

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, January 22, 2009

10:00 AM - 12:30 PM

ARIZONA SUPREME COURT
1501 W. Washington
Phoenix, AZ 85007



GoToMeeting: <https://www2.gotomeeting.com/join/758864677>

AUDIO PHONE NUMBER: (602) 452-3193

AUDIO ACCESS CODE: 7002

MEMBERS PRESENT

Cathy Clarich*
Janet Cornell
Joan Harphant*
Donald Jacobson
Phillip Knox
Patrick McGrath
Gordon Mulleneaux
Patricia Noland*
Michael Pollard, *Chair*
Doug Pilcher
Rick Rager
David Stevens
Paul Thomas

GUESTS

Charles Drake*, *PCCJC*
Steve Balance*, *Pima Superior*
Julianne Greenough*, *Pima Superior*
Carol Merfeld*, *TAC*
Myron Pecora*, *Pima Superior*
Jane Phillips*, *Pima Clerk of Court*
Mark Rosenbaum*, *Pima Superior*
Cassandra Urias*, *Pima Superior*
Diane Waller*, *Pima Superior*

MEMBERS ABSENT

Kip Anderson
Margaret Guidero
C. Steven McMurry

AOC STAFF

Stewart Bruner, *ITD*
Keith Kaplan, *CSD*
Adele May, *ITD*
Stephanie Nolan, *ITD*
Renny Rapier, *ITD*

* indicates appeared by telephone

WELCOME AND INTRODUCTORY REMARKS

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 10:00 a.m. upon confirming that a quorum existed. He welcomed new member Doug Pilcher from Phoenix Municipal Court who has replaced Jim Scorza and asked for a motion regarding the minutes of the previous meeting.

MOTION: A motion was made and seconded to accept the minutes of the December 18, 2008, meeting as delivered. The motion passed unanimously.

Judge Pollard confirmed that the Maricopa Clerk's Office still plans to demonstrate progress on the Cash Receiving Replacement System in next month's meeting. He also informed members that the agenda order had changed to accommodate the Agave demonstration today.

GENERAL JURISDICTION COURTS CMS UPDATE – AGAVE

Myron Pecora, interim IT Director for Pima Superior Court, reminded members that he submitted an updated dashboard showing the project status as "complete" last month. He thanked the various people who had contributed the most to ensuring the success of the implementation, especially Steve Ballance. The chair asked how remaining benches were being handled and Myron stated that the detailed project plan and cost would soon be presented to the Agave Executive Committee. Myron could not say whether additional grant funding would be requested but suggested that some additional costs are associated with JOLTSAZ integration as well as with placing data on the State's enterprise service bus (ESB).

Diane Waller used the Agave test system to demonstrate to members the following functions associated with Version 2.0:

- Case status, lookup, and details;
- Adding and editing events;
- Case closing;
- Scheduling and judge's calendar;
- Placing a case in arbitration;
- Attorney management;
- Advanced searching;
- Research and statistics; and
- Noticing in a batch or by individual case.

Members were impressed by what they observed on the screen. In response to a question, Patti Noland confirmed that the case initiation process was part of the Clerk's original implementation and continues to work well.

MOTION: A motion was made and seconded to accept the December project status report as delivered, showing development activities complete. The motion passed unanimously.

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Renny Rapiet, AOC's General Jurisdiction (GJ) CMS Project Manager, provided a brief update on the financial status of the AJACS implementation. He noted that Phase II billings have been higher than planned due to Cochise data conversion costs and additional work related to resolution of pilot court issues by the vendor. He outlined a cost-reduction strategy of having AOC take on more work internally during the small count implementations. Renny briefly recapped the successful Cochise-implementation and provided key dates for upcoming implementations in Mohave and Pinal Superior Courts.

Renny reviewed the day-to-day support mechanisms in place and mentioned that the team continues to provide help with monthly closing at all implemented courts. He listed some concerns about the data quality and conversion complexity associated with the former FACTS courts. He responded to specific questions from members about project costs and providing enhancements going forward.

LIMITED JURISDICTION CMS UPDATE

Adele May, project manager for the LJ CMS effort, updated members on the recent progress of the gap analysis team, which has completed its initial round of activity. Team members are now discussing the way their current systems perform various functions in hopes of arriving at a common way to accomplish various business processes in the new system. Adele listed the various deliverable documents that will result from the gap analysis effort by February 13. Members asked for clarification regarding the way AJACS would be modified to create the limited jurisdiction (LJ) CMS.

