



# JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY  
ADVISORY COMMITTEE

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## INFORMATION TECHNOLOGY ADVISORY COMMITTEE

### MINUTES OF OPEN MEETING

March 16, 2018

11:30 AM to 1:00 PM

Teleconference

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<b>Advisory Body Members &amp; Liaisons Present:</b>	Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Brian Cotta; Hon. Julie R. Culver; Hon. Tara Desautels; Mr. Jason Galkin; Hon. Michael S. Groch; Mr. Paras Gupta; Hon. Samantha P. Jessner; Hon. Jackson Lucky; Hon. Kimberly Menninger; Hon. James Mize; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Alan G. Perkins; Hon. Peter Siggins; Ms. Jeannette Vannoy; Mr. Don Willenburg; Hon. Daniel J. Buckley; Hon. Joseph Wiseman
<b>Advisory Body Members Absent:</b>	Assemblymember Marc Berman; Ms. Alexandra Grimwade; Mr. Terry McNally; Hon. Bruce Smith; Mr. David H. Yamasaki
<b>Others Present:</b>	Mr. Mark Dusman; Ms. Jamel Jones; Ms. Fati Farmanfarmaian; Ms. Nicole Rosa; Ms. Jackie Woods; and other JCC staff present

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#### OPEN MEETING

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##### Call to Order and Roll Call

The chair called the meeting to order at 11:30 AM, and took roll call.

##### Approval of Minutes

There were no minutes approved at this meeting.

There were no written comments.

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#### DISCUSSION AND ACTION ITEMS (ITEMS 1-2)

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##### Item 1

##### Opening Remarks and Chair Report

Provide general update on activities relevant to the committee.

Presenter: Hon. Sheila F. Hanson, Chair

**Update:** Hon. Sheila Hanson, ITAC Chair, welcomed members, liaisons, and staff to the meeting and provided her updates.

She acknowledged the accomplishments of the Disaster Recover and Next Generation Hosting workstreams. The Judicial Council approved the deliverables and these toolkits will be used by courts.

Ms. Heather Pettit has moved on from Contra Costa Superior Court and her ITAC membership has expired. ITAC is extremely grateful for her volunteerism and dedication. Also related to membership, the Judicial Council is currently seeking nominations for all advisory bodies. The recruitment closes on April 6.

Lastly, Judge Hanson she provided two workstream updates. The Video Remote Interpreting Pilot Program is now “live” with their first vendor solution in all three pilot courts. There are two solutions being piloted, and the second solution is expected to go live later this month. The Digital Evidence Workstream is close to releasing its information gathering survey to the branch, which will assess the current state of digital evidence in California courts. Judge Hanson thanked and congratulated both workstreams.

## **Item 2**

### **Project Spotlight (Reports)**

Featured reports from workstreams or subcommittees providing project status, discussion items, and milestones.

### **Intelligent Forms Strategy: Research & Scope (Phase 1)**

Hon. Jackson Lucky, Executive Sponsor

Ms. Camilla Kieliger, Senior Analyst, and Workstream Project Manager

**Update:** Judge Lucky provided an update on activities and status as well as next steps. The workstream has described how forms are used and their impact on the administration of justice: identified the problems most important to address; and described framework for a possible solution and RFI outline. Obstacles include: lack of success to key stakeholders (e.g., CMS/EFSP/EFM vendors); coordination with other workstreams working on associated projects. Some highlights include creating dynamic forms requiring greater control over forms creation; focus on adopting new technology without obsolescence of legacy forms. The workstream has drafted its recommendations and will submit a report for ITAC’s consideration at its next meeting.

### **Self-Represented Litigants (SRL) E-Services**

Hon. James Mize and Hon. Michael Groch, Executive Sponsors

Mr. Brett Howard, Court Lead

Mr. Mark Gelade, Supervisor, Web Services and Workstream SME

**Update:** Judge Mize and Mr. Gelade provided a workstream update. Their charge was to develop requirements and a Request for Proposal (RFP) for establishing a statewide

Self-Represented Litigants (SRL) e-Service solution. After the research phase they formed four workgroups: existing solutions, technology, document access and requirements definition. In September 2017 they drafted the Request for Information (RFI) and received responses from several vendors. In January 2018, a Budget Change Proposal (BCP) was submitted for \$3.8 million dollars to design, build, and maintain a statewide SRL e-Services Portal. It also requests \$600K annually for ongoing operational expenses including JCC staff and license costs. The RFP kickoff effort will begin in February 2018.

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**A D J O U R N M E N T**

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There being no further business, the meeting was adjourned at 1:00 PM.

Approved by the advisory body on enter date.