

**Meeting Minutes of the 14<sup>th</sup>  
Odyssey Steering Committee (“OSC”)  
Judicial Information Division (“JID”)  
Wednesday, February 18, 2009  
2:08-4:09 p.m.**

**Executive Subcommittee Members present:**

Judge Karen Mitchell, Chair  
Justice Petra Jimenez Maes  
Judge Michael Bustamante  
Steve Prisoc  
Tom Edwards

**Executive Subcommittee Members absent:**

Arthur Pepin

**Voting Members present:**

Judge Richard Knowles  
Judge Judith Nakamura (*via video*)  
Gina Maestas  
Karen Janes  
Oscar Arevalo  
Michelle Jones (*via video*)  
Eric Erb  
Brian Gilmore (*via video*)  
Helen Miller  
Renee Cascio  
Madeline Garcia  
Sandra Trujillo

**Voting Members absent:**

Judge Camille Martinez-Olguin  
Judge Robert Corn  
Fred Sena

**Guests present:**

John Todd (*Tyler Technologies*)  
Dr. Julie Carroll (*Burger, Carroll & Assoc.*)  
Kerri Farrell (*Second Judicial District*)  
Jane Davenport (*JID*)

*Minutes taken by: LaurieAnn Trujillo*

Judge Karen Mitchell called the meeting to order at 2:08 p.m. and established a quorum.

**I. Approval of Agenda**

Judge Mitchell welcomed Sandra Trujillo to OSC. Ms. Trujillo is from the Second Judicial District Court (“Second”).

**Judge Richard Knowles moved to approve today’s meeting agenda. Oscar Arevalo seconded. No further discussion. No opposition noted. Motion carried.**

## II. Update on planning documents

**Risk register update.** Tom Edwards summarized the *Risk Management Plan*, which was attached to the OSC meeting agenda, as follows:

- A summary section was added at the end of the document that reflected the total number of risks, the number of new risks this month, and a count of the risks by risk category of severity.
- Risk 29, page 14: *Complexity and volume of Word Merge Forms function may require more resources than originally estimated and may have an impact on schedule of the next pilot court*, is a new risk relative to the magistrate court forms. He spoke of the progress made thus far on the magistrate court forms.
- Risk 30, page 15: *Increasing demand for IT services (new functions, enhancements to existing functions, new web sites, changes to SC rules, etc.) have exceeded the saturation point and could impact the Odyssey schedules if not addressed*, was added due to JID receiving an increased demand for general information technology (“IT”) services.

**Issues update.** Mr. Edwards referred to the *Issue Management Plan*, which was attached to the OSC meeting agenda; and he explained it, as follows:

- The issues were sorted based on their status, and then sub-ordered by the priority of those particular risks. The intent is to keep the active risks at the top.
- Issue #5, on page 9: *Need working session to define data elements needed for water rights*, was closed this month.
- Issue #28, on page 3: *Should magistrate court case records marked as “destroyed” be converted*, was added this month.

Mr. Edwards referred to the document entitled *Odyssey Steering Committee*, which was attached to the OSC meeting agenda. This document represented a summary of Issue 28: *Should magistrate court case records marked as “destroyed” be converted*. These cases have a higher percentage of conversion errors. Mr. Edwards then referred to the document entitled *Magistrate Court Records that are Candidate for not Converting*, which was attached to the OSC meeting agenda. This document represented a summary by magistrate court of the number of total cases that are qualifying and how many they have already marked as destroyed.

There was discussion relative to the following points:

- Cases marked for destruction are per the retention requirement.
- Renee Cascio and Mr. Arevalo explained the process for how a case is marked for destruction and the process for how files are destroyed.
- Destroyed magistrate court paper files do not appear on the public Case Lookup.
- Domestic violence and DWI case files are not destroyed.

**Judge Knowles moved not convert the magistrate court destroyed cases.** There was a lengthy discussion relative to the following points: retention of fiscal documents; maintaining historical data; options for saving/retrieving historical data; concerns that some judges may use historical data; concerns with the Judiciary relying on information that has been destroyed;

NCIC; Public Access Subcommittee; the legislature not funding the Judiciary's automation program at this time; and concerns with waiting too long to convert historical data. **There was a consensus that OSC would consider how to address these cases within three years. Gina Maestas seconded. No further discussion. Brian Gilmore and Judge Judith Nakamura opposed the motion.** Justice Petra Jimenez Maes reiterated her concerns that it may not be legally appropriate to use information from destroyed files. She noted that if the Judiciary would be using such data, this issue would need to be addressed. **Motion carried.**

### **III. Administrative Report**

**Remote storage of images contract.** Mr. Prisoc reported that the contract team (*Judge Michael Bustamante, Steve Prisoc, Tom Edwards, Arthur Pepin and Karen Janes*) reassembled to work on the remote storage of images' contract with Tyler Technologies ("Tyler"). This contract related to the technology that would allow JID to have the images stored at the court rather than at JID.

