

**Meeting Minutes of the 176th
Judicial Information Systems Council (“JIFFY”)
Judicial Information Division (“JID”)
Thursday, August 20, 2009
9:33 - 11:28 a.m.**

Voting Members present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Judge Clay Campbell
Judge Camille Martinez-Olguin
Judge Robert Corn
Judge Alan Kirk
Jan Perry (*via video*)
Juanita Duran
Brian Gilmore
Helen Miller
Robert Mead

Non-Voting Members present:

Justice Petra Jimenez Maes
Arthur Pepin
Steve Prisoc
Pauline Toevs

Guests present:

Oscar Arevalo (*AOC-Fiscal*)
Deborah Gutierrez-Torres (*2nd District*)(*via video*)
Phil Hedrick (*BCMC*)(*via video*)
Karen Janes (*AOC*)
Monica Chavez (*1st District*)
Greg Ireland (*13th District*)
Dr. Julie Carroll (*Burger, Carroll & Assoc.*)

Voting Members absent:

Dennis Jontz

JID Staff present:

Andre O’Brien
Tom Edwards
Jerry Wise
Trixi Bubemyre
Grace Catanach

Minutes taken by: LaurieAnn Trujillo

Judge Michael Bustamante called the meeting to order at 9:33 a.m. and established a quorum.

I. Approval of Agenda. The agenda was accepted as presented.

II. Budget and Revenue

JID Revenue Pipeline Report. Oscar Arevalo referred to the *JID Revenue Pipeline-FY10 Report*, which was included in the JIFFY supplemental meeting packet. He spoke of the following points:

- The revenue is overstated by approximately \$70,000.00 due to the Department of Finance and Administration’s (“DFA”) closing instructions to record all deposits by a certain date in June. The courts were efficient and timely with their deposits and they did exactly what

DFA requested. However, historically his staff did not plug in the May collections until June, June collections until July, and so forth. His staff will make the adjustments for next month's report.

- Waiting to hear back from the DFA in terms of when revenue is available for use.
- The Judiciary is not yet seeing an increase in collections for the additional \$10.00 civil fee.
- JID's revenue in July 2008 was \$352,000.00. JID is currently within that ballpark.
- Discussion with Tom Edwards regarding Odyssey revenue matters. He will work with Mr. Edwards to obtain timely reports from JID to ensure his staff reconciles and segregates the additional \$10.00. He will provide JIFFY with an additional report that will reflect the impact of the additional \$10.00 that the Judiciary will isolate for Odyssey.
- When the red light camera revenue is generated, his staff will prepare another report for JIFFY.
- His staff is working on year-end closing.
- Consensus revenue estimates. The bottom-line number for Fiscal Year 2010 is a decline of \$433,000,000.00, which means the budget is down to \$5,052,000.00 from \$5,586,000.00. From a percentage standpoint it is about 7.8%. Chief Justice Chavez will meet with the leadership executives in the legislature to try to convince them to cut the Judiciary as little as possible. AOC Staff has been looking at balances, too. Mr. Arevalo will arrange a meeting with Mr. Edwards after the first quarter to ensure from a cash flow prospective that any reoccurring expenditures are covered.
- JID has already lost half of the appropriation for its building lease.
- Meeting scheduled with David Abbey next week to find out the target for the Judiciary.

There was discussion on the following points:

- EDMS funds
- Fiscal year 2009 shortage - appropriations exceeded the revenues by \$160,000,000.00
- Reserves
- Increase in the court automation fund should provide additional revenue for the case management project.

Action Item: Per Juanita Duran, Mr. Arevalo to prepare a breakdown of the EDMS funds so it is clear the funds allotted for the Second Judicial District Court ("Second") and the funds allotted for the Thirteenth Judicial District Court ("Thirteenth").

Fiscal Year 2009 Projection Report. There was no discussion relative to this agenda item.

III. JIFFY Sub-Committee Activities

Judges User Group. Judge Karen Mitchell reported that the Judges User Group ("JUG") did not meet this month. JUG may meet again in September depending upon the case management Q&A process.

Public Access Subcommittee. Judge Mitchell reported that the Public Access Subcommittee ("PAS") met Tuesday. PAS continues to work through the draft document. They

will meet again in September and hope to conduct an overall review of the draft document in October and present it to JIFFY in November. She recognized Robert Mead, Dana Cox and Steve Prisoc for their hard work in drafting the document.

