

**Meeting Minutes of the 15th
Odyssey Steering Committee (“OSC”)
Judicial Information Division (“JID”)
Wednesday, March 18, 2009
2:04- 3:27 p.m.**

Executive Subcommittee Members present:

Judge Karen Mitchell, Chair
Judge Michael Bustamante
Steve Prisoc
Tom Edwards

Executive Subcommittee Members absent:

Justice Petra Jimenez Maes
Arthur Pepin

Voting Members present:

Judge Richard Knowles (*via phone*)
Judge Camille Martinez-Olguin
Judge Robert Corn
Michelle Jones (*via video*)
Helen Miller
Sandra Trujillo
Fred Sena
Madeline Garcia
Brian Gilmore
Karen Janes
Eric Erb
Renee Cascio

Voting Members absent:

Judge Judith Nakamura
Oscar Arevalo
Gina Maestas

Guests present:

Dr. Julie Carroll (*Burger, Carroll & Assoc.*)
John Todd (*Tyler Technologies*)
Kerri Farrell (*Second Judicial District*)
Theresa Delgado (*Fourth Judicial District*)

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 2:04 p.m. and established a quorum.

I. Approval of Agenda

The agenda was accepted as presented.

II. Update on planning documents

Risk register update. Tom Edwards referred to the document entitled *Risk Management Plan*, which was attached to the OSC agenda. He spoke of the following points:

- *Specific Risk 1: Can't get aggregated replication to work*, on page 5. This risk was updated and the details are noted in the report.

- Burger, Carroll & Associates, Inc. (“BCA”) lowered a risk that Dr. Julie Carroll will talk about later in the meeting.
- Updates were recorded for *Risks 17, 29 and 30*. The details are noted in the report.

Issues update. Mr. Edwards referred to the document entitled *Issue Management Plan*, which was attached to the OSC agenda. He spoke of the following points:

- *Issue 28: Should magistrate court case records marked as “destroyed” be converted.* This issue was closed due to OSC’s and JIFFY’s decision not to convert these cases at this time.
- *Issue 16: Need working committee to define sentencing screens.* This issue was updated and JID Staff are submitting a business case to Tyler Technologies (“Tyler”) for a probation enhancement.

III. Administrative Report

Tyler Remote Storage of Images Contract. Steve Prisoc reported that the Tyler contract for remote storage of images was finalized, verbally. He is negotiation with Tyler to lower the maintenance payments, and they have agreed to a schedule for implementing the maintenance payments more slowly.

Tyler master contract amendment. Mr. Prisoc reported that the new master Tyler contract would allow the Judiciary to continue to operate under the contract once it exceeded the \$6 million point. Once he received Tyler’s revisions, he would reconvene the contracts subcommittee to finalize the contract. There was discussion relative to HB263, the civil filing fee increase bill, which is important to the Judiciary to complete the case management rollout. Mr. Prisoc concluded his report by providing an update on the data center upgrade project.

IV. Project Manager Report

Change Requests update

Second District Court - image distribution before docketing. Mr. Edwards reported that with respect to the Second Judicial District Court’s (“Second”) request for distribution of images prior to docketing, JID Staff submitted two business cases to Tyler to estimate the enhancements that Tyler identified with the Second and the Thirteenth Judicial District Court (“Thirteenth”) during the Dallas visit in January. Tyler determined that this request could be supported from existing functionality in a new release, so there are not associated costs at this point. Depending on what Tyler finds with the two enhancements and what JID Staff find in conversations with the Second on whether this particular project is applicable to other courts, this request would be closed. If it is determined that there is value of incorporating this project enterprise-wide, JID Staff may return to OSC next month to ask that this request be expanded to incorporate training and other impacts.

Thirteenth District Court - remote storage of images/documents. Mr. Edwards added to Mr. Prisoc’s earlier explanation by stating that this request would need to return to OSC for approval for the project, as a whole, because there are other issues in this change

request that OSC has not yet approved, such as other hardware costs, training, testing and the impact to the schedule.

Project status report. John Todd of Tyler referred to the status report, which was attached to the OSC agenda. He spoke of the following points:

- Client issues
- Key accomplishments
- Upcoming activities
- Project major milestones
- Refinements
- Application defects as of March 11, 2009
- Conversion defects as of March 11, 2009

There was discussion on the following:

- Conversion errors
- Financials
- Data clean-up
- Magistrate courts to close during Odyssey rollout.
- Possibility for district courts to close during Odyssey rollout.
- Training options
- Fred Sena's offer to have staff available from the Fourth Judicial District Court ("Fourth") to assist JID Staff throughout the Odyssey rollout.

