

Judicial Information System Council Meeting (JIFFY)
Meeting Minutes
Judicial Information Division (JID)
Thursday, July 19, 2012
9:34-10:48AM

Voting Members present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Judge Stan Whitaker
Judge Alan Kirk
Judge Duane Castleberry
Judge Camille Martinez-Olguin (Video)
Greg Ireland (Video)
Jason Jones
Dennis Jontz
Tobie Fouratt
Robert Mead

Guests present:

Oscar Arevalo (AOC-Fiscal)
Lydia Romero (AOC-Fiscal)
Judge Sharon Walton (BCMC)
Deb Williamson (BCMC)
Deborah Dungan (Supreme Court)
Dave Torres (1st DC)
Kyle Warner (Tyler Technologies)
Orlando Ulibarri (9th DC) (Video)
Jamie Goldberg (13th DC)
William Hopkinson (BCMC)
Nick Behrmann (Carroll & Associates)
Frank DiMaggio (2nd DC) (Video)

Voting Members absent:

Judge Judith Nakamura

JID Staff present:

Pat Mente
Marlin Mackey
Grace Catanach
Carlos Cordova
Trixi Bubemyre

Non-Voting Members present:

Chief Justice Petra Jimenez-Maes
Artie Pepin
Steve Prisoc
Renee Cascio

I. Approval of Agenda: Judge Michael Bustamante called the meeting to order at 9:34AM and established a Quorum. The agenda was accepted as presented.

II. Budget and Revenue

JID Revenue Pipeline. Oscar Arevalo gave his Projection Report for Fiscal Year 2012.

- JID's Revenue Pipeline for FY 12 was presented and Oscar reported that they were working on year end and that the expenditures look like they are going to come in at about \$4.2 million. There will be some fund balance carryover.
- Oscar reported that the cash flow projection will be reported month by month. Looking at the trends of the revenues, they appear to be on a decline. Fiscal will keep a watchful eye on collections.
- Oscar estimated that total resources left as of June 30, 2012 will be approximately \$1 million, with \$400,000-\$450,000 remaining in SCAF.

- Oscar noted that FY13 is on a 50% budget rule; therefore cash is the issue, not budget capacity.

Action Item: Oscar will present a month by month tally of estimated expenditures, revenues and monitor collections for the coming year. The entire year will be broken down and he will bring options to the next meeting for ways to stay within the budget.

III. JIFFY Subcommittee Activities

Odyssey Judges User Group – Judge Karen Mitchell reported:

- OJUG met this morning on the issue of retaining original documents. The committee adopted Position 2 which stated: most original documents should not be retained unless required by statute, rule or valid evidentiary or due process reason. The committee went through the list and identified those documents that they believe fall under one of those categories. They include wills, promissory notes, and other negotiable instruments. Arrest warrants, search warrants and affidavits and returns will be researched and revisited in 90 days once the new rule concerning courts of limited jurisdiction is in place and OJUG is able to ascertain how the new rule will work. Petitions to convene grand juries will be revisited in 30 days and the committee will get more information from districts that specifically deal with grand juries.
- The categories that do not need to be retained in original format are: trust documents, exhibits that are original documents, records of administrative appeals, records of lower court appeals, MVD citations, and abstracts retained by MVD, foreign judgments and child custody termination issues, issued by another court or another state. Those documents may initially be retained through the evidentiary path but would ultimately be scanned and returned.

Judge Mitchell moved to approve Position #2 on the issue of retaining original documents. Judge Whitaker seconded. No further discussion. No opposition noted. Motion carried.

- Judge Mitchell noted that next month they will readdress the Grand Jury and will be reviewing dismissal codes.

IV. Odyssey Steering Committee. Judge Mitchell reported the following:

- The Odyssey Steering Committee (OSC) met yesterday and the committee reviewed the Master Schedule and the four major initiatives that JID is involved in, which includes: the rollout of the final six district courts that will be completed by the end of 2012, the testing and implementation of Version 12 of ODY, the E-Filing project & the Metro court project.
- Judge Mitchell pointed out that all of the aforementioned projects are a major drain on JID resources but that they are all top priorities at this time.

