

**COMMISSION ON TECHNOLOGY  
MEETING MINUTES**

**September 10, 2004**

9:30 a.m. – 3:30 p.m.

**Arizona Supreme Court**  
**Phone Conference: 602-542-9010**  
Copper & Gold Conference Rooms  
Judicial Education Center  
541 E. Van Buren, Suite B4  
Phoenix, AZ 85003

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**MEMBERS PRESENT**

Tom Brady *stand in for Louraine Arkfeld*

Kent Batty

Michael Baumstark

Christopher Cumiskey

B. Robert Dorfman

Peter Eckerstrom

Jeanne Hicks

Michael Jeanes

Donna Killoughey

Gary Krcmarik

Ruth McGregor, *Chair*

Marcus Reinkensmeyer

Jack Shomonta

James Soto, *via telephone*

Sheldon Weisberg, *via telephone*

**MEMBERS ABSENT**

Steven Correll

Martin Krizay

Nicole Waldron

**GUESTS**

David Adams, *Pima Superior Court*  
Anje Anderson, *Maricopa County Clerk's Office*  
John Barrett, *TAC*  
Ron Beguin, *CACC, TAC*  
David Davis, *CACC*  
Daniel Edwards, *TAC*  
Joan Harphant, *TAC*  
Donald Jacobson, *Flagstaff Municipal Court*  
Kimberlee Johnson, *CACC*  
Carol Merfeld, *TAC*  
Gordon Mulleneaux, *CACC*  
Patricia Noland, *CACC*  
Greg Obuch, *CACC, TAC*  
Michael Pollard, *CACC*  
Eloise Price, *TAC*  
Rick Rager, *TAC*  
Bernard Simminal  
Virlynn Tinnell, *Mohave County Clerk's Office*  
Phil Urry, *COA, Div. I*

**AOC STAFF**

David Byers, *Executive Office*  
Gary Graham, *ITD*  
Melinda Hardman, *CSD*  
Karl Heckart, *ITD*  
Kevin Kluge, *Administrative Services*  
Stephanie Nolan, *ITD*  
Pamela Peet, *ITD*  
Robert Roll, *ITD*  
Janet Scheiderer, *CSD*  
Tim Lawler, *ITD*

## **WELCOME AND OPENING REMARKS**

Vice Chief Justice Ruth McGregor, welcomed members and the public calling the Commission on Technology meeting to order at 9:30 a.m. She then took roll of Commission members present and via phone.

Justice McGregor introduced two new members to the Commission, Steve Correll and Nicole Waldron. Steve Correll was referred to the Commission by the League of Cities and Towns and currently works with the National Law Enforcement Telecommunications System (NLETS). Nicole Waldron was referred to the Commission by the County Supervisors Association of Arizona and works as a Program Associate.

**MOTION: A motion was made and seconded to approve the minutes of the August 2, 2004 Commission on Technology meeting. The motion passed unanimously. TECH-04-05.**

## **JUDICIAL PROJECT INVESTMENT JUSTIFICATION**

Gary Krcmarik, Court Administrator at the Coconino County Superior Court, acted as Chair of a subcommittee charged with the redesign and simplification of the original Project Investment Justification (PIJ) form adapted from the Government Information Technology Agency (GITA). The form will be used as justification for projects that are more than \$250,000 in development costs and/or require exceptions to the approved standards. Gary presented, for review and approval, a new form "Judicial Project Investment Justification (JPIJ)" in two new versions, a long and short. Both forms are the same except for the omission of instructions on the shorter version. He summarized the major enhancements/changes from the original PIJ. The new form includes four sections; Business Technology Assessment, Public Values and Benefits, Financial Assessment, Risk Assessment and Appendices for Gantt charts, project timelines, etc. Gary also asked the Commission to provide an example or template to the courts of a finalized JPIJ document to assist the courts with completing the document correctly.

Member discussion centered on adding a subsection to Section II of the document. This subsection "C" would describe the benefits to the justice system as a whole detailing the major impacts to the courts and the justice system, i.e. Motor Vehicle Division, Police Department, County Attorney's Office, etc. in the way of horizontal integration.

**MOTION: A motion was made and seconded to add to the proposed justification form, the Judicial Project Investment Justification (JPIJ), a subsection "C" to Section II of the document detailing the benefits to the justice system as a whole. The motion passed unanimously. TECH-04-06**

**MOTION:** A motion was made and seconded to retain Section V of the PIJ form to the newly proposed justification form, Judicial Project Investment Justification (JPIJ). The motion passed unanimously. TECH-04-07

**MOTION:** A motion was made and seconded to adopt the proposed changes to the justification form, Judicial Project Investment Justification (JPIJ), both the long and short versions, to be used for all automation projects costing more than \$250,000 or deviating from the approved standards. The motion passed unanimously. TECH-04-08

### **NEW CMS STRATEGIES**

Karl Heckart, Arizona Supreme Court, CIO, in an attempt to clarify directions and options related to the Commission's priority project to replace the standard case management system, presented to the Commission a new CMS Strategy. In his presentation, Karl discussed the current CMS background including systems used, legacy system approaches and lessons learned. He also discussed in detail, the architecture behind the new CMS consisting of principles, standards, products and approaches. He covered the shared components and design approaches of the new CMS. Finally, he summarized the goals, projects and timelines of the Limited Jurisdiction, General Jurisdiction and Juvenile Delinquency/Dependency CMS.

Attendees thanked Karl for his presentation and stressed the need for his presentation to be made to the court community. Justice McGregor agreed suggesting a road trip to court administrators across various counties to present the courts methodology behind its CMS strategy.

### **CLERKS REQUEST FOR AGAVE OVERSITE**

In July 2004, the Arizona Association of Superior Court Clerks sent a letter to the Commission Chair in support of the iCIS direction and requesting enhanced participation in the design and planning process. Virlynn Tinnell of the Mohave County Clerk's Office presented on behalf of the Clerk's Association a proposed suggestion to the Commission that a committee be established to review Pima County Superior Court's development of the iCIS program, Agave, and analyze the identified modifications to ensure that it can be readily implemented into the other 13 counties. The Clerks Association stressed the importance in being part of the planning process to help speed the process. The Clerks also stressed the need for more local participation in the planning for the eventual implementation of the iCIS program in their individual courts. Virlynn mentioned that all 15 Clerks are committed and anxious for the iCIS program to be implemented.

Member discussion centered on a fair amount of consensus that no court wants to slow down any phase of the Agave project but at the same time there is a need to look at what could be done consecutively to speed the process of implementation.

**MOTION: A motion was made and seconded to charge the Court Automation Coordinating Committee (CACC) to formulate a new tracking subcommittee to guide in the development and planning process for future implementation of the iCIS project, Agave. The motion passed unanimously. TECH-04-09**

Justice McGregor noted any interested party who would like to participate on the newly established committee to please contact Marcus Reinkensmeyer or Mike Pollard, Chair and Co-Chair of the CACC.

### **PIMA AGAVE PLAN UPDATE**

Patricia Noland, Pima County Superior Court, Clerk of the Court and Pima County Superior Court staff Kent Batty and Greg Obuch presented an update of a study, requested by the Commission in May, on how to effectively coordinate the development of the iCIS program, Agave and integration of needed Clerk of the Court automation. It was noted in the May 7, 2004 COT meeting that a formal report was required before COT would allocate the funds that were reserved for Pima County Superior Court.

Patricia gave a brief presentation to the Commission to help answer some questions brought forward by the Commission in its May 7, 2004 meeting about how the Clerk of the Court's current case management system (CMS), the Pima Superior Courts current CMS and the newly developing iCIS CMS, Agave, will integrate together. In a handout, Patricia outlined the modules or components that flow into Agave as a whole. This flow consists of one database, one case management system and existing modules or components to make up Agave to be shared among the Pima Clerk of the Courts Office as well as Pima County Superior Court.

Kent Batty presented to the Commission a project progress update on the Agave project. The following is a summary of his presentation:

- Completed the initial phase August 2004 with a plan presented to the Agave team.
- Created an informal oversight team that meets regularly every two weeks.
- Completed analysis of the requirements interface.
- Completing the business process interface.
- Completed the database design, currently being reviewed.
- Working toward process flow analysis.
- Completed set-up of the desktop tools.

Kent noted that the team is still in the proof of concept phase and will be coming back to the Commission with further updates.

At this time, the Pima County Superior Court and Clerk of the Court presentations are for informational purposes only. No motions were requested or required.

### **INFORMATION TECHNOLOGY STRATEGIC PLAN**

Karl Heckart noted to the Commission that Maureen Haggerty completed the writing of the Arizona Judicial Branch Information Technology Strategic Plan. A compact disk of the plan, in both Word and .pdf versions, was distributed to the Commission for review. The Commission will discuss/approve further at the November 5, 2004 COT meeting.

## **FUNDING CONCEPTS, PHILOSOPHY & GUIDELINES**

Kevin Kluge, Budget Officer for the Arizona Supreme Court, presented the JCEF/TCPF budget and projections as presented to the Arizona Judicial Council (AJC).

Karl Heckart reminded the Commission of the potential upcoming expenses related to the new initiatives prior to the Commission allocating monies to funding requests. He stressed the costs involved over the next 2 to 5 years should include the new CMS initiative, the costs of replacing servers, the cost of licensing and the cost of retraining. Karl also reminded member of the costs involved in code standardization, in keeping current systems operating, in developing case financial systems, in electronic document management, electronic filing and electronic citations.

## **FUNDING REQUESTS**

### **Court of Appeals, Division I**

Phil Urry, Court of Appeals (COA), Division I Clerk of the Court presented to the Commission his request for a total amount of \$78,740 to enable the court to replace aging storage capacity, upgrading the operating software for all the court's servers, upgrading Altiris software for all the court's PCs, replacing ten servers and hard drives, replacing a network switch and upgrading all court PCs from Corel WordPerfect Office 8 to Corel WordPerfect Office 12.

This request represented a departure from the current approach to funding upgrades and desktop refresh. It was suggested COA (being a user of a "State Standard System") could be included in the established Large Volume PC funding model (60% state, 40% local). It was noted that funding basic LAN hardware/software upgrades (servers, disk drives and operating systems) is a departure from the COT practice. Funding approval would set a potentially costly precedent. Migration to Word Perfect 12 is not aligned with the general direction of the courts and COA's case management system is not certified to function with Word Perfect 12. It was of general consensus of the Commission that now would be a good time to convert to the use of Microsoft Word applications as a standard.

Note: A request was made by the COA to suspend the COA's request for funding. The COA will bring back a request to the Commission, after further review of Commission suggestions, if need be.

### **Maricopa County Superior Court**

The Clerks of the Maricopa Superior Court would like to replace the Court's existing criminal financial receivable system, the Justice Court financials and the Superior Court's Juvenile "JOLTS" case financials with a newly developed integrated receivables and disbursement application that is integrated with the Courts case management system (iCIS). Gordon Mullenau gave a summary presentation of deliverables, funding expectations and timeline for the development of the receivables module.

Mike Baumstark noted that understate law and due to the amount requested Maricopa Superior Court is required to have ITAC's approval of the JPIJ prior to COT's approval.

**MOTION:** A motion was made and seconded to approve the first installment of the proposed Integrated Financial Information System funding request from Maricopa County in the amount of \$228,000 and prior to approving any subsequent funding, Maricopa Superior Court and Clerk of the Court is to provide additional information to the Commission that would justify allocating a portion of the Traffic Case Processing Funds (TCPF) to this project. The motion passed unanimously. TECH-04-10

**Yavapai County Clerk of the Superior Court**

Jeanne Hicks, Clerk of Superior Court in Yavapai County, asked the Commission to approve JCEF funds in the amount of \$62,172 for the COT standard electronic document imaging system to provide scanning capabilities at both locations of the Clerk in Prescott and Verde Valley.

Jeanne presented to the Commission a new precedent setting request and by committing Document Storage and Retrieval Funds in the amount of \$78,850 towards this project. Approval by the Board of Supervisors was necessary and approved. Jeanne also noted to the Commission a savings of \$16,000 by switching to the OnBase capture software.

**MOTION:** A motion was made and seconded to approve Yavapai County Clerk of the Superior Court's funding request in the amount of \$62,172 to be spent implementing Electronic Document Management in the Superior Court Clerk's Office in Yavapai County. The motion passed unanimously. TECH-04-11

**CALL TO THE PUBLIC**

The next meeting scheduled for the COT is November 5, 2004 to be held in room 119 A/B.

The meeting adjourned at 2:15 p.m.