JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

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MINUTES OF OPEN MEETING

October 26, 2018
10:00 AM - 12:00 PM
Teleconference

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; Mr. Jason Galkin; Hon. Michael S. Groch; 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; Hon. Bruce Smith; Ms. Jeannette Vannoy; Mr. Don Willenburg; Mr. David H. Yamasaki
Advisory Body Members Absent:	Assembly member Marc Berman; Hon. Daniel Buckley; Ms. Alexandra Grimwade; Mr. Paras Gupta; Hon. Joseph Wiseman
Others Present:	Justice Marsha Slough; Mr. Rob Oyung; Mr. Zlatko Theodorovic; Mr. Mark Dusman; 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 10:00 AM and took roll call.

Approval of Minutes and Public Comment
The advisory body reviewed and approved the minutes of the August 27, 2018 Information Technology Advisory Committee meeting. There were no public comments for today's meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1 – 7)

Item 1

Chair's Report

Presenter: Hon. Sheila F. Hanson, Chair

Update: Judge Hanson called the meeting to order, welcomed members, and provided the following updates: ITAC has three new members who are attending their first ITAC meeting today, they are Presiding Judge Donald Segerstrom, Superior Court of Tuolumne; Mr. Jake Chatters, CEO, Superior Court of Placer; and Mr. Adam Creiglow, CIO, Superior Court of Marin. On behalf of Judge Hanson and Justice Mauro she welcomed the new members and members reappointed to continue their terms with ITAC.

Judge Hanson reminded all members of the existing liaison appointments, shown on the roster in the materials, and asked that if anyone is interested in changing their current appointment, or if any of the new members are interested in serving as a liaison they should let her, or Justice Mauro know. Unless she hears otherwise, the appointments stand.

As a follow-up to the California Courts Protective Order Registry (CCPOR) discussion from the August 27, 2018 ITAC meeting regarding that system's governance and usage policy, the Chair advised that staff will initiate a discussion on this topic with the Family and Juvenile Law Advisory Committee. Judge Hanson would like Judge Kimberly Menninger and Mr. Rob Oyung to participate in this discussion and report back to ITAC.

Judge Hanson shared that the Judicial Council voted to approve the rule proposals submitted by ITAC on behalf the Rules & Policy Subcommittee, chaired by Justice Peter Siggins; and the Joint Appellate Technology Subcommittee, chaired by Justice Louis Mauro. Amending the rules was a year-long process and a significant undertaking that involved research, deliberation, consensus, and a complex comment process that both subcommittees worked hard to complete.

Lastly, Judge Hanson thanked members for completing the ITAC Member Survey. With over half of members responding, the feedback was positive, and a couple of suggestions included having more technology showcases and/or education sessions. She and Justice Mauro will investigate further.

Item 2

Judicial Council Technology Committee Update (JCTC)

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

Presenter: Hon. Marsha Slough, Chair, JCTC

Update: Justice Slough thanked ITAC for their continued dedication and provided a JCTC update since the August ITAC meeting. JCTC has met twice, conducted an orientation for new JCTC and ITAC members, and provided updates of both committees' activities to the Judicial Council at its September meeting.

At the September 10 JCTC meeting, ITAC status updates were provided for: workstream activities; the *Strategic Plan for Technology;* the proposed updates to the Judicial Branch Information Security Framework; and the establishment of an Information Security Outreach Program.

At the October 15 JCTC meeting, the JCTC took action to recommend that the Judicial Council adopt the proposed updates to the Judicial Branch Information Security Framework at their November meeting.

Justice Slough shared key updates to the proposed *Strategic Plan for Technology*, noting the overall tone has changed to be more future-focused and concise. It features a new executive summary and "guiding principles" organized into user-friendly categories. The streamlined plan is modeled after the California Department of Technology (DOT) plan. It also now uses metrics reframed as "measures for success", the detailed focus areas have

now been transitioned to the Tactical Plan Workstream, and content relating to dependencies and referencing specific technologies was eliminated. There was a two-week branch and a four-week public comment period, feedback was reviewed and incorporated as appropriate. JCTC will review and consider approving the final draft of the plan before submitting it to the Judicial Council for adoption at their November meeting. Justice Slough added her appreciation for the Tactical Plan Workstream as it is working on the complementary document to the Strategic Plan; both serve s important guiding documents for judicial branch technology.

Item 3

(a) Branch Budget Update

Update on the status of the branch budget, along with any technology-related discussions with the Department of Finance and/or with Legislators.

Presenter: Mr. Zlatko Theodorovic, Director, Budget Services

Update: Mr. Theodorovic advised that the Department of Finance (DOF) is building a new budget for this fiscal year, as there is an additional $1 Billion over the $2.3 Billion increase from last year. The judicial branch has been very engaged working with the DOF on the transition budget while the DOF looks at the new governor and administration, and its policy direction. Technology has been supported in the past and hopefully will continue to be supported with the new administration.

