Minutes 2020

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MAJIC Meeting

# January 9, 2020

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
| **√** | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
 |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
 |
|  | Nichole Tham  | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | John Skidmore, DOL | James Stinson, OPA | Rebecca Dolph, PBK |
|  | Brenda Axtell, ACS | Anne Fajardo, ACS | Diane Lacy, SEARCH |
|  | Diane Swedersky, Equivant | Jason Emineth, Equivant | Mark Perbix, SEARCH |
|  | Bonnie Hough, ACS | Jill Sobottka, ACS | Ed Webster, DPS |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 1:30 p.m.**

**Electronic Charging Document Project (ECDP)**

1. Review/continue discussion of message elements in the AK Case Mapping Spreadsheet, last updated by SEARCH January 3, 2020.

Discussion included some technical questions for the Alaska Court System (ACS) vendor, ISI. A meeting with SEARCH and the vendor is scheduled for January 21, 2020. SEARCH had questions regarding the definition of some data elements, and whether some of these could be deprecated. The annotated spreadsheet was returned to SEARCH for editing and redistribution.

1. Stakeholder reports on progress/SEARCH message development

SEARCH has been sending messages using the ACS vendor’s test harness.

The ACS has provided an endpoint for the Department of Law’s (DOL) vendor, PBK to test against.

SEARCH will add a column to the spreadsheet for agreed upon definitions.

1. Next steps

SEARCH will update the spreadsheet following today’s discussion

SEARCH will continue to identify any gaps/differences for filing and completion messaging

SEARCH will develop ReviewFiling message

SEARCH will work on the ReviewFilingComplete message – a meeting with the ACS vendor on this and other questions/needs for testing is scheduled for January 21, 2020

SEARCH will continue work on NotifyDocketingComplete elements and develop the service specification for this message

SEARCH will work on development of the ReviewFilingComplete service to the SEARCH broker.

DOL will work with ACS and SEARCH on messaging and testing

DOL will continue to follow up with PBK on how to address adding the DV indicator to charges and will discuss ATN.

**Next Meeting:** January 23, 2020.

# January 23, 2020

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| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
| **√** | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
 |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
 |
|  | Nichole Tham  | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
| **√** | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Lt. Kat Shuey | Lieutenant, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Brad Harris, PBK |  | Rebecca Dolph, PBK |
|  | Bonnie Hough, ACS | Anne Fajardo, ACS | Diane Lacy, SEARCH |
|  | Diane Swedersky, Equivant | Jill Sobottka, ACS | Mark Perbix, SEARCH |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 1:30 p.m.**

**Electronic Charging Document Project (ECDP)**

1. Review AK Case Mapping Spreadsheet, last updated by SEARCH January 14, 2020.

DOL and DOL vendor (PBK) have reviewed the changes added to the spreadsheet as a result of the meeting earlier this week with the ACS vendor and SEARCH

1. SEARCH report on progress - status from Diane/Mark

SEARCH TA contract ends 1/31/2020. The group discussed the work remaining and what work SEARCH should focus on.

The ACS will be continuing this project with DOL and PBK.

1. Next steps

PBK will put together a test message and send it to SEARCH

SEARCH will provide link to service specifications and provide code to the ACS.

SEARCH will include in remaining tasks a meeting with ACS IT for knowledge transfer, documentation of the project tasks completed, and what steps are still needed for project completion.

The ACS will confirm with SEARCH what work SEARCH should focus on between now and the end of January 2020 when the TA contract ends.

**Next Meeting:** February 6, 2020.

# August 20, 2020

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
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|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
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|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
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|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
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|  | VACANT | Driver Licensing Manager | 1. Alaska DOA/Division of Motor Vehicles
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| **√** | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
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| **√** | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
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|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
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|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
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|  | Nancy Anderson & Steven Ashman |  | 1. Municipality of Anchorage (DHHS)
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|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
| **√** | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
| **√** | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Brenda Axtell, ACS  | Tracey Buie, ACS | Rebecca Dolph, PBK |
|  | Bonnie Hough, ACS | Anne Fajardo, ACS | Hanley Robinson, ACS |
|  | Jason Emineth, Equivant | Madison Newcomer, ACS | Sharon Chen, ACS |
|  | Sarah Stanley, MOA | Mina Peters, DMV | Marcy Fergueson, DMV |
|  | Kim Griffith, ACS |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 12:45 p.m.**

