

DATA STANDARDS ADVISORY COMMITTEE

May 27, 2025

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

MINUTES

Present: Laurie Allen, Gil Bensinger, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Anirban Mitra as proxy for Susann Holland, Randy Kennedy, Adele May, Tania Nieblas, Mike Nimitz, Ester Reeves, Ginger Rodas, Marcos Romero, Mary Bellefeuille as proxy for Danica Sanchez, Adam Walterson, Jeanette Wiesenhofer, and Michael Malone

Not Present: Odette Apodaca, Laura Bergan, Katrina Solis

Administrative Office of the Courts (AOC) and Guests: Andrew Fornek (Chandler), Angelica Burris (AOC), Daniel Paulson (Mesa), Jennifer Jones (AOC), Joe Hamilton (Phoenix), Kristi Hageman (AOC), Laura Navarro Cobos (Paradise Valley), Laura Ritenour (AOC), Melanie Cluff (AOC), Michael Wise (AOC), Michele Gillich (AOC), Sabrina MacDonald (AOC), Scott Fitzpatrick (Scottsdale), and Steve Hausser (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The May 27, 2025, meeting of the Data Standards Advisory Committee was called to order by Mike Malone, meeting chair, at 10:00 a.m. Mike Malone welcomed the new member Tania Nieblas from the Superior Court for Maricopa County. Mike Malone took roll call, established a quorum, and mentioned the meeting was being recorded.

B. April 29, 2025, Meeting Minutes

Mike Malone displayed the April 29, 2025, draft meeting minutes. Mike Malone asked for a motion to approve the minutes. Gil Bensinger made a motion to approve the minutes, and Ginger Rodas 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

D. Review/Discuss/Vote - Code Standardization Requests

Laura Ritenour presented on the code sets below:

i. Person Suffix Code Set

There is no ADOT MVD standardization in place, so we have the flexibility to proceed as we see fit. Ginger Rodas raised a concern about using "MD" professional titles rather than true suffixes. Ester Reeves asked whether including such titles might cause mismatches with MVD records. Randy Kennedy clarified that as long as the driver's license number matches, discrepancies in other fields are generally not an issue for MVD. However, if the name does not match, it could result in a mismatch. After discussion, it was decided to remove professional titles from the code set.

Ginger Rodas motioned to approve the revised Person Suffix code set and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

ii. Person Prefix Code Set

Laura Ritenour stated that, based on her research, this field does not appear to be sent to ADOT MVD. Ginger Rodas and Marcos Romero asked whether the field is optional and if it exists in AJACS. Mike Malone and Laura confirmed that it is an optional field and currently in AJACS.

Randy Kennedy motioned to approve the Person Prefix code set and Ralph Garcia seconded the motion. The committee voted and the motion passed unanimously.

iii. Stage Petition Protection Order Code Set

Laura reviewed the code set, as some committee members needed time after the April meeting to consult with their courts before voting.

Marcos Romero motioned to approve the Stage Petition Protection Order code set and Niltza Flores seconded the motion. The committee voted and the motion passed unanimously.

E. Reminder – Requests for Extension of Time to meet Administrative Directive 2024-10 are due by June 1st

Laura reminded the committee of the deadline, form location, and steps required to complete and submit the Request for Extension of Time form.

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

i. Update to Hair Color in Demographics Table

DPS and NCIC have updated the code for 'bald' from BLD to XXX. The AOC will accept both codes, and the CCR will automatically translate them to XXX. Courts are not required to update their tables unless they choose to do so.

ii. Payment Type Code Set

Laura presented on the topic. Ester inquired about how PayNearMe (PNM) transactions are tracked. Steven Hausser explained that they are tracked by confirmation number with a leading 6 rather than payment type and typically appear as payment codes "W" or occasionally "O." At Ester's request, a note explaining this was added to the bottom of the code set table. The committee discussed why PNM does not have its own payment code and the potential programming changes required to implement one. Both the advantages and disadvantages of the change were considered. Mike Malone concluded that if a formal proposal is submitted in the future, it will be reviewed and discussed at that time.

Summer Dalton motioned to approve the Payment Type code set and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

iii. Case Category, Case Type, Case Subtype requests

Laura presented on this topic and asked courts to review the spreadsheet over the coming months in preparation for future discussions. It will be added to next month's agenda for a progress check-in. While courts are reviewing the spreadsheet, if they have questions or edits, they should email Laura so she can include them in the June meeting.

G. Updates, Comments and Questions from Members

Joe Hamilton asked for further clarification on the requirements for Requests for Extension, and Laura reviewed Administrative Order 2024-10 with the committee.

H. Adjournment¹⁰

A motion to adjourn the meeting was made by Niltza Flores at 10:58 a.m.

I. Next Committee Meeting Date

Tuesday, June 24, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar