



# JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY  
ADVISORY COMMITTEE

[www.courts.ca.gov/itac.htm](http://www.courts.ca.gov/itac.htm)  
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## INFORMATION TECHNOLOGY ADVISORY COMMITTEE

### MINUTES OF OPEN MEETING

January 27, 2021

12:00 PM to 1:00 PM

Videoconference

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<b>Advisory Body Members Present:</b>	Hon. Sheila F. Hanson, Chair; Hon. Louis R. Mauro, Vice Chair; Mr. Adam Creiglow; Mr. Jake Chatters; Mr. Brian Cotta; Hon. Julie R. Culver; Hon. Tara Desautels; Hon. Michael S. Groch; Mr. Paras Gupta; Hon. Samantha P. Jessner; Hon. Kimberly Menninger; Mr. Snorri Ogata; Mr. Darrel Parker; Hon. Donald Segerstrom; Hon. Peter Siggins; Hon. Bruce Smith; Ms. Jeannette Vannoy; Mr. Don Willenburg; Mr. David H. Yamasaki; Hon. Theodore Zayner
<b>Advisory Body Members Absent:</b>	Assembly member Marc Berman; Ms. Alexandra Grimwade; Senator Robert Hertzberg; Hon. James Mize; Hon. Joseph Wiseman
<b>Others Present:</b>	Hon. Kyle Brodie; Mr. Zlatko Theodorovic; Ms. Heather Pettit; Mr. Kevin Lane; Mr. Mark Neuburger; Mr. Mark Dusman; Ms. Jamel Jones; Ms. Camilla Kieliger; Ms. Andrea Jaramillo; 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 12:00 PM and took roll call.

##### **Approval of Minutes**

The advisory body reviewed and approved the minutes of the December 7, 2021, Information Technology Advisory Committee meeting.

There were no public comments for this meeting.

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#### DISCUSSION AND ACTION ITEMS (ITEMS 1 – 6)

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##### **Item 1**

##### **Chair's Report**

**Presenter:** Hon. Sheila F. Hanson, Chair

**Update:** Judge Hanson welcomed members and provided an update since the last meeting in December.

On January 11, Judge Hanson presented the committee's Annual Agenda to the Judicial Council Technology Committee and it was approved.

On January 22, Judge Mize, Rick Walery, Heather Pettit and Judge Hanson presented the Voice-to-Text workstream's final report to the Judicial Council. The presentation was very well received, and the council was impressed with the product and enjoyed the video demonstration. This was the third and final submission to the council for the Futures Commission Directives assigned to ITAC. Judge Hanson thanked members and the volunteers who helped complete the work.

Judge Culver is the new chair of the Rules & Policy Subcommittee upon Justice Siggins' retirement, and Justice Smith has agreed to serve as a member of the subcommittee filling the vacancy of Judge Culver.

## Item 2

### Judicial Council Technology Committee Update

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

Presenter: Hon. Kyle S. Brodie, Chair, Technology Committee

**Update:** Judge Brodie provided an update on the work of the Technology Committee since December 7.

The Technology Committee held two open meetings on December 14 and January 11. Topics included recommendations for allocations of the \$25M in Court Technology Modernization Funding. Also approved was the use of reserve funds to support immediate needs. The committee received an update on activities related to branchwide initiatives; an invitation will go out shortly for courts to participate in the branchwide initiatives.

The 2021 ITAC Annual Agenda was approved. The Technology Committee noted that ITAC does impressive work through workstreams and completion of those objectives are very important for continuing programs and projects.

The next Technology Committee meeting will be on February 8 and topics include review of the *Tactical Plan for Technology*; amendments of approved projects for the \$25M Court Technology Modernization Funding; and proposed Budget Change Proposals for FY 2022-23.

## Item 3

### Tactical Plan for Technology 2021-2022 (Action Required)

Review and approve updated Tactical Plan and recommend to Technology Committee.

Presenter: Hon. Sheila F. Hanson, Chair

**Action:** Judge Hanson presented the updated *Tactical Plan for Technology 2021-2022*. For this update of the Plan, the workstream considered the capacity of the judicial branch including court volunteers and staff, who all contribute to this work.

The update of the Plan acknowledges that a majority of current initiatives are still in flight and therefore existing initiatives are continued in the Plan update, with new goals and objectives where appropriate. The only new initiative is the Digital Court Ecosystem, also known as CourtStack.

The updated *Tactical Plan for Technology* was circulated for public comment, of the two responses received neither required amendments to the Plan as drafted.

**Motion to recommend the Tactical Plan for Technology 2021-2022 for acceptance by the Technology Committee.**

**Approved.**

#### **Item 4**

##### **Budget Change Concepts**

Receive an overview of proposed concepts for potential technology-related Budget Change Proposals (BCPs) for funding beginning FY 22/23 and discuss if any other concepts should be considered.

Presenter: Heather Pettit, Chief Information Officer

**Update:** Ms. Pettit provided a review of the budget change concepts for FY 2022-2023. Budget Change Proposals are due to the Department of Finance by September 2021. Proposals for information technology include a branch security operations center; rural court internet connectivity; ongoing court technology modernization funding; Phoenix SAP/HR upgrade; and IT modernization for appellate courts.

#### **Item 5**

##### **2021 Governor's Budget Overview**

Receive an update on the Governor's budget for 2021.

Presenter: Zlatko Theodorovic, Deputy Director, Budget Services

**Update:** Mr. Theodorovic noted that the budget outlook has improved over the past seven months, revenue forecasts from July are better than expected and there are no additional Improvement Modernization Fund F reductions expected. From a technology perspective, the Ability to Pay budget proposal from last year is being brought back for consideration.

#### **Item 6**

##### **Technical Guidelines Related to Video Remote Interpreting (Action Requested)**

At the December 7, 2020, meeting, ITAC agreed to establish a working group to review and update the [Recommended Guidelines for Video Remote Interpreting for Spoken Language-Interpreted Events](#). The working group will be reporting on its progress and request approval to circulate the proposal for comment.

Presenters: Hon. Samantha Jessner, Working Group Lead  
Douglas Denton, Principal Manager, Language Access Services

**Action:** Judge Jessner provided a progress report on the Technical Guidelines update. The working group met twice, on December 28 and January 14. The update includes changes address a remote, physical, as well as a hybrid scenario for handling court proceedings. Key considerations were training and minimum requirements.

The working group is asking ITAC to circulate the proposal for public comment. After the comment period, the finalized guidelines will come back to ITAC for approval, and then be submitted to the Technology Committee for a recommendation of approval to the Judicial Council.

**Motion to approve the recommended Guidelines for circulation for public comment.**

**Approved.**

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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.