

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, July 23, 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: 1114

MEMBERS PRESENT

Cathy Clarich
Timothy Dickerson
Julie Dybas*
Joan Harphant*
Mary Hawkins*
Donald Jacobson
Phillip Knox
Patrick McGrath
Richard McHattie
Patricia Noland*
Doug Pilcher
Michael Pollard, *Chair*
Rick Rager
Lisa Royal*
Paul Thomas

GUESTS

Steve Balance*, *Pima Superior Court*
David Stevens, *Maricopa Superior Court*

MEMBERS ABSENT

Kip Anderson

AOC STAFF

Stewart Bruner, *ITD*
Keith Kaplan, *CSD*
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. Being the first meeting of the new fiscal year he directed those around the table as well as those calling in (members and guests) to introduce themselves and the organizations they represent. 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 June 18, 2009, meeting. The motion passed unanimously.

MARICOPA CLERK'S FINANCIAL SYSTEM / UPDATE

Rich McHattie, reported that the cash receipting portion of the Clerk's Office Integrated Financial Information System (iFIS) project is entering into its final few tasks and remains on schedule for an August 31 deployment. Reports are essentially done, including some functionality beyond the current system. He described areas of recent emphasis like superuser training and user acceptance testing activities. The chair questioned the amount of coordination required with other systems. Rich replied that the cash receipting system essentially stands alone but that the RFR replacement system does have to interface with it eventually. Rick Rager emphasized the need to train over and above the anticipated need, based on his experience in Tempe.

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

Judge Pollard briefly explained for new members the intent of performing the roll call vote of project health and the conditions/actions indicated by each of the possible colors. In the succeeding roll call vote, members characterized the project's overall health as "green."

David Stevens, the project manager for the RFR replacement portion of the iFIS project, updated members on recent activities and the relationship between his project and the cash receipting replacement project, to dispel any confusion. He recapped the conceptual design approach being pursued and the timeline prior to the technical design effort. Microsoft consultants recently came onsite to evaluate the infrastructure and make recommendations. Dave assured members that progress is being made despite the impact of budget challenges on staffing levels, shown in the risk area of the dashboard. The staffing availability risk is at 100 percent for the project – it is an issue. The clerk has operating RFR and cash receipting systems today, so the risk to operations of an extended schedule is not as critical as it would otherwise be. Rich McHattie re-emphasized the priority to the Clerk's Office of both projects. Members questioned David's confidence about meeting the December deadline. David stated that he is focused on the September milestone since no further schedule buffer remains.

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

In a roll call vote, members present characterized the project's overall health as "green" (8 votes to 3 yellow).

LIMITED JURISDICTION CMS UPDATE

Judge Pollard reminded members of the motion entered at the previous meeting to break out the development items by level of court affected. This was not done on the updated dashboard and he desires an explanation.

Jim Scorza, substituting for Adele May, the project manager for the LJ CMS effort, provided members with a recap of the three main elements of the project. The status dashboard for the project contains tasks and milestones through four iterations of development as presented to COT in June 2009. He announced that the mid-point code walkthrough on first development cycle was accomplished and work is on schedule for July 31 after a recent build was reviewed. Jim also described the rough approximation of issues and percentages attributed to limited jurisdiction courts versus general jurisdiction courts in a handout prepared by Adele apart from the dashboard. The counts and attributions both remain fluid over time until the release actually occurs. He pointed out that some issues are also shared between the two levels of courts, further clouding the counts. The bottom line is that the impact of GJ tasks on LJ milestones is virtually nonexistent. AmCad is contractually obligated to complete all four iterations by February 2010, regardless of the originating jurisdiction of the requirements, and items that address production issues clearly trump non-production issues. There remains an ongoing gap analysis effort to identify extra functionality required by the largest volume courts as the releases take place.

In response to a member's question, Jim walked through a specific design requirement and the logic behind categorizing it for the count. He also clarified that the single CMS application will have different screens viewed by the two different levels of court and likely even be referred to by two different names, AJACS for general jurisdiction (GJ) and AZiCMS (Arizona Integrated CMS) for limited jurisdiction (LJ). Separate testers will be employed by level of court. Renny Rapiere added that the resources needed are transitioning from the GJ to the LJ project over time. A member requested a monthly update of the counts be provided by Adele.

Jim Scorza then reminded members of the presence of a steering committee that monitors the LJ CMS project in far more depth than CACC. Several CACC members have been named to that committee.

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

In a roll call vote, members present characterized the project's overall health as "green" (13 green to 1 yellow). A second request was made for members to receive the supplemental table of counts in upcoming months.

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Renny Rapiere, AOC's General Jurisdiction (GJ) CMS Project Manager, recapped the Santa Cruz County implementation and the two issues. He recapped the work underway with Yavapai including the upcoming dry run in preparation for a September 11 to 14 implementation weekend. Because of the level of challenge, work has been underway since January on the Yavapai conversion effort. Apache and Navajo are the courts that follow Yavapai. The

scheduled end date of May 2010 still stands. Patti Noland asked about the progress being made on displaying public access information for converted superior courts. The new date is August 3 for current courts while future courts will be added shortly after each implementation.

STATEWIDE E-FILING UPDATE

Jim Price, e-Filing Project Manager at the AOC, updated members on the anticipated delivery of pay and print forms and intelligent forms by case type and by level of court. He described integration work being undertaken between AOC and Maricopa trial courts as well as discussions with Pima. Design work is underway on crafting a central case index. Intresys continues to be informed of code standards related to e-filing. Jim listed the prices associated with the pay and print intelligent forms and how the cost will include the filing fee once full function e-filing goes live. The price covers the value added by the interview system that includes the correct data in the correct forms. Pat McGrath described the forms and his testing of them in more detail. Members requested to view samples of actual forms.

Jim outlined the subsequent subject areas/form types being developed and their anticipated release dates leading to full e-filing in Maricopa justice and superior courts by October 30, 2009. Jim responded to various questions from members about the overlap of GJ CMS resources on the project and the bulk eviction action filing approach versus emphasizing individual filings.

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manager, walked members through the various considerations for migrating civil cases this weekend. He provided updated statistics since the implementation began and described a few challenges being addressed. He remains committed to hold a system demonstration in the September/October timeframe.

In response to a question, Rick also clarified his use of the term “dual systems” versus the term “dual entry.” Tempe has operated dual systems but never performed dual data entry. The data migrations will move existing cases from the legacy CMS to join cases initiated on the replacement CMS.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC’s Data Standards Manager, updated members on recent meetings with the e-filing vendor to clarify use of standard codes related to e-filing. They are also discussing transition codes for use by the Maricopa courts going live with e-filing. Efforts continue in support of AJACS courts requiring emergency codes following their cutover dates. He stated that the work continues on updating the Greacen report for LJ courts.

In answer to a question, Keith stated that recent recruiting efforts for code standardization team members were successful.

STAFF UPDATE

Staff member Stewart Bruner briefed members on the progress of construction of the Branchwide Information Technology Strategic Plan and recent meetings with the new COT chair. He apologized to members for missing so much of the meeting due to a scheduling conflict. He also pointed out that the color designations the chair mentioned earlier in discussing

the roll call vote are available on the CACC website under the link “Project Monitoring Color Criteria.”

The next meeting will take place in **Room 345B** of the **State Courts Building** on **August 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 11:20 a.m.