Information Technology Advisory Committee (ITAC)

Public Business Meeting
December 3, 2018 In Person

Hon. Sheila F. Hanson
Chair, Information Technology Advisory Committee

Administrative Matters

I. Open Meeting

- Call to Order, Roll Call

- Approve October 26 Minutes

DRAFT Minutes are in the materials e-binder.

II. Public Comment

REPORT

Item 1. Chair Report

Hon. Sheila F. Hanson

Chair, Information Technology Advisory Committee

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Liaison Appointments for 2019

Member appointed on behalf of ITAC to liaison committee:	
Member:	**Liaison to/from:**
Hon. Sheila F. Hanson	TC Presiding Judges
Mr. David Yamasaki	Court Executives
Hon. Louis R. Mauro	Appellate
Hon. James M. Mize	Access
Hon. Samantha P. Jessner	Civil & Small Claims
Hon. Alan G. Perkins	Criminal Law
Hon. Julie R. Culver	Education (CJER)
Hon. Michael S. Groch	Traffic

Chair Report (Continued)

- IT Symposium

- Judicial Council IT Update

Item 2. Judicial Council Technology Committee Update

Hon. Marsha Slough, Chair, JCTC

Advance to the next slide for this report.

Design *preview!*

Item 3. Privacy Resource Guide

Hon. Julie Culver, Privacy Resource Guide Lead

Ms. Kristi Morioka, Attorney, Legal Services

Advance to the next slide for this report.

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REPORT

Item 4. Branch IT Symposium Debrief

Ms. Jessica Craven, Senior Business Systems Analyst, Information Technology

Advance to the next slide for this report.

Purpose/Background of Event

IT Summit

- Held August 2017

- Designed for Judicial Officers, CEOs, and CIOs

IT Symposium

- Held November 2018

- More technical

- Included CIO leadership training

- Over 100 attendees from
27 Superior Courts, 4 Appellate Districts

Agenda – Day 1

Morning	CIO Leadership Training: Self-Realization Session
Afternoon	A. CIO Leadership Training: Strategic Planning B. Microsoft Azure - Provisioning Workshop

Agenda – Day 2

Welcome

Keynote: Perseverance, Resilience and Commitment

Breakout 1:   A. Recruiting and Retaining Talent
B. Cloud DR and Next-Gen Hosting: Implementation in Action

Midnote: Securing the Digital Frontier

Breakout 2:   A. Identity Management – Governance / Strategy
B. Identity Management – Integration / Tactical

Breakout 3:   A. Enterprise Data Services (BI) – Strategy
B. Business Intelligence (BI) Design – Showcase

**Endnote: Capitalizing on Our Digital Ecosystem:
Putting It All Together (panel discussion)**

Feedback from participants

- Overall: Positive

- **100%** of results strongly agreed or agreed that attending was a good use of time;

- **85%** either strongly agreed or agreed content was valuable to court;

- Nearly all sessions received top scores, with highest marks to:
  - Opening Keynote
  - Identity Management (Governance / Strategy)

- **95%** liked program length and would like held annually

Suggestions for Future Topics

- Business Intelligence; Data Analytics; Machine Learning; Artificial Intelligence

- Identity Management

- Collaboration

- Tactical Steps to improve Security; Cybersecurity

- Moving to the Cloud; Cloud-based hosting

- Workflow automation

- Disaster Recovery

- How to apply for Innovation Grants

Questions and Answers

REPORT

Item 5. Tactical Plan Update

Hon. Sheila F. Hanson

Chair, ITAC and Executive Sponsor, Tactical Plan Workstream

Advance to the next slide for this report.

Workstream Progress

- Initiative drafts reviewed and updated

- Remaining plan sections drafted and reviewed

- Plan being prepared to circulate for comment

Next Steps

- Submit draft plan for Branch and public comment

- Incorporate feedback where appropriate

- Submit plan for committee and Judicial Council approval

Item 6. Comments and Questions Regarding Written Futures Commission Directive Reports

For written reports, refer to the full report in the materials e-binder.

1.1. Futures Commission Directive: Intelligent Chat (Phase 1)

Highlight: Ongoing meetings with the core team and full workstream are occurring 3-4 times per month and the workstream model is proving quite effective. FY19-20 BCP funding requested.

Executive Sponsor: Hon. Michael Groch
Estimated Completion Date: April 2019

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1.2. Futures Commission Directive: Voice to Text Language Services Outside the Courtroom (Phase 1)

Highlight: Project team kick-off meeting held. FY19-20 BCP funding requested.

