

# CACC MEETING MINUTES

## COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, January 16, 2014  
10:00 AM - 11:45 AM

ARIZONA SUPREME COURT  
1501 W. Washington  
Phoenix, AZ 85007



AUDIO PHONE NUMBER: 1-602-425-3288

AUDIO ACCESS CODE: 5069#

### MEMBERS PRESENT

Kip Anderson  
Cathy Clarich  
Julie Dybas\*  
Donald Jacobson  
Christopher Hale\*  
Phillip Knox  
Rona Newton  
Ron Overholt  
Michael Pollard, *Chair*  
Janie Randall\*  
Chad Roche\*  
Paul Thomas

### MEMBERS ABSENT

### GUESTS

Randy Smiley\*, *Phoenix Muni Court*  
Charles Drake\*, *PCCJC*  
Doug Kooi\*, *PCCJC*  
Lauren Lupica, *City of Mesa*

### AOC STAFF

Stewart Bruner, *ITD*  
Eric Ciminski, *ITD*  
Adele May, *ITD*  
Tina Knezovich, *ITD*  
Christine Olea, *ITD*  
Bob Macon, *ITD*

\* indicates appeared by telephone

## **WELCOME AND OPENING REMARKS**

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 10:00 a.m. After confirming a quorum existed, the chair called attention to the minutes of the December 19, 2013 CACC meeting in members' packets.

**MOTION:** A motion was made and seconded to accept the minutes of the December 19, 2013 CACC meeting as they appear in members' packets. The motion passed unanimously.

## **STATEWIDE TECHNOLOGY REFRESH PROJECT UPDATE**

Tina Knezovich, Technology Refresh Project Manager, reviewed the scope of the project to upgrade the computers used by ACAP courts and the decisions made thus far, notably the fact that various types of users will likely be interacting with "the cloud" in an Office 365 implementation of the full Office 2013 suite. A complete inventory management system will also be included. Microsoft Systems Center will be used to continually refresh both the operating system and the full Microsoft Office suite throughout the projected 8-year life of the selected HP hardware. She shared accomplishments thus far and a rough schedule for activities leading up to the statewide rollout of the new PCs, including infrastructure and network security changes currently underway. She provided screen prints of the desktop and the modern interface users are likely to see.

Members questioned the rationale behind leaving the new machines in the field for so long, whether training at courts was included in the project scope, and how applications that cannot function with the newer operating system and browser versions will be handled. Tina discussed methods being pursued to minimize the disruption that will be caused by the new operating system, as well as her coordination with other projects that are pursuing statewide rollouts during the same time period.

## **AJACS BENCH AUTOMATION FUNCTIONAL DEMONSTRATION**

In the wake of Eric Ciminski's aiSmartBench judge automation tool walkthrough last month, AOC's limited jurisdiction (LJ) court case management system (CMS) project manager, Adele May, presented a comprehensive, function-by-function tour of the AJACS Sentencing Module developed in conjunction with Mesa Municipal Court. Adele highlighted the collapsible fields that make the long screen user friendly, the fact that any employee in the courtroom could potentially use the screen concurrent with others, and the inclusion of "Harvey-isms" in the various financial items.

Throughout the presentation, Adele collected members' questions about various functions and features that she will research and report back. The chair urged that more publicity about automation tools be provided at upcoming meetings of judges.

## **REVIEW OF CHANGES TO MINDMAP THIS MONTH**

Staff member Stewart Bruner informed members of the changes to the MindMap since last month, focusing on a decision to rewrite the AZYAS software that resulted in its completion date being changed to TBD. PCCJC has now provided an interface cutover strategy as their

implementation date approaches. Members were provided the updated priority projects table for reference.

## **AZYAS APPLICATION REWRITE**

Bob Macon, the AOC's Probation Automation Program Manager, recounted the development history of Arizona's Youth Assessment Survey (AZYAS) purchased from the University of Cincinnati. The university selected a new vendor who recently decided to rewrite the software to make it more modular and more easily supported for customers. AZYAS Version II, Phase 2.0 is therefore off the table, but Phase III can remain since it provides data from the rewritten application to the Maricopa system. Bob clarified that AZYAS is already implemented throughout the state and not holding up JOLTSaz in any way. Rona Newton suggested that the list of outstanding items be included in the scope of the AZYAS rewrite, since negotiations are currently underway.

In answer to a question, Bob stated that his plan is to follow the technology refresh rollout discussed earlier rather than train users on current computer hardware then retrain them on the new computer hardware.

## **LJ CMS REPLACEMENT UPDATE**

Adele May provided a recap of her dates on the MindMap, predicated on AmCad's committed date for delivery of the final AZTEC-replacement functionality January 27. She will focus on testing exclusively following delivery. Her timeline for the first pilot court begins May 15. A final "cleanup release" is scheduled in late February to address critical issues discovered in testing. She restated the importance of working together in a live environment to obtain changes during testing rather than documenting issues and waiting for another full build of the software.

Paul Thomas, Mesa's court administrator, detailed efforts underway in Mesa, aside from the AmCad code delivery, in support of a July 1 implementation. Testing will be his team's primary focus in February and March.

## **PCCJC AGAVE CMS ADOPTION UPDATE**

Charles Drake, AGAVE CMS project manager for PCCJC, shared his cutover plan for each interface that CACC has been tracking. He detailed the special procedures needed for the statistical reporting cutover by period of time being reported. He gave the progress of data conversion efforts. Case data seems to convert without issue, but some challenges remain with connecting financial data to individual charges in AGAVE. That function did not exist in the superior court clerk's office.

Doug Kooi, PCCJC court administrator, added details about the efforts to prepare court employees and management for the AGAVE cutover. Business processes are being revisited to ensure they now align with AGAVE. Additional work will be necessary to address the list of "Day Two and beyond" items that have amassed during the development effort. The chair congratulated Charles and Doug on their ability to contain the scope of the project in order to deliver the new software and interfaces on time.

## **POST-IMPLEMENTATION REPORTS**

No implementations were completed in the past 30 days.

## **ITEMS OF OLD OR NEW BUSINESS**

No items of old or new business were raised.

The next meeting will take place in **Room 230** of the **State Courts Building** on **February 20, 2014 at 10 AM**.

The meeting adjourned at 11:35 a.m.