

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, February 25, 2010
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT
1501 E. Washington Street
Phoenix, AZ 85007

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

MEMBERS PRESENT

Cathy Clarich*
Timothy Dickerson*
Julie Dybas*
Joan Harphant (*Isaac Abbs**, proxy)
Mary Hawkins*
Donald Jacobson
Phillip Knox (*Peter Kiefer*, proxy)
Patrick McGrath
Rich McHattie
Doug Pilcher
Michael Pollard, *Chair*
Rick Rager
Lisa Royal*

GUESTS

Ken Troxel, *Maricopa Superior Court*

MEMBERS ABSENT

Kip Anderson
Patricia Noland
Paul Thomas

AOC STAFF

Stewart Bruner, *ITD*
Keith Kaplan*, *CSD*
Adele May, *ITD*
Alicia Moffatt, *ITD*
Christine Olea, *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 at 10:03 a.m. after taking a roll call to confirm that a quorum existed. He called attention to the fact that April's meeting will begin at 1 PM to accommodate an Institute for Court Management training session being held that same day. He also relayed a conversation he had with Judge Song Ong about reporting on Phoenix's progress with the large volume court (LV) limited jurisdiction (LJ) case management system (CMS) project enhancements beginning next month.

The chair then asked for a motion regarding the minutes of the previous meeting.

MOTION: A motion was made and seconded to accept the minutes of the January 21, 2010, meeting. The motion passed unanimously.

MARICOPA CLERK'S FINANCIAL SYSTEM / UPDATE

Ken Troxel, substituting for David Stevens, project manager for the RFR replacement portion of the iFIS project, delivered the news that Commission on Technology (COT) voted to accept the revised implementation date of August 1, 2011, resulting from the completion of the conceptual phase of the project. He pointed out the recasting of the project status dashboard into one-month sprints and expressed confidence that the final detailed design tasks would be completed in March as documented. The construction activities thus far have not been dependent on the remaining design work; the project has been constructing the items that were designed earlier.

MOTION: A motion was made and seconded to accept the seven-page status report as delivered. The motion passed unanimously (Peter Kiefer 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 Version 3.4 is now being reviewed to confirm that required functional items have been included. An additional release (Version 3.5) identified for the general jurisdiction (GJ) courts will contain a few LJ items. Adele deferred to the AJACS release manager, William Earl, for the applicable milestones dates associated with 3.5. His focus is on 3.4.1 at the moment. Even though another release has been identified, Adele continues to anticipate completion development activities by the June 30 deadline. CACC members were concerned that the later delivery of 3.5 would affect the LV gap analysis timetable. Adele described an overlap or "passing of the baton" between the completion of her activities and the beginning of LV activities. Jim Scorza updated members on the general flow of the gap process, though details still being worked out will affect the timeline.

In response to a question, Adele described her acceptance, testing, and vendor payment processes. She also discussed the progression of activities leading to eventual implementation in a pilot court and indicated that user acceptance testing could likely have its end date pushed back, but not to the point of affecting the overall end-of-development date.

Members were concerned that the LJ CMS project would be sacrificed in a budget crisis. Adele and Pat McGrath clarified Karl Heckart's comments at COT as relating to the roll out effort only, not the development effort. There was discussion about what would become of the baseline code in that scenario. Jim Scorza indicated that individual court implementations would likely still occur even if the statewide rollout was on hold. Confusion existed about the various flavors of LJ CMS: the AZTEC replacement version and the LV enhanced version. Jim emphasized that the goal is to have a single product statewide, not two separate versions. So the code would sit on the shelf as far as AZTEC replacement is concerned, but not for enhancement for large volume courts. In answer to a question, Adele clarified that the scope of CACC's monitoring and voting on the project is that of the development work tracked on the dashboard, not a pilot implementation or rollout statewide.

MOTION: A motion was made and seconded to accept the LJ 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" (11 green to 1 yellow).

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Renny Rapier, AOC's General Jurisdiction (GJ) CMS Project Manager, updated members on the progress being made with the rollouts. Coconino Superior court is currently in the post-implementation phase as work is getting underway for Gila Superior. He provided some encouraging early validation testing results for Graham and Greenlee Superior Courts. Work remains on schedule to complete May 7, 2010. Afterwards, the effort will transition to subprojects addressing AVT updates, tackling reports, reducing the Remedy ticket backlog, and releasing an enhanced version, 3.4.X, to the courts.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC's Data Standards Manager, focused his update on the daily meetings being held to provide limited jurisdiction codes for testing. He is attempting to obtain a blank database from AJACS to populate. There is also a weekly meeting of the entire LJ team including various AOC Court Services representatives. Keith continues researching code issues for the GJ side while addressing codes required by legislative updates. He also raised a concern that attendance is dwindling on the GJ calls and meetings. The chair inquired about the meeting frequency of the formal code standardization committee appointed by COT. Keith explained that their purpose is to resolve issues that arise from the specific teams and those are few and far in between. They do meet at least once per year.

STATEWIDE E-FILING UPDATE

Jim Price, e-Filing Project Manager at the AOC, updated members on the rapid growth of the "pay and print" forms in four counties thus far, testing progress on civil subsequent e-filing with the Clerk of the Superior Court in Maricopa County, and initial filing progress with the Clerk of the Superior Court in Pima County. Workgroups are now focusing on automating the "pay and print" forms to enable full e-filing. He mentioned that the effort to design an e-filing solution for appellate courts (attachment of pleadings) is close to fruition and reminded members that the

effort to replace local forms with AZTurboCourt forms on websites can prove to be a delicate balancing act.

STAFF UPDATE

Staff member Stewart Bruner briefly described some items of interest to members including:

- Upcoming COT annual meeting scheduling. Stewart will survey members to determine which of the four individual days already reserved works best, since Justice Hurwitz has requested the meeting be kept to a single day in length. It looks like subcommittee updates will be submitted in written form this year. . CACC's annual meeting preparations will likely be revised and Stewart will share more details when they become available
- Prioritization of projects. Stewart recapped the discussion at COT where the general consensus was to protect priority 1 and 2 projects and let go the priority 3 through 5 projects. The most time was spent discussing implications of a potential LJ CMS slowdown.

The next CACC meeting will take place in Conference Room 230 of the State Courts Building on **March 18, 2010**, at **10:00 a.m.**

After the chair confirmed that no other business existed, the meeting adjourned at 11:00 a.m.