

STEERING COMMITTEE ON DATA-BASED COURT PERFORMANCE AND DATA STANDARDS

June 7, 2023

1:30 p.m. – 3:30 p.m., Hybrid Meeting
MINUTES

Present: Hon. James Beene, Ms. Shelly Bacon, Hon. Thomas L. Chotena, Ms. Jennifer Curtiss, Hon. Pamela Frasher-Gates, Ms. Shawn Friend, Ms. Donna McQuality, Hon. Heidi Owens, Hon. Michael Peterson, Mr. Marcus Reinkensmeyer, Ms. Charisse Richards, Mr. Eric Silverberg, Hon. Don Taylor, and Hon. Trevor Ward

Absent: Hon. Ken Lee

Administrative Office of the Courts (AOC) and Guests: Ms. Britani Bearup (Superior Court for Maricopa County); Ms. Mary Bellefeuille (AOC), Ms. Cathy Clarich (AOC), Ms. Melanie Cluff (AOC), Hon. Jeff Coker, Ret. (Presenter); Ms. Summer Dalton (AOC), Ms. Jennifer Ferguson (Superior Court for Maricopa County), Ms. Michele Gillich (AOC), Mr. Michael Malone (AOC), Ms. Victoria Murray (Superior Court for Maricopa County), Ms. Laura Ritenour (AOC), Ms. Nancy Rodriguez (Clerk of Court Office for Superior Court for Maricopa County) and Mr. Jared Trebesch (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The June 7, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards was called to order by the Chair, Justice James Beene, at 1:41 p.m. The Chair conducted member roll call and members were thanked for their attendance and service. Justice Beene announced that member Richard McHattie recently ended his term with the committee as he has accepted a new, non-court position with the county. The application process for his replacement is nearly complete. Justice Beene also announced that Eric Silverberg is retiring as Court Administrator from Tucson City Court in August. He thanked Eric for his service to the committee and wished him well in his future endeavors.

B. Approval of the March 1, 2023, Minutes

The draft minutes from the March 1, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were presented for approval. The Chair called for any omissions or corrections to the minutes, and none were made. A motion was made by Marcus Reinkensmeyer and seconded by Eric Silverberg to approve the minutes. The motion passed unanimously.

II. REGULAR BUSINESS

A. Felony Case Processing Technical Assistance Project

Justice Beene welcomed Judge Coker to the meeting and presented background on this topic. Back in 2021, Judge Gates chaired the Felony Time Standards Workgroup and presented their work and recommendations on the current felony time standards to this committee and the Superior Court Presiding Judges. As a result of that report, the Administrative Office of the Courts (AOC) entered into a consulting contract with National Center for State Courts (NCSC) and Retired Judge Coker to provide technical assistance on criminal case management in seven counties. Judge Coker and his team conducted detailed data analysis, facilitated county stakeholder meetings, and drafted reports and recommendations for system improvement in the counties that participated.

Judge Coker presented an overview on the findings of this project. These findings included issues with recruitment, training and retention of court and Clerk's Office staff, case management system complexity, data entry issues, increased percentage of complex cases, increased mandatory sentencing, decreased number of plea deals, and increased discovery issues. The committee members asked questions and shared the similar issues they were facing in their courts.

B. Data Standardization Workgroup Update

Michael Malone, chair of the Data Standardization Workgroup, was unable to attend the meeting but a written update on the workgroup's progress was provided in the meeting materials. The Data Standardization Workgroup 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. Members had no questions about the workgroup summary provided.

C. Administrative Order 2023-85: Modifying and Redefining the Organization of the Steering Committee on Data-Based Court Performance and Data Standards

At the March meeting, the committee approved the concept of delegating some decision making to the Data Standardization Workgroup. The Chief Justice signed Administrative Order 2023-85 making this change. Cathy Clarich provided members with an overview of the administrative order and the roles and responsibilities of members as the workgroup becomes the Data Standardization Advisory Committee. The administrative order authorizes the Steering Committee to delegate code and table standardization approval to the Data Standardization Advisory Committee. The Advisory Committee will still report on all code and table standardization approvals to the Steering Committee as part of their quarterly report and will bring any issues requiring resolution forward as

well. Members had no questions about the administrative order and its implementation.