Odyssey Steering Committee. Judge Mitchell reported the following:

- The Odyssey Steering Committee (“OSC”) met yesterday.
- OSC discussed an addition to the risk register relative to forms. She spoke of the challenges with forms.
- Karen Janes sits on a subcommittee that has former subject matter experts (“SMEs”) who are working with JID programmers to make the forms work.
- Process for working on forms was changed to make it easier for the JID programmers.
- The Judiciary did not experience as much problems with forms with the previous pilot courts because they are smaller and do not do a lot of batch processing.
- Tyler Technologies (“Tyler”) proposed two contracts—one for the statewide rollout and the other for the Bernalillo County Metropolitan Court (“BCMC”) rollout.
- OSC recommended that the Judiciary renew the IV&V contract through the pilot phase, the Second and the BCMC. Judge Mitchell referred to the handout entitled *CMS Revised Budget - New SCAF Funding*. The new funding category for FY2010 was increased to \$500,000.00 from \$300,000.00 to provide for the \$10.00 civil filing increase. The increased projection remains conservative. Mr. Edwards has found the IV&V beneficial to project management. The cost of the new IV&V contract is \$148,800.00.
- OSC will not meet in September to allow JID Staff to go through the Q&A process. The OSC executive committee will address any pressing matters that come up in the meantime.
- OSC will meet again in October and OSC will begin planning the rollout order. A Memorandum of Understanding (“MOU”) will be drafted between the AOC and the courts regarding the responsibilities of each.
- John Todd of Tyler emphasized that JID Staff are over-extended. Mr. Edwards added that \$60,000.00 had been paid in overtime thus far.
- Tools and processes to make conversion go more smoothly. Conversion will need to be streamlined.
- The handout entitled *Agreement for the Software License and Professional Services Agreement, Change Order*. OSC agreed to move hours from *project management* and *training* (780.25 hours) to *conversion*. OSC is also requesting to convert Tyler *travel* monies (\$30,000.00) into *conversion* as JID Staff are not relying on Tyler for training. This is the last time that OSC will be able to move hours around.
- The impact of furloughs on the rollout schedule.

There was discussion on the following points:

- Judge Robert Corn shared his thoughts of form usage at his court.
- The presumption that Odyssey would be more seamless with MS Word.
- Arthur Pepin and Mr. Prisoc met with Tyler about the forms’ problem.
- Concerns that a repeatable process needs to be in place soon.
- MOUs

- Concerns about burning out JID Staff
- Concerns with furloughs. Mr. Arevalo noted that the AOC is doing all they can to avoid furloughs for the entire Judiciary.
- Conversion environment needs to be set up for the Second so they can assist JID Staff.
- 80/20 concept for conversion.
- Mr. Pepin will meet regularly with the project management team.

Judge Mitchell moved approval of OSC's recommendation to approve the concept of two Tyler contracts. Judge Corn seconded. No further discussion. No opposition noted. Motion carried.

Judge Mitchell moved approval of OSC's recommendation to extend the IV&V contract for a three-year period. Judge Corn seconded. No further discussion. No opposition noted. Motion carried.

Judge Mitchell moved approval of OSC's recommendation of the change request relative to transferring hours from the *project management* and *training* buckets into the *conversion* bucket, and transferring the \$30,000.00 in Tyler travel to *conversion*. Judge Richard Knowles seconded. No further discussion. No opposition noted. Motion carried.

Action Item: Per Ms. Duran, JID Staff to arrange for a conversion environment to be set up for the Second. She further asked that JID Staff include the Second Staff in any information technology ("IT") changes that occur with the Odyssey project.

IV&V Report. Dr. Julie Carroll of Burger, Carroll & Associates reported the following:

- Forms - there was a process in place for forms, but the process missed a step and there may need to be another level review. JID Staff responded professionally to the forms' problems.
- The need to get knowledge transfer to JID Staff on operations and maintenance into the schedule as a specific task.
- There is progress between JID, Second and BCMC IT shops.

There was discussion on the following:

- Large courts being scheduled for implementation in the fourth quarter. List of assumptions that was presented to JIFFY by JID Staff in March.
- Page 12, the change management plan and the communication plan. This is a critical task to the three IT shops (JID, Second, BCMC).
- Concerns with the Second being one of the last courts to have Odyssey implemented.
- Hot site

E-Filing Subcommittee. Mr. Prisoc reported the following:

- The E-Filing Subcommittee ("EFS") did not meet this month.
- Suggestion that the EFS members be removed from active duty as they have met the mission of selecting a vendor for the Judiciary's pilot court activities.

There was discussion on the following:

- Judge Bustamante, Mr. Pepin and Mr. Prisoc have a pre-contract meeting scheduled with Wiznet on Tuesday.
- Joey Moya is working on a rule to govern e-filing in the pilot.
- Mr. Prisoc and Greg Ireland will meet with Lexis Nexis to review the Judiciary's processes. Lexis Nexis will be there for the Judiciary should the pilot not work with Wiznet.
- The Supreme Court approved the e-filing technical specifications.

IV. CIO Report. Mr. Prisoc reported the following:

- Dynamic Host Configuration Protocol ("DHCP") is turned on at the Supreme Court, AOC and the Court of Appeals in Santa Fe. In November, JID is planning to upgrade the Thirteenth.
- Altiris desktop management system has been installed throughout the Judiciary's system, except for a few traveling laptops.
- The AOC is getting new computers.
- Computers will be replaced as Odyssey is implemented. Not every Judiciary computer will be replaced. Some computers are being upgraded with a new operating system and additional internal memory.
- Upgraded Supreme Court Justices' computers and added more memory to their staff computers.
- Altiris captured 152 viruses.
- SPAM from 07/11/09-08/16/09: 2.5 million SPAM messages received on Judiciary computers.
- Postini blocked 36,000 virus-infected emails.
- Indication that other state agencies in Santa Fe are becoming more competitive with salary offers than the Judiciary has been. He will continue to monitor this and report back to JIFFY.
- Websense is not working well for blogs. JID Systems Team is currently investigating another open-source blocking function.

