

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, September 17, 2009

10:00 AM - 12:30 PM

CONFERENCE ROOM 230

ARIZONA SUPREME COURT

1501 W. Washington

Phoenix, AZ 85007



AUDIO PHONE NUMBER: (602) 452-3193

AUDIO ACCESS CODE: 7002

MEMBERS PRESENT

Cathy Clarich
Julie Dybas (*Randy Kennedy, proxy*)
Joan Harphant*
Mary Hawkins*
Donald Jacobson
Phillip Knox
Patrick McGrath
Rich McHattie
Patricia Noland*
Doug Pilcher
Michael Pollard, *Chair*
Rick Rager
Lisa Royal*
Paul Thomas

GUESTS

David Stevens, *Maricopa Superior Court*

MEMBERS ABSENT

Kip Anderson
Timothy Dickerson

AOC STAFF

Stewart Bruner, *ITD*
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 just before 10:00 a.m. and reminded members of the date change for the next meeting from the 22nd to the 15th of October. Staff confirmed that a quorum existed. The chair asked for a motion regarding the minutes of the previous meeting.

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

MARICOPA CLERK'S FINANCIAL SYSTEM / UPDATE

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 continued to express confidence that the conceptual phase will wrap up before the 3-month buffer built into the schedule is consumed. Once the conceptual phase completes, he will revise the work breakdown structure and recast the project schedule to be able to determine whether September 2010 remains a realistic delivery date or not.

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."

Rich McHattie reported on the cash receipting portion of the Clerk's Office Integrated Financial Information System (iFIS) project implemented over the past weekend. He reported that though date slipped since the previous CACC meeting, the tasks in the dashboard have now been completed. He informed members that the post-implementation support effort is proving to be lighter than anticipated as users are pleased with the new system. The project is in its 30-day post-implementation period to ensure any issues get addressed. Members asked about the success of the current integration effort with the existing RFR system and whether sufficient staff and knowledge would be in place to support eventual integration with the new RFR being developed by the Superior Court. Rich offered to bring more information on the topic to the next CACC meeting along with a completed dashboard showing 100% for all tasks.

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."

LIMITED JURISDICTION CMS UPDATE

Adele May, project manager for the limited jurisdiction (LJ) case management system (CMS) effort, informed members that AOC has now received the first two releases of the product from the vendor. Combined testing of both 3.1 and 3.2 stands at 35% complete today. The overall development effort remains on track to complete on schedule by December 31, though the final two iterations are larger and more complex than the initial two so work is continuing to clarify requirements for various aspects. A demonstration that experienced technical difficulties is being

rescheduled for the last week of September. The steering committee will receive a demonstration that week, as well. Adele is looking to get more court users involved in testing as time goes on.

Members continue to struggle with the various interrelated facets of the effort: Discussion involved GJ versus LJ use of the releases, AZTEC replacement versus Phoenix' additional needs, and CACC's role versus the LJ CMS Steering Committee's role. Jim Scorza explained the interaction between the base functionality represented by the four releases Adele is describing and the additional, large-volume court enhancements spearheaded by Phoenix, but being collaborated on by several courts. The chair gave steering committee members who sit on CACC (Don Jacobson and Cathy Clarich) a chance to describe the differences in role between the two bodies.

MOTION: A motion was made and seconded to accept the CMS development 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."

STATEWIDE E-FILING UPDATE

Jim Price, e-Filing Project Manager at the AOC, updated members on the recent progress of "fill and print" forms. He pointed out that previously published dates for the transition to full e-filing from the "pay and print" filing model are at risk for a variety of reasons. He stated that attention is beginning to focus beyond creating technical capabilities toward understanding the startup implications on users and the court business processes.

In response to a question, Jim outlined his understanding of the relationship between AJACS revisions, OnBase revisions, the central document repository, and the central case index. Don Jacobson pointed out that the model depends on AOC's supplying electronic document management for the LJ courts not having their own, but no communication is being shared about how that will be done. The tactical approach needs to be brought to CACC before it gets implemented.

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manager, announced that the final porting of legacy data did take place according to the plan he outlined at the previous CACC meeting. The system continues to work well and so resources are gradually being pared over time. He described some enhancement work that is being undertaken as well as the grant-funded effort to construct a standalone prosecutor system. Rick volunteered to host the November CACC meeting in Tempe in order to demonstrate the production system to members.

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Renny Rapier, AOC's General Jurisdiction (GJ) CMS Project Manager, described some of the challenges being experienced on the Yavapai conversion. The cutover weekend remains September 25 through 28. He walked through the upcoming conversions that follow Yavapai and noted that AOC is taking the lead from the vendor on those, though AmCad remains responsible for the scripts through the end of the contract. The planned end date remains May 7, 2010.

CODE STANDARDIZATION UPDATE

Pat McGrath, substituting for Keith Kaplan, AOC's Data Standards Manager, recapped Keith's recent efforts including preparing codes for the Yavapai AJACS conversion, analyzing recent legislation and rules changes for impacts to standardization, and wrapping up the efforts of the workgroup dealing with event triggers to case and party status changes for AJACS courts. He is also working on defining all codes in the standardization effort in order to remove a hurdle to increased usage of the standard codes. The next GJ code standardization meeting will be held September 23.

On the LJ side, Keith continues to modify the Greacen report codes into the current structure. He is also reviewing all AJACS tables to see if they contain codes beyond existing AZTEC codes or those in the Greacen report. Pat did not have a timeline for this activity.

STAFF UPDATE

Staff member Stewart Bruner organized the bulk of his update around the set of statewide initiative tables that are being included in the IT strategic plans returned to the counties for updates. The topics and descriptions in the tables form the outline of Karl Heckart's upcoming statewide broadcast (or possible series of broadcasts) about the impact of coming technology on the courts as well as agenda items for upcoming meetings with court personnel in several rural counties.

Stewart also described the decisions likely to be placed before COT at its November 6 meeting, including a standard format for text-based electronic documents and technical standards for videoconferencing to accompany the revised Rule 1.6 when it takes effect January 1, 2010.

The next meeting will take place in **Room 106** of the **State Courts Building** on **October 15, 2009**. New dates will be reserved for 2010 CACC meetings.

After the chair confirmed that no other business existed, the meeting adjourned at 11:20 a.m.