

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, August 28, 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

Kip Anderson*
Cathy Clarich
Janet Cornell
Margaret Guidero
Joan Harphant
Donald Jacobson
Patrick McGrath
C. Steven McMurry
Gordon Mulleneaux
Patricia Noland*
Michael Pollard, *Chair*
Rick Rager
James Scorza
David Stevens
Paul Thomas

GUESTS

Carol Merfeld, *Pima Superior Court*
Myron Pecora, *Pima Superior Court*
Lisa Royal*, *PCCJC*
Becky Williams, *Tucson City Court*

MEMBERS ABSENT

Phillip Knox
Gregg Obuch

AOC STAFF

Stewart Bruner, *ITD*
Karl Heckart, *CIO*
Keith Kaplan, *CSD*
Adele May, *ITD*
Jim Price, *ITD*

* indicates appeared by telephone

WELCOME AND INTRODUCTORY REMARKS

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order promptly at 10:00 a.m. He opened by admonishing members not to resume their old habits of letting project updates go by without challenges or hard questions. Two projects appear on the Commission on Technology (COT) agenda to have their implementation dates reset. The COT agenda also contains a possible action item related to selection of a new limited jurisdiction (LJ) case management system (CMS) for statewide use.

Judge Pollard asked Karl Heckart to explain the recent acceleration of the LJ CMS selection. Karl stated that the focus is really on deciding the process for making a decision and approving a subteam to review the criteria and return a speedy recommendation. The timetable results from the Legislature's upcoming review of unencumbered fund balances in an attempt to close an estimated \$1 to \$2 billion budget deficit remaining for FY 09. Karl briefly reviewed activities in the selection process thus far and likely next steps needed to deliver a recommendation to the October 22 meeting of the Arizona Judicial Council (AJC).

Judge Pollard stated that the minutes from the June meeting had not been reviewed last month, leaving two sets to be considered this month.

MOTION: A motion was made and seconded to accept the minutes of the June 18, 2008, meeting as well as the July 17, 2008, meeting as delivered. The motion passed unanimously.

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Renny Rapier, AOC's General Jurisdiction (GJ) Case Management System Project Manager, apologized to members for not delivering a project dashboard or verbal status update during the Yuma implementation last month. He declared Phase 1 of the project to be 95% complete, awaiting signoff by the pilot courts and delivery of the final source code within the next month. Integration points remain an issue, with the key items to be completed before the Mohave implementation and the remaining items by end of the calendar year. Renny mentioned that Phase 2 of the project begins with the Mohave implementation which has been pushed back about a month to November 3, allowing for more issues from the pilots to be resolved. He elaborated a set of issues in Yuma that prompted extension of go-live support beyond its scheduled completion, including AVT tables, calendars, scheduling, and detailed converted financials/histories.

Members questioned Renny about inclusion of priority of payments, the training database to be used for Mohave, whether materials used in earlier courts would be updated following any changes, how support will be handled longer term, and how much the vendor had been paid to date.

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manager, announced that the system will not be implemented on September 2 because the financials are not complete enough and other dependencies are not in place yet. Rick is working on a project plan but will not release the dates for tasks until their

feasibility has been verified. His goal is to have everything solidified in time for COT next Friday. He'll revise the dashboard following that meeting and submit it for Stewart to post.

In a roll call vote, members present characterized the project's overall health as "yellow" (12 yellow to 1 red) due to the pending date change.

GENERAL JURISDICTION COURTS CMS UPDATE – AGAVE

Myron Pecora, Interim IT Director for Pima Superior Court, reported that his analysis indicates no date charge will be necessary for Agave 2.0. He is optimistic that the CACTIS replacement functionality may even be delivered early. Myron described changes made to the development team's methods. Consultants' payments are now delivery based with a 25% holdback. The quality assurance approach is being revised. The focus is on fixing significant bugs and adding one vital function. Data conversion is complete except for a couple of final passes. Myron has asked Carol Merfeld to assume the main project management role and develop a single, consolidated Agave project plan.

Karl Hekcart mentioned a concern about JOLTSaz's need to use Agave's calendaring and scheduling functions. Myron stated that a gap effort is getting underway next week with probation development staff and he'll know more following that.

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 Clerk's Office iFIS project reported that work is on track to deliver specific dates by the end of October. His main areas of risk continue to relate to budget issues and the hiring freeze. He is pursuing authorization to hire a junior project manager to replace the person he recently promoted to senior project manager to fill an opening. David stated that communication remains good between Clerk's staff and the court staff. Members expressed their eagerness to see the remaining task dates get filled in next month.

Gordon Mulleneaux, project manager for the cash receipting portion of the project, announced that the implementation date is being moved back to March 29, 2009, to accommodate resource issues and the increased complexity of financials. The move also allows more quality assurance to be accomplished earlier in the project. Gordon is on the agenda to gain approval from COT.

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

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

PCCJC TECHNOLOGY STABILIZATION UPDATE

Lisa Royal, PCCJC's Court Administrator, reported that Path 1, Phase 2 activities are on schedule to complete by August 29. Procurement of the new Exchange server is currently behind schedule but Lisa doesn't consider it a critical problem since installation isn't planned

until November. Staff shortages persist; Lisa suspects the long-term inability to fill positions relates to the low salaries being offered. Members expressed concern about the shortage of staff to accomplish project tasks; some volunteered to help Lisa address the salary justification issue with her court.

In answer to a member's question about recent stability of the system, Lisa reported that overall performance has greatly improved, down time is nonexistent, and screen navigation is much quicker. She reminded members that changes will have to be made to the system to accommodate DPS photo enforcement and acceptance of defensive driving completions, potentially introducing instability.

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 "green."

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC's data standards manager, reminded members that the code additions related to the GJ CMS implementations are provisional and have been placed on the agenda for the September 10, 2008, meeting of the committee. He welcomed CACC members to attend that meeting. The group continues to work to get mapping efforts completed in the four or five remaining courts. He mentioned that some courts are attempting to add codes apart from the code standardization committee and that those efforts must cease. The LJ code standardization committee is awaiting the selection of the new LJ CMS before ramping up its efforts. Keith verified with Rick Rager that Tempe used the Grecean Report codes as its base and requested a copy of the code tables from the CMS.

STAFF UPDATE

Staff member, Stewart Bruner, provided updates in three areas:

- The Branchwide IT Plan has been posted for comment on the COT documents webpage since August 6. It will be considered for approval at the September 5 COT meeting. Stewart welcomed comments or suggestions for improvement before that time.
- The administrative order requiring a court policy for protecting personal information and requiring notification of those whose unredacted or unencrypted information is compromised has been signed. The due date for the creation of local court policies is January 1, 2009.
- The work done by a TAC subteam to define technical requirements for substituting electronic records for paper ones then destroying the paper will be considered by COT at the September meeting. It had a section added to specify reduced requirements pertaining to closed records only in limited jurisdiction courts.

Jim Price, e-filing project manager at the AOC, reported on the project timeline related to an RFP for statewide e-filing technology and services along with the next steps. Members requested that the project be added to the CACC agenda each month even if it is not being formally monitored. They also requested to see Jim's general presentation regarding the overall scope of the effort next month.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

There was no new business presented.

The next meeting will take place in **Room 106** of the State Courts Building on **September 25, 2008**. Members decided to move the meeting a week later than previously scheduled in hopes of obtaining more detailed LJ CMS information from the assessment team. After confirming that no other business existed, the meeting adjourned at 11:30 a.m.