

# CACC MEETING MINUTES

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

Thursday, November 20, 2008  
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT  
Judicial Education Center  
541 E. Van Buren  
Phoenix, AZ 85004

GoToMeeting®

GoToMeeting: <https://www2.gotomeeting.com/join/614811119>

AUDIO PHONE NUMBER: (602) 452-3193

AUDIO ACCESS CODE: 7002

### MEMBERS PRESENT

Kip Anderson\*  
Janet Cornell  
Margaret Guidero (*Jim Monk, proxy*)  
Joan Harphant\*  
Donald Jacobson (*Jessica Cortes, proxy*)  
Phillip Knox (*Peter Kiefer, proxy*)  
Patrick McGrath  
Michael Pollard, *Chair*  
Rick Rager  
David Stevens

### GUESTS

Charles Drake\*, *PCCJC*  
Myron Pecora\*, *Pima Superior Court*  
Jennifer Gilbertson, *Phoenix Muni Court*

### MEMBERS ABSENT

Cathy Clarich  
C. Steven McMurry  
Gordon Mulleneaux  
Patricia Noland  
Paul Thomas

### AOC STAFF

Stewart Bruner, *ITD*  
Keith Kaplan, *CSD*  
Adele May, *ITD*  
Stephanie Nolan, *ITD*  
Jim Price, *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 10:05 a.m. He welcomed members present in the room and on the conference call then asked for a motion regarding the minutes of the previous meeting.

**MOTION: A motion was made and seconded to accept the minutes of the October 23, 2008, meeting as delivered. The motion passed unanimously.**

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

Rick Rager, Tempe CMS Project Manager, updated members on the progress of several deliverables currently being worked on. Items within the financial modules are causing the most anxiety. Rick delivered good news regarding automated disposition reporting and the Order of Protection module being developed at the Administrative Office of the Courts (AOC). Challenges continue in the testing arena now that resources on loan from other courts have been diverted to the AmCad limited jurisdiction (LJ) case management system (CMS) project. Members asked about the progress of conversion testing, the impact of city budget tightening on Rick's project resources, and how the absence of a key business analyst will affect the project timeline.

**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 – AJACS**

Renny Rapiet, AOC's General Jurisdiction (GJ) CMS Project Manager, provided details of the recent activities on the project at Cochise Superior Court, emphasizing the training efforts now underway and improvements made since the pilots were trained.. He briefly reviewed the implementation schedule for upcoming courts and announced a decision to implement Navajo and Apache simultaneously as well as Graham and Greenlee simultaneously for a variety of reasons. He clarified that the "go-live" date will still differ for each court, but activities leading to that weekend will be handled simultaneously.

He reviewed the progress being made on resolving issues remaining from the pilot court implementations, especially minute entry. The minute entry solution is planned for release immediately following Cochise's go-live weekend, to provide a more manageable situation. Renny also reviewed the project oversight plan for Phase II, the improvement in data conversion strategy, improvements in preparations for the cutover weekends, and the increased communication activities with the courts involved.

Renny shared his concern about possible burnout among project team members due to extended time being spent on the road. These technical people are slated to form the basis of the LJ CMS effort down the road, since their knowledge of the system is approaching that of the vendor's.

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

David Stevens, project manager for the RFR replacement portion of the Clerk's Office Integrated Financial Information System (iFIS) project, outlined the remaining development effort needed to arrive at the September 2010 delivery date approved by the Commission on Technology (COT) at their November 7 meeting. He referred members to the detailed project plan submitted in support of the dashboard items. David reminded members about the high staffing risk percentage due the fact that the county's hard hiring freeze prevents replacement of any team members who leave and added that capital expenditures are now frozen as well. He has added a new risk to the dashboard relating to a general shift in focus of all technology resources should the county's budget picture grow even more bleak.

Gordon Mulleneaux, project manager for the cash receipting portion of the iFIS project, was not present for the meeting. He submitted a dashboard update which was distributed to members for review. The chair expressed concern that the update shows virtually no progress over the past four weeks, that several completion dates for sprints have now passed, and that several more due dates are very near on tasks still showing low percentages of completion. There was speculation that the cash receipting portion of the project might be slipping its dates now that a later implementation date has been approved for the RFR portion of the project. Members discussed whether it made sense to consider each subproject report separately. David Stevens mentioned that all indications he's seen point to a high commitment level by the Clerk's Office, regardless of what the current dashboard displays.

