



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

March 17, 2017

10:00 AM

Teleconference

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Brian Cotta; Hon. Julie R. Culver; Ms. Alexandra Grimwade; Hon. Michael S. Groch; Hon. Samantha P. Jessner; Hon. Jackson Lucky; Mr. Terry McNally;; Ms. Allison Merrilees in for Hon. Mark Stone; Hon. James Mize; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Alan G. Perkins; Mr. Don Willenburg; Hon. Joseph Wiseman; Mr. David H. Yamasaki

Advisory Body Members Absent: Hon. Kimberly Menninger; Hon. Peter J. Siggins

Others Present: Mr. Robert Oyung; Mr. Jake Chatters; Mr. Mark Dusman; Ms. Virginia Sanders-Hinds; Ms. Kathy Fink; Ms. Jamel Jones; Mr. Patrick O'Donnell; Ms. Andrea Jaramillo; Ms. Jackie Woods; Mr. Mark Gelade; Mr. Brett Howard

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 10:00 a.m., and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the December 2, 2016, Information Technology Advisory Committee meeting.

There were no written comments for this meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-7)

Item 1

Opening Remarks and Chair Report

Update: Hon. Shelia F. Hanson welcomed Ms. Jeannette Vannoy, CIO of the Superior Court of Napa County. Ms. Vannoy previously was a member of the Judicial Branch Technology Planning Task Force, developing the *Strategic Plan for Technology*; and recently participated as a member of the ITAC Tactical Plan workstream. She is also certified faculty for the National Center for State Courts' (NCSC) Institute for Court Management (ICM) program. In addition, she has served as speaker at various national conferences.

Judge Robert Freedman is retiring as of March 31, but was unable to attend today's meeting. The chair expressed her appreciation for his dedication to ITAC, as a member and a vice-chair.

There will be a staff change as well. Ms. Jamel Jones has served ITAC since 2012 as lead staff and recently accepted a position as the JCIT PMO supervisor. This position is part of Mr. Rob Oyung's organization transformation of the council's IT office. In her new role, she will continue having committee oversight and will work with ITAC, but delegate her day-to-day duties to additional staff. Judge Hanson thanked her for her dedication and contributions.

Both Judge Hanson and Justice Louis R Mauro attended the NCSC's eCourts conference this past December in Las Vegas. They found it very valuable to meet with technology members from across the state. The conference included some very interesting presentations. Ms. Jones circulated a link from NCSC that includes some of the videos from the conference and she encouraged members to view those presentations.

Lastly, Judge Hanson discussed how ITAC is growing as seen by the increasing amount of workstream meetings and work. As a result, ITAC is outgrowing its' quarterly meeting schedule. Meetings and updates are being limited when there is a need to grow meetings. Today's meeting has limited workstream and subcommittee reports to questions and answers only based on the written reports in your materials. In addition, Judge Hanson and Justice Mauro are looking at scheduling additional teleconference meetings and possibly another in-person meeting. Please reach out to the chair if you have comments or concerns with this model.

Item 2

Case Management System Data Exchange Operations Plan (Action Requested)

Information Technology (JCIT) office. Decide whether to accept the operations plan and recommend that it—along with the DX Workstream Governance Plan (shared with ITAC at its December meeting)—be approved by the JCTC.

Presenters: Mr. Robert Oyung, Chief Information Officer/Director
Ms. Nicole Rosa, Staff, DX Workstream

Action: Mr. Robert Oyung and Ms. Nicole Rosa shared the progress on the next steps for the governance plan. Ms. Nicole Rosa provided an overview of the governance plan. Detailed slides are included with the meeting materials.

Mr. Oyung described the role of JCIT operationalization moving forward as outlined in his slide presentation. Mr. David Yamasaki wanted to make sure that the effort continues to move forward and not to lose momentum. Decisions to consider are Committee Structure: use of a working group on an ad hoc basis and staffing requirements: year one JCIT can provide the BSA to start program and year two look to the courts to provide staffing. This will allow more time for JCIT to handle backend project. However, if courts cannot provide as much staff time, JCIT will staff with a full time BSA. Mr. Oyung wants

ITAC to recognize there will be a need to put a plan together to staff project if JCIT needs to staff. He believes it would be better to have courts involved, as they understand the use and operational processes and business needs of the exchanges and will consider options to keep the court involved while using JCIT staff in a backup role. Mr. Oyung suggested that once the project is going, it could transition to JCIT staff instead of courts, only involving courts for new exchanges as they implement. He will then work with courts after the first year regarding their commitment and then confirm with courts if they can continue to commit for year two. If not, then JCIT will see if another court can take over or assign to JCIT staff.

Motion to accept the JCIT exchange plan and recommendation; to forward to JCTC for their approval; and conclude the data exchange workstream.

Approved.