**Coordinating Statewide Implementation of Electronic Evidence and Exhibit Exchange - A roundtable discussion led by Hanley Robinson and Brenda Axtell, ACS.**

The Alaska Court System is moving forward with gradual statewide adoption of e filing and electronic file management in criminal cases.  E filing does not yet include electronic exhibit and evidence management, but digitization of all case documents is a goal of the e filing program.  The purpose of this roundtable discussion is information gathering and early planning for the future adoption of an electronic evidence and exhibit exchange among Alaska’s justice partners.

Hanley and Brenda provided some background. The ACS’ e filing pilot project began last May for the filing of minor offense and criminal cases at three court locations.  The ACS e filing system has four components:

* TrueFiling (TF) web portal used by filers to submit documents to court system.  It is used to file new cases and to file documents in existing cases. TF is also used to distribute pleadings to parties from the court and amongst parties;
* OnBase (OB) the document management system (DMS) which is an application that captures the documents submitted by TF.  Clerks and judges use OB to manage documents filed in a case;
* Judicial Tools (JT) is used by judges and clerks to generate orders in the court room, to rule on cases, and to track case progress and deadlines.
* CourtView continues to function as the ACS case management system (CMS)

The system has a component for evidence exchange.  The use of this system for facilitating electronic discovery requires input from filers.  The ACS wants to work with stakeholders to identify the legal and practical issues involved in exchanging evidence electronically.  Today’s meeting is just to start the fact finding on what the electronic evidence component will need to be successful.

The ACS is currently finalizing a plan to roll criminal and minor offense electronic filing statewide to all courts.  The ACS has developed a graduated implementation plan to achieve this goal.  In parallel to this, the next step is to introduce civil case types.  This will take some time.  The complete implementation of criminal, then civil, then all other case types statewide is a huge undertaking.  The roll out needs to move slowly in phases to ensure that any challenges that arise are worked out as the ACS moves forward.   Eventually case processing from initiation to sentencing will be electronic, including the exchange of evidence.

Some aspects of electronic evidence management were raised at this meeting for discussion.  MAJIC partners are being asked to provide the ACS e filing team with their input, pitfalls, suggestions, system compatibility, and so on.  What would agencies and attorneys want to see in terms of how evidence is submitted, viewed, stored?  How would admitted and not admitted exhibits need to be handled? For example, in federal court jurors are looking at exhibits on I Pads currently.

What are the barriers to electronic submission and exchange of evidence?  What types of evidence cannot be submitted electronically?  What are the challenges?  What works, what doesn’t?  What efficiencies can we identify?  Should the ACS be looking at developing something compatible with stakeholders’ systems?  What systems are agencies and lawyers using?

The ACS has a list of issues to be addressed already but needs input from stakeholders.  These include the ability of an electronic evidence management system to manage and store large audio files.  There are CJIS and privacy considerations.   Comments during this meeting were invited.  Agencies were also encouraged to go back and talk with their IT and forward responses.

The Department of Law (DOL) reported that an e discovery project endorsed and supported by MAJIC several years ago pre-PBK (DOL’s system is Prosecutor By Karpel) did not need to progress further because DOL’s PBK system can handle discovery.   The City and Borough of Juneau (CBJ) also participated in the former e discovery project.

DOL’s Michal Bowers reported that Law is now almost completely doing digital discovery.  Most attorneys prefer evidence to be exchanged digitally.   There are very few who don’t use it.  DOL’s position has been that this is the way it needs to be done going forward.  About two years ago DOL moved to an FTP transfer site for video and audio.  Law enforcement officers have access to evidence.com and send evidence through the evidence.com portal.  It is very expensive, but it is also very powerful.  Some police agencies are using it.  Anchorage is talking about purchasing it.  AST does not use it. It can also be used by prosecutors.  CBJ would be interested in receiving information about evidence.com.  Michal sent a brochure to all members during the meeting.

DOL does not use evidence.com.  Police officers have a profile and can post evidence via the portal for the prosecution to upload.  Evidence.com can handle reports, attachments, audio and video.  It is downloaded into DOL’s system and from there items can be sent to the defense. The system keeps track of user access and what is packaged up, as well as when the defense downloads it.