- Judge Mitchell reported that Steve informed the committee that the E-Citation project hit a wall which was subsequently resolved. DOT servers were hacked; resulting in security issues and they were shut down. Steve and Artie have negotiated with DOT to bring the servers to JID, and JID will be receiving funds from DOT for those servers and possibly some grant money in order to maintain them.
- Steve pointed out that some of the State Charge Codes still needed to be refined. These would include contempt, conspiracy and generic or initial charges, such as DWI. For charges such as DWI, there is the necessity for a generic type placeholder; however it should not be allowed as the final judgment charge. This is being looked at from a business practice perspective.
- The Hot Site is up and running, serving the 2nd District and Metro courts. In order to expand the Hot Site to cover the entire state, JID will need additional space to house it and JID is looking into other sites. There is funding available for this project.
- Bill Hopkinson is the new IT project manager for the Metro Court project and Linda Lowe is the new manager for Tyler Technologies, heading up the Metro project and is doing the Scope review. OSC will be receiving a report on the Scope focus in the next 30-60 days in order to get an idea of time frames.
- Marlin presented his report on E-Filing. He reported on projected amounts and monies to support the service contracts. The revenue should go up as more courts begin to use the program. The rejection rate at this time is 4% with the goal being 3% and that looks to be a realistic goal.
- JID, 2nd District Court and AOC have identified six items on the Parking Lot list as the top priorities after the four initiatives are in place.
- Nick Behrmann will be taking over for Dr. Carroll who passed away on July 14, 2012.
- Robert Mead inquired as to the reason for needing another site to house the Hot Site servers. Steve explained that the space being used at present was donated by Metro court and is only large enough to house the Hot Site to cover Metro court and the 2nd District. Steve is checking into a private location to house the other computers for the Hot Site, as JID expands its capacity to accommodate the entire state. JID received monies from the Computer Enhancement fund in order to implement this project.
- Renee reported that every magistrate court in the state is online with Odyssey.
- Judge Mitchell took part in the entire ODY training and was extremely impressed with the JID staff and how the training was presented.

V. CIO Report Mr. Prisoc reported the following:

- Steve presented a handout titled “Possible Information Technology Expansion Initiatives for the Administrative Office of the Courts”. This handout was discussed at the AOC management meeting last week and it was decided to preserve the items that were not crossed out. The categories included: Odyssey Data Standards, RCS, SHARE Reporting, Water System Development and nmcourts.gov Web Page Overhaul. He emphasized the need to update the nmcourts.gov web page and that the RCS system needs to be rewritten.

- Steve presented the FY14 One Page Business Cases. The submission of these Business Cases were approved at the last JIFFY meeting. This is the final product. The amounts were adjusted very slightly. He pointed out that this is the year they are most needed.

VI. Purchase Requests

- Greg Ireland requested permission to go to the Legislature to ask for 384 new monitors, a storage server and a wireless laser link, as they are moving across the street. Judge Mitchell clarified the request for the monitors and the storage servers to mean that Greg was asking to have those put in their budget and included in the unified budget for FY 2014.

Judge Whitaker moved approval of the 2nd District's request to go to include their purchase requests in the unified budget. Judge Knowles seconded. Judge Mitchell asked if there were any security issues related to having the wireless link between the two buildings. Steve responded that this was a point to point communication and not a wireless link and that security would not be an issue. Judge Mitchell inquired as to the need for a new storage server. Frank DiMaggio explained that the server in place at this time was at the end of life and will no longer support storage of the scanned documents outside of ODY. Steve supported this request and noted that this is a necessity in order to preserve those documents. **No opposition noted. Motion carried.**

Action Item: Per Oscar's recommendation, Greg Ireland will wait until the hearings in August and present this request to JIFFY next month.

VII. Discussion of JID Budget

- Judge Bustamante requested some clarification from Oscar concerning the SCAF fund and general fund for this year. Oscar responded that the driving force will be the revenue generated and how much JID will be able to cut expenditures this year. Oscar noted that the budget needs to be cut significantly.
- Oscar discussed renegotiating future costs such as rent and vendor expenditures to compensate for possible future revenue declines.
- Mr. Pepin reported that he planned to approach the Budget Committee on Aug 8th with a request for an additional \$900,000 for FY13, due to the loss of fee revenue.
- Chief Justice Maes stated that there needs to be a change in how the Judiciary is funded; especially JID and that we can no longer rely on fees to fund our automation.
- Judge Mitchell inquired as to the cost of Case Lookup and what would be the savings if it was no longer available to the general public. Steve responded that he did not know how much Case Lookup was impacting the budget.

Action Item: Judge Knowles requested that JID do a cost analysis of what the savings would be, if Case Lookup were to be discontinued for public use.

- Judge Knowles discussed raising fees to support JID. Judge Knowles suggested that the courts look at the standardization of the granting of free process to litigants. Some landlords in Metro Court cases were attempting to get Free Process in their suits to evict tenants and Judge Knowles stated that there should be an impartial agent to handle requests pursuant to guidelines in order to guarantee that the fees we now have in place are being correctly charged to the public. Chief Justice Maes indicated that she was not in favor of raising fees to offset declining revenues. Chief Justice Maes stated that the Legislature would benefit from being made aware of the cost savings with regards to disabling Case Lookup. Jamie Goldberg remarked that if Case Lookup was closed to the public, it would cause an increase in people going to the courts and calling for assistance concerning that type of information.

VIII. Future Meetings The next JIFFY meeting will be held at JID on Thursday, August 16, 2012. The September meeting will be held at Metro Court on Thursday, September 13, 2012 due to Odyssey training at JID.

VIII. Adjourn Judge Bustamante adjourned the meeting at 10:48AM.