



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

October 30, 2015

10:00 AM

Teleconference

Advisory Body Members Present: Hon. Terence L. Bruiniers, Chair; Hon. Robert B. Freedman, Vice Chair; Hon. Kyle S. Brodie; Mr. Jake Chatters; 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; Ms. Alison Merrilees in for Hon. Mark Stone; Hon. James Mize; Mr. Terry McNally; Mr. Snorri Ogata; Mr. Robert Oyung; Mr. Darrel Parker; Mr. Pat Patterson; Hon. Alan G. Perkins; Mr. Don Willenburg; Mr. David H. Yamasaki

Advisory Body Members Absent: Hon. Jeffrey B. Barton; Hon. Louis R. Mauro; Hon. Peter J. Siggins; Hon. Theodore C. Zayner

Others Present: Hon. Daniel J. Buckley; Hon. Kimberly Gaab; Hon. Marsha Slough; Mr. Mark Dusman; Ms. Renea Stewart; Ms. Kathy Fink; Ms. Fati Farmanfarmaian; Ms. Jamel Jones; Mr. Patrick O'Donnell; Ms. Tara Lundstrom; Ms. Karen Cannata; Mr. Manny Floresca; Ms. Jackie Woods; Mr. Neil Payne, Ms. Jessica Craven

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 18, 2015, Information Technology Advisory Committee meeting.

DISCUSSION AND ACTION ITEMS (ITEMS X-X)

Item 1

Opening Remarks and Chair Report

Provide general update on activities relevant to the committee.

Presenter: Hon. Terence L. Bruiniers, Chair

Update: Hon. Terence L. Bruiniers welcomed and introduced returning and new members. Judge James Mize, returning; and new members: Judge Michael Groch, San Diego Superior Court; Judge Jackson Lucky, Riverside Superior Court; Mr. Terry

McNally, CEO Kern Superior Court; Mr. Snorri Ogata, CIO Los Angeles Superior Court; Mr. Darrel Parker, CEO Santa Barbara Superior Court. There will be a new member orientation early November. Justice Bruiniers also thanked outgoing members: Mr. Pat Patterson, Judge Jeffery Barton, Judge Theodore Zayner, and Mr. Jake Chatters for their contributions to this advisory committee.

Standing subcommittees were outlined for new members and members were advised a final list will be out next month.

The Chair is also reviewing liaison assignments; Mr. David Yamasaki will be the liaison to CEAC; Judge Samantha Jessner volunteered for the vacant Civil Jury; leaving only the PJ advisory committee vacant, please let Justice Bruiniers know if you are interested.

Later in this meeting ITAC will be reviewing the Annual Agenda and possible workstreams.

Justice Bruiniers provided an update on the Court Technology Conference that he and Judge Freedman recently attended in Minneapolis in September. CTC 2015 – The conference provided an opportunity to see what other states are doing and what new technologies were emerging. The area of most interest was on VRI, most states are limited. However, equipment used has gotten better and cheaper for courts to consider VRI.

Item 2

Data Exchange Workstream Status Report

Update on the progress of this workstream (Annual Agenda Project #1).

Presenter: Mr. David Yamasaki, Executive Sponsor

Update: Mr. David Yamasaki updated ITAC that this project has been underway for 10 months. In this time they have identified four of the major tasks; narrowed Justice Partners to 5: DMV, DOJ, DCSS, CHP, and Dept. of Rehabilitation and Collections. These justice partners were selected because they routinely share data with the courts. Each justice partner operates slightly differently. It's been agreed to move toward using the NEIM standard and the team has identified a deployment schedule for courts. CIOs have been assigned and are taking the lead to identify specific requirements with each vendor and justice partner going forward and it will be documented for courts using that vendor. The last piece is governance; which hasn't moved forward, but will once the CIOs have all the information from the justice partner and vendor sessions. Expect to wrap up early 2016.

Item 3

E-Filing Workstream Status Report

Update on the progress of this workstream (Annual Agenda Project #2).

Presenters: Hon. Sheila F. Hanson and Mr. Robert Oyung, Executive Co-Sponsors

Update: Hon. Sheila F. Hanson reported that since the kick off in May, Mr. Snorri Ogata meets every other week with participants and they are looking at e-filing approach, then developing roadmap to present to ITAC. Mr. Rob Oyung added that there are two paths being considered. One is not slowing any existing e-filing projects down so not to have courts wait, they could later adopt recommendations; the second is a branchwide solution that allows the courts to use components with fees being set by court. Mr. Ogata added, the group focused on three models: status quo model, which is not recommended; branch built e-filing system, also not recommended; the final option was to go out to bid for an e-filing vendor solution – must include all case types. All courts should operate e-filing in this framework. Final decision was for a multiple vendor solution, probably 2 vendors. Also considering EFSPs

Item 4

Remote Video Workstream Status Report

Update on the progress of this workstream (Annual Agenda Project #3).

