



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

October 27, 2017

10:00 AM - 12:00 PM

Teleconference

Advisory Body Members & Liaisons Present: Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Hon. Marc Berman; Mr. Brian Cotta; Ms. Alexandra Grimwade; Hon. Michael S. Groch; Mr. Paras Gupta; Hon. Samantha P. Jessner; Hon. Jackson Lucky; Mr. Terry McNally; Hon. Kimberly Menninger; Hon. James Mize; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Alan G. Perkins; Ms. Heather Pettit; Hon. Peter Siggins; Hon. Bruce Smith; Ms. Jeannette Vannoy; Mr. Don Willenburg; Mr. David H. Yamasaki

Advisory Body Members & Liaisons Absent: Hon. Daniel J. Buckley; Hon. Julie R. Culver; Hon. Tara Desautels; Hon. Joseph Wiseman

Others Present: Mr. Rob Oyung; Mr. Mark Dusman; Ms. Kathy Fink; Ms. Jamel Jones; Mr. Patrick O'Donnell; Ms. Andrea Jaramillo; Ms. Fati Farmanfarmaian; Ms. Nicole Rosa; Ms. Jessica Craven; Ms. Jackie Woods; and other JCC staff present

OPEN MEETING

Call to Order and Roll Call

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

Approval of Minutes

The advisory body reviewed and approved the minutes of the August 7 and October 10, 2017, Information Technology Advisory Committee meeting.

There were no written comments received for the October 27, 2017 meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-7)

Item 1 10:05 a.m. – 10:10 a.m.

Opening Remarks and Chair Report

Provide general update on activities relevant to the committee.

Presenter: Hon. Sheila F. Hanson, Chair

Update: Judge Hanson provided ITAC with an update from the Court Technology Conference she attended along with, Justice Louis Mauro, Justice Marsha Slough, and other branch

colleagues in September in Utah. Topics covered were relevant to ITAC, such as, Digital Evidence, Data Analytics, Strategic Visioning, Remote Interpreting, Speech-to-Text Translation, Online Dispute Resolution, and Moving to the Cloud. The conference was extremely engaging and insightful and she recommends others attend in the future as budgets allow.

DISCUSSION ITEMS

Item 2 10:10 a.m. – 10:20 a.m.

Disaster Recovery Framework Workstream – Final Deliverables (Action Requested)

Review final deliverables and decide whether to recommend for acceptance by the Judicial Council Technology Committee. The deliverables include: a Disaster Recovery Framework, Adaptable Disaster Recovery Plan, a “How to Guide”, and a Budget Change Proposal (BCP) recommendations.

Presenters: Hon. Alan Perkins, Workstream Executive Co-Sponsor
Mr. Brian Cotta, Workstream Executive Co-Sponsor and Project Manager
Mr. Michael Derr, Principal Manager and Workstream Staff/SME, Judicial Council Information Technology

Action: Mr. Cotta provided an update regarding the final deliverables that include the following artifacts: “How to Use” Guide, Disaster Recovery Framework: Recommendations and Reference Guide, Disaster Recovery Adaptable Template, Recommendation to ITAC to pursue a Budget Change Proposal (BCP), and a recommendation for JC IT to review and edit documents every (2) years.

Motion to approve the recommendation to the Judicial Council Technology Committee (JCTC) to accept the final workstream deliverables.

Approved

Item 3 10:20 a.m. – 11:20 a.m.

Branch Technology Planning (Discussion)

Discuss technology planning activities including: (a) updating the Strategic Plan 2019-2022; (b) updating the Tactical Plan for 2019-2020; and (c) developing the ITAC 2018 Annual Agenda. For each plan, this includes a review of the process, discussion of ITAC’s role, and emerging technology topics for consideration.

Presenters: Mr. Robert Oyung, Chief Information Officer, Judicial Council Information Technology
Ms. Jamel Jones, Supervisor, Judicial Council Information Technology

Update: Mr. Oyung and Ms. Jones outlined the timeline and process for future ITAC and JC IT initiatives. ITAC initiatives completing in 2018 include: e-Filing, VRI, and e-Signature

workstreams. In progress are: SRL, e-Services, Intelligent Forms, and Privacy Policy. Starting up are: Digital Evidence and Single Sign-On Identity Management. New initiatives include: Future Directives; Tactical Plan update, and Assembly Bill 103 Rules.

