

**Minutes**  
**Court Statistics & Workload Committee Meeting**  
**November 20, 2015**  
**Phone Conference**

**The Honorable Paul Alessandroni, Chair**

**12:03 pm Meeting convened**

Eleven of the fifteen members were in attendance:

The Honorable Paul Alessandroni, The Honorable David H. Foxman,  
The Honorable Ilona M. Holmes, The Honorable Ellen S. Masters,  
The Honorable William F. Stone, The Honorable Paula S. O’Neil, Ph.D.,  
The Honorable Sharon Robertson, Mr. Fred Buhl, Ms. Holly Elomina,  
Ms. Kathleen R. Pugh, & Mr. Philip G. Schlissel

Members absent:

The Honorable G. Keith Cary, The Honorable Shelley J. Kravitz,  
The Honorable Scott Stephens, & Mr. Grant Slayden

OSCA Staff in attendance:

Greg Youchock, P.J. Stockdale, Shelley Kaus, & Kimberly Curry

**Item I. Opening Remarks**

- A. The Honorable Paul Alessandroni, Chair, welcomed everyone to the phone conference.

**Item II. Committee Housekeeping**

- A. Minutes from 8/31/2015 Meeting
  - 1. Members voted (unanimously) to approve the minutes from the most recent phone conference.

**Item III. Issues of Interest**

- A. Summary Reporting System (SRS) Manual Revisions
  - 1. In May 2015, Court Services’ staff developed a priority scheme for the revision of the SRS Manual. A review of technical memorandums from 2002 to the present, questions from counties for clarification, and case-event definitions will be incorporated into the revised manual.
  - 2. Staff will complete revisions to the manual in phases and request assistance from clerk of court staff involved with SRS or SRS-related

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issues to provide recommendations or useful comments that will help aid in this process.

3. The anticipated completion date for the manual is December 2016.

**B. Judicial Data Management Services (JDMS)**

1. The JDMS project is currently in its second quarter of the development cycle.
2. During the first quarter, a Communications Management Plan was established and added to the FY2015-2017 Project Plan. As part of this communications plan, the project will produce a quarterly status report that details the features and capabilities of the project accomplished during the previous quarter and identify the features and capabilities planned for the next quarterly release cycle.
3. The first quarterly status report was provided to the members. It can also be found on the JDMS webpage: [www.flcourts.org/jdms](http://www.flcourts.org/jdms) (the creation of which is one of the features accomplished during the first quarter).

**C. Uniform Case Reporting (UCR) Project**

1. Staff advised that the proposal and accompanying data collection specification approved by this committee at its August 31, 2014 meeting were forwarded to the Commission on Trial Court Performance and Accountability (TCP&A).
2. On September 17, 2015, TCP&A amended the specification to include the implementation timeline (now written into the final proposal) and submitted the finalized recommendation to the supreme court.
3. The project documents, as approved by TCP&A, are now available on the JDMS webpage.
4. Additionally, Court Services' staff created the eXtensible Markup Language (XML) schemas needed for the first round of reporting and published these on the JDMS webpage as well.

**D. Judicial Workload Study**

1. The "time study" was conducted from September 28 through October 25 of all circuit and county judges, senior judges, magistrates, child support enforcement hearing officers and civil traffic infraction hearing officers participating throughout the state.
2. Staff reported that participation rates were very high, approximately 97%.
3. The NCSC will now begin the statistical analysis of the data.
4. The next steps of the Judicial Workload study were discussed. In December 2015, all judges will be asked to complete a Sufficiency of Time survey. In addition, site visits to eight judicial circuits will be conducted in early December by the NCSC team, Judge Alessandrini and staff from the Office of the State Courts Administrator (OSCA). The circuits are representative of small, medium, large and extra-large circuits and include the First, Fourth, Fifth, Eighth, Tenth, Fourteenth, Fifteenth, and Seventeenth Circuits. Chief judges, trial court

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administrators, administrative judges, and judges from every major court division will be interviewed.

- E. Foreclosure Dashboard Enhancements
  - 1. Funding has been allocated for enhancements to the Foreclosure Dashboard website. OSCA staff is contacting frequent users to ask for recommendations on improvements and features needed to increase the usability of the website.
  - 2. Members who have used the dashboard and have any recommendations or ideas were asked to provide them to committee staff by December 31, 2015.
- F. FCTC Data Exchange Workgroup
  - 1. Staff advised that Version 1.0 of the standard will be advanced to the Florida Courts Technology Commission (FCTC) at its November 19, 2015 meeting. The standard defines the basic components for data exchange between entities within the courts. This includes transfer of data from clerks of court to the circuit court Court Application Processing System (CAPS) viewers and from clerks and CAPS viewers to the state-level JDMS system.
  - 2. As directed by the CSWC, the UCR project data collection is designed consistent with the data exchange specification. This project will be the first real-world test of the specification.

#### **Item IV. Juvenile Dependency Workshop**

- A. Background
  - 1. An overview of the challenge in accurately tracking workload within juvenile dependency cases was presented. This is an issue discussed by the committee several times over the past several years.
  - 2. With the development of the Trial Court Data Model, Case-Event Definitional Framework, Judicial Data Management Services (JDMS) and the transactional reporting structure developed for the Uniform Case Reporting project, additional tools are now available to tackle the nuances of juvenile dependency tracking and reporting.
  - 3. A one-day workshop to consider the best ways to track and report workload in juvenile dependency cases was proposed. The workshop would consist of juvenile dependency judges, case managers and subject matter expert staff from the OSCA's Office of Court Improvement (OCI).
  - 4. Committee members encouraged this idea and suggested other divisions of court may also benefit from an in-depth workshop on techniques to measure the unique workload in those divisions.
- B. Members voted unanimously to convene a Juvenile Dependency Workshop to be held in the remaining months of the FY2014-2016 committee term.
- C. Members voted unanimously to adopt the charge as worded in the meeting materials for the Juvenile Dependency Workshop.

## **Item V. Court Application Processing System (CAPS) Standards**

### **A. Background**

1. The bi-annual revisions to Court Application Processing System (CAPS) standards will occur in 2016. Staff informed that the committee has the opportunity to suggest additions to the CAPS standard at this time.
2. Florida Court Technology Commission (FCTC) staff suggests the CSWC prepare a letter to Judge Munyon, FCTC Chair, by mid-February 2016 with its recommendations.
3. Staff provided a list of capabilities previously mentioned by members as a starting point for discussion.

### **B. Discussion**

1. Members brought up the concern that since some circuits don't yet have judicial viewers at all, adding additional requirements will make it that much harder to get viewers in compliance and therefore deployed in these circuits.
2. Members directed staff to gather additional information from FCTC staff and OSCA's Resource Planning Unit regarding the impact of the committee's potential recommendations.
3. Members were asked to submit additional capabilities to staff by January 08, 2016.
4. A list of all recommendations will be presented for final approval and prioritization at the January/February 2016 meeting.

## **Item VI. Next Meeting**

- A. A January or February 2016 phone conference was discussed. Staff will email members regarding their availability.
- B. The subsequent meeting is expected to be an in-person meeting in April or May of 2016. This will be the last meeting of the FY2014-2016 committee term.

**1:28 pm Meeting Adjourned**