



JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY
ADVISORY COMMITTEE

www.courts.ca.gov/itac.htm
itac@jud.ca.gov

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

October 14, 2016

10:00 AM

Teleconference

Advisory Body Members Present: Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Hon. Terence L. Bruiniers, Hon. Robert B. Freedman; Mr. Brian Cotta; Hon. Julie R. Culver; Hon. Samantha P. Jessner; Hon. Jackson Lucky; Mr. Terry McNally; Mr. Darrel Parker; Mr. Snorri Ogata; Mr. Robert Oyung; Hon. Alan G. Perkins; Hon. Peter J. Siggins; Hon. Joseph Wiseman; Mr. David H. Yamasaki

Advisory Body Members Absent: Hon. Michael S. Groch; Hon. James Mize; Hon. Mark Stone; Mr. Don Willenburg

Others Present: Hon. Daniel J. Buckley; Mr. Mark Dusman; Ms. Virginia Sanders-Hinds; Mr. Michael Derr; Ms. Kathy Fink; Ms. Jamel Jones; Ms. Fati Farmanfarmaian; Mr. Brett Howard; Mr. Patrick O'Donnell; Ms. Andrea Jaramillo; Ms. Jenny Phu; Ms. Nicole Rosa; Ms. Jessica Craven; Ms. Katherine Sher; Mr. Mark Gelade; Ms. Diana Glick; Ms. Jackie Woods

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 10:02 AM, and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the August 25, 2016 Information Technology Advisory Committee meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-13)

Item 1

Opening Remarks and Chair Report

Presenter: Hon. Sheila F. Hanson, Chair

Update: Hon. Sheila F. Hanson thanked Justice Bruiniers and Judge Freedman for their leadership roles as chair and vice-chair of ITAC. This is her first meeting as chair, she's looking forward to continuing their work with ITAC.

Judge Hanson welcomed our two new members Hon. Kimberly Menninger, Superior Court County of Orange and Ms. Alexandra Grimwade, CIO, Twentieth

Century Fox Television. The new members attended an orientation session in September. In addition, there were several reappointed members.

Judge Hanson will be appointing liaisons to other advisory committees. If you have any interest in a specific committee, please contact Judge Hanson.

Item 2

Case Management System (CMS) Data Exchange Workstream Status Report

Presenters: Mr. David Yamasaki, Executive Sponsor
Hon. Robert B. Freedman, Governance Lead

Update: Mr. Yamasaki provided an update on the workstream progress after giving new members a brief explanation of work to date. The court appointed liaison leads have been identifying details with each justice partners. Collection of data exchange documentation is being captured in a repository at the Judicial Council of California. This information is available to all parties so they can see required information for each agency, justice partner, and vendor. The project is ongoing and they have had great success in obtaining the necessary information. Next steps will be to start work on the governance structure in Phase II. Phase I will close out this calendar year.

Mr. Yamasaki would like to extend this workstream until December 2016. Judge Hanson agrees with the extension and asked members if they had any objections, none were voiced. Project is extended.

Item 3

E-Filing Strategy Workstream Status Report

Presenters: Hon. Sheila F. Hanson, Executive Co-Sponsor
Mr. Robert Oyung, Executive Co-Sponsor
Mr. Snorri Ogata, Project Manager

Update: Mr. Ogata provided a status update on the scope of work. The final business operations document is underway. The workstream is seeking funding through the innovation grant for identity management and payment gateways and the BCP process for staff funding to launch program. Seeking funding from both sources due to uncertainty of either being funded. See slide presentation for additional information.

Mr. Ogata asked are there any concerns about seeking funding and built in cost on an ongoing basis? Justice Bruiniers suggested the vendor funds the development front end costs, not operating costs. Could see a reduction in the Mod Fund.

Judge Hanson asked the committee if there is a consensus to follow the funding path outlined in Mr. Ogata's update. There was agreement to follow this path.

Will also continue to discuss if there needs to be a consortium of courts for the innovative grants. Judge Menninger was curious if multiple courts can apply together.

Item 4

Next Generation Hosting Strategy Workstream Status Report

Presenters: Hon. Jackson Lucky, Executive Co-Sponsor
Mr. Brian Cotta, Executive Co-Sponsor

Update: Mr. Cotta provided an update on this workstream, which is part of the tactical plan. He noted the landscape has changed quite a bit and is rapidly changing in the branch. There was an in person meeting this past July and their session included cloud and virtualization industry vendors (Amazon, Microsoft, and CISCO). Google wasn't interested in participating. Their next in person meeting will be held in November to see a demo of Oracle's system and tighten up court's use list. They are looking at doing one or more MSAs to secure better pricing solutions. Efforts are on track. Hon. Jackson Lucky added his thanks for the workstream members' participation. Of note, is the fact that the level of service offered is very different with each solution and thus hard to compare services and vendors. Time is being spent defining the court and branch needs.

Item 5

Video Remote Interpreting (VRI) Workstream Status Report

Presenter: Hon. Terence L. Bruiniers, Executive Sponsor

Update: Justice Bruiniers provided a status update on VRI. The RFP was issued at the end of September. Four vendors responded with demos and the evaluations are complete. Three vendors were selected for pilot courts. The goal is to pilot for 6 months in association with the Language Access Task Force and to have it start by 2nd quarter in 2017 and completed by 3rd quarter 2017. Justice Bruiniers asked ITAC and was approved for an extension through 2017. He noted they may need to also refine the standards.

