



JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

MINUTES OF OPEN MEETING

September 9, 2024
12:00 p.m. to 1:00 p.m.
Videoconference

Advisory Body Members Present: Hon. Kyle S. Brodie, Chair; Hon. C. Todd Bottke, Vice Chair; Hon. Carol A. Corrigan; Hon. Michelle Williams Court; Mr. David Fu; Mr. Charles Johnson; Mr. Darrel E. Parker

Advisory Body Members Absent: Hon. Jonathan B. Conklin

Others Present: Hon. Sheila F. Hanson; Mr. Craig Peters; Ms. Rachel Hill; Ms. Salena Chow; Mr. John Yee; and Judicial Council staff

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order and took roll call.

Approval of Minutes

The Technology Committee reviewed and approved the minutes of the following Judicial Council Technology Committee meeting:

- August 12, 2024

There were no written comments from members of the public received for this meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-2)

Item 1

Chair Report

Update: Hon. Kyle S. Brodie, Chair, thanked outgoing members of the committee, Judge Conklin and Mr. David Fu, for their years of service and many contributions. Judge Brodie thanked Judge Bottke for his six years of service as vice-chair and announced he will remain on the committee for the upcoming term. The new vice-chair will be Judge Maria D. Hernandez.

Item 2

IT Modernization Program FY 2024-25: Local Court Projects Funding Methodology (Action Required)

Update: Ms. Lisa Chavez, Information Systems Supervisor, Ms. Jamel Jones, Information Systems Manager, and Mr. John Yee, Acting Chief Information Officer, all from the Judicial Council, presented two revised funding allocation options for the IT Modernization Funding Local Court Projects, as potential budget reductions would impact the committee’s previously approved recommendations. The committee was asked to approve an alternate funding model to present to the council in November. Ms. Lisa Chavez reviewed two models, facilitated a discussion, and invited the committee to approve one of the two recommendations.

Action: The committee asked questions and discussed the models, then unanimously approved a funding model that proposes an 8% (equivalent to \$1 million-dollar) reduction from the “pro rata” portion of the funding distributed to courts. Should a budget reduction come into effect, this funding methodology and resultant recommended allocations will be considered for approval by the council in November. If there are no budget reductions to IT Modernization Local Court Project funding, the committee will recommend the funding methodology and resultant allocations approved at the Technology Committee’s May 16, 2024 meeting.

A D J O U R N M E N T

There being no further business, the meeting was adjourned.



JUDICIAL COUNCIL OF CALIFORNIA

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MEMORANDUM

Date September 17, 2024	Action Requested Review and approval
To Hon. Kyle S. Brodie, Chair Judicial Council Technology Committee	Deadline N/A
From John Yee Acting Chief Information Officer/ Director of Information Technology	Contact Angela Gulley, Manager Information Technology 916-643-6907 Angela.Gulley@jud.ca.gov
Subject Jury Management System Grant Requests and Proposed Grant Allocations FY 24-25	Scott Livingston Sr. Business Systems Analyst Information Technology 916-643-6932 Scott.Livingston@jud.ca.gov

Background

The Judicial Council has funded Jury Management System (JMS) grant since FY 2000-01. Initially, the fund allocations were designed to help courts migrate from DOS based systems to Windows based systems. With the advent of the one day one trial program, these grants evolved into helping courts become more efficient in jury management with Interactive Voice Response (IVR)/Interactive Web Response (IWR) systems, imaging, self check-in kiosks, check writing and a variety of other modules that reduce court costs and improve the juror experience.

The budget for the JMS Grant Program is funded by royalties generated by published Judicial Council developed jury instructions. Because of this, the amount available for grant funding can vary from year to year. For FY 2024-25, the Judicial Council approved \$600,000 in funding for

the Jury Management System Grant Program. The grant application period opened on March 12, 2024, and requests were due by April 2, 2024. After the Technology Committee approves the proposed grant allocations, Intra-branch Agreements will be executed with the trial courts receiving funds.

For FY 2024-25, the Judicial Council received jury grant requests from 10 trial courts for 10 projects. After an initial review, all 10 of the projects were considered for possible funding as part of the FY 2024-25 JMS grant. To assist with developing a proposed allocation of grant funding, a prioritization framework was developed using the jury program objectives, prioritization categories and other considerations. These objectives, categories and other considerations are discussed in more detail below.

Program Objectives

There are several objectives which serve as the underlying foundation when reviewing the jury management system grant requests. These objectives include:

- Assisting those courts with upgrading their jury management system software/infrastructure to keep the systems on supported platforms.
- Funding as many different courts as possible.
- Funding enhancements and modules that reduce the court's costs, and
- Minimizing the court resources needed to provide information to jurors and provide jurors with greater access to information as well as improve the juror experience.

Prioritization Categories

Listed below are the jury project prioritization categories used to form proposed funding recommendations.