**MOTION:** A motion was made and seconded to consider the RFR replacement and cash receipting replacement projects separately for voting purposes beginning next month, recognizing that COT still considers them to be a single project. The motion passed unanimously (Peter Kiefer and David Stevens abstaining).

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

In a roll call vote, members characterized the project's overall health as "yellow," based on the number of late tasks shown in the dashboard for the cash receipting portion.

## **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. User training is now underway. A code freeze has been implemented and the team's focus is on addressing defects identified during user acceptance testing. A web-based calendar interface has now been put in place, providing more features to users. Myron remains confident that implementation will take place following the December 12 weekend. In response to a question by the chair, Myron explained the approach being taken to quantify the scope of a potential rewrite of the Agave core and also that of eventual juvenile case integration.

**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."

## **PCCJC TECHNOLOGY STABILIZATION UPDATE**

Charles Drake, PCCJC's Interim Technology Manager, reviewed the three remaining tasks to be completed by December 26. He is compiling and systemizing all documentation. The new Exchange server is anticipated to be delivered within the next two weeks. The remaining moves will be completed once the server is delivered, now that sufficient manpower is in place. Charles remains confident that all tasks will be completed by December 26.

**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**

Adele May, project manager for the LJ CMS effort, updated members on the whirlwind of activity that has occurred following approval of the project by the Arizona Judicial Council (AJC) on October 22. Contract negotiations are underway. The project governance approach has now been decided and will parallel that in place for the current GJ CMS effort. Steering Committee names are being considered by the COT chair and will be announced shortly.

The vendor spent two weeks at Phoenix Municipal Court then made site visits to several other courts to obtain a working knowledge of the processes and vocabulary associated with Arizona's LJ courts, in preparation for detailed gap analysis efforts. Training of the 15 gap team members is currently underway using the AJACS system. Adele named the courts contributing staff to the gap team and explained why justice courts are being represented by subject matter experts in the development process. She outlined the weekly schedule to be followed for gap activities over the next few months. She promised a project dashboard once contract negotiations complete and the detailed project plan has been created.

## **CODE STANDARDIZATION UPDATE**

Keith Kaplan, AOC's data standards manager, informed members that the next committee meeting will take place December 3 following his presentation at the Court Leadership Conference on December 2. Keith's recent focus has been on the coversheet workgroup at AOC. The code standardization effort now has an official website of its own at <http://www.supreme.state.az.us/cs>. The page contains further links to the separate general jurisdiction and limited jurisdiction efforts. It provides access to all meeting agendas, materials, and minutes, as well.

## **STATEWIDE E-FILING UPDATE**

In response to a request by members for monthly updates, Jim Price, e-filing project manager at the AOC, shared recent progress. He is working on calculating the five-year cost of the project in preparation for a presentation at AJC on December 2. He is also evaluating feedback from courts in the state currently operating their own, standalone e-filing systems. The detailed timeline will result from eventual vendor negotiations, if approved by AJC, but Jim stated he doesn't anticipate the need for extensive resources from local courts. Being an open

procurement, Jim did not have the liberty of reporting any details of the vendor approaches yet, but stated that COT reviewed these in detail in their executive session.

## **STAFF UPDATE**

Staff member Stewart Bruner reminded members of the December 5 due date for business input to the next round of countywide IT plans. He updated members on proposed Arizona Association of Counties (AACo) legislation mentioned in last month's meeting which has since been withdrawn. He should have directed members to the COT November 7 meeting materials webpage to see the dates reserved for CACC meetings in 2009, but forgot.

## **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 **December 18, 2008**. Dates reserved for 2009 CACC meetings are posted at <http://www.supreme.state.az.us/cot/Archives/FY09/2009MtgSchedule.pdf>.

After confirming that no other business existed, the meeting adjourned at 11:40 a.m.