

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, November 18, 2010
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT
1501 W. Washington
Phoenix, AZ 85007



AUDIO PHONE NUMBER: 1-602-452-3193
AUDIO ACCESS CODE: 1126#

MEMBERS PRESENT

Kip Anderson
Cathy Clarich
Timothy Dickerson*
Julie Dybas
Mary Hawkins*
Donald Jacobson (*Jared Nishimoto, proxy*)*
Phillip Knox
Patrick McGrath
Richard McHattie*
Patricia Noland
Michael Pollard, *Chair*
Rick Rager
Lisa Royal
Paul Thomas

GUESTS

Steve Ballance*, *Pima Superior Court*

MEMBERS ABSENT

Joan Harphant
Rona Newton

AOC STAFF

Stewart Bruner, *ITD*
Bob Macon, *ITD*
Alicia Moffatt, *ITD*

* indicates appeared by telephone

WELCOME AND INTRODUCTORY REMARKS

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order just after 10:00 a.m. and confirmed that a quorum existed. He then called attention to the calendar of CACC meeting dates for 2011 reserved by Alicia Moffatt. Judge Pollard reviewed a proposed schedule of activities for MindMap updates each month and asked for members' comment. Pushing update activities earlier in the month will help project managers know when they are expected to attend the meeting. He directed staff member Stewart Bruner to circulate the timeline and to post it on the CACC webpage.

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

PACC UPDATE

Rona Newton was unavailable due to a family emergency. Kip Anderson reported that the PACC meeting takes places next week.

REPORT ON MEETING WITH MANAGERS OF LOCAL PROJECTS

In Karl Heckart's absence, Stewart reported on the meeting held with managers of local projects represented on the MindMap.

All invitees attended except the representative from Court of Appeals, Division Two. Karl explained that the next level of project dependencies is now being included in reporting to address CACC's goal of knowing when dates slide, who they affect, and how they are being communicated. He reviewed the procedure used when a local delivery date slips and asked the managers to fill in baseline information in the spreadsheets Stewart distributes so slips can be identified. He emphasized that CACC should really be a meeting of the "already informed."

Project managers discussed specifics about their projects that appear on the MindMap. There was general agreement to break projects into smaller units on the map like development, integration, testing, pilot, and implementation rather than having implementation as the lone and most distant deliverable. Karl told project managers that it is fair to declare when they are waiting on a deliverable from AOC, too. They requested access to each other's input for reference. Alicia subsequently made a zip file containing all of the spreadsheets submitted during the month to post on the CACC meetings website.

JOLTSaz PROJECT CHANGES UPDATE

Bob Macon, JOLTSaz Project Manager at the AOC, detailed the various changes made to project dates since last month's CACC meeting based on knowledge gained from Pima's pilot of the delinquency module. Activities have shifted in all the deliverables contained under the JOLTSaz umbrella including

- JOLTSaz implementation in Pima moved to Memorial Day weekend (the certainty of the date will be determined at the end of testing in February);
- Statewide Identifier (SWID) is now slated for addition to legacy JOLTS as a web service and will be rolled out in Pima Juvenile January 31, then the rural counties during two weekends in February, and Maricopa Juvenile March 28 (AOC's best-case desired date);

- Juvenile Needs Assessment (JNA) will be implemented with JOLTSaz, although investigation is underway by the business customer of adopting a third-party product rather than doing in-house development.

Bob explained the strategy for having the priority of the SWID/iCIS interface increased in Maricopa by having the AOC Juvenile Justice Services Division pay for the local development. Details are still being worked out. Members raised concerns about certain add-on functionality present in large counties but not included in JOLTSaz for rural counties. Members were also interested in having the juvenile system feed relevant data into the adult probation tracking system. Bob reminded everyone of the agreed strategy for the two development phases identified in the project: replacement of current JOLTS functionality only in Phase 1 and enhancements in Phase II. Based on uncertainty about the Memorial Day implementation date, members recommended Bob identify a fallback three-day weekend.

Members asked about progress and issues with the Phoenix LJ CMS gap assessment activities. Paul Thomas clarified that the intent of the Phoenix workgroup is to accelerate the schedule and that every participating court will still sign off on the resulting requirements. A concern was raised that Phoenix may be going in their own direction and not interested in adopting best business practices from other large-volume courts. Cathy Clarich shared that, based on what she has experienced on the gap team, Phoenix is open to adopting other business practices.

POST-IMPLEMENTATION REPORTS

Jim Price was unable to attend, so Stewart briefly reported on the success of the AZTurboCourt Appellate e-filing implementation for Arizona Supreme Court and Court of Appeals, Division One. Work is underway on “Day 2” items along with the changes to the XML specification needed for initiation of civil cases in superior court.

ITEMS OF NEW BUSINESS

Rick Rager reported that the Tempe CMS has crossed the 100,000 case milestone since going live.

The next meeting will take place in **Room 230** of the **State Courts Building** on **December 16, 2010**. Dates reserved for 2011 CACC meetings have been posted on the COT website.

The meeting adjourned at 11:10 a.m.