**Tyler contract amendment.** Mr. Prisoc noted that the contract team would also discuss a master contract amendment because the Judiciary is quickly exceeding the amount that was specified on the original contract. Mr. Edwards added that contract team would address an amendment to include the additional \$2 million appropriation, any future use that the Judiciary might have if it had other funding sources, and the Bernalillo County Metropolitan Court's ("BCMC") detailed fit assessment.

**Case Lookup.** Mr. Prisoc referred to the document entitled, *Draft Supporting Case Lookup in a Dual Database Environment*, which was included in the OSC supplemental meeting packet. This document reflected what JID is doing in reference to *Case Lookup*. He explained the current overnight process in order for *Case Lookup* to work each day. JID Staff are concerned that the Judiciary would exceed the window of time before the pilot courts are finished. He discussed the following options:

- JID Development Team are investigating a query that would split and search both the Odyssey database and the FACTS' database, simultaneously.
- Fall back plan is to use Tyler's public access module.

There was discussion on the following points:

- Costs and resources involved.
- State of Minnesota put a map of Minnesota on their Case Lookup home page with different colors noting which counties were under the old system, and which counties were under the new system. They also provided a list underneath the map of the court locations and names that were under the old access and under the new access.
- Inserting language on the *Case Lookup* web page reminding users that the Judiciary does not charge for this service.
- BCMC's Case Lookup.

**Judge Knowles moved to allow JID to explore further and then report back to OSC at the point to switch the double click. Mr. Prisoc asked for an amendment to the motion that OSC give JID the power to make that decision in the event that JID needed to make that decision between meetings. Judge Knowles accepted Mr. Prisoc's amendment. Ms. Janes seconded. No further discussion. No opposition noted. Motion carried.**

**Workload and project priorities.** Mr. Prisoc referred to the document entitled *Projects*, which was included in the OSC supplemental meeting packet. The document reflected all of the projects that JID Staff are currently involved in. JID is at capacity and has reached a point where projects need to be prioritized. He will continue to keep OSC updated on this document because many of the projects are directly related to Odyssey. Justice Maes thanked JID Staff for maintaining all of these projects. She noted that OSC would try to help JID Staff by keeping a rein on some of the projects. There was discussion on the number of help desk calls JID Staff receive and the types of calls they respond to.

#### **IV. Project Manager Report**

##### **Change Requests update**

**Second District Court.** This request is for image distribution before docketing. Mr. Edwards reported that staffs from the Second, the Thirteenth District Court ("Thirteenth") and JID traveled to Dallas, TX and looked at Tyler's new features in the current release. It appeared the new features would meet the requirement for the Second; however, it may require some business process changes as well as minor changes that Tyler may need to make so labels could be created more quickly. A change request ("CR") estimate is expected from Tyler by next month. There was discussion about why the BCMC staff was not involved in the trip to Dallas, TX.

**Thirteenth District Court.** As Mr. Prisoc mentioned earlier, the contract team is working with Tyler on the remote storage of images' contract. Mr. Edwards noted that OSC and JIFFY approved that JID would pay for the centralized licensing fee, and then each court would pay for the local license that would be required. The cap is \$175,000 over the life of the project and then Tyler would be able to market this product to other clients.

**Sentencing.** Mr. Edwards referred to the document entitled *Tyler Technologies NM Odyssey Preliminary Estimate (Project Description: Calculating the Total Term of the NM Confinement)*, which was included in the OSC supplemental meeting packet. This is to be able to calculate the totals under the confinement component in sentencing, and is estimated to cost \$79,800, plus tax. Mr. Edwards then referred to the document entitled *Tyler Technologies NM Odyssey Preliminary Estimate (Project Description: Enhance Sentencing Capabilities)*, which was included in the OSC supplemental meeting packet. This is to enhance the system capabilities to mix the components to sentence at both the case and at the charge level. That particular estimate is \$195,750, plus tax. Ms. Cascio and John Todd of Tyler explained how this worked. Mr. Edwards asked that these enhancements be placed on hold until OSC investigated what funding sources are available. He added that it might be good to let more courts get onto

the system and see how Odyssey worked because they may find that this may not be as critical to them once they learn how to use other features and aspects of Odyssey. Judge Knowles spoke of Minnesota's system.

The probation CR was deferred back to JID for further analysis. JID expects to have the business case completed by next month for OSC to review.

The third change request was to be able to modify the system so one could sentence across multiple cases. Tyler determined that based on the Judiciary's business case, it is going to be a significant impact on their infrastructure and they have gracefully declined to submit a CR request. The Judiciary has some business process work-arounds.