DOL exchanges proposed exhibits through PBK.  PBK does not have read receipt for exhibits.  Trial exhibits are being exchanged almost exclusively in the courtroom.

The ACS will need to understand the flow of evidence into and out of PBK and how to move it to the ACS electronically. The evidence coming into the ACS system must be viewable, and storage and secure retention must be addressed.  Body camera evidence and audio will present challenges.  The ACS will need to determine how to access this in the court room for jurors.

Officer feedback on evidence.com is that sometimes it can be slow.  How to store audio and video files has been a real challenge for DOL.  Some videos can be massive, and sometimes are sent more than once.  DOL is not using cloud storage currently.

The ACS requested information should be forwarded to Brenda, Helen or Hanley.

**12:45 to 1 p.m.**

**Electronic Charging Document Project (ECDP).  Project status (as of January 2020), next steps, and whether/when stakeholder agencies are ready to move forward again.**

Helen provided an overview of where we left off in late January.  SEARCH provided the broker code at the end of the contract, and some message testing was done using a test API provided by the ACS’ vendor.  With COVID, work was suspended as criminal justice agencies and the ACS had to focus on emergency priorities.

MOA (Municipality of Anchorage) Prosecutor Sarah Stanley reported that her office is looking at whether to obtain a new CMS or stay with the current system.  The MOA is ready to re-engage and the Municipal Attorney is very interested in seeing this project move forward.

Sarah requested a meeting with the Municipal Attorney and will put this together.  Helen provided the names of those who should attend from the ACS.  The MOA would like to review the project and next steps, as well as what resources will be needed with the Municipal Attorney.

Michal Bowers, DOL confirmed that DOL remains interested in this project, and even more so now with COVID.  DOL’s vendor, PBK had heard no more after the test messaging in January.

The ACS Application Manager, Sharon Chen expressed gratitude to SEARCH for their technical assistance and mapping efforts using GRA standards.  Sharon recapped the technical status of the project as of the end of January 2020.  SEARCH handed over the code and conducted a review with the ACS IT team on the system as far as it had been built by the end of the federal grant that funded SEARCH’s work.  The ACS now has ownership of that code.  There is a lot of work still do be done.  Following that, Sharon’s team worked with the ACS’ vendor to use a test API to validate test filing messages and this was very beneficial.

The ACS needs to complete this important project to provide a filing mechanism for volume filers such as Law, the MOA and other prosecutors.   A plan is needed to keep moving forward but this will not be immediate.  The ACS has some other priorities related to COVID and other e filing projects at this time but would like to work out with stakeholders when work can resume in earnest.  This project can then be worked into the larger ACS e filing plan.

Availability of all stakeholders needs to be coordinated for a time that works for all.  Work will be needed on testing, submitting, reviewing and validating data, and the development of business rules and agreements.  PBK’s Rebecca Dolph reported PBK is beginning a busy period and new or delayed projects are being scheduled in December.  Rebecca will check on timing with her management.  Sarah will schedule a meeting with the Municipal Attorney and the ACS and MOA Prosecutor’s teams.

**Next meeting:  September 24, 2020**

# September 24, 2020

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
 |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
 |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department
 |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
 |
| **√** | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law
 |
|  | VACANT |  | 1. Alaska DOT, Program Development
 |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP)
 |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections
 |
|  | Lauren WhitesideMina Peters | Driver’s ServicesIT | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
 |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice
 |
|  | Karen Benson  | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit
 |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU
 |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety
 |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST
 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nicole Lebo |  | 1. Municipality of Anchorage (DHHS)
 |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Brenda Axtell, ACS  | Tracey Buie, ACS | Sarah Stanley, MOA Prosecutor |
|  | Bonnie Hough, ACS | Anne Fajardo, ACS | Sharon Chen, ACS |
|  | Jason Emineth, Equivant | Kiersten Jedlicka, DMV |  |
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|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 1:00 p.m.**

**Electronic Charging Document Project (ECDP)**

The project stakeholders provided updates:

* **Alaska Court System (ACS)**

The ACS vendors, Equivant and ISI have both indicated that they will be available to continue work on this project at the beginning of 2021. Equivant’s Jason Emineth noted that although Equivant will not have programming resources until the beginning of next year, stakeholders should work in the interim on documenting agreed upon scope and exchange requirements. This should be the focus and goal between now and the beginning of next year.

