

**Meeting Minutes of the 32nd
Odyssey Steering Committee (OSC)
Judicial Information Division (JID)
Wednesday, April 20, 2011
2:05-3:25 p.m.**

Executive Subcommittee Members present:

Judge Karen Mitchell, Chair
Arthur Pepin
Steve Prisoc
Tom Edwards

Executive Subcommittee Members absent:

Justice Petra Jimenez Maes
Judge Michael Bustamante

Voting Members present:

Judge Camille Martinez-Olguin
Oscar Arevalo
Michelle Jones (*via video*)
Fred Sena
Brian Gilmore
Madeline Garcia
Karen Janes
Tobie Fouratt
Renee Cascio

Voting Members absent:

Judge Judith Nakamura
Judge Richard Knowles
Sandra Trujillo
Gina Maestas
Eric Erb

Guests present:

Marlin Mackey (*new JID Deputy Director*)
Amy Plank (*2nd DC*)(*via video*)
John Todd (*Tyler Technologies*)
Mike Mellos (*Burger, Carroll & Assoc.*)
David Torres (*1st DC*)(*via video*)
Juanita Duran (*2nd DC*)(*via video*)

JID Staff present:

Jane Davenport
Jo Warren

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 2:05 p.m. and established a quorum.

I. Approval of Agenda.

Brian Gilmore moved approval of today's agenda. Judge Camille Martinez-Olguin seconded. No further discussion. No opposition noted. Motion carried.

Judge Mitchell welcomed Marlin Mackey who would present on behalf of Tom Edwards. This is Mr. Edwards' last OSC meeting.

II. Update on Planning Documents

Risk Register Update. Mr. Mackey referred to the document entitled *Risk Management Plan*, which was attached to the OSC agenda, and he spoke of the following points:

- After last month's OSC meeting, the project team added Risk #33, which is relative to the impact on project team resources if electronic filing is expanded.

- The Supreme Court recently met with the First Judicial District Court (First) requesting that they accelerate electronic filing.
- There are currently twenty-four open risks.
- The First and the Second Judicial District Court (Second) plan to implement electronic filing.

Issues Update. Mr. Mackey advised that there were no new issues to report on the document entitled *Issue Management Plan*, which was attached to the OSC agenda.

Due to feedback noise, Judge Mitchell asked those members appearing by video to mute their systems when not speaking.

Oscar Arevalo advised that his staff added a new spreadsheet to the *JID Pipeline Report* that would be presented to JIFFY tomorrow. The spreadsheet outlined the electronic filing revenue sharing breakdown. The Judiciary received two transfers for the first two quarters of Fiscal Year 2011 from Tyler Technologies (Tyler) for the electronic filing activity in the Thirteenth Judicial District (Thirteenth). Tyler will send the Judiciary their transfers on a quarterly basis. Steve Prisoc noted that taxes on electronic filing are being deducted from the Judiciary's electronic filing portion due to complaints received from attorneys when taxes were being added to the electronic filing fees.

III. Administrative Report

E-Citations Update. Mr. Prisoc reported the following:

- Trixi Bubemyre, the JID Development Team Manager, is the electronic citations project manager and is doing a fine job.
- There are three entities involved in the electronic citations project: the Judiciary, the Department of Transportation and the Dona Ana Sheriff's Office.
- This project is progressing, but it is likely that electronic citations may not be ready when Odyssey is implemented at the Las Cruces Magistrate Court.
- The Traffic Safety Bureau's (TSB) new director is in place and TSB has been very cooperative in this project.
- Karen Janes was instrumental in providing all of the legal consulting to the original TRACS' project, and she will continue to provide that service.
- There was an issue with TRACS using what they call the Compilation Commission's charge code table, however, there is no such thing.
- Renee Cascio helped with getting all of the entities to use the New Mexico Sentencing Commission's charge code table.
- This is a long-term project.
- Electronic citations will provide huge efficiencies to the Judiciary once implemented.

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

- Mr. Arevalo's financial report of last month noted that JID may have a \$61,000.00 balance as of June 30, 2012.