(b) Technology Budget Change Proposal Update

Overview and update regarding the Technology Budget Change Proposals (BCPs) status.

Presenter: Mr. Robert Oyung, Chief Operating Officer and Interim Chief Information Office

Update: Mr. Oyung reported that as of July 2018, the Judicial Council approved the Fiscal Year (FY) 2019/20 BCPs. Of the 15 BCPs submitted to DOT, 5 were technology related and are strong contributions to the branch strategic technology plans. These BCPs were a collaboration with all courts and are listed by their BCP priority in the branches' submission to the DOT. The technology BCPs are as follows (as prioritized by the Judicial Council): (1) Case Management (CMS) replacements for trial courts – Phase III; (2) Implementation of Phoenix System Roadmap; (5) Judicial Branch Business Intelligence and Data Analytics using Identity Management for data sharing; (8) Digitizing Documents; and (14) Futures Commission Directives for the expansion of technology in the courts. This information is also in the materials.

Mr. Oyung will facilitate a discussion with ITAC again in a few months to discuss FY 20/21 BCPs, and the future investments needed for the judicial branch.

Item 4

IT Community Development Workstream Update

Report on the IT Community Development Workstream's recent progress.

Presenter: Ms. Jeannette Vannoy, ITAC Member; Chief Information Officer, Superior Court of California, County of Napa

Update: Judge Perkins invited Ms. Vannoy to provide an update for ITAC. This workstream is focused on promoting culture as a branch IT community to drive technological change through resource sharing, education, and collaboration. The workstream plans to survey the courts to identify needs, key resources; develop recommendations; partner with education to develop a plan to keep branch abreast of technology trends; identify and evaluate technology tools; and pilot solutions along with Judicial Council IT. There are three workstream tracks: Resources (Jeannette Vannoy and Darrel Parker), Education (Judge McNamara and Mark Dusman), and Tools (Jeannette Vannoy and Jamel Jones). These tracks are outlined in detail in the materials.

Item 5

Tactical Plan Workstream Update

Report on the Tactical Plan Workstream's progress since the last in-person ITAC meeting.

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

Update: Judge Hanson, Executive Sponsor advised this workstream has made considerable progress since the August update. She reminded members of the technology planning governance structure via a slide in their materials. Since the August meeting, 17 new ideas were prioritized; and of those, 3 new initiatives were selected for inclusion in the updated plan. The new initiatives selected: Enterprise Resource Management – Provide upgrades and new services to enable the courts to manage their staff, financial, and facilities resources; Online Dispute Resolution – Explore policies, techniques, and technology to enable online resolution for disputes; and Security Roadmap – Advance branchwide IT security. Subject Matter Experts (SMEs) drafted descriptions for each initiative, which were then circulated to workstream members for comment. The workstream is half-way through their process and is looking forward to refining and drafting the plan for comment by ITAC, the branch, and the public.

Item 6

2018 Annual Agenda - Date Extension Requests (Administrative)

Futures Commission Directive – Remote Video Appearances for Most Non-Criminal Hearings
Request extension of estimated completion date to December 2018.
Hon. Samantha Jessner, Executive Sponsor

Digital Evidence Workstream

Request extension of estimated completion date to December 2018 ~~March 2018~~.

Hon. Kimberly Menninger, Executive Sponsor

Action: Judge Hanson approved the above date extensions and instructed staff to make the appropriate technical amendments to the annual agenda.

Item 7

2019 Annual Agenda Planning (Discussion)

Facilitated session to initiate planning of the ITAC 2019 Annual Agenda, including a review of the process and discussion of project topics (in progress and emerging) for consideration.

Presenters: Ms. Jamel Jones, Supervisor, Information Technology

Mr. Richard Blalock, Senior Business Systems Analyst, Information Technology

Mr. Blalock referenced the slides provided in the materials to discuss the 2019 Annual Agenda for ITAC and provide an overview of the process to members. Continuing for 2019 are the Futures Commission Directives, 9 workstreams, and 2 subcommittees. Next steps include staff working with leads to draft annual agenda project descriptions, then a draft will be circulated to ITAC members in late November, at the December 3 meeting ITAC members will discuss and finalize the proposed 2019 Annual Agenda, and finally it will go to the JCTC in January for their approval.

Judge Michael Groch suggested a future workstream to consider would be to automate the jury selection process, saving time for jurors and the court. A workstream could look at and/or improve technology to help selection process. For example, a system where jurors provide general info that would be asked in court; also knowing the diversity of jurors prior to selection could benefit judges but might also be shared with lawyers. Ms. Heather Pettit recalled companies that offer something similar and offered to do more research and share with ITAC. Additionally, Mr. Snorri Ogata advised that Los Angeles is using something similar and he could demo for ITAC.

ADJOURNMENT

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

Approved by the advisory body on enter date.