

# DATA STANDARDS ADVISORY COMMITTEE

October 29, 2024

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

## MINUTES

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**Present:** Laurie Allen, Leslie Zak as proxy for Gil Bensinger, Laura Bergan, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Michael Nimitz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, and Jeanette Wiesenhofer

**Not Present:** Odette Apodaca, Roopa Kalidindi, and Michael Malone

**Administrative Office of the Courts (AOC) and Guests:** Lorri Behunin (Chandler Municipal Court), Julian Bell, Mary Bellefeuille (Mesa), Stewart Bruner (AOC), Angelica Burris (AOC), Tom Carroll (Phoenix Municipal), Melanie Cluff (AOC), Andrew Fornek (Chandler Municipal Court), Leon Li (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC), Michele Gillich (AOC), Tina Knezovich-Hladik (AOC), Jennifer Jones (AOC), Laura Navarro Cobos (Paradise Valley), Joe Hamilton (Phoenix Municipal), Alexis Allen (Tempe), Chris Phelps (Scottsdale), Fahmida Wahab (AOC), and Janita Zendejas (AOC)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The October 29, 2024, meeting of the Data Standards Advisory Committee was called to order by Summer Dalton, meeting chair, at 10:00 a.m. Mike Malone and Cathy Clarich were unable to attend and serve as chair.

### B. September 27, 2024, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the September 27, 2024, draft meeting minutes and the members had no comments or concerns. Ginger Rodas moved to approve the minutes and Niltza Flores seconded the motion. The committee voted and the motion passed unanimously.

## II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

### A. Warrant Code Standardization

**Warrant Authority** - Laura Ritenour presented the Warrant Authority code standardization request from AOC's Technical Integration Team as outlined in the meeting packet. The members discussed the code set. There was a question about the preferred Juvenile Warrant code and the group decided "8-386.01" would be the most appropriate code. There was also a discussion about adding a space before "26.12C"

for the Rule 26.12C code. Niltza Flores moved to approve the code set with the two verbal corrections discussed and Randy Kennedy seconded the motion. The committee voted and the motion passed unanimously.

**Bond Type** - Laura Ritenour presented the Bond Type code standardization request from AOC's Technical Integration Team as outlined in the meeting packet. The members had questions and discussed the request. It was requested that in future meetings that code standardization requests be prioritized for required data elements and not elements marked as "desired" in the CCR specifications. Ester Reeves moved to approve the code set and Randy Kennedy seconded the motion. The committee voted and the motion passed unanimously.

**DPS as Authority for Extradition Codes** – Laura Ritenour presented the Extradition code standardization request from AOC's Technical Integration Team as outlined in the meeting packet. This request is to designate Department of Public Safety (DPS) as the authority for this code set. The members discussed the request. Todd Herrera-Ridenhour moved to approve the designation of DSP as the authority for extradition codes and Randy Kennedy seconded the motion. The committee voted and the motion passed unanimously.

**Warrant Authority** – A member mentioned that the Civil Arrest Warrant Authority Rule 64.1B code needs to have the "B" added to make it consistent with the other codes. Randy Kennedy moved to approve the updating of that code in the Warrant Authority code set and Niltza Flores seconded the motion. The committee voted and the motion passed unanimously.

## **B. 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. This draft has new dates based on the input from the September meeting. Laura Bergan reported that Pima County would need more time to analyze the level of effort for meeting the draft administrative directive dates based on a meeting the day before with AOC staff. Summer Dalton agreed to table discussion on the dates until the November meeting but told members that the November meeting would be the last meeting for dates to be discussed. Laura Ritenour then displayed the draft template for requests for extension of time. Several members provided feedback on the template. Stewart Bruner joined the meeting and changes to the template were discussed. Laura Ritenour will update the template and bring a new draft to the November meeting. Randy Kennedy requested that a blog of Q&A be added to the Technical Integration SharePoint and Michele Gillich reported that AOC SharePoint team is working on the request.

Laura Ritenour stated that the Case Category Standards and Public Access Functions discussion that had been tabled from July to this meeting would be postponed one more month to the November meeting.

## **C. Continuance Data**

Laura Ritenour reported that the Counting Continuances Workgroup met twice and there is no report-out ready for this meeting. There will be a summary for the committee at the November meeting.

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

Janita Zendejas provided an overview of the IRC Program and the request for code standardization. Laura Ritenour presented the code request. Members asked questions about whether the transactions for this request would be person- or case- based. The answer was case-based. Members asked for the request to contain more specifics regarding transactions. Laura Ritenour will update the request and bring this item back to the November meeting.

**E. Contact Status – New Code Request and Definitions**

Laura Ritenour and Michele Gillich 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. Laura Ritenour will meet with the FARE team and update the request based on the feedback of the members and the FARE meeting and will bring this item back to the November meeting.

**F. Proposed 2025 Meeting Schedule**

Laura Ritenour thanked members for completing the online meeting schedule poll earlier in the month. She then presented the proposed 2025 meeting schedule. Two members had issues with one or more meeting dates.

**G. Updates, Comments and Questions from Members**

Laura Ritenour announced that Several courts are presenting operational dashboards at the December 11th Data Standards Steering Committee meeting. The meeting agenda and materials will be posted online about one week prior to the meeting. The meeting starts at 1:30 p.m. and dashboard presentations will begin after 2 p.m. This is a public meeting and anyone can attend.

**H. Call to the Public**

Summer Dalton made a call to the public for comments. There was no answer.

**I. Adjournment**

A motion to adjourn the meeting was made by Niltza Flores at 11:48 a.m.

**J. Next Committee Meeting Date**

Tuesday, November 19, 2024, 10:00 a.m. – 12:00 p.m., Zoom Webinar