

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

September 4, 2024

12 noon - 3:30 p.m. Hybrid Attendance - In Person and Zoom Webinar
MINUTES

Members Present: Hon. James Beene, Ms. Shelly Bacon, Ms. Jennifer Curtiss, Hon. Pamela Frasher-Gates, Ms. Jennifer Ferguson as proxy for Ms. Shawn Friend, Hon. Ken Lee, Ms. Tina Mattison, Ms. Donna McQuality, Hon. Michael Peterson, Ms. Nancy Rodriguez, Hon. Don Taylor, and Hon. Trevor Ward

Members Absent: Hon. Thomas L. Chotena, Hon. Heidi Owens, and Mr. Marcus Reinkensmeyer

Presenters and Guests: Ms. Sharon Yates (Coconino County), Hon. Lori Bustamante (Maricopa County), Victoria Murray (Maricopa County), Marcos Romero (Tempe Municipal Court)

Administrative Office of the Courts (AOC) Staff: Mr. Stewart Bruner (AOC), Mr. James Cerasia (AOC), Ms. Cathy Clarich (AOC), Ms. Laura Ritenour (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The September 4, 2024, 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. Justice Beene conducted member roll call and members were thanked for their attendance and service.

B. Approval of the June 5, 2024, Minutes

The draft minutes from the June 5, 2024, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were presented for approval. Justice Beene called for any corrections to the minutes, and none were made. A motion was made by Judge Taylor and seconded by Nancy Rodriguez to approve the minutes. The motion passed unanimously.

II. REGULAR BUSINESS

A. Call to the Public

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

B. NCSC Technical Assistance Project

Justice Beene reminded the committee that at the March meeting members heard from the Mohave and Pinal county court administrators about the National Center for State Courts (NCSC) technical assistance project and the outcomes they are working towards. Justice Beene welcomed Sharon Yates to the meeting and thanked her for attending. Sharon Yates gave a report-out on the technical assistance Coconino County Superior Court received from NCSC, next steps completed, and plans for the future. The next steps included a case and data clean-up project, discussions around “culture of continuance” changes, and creation of a criminal case triage plan. Sharon Yates reviewed the local administrative order adopted by the court that provides guidelines to judges on criminal case triage and processing. After her presentation, Justice Beene mentioned that also in the meeting packet are the documents from Mohave and Pinal counties that were mentioned at the March meeting.

C. FY24 Statewide Case Processing Time Standards Draft Report Trends

Laura Ritenour provided an overview of the current draft data from the FY24 time standards time to disposition reports submitted by the courts in July and August. The data is still in draft status as several data sections are not ready at this time. There will be a subsequent report at the December meeting. Members did not have any questions about the data. Justice Beene informed the committee that a similar trend presentation and report will be given to the county superior court presiding judges at their October meeting.

D. DUI Case Processing Training for Judicial Officers Workgroup

Justice Beene asked Cathy Clarich to provide an update on this workgroup’s progress. Cathy reported that Jerry Landau chairs the workgroup, the workgroup has met several times and Jerry Landau has attended meetings with justice partners around the state to discuss the DUI time standards and system issues. The workgroup is also reviewing the National Center for State Court’s guidance on caseflow management plans to decide which concepts would work best for documentation for Arizona judges. The workgroup hopes to finish their work this fall for presentations at the December Governor’s Office of Highway Safety conference and a presentation at the December committee meeting. Laura Ritenour presented a draft time standards strategies document created by Scottsdale City Court. Scottsdale wanted to share this information with other courts who might be considering how to improve their case processing. Members discussed some of the challenges facing courts including body camera redaction, MVD administrative hearings, and agency staff turnover.

E. Post-Conviction Relief Notice and Petition Instructions

Laura Ritenour updated the committee on the published Post-Conviction Relief Notice and Petition filing instructions on the Self-Service Center website (in English and Spanish) at www.azcourts.gov. She said the instructions will be

announced by statewide memo in the next few weeks.

