



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

March 24, 2021

12:00 PM - 1:15 PM

Videoconference

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Adam Creiglow; Mr. Jake Chatters; Mr. Brian Cotta; Hon. Julie R. Culver; Hon. Tara Desautels; Hon. Michael S. Groch; Mr. Paras Gupta; Senator Robert Hertzberg (Alex Barnett); Hon. Samantha P. Jessner; Hon. Kimberly Menninger; Hon. James Mize; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Bruce Smith; Ms. Jeannette Vannoy; Mr. Don Willenburg; Mr. David H. Yamasaki; Hon. Theodore Zayner

Advisory Body Members Absent: Assembly member Marc Berman; Ms. Alexandra Grimwade; Hon. Donald Segerstrom

Others Present: Hon. Kyle Brodie; Ms. Heather Pettit; Mr. Kevin Lane; Mr. Mark Neuburger; Mr. Mark Dusman; Ms. Jamel Jones; Ms. Camilla Kieliger; Ms. Andrea Jaramillo; Ms. Jackie Woods and other JCC staff present

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 12:00 PM and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the January 27 and February 24, 2021, Information Technology Advisory Committee meetings.

PUBLIC COMMENT

There were no public comments received for this meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-6)

Item 1

Chair's Report

Presenter: Hon. Sheila F. Hanson, Chair

Update: Since ITAC's last meeting, Judge Hanson and Ms. Heather Pettit presented the Tactical Plan for Technology at the Judicial Council March 12 meeting. They emphasized how the

process used and the strong IT community helped in acquiring funding for court modernization efforts since the first Tactical Plan was approved in 2014. The Judicial Council approved the Plan, and the Chief Justice expressed her gratitude.

Item 2

Judicial Council Technology Committee Update

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

Presenter: Hon. Kyle S. Brodie, Chair, Technology Committee

Update: Judge Brodie provided an update on the Technology Committee's activities since ITAC last met. At its three open meetings the committee:

- Reviewed the Tactical Plan for Technology,
- Approved use of contingency funding from the Language Access Signage and Technology Grant Program;
- Approved jury systems management grant funding for fiscal year 2021-2022;
- Approved ITAC's rules and legislative proposals for public comment;
- Approved the amendment to ITAC's annual agenda to form an E-filing Workstream;
- Reviewed and ranked technology-related Budget Change Concepts (BCCs);
- Received the first progress reports from courts for direct allocations of the \$25M Court Modernization Funding.

The committee's next meeting will be on April 8 and topics include an update on \$25M Court Modernization Funding; Disaster Recovery final report; Data Analytics final report; and the updated Video Remote Interpreting Guidelines.

Judge Brodie noted how impressed the Judicial Council was with the Tactical Plan presentation and thanked ITAC members for their continued dedicated work.

Item 3

Video Remote Interpreting Guidelines (VRI) (Action Required)

Review and approve the revised *Guidelines*.

Presenters: Hon. Samantha Jessner, Working Group Lead
Douglas Denton, Principal Manager, Language Access Services

Action: Judge Jessner provided an update on the revised guidelines with some changes from public comments and ITAC's suggestions from the February meeting. These changes include adding virtual along with physical locations, as well as minimum requirements courts must meet when using a VRI solution. Additionally, courts will need to work with attorneys to ensure that VRI solutions allow for privileged communications. The workstream requested approval to move forward with the draft update included in the meeting materials for recommendation to the Technology Committee at their April 12 meeting and finally, if approved, to the Judicial Council at their May meeting.

Motion to recommend the revised Video Remote Interpreting Guidelines to the Technology Committee for approval by the Judicial Council.

Approved.

Item 4

Data Analytics Workstream – Final Report (Action Required)

Accept the final report and recommendations of the workstream and recommend to the Technology Committee for acceptance by the Judicial Council.

Presenters: Hon. Tara Desautels, Executive Co-Sponsor
Mr. David Yamasaki, Executive Co-Sponsor

Action: Judge Desautels and Mr. Yamasaki reviewed the workstream’s findings in the *Report on Data and Information Policy Concepts*. The report includes information on judicial branch draft data analytics principles, proposed roles, data and information lifecycles, information on the five pilot courts and their metrics, and additional policies and guidelines for future consideration.

The workstream is requesting approval to submit the report to the Technology Committee at its April 12 meeting and, if approved, to the Judicial Council at its May meeting, Additionally, pending acceptance by the Judicial Council, the workstream should be sunset.

Motion to recommend the Data Analytics final report to the Technology Committee for approval by the Judicial Council and sunset workstream subject to that approval.

Approved.

Item 5.

Disaster Recovery Workstream – Final Report (Action Required)

Accept the final report and recommendations of the workstream and recommend to the Technology Committee for approval.

Presenters: Paras Gupta, Executive Sponsor
Brian Damschen, Project Manager

Action: Mr. Gupta and Mr. Damschen presented the workstream’s final report. Accomplishments include Master Agreements that six courts are currently leveraging, as well as knowledge-sharing sessions to show a path to the cloud using a phased approach. The report includes step-by-step considerations and showcases deployment examples from four courts. It is intended as a complement to the report produced by the Phase I workstream.

The workstream is recommending that the DR2C Roadmap document be published; that this and the previous ITAC DR publications be updated by JCIT working with workstreams as technology advances; and that funding to establish shared DR consulting services be explored.

Motion to recommend the Disaster Recovery final report to the Technology Committee for approval and that JCIT regularly reviews the ITAC disaster recovery publications and updates them as technology advances.

Approved.

Item 6

Online Dispute Resolution Workstream Preview

The workstream will present an overview of its activities and findings to date.

Presenters: Hon. Julie R. Culver, Executive Sponsor
Dennis Ma, Project Manager

Update: Due to time constraints, this item was deferred.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 1:10 PM.

Approved by the advisory body on enter date.