

**Meeting Minutes of the 180th
Judicial Information Systems Council (JIFFY)
State Bar of New Mexico
Thursday, February 25, 2010
9:38-10:49 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 Duane Castleberry
Judge Alan Kirk
Juanita Duran
Jan Perry
Robert Mead
Dennis Jontz
Brian Gilmore

Voting Members absent:

Helen Miller

JID Staff present:

Grace Catanach

Minutes taken by: LaurieAnn Trujillo

Judge Michael Bustamante called the meeting to order at 9:38 a.m. and established a quorum.

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

II. Budget and Revenue

JID Revenue Pipeline. Lydia Romero reported the following on behalf of Oscar Arevalo:

- She asked JIFFY members to replace the original pipeline with the packet that she distributed because the original pipeline included funds from the \$10.00 civil filing fee increase. The Fiscal Staff removed those funds from the original pipeline.
- Mr. Arevalo created the document entitled *Case Management Revenue Pipeline-FY10*, which was included in the new packet she distributed. This document will be used to track the revenues received from the \$10.00 civil filing fee increase.

- Now that the \$10.00 civil filing fee funds were removed from the original pipeline, the revenues are more in line with previous years.
- Second quarter red light camera fees from Las Cruces are included in the case management pipeline.
- Henceforth, the case management pipeline will be included in the pipeline workbook and will consist of 6 sheets: the first two sheets are the original pipeline and breakdown; the third sheet is the magistrate court remittance report; the fourth sheet is the EDMS update; and the last two sheets are the new case management revenue pipeline and breakdown.

Grace Catanach added that the Judiciary spent all but twenty-two cents of the \$750,000.00 appropriation.

Fiscal Year 2010 Projection Report. There was not discussion relative to the *Judicial Information Division FY10 Projection Report*, which was emailed to the JIFFY members.

III. JIFFY Sub-Committee Activities

Judges User Group. The Judges User Group did not meet in February.

Public Access Subcommittee. The Public Access Subcommittee did not meet in February.

Odyssey Steering Committee. Judge Karen Mitchell reported the following:

- The Odyssey Steering Committee (OSC) met yesterday.
- The project team will soon complete training in Socorro, and their go live date is on Monday. This pilot has gone very well.
- New Issue #30 concerning district court forms committee. Tom Edwards will meet with Joey Moya about the membership of this committee.
- Create an additional caution flag for domestic violence protective orders in place. OSC agreed that the additional flag would prove beneficial for judges, so they are aware if a defendant has a domestic violence protective order in place; however, the Judicial Information Division (JID) Staff and Tyler Technologies (Tyler) still need to work out some details before OSC can consider this request further.
- Contract negotiations team met yesterday.
- The Bernalillo County Metropolitan Court's (BCMC) fit assessment is complete. BCMC is considering options for enhancements using a new custom business rules tool. She should have more to report on this subject in March.
- Electronic citations project is proceeding. Law enforcement will begin using the system in March and generating citations from the Alabama system. Tyler has completed their work on the interface, but there is still work that needs to be coordinated with the Traffic Safety Bureau.
- The hot site contract was signed. Jerry Wise will return to JID on Monday to work on contract to manage this project.

- Increase in hours on the financials and on the project schedule documents.
- QA Period is complete but the process continues. The project team is still addressing issues from the QA Period, chiefly improving the conversion process.
- The project team is currently working on four different conversions.

There was discussion on the following points:

- District court forms committee.
- The Odyssey project is on the Chief Judges Council (CJC) March meeting agenda. The Memorandum of Understanding (MOU) and the district court forms committee will be addressed.
- The contract negotiations team met regarding the new Tyler contract. The contract form was acceptable, but the primary issue is cost. Since the Judiciary last signed, Tyler increased their basic maintenance to 21% (it was 13%). OSC will need to address this issue. Steve Prisoc added that the core licensing would continue at the original maintenance rate. The maintenance increase would only affect the add-ons for Odyssey.
- Conversion problems were not related to data. There was a personnel change at Tyler that may have contributed to the conversion problems.