D. Code and Table Statewide Standardization Requests

Ms. Laura Ritenour, staff for the committee, presented information on code and table standardization requests recommended by the Data Standardization Workgroup at its March, April, and May meetings. Each individual request discussed below is located in the [June 7, 2023 Meeting Materials packet](#) published online.

Standardization of Fines/Fees and Restitution Enforcement (FARE) Program Events – Laura Ritenour reported the AOC Information Technology Integration Team is requesting that all event/docket/document codes and descriptions associated with FARE be standardized for all courts statewide. Standardization would ensure FARE transactions are processed accurately and consistently and that the public would see consistency in FARE descriptions appearing in Public Access. A motion to recommend the codes and description in the tables as statewide standards was made by Marcus Reinkensmeyer and seconded by Eric Silverberg. The committee voted and the motion passed with Jennifer Curtiss opposing.

Defendant Identifier Codes: Laura Ritenour reported the AOC Information Technology Integration Team is requesting that defendant hair color, eye color, race and sex codes be standardized for all courts statewide. Standardization would ensure transactions sent to Arizona Protective Order Initiation and Notification Tool (AZPOINT), National Crime Information Center (NCIC) and Arizona Motor Vehicle Division (MVD) are processed accurately and consistently. The committee reviewed the proposed Defendant Identifier codes and descriptions for approval as statewide standards.

- Hair Color - A motion was made to recommend the codes and descriptions in the table as statewide standards by Shelly Bacon and seconded by Jennifer Curtiss. The committee voted and the motion passed unanimously.
- Eye Color, Race, Sex – A motion was made to recommend the codes and descriptions in the tables as statewide standards by Eric Silverberg and seconded by Marcus Reinkensmeyer. The committee voted and the motion passed unanimously.

Standardization of Court Role Type Table – Laura Ritenour reported the AOC Information Technology Integration Team is requesting that court role type codes be standardized for all courts statewide. Standardization would ensure transactions sent to AZPOINT, NCIC and MVD are processed accurately and consistently. The committee reviewed the proposed codes and descriptions. A motion to recommend the code and description in the table as statewide standards was made by Marcus Reinkensmeyer and seconded by Judge Michael Peterson. The committee voted and the motion passed unanimously.

Case Status Table – Laura Ritenour reported the AOC Information Technology Integration Team is requesting that case status codes be standardized for all courts statewide. Standardization would ensure transactions sent to AZPOINT, NCIC and MVD are processed accurately and consistently. The committee reviewed the proposed codes and descriptions. A motion to recommend the code and description in the table as statewide standards was made by Marcus Reinkensmeyer and seconded by Judge Michael Peterson. The committee voted and the motion passed unanimously.

Commenced By Table - Laura Ritenour reported the AOC Court Services Division is requesting that commenced by codes be standardized for all courts statewide. Codes in the Commenced By table are associated to several of the elements contained in the Required Data Elements Initiative. Standardization would ensure transactions sent to Central Case Repository (CCR) are processed accurately and consistently. The committee reviewed the proposed codes and descriptions. A motion to recommend the code and description in the table as statewide standards was made by Eric Silverberg and seconded by Judge Michael Peterson. The committee voted and the motion passed unanimously.

Filing Type Table - Laura Ritenour reported the AOC Court Services Division is requesting that filing type codes be standardized for all courts statewide. Codes in the Filing Type table are associated to several of the elements contained in the Required Data Elements Initiative as well as necessary for integration with other criminal justice agencies like NCIC. Standardization would ensure transactions sent to CCR are processed accurately and consistently. The committee reviewed the proposed codes and descriptions. A motion to recommend the code and description in the table as statewide standards was made by Judge Michael Peterson and seconded by Donna McQuality. The committee voted and the motion passed unanimously.