Mr. Edwards referred to the gantt chart, which was attached to the OSC agenda. He spoke of the following:

- Roswell District Court to go live on July 6th.
- Roswell Magistrate Court to go live on September 8th.
- Seventh District Court, as a whole, to go live on November 1st.
- Farmington Magistrate and Grants Magistrate Courts to go live in early February, 2010.
- The Grants District Court and the Bernalillo District Court were moved to the last pilot courts because of their participation in the document management imaging pilot. Extra time will be needed to build business processes for JID Staff to learn and to be able to train district courts on the new document management imaging application. These courts are scheduled for go live in early April to mid-May, 2010 to accommodate the imaging sub-project.

There was discussion on the following:

- Swapping the Roswell District Court and Roswell Magistrate Court go live dates to accommodate the upcoming electronic citations' project.
- Limited resources
- Talking to the Supreme Court justices regarding the difficulties JID Staff may encounter due to limited resources and the possibility of an extended Odyssey rollout schedule due to other JID projects.

- Requesting more JID Staff at next year's legislative session.
- Tyler creating an interface specification that any electronic citations' vendor could use.
- TRACS and the State of Alabama.
- An expectation that courts that have gone through Odyssey rollout assist with the rollout of future courts.

Judge Robert Corn moved to switch the Roswell District Court and Roswell Magistrate Court go live dates. Karen Janes seconded. No further discussion. No opposition noted. Motion carried.

Ms. Janes moved to ask Tyler to provide an estimate for an interface for receiving electronic citations. Judge Corn seconded. No further discussion. No opposition noted. Motion carried.

Fit assessment /customization projects update. Mr. Edwards referred to the document entitled *State of New Mexico, Administrative Office of the Courts, Change Request Approvals*, which was attached to the OSC agenda. This document was changed to only include the new projects because all of the other projects that were estimated from the fit assessment have been incorporated into one of the releases from Tyler. The enhancements *CR#: 4059* and *CR#: 3641* are associated with previous projects, and OSC has given Tyler the initial approval to go from the *Change Request* to the *Conceptual Product Design* ("CPD") phase. Because these fit assessment projects were completed, Mr. Edwards took the estimated hours that Tyler had and converted them to *actuals* because there were a number of projects that Tyler estimated where they came under and it was giving us a false view of how many hours were left from the original 4,500 hours. Mr. Edwards noted that he would add the project relative to an interface for electronic citations.

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 agenda. This document had been updated and an *Adjustments* column was added to accommodate the increased activity in the conversion effort. He also added the column *New Estimated Project Hours* to show the new amount. More conversion hours may need to be moved from other buckets. There was discussion regarding the status of the civil filing fee increase bill. Mr. Edwards then referred to the document entitled *CMS Plan vs Actual*, which was attached to the OSC agenda. This is a graphical representation of the document that he just discussed. 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 agenda, was updated to reflect the February *actuals*.

V. IV&V update. Dr. Carroll of BCA referred to the document entitled *IV&V Services for Judicial Case Management Application, Deliverable 4, Report #10, Submitted March 13, 2009*, which was emailed to the OSC members. She spoke of the following points:

- The Moriarty Magistrate Court go live date is on track.

- Conversion issues
- People stepping in and seeing this as an enterprise-wide exercise and some resources shifting to help with the rollout in other courts.
- Concerns expressed this month:
 - Downstream activities, which include providing data to the courts on the conversion.
 - IFL knowledge transfer is now on the calendar.
 - Continue to encourage database access for the Second and the Bernalillo County Metropolitan Court.
 - Providing the Fourth with a test environment for running *what if* scenarios. Mr. Sena's offer for the Fourth to assist JID Staff with the Help Desk.
 - JID Staff need to start adhering to a more strict approach to the Help Desk.

VI. Future Meetings. The next meeting will be held on Wednesday, April 15, 2009 at 2:00 p.m. at JID.

VII. Adjourn. Judge Mitchell adjourned today's meeting at 3:27 p.m.

Final Minutes Approved by Judge Mitchell on March 31, 2009.