Action Item: Per Judge Mitchell and Justice Petra Jimenez Maes, Mr. Edwards will contact Joey Moya to discuss the membership of the district court forms committee.

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

- QA Period accomplishments: A lot of work was accomplished on forms and tokens; preparation for the upgrade to the new version of Odyssey; the BCMC's fit assessment was completed and is now under review; and remote document storage and configuration training.
- The project team had more time to prepare for Socorro's go live.
- Difficulties with conversion. The project team is still striving to achieve a repeatable process.
- Still need improvement on a formalized testing process.
- No new risks or updates.

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

- JID Staff were frustrated throughout the conversion process. The motivational and morale building that JIFFY has done, particularly the cake, went a long way for JID Staff. He encouraged more celebrations of milestones.
- Electronic filing is progressing nicely in Sandoval and Cibola Counties. Need to consider making electronic filing mandatory at some point. Clark County, Nevada recently made electronic filing mandatory after three years.
- Signed MOUs from Farmington Magistrate and Grants Magistrate Courts.
- Visits to Socorro, Farmington and Estancia courts.

- Two security incidents in January, both caused by employees responding to phishing emails. JID Staff quickly resolved the problems; however, as a long-term solution, JID Staff began filtering inside and outside email through Postini. JID Staff are working with the Administrative Office of the Courts (AOC) on methods to increase awareness with emails and phishing. JID Staff increased SPAM blocking to the highest level that Postini provides.
- Computer dialing software to reach telephones regarding scams.
- The Second Judicial District Court (Second) arranged a demonstration for the custom applications that currently gather data from FACTS. Of the five applications, four may integrate into Odyssey. He thanked Deborah Gutierrez-Torres and Frank Dimaggio for the demonstration.
- JID Staff met with the Traffic Safety Bureau and they are willing to work with the Judiciary on the electronic citations project. He learned from Phil Hedrick that the BCMC is now receiving electronic citations via a TRACS' server that is located at the Albuquerque Police Department. At some point, this information will need to be transferred to Odyssey. The Odyssey interface is ready, so all the Judiciary needs to do with the Traffic Safety Bureau is create the translation from the University of Alabama system.

There was discussion on the following points:

- Ideas on how to deal with employees who continue to pose computer security risks.
- BCMC is experiencing problems with smaller Trojan applications. They have noticed that the problems center on the same set of individuals.
- Suggestion to have employees take a course prior to obtaining access to email. If there an incident occurs, email access is cut off until that individual takes another course.
- Suggestion to have flash screens at sign on to remind employees of computer use policies.
- Suggestion to place a note in the human resource file for two years for repeat offenders and advise that their inappropriate use of Judiciary computers will be taken into account on their annual review.
- Currently, no formal computer use instruction is provided to employees.
- The BCMC and the Second have new employees go through training and sign acknowledgments of policies.
- Suggestion to find out at the next CJC meeting what other courts are doing regarding computer security.

Action Item: Per Judge Bustamante, training on policies should be done by the Human Resource Division and individual courts. Per Robert Mead, JID Staff to provide notice to JIFFY about repeat computer security offenders and JIFFY will decide how to take action.

V. Purchase Requests

Mr. Mead advised that the Supreme Court Law Library received a one-time vacancy savings that he would like to use to purchase ten new desktop computers; a SMART board; two wireless

antennas and installation of DSL or cable connection; five laptops; and software licenses for fifteen computers. He asked for spending authority not to exceed \$30,000.00. He referred to his memorandum of February 24, 2010 addressed to Mr. Prisoc that was distributed. Mr. Prisoc supported the purchase.

Judge Mitchell moved approval of the Supreme Court Law Library's purchase not to exceed \$30,000.00. Judge Camille Martinez-Olguin seconded. No further discussion. No opposition noted. Motion carried.