Executive Sponsor: Hon. James Mize
Estimated Completion Date: June 2019

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1.3. Futures Commission Directive: Remote Video Appearances for Most Non-Criminal Hearings (Phase 1)

Highlight: Workstream members are progressing through an issue and topic log to address any challenges revealed through various studies.

Executive Sponsor: Hon. Samantha Jessner
Estimated Completion Date: March 2019

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REPORTS

Item 7. Comments and Questions Regarding Written Workstream and Subcommittee Reports

During this section, members are invited to comment on the written reports of initiatives **<u>not</u>** already discussed.

For written reports, refer to the full report in the materials e-binder.

3. Video Remote Interpreting (VRI) Pilot

Highlight: The six-month VRI Pilot concluded on July 31, 2018. Pilot findings and recommended minimum technical standards for VRI are currently in development.

Executive Sponsor: Hon. Samantha Jessner
Estimated Completion Date: March 2019

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4. E-Filing Strategy

Highlight: Continued progress on EFM negotiations; and report on progress of EFSP accessibility.

Executive Sponsor: Hon. Sheila Hanson
Estimated Completion Date: June 2019

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5. Identity and Access Management Strategy

Highlight: Phase 2 of the workstream, to identify policy and process recommendations as well as a strategy and roadmap, has started.

Executive Sponsor: Mr. Snorri Ogata
Estimated Completion Date: January 2019

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6. Self-Represented Litigants (SRL) E-Services

Highlight: BCP approved; 5-year operating budget and organizational structure drafted; RFP for Webcontent management system and design being drafted.

Executive Sponsors: Hon. James Mize and Hon. Michael Groch
Estimated Completion Date: April 2019

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7. IT Community Development

★ **Highlight:** 3 tracks launched (Resources, Education, and Tools), and are meeting regularly to finish completion of their needs assessments.

Executive Sponsors: Hon. Alan Perkins, Ms. Jeannette Vannoy
Estimated Completion Date: March 2019

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10. Data Analytics: Assess and Report (Phase 1)

⭐ **Highlight:** Workstream is drafting a proposed data governance policy for court data.

Executive Sponsors: Hon. Tara Desautels, Mr. David Yamasaki
Estimated Completion Date: January 2019

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11.2. Disaster Recovery (DR) Framework (Phase 2)

Highlight: Master agreements in process.

Executive Sponsor: Mr. Paras Gupts
Estimated Completion Date: June 2019

12.2. Next-Generation Hosting Strategy (Phase 2)

Highlight: Surveyed courts assessing hosting status; plan to formally solicit for membership.

Executive Sponsor: Mr. Brian Cotta
Estimated Completion Date: July 2019

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13. Rules and Policy Subcommittee

Highlights:

- Amendments to title 2, division 3, chapter 2 of the California Rules of Court were approved by the Judicial Council effective January 1, 2019.

- **E-signature rule** approved by Judicial Council.

- The Judicial Council adopted the **Remote Access Rules** effective January 1, 2019.

- Members of CEAC Records Management Subcommittee have continued working on **Standards for Electronic Court Records as Data**.

- The **Privacy Resource Guide** (PRG) has been drafted and is ready for ITAC review.

Chair: Hon. Peter Siggins
Estimated Completion Date: Ongoing

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14. Joint Appellate Technology Subcommittee

Highlights:

- The Judicial Council approved JATS rules re: **sealed and confidential materials and return of lodged e-records**. JATS developed its next set of recommended annual agenda projects; this includes the development of uniform format rules for e-documents submitted to the appellate courts.

- The Judicial Council adopted **trial court rules related to e-signatures**; no other deliverables anticipated.

- JATS continues to monitor and provide input on the **Appellate Document Management System**.

Chair: Hon. Louis Mauro
Estimated Completion Date: Ongoing

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Item 8. Annual Agenda Discussion

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

Ms. Camilla Kieliger, Senior Business Systems Analyst, Information Technology

Advance to the next slide for this discussion.

Process Overview

- Review and refine proposed initiatives

- Follow order shown in e-binder, index page

- Evaluate, discuss, and select initiatives for inclusion

- Approve final agenda contents

- Staff to distribute final versions per discussion

Some things to consider

- Is the scope of the workstream accurate?

- Do the objectives have **clear** deliverables?

- Is the timeline reasonable?

