

**Meeting Minutes of the 182nd
Judicial Information Systems Council (JIFFY)
Judicial Information Division (JID)
Thursday, April 15, 2010
9:37-11:46 a.m.**

Voting Members present:

Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Judge Camille Martinez-Olguin
Judge Clay Campbell
Judge Duane Castleberry
Judge Alan Kirk
Juanita Duran
Jan Perry (*via video*)
Robert Mead
Brian Gilmore
Dennis Jontz

Voting Members absent:

Judge Michael Bustamante, Chair
Helen Miller

JID Staff present:

Tom Edwards
Andre O'Brien
Jane Davenport
Grace Catanach

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 9:37 a.m. and established a quorum.

I. Approval of Agenda. Judge Mitchell advised that Judge Michael Bustamante would not attend today's meeting due to a prior engagement and asked that she apologize to JIFFY on his behalf.

Grace Catanach asked that the Fourth Judicial District Court's (Fourth) equipment request be added to the agenda under *V. Purchase Requests*.

Steve Prisoc asked that the Tenth Judicial District Court's (Tenth) equipment request be added to the agenda under *V. Purchase Requests*.

Non-Voting Members present:

Justice Petra Jimenez Maes
Arthur Pepin
Steve Prisoc
Pauline Toevs

Guests present:

Oscar Arevalo (*AOC-Fiscal*)
Theresa Delgado (*4th DC*)
Phil Hedrick (*BCMC*)(*via video*)
Jeanette Rael (*8th DC*)
Sara Welsh (*NMFOG*)
Tom Cole (*ABQ Journal*)

Mr. Prisoc requested that the *CIO Report* be moved to after *Purchase Requests* to accommodate the guests that would present their purchase requests to JIFFY today.

There was consensus to accept the proposed changes to the agenda.

II. Budget and Revenue

JID Revenue Pipeline Report.

Fiscal Year 2010 Projection Report.

Oscar Arevalo reported the following:

- He referred to the document entitled *JID's Revenue Pipeline-FY10*, which was attached to the JIFFY agenda. The latest estimate for the SCAF Fund is approximately \$4.1 million.
- He then referred to the document entitled *Case Management Revenue Pipeline-FY10*, which was attached to the JIFFY agenda. The latest estimate for the case management system is approximately \$820,000.
- Red light camera revenue from the Las Cruces Magistrate Court.
- The Administrative Office of the Courts (AOC) Management Team met to discuss distributions in Fiscal Year 2011.
- Reduction in the General Fund budget.
- Budget Adjustment Request (BAR) for \$450,000 of SCAF funds to move from other categories to cover payroll that is not covered by the General Fund. The SCAF Fund received an allocation going into next year, which will bring the SCAF Fund budget to \$4.3 million.
- The Judiciary received additional BAR language for Fiscal Year 2011 that could increase the SCAF Fund budget by another \$400,000-500,000 if we get into a bind and need to tap into the fund balance earlier than anticipated.

There was discussion on the following points:

- The red light camera revenue is tracked separately. A meeting is scheduled with Mr. Arevalo, Mr. Prisoc, Arthur Pepin and Tom Edwards to discuss SCAF Fund long-term projections and recurring costs that they will bring to JIFFY in July or August to consider.
- Observation that the Judiciary is in good shape compared to executive branch agencies and their information technology projects. Appreciation was voiced to the Supreme Court, the magistrate courts and JIFFY members for their assistance with legislation that passed that secured what was necessary to continue with the Odyssey rollout and other projects.
- The Video Arraignment Program is extremely challenged at this time. There is hope to add two positions this year to help manage the program. The Video Arraignment Program provides cost-savings to the courts because Judiciary staff is able to attend meetings via video conference rather than travel. Appreciation was voiced to Mr. Arevalo for managing the budget well.
- Mr. Prisoc pointed out that JID Staff cannot take on new projects. JID Staff is

completely booked. Mr. Prisoc recognized the JID Applications Team for the extraordinary job they are performing in the field.

- Building reserves.
- The Bernalillo County Metropolitan Court (BCMC) was recognized for working to reduce the cost impact of their Odyssey implementation.

Action Item: Mr. Prisoc offered to arrange a meeting with Mr. Pepin, Mr. Arevalo and the Motor Vehicle Department's new leadership to discuss bookkeeping concerns.

