

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, December 18, 2008
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT
1501 W. Washington
Phoenix, AZ 85007



GoToMeeting: <https://www2.gotomeeting.com/join/684429459>

AUDIO PHONE NUMBER: (602) 452-3192

AUDIO ACCESS CODE: 1114

MEMBERS PRESENT

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

GUESTS

Charles Drake*, *PCCJC*
Rich McHattie, *Maricopa Clerk's Office*

MEMBERS ABSENT

Patricia Noland

AOC STAFF

Stewart Bruner, *ITD*
William Earl, *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 10:00 a.m. upon confirming that a quorum existed. He called members' attention to the list of meeting dates for 2009 and reiterated the Commission on Technology's proxy requirements (which also apply to subcommittees): when you know you will not be present, please e-mail the chair and staff with the name of your proxy ahead of time. The chair 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 November 19, 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 being made in several remaining functional clusters. The financial adjustments and credits module currently concerns him the most, but he also mentioned batch processing, accounting, and reporting modules. Some re-engineering of business processes will be required on the accounting side. Rick listed near-term items he requires from the Administrative Office of the Courts (AOC) and outlined his anticipated "go-live" plan and timetable. In response to a question about what would happen if time were to run out before all development and testing was complete, Rick stated that he will team up developers and testers on mission-critical items, leaving non-mission-critical items for completion following the implementation. Concern was raised about the number of tasks that remain behind with shrinking time remaining for development.

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 Rapier, AOC's General Jurisdiction (GJ) CMS Project Manager, provided a brief update on the progress being made in Phase II, AJACS implementation. He noted that all Phase I payments have been made and that Phase II billings have begun in accordance with Contract Schedule 9, the data conversion agreement, and the ongoing maintenance agreement.

Renny recapped the successful implementation of Cochise Superior Court on December 8, attributing the success to the increased maturity of AJACS and the resolution of so many data issues beforehand. Only a single issue remains from the original 50 identified at cutover. The clerk is balancing at the end of each business day, which should make month-end closing far less intensive than at the pilot courts. Renny mentioned that the team continues to provide help with monthly closing at all implemented courts. He listed some concerns about the data quality and bandwidth needs associated with the upcoming Mohave implementation and responded to specific questions from members about it.

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, briefly highlighted the .NET framework

development tasks being tackled at the moment. He feels the team is running slightly ahead on certain long-lead tasks but warned that loss of any resources will put remaining dates in jeopardy. Members asked for clarification about the buffer of 75 percent resource loading David used to arrive at the current project timeline and why loss of a single person would jeopardize the remaining schedule.

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 present characterized the project's overall health as "green."

Gordon Mulleneaux, project manager for the cash receipting portion of the iFIS project, distributed a written explanation of the various delays that have yielded a 6-month slip in the implementation date shown in this month's dashboard. A combination of complex architecture, inaccurate estimates due to new technology, and staff shortages are to blame. Gordon expressed high confidence in meeting the August 31, 2009, deployment date and emphasized that the financial nature of this application does not lend itself to a "deploy and fix" approach. The chair asked staff member Stewart Bruner to recap the COT chair's conversation about the need for review at COT even though the overall project implementation date is not impacted by the cash receipting subproject change.

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

In a roll call vote, members characterized the project's overall health as "yellow," based on the slip in the projected completion date and Justice Berch's request to have the new date reviewed in the March COT meeting.

PCCJC TECHNOLOGY STABILIZATION UPDATE

Charles Drake, PCCJC's Interim Technology Manager, updated percentage complete information presented in the dashboard and server migration diagram, stating that the e-mail migration has been completed and the other applications migrations are currently in the testing stage. He had high confidence all activities would be completed by December 26th, as planned. Members questioned Charles about PCCJC's participation in the LJ CMS gap analysis effort and likelihood of being an eventual pilot court for the new system. Paul Thomas reported that a complex algorithm will exist for choosing the pilot court or courts; no decision has yet been made.

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."

GENERAL JURISDICTION COURTS CMS UPDATE – AGAVE

No Agave project representative was present to deliver a report, although Myron Pecora did submit an updated dashboard showing the project status as “complete.” The chair mentioned a request by the court for payment of the final State JCEF milestone amount now that the civil bench has been implemented. Members recollected that the funding milestone stipulated replacement of the CACTIS system, including family law and criminal benches beyond civil.

MOTION: A motion was made and seconded to not accept the status report as delivered. The motion passed unanimously.

Since the status report was not accepted, no roll call vote was taken regarding the project’s overall health.

MOTION: In light of the non-acceptance of the project status report, a motion was made and seconded to include a demonstration of the Agave 2.0 civil functionality in the January 22, 2009, CACC meeting. The motion passed unanimously.

Judge Pollard said he’d discuss the details and logistics of the demonstration of civil case processing with Myron and Pima Superior Court management.

LIMITED JURISDICTION CMS UPDATE

Adele May, project manager for the LJ CMS effort, shared the names of all steering committee members and updated CACC on the recent progress of the gap analysis team, which is running slightly ahead of schedule. Their goal is to review the gaps, develop a design document, then publish it for courts to review. She discussed a possible effort to pack more gap work into the same amount of time by breaking out a separate group to consider the financials and accounting functions. She asked courts to send their subject matter experts in those areas the first week in January. Adele also displayed the new LJ CMS website where documents will be posted and discussion forums are being created.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC’s data standards manager, informed members that he needs to replace Jim Scorza and Judge David Cooper who have resigned due to their involvement in the LJ CMS effort. He reviewed the duties of data standards committee members and asked CACC members to send interested candidates his way. Patrick McGrath interjected that no items have yet required intervention by the full committee; work groups have successfully resolved all issues raised.

STATEWIDE E-FILING UPDATE

Jim Price, e-filing project manager at the AOC, shared recent progress. Negotiation with the recommended vendor was approved by AJC December 2nd and is now underway, as is creation of a Project Investment Justification (PIJ) for the project in order to obtain Information Technology Authorization Committee (ITAC) approval in January 2009. He stated that a next step involves meeting with technical representatives of the Maricopa Clerk’s Office to synchronize the approaches used by the two e-filing systems.

STAFF UPDATE

Staff member Stewart Bruner updated members on three subjects:

1. Business input to IT Strategic Plans is being summarized and presented to COT in January. Work should now be underway at courts on the technical input to the plan which is due March 13, 2009. John King is coordinating the input with the many municipal courts in Maricopa again this year. Stewart is handling all the other counties.
2. A new form is being put in place to handle requests for the five free ACAP PCs per county to be used as dedicated training computers. The form will appear on the Support Center and ACAP websites soon.
3. Administrative Order 2008-99 was issued to authorize ACJA § 1-507, the minimum requirements for clerks wishing to destroy paper for which equivalent electronic records exist. One IT plan received thus far indicates a desire to meet the requirements and begin destroying paper within the next plan period.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

Gordon Mulleneaux stated his desire to demonstrate the progress being made on the Maricopa Clerk's cash receipting system replacement at the February 18, 2009, CACC meeting. He felt the demonstration could be accomplished from the State Courts Building and will investigate the logistics of doing so.

The next meeting will take place in **Room 230** of the **State Courts Building** on **January 22, 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 11:30 a.m.