CACC MEETING MINUTES DRAFT

COURT AUTOMATION COORDINATING COMMITTEE

A Subcommittee of the Commission on Technology

Thursday, December 20, 2012
10:00 AM - 11:00 AM

ARIZONA SUPREME COURT
1501 W. Washington
Phoenix, AZ 85007

Cisco webex

AUDIO PHONE NUMBER: 1-602-425-3193
AUDIO ACCESS CODE: 1112#

MEMBERS PRESENT

Kip Anderson*
Cathy Clarich
Julie Dybas*
Mary Hawkins*
Donald Jacobson
Phillip Knox*
Rich McHattie*
Rona Newton*
Patricia Noland*
Michael Pollard*, *Chair*
Janie Randall*

MEMBERS ABSENT

Paul Thomas

GUESTS

Charles Drake*, *PCCJC*
Lauren Lupica*, *City of Mesa IT*
Lisa Royal*, *PCCJC*

AOC STAFF

Stewart Bruner, *ITD*
Eric Ciminski, *ITD*
Karl Heckart, *ITD*
Melissa Hinojosa, *ITD*
Mary Kennedy, *ITD*
Bob Macon, *ITD*
Adele May, *ITD*
Louis Ponesse, *ITD*
Jim Price, *ITD*

*** indicates appeared by telephone**

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WELCOME AND INTRODUCTORY REMARKS

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order just after at 10:00 a.m. after confirming that a quorum existed. He welcomed those in the room and on the phone to the final meeting of the calendar year then called attention to the minutes of the November 15, 2012 CACC meeting.

MOTION: A motion was made and seconded to accept the minutes of the November 15, 2012 CACC meeting as they appear in members' packets. The motion passed unanimously.

PCCJC PROJECT MONITORING DISCUSSION

Judge Pollard reminded members of the Commission on Technology's (COT's) decision to grant Pima County Consolidated Justice Court's (PCCJC's) request for an exception to adopt the AGAVE case management system (CMS). The motion contained a condition that the project be monitored by CACC, including standard monthly reporting. He shared an approach for monitoring progress by focusing on the necessary interface points with outside systems that require coordination with non-PCCJC resources, like MVD reporting, Defensive Driving, and TIP/FARE. To that end, he asked whether the milestone dates provided with the JPIJ were still accurate.

Charles Drake requested clarification about the meaning of dates and criteria for completion. Charles requested help in identifying the Administrative Office of the Courts (AOC) resources necessary for coordination with his project and validation of his target dates. Based on Lisa Royal's statement that some dates in the project plan are already slipping, staff member Stewart Bruner suggested adding a project plan update milestone as well as data conversion and final implementation milestones to the items being monitored, once the AOC coordination points and dates are solidified. Stewart will coordinate an initial meeting between PCCJC and AOC resources responsible for the interface points with State systems.

Members discussed waiting for the updated project plan before making any formal motion concerning specific project milestones to monitor going forward.

CORRECTIONS TO OCTOBER 18 "FACT CHECK" TABLE

Judge Pollard opened the floor for members' input regarding corrections to the wording of the "fact check" table that had originally been tacked to the end of the October meeting minutes then removed at members' request. Discussion about the details had been deferred until this meeting so that both he and Karl Heckart could be physically present.

Mary Hawkins clarified that her comments were made in the context of her court alone rather than all the courts in the state. Karl Heckart shared his concern that comments made in statewide meetings sometimes get interpreted in ways that, when conveyed to others as "fact, lead to wasted staff time, expensive analysis, and needless rework. Karl explained the function of the steering committee and users group to raise major system and business process issues that affect a cross-section of the AJACS courts No major issue has been brought forward by those groups.

PACC UPDATE

Rona Newton reported that no PACC meeting has taken place since the previous CACC meeting. The next meeting is scheduled before Committee on Probation meets in January.

REVIEW OF CHANGES TO MINDMAP THIS MONTH

Stewart focused attention on the recent MindMap revisions to add a long-awaited implementation date for the JOLTSaz/Pima AGAVE/CAMMS integration project, but left the details to Bob Macon and Rona in their later agenda item. He informed members that end dates for some milestones were automatically recalculated when his Windows profile was recently deleted and the map will need to be carefully scrutinized before the next meeting. The updated priority projects table was included in members' packets for reference, but its dates were based on the MindMap and may also be in error.

PROBATION PROJECTS UPDATE

Bob Macon, Probation Automation Project Manager at the AOC, stated that a firm implementation date of February 19, 2013, was decided at the November 28 team meeting he mentioned in his report last month. Rona reported on load testing and integration testing in Pima. Remaining time will be taken by training. Bob added that progress was being made on conversion testing and dry runs.. He also reminded members that Pima will implement AZYAS concurrently with JOLTSaz, including Phase 2 Version 2.

POST-IMPLEMENTATION REPORTS

Rich McHattie provided details on the aftermath of the implementation of the Maricopa e-Filing Foundation product November 19. He stated that return messages about acceptance of filings were not successfully communicated to AZTurboCourt at the AOC even though the Clerk's Office was accepting the filings it received. Some quick changes solved the problem in a couple of days and messages have been flowing without interruption since then. Overall, the system is stable and clerk review module users seem happy with the new functionality that accepts orders directly from the bench. In response to the chair's question, Rich noted that Foundation is equally capable of working with AZTurboCourt or eUniversa; that's part of the robustness made possible through the recent improvements.

ITEMS OF OLD OR NEW BUSINESS

No items of old or new business were raised.

The next meeting will take place in **Room 106** of the **State Courts Building** on **January 24, 2013**.

The meeting adjourned at 10:45 a.m.