Presenter: Hon. Terence L. Bruiniers, Executive Sponsor

Update: Justice Bruiniers reported that he's working with the Language Access Plan subcommittee to establish a timeline. Looking for operational support to help with implementation. Justice Bruiniers will develop and publish an RFP seeking no-cost vendor partner in a least one court during phase one. He is also speaking at CEAC on November 4 to discuss court participation.

Item 5

Information Security Framework Workstream Status Report

Update on the progress of this workstream (Annual Agenda Project #5).

Presenter: Mr. Robert Oyung, Executive Sponsor

Update: Mr. Robert Oyung provided an update to ITAC. In August 2014 the Judicial Council published an information security framework document for systems controls. This project started April 2015. This workstream modified the original document for the courts' use. The framework is flexible and advises courts what

areas require a control, but leaves it up to the court based on their available resources to execute.

Item 6

Next Generation Hosting Workstream Status Report

Update on the progress of this workstream (Annual Agenda Project #4).

Presenter: Hon. Kyle Brodie and Mr. Brian Cotta, Executive Co-Sponsors

Update: Hon. Kyle S. Brodie reported that this workstream was delayed due to Jake Chatters leaving ITAC. Scheduling is underway for a kick off meeting; membership has been finalized. Anticipate complete assessment once the current contract is up for renewal then a branchwide judgement can be made at that time.

Item 7

ITAC Projects Subcommittee Report

a. Disaster Recovery and Next Generation Hosting Solutions Assessment

Report on the findings from the *Disaster Recovery and Next Generation Hosting Solutions in California Courts* survey conducted in June 2015.

Presenter: Hon. Robert B. Freedman, Chair, ITAC Projects Subcommittee

Update: Hon. Robert B. Freedman advised that the SRL and disaster recovery survey results are in your materials packet. He added that these were both topics of interest at the recent Court Technology Conference he attended.

Item 8

ITAC Rules & Policy Subcommittee Report

a. Electronic Signature Standards and Guidelines (Action Required)

Review trial court comments and decide whether to recommend a proposal to update the *Trial Court Records Manual* with standards and guidelines governing electronic signatures by judges and courts. These standards and guidelines were developed by the Court Executives Advisory Committee's Records Management Subcommittee to implement Government Code section 68150(g).

Presenter: Hon. Peter J. Siggins, Chair, Rules and Policy Subcommittee
Mr. Patrick O'Donnell, Managing Attorney, Legal Services
Ms. Tara Lundstrom, Attorney, Legal Services

Action: Request a Motion to Approve the recommended proposal to update the Trial Court Records Manual with standards and guidelines governing electronic signatures.
1st Judge Alan G. Perkins; 2nd Judge Kyle S. Brodie
Motion approved.

Item 9

Joint Appellate Technology Subcommittee Report

Provide general update on activities relevant to the committee.

Presenter: Hon. Louis R. Mauro, Chair, Joint Appellate Technology Subcommittee

Update: Please refer to the written report in meeting materials.

Item 10

Update on the Judicial Council's (internal) Technology Committee (JCTC)

Provide report on activities and news coming from the JCTC.

Presenter: Hon. Marsha Slough, Chair, JCTC

Update: Hon. Marsha Slough provided a JCTC update. As newly appointed Chair of JCTC she has spent much time reviewing ITAC projects and workstreams. She also recently attended an orientation with Judicial Council IT team that supports JCTC. The next JCTC meeting is November 9. She added that she is looking forward to working with ITAC.

Item 11

Annual Agenda Planning

Facilitators: Hon. Terence L. Bruiniers, Chair

Ms. Renea Stewart, Senior Manager, Information Technology

Update: Ms. Renea Stewart reviewed the annual agenda objectives, status, and terms. Members were introduced to the proposals and asked if any needed further clarification or if there were any missing from the list. This meeting, review focused on select proposals outlined in the materials. Next steps are for members to review all proposals and submit additional feedback. Subcommittee chairs and sponsors should review and update deliverables and establish timelines for deliverables. ITAC chairs will refine proposals, review resource availability, and prioritize for the December ITAC meeting.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 12:00 pm.

Approved by the advisory body on December 4, 2015.