- Will this require any funding? If so, what source?

- Do we have sufficient resources? Or, should this be deferred?

Annual Agenda Item List

- 1. Joint Appellate Technology Subcommittee
- 2. Rules and Policy Subcommittee
- 3. Futures – Intelligent Chat
- 4. Futures – Voice to Text
- 5. Futures – Remote Video
- 6. Tactical Plan
- 7. Video Remote Interpreting
- 8. E-Filing
- 9. Identity and Access Management

- 10. Self Represented Litigants E-Services
- 11. IT Community Development
- 12. Digital Evidence Phase 2
- 13. Data Analytics
- 14. Disaster Recovery Phase 2
- 15. Next Generation Hosting Strategy Phase 2
- 16. Electronic Records
- 17. Online Dispute Resolution
- 18. Information Security Roadmap

Checkpoint:

Approve/Defer
Contents for Joint Appellate Technology Subcommittee

Checkpoint:

Approve/Defer
Contents for Rules and Policy Subcommittee

Checkpoint:

Approve/Defer
Contents for Futures Commission Directives

Checkpoint:

Approve/Defer
Contents for Existing
and Next Phase Workstreams

Checkpoint:

Approve/Defer
Contents for New Workstreams

Anything else?

# Item 9. Budget Change Proposal (BCP) Planning

Mr. Robert Oyung, Chief Operating Officer

Advance to the next slide for this discussion.

What is a BCP?

- Budget Change Proposal

- Proposes a change to existing/ baseline budget

- Final BCP submitted to the Department of Finance

- If approved, included in the Governor's budget

Phases of Development

Initial Funding Request

(Dec – Feb)

Concept document

(Mar – May)

Full BCP

(May – June)
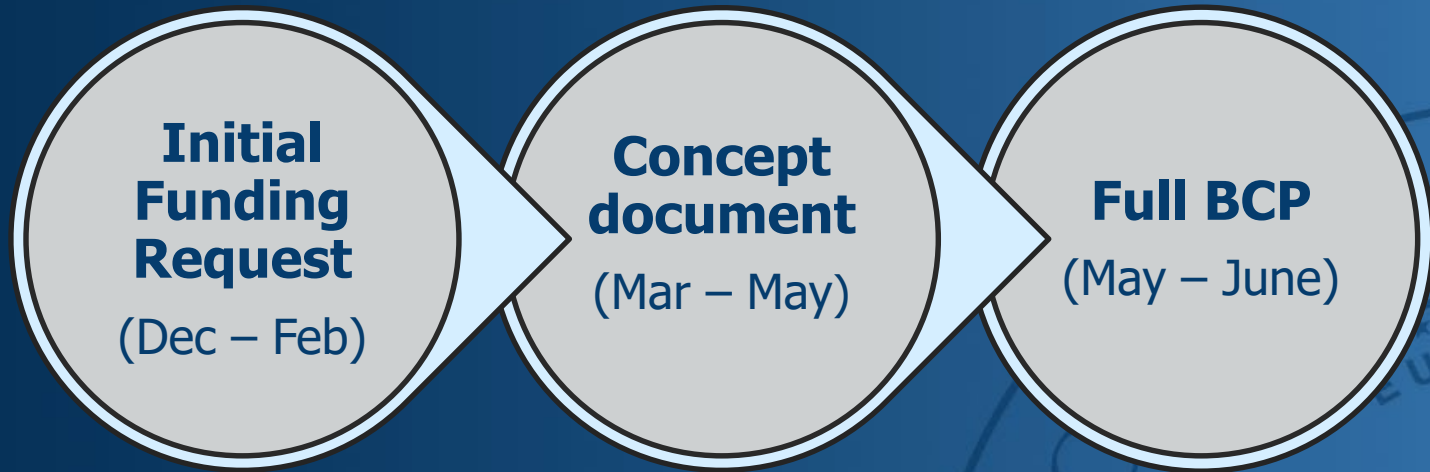
Involves:
- JC IT and Budget Services
- Court/stakeholder input and data gathering
- ITAC and JCTC (to consider approval in March-May)
- Judicial Council approval before submission to DoF

