

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Monday, September 29, 2008
10:00 AM - 11:30 AM

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

GoToMeeting®

GoToMeeting: <https://www2.gotomeeting.com/join/662609408>

AUDIO PHONE NUMBER: (602) 452-3193

AUDIO ACCESS CODE: 7002

MEMBERS PRESENT

Margaret Guidero (*Cary Meister, proxy*)
Joan Harphant*
Donald Jacobson (*Jessica Cortes, proxy*)
Patrick McGrath
C. Steven McMurry
Gordon Mulleneaux
Patricia Noland*
Michael Pollard, *Chair*
Rick Rager
James Scorza
David Stevens

GUESTS

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

MEMBERS ABSENT

Kip Anderson
Cathy Clarich
Janet Cornell
Phillip Knox
Gregg Obuch
Paul Thomas

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 took roll of those in the room and on the phone to confirm that a quorum existed.

Judge Pollard asked Rick Rager to get things started.

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manager, announced that the revised delivery date has been approved by Commission on Technology (COT). Rick stated that the March 30 revised date is a conservative estimate, based on the knowledge that he has gained regarding how long tasks take as one works through this project. He updated members on progress of a couple of critical tasks. Financials are far enough along that work is beginning with the Tempe City finance department. Testing remains a challenge because the temporary loss of some of the resource contributed by the City of Mesa. This loss was balanced by the addition of some resources contributed by the City of Phoenix.

MOTION: A motion was made and seconded to accept the 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

Myron Pecora, Interim IT Director for Pima Superior Court, reporting by phone, stated that his project plan has been updated to include more implementation activities and the training schedule. Some task dates have changed as a result of work being returned to the vendor for improvements or enhancements. An initial pass at data conversion without any vendor resources has been completed. Myron mentioned that a functional gap exposed in user acceptance testing could affect the start of his internal rollout but would not affect the end of development as approved by COT (December 5). He is confident that the current target dates will all be met and that about a two-week cushion still exists.

Members questioned the continued tracking of two tasks that have been moved to subsequent releases of AGAVE. Myron will drop those items from future dashboard submittals. He shared that more long-term planning is underway with the Clerk's Office and the Juvenile Court.

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."

MARICOPA CLERK'S FINANCIAL SYSTEM UPDATE

Gordon Mulleneaux, project manager for the cash receipting portion of the Clerk's Office iFIS project, announced that the revised implementation date of March 29, 2009, was ratified by COT. He clarified that longstanding resource issues have all been addressed.

David Stevens, project manager for the RFR replacement portion of the project, warned members that the county's hard hiring freeze means any team members who leave cannot be replaced. This presents a large risk. He stated that communication between Clerk's staff and the court staff remains good. A variety of regular meetings continue to take place. If work continues on the current pace, he anticipates being able to unveil the remainder of the project schedule at next months' CACC meeting. Neither David nor Gordon felt it very likely that both iFIS-related projects would finish simultaneously.

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

In a roll call vote, members characterized the project's overall health as "green."

PCCJC TECHNOLOGY STABILIZATION UPDATE

Charles Drake, PCCJC's Interim Technology Manager, reviewed by phone the server moves performed to date before turning his focus to the web servers yet to move. Procurement of the new Exchange server remains behind schedule due to a snafu with the grant paperwork, but it doesn't pose a critical problem yet since installation isn't planned until December. Charles clarified the work remaining on the system documentation effort as being organizational in nature (compiling it all with some minor updates).

Members expressed concern that eventually diminishing returns related to staffing will take over and not enough time will remain for resources to make a difference on the project. Charles reiterated that staff shortages persist -- one programmer/analyst; one database administrator and one IT technician -- but the lack of these resources will not prevent completion of the project.

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, briefed members on the September 10, 2008, meeting in Yuma. Recent focus has been on standardizing case number prefixes used by courts and ensuring those use case category codes approved by the standardization committee. Keith is in dialog with Maricopa about bringing their iCIS prefixes into the fold, reminding everyone that the standard codes are statewide and not just AJACS-wide.