Theresa Delgado of the Fourth Judicial District Court (Fourth) spoke of the following points:

- She thanked Mr. Prisoc and JIFFY for adding their purchase request to today's agenda.
- She referred to the proposal that was distributed from Fenix Global Technology for the purchase of an upgrade to the Fourth's system that was purchased in June 2006.
- The Fourth's players have been inoperable for approximately five months due a power surge.
- The proposed players will integrate with Odyssey.
- Advantages to the upgrade.
- The Fourth has the funds to pay for the upgrade.
- The purchase includes a maintenance contract.
- The total package is \$12,825.00.
- She distributed a viewing of the calendar.

Judge Martinez-Olguin moved approval of the Fourth's purchase request. Mr. Mead seconded. No further discussion. No opposition noted. Motion carried.

VI. Review and Approval

Update on the Second Judicial District's EDMS Project. Juanita Duran reported that the Second is rolling out the hardware and software at this point, and they are starting with their support divisions. The Second is anxious to have the case management component.

Discussion on the Possibility of Eliminating the nmcourts.com Domain for E-Mail.

Mr. Prisoc spoke of the following points:

- This discussion tied back to the security discussion.
- JID Staff are currently supporting two domains.
- Several years ago, the Judiciary switched from .com to .gov.
- In an effort to ensure that all Judiciary employees who were then on .com continued to receive their email, JID Staff maintained both domains.
- Eliminating the .com domain would reduce SPAM exposure.
- The Judiciary currently has 2,300 email addresses and some are duplicates.
- The Judiciary has had the .gov domain long enough and it has been published.
- It will only affect incoming outside email. Nothing inside.
- The Judiciary is not releasing the .com domain name.

- JID Staff will continue to route *www.nmcourts.com* requests to the *.gov* domain.

There was discussion on the following:

- Suggestion to distribute a notice reminding employees that the *.com* email domain will no longer be used.
- Suggestion to provide employees with a list of people that continue to send email to the *.com* domain.

Judge Knowles moved that JID Staff provide notice that as of this (date) , your email address is *.gov* and then JID Staff to eliminate the *.com* email domain. Judge Duane Castleberry seconded. No further discussion. No opposition noted. Motion carried.

Continuing Discussion on Draft E-Mail Retention Proposal. Judge Clay Campbell reported that the committee members had not met due to the holidays and the Legislative Session. They will meet after the Special Session. They hope to report to JIFFY in March.

Discussion on Draft 2009 DWI Report. Mr. Prisoc referred to the document entitled *Fourth Annual Statistical Report on DWI Court Dispositions in New Mexico, February, 2010*, which was distributed to the JIFFY members. He noted that graphs were added to the report and the final report will be posted to the Judiciary website. Mr. Prisoc passed around a full-color version of the report, so JIFFY members could distinguish the colors used in the graphs.

There was discussion on the following points:

- In the past, the BCMC did not compute dismissals the same way. BCMC has since adopted the AOC methodology.
- Municipal court numbers.
- Judge Alan Kirk spoke of their new facility's grand opening in March.
- "Other Dismissals" for all of the courts have decreased.
- The report is no longer being published. It is being posted to the Judiciary website.
- JIFFY consensus was to keep the graphs in the DWI Report.
- Refile numbers have dropped 52%.

Action Item: Per Brian Gilmore, Mr. Prisoc to include the BCMC's footnotes from previous years on page 7.

Action Item: Per Judge Martinez-Olguin, Mr. Prisoc to have JID Staff recheck the conditional discharge numbers for Cibola County on page 5.

Action Item: Per Judge Martinez-Olguin, Mr. Prisoc to add "Supreme Court of New Mexico" above "New Mexico Administrative Office of the Courts" on the cover page.

Action Item: Per Judge Mitchell, JID Staff to recheck the numbers for conditional discharges for all courts as there should not be conditional discharges for any of the courts.

Action Item: Mr. Mead offered to have his staff download all of the DWI Reports and print them to place in their archives for future reference.

VIII. The next meeting will be held on Thursday, March 18, 2010 at 9:30 a.m. at JID.

IX. Adjourn. Judge Bustamante adjourned today's meeting at 10:49 a.m.

Final Minutes Approved by Judge Bustamante on March 10, 2010.