

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

MEETING MINUTES

May 22, 2008
10:00 a.m. to 2:00 p.m.

Arizona Supreme Court

Conference Room 106
Arizona State Courts Building
1501 W. Washington
Phoenix, AZ 85007

MEMBERS PRESENT

Kip Anderson*
Cathy Clarich
Margaret Guidero
Joan Harphant
Donald Jacobson
Patrick McGrath
C. Steven McMurry
Gordon Mulleneaux (*R. McHattie, proxy*)
Gregg Obuch
Michael Pollard, *Chair*
Rick Rager
James Scorza
David Stevens
Paul Thomas*

GUESTS

Charles Drake, *PCCJC*
Phillip Ellis*, *Pima Superior Court*
Lisa Royal, *PCCJC*
Becky Williams, *Tucson City Court*

MEMBERS ABSENT

Phillip Knox
Patricia Noland

AOC STAFF

Stewart Bruner, *ITD*
Karl Heckart, *ITD*
Christine Olea, *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 announced the need for a cover sheet for each project presentation being made at the Commission on Technology (COT) meeting June 5.

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

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manager, reported on the progress being made. Case processing-related tasks are now complete. He reviewed the percentage gains made in various other tasks since last month. Most of the development team is now working intensively on defects that are identified. Rick stated a need for a highly skilled contract resource to put together the SSRS reports. The project's testing capacity could stand to increase, but Rick will continue to focus on prioritizing quality-related items. The analyst on maternity leave will return next month and be focused primarily on testing. The court is working on a hardware purchase and related FTE. Rick stated his understanding that the hardware to be housed in the AOC Computer Center can be removed and returned to Tempe in the future.

Judge Pollard reviewed with Rick the wording on the cover sheet for the Tempe CMS presentation at COT. Rick will send Stewart updates to the information. He also reported on the order of protection module (FC12) work being done by AOC and related impacts of personnel changes and skill levels. AOC has lost some resources and shifted others around, but Rick believes the work will ultimately complete on time.

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."

MARICOPA CLERK'S FINANCIAL SYSTEM UPDATE

David Stevens, project manager for the RFR Replacement portion of the iFIS project, reported the addition of a set of activities under business analysis and detailed requirements that will add time to the analysis effort. No firm dates for the detailed development activities can be provided until that effort completes in October. He also increased the risk likelihood associated with clerk staff resource availability –insufficient resource availability could affect the project timeline. David reviewed the detailed journal of activities from the last month along with the extensive gap analysis table based on the function points produced by the Clerk's Office. He also announced that ICJIS is being shut down as part of the budget crisis in Maricopa County, introducing additional complexity to any projects depending on that group for data integration.

Rich McHattie, pinch-hitting for Gordon Mulleneaux, project manager for the cash receipting portion of the Clerk's Office iFIS project, provided updates on several concerns raised in last month's meeting. He announced that Ron Bitterli, the project's technical lead, has been selected as the next director of the Information Technology Group, but his transition date is being extended to reduce risk to the project. Internal resources have been reallocated from other

internal projects to replace the contract developer lost last month, since the RFR replacement project has top priority. Rich announced a 13-day slip in the deployment date that will enable Gordon to be present – the date is now October 27. Confidence in the date remains high as the next two sprints look to be on or ahead of schedule. Judge Pollard reviewed with Dave and Rich the wording on the cover sheet for the financial system replacement presentation at COT. They prefer to list various phases of the project and their associated dates rather than an overall start and finish date.

MOTION: A motion was made and seconded to accept the status reports as delivered. The motion passed unanimously (Rich McHattie and David Stevens abstaining).

In a roll call vote, members present characterized the project's overall health as "green" (6 green to 5 yellow).

PCCJC TECHNOLOGY STABILIZATION UPDATE

Charles Drake, PCCJC's Interim Technology Manager, provided a line-by-line update on the status dashboard and reviewed a handout depicting servers being replaced apart from the CMS, serving the purpose of reducing the overall load on the CMS. He reminded members that the stabilization project encompasses the court's environment as a whole, not only the CMS. The project remains on target for completion by December 31, 2008. He made the point that moves are required to make physical space in the rack for another server. The CMS server, the number one priority, is still on track for completing June 15. Charles also handed out a detailed migration plan showing the path of activities leading to the June 15th date. Judge Pollard reviewed with Charles and Lisa Royal the wording on the cover sheet for the project presentation at COT.

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

In a roll call vote, members present characterized the project's overall health as "yellow" (1 green to 9 yellow to 2 red) pending achievement of the June 15th server replacement.

GENERAL JURISDICTION COURTS CMS UPDATE -- AGAVE

Phillip Ellis, AGAVE Project Manager, explained the date change on FG6 since development resources were diverted by the business to another task that does not appear on the dashboard. He gave updates on various tasks remaining to complete, especially "Miscellaneous and Special Notices." He reported that data conversion is progressing well. He also reported that a new implementation schedule has been put forward but not approved by the leadership committee. These new dates will be used in the COT presentation and an extension of the current implementation date will be requested, possibly to late November or December.

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

In a roll call vote, members present characterized the project's overall health as "yellow" based on the anticipated implementation date change and the need for COT's approval.

GENERAL JURISDICTION COURTS CMS UPDATE -- AJACS

Karl Heckart, pinch-hitting for Renny Rapier, AOC's General Jurisdiction Case Management System Project Manager, reported on the new CMS now known as AJACS – Arizona Judicial Automated Case System. Following the recent application review, pilot courts were given a chance to make a go/no-go decision about the scheduled implementation dates. The list of issues and bugs was simultaneously reviewed with the vendor. All parties agreed more time would enable a more functional pilot with better trained users. Dates were then reset to July 14 for Yuma and July 28 for La Paz. The final release of the software is scheduled for May 29. The revised schedule allows four weeks for training the pilot participants in response to requests made at the design walkthrough. Karl also reviewed the status of integration and data conversion efforts, which are progressing well.

Members questioned Karl about details of the process for determining the statewide CMS for limited jurisdiction courts. Karl stated the goal of presenting options, costs, and timelines to COT in September but also including a rough number in the June funding discussion. Members requested that the group involved in making the assessment be as inclusive as possible.

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."

STAFF UPDATE

Staff member Stewart Bruner briefly reported on preparations for the upcoming COT annual meeting, especially the CACC presentation, and the situation with state JCEF this year. He is requesting input from project managers by May 30 to compile and share with Judge Pollard.

COT ANNUAL MEETING DRY RUN

Only Phillip Ellis produced a draft presentation to show. He reviewed the content in detail as an example to the other projects. Judge Pollard stated his expectations for the 20-minute presentations and project managers briefly talked through their approaches to the presentation. Judge Pollard reviewed the project cover sheet details with the representative(s) from each project. Stewart will revise these cover sheets in advance of the COT meeting and make a single CACC presentation from all the project inputs.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

Joan Harphant presented a brief update on the progress of her court's e-ticket project as it nears its 3-year anniversary. It will be expanded to 160 patrol cars in Tucson.

After confirming no other business existed, the meeting adjourned at 12:25 p.m.