

# STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

**September 6, 2023**

12:00 p.m. – 3:30 p.m., Hybrid Meeting  
MINUTES

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**Present:** Hon. James Beene, Ms. Shelly Bacon, Hon. Thomas L. Chotena, Ms. Jennifer Curtiss, Hon. Pamela Frasher-Gates, Ms. Shawn Friend, Hon. Ken Lee, Ms. Tina Mattison, Ms. Donna McQuality, Hon. Heidi Owens, Hon. Michael Peterson, Ms. Nancy Rodriguez, and Hon. Don Taylor

**Absent:** Mr. Marcus Reinkensmeyer, Hon. Trevor Ward

**Administrative Office of the Courts (AOC) and Guests:** Ms. Britani Bearup (Superior Court for Maricopa County); Ms. Mary Bellefeuille (AOC), Ms. Cathy Clarich (AOC), Ms. Melanie Cluff (AOC), Ms. Summer Dalton (AOC), Ms. Jennifer Ferguson (Superior Court for Maricopa County), Mr. Brian Gay (Superior Court for Maricopa County), Ms. Michele Gillich (AOC), Ms. Victoria Murray (Superior Court for Maricopa County), and Ms. Laura Ritenour (AOC)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The September 6, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards was called to order by the Chair, Justice James Beene, at 12:01 p.m. The Chair conducted member roll call and members were thanked for their attendance and service. Justice Beene officially welcomed two new members to the committee: Nancy Rodriguez and Tina Mattison. Nancy Rodriguez is the Chief Deputy for the Office of the Clerk of the Superior Court for Maricopa County and Tina Mattison is the Court Administrator for Pima County Consolidated Justice Court. Justice Beene announced that member Charisse Richards recently ended her term with the committee. The recruitment process for her replacement will begin later this fall.

### B. Approval of the June 7, 2023, Minutes

The draft minutes from the June 7, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were presented for approval. The Chair called for any omissions or corrections to the minutes, and none were made. A motion was made by Shelly Bacon and seconded by Judge Peterson to approve the minutes. The motion passed unanimously.

## **II. REGULAR BUSINESS**

### **A. Data Standardization Workgroup Update**

Michael Malone, chair of the Data Standardization Workgroup, was unable to attend the meeting but a written update on the workgroup's progress was provided in the meeting materials. The Data Standardization Workgroup meets monthly to discuss and recommend standardized docket codes and data element definitions. The goal of their work is to improve court data, by making data more consistent and accurate, for court leadership decision-making and for sharing with our justice system partners. Members had no questions about the workgroup summary provided.

### **B. Draft FY23 Time Standards Statewide Report**

During July, courts submitted to the AOC their time to disposition reports for fiscal year 2023 (July 1, 2022 – June 30, 2023). These reports were collated into the draft annual report which was emailed to members last week. Because the report is in draft status, it is not to be shared with those outside the Arizona Judicial Branch per Supreme Court Rule 123(e)(6). Laura Ritenour provided an overview of the results and pointed out trends for each case type, including which reports general jurisdiction and limited jurisdiction courts were exceeding or meeting the Arizona standards. Laura Ritenour shared with the non-AJACS courts that an additional stop code, the Re-Adjudicated case status, was added to the Post-Conviction Relief report in AJACS. The change led to a slight change in the data, but not enough to warrant redoing that section of the report. Laura Ritenour also mentioned that about a dozen limited jurisdiction AJACS courts were not able to submit their civil traffic time to disposition data due to a time-out error. When the issue is resolved, the report will be updated for those courts. Members were advised to send feedback on the report to Laura Ritenour by early October so edits can be included when the report is shared with the Presiding Judges at their October meeting. Cathy Clarich informed the committee that the AOC Court Operations Team will begin reviewing and discussing a court's time standard report data as part of the operational review process starting in January 2024.

### **C. 2020 Report and Recommendations of the DUI Case Processing Workgroup**

Justice Beene reminded the members that at the committee's June meeting, the committee reviewed the results from the FY22 limited jurisdiction courts' time standards data. DUI case processing continues to be an issue for most limited jurisdiction courts. Cathy Clarich reviewed with the committee a 2020 report from the DUI Case Processing Workgroup. The committee discussed Recommendation 14 in detail – "The AOC should develop mandated case management training for judicial officers on the recommendations presented by this workgroup." The committee discussed the idea of requesting AOC Education Services make caseflow management part of judicial training. Cathy Clarich will reach out to AOC Education Services and request if caseflow management training could be presented at the Governor's Office of Highway Safety (GOHS)

conference and the yearly Judicial Conference. She will also look into the possibility of creating a caseload management computer-based training for judicial officers. Judge Owens suggested contacting Judge Charles Adornetto for more judicial officer training information. Shelly Bacon mentioned that the Superior Court of Coconino County has some administrative training for judges that she will share with Cathy Clarich.

#### **D. Data and Reports for Decision-Making Purposes**

Justice Beene reminded the committee that Goal 3 of the current Chief Justice's Strategic Agenda lists an objective of determining the data that judicial and court leadership managers need to manage cases effectively and efficiently. To meet this goal, Laura Ritenour conducted a short anonymous, online survey of committee members on data and reports that courts currently use to make decisions and what data courts wish they had. Laura Ritenour presented the report results, and the committee discussed the findings and topics that might be helpful for future statewide reports.

#### **E. Maricopa County – Data Analysis and Observations**

Justice Beene thanked Judge Gates for offering to present on the “deep dive” Maricopa County is performing on their data. Judge Gates reviewed the observations and changes that Maricopa County has completed as part of their data and process review. She also discussed with the committee proposed ideas for altering the time standards. Some committee members echoed Judge Gate's recommendations. Justice Beene will meet with AOC staff to review Judge Gate's proposals in more detail and will report back his findings at the December committee meeting.

#### **F. Call to the Public**

Justice Beene made a call to the public for comments. There was no answer.

#### **G. Adjournment**

The meeting was adjourned at 1:40 p.m. with a motion by Judge Peterson.

#### **E. NEXT COMMITTEE MEETING DATE**

December 6, 2023, 1:30 – 3:30 p.m., Hybrid - State Courts Building Room 331 & Zoom Webinar