

**Meeting Minutes of the 18th
Odyssey Steering Committee (“OSC”)
Judicial Information Division (“JID”)
Wednesday, June 17, 2009
2:03-3:57 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 Camille Martinez-Olguin
Oscar Arevalo
Michelle Jones (*via video*)
Helen Miller
Sandra Trujillo
Renee Cascio
Fred Sena (*via phone*)
Madeline Garcia
Karen Janes
Eric Erb

Voting Members absent:

Judge Judith Nakamura
Judge Robert Corn
Gina Maestas

Guests present:

Kerri Farrell (*2nd District Court*)
Juanita Duran (*2nd District Court*)(*via video*)
Frank Dimaggio (*2nd District Court*)(*via video*)
Deborah Gutierrez (*2nd District Court*)(*via video*)
Dr. Julie Carroll (*Burger, Carroll & Assoc.*)
John Todd (*Tyler Technologies*)

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 2:03 p.m. and established a quorum.

I. Approval of Agenda. Judge Mitchell asked to amend the order of the agenda so the action items could be addressed earlier in the meeting.

Judge Richard Knowles moved to accept Judge Mitchell’s request. Sandra Trujillo seconded. Tom Edwards suggested that the change requests’ agenda item be heard under Project Status Report -B. Judge Knowles and Ms. Trujillo accepted Mr. Edwards’ suggestion. No further discussion. No opposition noted. Motion carried.

II. Project Manager Report

Second District Court. Juanita Duran thanked OSC for moving up her presentation. She referred to the document entitled *Change Request Form*, which was attached to the OSC meeting agenda. This document is an addendum to the original request that was submitted approximately a year ago where the Second District Court (“Second”) asked Tyler Technologies (“Tyler”) to review the modifications to the existing document management system in Odyssey. Tyler has since come back to the Second with a proposal on how that imaging process could take place at the front-end. The Second’s main concerns at this point are beginning the enhancement process that will cost \$36,000.00 as well as the workflow process that would be necessary for Tyler to produce. Ms. Duran spoke of the hardware and licenses that Tyler would require to implement this program. The Second is requesting approval of the imaging enhancement and the workflow in order for Tyler to begin work. These expenses would be covered by the EDMS appropriation.

There was discussion on the following points:

- Auto association license.
- EDMS fund balance.
- Hardware
- Remote document storage: Each court would be responsible for their remote document storage.
- Licensing
- Additional maintenance costs
- Extension to be requested for the EDMS appropriation funds.

Action Item: Per Justice Petra Jimenez Maes, the initial purchase should be paid for by the EDMS Fund. Future maintenance costs can be paid by the AOC or the SCAF Fund.

Judge Knowles moved to approve the Second’s *Change Request Form*. Ms. Trujillo seconded. No further discussion. No opposition noted. Motion carried.

Probation. Renee Cascio conducted a short demonstration of the Odyssey confinement and probation components. The confinement component has fields that the Subject Matter Experts (“SMEs”) believe should be added to the probation component (*checkbox for suspended; a data entry field for suspended years, months and days; checkbox for concurrent and consecutive; and a data entry field to enter a case number or charge*). Mr. Edwards noted that this change request is estimated to cost 144 hours. At this time, there are 58 hours left in the *enhancement* bucket. He suggested taking the remaining 86 hours from the *Tyler project management* bucket.

There was discussion on the following points:

- Waiver of probation costs.
- Default settings.
- Bernalillo County Metropolitan Court (“BCMC”)
- Costs

Action Item: Per Justice Maes and Judge Knowles, Ms. Cascio will further explore waiver of probation costs as well as having a pro-rating field added to the probation component.

Action Item: Per Judge Knowles, Ms. Cascio will set the probation agency default to “Adult Probation and Parole.” Ms. Cascio will also check into limiting the probation agencies that are listed in the probation component.

Brian Gilmore moved that OSC accept the change funded out of the project management hours. Helen Miller seconded. There was discussion on refreshing the project management hours through a new contract, other upcoming projects, such as e-citations and abuse and neglect. Mr. Edwards mentioned that the SMEs and the project team view the probation issue as a worthwhile enhancement that would pay for itself in one year. **No further discussion. No opposition noted. Motion carried.**

E-Citation. Mr. Edwards referred to the document entitled *Odyssey Project Sign-Off Sheet*, which was attached to the OSC meeting agenda. He distributed an untitled diagram, which reflected the process for e-citations. The initial estimate received from Tyler is 314 hours for a total of \$47,100.00, which includes the file specification for the vendors wanting to connect to Odyssey. This project is expected to be funded through the \$750,000.00 appropriation.

Action Item: Per Karen Janes, Mr. Edwards to work with her on revising the diagram.

Ms. Janes moved that OSC accept the e-citation change order. Ms. Miller seconded. There was discussion on TRACS, the University of Alabama and MVD abstracts. **No further discussion. No opposition noted. Motion carried.**

Project Status Report - A. Mr. Edwards referred to the document entitled *CMS Quality Assurance*, which was attached to the OSC meeting agenda. This document reflected the rationale behind moving the quality checkpoint that was originally planned for after the Grants and Bernalillo District Courts’ pilot implementations to after the Roswell District Court implementation. This checkpoint would allow a chance for JID Staff to build processes and identify the training needs necessary for imaging document management, e-filing, and other projects.

Judge Knowles moved that after the completion of the Roswell District Court pilot implementation, that the quality assurance checkpoint and quality control update be conducted. Mr. Gilmore seconded. No further discussion. No opposition noted. Motion carried.