- Electronic filing revenues are not dependable.
- The \$942,000.00 request for electronic filing was vetoed by Governor Susana Martinez.
- Three things he would like to work toward:
 - Not recognizing electronic filing revenues, but rather apply them directly to the Judiciary's Odyssey costs.
 - Lower electronic filing fees.
 - Have data and document distribution take care of electronic filing fees, similar to the PACER system.
- Tyler will soon provide JID with a draft contract.
- Chief Justice Charles Daniels declared May 1st as the target date for bringing the First online with electronic filing. He would also like the Second to go live with electronic filing before the end of June. The Thirteenth will serve as the electronic filing model for what is done in the First and in the Second.

There was discussion on the following points:

- Strong suggestions were made that a thorough legal review be conducted on the Tyler draft contract to ensure compliance with the statutes.
- Judge Mitchell explained the proposal made to Tyler wherein the revenue generated from electronic filing would be applied to the Judiciary's Odyssey product.
- Mr. Arevalo explained the process that the Judiciary currently received its portion of the electronic filing revenues from Tyler.
- Electronic filing falls outside of the procurement code because it does not require the Judiciary to pay for the service.
- Criminal electronic filing will be subsidized by civil electronic filing because civil establishes the infrastructure for all electronic filing.
- The vendor will take care of everything for electronic filing; however, JID Staff will have to help with the registration of prosecutors and public defenders.
- The project team would like to pilot criminal electronic filing in either the Thirteenth or in Quay County this calendar year.

Hot Site Update. Mr. Prisoc reported the following:

- The Storage Area Network (SAN) server is now at the Bernalillo County Metropolitan Court (BCMC).
- The Odyssey system at JID is replicating everything to the SAN in Albuquerque.
- He thanked Mr. Gilmore and his staff for their assistance.
- The Judiciary now has a warm site.
- The application database servers are being configured at JID. JID Staff plans to install them at the BCMC in May.

There was discussion about concerns with Odyssey going down recently and concerns imposed on the larger courts if Odyssey continues to be unstable.

Action Item: Per Mr. Gilmore, Mr. Prisoc to report back to OSC about the results of JID's investigation as to why Odyssey has been going down lately.

Magistrate Costs for Clerk Staff Data Entry in Courtrooms. Mr. Prisoc asked that this item be deferred for discussion at tomorrow's JIFFY meeting. Judge Mitchell noted that the project team is finding that some of the smaller, older magistrate courts do not have the space nor the data drops for in-court processing, so the project team is evaluating the Judiciary's options.

Purchase Requests - Imaging in the 4th and 7th Districts. Mr. Prisoc advised that the Fourth Judicial District, the Seventh Judicial District and the Ninth Judicial District would be presenting purchase requests to JIFFY tomorrow.

IV. Project Manager Report

Update on 1st and 10th Districts Go Live. Mr. Mackey reported that Odyssey is now live in the First and in the Tenth Judicial District (Tenth). He asked Ms. Cascio to report on the implementations, and she spoke of the following:

- The Odyssey piece went beautifully at the First, and court staff know what they have to do.
- The problem at the First related to scanning equipment and the loss of the First's remote document storage server.
- As a result of the problems, the First got significantly behind on their work. The First's court staff is under a great deal of pressure. Judges are adjudicating orders and issuing orders to close cases, but the cases do not reflect that yet; and in some instances they are two weeks behind.
- Many of the First's judges are trained, and some of them want to use some of the advanced functions of Odyssey, but they are not seeing real time data because a lot of the documents are still sitting in queues waiting to be attached to cases.
- The First is the first court the project team implemented where staff scan documents and then those documents go straight to file--no paper is being passed around the court building.
- It was a stressful implementation for everyone, especially the First's court clerk staff. They have been working overtime to catch up on attaching the documents to cases.
- The project team created some new queues for the First that are directly related to work processes.
- The First's judges are really interested and pleased that they do not have to ask to have paper files pulled anymore. They are able to click into documents from their bench.
- All in all, the implementation went well.

There was discussion about the lessons learned from the First's implementation. To avoid having the same hardware issues, the project team determined that they will no longer use court's old servers, and servers will be completely configured by JID Staff, rather than by court staff, and only Fujitsu scanners will be purchased and supported by JID Staff.