E-FILING RFP UPDATE

In response to a request by members at last month's meeting, Jim Price, e-filing project manager at the AOC, shared his general presentation on the RFP for statewide e-filing technology and services. Jim reported on the foundational principles elucidated by the chief justice, the courts and case types to be covered by the solution, the division of vendor and court responsibilities provided, and the anticipated project timeline. The URL for the RFP is <http://www.supreme.state.az.us/rfp>. He mentioned that five vendors submitted proposals by the

deadline last Friday. Some may be consortia of companies formed specifically for this project. Focus now turns to evaluation of those proposals in time to take a recommendation to COT and the Arizona Judicial Council (AJC). Jim mentioned that the rollout schedule starts with general jurisdiction courts in order to leverage the work already done by leaders like Maricopa.

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Karl Heckart substituted for Renny Rapiet, AOC's General Jurisdiction (GJ) Case Management System Project Manager, and stated that further enhancements are in the pipeline following implementation of the pilot courts, especially in the financial arena. He declared a change of approach in converting all historical financial data into AJACS, returning instead to the ending balance approach originally pursued. The repository outside of AJCS must then be retained for several years. Minor problems related to using a brand new system persist. He detailed the inputs in to the steering committee's upcoming decision of whether to move Mohave farther back in the implementation schedule. "Pre-AZTEC" courts (Mohave, Yavapai, Pinal) have additional data standardization issues beyond those of AZTEC courts, making implementation more difficult.

Members questioned Karl about the amount of funds spent thus far and the breakdown of costs between the vendor and the AOC. He provided a general response and promised that Renny would provide the specifics next month. Patti Noland presented a detailed list of concerns about AJACS from the recent meeting of the Clerks' Association. She stated that the pilot courts need to be stabilized before any further courts are brought onto the system, knowing that ironing things out now will speed later implementations. Karl told members that Renny and AmCad's project manager will revisit Yuma and La Paz to make certain they've collected the full set of issues. A recent lesson learned is that training needs to be done again after users have gotten some experience with the system.

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."

LIMITED JURISDICTION CMS UPDATE

Karl brought members up to date with the efforts of a team of people assessing all the data associated with the two candidate LJ CMSs to determine which is ultimately in the state's best interest. Items in their consideration include

- Recent updates against the full functional matrix by the developers;
- Results of the recent hands-on user assessment, including a wide range of comments; and
- Performance demonstrated by AmCad and Tempe developers in four-hour sessions against a set of key functional items that must be in place Day One.

Scores thus far show the two systems to be closely matched. Two more meetings remain in which to hammer out a conclusion from all the input prior to the October 9 special meeting of COT. An important consideration is the long-term cost for support and maintenance of each of the systems.

Members were concerned that justice courts might not have a sufficient voice in the process.

Karl named justice courts represented and indicated they have been quite vocal in stating their needs. In response to a question, Karl stated that his goal would be a single CMS, but the committee may decide otherwise. Whether one size fits all may turn out to be the pivotal question.

APPROVAL OF MEETING MINUTES

Judge Pollard stated that the minutes from the August meeting needed to be reviewed.

MOTION: A motion was made and seconded to accept the minutes of the August 28, 2008, meeting as delivered. The motion passed unanimously.

STAFF UPDATE

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

- The Branchwide IT Plan has been published and delivered to GITA and JLBC last week. All comments received have been incorporated.
- A major outreach is underway to courts having a local IT presence in conjunction with the October 3rd TAC meeting. Discussion will focus on better coordination of state and local IT efforts. Karl Heckart will address court leadership in December about the risks associated with local technology development and support as well as the need for closer coordination between local and state efforts.
- The work done by a TAC subteam to define technical requirements for substituting electronic records for paper ones then destroying the paper has been approved by both COT and COSC at their September meetings. It is now going before LJC, the committee that started the effort with its inauguration of an e-records subteam just over a year ago.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

There was no new business presented.

The next meeting will take place in **Room 230** of the State Courts Building on **October 23, 2008**. After confirming that no other business existed, the meeting adjourned at 11:30 a.m.