III. JIFFY Sub-Committee Activities

Judges User Group. Judge Mitchell reported the following:

- The Judges User Group (JUG) met this morning.
- JUG discussed several issues.
- JUG discussed an accounting of a statistical/filing issue relative to juvenile probation violations in the Second Judicial District Court (Second).
- JUG will review the Odyssey aging clock next month—this is the part of the system that tells how long to disposition.
- JUG has a full membership.
- JUG briefly discussed a deferment issue in the Tenth Judicial District Court (Tenth). This issue will be addressed by the District Court Forms Committee.
- JUG will meet again on May 20th.

Record E-Mail Subcommittee. Judge Clay Campbell reported that the E-Mail Subcommittee had not met.

Action Item: Judge Campbell will arrange a meeting of the E-Mail Subcommittee.

Public Access Subcommittee. Judge Mitchell reported the following:

- The Public Access Subcommittee (PAS) had a work group meeting on Tuesday to address the action items that JIFFY delegated to PAS in February.
- She apologized for the late notice of Tuesday's meeting.
- PAS had not met for some time because they completed their document and submitted it to JIFFY.
- PAS will meet again on May 18th to finalize the items that JIFFY specifically asked of the PAS.

Robert Mead moved to table JIFFY's discussion of the PAS document until the PAS has had time to finish. Dennis Jontz seconded. Judge Mitchell noted that she is not sure if the PAS meeting in May will result in changes to the PAS document, and because the next PAS meeting is two days prior to the May JIFFY meeting, she is not sure if there will be enough time for the PAS to complete their work in order for JIFFY to vote on the two remaining PAS issues. **No further discussion. No opposition noted. Motion carried.**

Action Item: Per Judge Richard Knowles, JID Staff to arrange for him to attend the May JIFFY meeting via teleconference as he will be out of town.

Odyssey Steering Committee. Judge Mitchell reported the following:

- The Odyssey Steering Committee (OSC) met yesterday.
- The District Court Forms Committee will meet for the first time tomorrow.
- She referred to the packet labeled *Bernalillo County Metropolitan Court*. The BCMC project charter was presented to OSC yesterday and OSC recommended approval.

Mr. Edwards spoke of challenges the project team has experienced with balancing funds and moving forth with the project. He referred to the documents entitled *Bernalillo County Metropolitan Court Budget Proposal* and *Schedule 1 Investment Summary*, which were included in the *Bernalillo County Metropolitan Court* packet. Tyler Technologies (Tyler) offered to include in the BCMC contract a payment plan that would meet the funding constraints the Judiciary has with revenue projections. The payment plan is based on the assumption that the \$820,000 a year that Mr. Arevalo spoke of earlier today in the civil filing fees is relatively constant for the next three years. With respect to the BCMC project charter, the project team is aiming to provide the same functionality that currently exists in the automated systems at the BCMC.

Judge Knowles moved approval of the BCMC Project Charter. Brian Gilmore seconded.

There was discussion on the following points: the BCMC is different than any other court; custom business rules could reduce the overall cost of the BCMC enhancements, but the trade-off will be that the BCMC will need to dedicate resources for development; BCMC's assumption that all cases will be converted, including destroyed cases; BCMC has been imaging destroyed cases; OSC and JIFFY made a determination that cases that were destroyed in the magistrate courts would not be converted to Odyssey; plan to save data into a file structure that can be accessed after the current case management system is decommissioned; once the BCMC begins their conversion, they may determine that old data cannot be converted; the BCMC's contract is written as a not to exceed \$2.336 million contract; the initial BCMC project guesstimate was between \$1.7 to \$2.3 million; and the BCMC reduced the fit analysis figure and will work to further reduce the costs. **No further discussion. No opposition noted. Motion carried.**

Mr. Edwards continued his presentation, as follows:

- He referred to the document entitled *Bernalillo County Metropolitan Court Budget Proposal*, which was included in the *Bernalillo County Metropolitan Court* packet. This document reflected the budget, schedule and payment plan that Tyler suggested. The project will begin when the contract is executed until December 31, 2012. The two blank quarters in the column labeled *Payments* indicate that we would not be able to afford payments in those particular quarters.
- He referred to the second spreadsheet labeled *Schedule 1, Investment Summary*, which was included in the *Bernalillo County Metropolitan Court* packet. This document was

- provided by Tyler which levels out the payments.
- The document entitled *Bernalillo County Metropolitan Court, Project Charter and Proposed Budget Summary* is a summary of the project charter, budget, scope and enhancements that have been reduced from Tyler's original fit assessment as a result of the custom business rules that the BCMC feels they will be able to implement themselves and not have to pay Tyler for.
- The BCMC will continue to focus on trying to reduce the costs further either by the court accepting changes in business processes or the BCMC's information technology staff being able to do more custom business rules and not have to pay Tyler for those.
- The implementation of civil cases by June 30, 2011.
- The supervision module to be implemented early in the project to provide the BCMC staff the opportunity to learn the program.
- The implementation of criminal cases is targeted for December 31, 2012. This date was moved out to accommodate the learning curve that the BCMC staff will need for the custom business rules/enhancements.
- JID Staff will participate in the custom business rules training.
- Mr. Edwards asked for approval of the budget and concept, so the project team can continue to move forward on the contract. They hope to have the contract executed by the end of this month.