F. 2024-2029 Strategic Agenda – Goal 4.1 Proposals

Justice Beene announced that draft proposals have been developed for meeting Goal 4.1 in the 2024-2029 Strategic Agenda. The Strategic Agenda will serve as a guide for the Arizona Supreme Court and Administrative Office of the Courts priorities and projects over the next five years. Laura Ritenour reviewed Goal 4.1 regarding court data accuracy and case management and the proposals she drafted to potentially meet that goal. Members asked clarifying questions and discussed potential issues with some proposals. Justice Beene requested that members contact Laura Ritenour with any additional ideas for proposals by October 4th. Members will vote on the proposals and the priorities at the December meeting.

G. Proposal re: Local Presiding Judge Notification of Time Standards Reports Submitted to AOC for FY25

Laura Ritenour reported that at the May Coconino County Limited Jurisdiction Judge and Administrators Workshop, attendees suggested to her that local presiding judges are copied when courts submit their yearly time standards reports to the AOC. At the June meeting, members approved a recommendation be added to the time standards submission instructions that local presiding judges receive copies of the reports or be copied on the email to the AOC. Laura Ritenour reported that out of 176 courts reporting, 66 courts copied their local presiding judges on the email to the Time Standards email box. Cathy Clarich reported that time standards data is now part of the AOC's operational review process. AOC staff would like to propose that starting in July 2025, courts be required to get their local presiding judge approval before submitting their reports to the AOC. An approval letter template would be drafted for signature and submitted with the reports. This would ensure that judges are aware of the court's data being reported and increase the court's accountability for the data. The members discussed judicial awareness of the time standards data. Justice Beene told the group to consider this proposal and that this item would be on the December agenda for a vote.

H. Data Standardization Advisory Committee

Justice Beene reported that Michael Malone, chair of the Data Standardization Advisory Committee, was not able to attend the meeting and therefore a report on the committee's progress was in the meeting materials. The Data Standardization Advisory Committee 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.

I. Administrative Order 2024-123 on Submission of Court Data

Laura Ritenour presented the adopted administrative order regarding the submission of court case data by all court case management systems to the

AOC's Central Case Repository (CCR). The order states that the project implementation will be given via an administrative directive in consultation with the Data Standardization Advisory Committee.

J. Update from Collaborative Workgroup with Committee on Juvenile Courts

At its June meeting, the Committee approved the creation of a collaborative workgroup to review the current juvenile time standards and develop potential recommendations for modifications. Judge Bustamante, chair of the workgroup, provided a brief update on the workgroup's progress. The workgroup has been considering statutory requirements, court rules, court data, and any other relevant factors in developing their recommendations. The workgroup should have its recommendations ready for review and possible voting at the December meeting.

K. Upcoming Conferences/Meetings re: Time Standards and Required Data Elements

Justice Beene stated that courts and conferences request AOC staff to present on a variety of topics. He wanted to make members aware of some upcoming presentations by staff on time standards and data standards. Laura Ritenour provided a brief overview of each item listed below.

- September 5, 2024 – Time Standards Overview session at Limited Jurisdiction Judges Association Conference – Laura Ritenour and the Hon. Andrew Hettinger, Page Municipal Court
- October 10, 2024 – National Center for State Courts Data Drive webinar on NODS – Laura Ritenour
- October 22, 2024 – Arizona Court Leadership Conference – Felony and DUI Time Standards – Jerry Landau and Laura Ritenour

L. Adjournment

The meeting was adjourned at 2:25 p.m. with a motion by Jennifer Curtiss.

III. NEXT COMMITTEE MEETING DATE

The next meeting is Wednesday, December 11, 2024 and is hybrid format, with attendees and members appearing either in person at the State Courts Building or over Zoom webinar. In-person attendees and members should come to Room 331 at the State Courts Building, 1501 W. Washington, Phoenix AZ 85007.