

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, June 18, 2009
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT
1501 W. Washington
Phoenix, AZ 85007



AUDIO PHONE NUMBER: (602) 452-3192
AUDIO ACCESS CODE: 1112

MEMBERS PRESENT

Cathy Clarich
Joan Harphant
Donald Jacobson
Phillip Knox (*Peter Kiefer, proxy*)
Patrick McGrath
Gordon Mulleneaux
Doug Pilcher
Michael Pollard, *Chair*
Rick Rager
David Stevens

MEMBERS ABSENT

Kip Anderson
Janet Cornell
Margaret Guidero
C. Steven McMurry
Patricia Noland
Paul Thomas

GUESTS

Steve Balance*, *Pima Superior Court*

AOC STAFF

Stewart Bruner, *ITD*
Keith Kaplan, *CSD*
Adele May, *ITD*
Stephanie Nolan, *ITD*
Jim Price, *ITD*
Renny Rapier*, *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 just after 10:00 a.m. and confirmed that a quorum existed. He asked for a motion regarding the minutes of the previous meeting. Rick Rager requested that wording related to the completion of implementation in Tempe be changed from “by the 4th of July weekend” to “by the end of July.” Staff agreed to make the change.

MOTION: A motion was made and seconded to accept the minutes of the May 20, 2009, meeting as amended. The motion passed unanimously.

Judge Pollard then announced Gordon Mulleneaux’s pending retirement. Gordon added that he plans to return as a consultant. Judge Pollard also introduced Peter Kiefer, proxy for Phil Knox.

MARICOPA CLERK’S FINANCIAL SYSTEM / UPDATE

Gordon Mulleneaux, project manager for the cash receipting portion of the Clerk’s Office Integrated Financial Information System (iFIS) project, reported that the project remains on schedule. He informed members that the sprint due to complete today (Number 6) will in fact be done by the end of the day.

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, reminded members about the slip in the completion of the conceptual design tasks he announced last month. He explained that the 3-month buffer built into the schedule between the conceptual phase and the construction phase will be consumed by the slip. Until the conceptual phase completes, it is too early to tell whether the overall end date is affected or not. The slip results from a reduction in overall resources, not lack of communication with the Clerk’s Office or lack of priority.

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 “yellow” due to the risk to the overall end date identified but not yet realized.

LIMITED JURISDICTION CMS UPDATE

Adele May, project manager for the LJ CMS effort, provided members with an initial status dashboard for the project containing tasks and milestones through four iterations of development. She announced that the first development cycle to address the 110 items identified in the gap analysis is already underway. She briefly described the repeating components contained in the dashboard. AmCad is contractually obligated to complete all four iterations by December 31. Adele’s schedule includes a 3-month cushion following delivery by AmCad. Phoenix is continuing in their effort to identify functionality required by the large volume courts.

In response to a member's question, Adele clarified how the project includes both general jurisdiction (GJ) and limited jurisdiction (LJ) elements and is titled simply "AJACS Development," reflecting the fact that only a single system exists in two separate configurations depending on court type. All product releases are being managed by AOC's chief architect. Adele confirmed that the project cost shown on the dashboard is the contract amount with AmCad. Members were interested in knowing the number of development items and costs attributed to GJ versus LJ needs, as well as whether Phoenix would be submitting a separate dashboard for the large-volume court enhancements effort.

Jim Scorza then outlined the current plan for addressing the large-volume court additions to the software, initially involving Phoenix, Mesa, Scottsdale, and Tucson. Options available to other non-AZTEC courts like Chandler and PCCJC were briefly discussed. Concerns were raised that the GJ development items could end up slowing LJ development and that sufficient resources might not exist to tackle both efforts simultaneously.

MOTION: A motion was made and seconded to accept the initial status report as delivered. The motion passed unanimously.

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

MOTION: A motion was made and seconded to amend the dashboard for the project to reflect items related to GJ development along with the potential risks. The motion passed unanimously.

Jim Scorza stated that Phoenix could only deliver a meaningful dashboard after enough information has been gathered to create a project plan, likely by the end of the calendar year.

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Renny Rapier, AOC's General Jurisdiction (GJ) CMS Project Manager, calling in from Santa Cruz County, provided a brief update on the financial and schedule status of the AJACS implementation. He recapped the recent Pinal implementation and noted that 30 issues exist, the most significant being the issuing of multiple minute entries simultaneously. He noted that the Santa Cruz implementation is a "go" for June 22 and is being handled by the AOC, not the vendor. Work by the vendor is already underway on the extremely challenging Yavapai conversion effort. In parting, Renny recapped the number of months each implemented court has been on the AJACS system.

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manager, provided members with statistics since the implementation began:

- 2239 civil complaints entered,
- 71 time payment contracts made,
- 331 payments processed,
- 1st month-end closing completed, and
- 1st state remittance processed successfully.

Rick also listed the remaining implementation areas and rough timeline leading to the planned retirement of the legacy system by the end of July. He reminded members that the dashboard in the meeting materials is almost a month old but could serve as the final submittal.

MOTION: A motion was made and seconded to accept the final status report for the Tempe CMS as delivered. The motion passed unanimously (Rick Rager abstaining).

In a roll call vote, members present characterized the project's overall health as "green" then congratulated Rick on a job well done.

STATEWIDE E-FILING UPDATE

Jim Price, e-Filing Project Manager at the AOC, updated members on the anticipated delivery dates of fill and print forms and intelligent forms by case type and by level of court. He confirmed that a schedule issue may exist due to the justice courts in Maricopa not having an EDMS at their disposal yet. Another issue being resolved is one of recouping credit card merchant fees. This was decided by the Arizona Judicial Council (AJC) in their last meeting. They opted to raise all the convenience fees on the initial case types and filings to cover the anticipated merchant fees.

Jim outlined other policy work related to e-filing, including the drafting of an administrative order authorizing the use of AZTurboCourt.gov, the portal for electronic filing, and codifying the related fees. The effort to create a central document repository is currently in the concept phase. The largest project challenges are posed by needing resources from other organizations and the lack of standard filing processes in the various courts involved thus far.

In response to a question regarding the lack of a project status dashboard, staff member Stewart Bruner reminded members that the e-Court Subcommittee was assigned the governance role over statewide e-filing by COT. Don Jacobson outlined some reasons that selection made more sense than assigning the role to CACC. Members then requested more detailed information regarding integration with outside systems and the timeline for involving various courts as well as being able to see Jim's materials in advance of the presentation at future meetings.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC's Data Standards Manager, updated members on recent efforts in preparation for the Santa Cruz AJACS conversion as well as efforts to add codes for other courts already implemented. He stated that the workgroup dealing with event triggers to case and party status changes continues to meet. On the LJ front, Keith stated that the team will meet next Wednesday to determine a different approach since AJACS tables can't handle case hierarchy changes the way they had been thinking.

STAFF UPDATE

Staff member Stewart Bruner briefed members on the reason appointment letters are so late in coming, stating that the COT chair change prompts a logical re-examination of subcommittee memberships across the board. He reviewed the events at the COT annual meeting as well as the recent COT chair's presentation at AJC. Stewart referred members to the COT website to view

the approved list of strategic project priorities from the annual meeting for which funding was approved by AJC. He congratulated Judge Pollard and members for being recognized by Justice Berch at AJC for their key role in her top accomplishment as COT chair: bringing more formality to the project oversight process.

The next meeting will take place in **Room 230** of the **State Courts Building** on **July 23, 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 meeting adjourned at 11:25 a.m.