

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, March 18, 2010
10:30 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

Kip Anderson
Joan Harphant (*Isaac Abbs**, proxy)
Mary Hawkins*
Donald Jacobson
Phillip Knox
Patrick McGrath (*Keith Kaplan*, proxy)
Rich McHattie*
Patricia Noland
Rick Rager
Lisa Royal*

GUESTS

Ken Troxel, *Maricopa Superior Court*

MEMBERS ABSENT

Cathy Clarich
Timothy Dickerson
Julie Dybas
Doug Pilcher
Michael Pollard, *Chair*
Paul Thomas

AOC STAFF

Stewart Bruner, *ITD*
Keith Kaplan*, *CSD*
Adele May, *ITD*
Alicia Moffatt, *ITD*
Christine Olea, *ITD*
Jim Price, *ITD*
Jim Scorza, *ITD*

* indicates appeared by telephone

WELCOME AND INTRODUCTORY REMARKS

Staff Member Stewart Bruner, substituting for Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 10:35 a.m. following the completion of Chief Justice's statewide broadcast regarding the new strategic agenda of the courts. Stewart informed members about Judge Pollard's lack of availability and introduced his new assistant, Alicia Moffatt. He also reminded members that April's meeting will begin at 1 PM to accommodate an Institute for Court Management training session about technology being held that same morning.

A roll call revealed that no quorum existed, so actions were deferred until enough members arrived to constitute a quorum.

MARICOPA CLERK'S FINANCIAL SYSTEM / UPDATE

Ken Troxel, substituting for David Stevens, project manager for the RFR replacement portion of the iFIS project, described a recent loss of contractors on the project and the difficulties with replacing them. As a consequence, the design work to be completed this month is on hold and the completion date will be delayed. Ken described the extra slack built into the schedule via multiple extra sprints. These prevent the current difficulty from affecting the August 2011 overall completion date. He also described the actions being taken to ensure a bigger pool of labor in the future and how the switch in development environments enables new contractors to ramp up quickly. The project continues constructing items that were designed earlier.

A recheck of the number of members present confirmed that a quorum now existed.

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 yellow (7 yellow to 1 green) due to concerns about the loss of resources to complete design activities.

APPROVAL OF MINUTES

Stewart 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 February 25, 2010, meeting. The motion passed unanimously.

LIMITED JURISDICTION CMS UPDATE

Adele May, project manager for the limited jurisdiction (LJ) case management system (CMS) effort, discussed staffing issues not recorded in the dashboard related to the lack of migration of general jurisdiction (GJ) CMS resources to the LJ project. As a result, she is in the process of hiring several new resources. She described the rationale for moving the end dates associated with both the code table population and the user acceptance testing to coincide with the completion date for the project as a whole. Adele announced that the code table effort is being completely overhauled and will be based on the business process the codes represent rather than merely making LJ codes from GJ codes, after the fundamental assumption about moving over GJ codes proved to be false. She is meeting with AJACS release manager, William Earl, to discuss

the dearth of LJ requirements being addressed by the recent releases. She still has not received a delivery date for Release 3.5, without which the intermediate task dates cannot be added to the dashboard. Members encouraged Adele to change the overall completion date, if necessary, to ensure the quality of the product is sufficient to meet the expectations of the LJ courts.

MOTION: A motion was made and seconded to accept the LJ CMS development 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 "yellow" (8 yellow to 1 green) due to concern that the completion date would change as a result of Version 3.5 tasks.

LARGE VOLUME LJ CMS PROJECT UPDATE

Stewart relayed a last-minute conversation he had with Judge Pollard about reporting on progress with the large volume court (LV) limited jurisdiction (LJ) case management system (CMS) project beginning next month rather than this month, pending the outcome of discussions between Phoenix and the AOC that are currently in progress.

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Renny Rapiere, AOC's General Jurisdiction (GJ) CMS Project Manager, was unavailable for the meeting. Mary Hawkins briefly summarized work underway in preparation for Gila Superior Court's upcoming AJACS implementation. Patti Noland relayed the Pinal clerk's extreme frustration with AJACS, difficulty sustaining day-to-day operations, and desire to be released from the requirement of using the system due to the magnitude of issues. Stewart clarified for members that AOC is working to resolve the frustrating items and that specific problems in Pinal are not being reported by other courts.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC's Data Standards Manager, described the LJ code overhaul from his perspective. He assured members that the code standardization group remains the ultimate arbiter of the codes; he and Adele are merely making recommendations to the group. He provided specific numbers of codes requested, approved, denied, and tabled from the most recent meeting of the GJ group. Patti Noland requested that the notifications about accepted codes be made more clear somehow to help GJ clerks grasp the impact of the specific items. In answer to a question, Keith stated that the table code maintenance effort within the CMS is not under his control and many codes remain from data conversion, adding to the confusion court personnel are experiencing. He also described a trend to link more CMS reports to table codes, making the consistent use of the codes across courts even more vital than in the past.

STATEWIDE E-FILING UPDATE

Jim Price, e-Filing Project Manager at the AOC, updated members on the progress of various subprojects including

- Testing progress on civil subsequent e-filing with the Clerk of the Superior Court in Maricopa County in preparation for an April soft launch,
- Initial filing progress with the Clerk of the Superior Court in Pima County in preparation for a July launch as currently scheduled,

- Initial filings at Maricopa County Consolidated Justice Courts once the document management system is in production,
- Design of the e-filing solution for appellate courts (attachment of pleadings), and
- AOC's focus on constructing the middleware environment needed to tie together the various components of the solution.

STAFF UPDATE

Changing hats from acting chair back to staff member, Stewart briefly described some items of interest to members including:

- Upcoming COT annual meeting scheduling. May 6 has been selected by Justice Hurwitz for the single day meeting. Only one more CACC meeting occurs before that, so materials need to be prepared in the next meeting. Stewart will have details following upcoming planning sessions with Justice Hurwitz, but the approach looks like submission of a written report by April 22 followed by the chair's being available to answer questions from members at the meeting. Stewart needs to know if motions are being requests as soon as possible.
- Re-appointments. The process is underway and Alicia Moffatt is handling it this year. Please reply soon if she has contacted you.
- EDMS Services Contract. Proposals were received from AmCad and OSAM. These are being evaluated and scored by a team from various courts and the AOC. An issue was raised about the use of pre-paid support hours after the end of the current contract on June 15. Stewart passed along word from AOC Procurement that the current contract could be extended solely to enable pre-paid hours to be used – no court should lose hours they already purchased, but care should be taken not to stockpile hours at this point.

The next CACC meeting will take place in Conference Room 106 of the State Courts Building on **April 22, 2010**, at **9:30 a.m.**

After the acting chair confirmed that no other business existed, the meeting adjourned at 11:40 a.m.