

# CACC MEETING MINUTES

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

Wednesday, May 20 2009  
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT  
1501 W. Washington  
Phoenix, AZ 85007



AUDIO PHONE NUMBER: (602) 452-3193  
AUDIO ACCESS CODE: 7002

### MEMBERS PRESENT

Kip Anderson\*  
Joan Harphant  
Donald Jacobson (*Jessica Cortes, proxy*)  
Patrick McGrath  
C. Steven McMurry  
Gordon Mulleneaux\*  
Patricia Noland\*  
Doug Pilcher (*Ron Beal, proxy*)  
Michael Pollard, *Chair*  
Rick Rager  
David Stevens  
Paul Thomas

### GUESTS

Steve Ballance\*, *Pima Superior*  
Charles Drake\*, *TAC*  
Rich McHattie, *Maricopa COSC*  
Roxanne Song Ong\*, *COT*

### MEMBERS ABSENT

Cathy Clarich  
Janet Cornell  
Margaret Guidero  
Phillip Knox

### AOC STAFF

Stewart Bruner, *ITD*  
Keith Kaplan, *CSD*  
Adele May, *ITD*  
Stephanie Nolan, *ITD*  
Jim Price, *ITD*  
Jim Scorza, *ITD*

\* indicates appeared by telephone

## **WELCOME AND INTRODUCTORY REMARKS**

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 10:15 a.m. after staff confirmed that a quorum existed. He asked for a motion regarding the minutes of the previous meeting.

**MOTION: A motion was made and seconded to accept the minutes of the April 16, 2009, meeting as delivered. The motion passed unanimously.**

Judge Pollard then introduced staff member Stewart Bruner to discuss the dashboard color criteria, as requested at the previous meeting. Stewart described the color designations agreed to at the time Commission on Technology (COT) approved the CACC dashboard monitoring strategy. The criteria associated with each color vary depending on whether an individual task is being described or the project as a whole. Members directed staff to change the final criterion for red at the project level from “Incomplete status report” to “Lack of a status report” to reflect the historical tack that the committee has taken with projects that failed to report. All other criteria remained the same after review.

Judge Pollard then asked that the dry run materials be reviewed prior to discussing the project dashboards.

## **COT ANNUAL MEETING DRY RUN**

a) PCCJC Stabilization – Charles Drake used the COT presentation template to summarize the project cost, timeline, goals, and results. The bottom line is that the court has experienced no outages since December 2007 but the case management system (CMS) has all the same limitations while operating in a more stable hardware environment. b) AGAVE 2.0 – Patti Noland delivered a basic update and promised to contact Steve Ballance to obtain the input for COT. Steve joined the meeting briefly. c) Integrated Financial Information System Cash Receipting Replacement – Gordon Mulleneaux and Rich McHattie teamed up, since Gordon will not be available for COT. The presentation used the COT template and focused on the importance of the cash receipting system to COT as well as the various interfaces to other automated systems within the Clerk’s Office. Rich also mentioned that the project has proven invaluable in becoming familiar with the agile software development strategy through the use of “sprints.” d) Integrated Financial Information System RFR System Replacement – David Stevens used the COT presentation template and reminded members that his group is acting as a contractor to the Clerk’s Office. He also mentioned that the system he is building has to integrate with the cash receipting system just described, Maricopa’s iCIS CMS, and the new jury management system to be developed. Questions were asked about the amount of state funds used and still remaining for the project. Dave stated that the details would be sorted out. e) Tempe CMS – Rick Rager used the COT presentation template and provided status as of May 18. He added that additional details will be inserted to capture the latest information as Tempe’s phased implementation progresses.

## **MARICOPA CLERK’S OFFICE INTEGRATED FINANCIAL INFORMATION SYSTEM UPDATE**

Rich McHattie, Deputy Clerk for Maricopa Superior Court, presented the project dashboard. He reported that all tasks are on schedule and the team is working well together.

**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."

David Stevens, project manager for the RFR replacement portion of the iFIS project, reported that the previously described manpower-related risk has become a full-blown issue and will necessitate an extra three months for completion of the conceptual design phase. David explained that a three-month buffer had been placed in the project plan between the end of conceptual design phase and the beginning of the construction phase, so no further deliverables are affected at this point. He felt it is too early to say whether the overall implementation date will be affected, but that a clear picture will emerge as the conceptual design phase wraps up. Member's questioned the assessment, based on their sense that the staffing risk can only increase over the life of the project.

