

# CACC MEETING MINUTES

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

Thursday, October 23, 2008  
10:00 AM - 12:30 PM

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

GoToMeeting®

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AUDIO PHONE NUMBER: (602) 452-3193

AUDIO ACCESS CODE: 7002

### MEMBERS PRESENT

Kip Anderson  
Cathy Clarich  
Janet Cornell  
Margaret Guidero  
Joan Harphant\*  
Donald Jacobson  
Phillip Knox  
Patrick McGrath  
C. Steven McMurry  
Gordon Mulleneaux (*Rich McHattie, proxy*)  
Patricia Noland\*  
Michael Pollard, *Chair*  
Rick Rager  
David Stevens  
Paul Thomas

### GUESTS

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

### MEMBERS ABSENT

James Scorza

### AOC STAFF

Stewart Bruner, *ITD*  
Karl Heckart, *CIO*  
Keith Kaplan, *CSD*  
Adele May, *ITD*  
Jim Price, *ITD*  
Renny Rapier, *ITD*  
Cindy Thomas, *AOC*

\* 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 confirmed that a quorum existed and asked for a motion regarding the minutes of the previous meeting.

**MOTION: A motion was made and seconded to accept the minutes of the September 29, 2008, meeting as delivered. The motion passed unanimously.**

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

Renny Rapiet, AOC's General Jurisdiction (GJ) Case Management System (CMS) Project Manager, delivered a verbal report that responded to questions raised at the previous meeting about the detailed financial condition of the project. He briefly shared the recently revised implementation schedule for Mohave and the impact of that move on the remaining courts in the schedule. Renny also shared the steps being taken to obtain formal signoffs from the pilot courts.

Discussion about the monitoring approach for projects crossing from development into implementation led to the conclusion that AJACS needs to continue to report monthly regarding the resolution of issues raised at the pilot courts, the progress being made on the rollout schedule, and the financial condition of the project until signed off. Members were assured that Mohave County will bring forward their issues regardless of the oversight strategy employed.

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

Rick Rager, Tempe CMS Project Manager, updated members on the progress of several October deliverables. Rick announced that the project's largest build ever would be released next week and anticipated that it would contain the Order of Protection module. He is hopeful for a database freeze on or about November 7. A few challenges were described, but overall Rick remains confident the March 30 implementation date will be met.

**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, provided a brief recap of recent activities in support of implementing the Civil Bench in December.

Demonstrations are now being given to judges and their assistants as the beginning of the communication plan. A code freeze is anticipated November 7, after which emphasis will switch to user testing. Myron stated the possibility that implementation could move from the December 5 weekend to the December 12 weekend. Staff questioned whether two tasks that show week-for-week slips will be accomplished in time for the December implementation. Myron explained that the work in question represents only a small part of the overall effort and progress is being made as indicated by the percent completion numbers. The project dashboard will be updated to remove tasks that have been shifted to Agave 3.0.

**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**

Rich McHattie, substituting for Gordon Mulleneaux, project manager for the cash receipting portion of the Clerk's Office iFIS project, announced that the Sprint 4 deadline has passed, but that a strategy has been put in place to "borrow" time from regression testing across the various sprints to catch back up. The dashboard may be changed to split out the regression testing task for each sprint. Progress continues to be made overall and the greatest challenge remains holding onto necessary funding to retain external resources on which the project timeline is based. Rich remains confident the implementation date is not in any jeopardy. Members expressed their concerns about data conversion efforts as well as the timeline's taking into account reduced staff hours around the holidays. Rich addressed both concerns.

David Stevens, project manager for the RFR replacement portion of the project, promised an implementation date at the Commission on Technology (COT) meeting on November 7, reminding members that the analysis phase runs through October 31. The overall length of the project could be anywhere from 15 to 22 months, depending on various options the Clerk's Office may choose to exercise. Discussions are ongoing. He has ratcheted up the staffing risk percentage due to recent resignations and the fact that the county's hard hiring freeze prevents replacement of any team members who leave. David stated he has padded the time estimate somewhat by only planning for 75% of available time from resources. He also reaffirmed that the RFR system will integrate with the Clerk's new cash receipting system which will be completed first. The chair expressed his discontent about the continued nebulosity of the project plan; David reminded members of the various financial systems for juvenile and justice courts that have already been successfully implemented and that this is merely the last in the set.

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

In a roll call vote, members characterized the project's overall health as "green" (11 green to 1 yellow).

