



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

December 3, 2018

10:00 AM to 3:00 PM

455 Golden Gate Avenue San Francisco, California 94102-3688

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Jake Chatters; Mr. Brian Cotta; Mr. Adam Creiglow; Hon. Julie R. Culver; Hon. Tara Desautels; Ms. Alexandra Grimwade; Hon. Michael S. Groch; Mr. Paras Gupta; Hon. Samantha P. Jessner; Hon. Kimberly Menninger; Hon. James Mize; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Alan G. Perkins; Hon. Donald Segerstrom; Hon. Peter Siggins; Ms. Jeannette Vannoy; Mr. Don Willenburg; Mr. David H. Yamasaki

Advisory Body Members Absent: Assembly member Marc Berman; Hon. Bruce Smith; Hon. Joseph Wiseman

Others Present: Justice Marsha Slough; Mr. Rob Oyung; Ms. Heather Pettit; Mr. Mark Dusman; Mr. Patrick O'Donnell; Ms. Jamel Jones; Mr. Richard Blalock; Ms. Camilla Kieliger; 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 10:05 AM and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the October 26, 2018, Information Technology Advisory Committee meeting.

There were no public comments submitted prior to or at the meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-9)

Item 1

Chair's Report

Presenter: Hon. Sheila F. Hanson, Chair

Update: Judge Hanson welcomed members to the ITAC in person meeting and gave her chair updates.

Liaison appointments for 2019 will remain the same as 2018. The complete list is on slide 4 of the meeting presentation.

Judge Hanson reported on the IT Symposium held in October 2018 with focus on IT managers and technical staff at the courts. There was great representation from around the state, enjoyable keynote speakers, and interactive sessions led by several ITAC members. The symposium is an opportunity to bring courts and staff together demonstrating how collaboration and sharing can benefit local courts. Members will get to hear additional information about the symposium later in the meeting.

Heather Pettit has accepted the position of Director and Chief Information Officer at the Judicial Council, replacing Mr. Robert Oyung.

Item 2

Judicial Council Technology Committee (JCTC) Update

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

Presenter: Hon. Marsha Slough, Chair, JCTC

Update: Justice Slough was unable to attend the ITAC meeting, so there isn't an update.

Item 3

Privacy Resource Guide (PRG)

Present the draft Privacy Resource Guide. Invite members to comment. Decide report's readiness to recommend to the Judicial Council Technology Committee for acceptance.

Presenters: Hon. Julie Culver, Privacy Resource Guide Lead
Ms. Kristi Morioka, Attorney, Legal Services

Action: Judge Culver presented an update on the PRG working group's efforts and to ask ITAC for approval to move the guide forward to the Judicial Council Technology Committee for acceptance. This guide is designed to assist the trial and appellate courts in protecting the privacy interests of members of the public who become involved with the California Court system while providing the public with reasonable access to court records. It also provides courts legal requirements that guide activities and operations as well as practical best practices advice for courts to protect privacy. JCC staff will be responsible for periodic updates in consultation with advisory bodies, as needed.

Member comments include: guide should be used at the new judges college; keep guide current and dated; cross reference with the Trial Court Manual, since they share similar content; rework opening state this is a public document and not confidential; and lastly they wanted this guide to be shared with the Court Executive Advisory Committee.

Motion to consider if guide should be seen by the Court Executive Advisory Committee then formally approve at the next Information Technology Advisory Committee for acceptance.

Approved.

Item 4

Branch IT Symposium Debrief

Provide a debrief on the IT Symposium held on 11/1-11/2, including results from the post-meeting survey.

Presenters: Ms. Jamel Jones, Supervisor, Information Technology
Ms. Jessica Craven-Goldstein, Senior Business Systems Analyst,
Information Technology

Update: Ms. Jones and Ms. Craven debriefed members on the November 2018 IT Symposium. This event was more technically focused and included CIO leadership training. There were over 100 attendees from 27 Superior Courts, 4 Appellate Districts, and staff. Day 1 included CIO leadership trainings on self-realization and strategic planning as well as a provisioning workshop by Microsoft Azure. Day 2 included the keynote on perseverance, resilience and commitment; the midnote was on securing the digital frontier and the Day 2 endnote focused on capitalizing on the digital ecosystem with a panel discussion. Post meeting feedback was positive, and attendees felt it was time well spent. Future topics suggestions included: business & artificial intelligence; data analytics; machine learning; identity management; collaboration; tactical steps to improve security/cybersecurity; cloud-based hosting; workflow automation; disaster recovery; and Innovation Grants information.