Financial Update

Review of new budget. Mr. Edwards advised that the new budget had already been approved by OSC. He explained that the project budget increased about one million dollars from what was submitted as a budget request over a year ago to the legislature. The original request was for \$9.843 million, and the new budget recommended the project budget to be \$10.83 million. Most of the increase is relative to a change in strategy in how the Judiciary would utilize Tyler resources. Originally, Tyler was going to provide most of the training. However, after implementation in the past five pilot courts, JID Staff realized that the Judiciary would make better use of Tyler resources if we had them support the conversion process as JID Staff are not as familiar with the conversion and IFL processes. This change in resources could also compress the project schedule to 3 ½ years after the pilot courts, rather than 4 ½ years that was originally projected. Travel costs for Tyler resources would also reduce because the conversion process could be performed in their Dallas office, rather than them having to travel to the various courts to conduct training. He commended Ms. Janes for her work with the Judicial Education Center (“JEC”), which may be able to assist the Judiciary with travel costs for Judiciary staff. JEC would also assist JID Staff with making travel arrangements and processing employee reimbursement forms that would substantially reduce some of the administrative burden that JID Staff have experienced. Ms. Janes added that JEC would be expending half a million dollars over the next four years on training needs for the district, magistrate and metropolitan courts. If there is consensus from the courts that the case management training is the most important training need for the Judiciary, JEC could assist with those training expenses.

Project Status Report - B

Change Requests Update. Mr. Edwards explained the document entitled *State of New Mexico, Administrative Office of the Courts, Change Request Approvals*, which was attached to the OSC agenda. There was discussion relative to the 80 hours that was allocated for Tyler to do an estimate for Project 4157 (E-Citation Project), and the 314 hours that Tyler estimated to complete their work on the e-citation project.

Mr. Edwards then explained the document entitled *New Mexico Administrative Office of the Courts, Odyssey Case Management Project*, which was attached to the OSC agenda. Ms. Janes commended JID Staff for the support they have provided to the Judiciary over the years.

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

- The project is on track.

- There were more issues than originally anticipated with the Roswell Magistrate and District Courts' conversions.
- Accomplishments
 - Abuse and Neglect Fit
 - BCMC Fit
 - Ensuring that the entire configuration is in place so they can run conversions for Roswell Magistrate Court.
 - First data push performed for Roswell Magistrate Court.
- Upcoming Activities
 - Next week, they will perform the second data push and are hoping it will be the last push before go live. They want to lock down their code base and start addressing post-conversion issues.
 - Patched the production system to the latest version of Odyssey, which included fixes that are very important. JID Business Analysts are now testing these fixes and conducting regression testing.
- Defects
 - Application defects are minimal
 - Conversion defects are a moving target but the issues are minimal at this point.
 - They are conducting regular triage meetings to identify new issues.

There was discussion on the following points:

- Conversion issues from the Roswell Magistrate Court relate to their case numbering scheme. With each new problem they encounter, they look at that problem statewide to determine how big the problem is. There will be new conversion issues with each court that is implemented. JEC's assistance with training would also help the Judiciary to standardize processes.
- BCMC fit assessment. JID Staff expressed gratitude to the BCMC staff for their help and their eagerness to have Odyssey rolled out in their court.
- BCMC's concern with the supervision module.

Mr. Edwards referred to the untitled gantt chart, which was attached to the OSC agenda. This was the first time they ran independent conversions for two courts at one time. There was discussion on the Judges User Group ("JUG") approvals being added to the gantt chart. Mr. Edwards explained that JUG would serve as the final decision-maker for district court issues. Magistrate court issues may be referred to either JUG or to Ms. Janes for resolution.

III. Update on Planning Documents

Risk Register Update. Mr. Edwards summarized the document entitled *Risk Management Plan*, which was attached to the OSC meeting agenda.

Issues Update. Mr. Edwards summarized the document entitled *Issue Management Plan*, which was attached to the OSC meeting agenda.

IV. Administrative Report

Tyler Contracts (RDS, new CMS, E-Filing). Steve Prisoc reported that all of the contracts had been executed. The e-filing contract is ready for execution.

Alabama Contract for E-Citations. Mr. Prisoc advised that the Alabama contract for e-citations was executed.

IV&V Contract. Mr. Prisoc noted that the IV&V vendor had a new contract in their possession. Judge Mitchell clarified that the current IV&V contract expired so a new contract was necessary.

Future OSC Issues

Rollout Schedule/Order of Courts in Roll Out. Mr. Prisoc noted that a number of courts prefer to have Odyssey implemented earlier than later. One magistrate court will pilot the e-citations project.

Funds Allocation for BCMC Project. Mr. Prisoc spoke of the BCMC fit assessment. While he was at the BCMC, he had the opportunity to sit through some DWI hearings, and was very impressed with the judges' professionalism.

V. IV&V Update. Dr. Julie Carroll reported the following:

- Good month for the project.
- She identified one conversion issue with the financials.
- Post-conversion scripts were not incorporated into the first data push.
- Budget request is reasonable.
- She encouraged continued work on efficiencies in conversion and non-site support.
- Pilot schedule request for quality check is a good decision.
- Reduced risks relative to Tyler's involvement and the schedule for the BCMC and the Second.

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

VII. Adjourn. Judge Mitchell adjourned today's meeting at 3:57 p.m.

Final Minutes Approved by Judge Mitchell on July 6, 2009.