Judge Knowles moved approval of the budget proposal for funding the BCMC contract. Judge Alan Kirk seconded. No further discussion. No opposition noted. Motion carried.

Jane Davenport reported a successful Odyssey implementation at the Farmington Magistrate Court.

Judge Mitchell went on to report that OSC discussed the Alabama electronic citations pilot. Mr. Prisoc added that he spoke to the Alabama electronic citations project manager this morning and the pilot is delayed for two weeks to allow for shipment of equipment. At this time, the system will deliver paper citations.

Mr. Prisoc advised that JID Staff are currently testing remote document storage at the Santa Fe Magistrate Court.

IV&V Report. Judge Mitchell advised that Dr. Julie Carroll's report for this month is delayed and will be provided to JIFFY members via email once received.

Action Item: Mr. Edwards to email Dr. Carroll's April report to JIFFY members once received.

Jury Subcommittee. Jan Perry reported that the Jury Subcommittee (JS) has had several meetings and one meeting with the ACS representatives. JS sent out a survey to all of the jury

clerks in the district and magistrate courts. As a result of the survey responses, JS developed a training session that is scheduled for May 13th from 10:00 a.m. to 3:00 p.m. at JID.

IV. Purchase Requests

Request for Video Equipment from the Eighth Judicial District. Jeanette Rael presented on behalf of the Eighth Judicial District Court (Eighth), and spoke of the following:

- The Taos District Court asked that they be placed on the video arraignment waiting list until funds become available for them to implement a video system.
- The Taos District Court does not currently have a video system in place.
- She recently met with Pauline Toevs and Leo Gonzales.
- The Taos District Court's new complex should be completed by March of 2011.
- Ms. Toevs met with the construction staff at the new Taos facility and they have installed the necessary video wiring.
- Ms. Rael asked for JIFFY's assistance to fund part of this expenditure.

There was discussion on costs and funding.

Judge Knowles moved approval for the Taos District Court to expend up to \$100,000 for a video system. There was discussion about the Colfax facility also being wired for video arraignment. **Judge Campbell seconded.** A question was raised about whether the Taos District Court would fund this expenditure. **Judge Knowles clarified that his motion was for approval for the Taos District Court to fund this expenditure when they have the funds available.** Ms. Toevs distributed and explained the document entitled *Video Installation Requests-Order of Requests, April 2008; updated February 2009; updated 4/2010*—this document represented the video system waiting list. There was discussion about concerns relative to the Video Arraignment Team already being at capacity and about getting more staff for that team. **No further discussion. No opposition noted. Motion carried.**

Request for the FTR Equipment from the Ninth Judicial District Court. Mr. Prisoc presented on behalf of the Ninth Judicial District Court (Ninth). He spoke of the following points:

- The Ninth would like to purchase FTR Reporter Deck II units to replace the FTR Reporter Deck I units that are aging and failing. They wish to purchase these devices while they are available.
- He is working with the FTR corporation representatives to secure support for these devices and hopes they will support the devices for five years after the sale.
- The magistrate courts purchased fifteen devices.
- JID Staff are committed to supporting these devices.
- He is not concerned about getting five years of service from these devices.
- Six month period when the Reporter Decks are not available.
- He suggested a spending ceiling of \$20,000 for this expenditure.

Judge Knowles moved approval for the Ninth to purchase FTR Reporter Deck II devices up to \$20,000. Judge Kirk seconded. No further discussion. No opposition noted. Motion carried.