In Progress

- Case Management System Replacement

- Phoenix System Roadmap

- Business Intelligence and Data Analytics

- Digitizing Documents for Superior and Appellate Courts – Phase 1

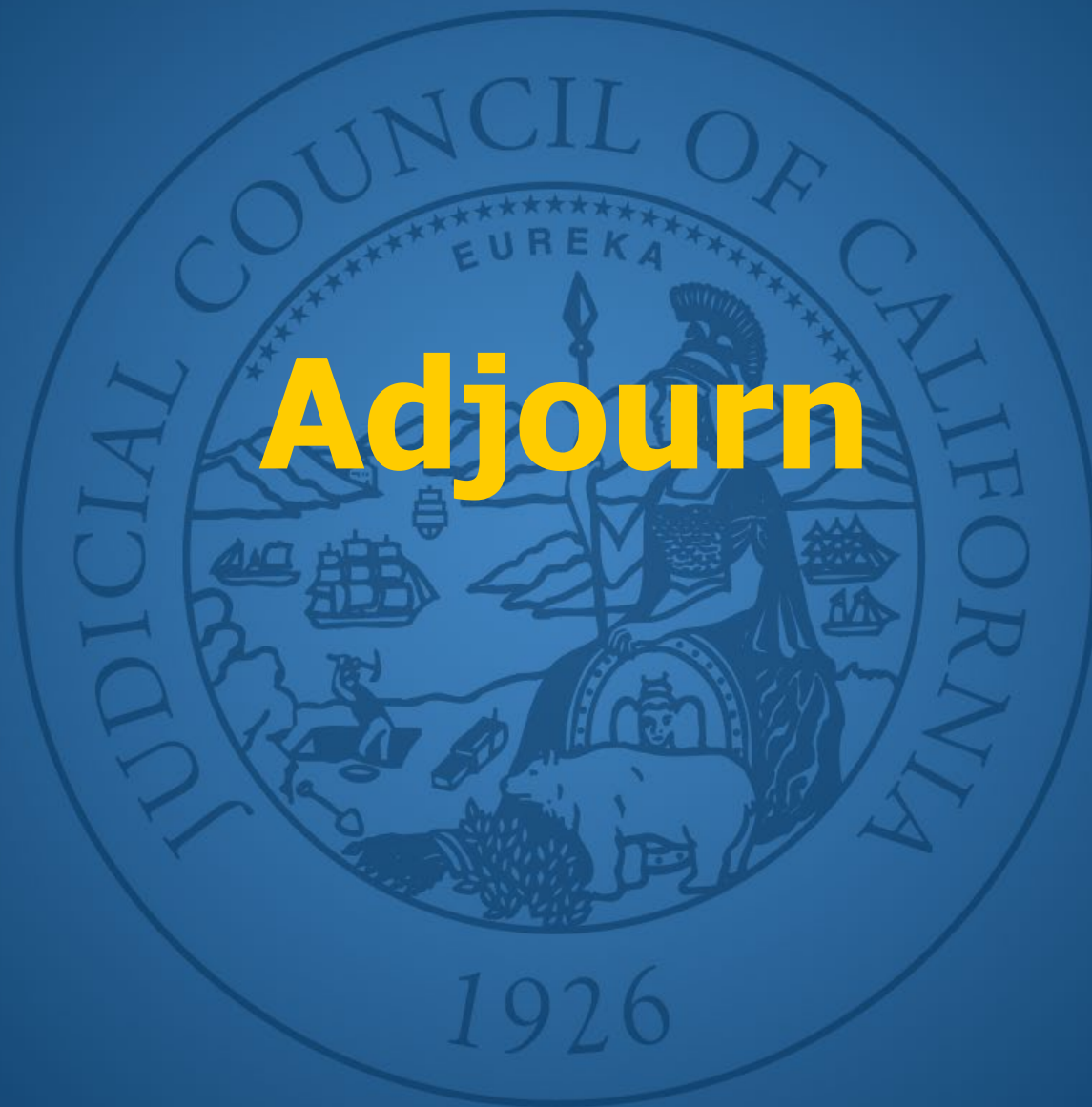- Futures Commission Directives for the Expansion of Technology in the Courts

ITAC Brainstorm

	BCP Concepts	Votes
A	Idea #1	
B	Idea #2	
C	Etc.	
D		
E		
F		
G		

2019 ITAC Meeting Dates

- February 1 (teleconference)

- April 15 (in person)

- June 21 (teleconference)

- August 12 (in person)

- October 4 (teleconference)

- December 2 (in person)

Adjourn

End of Presentation (Slides)

Meeting materials e-binder containing supplemental materials is provided separately.

** ITAC on Recess **

To return at 12:45 p.m.