Item 5

Tactical Plan Update

Provide an update on the Tactical Plan Workstream efforts.

Presenter: Hon. Sheila Hanson, ITAC Chair; and Executive Sponsor for the Tactical Plan Workstream

Update: Judge Hanson advised members that plan drafts have been reviewed and updated and will be ready to circulate for branch and public comment. Comments will then be incorporated where appropriate and the plan will then be submitted for committee and Judicial Council approval.

Item 6

Comments and Questions Regarding Written Futures Commission Directive Reports

Update: Voice to Text – How will accuracy standards be developed? The accuracy metric will be developed first.

Item 7

Comments and Questions Regarding Written Workstream and Subcommittee Reports

Update: E-filing Strategy – The only EFM contract complete is Journal Technologies.

Item 8

Annual Agenda Discussion

Review of proposals for the *ITAC 2019 Annual Agenda*. The committee will discuss and assess proposals in the following order:

- (1) Existing Subcommittees
- (2) Futures Commission Directives
- (3) Existing Workstreams
- (4) Newly Expected Workstreams per *Tactical Plan* additions
- (5) Potential Ideas

The committee will be requested to vote to approve the contents of the final agenda.

Facilitators: Mr. Richard Blalock, Senior Business Systems Analyst, Information Technology
Ms. Camilla Kieliger, Senior Business Systems Analyst, Information Technology

Action: Mr. Blalock and Ms. Kieliger presented the 18 items for the 2019 annual agenda that ITAC members need to review and approve. These can be found in the meeting binder and on slide 46 in the presentation slide deck.

Future Commission Directives

Intelligent Chat – approved for 2019-2020 annual agenda

Voice to Text pilot – approved for 2019-2020 annual agenda

Remote Video Phase 1 – approved for 2019-2020 annual agenda

Workstreams

Tactical Plan Update – approved for 2019-2020 annual agenda

Video Remote Interpreting – approved for 2019-2020 annual agenda

E-Filing Strategy – approved for 2019-2020 annual agenda

Identity and Access Management – approved for 2019-2020 annual agenda

Self-Representative Litigants E-Services – approved for 2019-2020 annual agenda

IT Community Development – approved for 2019-2020 annual agenda

Digital Evidence Phase 1 & 2 – approved for 2019-2020 annual agenda

Data Analytics – approved for 2019-2020 annual agenda

Disaster Recovery Phase 2 – approved for 2019-2020 annual agenda

Next Generation Hosting Phase 2 – removed from annual agenda, JCIT will operationalize.

Proposed new workstreams

Electronic Records – not approved for 2019-2020 strategy has been mapped out for court rollout, so the only need is for funding. There's a BCP for FY19/20 for Digitizing Paper.

Online Dispute Resolution – ITAC should pursue this item, added to annual agenda.
Branchwide Information Security Roadmap – approved for 2019-2020 annual agenda

Item 9

Budget Change Proposal (BCP) Planning

Review in progress BCPs for FY19-20. Gather committee input on potential BCP topics for FY20-21.

Presenter: Mr. Robert Oyung, Chief Operating Officer

Discussion: Mr. Oyung updated members on the status of FY19-20 BCPs. In progress are: CMS replacement; Phoenix system roadmap; business intelligence and data analytics; digitizing documents phase 1; and Futures Commission for the expansion of technology in the courts.

He outlined the phases of development for new BCPs. The Initial funding request is due December – February; the concept document is due March – May; and the full BCP is due May – June. Those involved include: Judicial Council IT and Budget Services; court/stakeholder for input and data gathering; ITAC and JCTC (approval consideration March – May) and finally Judicial Council approval before submission to the DoF.

Mr. Oyung solicited FY20-21 BCP ideas from members.

Potential BCPs for FY20-21: Intelligent chat; digitizing records; disaster recovery; digital evidence & blockchain; next generation hosting; data analytics phase 2; bail reform technology/risk assessment; operationalizing Innovation Grant work. Will finalize at the February ITAC meeting.

Judge Hanson announced that the Rules & Policy Subcommittee has two vacancies and Justice Siggins is asking any interested ITAC members to join. Judge Menninger and Judge Jessner volunteered.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 2:15 PM.

Approved by the advisory body on February 8, 2019.