1. Jury Management System Version Replacement/Upgrade: Replace/upgrade the jury management software/infrastructure being used by the court to help keep the systems on supported platforms.
2. IVR/ IWR Enhancements/Other Jury Management System Modules: Enhancements that offer cost savings to the court by reducing the court resources needed to provide information to potential jurors while also providing potential jurors with a convenient way to obtain jury information.
3. Self-Check-In: This module offers different levels of functionality depending upon the specific jury grant proposal but in general allows jurors to perform some level of self-check in when reporting to the court.

4. Imaging: Automates court staff responses to paper documents and other correspondence, phone calls for postponement, permanent excuses, and qualification/disqualification.
5. Peripheral Hardware: Includes items such as scanners, printers, folder/sealer machines used to assist with mailing jury summons. This category also includes audio/video equipment in the courtroom or jury room to assist jurors.
6. Juror Experience/Technical Equipment: Includes items such as charging tables and display monitors that enhance the juror's experience.

Other Considerations

In addition to the prioritization framework identified above, there are other factors considered in determining which projects to fund. They include:

1. Ongoing items such as software subscription fees, support and maintenance cost were removed (if included) from the funding requests as ongoing costs are not funded as part of the jury grant program.
2. Limit the amount of allocation for each court to no more than 10 percent of the total funding available unless there is sufficient funding after allocating funds to all qualifying projects.

Proposed Jury Grant Funding Metrics

Using the framework described above, the recommendation is to allocate a total of \$565,046 in jury grant awards which will provide funding to 10 courts for 10 projects. A summary of court funding requests, proposed allocations, and project descriptions are in the table below in the recommendation section of this memo.

Recommendation

Staff recommends distributing the funds as indicated in the table on the following page.

Jury Grant Requests and Proposed Grant Allocations FY 2024-2025

September 17, 2024

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#	Court	Description	Requested Allocation	Proposed Allocation	JMS Program Priority Category
1	Fresno	Install self check-in kiosks	\$23,700	\$23,700	Self-Check-In
2	Kern	Install and configure an envelope printer	\$6,820	\$6,820	Peripheral Hardware
3	Kings	Install multi-language jury kiosks	\$7,250	\$7,250	Self-Check-in
4	Napa	Install MS Surface Hub devices in jury room	\$60,025	\$60,025	Juror Experience/Technical Equipment
5	Riverside	Install jury room digital signage	\$25,000	\$25,000	Juror Experience/Technical Equipment
6	San Mateo	Implement Tyler Technologies Jury Solution system	\$215,260	\$215,260	Jury Management System Upgrade
7	Santa Barbara	Upgrade Jury Management software	\$137,064	\$137,064	Jury Management System Upgrade
8	Santa Clara	Upgrade Jury interpreter equipment	\$20,000	\$20,000	Peripheral Hardware
9	Solano	Install self check-in kiosks	\$20,000	\$20,000	Self-Check-In
10	Yuba	Replace Jury management servers	\$49,927	\$49,927	Jury Management System
Total:			\$565,046	\$565,046	

Next Steps

- Present the proposed allocations to the Judicial Council Technology Committee for review and approval.
- Notify each court of the approved allocation.
- Prepare an Intra-branch Agreement (IBA) with each court.



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MEMORANDUM

Date

September 26, 2024

Action Requested

Review and approval

To

Hon. Kyle S. Brodie, Chair
Judicial Council Technology Committee

Deadline

N/A

From

John Yee
Acting Chief Information Officer/ Director of
Information Technology

Contact

Angela Gulley, Manager
Information Technology
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Subject

Jury Management System Grant Proposed
amendment for San Francisco FY 23-24

Juan Ambriz
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Background

The Superior Court of California, County of San Francisco is requesting a revision to the scope of their FY 2023-24 Jury Management Grant project previously approved by the Judicial Council Technology Committee on September 11, 2023. The proposed revised project will be completed using the already approved funds of \$409,840 from the FY 2023-24 grant cycle. No additional funding is requested.

The goal of the Court's initial project was to implement a remote, case-specific hardship solution for jurors. After a lengthy discovery process, the court found the project scope too broad to effectively execute in the FY 2023-24 grant cycle. One significant roadblock was the need for additional staffing not incorporated into the grant funding. Another issue was the need for

collaboration with the courtroom clerk division of the Court, which was not going to be feasible during the project's life cycle.

The revised project scope includes updating outdated audio-visual equipment in courthouse jury assembly rooms, improving juror self-check in kiosks, upgrading imaging equipment, and improving data collection. A major goal continues to be making jury service more accessible and efficient, aligning with the broader court goals of modernization, diversity, and fairness.

Recommendation

Judicial Council staff have reviewed the proposed changes to project scope and have found that they align with the Jury Management Systems Grant goals and objectives. It is the staff's recommendation to approve the revision, allowing San Francisco Superior Court to move forward with the new proposed projects for the FY 2023-24 grant cycle.

Next Steps

- Present the proposed revision to the Judicial Council Technology Committee for review and approval.
- Notify San Francisco court of the approved allocation.
- Amend the Intra-branch Agreement (IBA) with the San Francisco court.