

# CACC MEETING MINUTES

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

Thursday, July 17, 2008  
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT  
Administrative Office of the Courts  
1501 W. Washington  
Phoenix, AZ 85007

GoToMeeting

<https://www1.gotomeeting.com/join/241507478>

AUDIO PHONE NUMBER: (602) 452-3193

AUDIO ACCESS CODE: 1114

### MEMBERS PRESENT

Cathy Clarich\*  
Joan Harphant (*Becky Williams, proxy*)  
Donald Jacobson (*Jessica Cortez, proxy*)  
Phillip Knox  
Patrick McGrath\*  
Gordon Mulleneaux\*  
Michael Pollard, *Chair*  
Rick Rager

### GUESTS

Charles Drake, *PCCJC*  
Phillip Ellis, *Pima Superior Court*  
Myron Pecora, *Pima Superior Court*

### MEMBERS ABSENT

Kip Anderson  
Margaret Guidero  
C. Steven McMurry  
Patricia Noland  
Gregg Obuch  
James Scorza  
David Stevens  
Paul Thomas

### AOC STAFF

Stewart Bruner, *ITD*  
Karl Heckart, *ITD*  
Keith Kaplan, *CSD*  
Adele May, *ITD*  
Renny Rapiers\*, *ITD*

\* indicates appeared by telephone

## **WELCOME AND INTRODUCTORY REMARKS**

Judge Michael Pollard, Chair, promptly called the Court Automation Coordinating Committee (CACC) meeting to order at 2:00 p.m. He briefly recapped items of interest to members from the Commission on Technology (COT) meeting held June 5 and 6. He stated that e-filing is now a number one priority for COT in FY09.

Judge Pollard informed members that Charles Drake from PCCJC had requested a slight change to the wording of the minutes related to his presentation last month. Charles was present and confirmed the specific wording recorded by staff.

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

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

Gordon Mulleneaux, project manager for the cash receipting portion of the Clerk's Office iFIS project, provided updates on both that portion and the RFR replacement portion of the overall project. There were no changes to the dashboard for the RFR replacement since the analysis effort will not complete until October. Gordon addressed a risk item listed on the dashboard regarding insufficient resource availability that could affect the project timeline. He reported on the most recent meeting between Clerk's Office staff and the court development resources. He reiterated that the Clerk's Office is committed to providing all the necessary resources.

**MOTION: A motion was made and seconded to accept the status report as delivered. The motion passed unanimously (Gordon Mulleneaux abstaining).**

Prior to the roll call vote, the chair asked Gordon to return an answer to staff's question about the completion of Sprint 4. Gordon reported that the sprint would not complete on schedule due to staffing constraints but that the overall project deadlines are not jeopardized by the late task. In a roll call vote, members present characterized the project's overall health as "green" (4 green to 3 yellow).

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

Rick Rager, Tempe CMS Project Manager, reported that gains are being made in report processing and calendaring, while problems have been encountered with calls and solutions possibly related to use of Visible Developer. Hardware to run the production system at the AOC data center has been ordered and should be installed by mid-July, then load testing can begin. He detailed some concerns about accounting-related functions currently being worked intensively but did not believe any issues would jeopardize the September 2 delivery date. The need for a highly skilled contract resource to put together the SSRS reports remains an issue. Rick is reticent to begin user testing without the visual extenders discussed last month being in place. Sixty-eight forms are complete but no triggers are yet in place. Phillip Ellis commended the project for dealing so capably with an upgrade to the Visible tool.

Adele May reported that she has lost a programmer, causing her to recall one from the Tempe side of the project to keep the development of the protective order module on track. Rick described his migration strategy for protective orders. In response to a member's question, she

provided an overview on the process of selecting a final LJ CMS to present to COT and AJC, especially her plan for the user evaluation.

**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, reported that he had obtained COT approval for the date change he announced last month – only three tasks' dates in the dashboard are affected. The focus of his report was on data conversion efforts. He described how manual corrections are now being done after the decision was made not to write scripts for everything. The current CACTIS system will remain available for awhile following the December cutover. The plan is to run the two systems parallel for some time. Tucson City Court asked if they could examine the jail transport list module which enables secure and paperless processing. Phillip stated that he will be adding some tasks to the monthly dashboard to better track project activities.

**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 "green".

## **GENERAL JURISDICTION COURTS CMS UPDATE – AJACS**

Renny Rapiere, AOC's General Jurisdiction Case Management System Project Manager, phoned in a report from Yuma where user training is underway in preparation for the AJACS go-live date, July 14. Revised training materials have been received and invoices for them and for the first software payment have been generated, pending approval. One additional build is due July 30 to support Phase 2 deployments. Renny also reported that vast improvements have taken place in the data conversion area. The latest test scripts will be checked next week prior to their use on go-live weekend.

Members questioned Renny about the cutover technique, who will still have access to AZTEC during the pilots, how changes to the application will be determined and accomplished, and how software bugs will be handled.

**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."

## **PCCJC TECHNOLOGY STABILIZATION UPDATE**

Charles Drake, PCCJC's Interim Technology Manager, provided an update on the server move diagram first discussed last month. He reported that the CMS move scheduled for June 15 did not take place. A small amount of testing and final data migration remains to be done. Work should be complete next weekend. He reported great satisfaction with the vendor retained to

help with the move. The vendor is available to apply their extensive knowledge of OpenVMS and Datatrieve in the future. He also provided status update on the consultant's documentation effort which is running slightly behind at the moment. Charles remains confident about the December overall completion date for the stabilization effort, enabling work to then begin on converting to the state-standard CMS.

**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."

## **STAFF UPDATE**

Staff member Stewart Bruner briefly reported on the COT chair's direction regarding use of project acceptance and approval form as the starting point for CACC monitoring of statewide projects, as described at COT. He stated that the requirement would apply to future projects. He also reviewed the various project-related monetary decisions made at COT, in advance of the request for approval being made at the next day's AJC meeting.

## **CODE STANDARDIZATION UPDATE**

Keith Kaplan, AOC's new data standards manager, recited a list of activities he has already undertaken and a list of upcoming activities, assuring members he is off to a fast start. Keith's current focus is comparing the work of the LJ code standardization committee to the Greacen Report. The next meeting of the LJ committee will take place at 10 AM on July 30, 2008.

## **OLD BUSINESS**

There was no old business presented.

## **NEW BUSINESS**

There was no new business presented.

After requesting staff to schedule upcoming CACC meetings for 10 a.m. rather than 9:30 a.m. and confirming no other business existed, the meeting adjourned at 3:45 p.m.