**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 "yellow" (8 yellow to 1 red), based on the likelihood that the reported slip in the projected completion date for the current milestone would eventually affect the implementation date of the RFR replacement.

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

Rick Rager, Tempe CMS Project Manager, did not deliver a dashboard since the project entered its implementation phase since the previous meeting. Rick summarized the progress being made since May 4<sup>th</sup>, the main areas being focused upon currently, and the likely activities and timeline for the remainder of the phased implementation. He predicted the implementation will complete by the end of July and all new cases will be handled solely by the new CMS. He outlined his plan to not report for a couple of months, since all development is complete, then hold a demonstration of the production CMS, closing out CACC's oversight of the project.

The chair expressed that he was not entirely comfortable with Rick's proposal. Members then discussed various criteria for ending formal monitoring of a project by CACC. There was general agreement that the dashboard applies only to the development effort, though the precedent has been set for continuing to report on implementation progress in a less formal manner. Staff felt that all open items from the development phase needed to be shown as 100-percent complete on a final dashboard to indicate the end of development for historical purposes, and stated that previous projects had done so. Stewart pointed out that Tempe's dashboard from last month still shows 26 incomplete items. Some members felt that the production use of a system was sufficient to indicate the end of development. A suggestion was made that Rick update his dashboard one final time to indicate the end of the development phase in Tempe.

**MOTION:** A motion was made and seconded to consider the updated Tempe CMS dashboard as accepted, provided Rick delivers it to staff by the end of the week. The motion passed unanimously (Rick Rager abstaining).

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 limited jurisdiction (LJ) CMS effort, walked members through her slides for COT, though she stated Karl Heckart would be presenting them in her absence. She plotted out the detailed history of the project since its approval by COT in October. She emphasized efforts to refine the project governance details as work intensifies. The Phase 2 contract has been signed by AmCad covering the complete software development lifecycle for both AZTEC replacement (by December 31, 2009) and large volume court functionality (by the end of February 2010). The negotiated cost is about \$2.4M.

Adele mentioned that the protective order module programmers will transition to the general jurisdiction (GJ) CMS effort for a period of time before returning to the LJ CMS. She also spoke briefly about the ancillary goals of developing a standardized forms and reports library for all courts as well as providing electronic document management for LJ courts as part of the CMS effort. She acknowledged that training is a huge issue and said that she is consulting with the courts to develop the best strategy for the many local implementations.

## **CODE STANDARDIZATION UPDATE**

Keith Kaplan, AOC's Data Standards Lead, reviewed his comprehensive COT presentation with members. His focus was on the history of the effort and specifics in the general jurisdiction area, especially related to the needs of courts that are transitioning to AJACS. Keith also thanked the individual court representatives for accomplishing the heavy lifting of the committee. The chair asked that he more clearly recognize the groundwork laid by the Clerks of Superior Court in the development of the standardized codes.

On the LJ front, Keith outlined his work on updating the code tables from the 2006 Greacen Report and adding new codes in preparation for adoption of the statewide LJ CMS. A formal, code standardization report will be published in consultation with the CMS development team.

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

Renny Rapier, AOC's GJ CMS Project Manager, was working at Santa Cruz Superior on their AJACS pre-implementation and not available for the meeting. Staff reported that slides had been submitted for the dry run but were being reviewed by Karl Heckart.

## **STATEWIDE E-FILING UPDATE**

Jim Price, e-Filing Project Manager at the AOC, had a time conflict with a scheduled demonstration of the intelligent forms being developed for Arizona courts at the Limited Jurisdiction Courts Committee and had to depart before his spot on the agenda.

## **STAFF UPDATE**

# CACC MEETING MINUTES

In the interest of time, staff member Stewart Bruner quickly previewed the agenda for the upcoming COT annual meeting, focusing on the CACC project update portion scheduled for Thursday afternoon to ensure that presenters will be available at the prescribed times. He reminded presenters that the meeting serves as the briefing for the incoming chair, Justice Hurwitz.

The next meeting will take place in **Room 119** of the **State Courts Building** on **June 18, 2009**. 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 chair adjourned the meeting at 12:20 p.m.