Informal Family Law Trial (IFLT) Appearance Reason – Laura Ritenour reported that [Administrative Order 2022-159](#) established a pilot program for informal family law trials (IFLT) which began on March 31st, 2023 and will run through December 31, 2024. Part of the requirements for the pilot is for an interim report to be submitted in October 2023 on the program’s effectiveness. Adding an IFLT appearance reason would allow cases to be identified for the interim report. A motion to approve the Informal Family Law Trial appearance reason to be added to Graham County Superior (AJACS), Maricopa and Pima and potentially statewide if the program is adopted was made by Judge Michael Peterson and seconded by Eric Silverberg. The committee voted and the motion passed unanimously.

Standardization of Protective Order Document/Event Codes – Laura Ritenour reported that the AOC Integration Team is requesting standardized codes and descriptions for protective order documents that will be displayed in CCR, Central

Protective Order Repository (CPOR), and AZPOINT. A motion to recommend the code and description in the table as statewide standards was made by Marcus Reinkensmeyer and seconded by Donna McQuality. The committee voted and the motion passed unanimously.

Standardization of Charge Qualifier – Laura Ritenour reported that the AOC Integration Team is requesting standardized codes and descriptions for charge qualifier codes. These codes are required when reporting charge information to Department of Public Safety (DPS) via the Arizona Disposition Reporting System (ADRS) Interface and when manually reporting using the Final Disposition Report (FDR). A motion to recommend the code and description in the table as statewide standards was made by Eric Silverberg and seconded by Shelly Bacon. The committee voted and the motion passed unanimously.

E. FY23 Time to Disposition Time Standards Report – Submission during July

Laura Ritenour reported that every July, courts throughout the state submit their time to disposition time standards reports to the AOC. A statewide memo was sent by Michael Malone to various court leadership and training groups across the state giving an overview of the submission process. This memo was also forwarded to all court staff who submitted reports last year. If courts have questions about the reports or cases on the reports, they can feel free to contact Laura Ritenour and Mary Bellefeuille for assistance. The draft results will be shared with the committee at the September meeting.

F. Post-Conviction Relief Time Standards – Query Updates and “Deep-Dive Findings

Justice Beene reminded members that at the March meeting, the committee reviewed the superior court time standards fiscal year 2018-2022 data results. Members requested that AOC staff look further into AJACS data from two reports – Post-Conviction Relief and Family Law Pre-Decree Motions for Temporary Orders. Laura Ritenour and Mary Bellefeuille have researched post-conviction relief cases in AJACS, and Laura presented their findings. Members did not have any questions about their report.

G. Strategic Planning – Ideas for Committee Items for 2024-2029

Justice Beene requested that Marcus Reinkensmeyer discuss possible items for the next Chief Justice Strategic Agenda. Marcus reviewed the items from the current report with the members. Several members are hoping that leadership will research methods of supporting courts’ efforts at recruiting, training, and retaining staff. Staff vacancies and turn-over are affecting the quality of data entry. While they didn’t know exactly which goal to put this under, they believe that staff development and retention are exceedingly important. Laura Ritenour will submit the current recommended list to Cindy Trimble for submission to the Strategic Agenda workgroup.

H. FY22 Limited Jurisdiction Court Time Standards Report Results and Recommendations for Next Steps

Justice Beene reminded members that at the March meeting, the committee reviewed the superior court time standards fiscal year 2018-2022 data results. For this meeting, the limited jurisdiction court time standards fiscal year 2018-2022 data results were reviewed. Ms. Ritenour presented the limited jurisdiction court time standard results in a table format and members reviewed statewide performance on each tier of each case type. Members discussed the results and requested that additional research be done on misdemeanor and DUI data.

I. Call to the Public

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

J. Adjournment

The meeting was adjourned at 3:25 p.m. with a motion by Mr. Reinkensmeyer and a second by Hon. Don Taylor.

E. NEXT COMMITTEE MEETING DATE

September 6, 2023, 1:30 – 3:30 p.m., Hybrid - State Courts Building Room 331 & Zoom Webinar