

DATA STANDARDS ADVISORY COMMITTEE

November 19, 2024

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, Ralph Garcia, Dean Hammel, Todd Herrera-Ridenhour, Susann Holland, Roopa Kalidindi, Chris Phelps for Randy Kennedy, Adele May, Michael Nimtz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, and Jeanette Wiesenhofer

Not Present: Daniel Bowman, Niltza Flores and Michael Malone

Administrative Office of the Courts (AOC) and Guests: Teri Munn (AOC), Steve Hausser (AOC), Angelica Burriss (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Kristi Hageman (AOC), Brittany Pelly (AOC), Laura Ritenour (AOC), Michele Gillich (AOC), and Janita Zendejas (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The November 19, 2024, meeting of the Data Standards Advisory Committee was called to order by Cath Clarich, meeting chair, at 10:02 a.m. Mike Malone was unable to attend and serve as chair. Cathy welcomed the committee's newest member, Dean Hammel. Dean is the Assistant IT Director (Applications) for Pima County Superior Court, Justice Courts, and Clerk of Clerk. Cathy took roll call, established a quorum, mentioned the meeting was being recorded, and that there will be time at the end of the meeting for public comment.

B. October 29, 2024, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the October 29, 2024, draft meeting minutes and it was noted that in the October draft minutes, the Next Committee Meeting Date section displayed the wrong date. That date will be updated in the approved minutes. Cathy asked for a motion to approve the minutes with this correction. Katrina Solis made that motion and Marcos Romero seconded the motion. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

A. Proposed Implementation for Integration, Required Data Elements, and Code Standardization and Draft Administrative Directive

Laura Ritenour displayed the updated draft administrative directive (AD) for feedback. Members gave reasoning for extending two of the dates and those dates and reasons were noted. Members discussed the importance communication between the courts and AOC so that both were aware of where each court case management system is in meeting each section of the AD. Members and the AOC will work together to avoid delays and resource issues. Laura Ritenour then displayed the draft template for requests for extension of time. Several members provided feedback on the template. Cathy thanked the committee for their input. She said the draft would go to AOC Legal as the next step.

B. Two Items Tabled to January 2025 Meeting

Cathy announced that the Counting Continuances Concept and Case Category Standards and Public Access Functions are tabled until the next meeting.

C. Inmate Release Court (IRC) Event Codes and Appearance Reason

Laura Ritenour presented the updated code and appearance reason request. Members and staff discussed the request. It was agreed that these event codes and appearance reason are case-based and not defendant-based. Summer Dalton made a motion to approve the event codes with the updated descriptions listed in red font on the request form. Adele May seconded the motion. Members voted and the motion passed with Ester Reeves and Marcos Romero voting “nay” and Dean Hammel and Chris Phelps abstaining.

D. Proposed 2025 Meeting Schedule

Laura Ritenour presented the proposed 2025 meeting schedule. Members decided to not have a November meeting and instead meet the first Tuesday in December. Ginger Rodas made a motion to accept the meeting schedule as discussed. Katrina Solis seconded the motion and it passed unanimously. It was noted later in the meeting that the July 2025 date should be July 29th.

E. Contact Status – New Code Request and Definitions

Laura Ritenour provided an overview of the request. The code set for Contact Status was approved last year. This request is to approve definitions for the statuses and to add a new status of FBAD. Members had questions and discussed the request. Members were not ready to vote on the FBAD request. Ester Reeves made a motion to accept the definitions as written. Chris Phelps seconded the motion and it passed unanimously. Laura Ritenour will invite the FARE team to present at the January meeting.

F. Designate Department of Public Safety (DPS) as authority for Ethnicity Codes and Descriptions

Laura Ritenour presented the request for the committee to designate DPS as the authority for Ethnicity codes and descriptions. Members discussed the request and

Summer Dalton made a motion for the designation. Marcos Romero seconded it and the motion passed unanimously.

G. Updates, Comments and Questions from Members

Members did not have any updates, comments, or questions. Laura Ritenour reported that the Required Data Elements checklists would be published online by December 16th and that this checklist would be one list covering all elements, regardless of case type.

H. Call to the Public

Cathy Clarich made a call to the public for comments. There was no answer.

I. Adjournment

Cathy Clarich thanked members for their participation and said good-bye to committee members, as she is retiring at the end of December. A motion to adjourn the meeting was made by Chris Phelps at 11:59 a.m.

J. Next Committee Meeting Date

Tuesday, January 28, 2025, 10:00 a.m. – 12:00 p.m., Zoom Webinar