Requests from the Fourth Judicial District Court. Theresa Delgado of the Fourth spoke of the following points:

- She thanked Mr. Prisoc and Ms. Catanach for getting their request on the agenda at the last minute.
- First request: The Fourth met with their vendor and determined that the Fourth needed a server to support the equipment that JIFFY approved for them to purchase last month. She referred to the document entitled *Fenix Global Technology, Digital Signage Control Center, March 31, 2009*, which was included in the JIFFY supplemental meeting packet. The total cost for this request is \$6,032.60.
- Second request: She referred to the document entitled *Fenix Global Technology, Digital Signage Kiosk, March 12, 2009*, which was included in the JIFFY supplemental meeting packet. This purchase would support a kiosk for the public to access case information from the outside *Case Lookup* application as well as to access the court calendar. Odyssey is not yet on the public access system. The total cost for this request is \$11,643.75.

There was discussion on the following points:

- Concerns with displaying domestic violence cases. Ms. Delgado assured that the information displayed on the public kiosk would be information that is available on the public *Case Lookup*.
- Concerns with the display of domestic violence cases on the court calendar.
- The public kiosk would only access court information.

Judge Knowles moved approval of the Fourth's requests to purchase a server and a public kiosk. Mr. Mead seconded. There was discussion relative to concerns about the vendor creating its own database on case information to display on the public kiosk—Ms. Delgado noted that data would be pulled directly from the public *Case Lookup* application; clarification that the Fourth would fund these expenditures; and the BCMC's in-house kiosk. **No further discussion. No opposition noted. Motion carried.**

Action Item: Per Justice Petra Jimenez Maes, Ms. Delgado will ensure that domestic violence hearings do not appear on the court calendar that is displayed on the public kiosk.

Request from the Tenth Judicial District Court. Mr. Prisoc presented on behalf of the Tenth. He spoke of the following points:

- The Tenth is requesting to purchase computers to replace the current outdated computers located at the Tukumcari District Court.
- This purchase will help JID when Odyssey is implemented at the Tenth.

- The Tenth would like Windows 7 installed on the new computers.
- He asked for a spending ceiling of up to \$7,000.
- The Tenth will fund this expenditure.

There was a lengthy discussion relative to concerns about Windows 7 not yet being certified by Tyler.

Judge Knowles moved approval of the Tenth's request to purchase computers with whatever operating system is appropriate. There were concerns raised about deploying Windows 7; concerns with JIFFY becoming involved in the operational details that are managed by JID; and a suggestion to approve the Tenth's request to purchase computers but break off approval for the operating system because at this time we are not sure what Odyssey will support. **Motion failed for a lack of a second.**

Judge Knowles moved approval of the Tenth's request to purchase new computers up to \$7,000. Judge Camille Martinez-Olguin seconded. No further discussion. No opposition noted. Motion carried.

Action Item: Per Judge Mitchell, Mr. Prisoc will convey to the Tenth the concerns raised with their operating system request.

Action Item: Mr. Prisoc offered to contact court administrations to remind them to bring their information technology requests to JIFFY as the Judiciary is nearing the Department of Finance and Administration's purchase cutoff date.

V. CIO Report. Mr. Prisoc spoke of the following points:

- JID Staff implemented a new wireless infrastructure at the Supreme Court Law Library. JID Staff are working on a wireless infrastructure for patrons to access the Internet without going through JID.
- The purchase and installation of the Second's new desktops/software in early 2011.
- Software purchasing strategy: MS Office 2010 is scheduled to be released in July of 2010. Once Odyssey certifies MS Office 2010, Mr. Prisoc would like to bypass the purchase and installation of MS Office 2007 to reduce software costs.
- Once Windows 7 is certified by Tyler, he would like to make it the standard operating system for Judicial computers.
- XP is no longer supported.
- Suggestion to discontinue purchases of new WordPerfect products, but JID Staff will continue to support WordPerfect as long as needed.
- JID Staff are preparing a malware site on the inside Judiciary website. He will send an email to the *Justice* email distribution list when the site is completed to encourage Judiciary staff to visit the site to learn of potential security risks. He hopes that JID Staff will be afforded the opportunity to discuss security threats at all upcoming judicial

conferences.