There was discussion on the following:

- JIFFY hosting a luncheon for JID Staff to commend them for all of their hard work.
- Use of social networking sites for magistrate court staff.
- Security concern with media that is being presented to the courts (CD-ROM, flash drives, attachments in emails, etc.).
- Blogs

Action Item: Per Mr. Prisoc, Judge Camille Martinez-Olguin and Andre O'Brien to meet to discuss DHCP at the Grants District Court.

Action Item: JIFFY members to give Grace Catanach \$20.00 each to fund the luncheon that JIFFY will host for JID Staff on September 17th.

Action Item: Per Judge Mitchell, Mr. Prisoc to work with her on an invitation to JID Staff relative to the luncheon.

Action Item: Per Mr. Prisoc, Ms. Janes to work with him to set up a skip trace function for social networking sites to be used by magistrate court staff.

Action Item: Per Judge Knowles, JID Staff to investigate the process for media that is being submitted to the courts (CD-ROM, flash drives, attachments in emails, etc.) and to determine if there are any security risks involved.

Action Item: Mr. Mead to advise Jerry Wise which blogs he needs access to.

V. Purchase Requests

Fourth Judicial District Court. Theresa Delgado distributed a document entitled *Santa Rosa Courthouse, Budgetary Estimate, Courtroom Audio/Video System* along with an estimate from Visual Innovations Company. She explained the following:

- The request is for the Santa Rosa Courthouse for a courtroom audio/video system for \$105,000.00. The Fourth Judicial District Court ("Fourth") requests \$125,000.00 to cover other expenses that are necessary.
- The Santa Rosa Courthouse was built in the 1950s so there are electrical problems.
- The system will be an Elmo system like that used in the Las Vegas District Courthouse.
- Tables for counsel.

Mr. Prisoc supports the request. He spoke of this request being a gray area request because it does not require connection to the Judiciary's systems. This request was presented to the Budget Committee but has not yet been approved. Mr. Prisoc encouraged courts to bring their requests to JIFFY before presenting them to the Budget Committee to provide for a smoother process.

There was discussion on the following points:

- Exhibit software
- The Fourth will fund this request from their own money.
- For The Record ("FTR")

Judge Knowles moved approval of the Fourth's request of \$125,000.00 to purchase an audio/video system for the Santa Rosa Courthouse. Mr. Mead seconded. No further discussion. No opposition noted. Motion carried.

VI. Review and Approval

Update on Second Judicial District Court's EDMS Project. Ms. Duran reported the following:

- A meeting was held concerning the CPD. The project manager is researching some questions.
- Mr. Edwards advised that all the questions had been answered, so Tyler would be conducting another presentation.
- The project is estimated at approximately \$100,000.00 and would fall within the EDMS funding allocation.
- The Second is anxious for the imaging project so it can work in conjunction with the new case management system.

Action Item: *Per Ms. Duran, Mr. Prisoc to ensure that authorization on the EDMS appropriation is in place by January.*

Discussion on JIFFY Representation at September 22-24, 2009, CTC Conference. Mr. Prisoc reported that he was asked by Tyler to serve on Tyler's panel for the Court Technology Conference ("CTC"); however, due to budget constraints, he will not attend this year's CTC. Mr. Edwards and Renee Cascio will replace him on the CTC panel. He recommended that JIFFY not send members this year to CTC due to the budget crisis.

There was discussion on the following:

- The Second will send Frank Dimaggio to the CTC.
- Judge Corn's interest in attending the CTC.

Action Item: *Per Judge Bustamante, Mr. Edwards and Ms. Cascio will attend this year's CTC.*

Discussion on Annual JID IT Plan. Mr. Prisoc referred to the document entitled *New Mexico Judicial Branch Information Technology Plan for Fiscal Year 2011*, which was included in the JIFFY supplemental meeting packet. It is a draft and needs to be submitted by September 1st. The table of re-authorizations will be added (Second's and Thirteenth's EDMS and the Odyssey project). There was discussion on how to submit funding requests.

Action Item: *Mr. Pepin, Mr. Prisoc and Mr. Arevalo will meet to discuss the IT Plan.*

Discussion on Record Retention Schedule. This item was deferred to next month's JIFFY meeting. Mr. Mead spoke briefly of the recent Public Records Commission meeting.

Discussion on E-Mail Storage. This item was deferred to next month's JIFFY meeting.

Action Item: *For cost-saving purposes, Mr. Pepin reminded everyone to do double-sided copies.*

VIII. The next meeting will be held on September 17, 2009 at 9:30 a.m.

IX. Adjourn. Judge Bustamante adjourned today's meeting at 11:28 a.m.

X. Additional Attachments

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

Final Minutes Approved by Judge Bustamante on September 1, 2009.