

# CACC MEETING MINUTES

## COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, May 17, 2012  
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT  
1501 W. Washington  
Phoenix, AZ 85007



AUDIO PHONE NUMBER: 1-602-425-3192

AUDIO ACCESS CODE: 1120#

### MEMBERS PRESENT

Kip Anderson\*  
Julie Dybas  
Cathy Clarich  
Mary Hawkins\*  
Donald Jacobson  
Phillip Knox (*Peter Kiefer, proxy*)  
Patrick McGrath\*  
Richard McHattie  
Rona Newton  
Michael Pollard, *Chair*  
Paul Thomas

### MEMBERS ABSENT

Michael Malone  
Patricia Noland  
Rick Rager

### GUESTS

John Barrett\*, *Maricopa Superior Court*  
Jennifer Gilbertson, *Phoenix Muni Court*  
Lauren Lupica\*, *City of Mesa*

### AOC STAFF

Stewart Bruner, *ITD*  
Melissa Hinojosa, *ITD*  
Bob Macon, *ITD*  
Adele May, *ITD*  
Jim Scorza, *ITD*

\* indicates appeared by telephone

## **WELCOME AND INTRODUCTORY REMARKS**

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order shortly after 10:00 a.m. and confirmed that a quorum existed. He then requested members' input regarding the minutes of the April meeting.

**MOTION: A motion was made and seconded to accept the minutes of the April 19, 2012, CACC meeting as written. The motion passed unanimously.**

Judge Pollard announced the retirement of Marcus Reinkensmeyer, longtime member of the large volume courts committee and subsequently co-chair of CACC. Judge Pollard also announced the resignation of Rick Rager as court administrator in Tempe. Members concurred with the chair in directing staff to present letters of thanks to both men on CACC's behalf.

## **JUNE 21 CACC MEETING DECISIONS**

The chair requested members' input about handling the conflict between the June CACC meeting and the Judicial Conference in Tucson. No members were opposed to deferring agenda items until the July meeting.

## **PREPARATION FOR CHAIRMAN'S REPORT TO COT**

Copies of the draft presentation were handed out for members' reference. Judge Pollard reviewed the content item by item and members shared their suggestions as he went. Staff member Stewart Bruner recorded the specific rewordings as well as the additions and removals of content in the draft. The chair thanked members for their detailed input into his presentation.

## **PACC UPDATE**

Rona Newton stated that no quorum was in place for the most recent PACC meeting. She questioned the need to appoint an entire committee to act as a liaison between the Committee on Probation and automation professionals when a single person could easily fill the role. Participation beyond the chair and AOC representatives has been minimal since CACC took over probation project monitoring. Stewart reminded members of the history that led to enshrining PACC in the COT code section. As a compromise, Rona suggested that members still be appointed but the number of meetings throughout the year be reduced.

## **REVIEW OF CHANGES TO MINDMAP THIS MONTH**

MindMap printouts were made available for members' reference in the meeting. Stewart touched on every change made but focused attention on tasks associated with the construction of local environments for Mesa's large volume limited jurisdiction (LJ) case management system (CMS) work and the no-go decision on the May 21 implementation date for JOLTSaz/AGAVE/CAMMS integration made in recent days. Detailed explanations about the project changes were left to the project managers later in the meeting.

## **LV LJ CMS REPLACEMENT PROJECT UPDATE**

Paul Thomas, Mesa Municipal Court Administrator, described barriers to the timely purchase of the hardware needed for constructing the local environment to be used with AJACS. Lauren Lupica, Project Manager for the Mesa LV LJ CMS effort, recounted Mesa IT's recent strategy decisions about creating virtual environments while waiting for the hardware to arrive. Lauren

added that the change to virtualization would prevent impact on the project schedule. Paul provided progress on contract negotiations with AmCad for additional Mesa-specific development items.

## **PROBATION AUTOMATION PROJECTS UPDATE**

Bob Macon, Probation Automation Project Manager at the AOC, stated that application performance issues exposed during user training caused a cancellation of the conversion/implementation in Pima this weekend. Investigation of the exact cause is ongoing and no new date can be set until the root issues are uncovered and understood. Bob provided some examples of changes that could potentially be made depending on the issue discovered and assured members that an AOC SWAT team is hard at work on the matter.

## **POST-IMPLEMENTATION REPORTS**

Adele May, project manager for the LJ AJACS CMS, reminded members on the history of developing the data conversion strategy for AZTEC and the need to optimize it for repetition in over 100 courts. The decision to only convert open cases has been shared with more than 70 users and the focus now changes to getting the word out about cleanup reports so that courts have the maximum amount of time to address their bad data. The AOC will be constructing a conversion application to further shorten the implementation timeline for courts. Members pointed out that a tension exists between starting early and doing extra work by cleaning up cases that will close by the time the implementation team arrives at a particular court. They also recommended that courts be informed about the business processes that are generating bad data day after day and be provided with a best practices manual for perspective.

John Barrett very briefly confirmed that the AZYAS problems in Maricopa have been solved, completing Phase I of the project, and work can now get underway on Phase II which adds a case planning feature for officers.

## **ITEMS OF OLD OR NEW BUSINESS**

No items of old or new business were raised.

The next meeting will take place in **Room 106** of the **State Courts Building** on **July 19, 2012**, since the June meeting has been cancelled.

The meeting adjourned at 11:10 a.m.