LIMITED JURISDICTION COURTS TEMPE CMS UPDATE

Rick Rager, Tempe CMS Project Manager, summarized the challenges that are emerging on the business side as the implementation date nears. He stated that the production environment has been established at AOC but that negotiations are underway for obtaining the necessary off-hour access to the environment since Tempe's business hours do not match AOC's. Rick described his cutover weekend activities in great detail before updating members on the progress being made within several remaining functional clusters, including e-dispo, batch processing, petition entry, accounting, reports, and form service. The bulk of incomplete tasks remaining relate to testing.

Rick is most concerned about Accounting, the most far reaching remaining item. He mentioned changes needed in dependent services that fire from the batch protocol and effort being needed to provide support for closed legacy cases that must be reopened following conversion. Report development has been prioritized based on when each periodic report will be needed. The prosecutor module and FARE implementation are Day Two items. Concern was raised about the loss of resources from other courts that had been engaged in testing coupled with the shrinking time remaining in which to catch up on late tasks prior to implementation.

MOTION: A motion was made and seconded to accept the status report as delivered. The motion passed unanimously (Rick Rager abstaining).

In a roll call vote, members present characterized the project's overall health as "green."

MARICOPA CLERK'S FINANCIAL SYSTEM UPDATE

David Stevens, project manager for the RFR replacement portion of the Clerk's Office Integrated Financial Information System (iFIS) project, described the effort as being a week behind on establishing the environment due to budget freeze issues but slightly ahead on conceptual design tasks. He stated his satisfaction with the amount of time and resources the Clerk's Office has been devoting to the project thus far.

MOTION: A motion was made and seconded to accept the status report as delivered. The motion passed unanimously (Phil Knox, Gordon Mulleneaux and David Stevens abstaining).

In a roll call vote, members present characterized the project's overall health as "green."

Gordon Mulleneaux, project manager for the cash receipting portion of the iFIS project, affirmed that Sprint 4 will be completed by the January 30th due date. He called attention to a new project risk this month related to maintaining funding for contract help. This risk also relates to Maricopa's budget freeze. Gordon recommended that the project remain in yellow status.

MOTION: A motion was made and seconded to accept the status report as delivered. The motion passed unanimously (Gordon Mulleneaux, Phil Knox, and David Stevens abstaining).

In a roll call vote, members characterized the project's overall health as "yellow," based on the slip in the projected completion date and Justice Berch's request to have the new date reviewed in the March COT meeting.

PCCJC TECHNOLOGY STABILIZATION UPDATE

Charles Drake, PCCJC's Interim Technology Manager, declared the project complete now that all server migrations and application migrations have been completed. All post-migration issues have been resolved; customers and staff are both happy. The project resulted in the implementation of new hardware, the CMS having a more stable platform, court operations being better organized, and the court being in position to migrate to the new statewide CMS much more readily. Members congratulated Charles for his diligence in turning around the project over the past several months.

MOTION: A motion was made and seconded to accept the final status report as delivered. The motion passed unanimously.

No roll call vote was taken since the project is complete.

STATEWIDE E-FILING UPDATE

Jim Price, e-filing project manager at the AOC, was involved in vendor negotiations and not available. Staff member Stewart Bruner reported that the numbers are still in flux and no contract has yet been signed. The e-Court Subcommittee is contemplating performing the governance role over the statewide e-filing project. The details are not yet worked out, pending a COT

motion delegating authority to e-Court to oversee the project. Discussion focused on how much authority e-Court was given and whether sufficient funding exists for completing the e-filing project anyway. Don Jacobson shared the funding approach with members and Stewart elaborated on the software as a service model being contemplated and its impact on the amount of funding needed from the state.

STAFF UPDATE

Staff member Stewart Bruner updated members on the likely subjects for the March 6 COT meeting. He informed those present that the nomination and re-appointment process is getting underway and members will be contacted to determine their interest in continuing to serve.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC's data standards manager, informed members that the focus of activities is now support for the Mohave AJACS implementation. He mentioned a slew of local-only code requests coming in lately. A separate meeting of the GJ team is being scheduled to determine the best way to deal with these without impacting the statewide standards. On the LJ front, Keith is compiling the codes from the Greacen Report as well as those added since the report's publication by the LJ team into a database and updating them to be less AZTEC-specific.

In response to a question, Keith gave an update on progress to replace Jim Scorza and Judge David Cooper. He and Pat McGrath mentioned a growing desire to change the structure of the data standards committee somewhat from what was originally approved. Stewart Bruner cautioned them to review the COT motion to determine how much latitude exists within what parameters for structural changes without returning to COT. He recommended that changes be reviewed by COT at the annual meeting.

The next meeting will take place in **Room 230** of the **State Courts Building** on **February 18, 2009**. Dates reserved for 2009 CACC meetings are posted at <http://www.supreme.state.az.us/cot/Archives/FY09/2009MtgSchedule.pdf>.

After confirming that no other business existed, the meeting adjourned at noon.