Tyler Hours and Travel. Mr. Mackey then referred to the documents entitled *New Mexico Administrative Office of the Courts Odyssey Case Management Project Statewide Rollout 03/31/2011* and *Tyler Hours and Travel New Contract Plan vs Actual by Fiscal Quarter*, which were attached to the OSC agenda; and he spoke of the following:

- Through the first quarter of this year, the project is about 350 hours under the projected amount.
- Travel costs are basically equal to the amount projected.

Project Schedule. Mr. Mackey referred to the untitled gantt charts attached to the OSC agenda and noted the following:

- These charts are mainly focused on the Second and on the BCMC.
- The BCMC is scheduled to go live with Odyssey the week of May 2nd.
- A successful mock go live was recently conducted at the BCMC.
- Next week's Odyssey meeting will be devoted to planning the details of the BCMC's implementation.
- Last Wednesday's web ex presentation.
- Memorandums of Understanding recently received.

Financials. Mr. Mackey referred to the document entitled *State of New Mexico Administrative Office of the Courts Budget vs Actual Project Life and Project to Date*, which was attached to the OSC agenda, and he noted the following:

- One thing they did this time that they had not done before was they looked at the dollars based upon the \$10.00 civil filing fee that they had been charging to generate the revenue stream, and originally they projected out so many cases times the \$10.00 per month, etc. Now, that they have actuals that have been defined, they went back and looked and the number of cases that the Judiciary was getting money on is lower than the project team originally anticipated.
- Based upon that, the project is about \$80,000 under (which is about .7% of 1% of the project budget), however, there is plenty of time to catch up with revenue received from more civil filings, or the project team can go back and look at cutting expenses or find a different revenue source.

Change Requests Update. Mr. Mackey advised that there were no changes to the document entitled *State of New Mexico Administrative Office of the Courts Change Request Approvals*, which was attached to the OSC agenda.

Tyler Project Status. John Todd of Tyler reported the following:

- Key accomplishments since the last OSC meeting relative to the statewide rollout
 - The project team implemented Odyssey at the First and at the Tenth.
 - This was the first time that the project team implemented six courts under the compressed schedule.
 - The issues with the First's implementation were documented.
 - The First's implementation issues had to do with hardware failures.

- Upcoming
 - The Second will go live with Odyssey on June 13th. The project team has one last scheduled data push on May 13th.
 - Activities at the BCMC
 - In two weeks, the BCMC will go live with Odyssey.
 - The BCMC staff has been training.
 - They conducted a mock go live at the beginning of April.
 - Moving some of the forms configuration to production still needs to be done.
 - There are some code tables that need to be moved from their staging account to production for them to get configured.
 - He is confident that the BCMC will be on schedule to go live with Odyssey on May 2nd, doing civil division business.

There was discussion relative to Judge Frank Sedillo's forms. Mr. Gilmore added that the BCMC is very pleased with the performance of the BCMC's Tyler Project Manager.

V. IV&V Update. Mike Mellos of Burger, Carroll & Associates reported the following:

- JID, Tyler and the courts are working really hard and effectively, and judges are involved in the process.
- Extensive training, especially at the Second.
- Excellent communications are taking place.
- Improvement on project documentation.
- Lessons learned from prior conversions are being applied to the upcoming conversions and are well-documented.

VI. Future Meetings. Judge Mitchell advised that the next meeting is scheduled on May 18, 2011 at 2:00 p.m. at JID, which puts OSC back on their regular schedule of meeting every other month.

Judge Mitchell thanked Mr. Edwards for his hard work, and she offered cake and punch to celebrate Mr. Edwards' upcoming retirement. Mr. Edwards noted that JID Staff are the best he has seen in state government. He then bequeathed items to staff and others. Judge Mitchell congratulated Mr. Edwards. There was a round of applause and a standing ovation in honor of Mr. Edwards.

Action Item: Per Juanita Duran, Mr. Gilmore to deliver the Odyssey countdown sign that Mr. Edwards bequeathed to the Second.

VII. Adjourn. Judge Mitchell adjourned today's meeting at 3:25 p.m.

Final Minutes Approved by Judge Mitchell on May 10, 2011.