

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, August 20, 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

Kip Anderson*
Timothy Dickerson*
Julie Dybas
Joan Harphant (*Becky Williams**, proxy)
Mary Hawkins*
Donald Jacobson
Phillip Knox
Patrick McGrath (*Keith Kaplan*, proxy)
Rich McHattie
Michael Pollard*, *Chair*
Rick Rager*
Lisa Royal

GUESTS

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

MEMBERS ABSENT

Cathy Clarich
Patricia Noland
Doug Pilcher
Paul Thomas

AOC STAFF

Stewart Bruner, *ITD*
Karl Heckart, *ITD*
Stephanie Nolan, *ITD*
Jim Price, *ITD*
Renny Rapier, *ITD*

* indicates appeared by telephone

WELCOME AND INTRODUCTORY REMARKS

Don Jacobson, substituting for Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order just after 10:00 a.m. and announced a date change for the October meeting from the 22nd to the 15th of the month. Staff confirmed that a quorum existed. Don asked for a motion regarding the minutes of the previous meeting.

MOTION: A motion was made and seconded to accept the minutes of the July 23, 2009, meeting as amended. The motion passed unanimously.

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Due to a time conflict with another meeting, Rick Rager, Tempe CMS Project Manager, was granted an earlier time slot than the agenda showed. Rick briefly recapped implementation activities from May 5 to present, then informed members that the final porting of legacy data will take place during the coming weekend. The system will remain active for archive use only. Over 9000 cases are already in the new system and it continues to work well.

MARICOPA CLERK'S FINANCIAL SYSTEM / UPDATE

Rich McHattie reported on the cash receipting portion of the Clerk's Office Integrated Financial Information System (iFIS) project on the eve of its deployment weekend. He reported that the final few tasks are getting wrapped up before being able to consider the development to be 100 percent complete. He informed members that training is progressing remarkably well despite the wide differences that exist between the old and new systems. The project will have a 30-day "warranty period" following the cutover weekend to ensure all issues get addressed.

MOTION: A motion was made and seconded to accept the status report as delivered. The motion passed unanimously (Phil Knox and Rich McHattie 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, updated members on the progress being made with conceptual design and database design tasks. He expressed confidence that the conceptual phase will wrap up before the 3-month buffer built into the schedule prior to the start of the construction phase is consumed. Until the conceptual phase completes, it is too early to tell whether the overall end date will be affected or not. David will redo the work breakdown structure and recast the project schedule based on any changes. In response to a question, he emphasized that the issue is not a function of scope. He also mentioned that the development environment is now fully operational.

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

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

LIMITED JURISDICTION CMS UPDATE

Karl Heckart, substituting for Adele May, project manager for the LJ CMS effort, provided members with an updated status dashboard for the project. He summarized the work being done

on the 3.1 and 3.2 releases. The development effort is on track to complete on schedule by December 31, though the final two iterations are larger and more complex than the initial two. Members asked Karl to shed more light on the role of Phoenix Muni Court in addressing large court functionality. Karl outlined Phoenix's activities and stated that Jim Scorza is working to ensure other large courts are in synch to get the benefit of further development Phoenix identifies following the initial release. Lisa Royal mentioned that she continues to get pressure to expand the functionality of her CMS that is on life support awaiting replacement by the LJ CMS. Karl did not believe that Phoenix necessarily would be opposed to another large court implementing ahead of them.

In response to a question, Karl explained the benefit to the courts of coordinating both GJ and LJ development items within the same project. He also stated that the vendor doesn't receive any money for GJ development, and is therefore incentivized to keep pushing forward with LJ items.

MOTION: A motion was made and seconded to accept the initial status report as delivered. The motion passed unanimously (Keith Kaplan 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, updated members on the status of Santa Cruz and the five other courts already converted to AJACS. Renny emphasized that Remedy ticket backlogs are starting to decrease after implementation issues greatly decreased at Santa Cruz. Work is underway on Yavapai conversion, but dry run results have indicated more time is needed, especially on code mapping. A fourth dry run has been scheduled and the cutover has been moved to September 25 through 28.

Renny warned the LJ CMS team that the number of issues inversely correlates with the degree of standardization in any given court and that business practices need to start being addressed now. He also mentioned the need to do continual rumor control regarding the interface between probation systems and the CMS as well as who owns what records. He previewed the upcoming OnBase integration change to accompany the 3.2 release and shared the planned implementation dates in remaining courts, leading up to a May 7, 2010, project end date.

STATEWIDE E-FILING UPDATE

Jim Price, e-Filing Project Manager at the AOC, updated members on the progress of developing fill and print forms in dissolution and eviction actions case types now that the original set of forms are online. He briefly covered progress being made in working with the Appellate Courts, Maricopa Justice Courts, Maricopa Clerk's Office, Bank of America, the enterprise service bus middleware, and XML data mapping from the form data to the CMS. Work is also just getting underway on understanding the parameters for intelligent domestic relations forms. He stated that the equipment ordered by AOC to host the statewide e-filing solution has arrived onsite.

Members discussed the fine line between e-filing and data integration, especially in relation to case records going on appeal to another court. Jim outlined the approach and assured everyone that re-keying was definitely not a goal. There was also some discussion about the approach for

processing paper filings in the time prior to mandatory e-filing. Jim stated that scanning is being taken into consideration along with use of bar coding and optical character recognition to eliminate re-keying of paper form data.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC's Data Standards Manager, recapped recent efforts including preparing codes for courts nearing their go-live dates as well as codes to accommodate legislation and probate rules changes. He expressed concern that standardization is at risk of being compromised due to use of codes as workarounds for various issues. The workgroup dealing with event triggers to case and party status changes for AJACS courts continues to meet.

On the LJ front, Keith stated that the Greacen codes have now all been moved over to his master database. Keith is examining them table by table to ensure they will work with AJACS, since they were created without a particular CMS in mind. He is also considering what GJ codes could be applied to LJ work. Keith also mentioned that work is underway sorting out codes related to e-filing and filtering event codes by case type.

In response to a question about where the LJ effort standards relative to the GJ at a similar point in the development cycle, Keith stated that the LJ effort is shaping up better but that the overall issues remain business process change and the committee's willingness to "put its foot down."

STAFF UPDATE

Staff member Stewart Bruner briefed members on the agenda items for the upcoming COT meeting as well as the effort on the current and next information technology strategic plans. The plan sections are now available for review via a link on the COT meeting website. Proposed AJCA code sections that enact the changes to Rule 123 will be reviewed. Stewart also described the current condition of the new branch strategic plan and the activities of the COT subteam appointed to provide input. The word is that no net new statewide IT projects currently appear in the plan. He mentioned that a communication has been sent to presiding judges throughout the state requesting contact names for the planning process. Along with plan preparation activities, Karl and Stewart will be holding meetings with court personnel in several rural counties, beginning with the southeast corner of the state.

The next meeting will take place in **Room 230** of the **State Courts Building** on **September 17, 2009**. Dates reserved for 2009 CACC meetings are posted at <http://www.supreme.state.az.us/cot/Archives/FY09/2009MtgSchedule.pdf>.

After Don confirmed that no other business existed, the meeting adjourned at 11:30 a.m.