapier, *ITD*
Carrie Stoneburner, *CSD*

* indicates appeared by telephone

WELCOME AND INTRODUCTORY REMARKS

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 9:30 a.m. He first reminded members about the change in venue and time for the June meeting then reviewed the activities related to the Pima Consolidated Justice Court (PCCJC) Stabilization Project that have taken place since the “red” vote at the March meeting, including a list of action items and due dates decided during a recent teleconference. In lieu of reviewing an updated dashboard, Judge Pollard provided his understanding of the plan to stabilize the case management system (CMS) by June 15. What is proposed to take place is the transfer of the existing CMS from the old to the new server thereby increasing stability. The bid process under the contract to obtain professional services is currently underway. It is hoped that three written bids can be used.

Lisa Royal, PCCJC Court Administrator, added that she is confident the stabilization can be completed by June 15. The court is beginning to look seriously at the possible AmCad limited jurisdiction system or a combination of the Tempe LJ CMS and Maricopa iCIS to solve long-term, functional issues. This requires the counsel of AOC to make a wise decision. PCCJC’s decision also needs to take into account the CMS decision being made by the Tucson City Court, since their future involves co-location. Lisa thanked Adele May for continuing to advise the court and announced that Charles Drake is the interim IT manager.

Concerns were raised about recent plans of the court to implement FARE and e-Citation later this year, requiring electronic transfers of data to and from the current unstable CMS.

MOTION: A motion was made and seconded to accept the PCCJC verbal status report made by Judge Pollard and supplemented by Lisa Royal. The motion passed unanimously.

In a roll call vote, members present characterized the project’s overall health as “red” (13 red to 1 yellow), based on the lack of progress being made at migrating to the new server as well as the perception that the day-to-day risk to the court remains at a critical level.

Members appreciated the action of Judge Pollard and the AOC to get the court the support it needs.

Discussion of the minutes from the previous meeting revealed the need to change the wording of the Pima AGAVE update slightly to denote a different purpose for the John Barrett meeting than was recorded.

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

GENERAL JURISDICTION COURTS CMS UPDATE -- AGAVE

Phillip Ellis, AGAVE Project Manager, described the dates appearing in yellow on the CACTIS replacement portion of the project as “Cautionary,” designed to give users more time to become comfortable with calendaring, the heart of the CMS from the user’s perspective. Phillip also emphasized that many project activities that are going well are not reported on the dashboard. He

remains confident that August is a realistic date for implementation in civil bench and that data conversion and cleansing activities will be completed ahead of the May 30 target date.

Kent Batty, Administrator of the Superior Court in Pima County, clarified a misunderstanding about John Barrett's visit members might have taken away from last month's project update. He stated that no assessment was made and that no report will be forthcoming.

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 change in the delivery date (which requires a return to COT) and the significance of data conversion to the overall project.

MARICOPA CLERK'S FINANCIAL SYSTEM DEMO/UPDATE

Gordon Mulleneaux, project manager for the cash receipting portion of the Clerk's Office iFIS project, announced a 59-day slip in the schedule needed to address several issues: 1) An underperforming personnel resource had to be removed from the project and will not be replaced for a variety of reasons. 2) A new grid control tool had to be procured and implemented unexpectedly. 3) Project leaders concluded that more time will be needed for user acceptance and training activities. Members questioned Gordon about whether the size of the cushion being built into the plan would be sufficient. Gordon described the sense of urgency the Clerk's Office has about the delivery of the new system. The date change requires approval from COT.

David Stevens, project manager for the RFR Replacement portion of the iFIS project, briefly reported progress being made in the analysis effort. He promised members a detailed journal of activities each month until the analysis effort completes and firm dates can be granted for the remaining tasks in the project. He praised the Clerk's Office for providing necessary staff support, preventing a major project risk from materializing, thus far.

MOTION: A motion was made and seconded to accept the status reports as delivered. The motion passed unanimously (Gordon Mulleneaux, Phil Knox, and David Stevens abstaining).

In a roll call vote, members present characterized the project's overall health as "yellow," due to the need to obtain approval from COT for the new completion date.

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manager, addressed concerns raised last month about the project's testing capacity. AOC has hired a contract tester and Tempe's developers are now cross checking each other's work to lighten the load on the dedicated tester. Connie Williams from Mesa continues to provide defect/solution testing help at a deep level, as well.

Rick provided some reasons why he considers certain tasks to be compete while showing less than 100 percent effort and updated members on recent activity for a variety of functional modules over the past month. Members raised concern about the number of tasks having due dates in the past but still showing green in the status report. Rick explained his rationale as being

whether they affected the ultimate due date of the project or not. He remains comfortable that the September 2 implementation date will be achieved, though he admits the timeframe is tightening.

Adele May updated members on the work by AOC to speed the completion of FC12, the PO Module, and why she expects big progress in the next 30 days. She is also confident that the AOC items will be in place prior to Rick's September 2 implementation date.

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" (11 green to 2 yellow).

CODE STANDARDIZATION UPDATE

Carrie Stoneburner, AOC's Code Standardization Manager, provided a brief update on three areas of code standardization activity. At the general jurisdiction level, the committee continues to meet monthly while the AmCad CMS workgroup continues to meet several times a week to deal with "no matches" and create new table entries county by county. The limited jurisdiction team has now completed a case hierarchy from the court type all the way down to a case subtype level. They continue to work on table values in alphabetical order. The data standards committee met for the first time in a year and received an update on the activities of the general jurisdiction team.

Patrick McGrath informed members that Carrie will be leaving the position to join the IT team and that the recruitment process is underway, since the position was deemed high priority. Members applauded Carrie for her good work.

STAFF UPDATE

Staff member Stewart Bruner reported the results from Technical Advisory Council's (TAC's) review of the proposed code section to reduce document management requirements for limited jurisdiction courts in the state. He very briefly described the issues raised by TAC and detailed some actions that have been taken since then, including: 1) sending the document back to LJC with its scope reduced to closed records only and not enabling destruction of paper, 2) adding ODSI (an affordable "OnBase Lite") to the list of product offerings under the statewide EDMS contract, 3) reviewing the detailed technical requirements contained within ACJA 1-504 and 1-506, and 4) contributing a TAC member to the LJC e-Records subteam and an LJC e-Records subteam member to the team reviewing the requirements for destruction of paper that is due to complete its work by the end of September 2008.

Members will be shown the revised document as approved by LJC for review and comment.

GENERAL JURISDICTION COURTS CMS UPDATE -- AMCAD

Renny Rapiet, AOC's General Jurisdiction Case Management System Project Manager, reported that the pilot court deployment preparation work remains in green status and on schedule. The

new CMS is now known as AJACS – Arizona Judicial Automated Case System. Testing of the development work for the pilots needs to be completed by May 5. Application review has been moved back to May 6 through 9, to give more affected people a chance to get a thorough look and understand what will be coming their way. Yuma training has then been moved back to May 12. About 12 project staff will be present in Yuma initially. The team size will swell as the implementation date nears.

Data conversion is progressing well, with two more iterations scheduled on Yuma data prior to the implementation weekend. Renny reminded members that the data from the AZTEC database will remain in a repository for 60 days then move to an historical repository available from an icon within the application into perpetuity. He also reviewed the condition of several of the integration points with other applications and confirmed that the financials take into account the approved priority of payments. Members pointed out a couple of small inconsistencies among dates in the report.

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."

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

There was no new business presented.

After a review of potential conflicts related to a proposed date change for the next meeting to May 22nd in Room 106 of the State Courts Building, the meeting adjourned at 11:35 a.m. The May meeting will include the usual agenda as well as a dry run of the COT presentation.