

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, April 22, 2010
9:30 AM - 12:30 PM

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

AUDIO PHONE NUMBER: (602) 452-3193
AUDIO ACCESS CODE: 1112

MEMBERS PRESENT

Kip Anderson
Cathy Clarich
Timothy Dickerson*
Julie Dybas
Joan Harphant*
Mary Hawkins*
Donald Jacobson*
Phillip Knox
Patrick McGrath
Rich McHattie*
Doug Pilcher
Michael Pollard, *Chair*
Rick Rager (*Christy Slover, proxy*)
Lisa Royal*
Paul Thomas

GUESTS

David Stevens, *Maricopa Superior Court*

MEMBERS ABSENT

Patricia Noland

AOC STAFF

Stewart Bruner, *ITD*
Keith Kaplan*, *CSD*
Adele May, *ITD*
Alicia Moffatt, *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 9:45 a.m. After taking a roll call to confirm that a quorum existed, he asked for a motion regarding the minutes of the previous CACC meeting

MOTION: A motion was made and seconded to accept the minutes of the March 18, 2010, meeting. The motion passed unanimously.

MARICOPA CLERK'S FINANCIAL SYSTEM / UPDATE

David Stevens, project manager for the RFR replacement portion of the iFIS project, described the current situation with contractors on the project and shared some insights into the success of the agile development and construction approach being taken. He clarified a change in the dashboard this month that shows a redistribution of the empty sprints from the end of the project to the middle. Teams that had been consolidated were also split by subject area this month. He also described a couple of risks associated with scope creep and funding needed to purchase the hardware next fiscal year.

MOTION: A motion was made and seconded to accept the project dashboard update 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 while the dashboard appears largely unchanged this month, it will undergo a major change as a result of a re-assessment of project activities. Recent meetings held among Phoenix Municipal Court, AmCad, and AOC yielded a renewed, single-project approach out of what had been operating as two projects, in order to increase communication and collaboration. Jim Scorza explained that the functionality provided in the baseline version will now be enhanced beyond mere AZTEC replacement and the supplemental gap analysis for unique items needed by individual courts will be postponed until that development is complete.

Members were concerned that rollout dates would necessarily move back while additional enhancements are made. Karl Heckart asked members to define the "it" in the question, "When will it be available?" because the CMS is currently installed in LJ courts of other states and available to courts having a dire business need. He felt that the adoption timeline for the non-AZTEC courts will extend much longer than those courts anticipate, due to complexities of data cleanup, business process changes, and construction of local infrastructure, where necessary. He was confident that local preparations will not outpace development of the enhanced baseline. Karl and Jim therefore encouraged courts to continue their preparation work already in progress with the vendor.

Members were concerned by the worst-case estimate for the length of the gap analysis activities Jim provided. Ideas were shared concerning how to reduce the length. Discussion turned to CACC's monitoring role in light of the project changes described. Karl stated that without a list

of what courts consider “must have” functionality, there is no way to estimate the development timeline or delivery date. The chair turned attention back to the consideration of the dashboard.

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

In a roll call vote, members present characterized the project’s overall health as “green” (10 green to 3 yellow).

LARGE VOLUME ENHANCED LJ CMS PROJECT UPDATE

Karl brought the discussion back to CACC’s role and challenged members to take a more strategic view of interrelated dependencies among individual projects rather than focusing on scrutinizing specific tasks on dashboards each month. His lessons learned from the GJ CMS rollout led him to distinguish what the appropriate level of involvement would be for the GJ/LJ steering committees and CACC. He predicated this on the fact that endless requests for enhancements exist while resources are finite. Ultimately, some governance body has to decide what gets done and what doesn’t. He recommended that both the AZTEC-replacement project and individual non-AZTEC court implementations be monitored. The purpose of monitoring needs to be improving the court community rather than providing a forum for criticism, with a team approach adopted by all.

Members pondered the amount of authority granted CACC by COT. Karl reminded them that ACJA 1-109 directs projects above \$250K to be approved and monitored, regardless of funding source, and CACC performs that monitoring role for COT. Members contributed thoughts to share with COT about clarifying CACC’s scope, including assessing more of the global impact when voting, revealing the impacts any project has on other projects, considering milestones more and individual tasks less, emphasizing teamwork, and revealing project dependencies upstream and downstream. These items became input to the chair’s report to COT.

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. Gila Superior Court and Graham Superior Court are in the post-implementation phase as Greenlee Superior Court is preparing to transition this weekend. Work remains on schedule to complete rollout activities May 7, 2010. Renny requested extra time on next month’s agenda to discuss the follow-on cleanup effort. He told members that new builds continue to be delivered every two weeks and spent a few moments on the strategy for releasing an enhanced AJACS version to the courts around July 1.

STATEWIDE E-FILING UPDATE

Jim Price, e-Filing Project Manager at the AOC, briefly updated members on the progress of the various facets statewide e-filing at various levels of court. He highlighted the following challenges:

- Policy and business practices changes needed, especially in the area of electronic service of process.
- Funding and staffing levels;

- Consideration by local courts that AZTurboCourt is a statewide initiative and not an AOC project;
- Integration with the various CMSs in the state;
- Clerk review processes, especially integration of scanned documents with e-filed ones;
- Construction of an LJ EDMS needed for justice courts apart from Maricopa to be able to accept e-filings; and
- EDMS tie-ins using OnBase 9.2 with population of the central document repository.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC's Data Standards Manager, provided specific numbers of codes requested, approved, denied, and tabled from the April 21 meeting of the GJ group. A case type was added for clearance of records. On the LJ side, work continues on case hierarchy and taxonomy to improve the process of case flow.

STAFF UPDATE

Staff member Stewart Bruner briefly described two items of interest to members including the upcoming COT annual meeting on May 6 with a possible teleconference June 10 before AJC June 16 and the re-appointment process, which is being handled by Alicia Moffatt.

PREPARATION FOR CHAIRMAN'S REPORT TO COT

Judge Pollard walked members through the draft of his COT presentation page by page. Stewart collected edits to be made as a result of dialogue in the meeting, especially involving the text of the proposed COT motion. Having agreed that CACC's role will expand into monitoring implementation and post-implementation, members discussed the structure needed to capture salient information for review and elevate critical issues to COT for review. The dashboard was determined inappropriate for post-development monitoring and a second type of report must be constructed for that purpose.

The next CACC meeting will take place in Conference Room 230 of the State Courts Building on **May 20, 2010**, at **10:00 a.m.**

After the chair confirmed that no other business existed, the meeting adjourned at 11:45 a.m.