Item 4 11:20 a.m. – 11:25 a.m.

Judicial Council Technology Committee Update

Update on activities and news coming from this internal oversight committee.

Presenter: Hon. Marsha Slough, Chair, JCTC

Update: Justice Slough provided a JCTC update to ITAC members. Meetings included two open JCTC meetings on September 11 and October 16 and the branchwide Technology Summit in August. Justice Slough also attended the Court Information Technology Management Forum in Alameda. In November, JCTC will hold an educational session to review the Strategic Plan for Technology with the goal of presenting to the Judicial Council end of 2018.

Item 5 11:25 a.m. – 11:35 a.m.

Judicial Branch Technology Summit Debrief

Report on the recent Judicial Branch Technology Summit and share participant feedback.

Presenter: Mr. Robert Oyung, Chief Information Officer, Judicial Council Information Technology

Update: Mr. Oyung reported on the feedback from the August Technology Summit. There were 148 participants (48 judicial officers, 60 court executives, and 40 technologists). Based on 47 survey respondents, 100% agree or strongly agree the summit was a good use of their time and 95% agree or strongly agree that sessions were relevant to their court. The top three most beneficial topics were: Service Focused Web Design; Keynote: Exponential Government; Technology and the Branch; Judicial Branch Workstreams.

Item 6 11:35 a.m. – 11:50 a.m.

Comments and Questions Regarding Written Workstream and Subcommittee Reports

Next Generation Hosting Strategy Workstream

Hon. Jackson Lucky and Mr. Brian Cotta, Executive Sponsors

Ms. Heather Pettit, Project Manager/Court Lead

No additional comments, status report is in the meeting materials.

E-Filing Strategy Workstream

Hon. Sheila F. Hanson, Executive Sponsor

Mr. Snorri Ogata, Project Manager/Court Lead

No additional comments, status report is in the meeting materials.

Self-Represented Litigants (SRL) E-Services Workstream

Hon. James M. Mize, Executive Sponsor

Mr. Rob Oyung added there were many innovation grants awarded. Brett Howard had a meeting with awardees to integrate with workstream.

Video Remote Interpreting Workstream

Hon. Samantha Jessner, Executive Sponsor

No additional comments, status report is in the meeting materials.

Intelligent Forms Workstream

Hon. Jackson Lucky, Executive Sponsor

Some progress made in tasks E & F, but slightly behind in updates for this meeting. Still anticipate completion on time.

Rules & Policy Subcommittee

Hon. Peter Siggins, Chair

No additional comments, status report is in the meeting materials.

Joint Appellate Technology Subcommittee

Hon. Louis R. Mauro, Chair

No additional comments, status report is in the meeting materials.

Digital Evidence Workstream

Hon. Kimberly Menninger, Executive Sponsor

No additional comments, status report is in the meeting materials.

Item 7 11:50 a.m. – 12:00 p.m.

Liaison Reports

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

Presenters:

Member:

Liaison to/from:

Member appointed on behalf of ITAC to liaison committee:

Hon. Sheila F. Hanson	TC Presiding Judges
Mr. David Yamasaki	Court Executives
Hon. Louis R. Mauro	Appellate
Hon. James M. Mize	Access
<i>Vacant</i>	Civil Jury Instructions
Hon. Samantha P. Jessner	Civil & Small Claims
Hon. Alan G. Perkins	Criminal Law
Hon. Julie R. Culver	Education (CJER)
Hon. Michael S. Groch	Traffic
<i>Liaison member appointed on behalf of partner committee:</i>	
	Education (CJER)
Hon. Daniel Buckley	Presiding Judges
Hon. Joseph Wiseman	Tribal Court

Update: No liaison updates.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 11:52 AM.

Approved by the advisory body on December 4, 2017.