- A mini security scan is scheduled this weekend to ensure that all of the Judiciary's defenses are in place.
- The electronic filing pilot is progressing well at the Thirteenth Judicial District Court (Thirteenth). At this point, electronic filing is offered free of charge. After a successful pilot, they will seek to make electronic filing mandatory.
- Electronic workspace application that is currently being tested by Justice Maes. This application allows the Supreme Court justices to electronically distribute their draft opinions amongst each other, rather than distributing hard copies. Justice Maes is very pleased with the application.
- The need for the electronic citations project to be a multi-agency process.
- He referred to the editorial entitled *Make Court Records Accurate and Accessible*, Albuquerque Journal, April 12, 2010, which was included in the *JID CIO Report* packet. He explained the recent situation wherein the public *Case Lookup* dropped all magistrate court cases due to an extra space in the development code. He referred to the *JID CIO Report* packet to the document labeled *Case Lookup*, which reflected the extra space in the code that caused the problem. Sheriff Greg Solano was quoted in the article. Mr. Prisoc contacted Sheriff Solano's assistant to apologize for the inconvenience and suggested that they use the Consolidated Query application rather than *Case Lookup* as the Consolidated Query application provides more information, such as probation, parole and corrections information, and possibly a mugshot. *Case Lookup* is not a criminal history repository. In fact, the Department of Public Safety (DPS) is the official agency for criminal history information, and the public can request information from the DPS for a nominal fee.
- He referred to the document labeled *eco-font*, which was included in the *JID CIO Report* packet. He instructed the JID Client Team to switch the Judiciary's standard font to Century Gothic to reduce costs associated with printer toner.
- He referred to the document labeled *Judicial Branch Policies and Procedures*, which was included in the *JID CIO Report* packet. This document reflected proposed flash screen language that JID Staff would like to install on all Judicial computers.
- He explained the document entitled *New Mexico Judiciary Court Performance Measures*, which was included in the *JID CIO Report* packet.
- He referred to the document entitled *Fifth Annual Statistical Report on DWI Court Dispositions in New Mexico*, which was included in the *JID CIO Report* packet. The changes that JIFFY requested in February were incorporated. Once JIFFY approves the report, it will be published on the Judiciary web site.

There was discussion on the following points:

- Mr. Mead thanked JID Staff, especially Andre O'Brien, for their work on the Supreme Court Law Library's wireless infrastructure.
- The Second's current computers are five years old.
- Justice Maes thanked JID Staff for their work on the electronic workspace application that allows the justices to electronically pass their draft opinions amongst each other.

- Justice Maes was acknowledged for her support of information technology in the courts.
- Offering the electronic workspace application to the Court of Appeals judges at some point.
- The Consolidated Query obtains information from the inside *Case Lookup* application.
- The Consolidated Query does not pick up the Federal Bureau of Investigations information.
- Concerns with the Century Gothic font as the Supreme Court uses Times New Roman.
- The proposed flash screen language would be installed on internal computers, not on public access computers.
- Privacy interest issue that the federal supreme court is considering.
- Support voiced for the flash screen language to be installed on internal Judicial computers.
- Concerns that the magistrate courts are not represented on the New Mexico District and Metropolitan Court Performance Measures Committee.
- Concerns that the BCMC's data is not included in the *New Mexico Judiciary Court Performance Measures* report.
- Dismay voiced with the DWI conditional discharge numbers for the Rio Arriba and Santa Fe District Courts.
- Appreciation to JID Staff for verifying the data on the DWI report.

Action Item: Mr. Prisoc offered to send an email to the "Justice" email distribution list to inform Judiciary employees when the malware site is available for them to access to learn of potential security risks.

Action Item: Per Judge Mitchell, Mr. Prisoc will arrange a meeting of the E-Filing Subcommittee before the May JIFFY meeting, so they can discuss recommendations for JIFFY to consider and forward to the Supreme Court.

Action Item: Mr. Prisoc offered to investigate if other courts require a standard font.

Action Item: Per Mr. Prisoc, JIFFY members to review and consider the proposed flash screen language and provide him with feedback by the next JIFFY meeting.

Action Item: Per Mr. Pepin, Mr. Prisoc to include magistrate court representatives on the New Mexico District and Metropolitan Court Performance Measures Committee.

Action Item: Per Justice Maes, Mr. Prisoc and Mr. Gilmore to work on a protocol for the BCMC's data to be included in the New Mexico Judiciary Court Performance Measures report.

Judge Knowles moved approval to publish the *Fifth Annual Statistical Report on DWI Court Dispositions in New Mexico*. Mr. Mead seconded. No further discussion. No opposition noted. Motion carried.

VI. Review and Approval

Discussion on the Public Access Subcommittee Document. Judge Mitchell advised that this item was addressed in earlier discussions.

VII. The next meeting will be held on Thursday, May 20, 2010 at 9:30 a.m. at JID.

VII. Adjourn. Judge Mitchell adjourned today's meeting at 11:46 a.m.

IX. Additional Attachments

Project Status Reports. There was not discussion relative to the *Project Status Reports*, which were attached to the JIFFY agenda.

**Final Minutes Approved by Judge Bustamante and
Judge Mitchell on May 6, 2010.**