**Project status report.** Mr. Todd referred to the document labeled *Project Status Report*, which was attached to the OSC agenda. He reported the following:

- Very good month from Tyler's prospective--we are progressing at the pace that we need to.
- Still on target for the Moriarty go live date of April 27<sup>th</sup>.
- Key accomplishments
  - First data conversion push to the Judiciary's site. He provided an explanation of what this involved.
  - Second push that occurred yesterday that had a majority of the issues that were reported with the first conversion push. The JID Applications Team will review those fixes.
  - Release 2008, SP3 was loaded to the release environment and it is currently being tested.
  - Integration training was conducted.
  - The conversion knowledge transfer has been planned.
- Application defects are considerably lower. As of February 12<sup>th</sup>, there were seven application defects that had been fixed in the new release.
- Conversion defects: Eight defects were listed, and the JID Applications Team is testing those fixes at this time.

Mr. Edward referred to the *gant chart*, which was attached to the OSC meeting agenda. He spoke of the following items:

- New tasks on schedule: knowledge transfer activities, so JID Staff can begin taking on more of the responsibilities for conversion, training and go live support.
- SP 3 Release: testing the enhancements specific to the New Mexico Judiciary.
- Regression testing.
- Plans to start getting future pilot courts involved in training and go live support.
- BCMC will be invited to observe the training and go live support when JID rolls out Odyssey to the Roswell Magistrate Court due to the limited space available for the Moriarty go live.
- Started *To Do List* to help courts prepare for rollout. More experience is needed before this can be published.

There was discussion relative to the following points:

- How to avoid the data conversion problems that occurred with the first pilot court.

- Magistrate courts enter their financial information into the case management system.
- District courts keep external financial records making it more difficult to convert their financial data.
- Level of oversight.

**Action Item:** *Per Justice Maes and Judge Michael Bustamante, JID Staff and Tyler will identify and create a mechanism to get courts working on conversion.*

**Action Item:** *Per Justice Maes, Mr. Prisoc will provide the Chief Judges Council with information to provide to the courts so they can begin working on conversion.*

**Fit assessment / customization projects update.** Mr. Edwards referred to the document entitled *State of New Mexico, Administrative Office of the Courts, CR Approvals*, which was attached to the OSC meeting agenda. This document used to be several pages because it listed all of the enhancements that the Judiciary requested since the beginning of the project. Mr. Edwards suggested archiving those and only listing the active enhancements on this particular report in the future. He is still maintaining the totals of hours and dollars associated with the *CRs in Previous Releases*. There was no objection voiced to Mr. Edwards listing the outstanding/active enhancements in the future. Judge Mitchell noted that if anyone wished to go back and look at anything to contact Mr. Edwards.

**Financial update.** Mr. Edwards referred to the document entitled *New Mexico Administrative Office of the Courts, Odyssey Case Management Project*, which was attached to the OSC meeting agenda. This document is a spreadsheet of the Tyler hours, how they were allocated, and what the Judiciary spent against them. They are trying to incorporate as many of the IV&V recommendations as possible. He spoke of the problems associated with the recommendation to have IT staff from the Second and the BCMC participate with JID on integration projects. He then referred to the document entitled *CMS Plan vs Actual*, which was attached to the OSC meeting agenda. This document graphically depicted the document that was just discussed as far as Tyler hours and travel costs.

Mr. Edwards referred to the document entitled *New Mexico Administrative Office of the Courts, Budget vs Actual, Project Life and Project to Date*, which was attached to the OSC meeting agenda. He spoke of the change made to the *Contracts* line item.

There was discussion on the following:

- Personnel Services
- JIFFY's decision relative to the AOC contract relative to the sentencing table.

**V. IV&V update.** Dr. Julie Carroll reported the following:

- Raised risk regarding resources.
- Will begin looking at JID Staff availability and utilization of resources.

- Reiterated the changes that are being made for the training. TCAA component needed to be enhanced.
- Investigated calendaring issues and there is a minor bug in the system regarding not being able to change recurring appointments individually.
- Will meet with Mr. Edwards to discuss the schedule now that some dates are more settled.
- Issues regarding the magistrate courts—streamlining the conversion process – very happy with OSC’s decision to hold off on converting destroyed magistrate records.
- Conversion knowledge transfer.
- Progress is being made towards the recommendations.
- Windows administrator position was advertised.

**VI. Future Meetings.** The next meeting will be held on Wednesday, March 18, 2009 at 2:00 p.m. at JID.

**VII. Adjourn.** Judge Mitchell adjourned the meeting at 4:09 p.m.

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**Final Minutes Approved by Judge Mitchell on March 10, 2009.**