Item 6

Self-Represented Litigants (SRL) E-Services Workstream Status Report

Presenters: Hon. Robert B. Freedman, Executive Co-Sponsor
Hon. James M. Mize, Executive Co-Sponsor

Update: Mr. Brett Howard provided an update on behalf of Judge Mize. There are 23 members in the workstream and they meet monthly. Since the project scope is broad, they have split the work into 4 workgroups.

Currently they are in education mode, learning what's out there. They're finding a lot of cross over with other workstreams and seeing similar efforts on the national level. In the process of drafting a project charter to get approval by workstream. Work will begin in 2017 on the requirements and RFP.

Item 7

Disaster Recovery Framework Workstream Status Report

Presenters: Hon. Alan G. Perkins, Executive Co-Sponsor
Mr. Brian Cotta, Executive Co-Sponsor and Project Manager

Update: Mr. Cotta provided a workstream update. Many courts have taken on hosting their own CMS so it's imperative data is backed up and recoverable. There are about 28 members that join when they can, meeting biweekly. Developing a guiding principles document for DR, which is close to being finished. Also developing a DR framework that courts can use personalizing to their needs. The last major task is to pilot the output of the workstream. This is unrealistic due to lack of funding as well as courts being inundated with deployment of CMS so this task has been removed from the scope of the workstream.

Item 8

Tactical Plan Update Workstream Status Report

Presenters: Hon. Terence L. Bruiniers, Executive Sponsor
Ms. Kathleen Fink, Project Manager

Update: Justice Bruiniers and Ms. Kathy Fink provided an update on this workstream. The strategic plan is a 4-year cycle and the tactical plan is a 2 year cycle. The workstream is fine tuning to see what additional efforts can be supported and then move forward with the plan. Mr. Rob Oyung provided templates to use that were reviewed with all parties. Ms. Fink is finalizing document and will share first with ITAC, then the CIOs and PJs. A draft plan will be presented at the December ITAC meeting for approval before it goes out for public comment. The goal is to get on the April 2017 Judicial Council meeting agenda.

Item 9

ITAC Projects Subcommittee Report

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

Update: Hon. Robert B. Freedman noted there are no current subcommittee projects, but expects there might be some projects from current workstreams the subcommittee can explore. An example is the Judicial Council forms revisions could be a good fit for the projects subcommittee.

Item 10

ITAC Rules & Policy Subcommittee Report

Presenter: Hon. Peter J. Siggins, Chair, ITAC Rules & Policy Subcommittee

Action: Hon. Peter J. Siggins advised the subcommittee needs privacy policy help. Work on Phase 2 rules modernization continues.

The guidelines for Remote video proceedings are being revised to change the reporting periods and reflect that the rule is now permanent.

Request a Motion to Approve the Recommendation of Revised Remote Video Proceedings Report Guidelines.

Motion Approved

Item 11

Joint Appellate Technology Subcommittee Report

Presenter: Hon. Louis R. Mauro, Chair, Joint Appellate Technology Advisory Committee (JATS)

Update: Hon. Louis R. Mauro provided an update on the Phase II appellate rules modernization. JATS is also considering a part two in the 2nd phase to consider items not in the first phase. Now that appellate courts are more conformable with e-filing around the state and can potentially deal with the other items. JATS wanted ITAC to know they are available to work with ITAC on other items as needed.

Item 12

Judicial Council Technology Committee Update

Presenter: Hon. Daniel J. Buckley, Vice Chair, Judicial Council Technology Advisory Committee (JCTC)

Update: Hon. Daniel J. Buckley provided a JCTC activities update on behalf of Justice Slough. He shared they both very much appreciate the work of ITAC. Since becoming chair and vice chairs of JCTC they have spent this year learning about the various stakeholders within the branch. One focus underway has been the glide path off state funding for V3 courts. Additionally, there was a BCP submitted in September for Sustain courts funding and shared their determination to get CMS in all courts. Finally, Judge Hanson, chair of ITAC will be an advisory member on JCTC.

Item 13

2017 Annual Agenda Planning

Update:

Judge Hanson gave a brief explanation of the annual agenda process, then turned it over to Ms. Jamel Jones who outlined the objectives for today's discussion. The focus will be to look at existing projects as well as at 4 new proposals. Additional information was provided in the slide presentation.

New project proposals include:

- Judicial Council forms modernization
- Next generation infrastructure & in-support for courts
- Transcript assembly platform (TAP)
- CMS data exchanges phase II: maintenance

Additional information is located in the slide presentation.

Discussion on the new proposals included:

- Forms modernization project title should be clear that it's about the technology of the forms and not the content. A legal services office analyst is working on this item.
- Judge Hanson suggests the next generation infrastructure & in-sourcing support for the courts might be better postponed until after the new tactical plan is complete. Mr. Oyung thought it needed further clarification from the proposer, Anh Tran, San Joaquin Court and resubmitted to ITAC at the December meeting.
- Mr. Cotta clarified the TAP proposal isn't a request for a workstream. He is looking for an ITAC endorsement to move forward and obtain and grant to fund the update with the existing TAP vendor. The vendor is committed to reengineering this product for electronic clerk's transcripts. Justice Mauro has offered to bring this proposal to JATS to assist.
- The data exchange workstream is asking for a proposal for Phase II for ongoing maintenance needs.

Mr. Oyung made a suggestion, as we go through the annual agenda and tactical planning process it would be helpful going forward to align.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 12:05 PM.

Approved by the advisory body on December 2, 2016.