## **PCCJC TECHNOLOGY STABILIZATION UPDATE**

Charles Drake, PCCJC's Interim Technology Manager, delivered good news on the staffing front as a programmer/analyst and database administrator have both been hired. The DBA will begin work on the "SOBE" move first thing. Dramatic increases in progress of remaining tasks will soon show on the dashboard. Procurement of the new Exchange server still remains behind schedule, but Charles asserted that it doesn't pose a critical problem since installation isn't planned to start until November 3 and finish until late December. In response to a question from the chair, Charles affirmed that there has been no crash of the CMS since November 7, 2007, on either the old or new hardware.

**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 recent decisions of COT and the Arizona Judicial Council (AJC) to approve a hybrid CMS that combines the base AJACS code with Tempe's best functionality. The approach allows a more rapid analysis and deployment timeline to get to the pilot stage – the goal is to implement in a medium-sized municipal court and a medium-sized justice court in Fall 2009. Phoenix has already begun working with AmCad as the start of the several-month analysis phase. Depending on the total number identified during analysis, the enhancements to the AJACS code may be divided into two releases, an AZTEC base replacement and a later, large-court-driven package. The largest variables at the moment are the amount of time and funding necessary to roll out a new application to approximately 150 courts around the state. Effective governance will be vital; a structure for will be proposed to COT. Karl's thinking is to parallel what's in place for the current GJ CMS effort.

Members were concerned that the aggressive schedule outlined might indicate the crumbling of the current AZTEC system. Karl emphasized that AZTEC is stable, just not as functional or easily supported as courts and AOC desire, especially when legislative changes must be made each year. Concerns were also expressed that staff numbers are insufficient to support the tail end of the GJ CMS rollout concurrent with the beginning of the limited jurisdiction (LJ) CMS and that the proposed steering committee not be considered a replacement for CACC reporting. Adele May confirmed that, as the project manager, she is planning to submit a monthly dashboard to CACC.

## **CODE STANDARDIZATION UPDATE**

Keith Kaplan, AOC's data standards manager, briefed members on the plan of action for LJ CMS code standardization. He outlined the five main steps: 1) Begin with the Greacen Report as was done for GJ CMS codes, 2) Determine whether codes already agreed to by the committee can be integrated into the Greacen Report codes, 3) Add all required tables that are not in the Greacen Report, 4) Republish the Greacen Report as a single document including the changes agreed to by the committee, and 5) Hold committee meetings as frequently as the committee feels necessary. He announced that the committee would next meet Wednesday, October 29, 2008. Members strongly encouraged Keith to participate in the development team for the LJ system to prevent the design cart from being placed in front of the code standardization horse.

## **E-FILING RFP UPDATE**

In response to a request by members for monthly updates, Jim Price, e-filing project manager at the AOC, shared progress on evaluating the five proposals received for statewide e-filing technology and services. The team has requested best and final offers in preparation for crafting a recommendation for COT and AJC. Being an open procurement, Jim did not have the liberty of reporting details of the vendor approaches, but stated in summary that each varies in philosophy and price.

Karl Heckart then briefly summarized a piece of legislation proposed by Arizona Association of Counties that seeks to change responsibilities related to electronic filing and access to images of court documents. He believes the legislation, which was opposed by AJC, would have the effect of eliminating any statewide e-filing implementation, leaving only the largest couple of courts in the e-filing business.

## **STAFF UPDATE**

Cindy Thomas, AOC's Tactical Applications Manager, briefed members on the upcoming release of AZTEC (1.5) which includes enhancements to the Protective Order Module, MVD file enhancements, defect fixes for Word macros, leap year fixes, and reporting admin access changes. It also has defensive driving changes necessary to implement House Bills 2001 and 2488 on January 1, 2009. Non AZTEC courts will start using the approved XML for centralized reporting of completions and registrations on January 1, 2009, unless they have been granted an exception by the Defensive Driving Board. AZTEC 1.5 will be installed in pilot courts (Glendale Muni and Apache Junction Justice) the weekend of November 1st. The upgrade to all other AZTEC courts is being scheduled in two stages with half the counties implementing the weekend of November 15 and the other half the weekend of November 22.

Staff member Stewart Bruner then provided information regarding the due date for business input to the next round of countywide IT plans and the schedule for November conference calls for business planners outside Maricopa County to have their specific questions answered. Maricopa is undertaking a separate development process led by Karen Westover and John King.

## **OLD BUSINESS**

There was no old business presented.

## **NEW BUSINESS**

There was no new business presented.

The next meeting will take place in the **Turquoise Room** of the **Judicial Education Center** on **November 20, 2008**. JEC is located at the southeast corner of Van Buren and 5<sup>th</sup> Street in Phoenix at the old Mercado location. A map is available at [http://www.supreme.state.az.us/ed/jec\\_map.pdf](http://www.supreme.state.az.us/ed/jec_map.pdf).

After confirming that no other business existed, the meeting adjourned at 11:30 a.m.