Item 3

Annual Agenda and Tactical Planning Alignment (Action Requested)

Discuss the alignment of the ITAC Annual Agenda and *Tactical Plan for Technology* development processes intended to improve and streamline planning. Decide whether to accept and recommend updates to the process.

Presenter: Mr. Robert Oyung, Chief Information Officer/Director

Action: Mr. Oyung outlined his slide presentation, also in meeting materials, and offered a proposal that better aligns with ITAC planning cycles. Should ITAC change the timing of the annual agenda? Additionally, should it align with the RUPRO schedule or with the fiscal year rather than the calendar year as it does now? The other concern is the BCP process. It would be good to have it be the natural flow of the agenda. Members agreed that aligning to the *Tactical Plan for Technology* would be an appropriate change.

Motion to approve modifying the annual planning process to align with this recommendation.

Approved.

Item 4

Comments and Questions Regarding Written Workstream and Committee Reports

Update:

Tactical Plan Workstream

There were no comments or questions.

Next Generation Hosting Strategy Workstream

There were no comments or questions.

Disaster Recovery Framework Workstream

Proposing BCPs to draft requirements as soon as possible for 2018 queue. If a court obtains an innovation grant for this work, that is a great way to link these and provide a proof of concept.

E-Filing Workstream

The RFP is posting today, March 17.

Self-Represented Litigants (SRL) E-Services Workstream

Opportunities here for proposals to align with the DR workstream. The next JC meeting will vote at next meeting for the innovation grants. There are shared goals with the Intelligent Forms workstream focus on technology and the SRL portal intended to provide framework and infrastructure that would include electronic forms.

Video Remote Interpreting Workstream (VRI)

Project is in pilot.

Intelligent Forms Workstream

Judge Jackson Lucky is now the executive sponsor. Solicitation is underway for workstream membership.

Rules & Policies and Projects Subcommittee

There were no comments or questions.

Joint Appellate Subcommittee

There were no comments or questions.

Item 5

Judicial Council Technology Committee Update

Update on activities and news coming from this oversight committee.

Presenter: Hon. Marsha Slough, Chair, JCTC

Update: Justice Marsha Slough provided an update on JCTC activities since last December. JCTC held an in-person meeting on December 16, with three teleconference meetings, and two actions by email that went to the council. She offered congratulations to the Tactical Plan workstream team on their efforts and project completion. JCTC upcoming work includes the strategic plan update; hosting a small court technology summit held in late spring to ensure they capture small court needs before the statewide technology summit in August. This statewide summit is in conjunction with Presiding Judges and invitees will include all branch technology areas and is summit is tentatively August 23-24. The LOA would like more background information and work on the CMS funding

request the next phase replacements, LOA wants more background work. Justice Slough thanked ITAC members and staff for their hard work.

Item 6

Branch Update

Update on the status of the branch and its budget, along with any technology-related discussions with the Department of Finance and/or with Legislators.

Presenter: Ms. Lucy Fogarty, Deputy Director, Finance
Mr. Robert Oyung, Chief Information Officer/Director

Update: Ms. Fogarty provided a branch budget update that outlines a three-year cycle. This includes FY16/17, discussing FY 17/18 and planning for FY 18/19 (potential BCPs). Fiscal year 17/18 includes \$5 million for Sustain and \$300K for VRI. Legislature feedback has taken a position and asked for money only for fit gap analysis for CMS. VRI uses existing funding for pilot. However, JCC hasn't received anything from legislature to take action, only feedback at this point. Mr. Oyung updated on FY 18/19. Initial Funding Requests (IFR) has five funding concepts submitted to discuss with courts to begin drafting the BCPs. They include: CMS upgrades next round placeholder; Integration grants to digitizing paper case files (one time cost is fiscally inhibitive); CCPOR is currently funded from IMF and fund is shrinking and not appropriate to fund ongoing for CCPOR; SRL workstream for portal infrastructure funding; and Deploying an identity management solution to back up if the e-filing program doesn't go through. These will go through due diligence and a decision made if the IFRs move to BCPs.

The budget revise for FY 17/18 comes out early May.

Item 7

Liaison Reports

Reports from members appointed as liaisons to/from other advisory bodies.

Presenters: Hon. James M. Mize, Superior Court of Sacramento County

Update: Judge Mize reported the Access and Fairness Advisory Committee held an all-day meeting on February 28. Their presentation *Using Animation to Simplify Legal Stuff* was a great presentation that suggests using visuals to explain items instead of just words. Ms. Jamel will reach out to the council staff that presented in hopes to share with ITAC.

Final info. Members appreciated seeing the new slide format used at this meeting.

Of note, June 9 is the next meeting, not June 17. There may be an additional meeting in April or May. Justice Mauro added that there would only be meetings if necessary.

He noted that ITAC is very active and there may be a need for more meetings including one more in person meeting.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 11:46 AM.

Approved by the advisory body on May 5, 2017.