

DATA STANDARDS ADVISORY COMMITTEE

April 29, 2025

10:00 a.m. – 12:00 p.m., via Zoom Webinar

MINUTES

Present: Laurie Allen, Odette Apodaca, Gil Bensinger, Laura Bergan, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Mike Nimtz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Adam Walterson, and Michael Malone

Not Present: Katrina Solis, Jeanette Wiesenhofer

Administrative Office of the Courts (AOC) and Guests: Andrew Fornek (Chandler), Anirban Mitra (AOC), Christine Sanchez (AOC), Daniel Paulson (Mesa), Jennifer Jones (AOC), Joe Hamilton (Phoenix), Kristie Wooley (AOC), Laura Navarro Cobos (Paradise Valley), Laura Ritenour (AOC), Lorri Behunin (Chandler), Mary Bellefeuille (Mesa), Melanie Cluff (AOC), Michael Wise (AOC), Michele Gillich (AOC), Scott Fitzpatrick (Scottsdale), and Tania Nieblas (Maricopa County)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The April 29, 2025, meeting of the Data Standards Advisory Committee was called to order by Mike Malone, meeting chair, at 10:00 a.m. Mike Malone let the committee know that Roopa Kalidindi was no longer on the committee and a search for a replacement was underway. Mike Malone took roll call, established a quorum, and mentioned the meeting was being recorded.

B. March 25, 2025 Meeting Minutes

Mike Malone displayed the March 25, 2025, draft meeting minutes. Mike Malone asked for a motion to approve the minutes. Marcos Romero made a motion to approve the minutes and Niltza Flores seconded the motion. The committee voted and the motion passed unanimously.

C. Call to the Public

Mike Malone announced that the Data Standards Advisory Committee will be moving the "Call to the Public" section to the beginning of its meetings to ensure everyone has an opportunity to speak. Mike Malone made a call to the public for comments. There was no answer.

II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

A. Review/Discuss/Vote - Code Standardization Requests

Laura Ritenour presented on the code sets below:

i. Email Type

There were questions in the last meeting about the use case for email types. Laura Ritenour stated that if there are future requirements to differentiate email types that we will be prepared. This would have a target date of June 2026. Randy Kennedy posed the question: what should be considered the default email type for a business? Scottsdale currently uses "home" for businesses, interpreting it as the home email for the business; specifically, if the defendant is a business. Marcos Romero responded that in Tempe, that would fall under "personal." Adam Walterson from Gilbert said they would use "work" for a business, or "other" if necessary. Mike Malone said that since courts are already distinguishing between email types in business-related use cases, the three existing email types should be retained.

Randy Kennedy motioned to approve the Email Type code set and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

ii. Identity Types

Ester Reeves requested to add "USID – Military Identification Number" and "VISA – U.S. Visa Sticker" to the list. This would have a target date of June 2026.

Niltza Flores motioned to approve the Identity Type code set and Ester Reeves seconded the motion. The committee voted and the motion passed unanimously.

iii. Person Suffix

Committee members discussed this code specifically about the need to differentiate generational and academic suffixes with the key point being sure that there was not a mismatch with the MVD records. The committee would like to increase the suffix count from I-VI (one to six) to I-X (one to ten) as well as do more research on how and what MVD and DPS currently collect. Ester Reeves motioned to approve with Summer Dalton seconding however both revoked their motion as further research takes place on the Person Suffix code set. This will be further discussed in the May meeting.

iv. Post-Conviction Relief Notification Request

Marcos Romero asked if the sample form was mandatory, and Laura Ritenour confirmed it was not.

Summer Dalton motioned to approve the Post-Conviction Relief Notification Request and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

B. Update/Discuss – Administrative Directive 2024-10 and Code Standardization (Laura Ritenour and Michele Gillich)

Last Tuesday, April 22nd was this quarter's CCR workshop. Laura Ritenour reminded everyone that the code standards are published on our website and encouraged anyone needing assistance to reach out to our teams.

C. Review/Discuss/Vote - Code Standardization Requests (Laura Ritenour)

i. Adding Status Offense (ST) to the standardized Offense Class Code Set

Randy Kennedy wanted to confirm if Status Offense was considered the same as what their presiding judge calls Delinquent Act. It was confirmed that Status Offenses are charges like truancy, underage consumption of alcohol, etc.

Summer Dalton motioned to approve the updated Offense Class Code of Status Offense and Randy Kennedy seconded the motion. The committee voted and the motion passed unanimously.

ii. Adding Service of Process Information Form (POSOP) to standardized PO Events Code Set

Before the motion and voting, Randy Kennedy asked who should be contacted at the AOC in regard to the firearm transfer form. Michele Gillich responded that a meeting is scheduled soon to discuss this and that anyone interested in joining the group should reach out to Theresa Barrett. Marcos Romero asked whether, in cases where a paper petition is used, there is a corresponding field in the portal. Michele confirmed that there is but clarified that the discussion was focused on how to get the completed forms returned to them.

Summer Dalton motioned to approve the PO Events Code of Service of Process Information Form (POSOP) and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

iii. Person Prefix Code Set

Following points raised by Ester Reeves regarding the source and usage of these codes, and Marcos Romero's concern about a possible mismatch with MVD—like the Suffix codes—this item will be moved to the May

meeting to allow time for further research.

iv. Stage Petition Protection Order Code Set

Ester requested that this be postponed until May so she can verify details with her court. The item will be added to the May agenda.

D. Update/Review - Administrative Order 2025-67 – Revisions to DUI, Felony, and Juvenile Time Standards (Mike Malone and Laura Ritenour)

Jennifer Jones presented on this topic. Gil Bensinger asked if there was an update on the delinquency definition of an advisory hearing. Laura Ritenour responded by asking to meet with Gil after the meeting to discuss it further.

E. Updates, Comments and Questions from Members

There were no updates, comments, or questions.

F. Adjournment

A motion to adjourn the meeting was made by Odette Apodaca at 11:11 a.m.

G. Next Committee Meeting Date

Tuesday, May 27, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar