



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

www.courts.ca.gov/itac.htm
itac@jud.ca.gov

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

June 17, 2016

10:00 AM - 11:10 AM

Teleconference

Advisory Body Members Present: Hon. Terence L. Bruiniers, Chair; Hon. Robert B. Freedman, Vice Chair; Mr. Brian Cotta; Hon. Julie R. Culver; Prof. Dorothy J. Glancy; Hon. Michael S. Groch; Hon. Sheila F. Hanson; Hon. Samantha P. Jessner; Hon. Jackson Lucky; Hon. Louis R. Mauro; Mr. Terry McNally; Hon. James Mize; Mr. Snorri Ogata; Mr. Robert Oyung; Hon. Alan G. Perkins; Hon. Peter J. Siggins; Mr. Don Willenburg; Mr. David H. Yamasaki

Advisory Body Members Absent: Ms. Alison Merrilees for Hon. Mark Stone; Mr. Darrel Parker; Hon. Joseph Wiseman

Others Present: Hon. Daniel J. Buckley; Mr. Mark Dusman; Ms. Renea Stewart; Ms. Kathy Fink; Ms. Fati Farmanfarmaian; Ms. Jamel Jones; Mr. Patrick O'Donnell; Ms. Tara Lundstrom; Ms. Katherine Sher; Ms. Jessica Craven; Ms. Jackie Woods

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 10:02 AM, and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the March 18, 2016, Information Technology Advisory Committee (ITAC) meeting. Approved with no changes; and the ITAC April 29, 2016 email action approved with no changes.

DISCUSSION AND ACTION ITEMS (ITEMS 1-11)

Item 1

Opening Remarks and Chair Report

Update: Hon. Terence Bruiniers noted that Judge Kyle Brodie has been appointed to the Judicial Council and he thanked Judge Brodie for his contributions to ITAC. Judge Jackson Lucky will take over as the executive co-sponsor of the Next Generation Hosting Strategy workstream and will be working with Mr. Brian Cotta. Also Ms. Tara Lundstrom has moved on to the council's Criminal Justice Services office and finally Ms. Renea Stewart is retiring in late July; this is her

last meeting. The chair thanked both for their outstanding efforts and service to ITAC.

Nominations for next term have been received. There are 8 ITAC positions and recommendations have been provided to the E&P Committee. The Chief will announce appointments in early August.

Assembly Bill 2244 e-filing service and court fees is a bill ITAC could support with some changes. An amended bill will be presented next week to the Sentate. It incorporates changes per the input of a convened working group of several ITAC members, JCTC members, and staff. The Judicial Council has formally supported the bill. Justice Bruiniers thanked the workstreams and staff for their work.

Item 2

Case Management System (CMS) Data Exchange Workstream Status Report

Update on the progress of this workstream.

Update: Mr. David Yamasaki provided an update. He thanked participating CIOs involved for their diligent work. There are 6 justice partners involved with this project. The approach has been standardized with justice partners and vendors. Materials will be maintained in a HyperOffice repository for courts to use. Next steps include validation by ITAC team regarding governance. The first phase of governance will be completed by October 2016 led by Judge Freedman and presented to ITAC. Product will continue to evolve going forward.

Item 3

E-Filing Strategy Workstream Status Report

Update on the progress of this workstream.

Update: Mr. Snorri Ogata provided an update. He is presenting this ITAC approved project to the Judicial Council on June 24. The workstream requested an extension for a Request for Proposal (RFP) recruitment to procure vendors. While working through the requirements, the members noted the need to have a statewide identity management system, and has reached out to the other workstreams to align with vendors known throughout the state system.

Item 4

Next Generation Hosting Workstream Status Report

Update on the progress of this workstream.

Update: Mr. Brian Cotta provided an update. Discussions around various branch models have happened, identifying pros and cons of each. Looking at hardware and software as well. Also looking at minimum requirements. JCIT presented on the

CCTC in detail to the workstream; and the group was impressed with the amount of detail. Meeting in July in the Bay Area to discuss costs and options. Court CIO's also meeting at this time. Will share the CCTC presentations slide deck with ITAC members.

Item 5

Video Remote Interpreting Workstream Status Report

Update on the progress of this workstream.

Update: Justice Bruiniers provided an update. Workstream is not quite kicked off yet; this is a joint effort with the language access plan. Judicial Council will consider pilot proposal. An executive summary is included in the materials. Team prepared draft RFP to select vendors. Ready to go once approved by council. This is still a no cost pilot, with equipment to be deployed in real time settings. Collecting data and trying to engage NCSC as well. There are about 15 courts interested in the pilot. Hope to have the project up and running by end of 2016.

Item 6

Self-Represented Litigants (SRL) E-Services Workstream Status Report

Update on the progress of this workstream.

Update: Hon. James Mize provided an update on this workstream. SRL has 23 members, have had 2 meetings so far and started reviewing scope and looking at other state portals. They have formed 4 workgroups: technology, other state programs, document access (policy and integration), and requirements. Next steps will be to finalize workgroups and to schedule meetings of these groups. Next workstream meeting is June 22.

Item 7

Disaster Recovery Framework Workstream Status Report

Update on the progress of this workstream.

Update: Mr. Brian Cotta provided an update. This workstream has had three meetings and has developed a concrete list of business recovery requirements. Also developed a list of high level technical requirements. They are also putting together a survey for the courts that includes questions regarding type of backup platform, number of courts using tapes, amount of raw gross data being backed up, and input of priority systems. They hope to create requirements for a backup solution and list of recovery options. They are requesting an extension due to a late start of the workstream. Solutions and recommendations are framed to fit small and large courts. One of the deliverables will be a framework/workflow document for any size court.

Item 8

Tactical Plan Update Workstream Status Report

Update on the progress of this workstream.

Update: Ms. Kathleen Fink provided an update. The Tactical Plan is updated every 2 years. Met for kick off on May 3. Membership has been confirmed and work has begun. The next meeting is on June 21 to finalize the branch Tactical Plan progress report, discuss proposed branch business drivers, and further analyze strengths, weaknesses, opportunities, and threats to the branch.

Item 9

ITAC Projects Subcommittee Report

Update: Hon. Robert Freedman provided an update. There are no current projects, but there is a potential project with Data Exchange Workstream to revitalize a standard set of codes in charging documents. The goal is to arrive to a standard set of tables anyone can use. Will scope in Projects Subcommittee and work with the Data Exchange Workstream.

Item 10

ITAC Rules & Policy Subcommittee Report

Update: Hon. Peter Siggins provided an update and thanked Ms. Tara Lundstrom, who has changed jobs, for her dedicated work on the rules. Most everything is a work in progress and out for public comment. Will report back to ITAC in October after public comment ends. Have a couple of potential projects that might align with Data Exchange Workstream. Will reach out to them to discuss.

Item 11

Joint Appellate Technology Subcommittee Report

Update: Hon. Louis Mauro provided an update on two pending projects: forms modernization and electronic signatures, both are out for public comment. The next subcommittee meeting is on June 22 to review public comments. Will share comments at the next ITAC meeting.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 11:05am.

Approved by the advisory body on August 1, 2016.