* **Department of Law (DOL)**

The DOL vendor, PBK is also not available to work on the project in 2020.  DOL will look being able to resume work in the New Year, and perhaps a bit further out than that. DOL’s Michal Bowers confirmed PBK will be available to do the programming needed and she will be available to do the testing.

* **Municipality of Anchorage Prosecutor’s Office (MOA)**

MOA Prosecutor Sarah Stanley has set up a meeting with the MOA Attorney and the ACS. The ACS will explain the business and technical components of the project, and the MOA and ACS teams will discuss next steps. Sarah is working on identifying funding for MOA’s part of the project.

**Next meeting: October 29, 2020**

# October 29, 2020

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System
 |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender
 |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center
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|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office
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|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council
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|  | VACANT |  | 1. Alaska DOT, Program Development
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 |
|  | Lauren Whiteside | Driver’s Services | 1. Alaska DOA/Division of Motor Vehicles
 |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP)
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 |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections
 |
|  | Nicole Lebo |  | 1. Municipality of Anchorage (DHHS)
 |
| **√** | Allison Weeks | Policy and Planning | 1. DHSS, Division of Behavioral Health
 |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch  | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo  | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES**  |  |  |
|  | Brenda Axtell, ACS  | Tracey Buie, ACS | Sarah Stanley, MOA Prosecutor |
|  | Bonnie Hough, ACS | Anne Fajardo, ACS | Sharon Chen, ACS |
|  | Jason Emineth, Equivant | Diane Swedersky, Equivant | Lisa Purinton, DPS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**Agenda:**

1. **Stakeholder updates since last meeting (ECDP)**

* + **Alaska Court System**
		- The ACS has developed a draft scope/project plan overview document for all participants to review.  Work is still needed to finalize project objectives and identify tasks and requirements.  ACS has reached out to vendors to discuss a timeline for development work.
	+ **Department of Law**
		- No updates.  DOL vendor is not available to work on this until next year.

* + **Municipality of Anchorage**
		- Sarah attended a meeting with the ACS to get a project status update after the last MAJIC meeting.  Next step is to secure funding.  Pending the funding decision, MOA will work on tasks that can move forward in preparation for completing this project.

1. **Project Scope/Overview** **– review/discussion/updates**

Brenda reviewed the project overview draft document with the group and requested input.  Brenda explained that the project is in the first phase.  The overview document identifies at a high level the tasks needed to complete Phase 1.  The document also describes possible future phases. MOA found the document as well as the data requirements document very helpful. There were no questions regarding Phase 1. More detail will be added as the document is refined.  Brenda is talking with ACS vendors.  The ACS estimates that if there is vendor engagement early in 2021 the development work for Phase 1 could possibly be done by March 2021.  If so, then testing could occur between April and June 2021.  There were no questions about this proposed timeline, which is subject to change depending on resource availability.

1. **Use Cases** – **review/discussion/updates**

Brenda next reviewed the data/use case document with the group.  This is not a not a new document.  It was written in September 2019 and still defines the use cases that are in scope for Phase 1.  The data sets are defined for getting a case initiated in the court’s case management system.   The data will be accompanied by a document that can be provided as a PDF.  This would include charging documents, supporting documents and warrant/summons requests.  The other use case for Phase 1 addresses the situation where a defendant is in custody and the ACS has already initiated a case (CDP – charging document pending) as a placeholder.  In this use case the prosecutor submits data to update the shell of the case the ACS has created ahead of the in custody arraignment.   There were no questions from the group regarding the use cases for Phase 1.

1. **BaseCamp**

Brenda explained that the ACS has begun using BaseCamp application to file project related documents and to track project tasks and progress.  This approach will make it easier for stakeholders to access project information.  The MOA has access set up now, and DOL can be provided with access.

1. **Identify next steps and tasks resulting from this meeting**

* The ACS plans to set up meetings with ACS vendors (Equivant and ISI) to discuss these documents and a timeline for development.  Brenda may have regular meetings with the ACS vendors to get this moving forward.
* MOA will report back on funding status when there is more information.

**Next meeting: December 10, 2020**