

**Meeting Minutes of the
Odyssey Steering Executive Committee
Judicial Information Division
Thursday, October 1, 2009
4:30-4:52 p.m.**

Executive Subcommittee Members present:

Judge Karen Mitchell, Chair (*via phone*)
Judge Michael Bustamante (*via phone*)
Arthur Pepin (*via phone*)
Steve Prisoc
Tom Edwards

Executive Subcommittee Members absent:

Justice Petra Jimenez Maes

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 4:30 p.m.

Tom Edwards referred to the document that was emailed entitled *Executive Summary*. He spoke of the following points:

- The urgency to consider extending the Quality Assurance (“QA”) period by eight weeks due to the following:
 - The Seventh District Court (“Seventh”) is the next pilot court and their training is scheduled at the end of October.
 - Training facility for the Seventh.
 - JID Staff need to cancel hotel reservations.
- Forms issues that arose at the Roswell Magistrate and District Courts’ implementations.
- On September 1st Tyler Technologies (“Tyler”) announced a new release that would provide clients with the ability to create their own tokens. This is a technical solution and the JID Development Team has been trained. They believe this new release will solve up to 90% of the forms token problems.
- The next magistrate pilot court has advised that if the forms issue is not resolved before they are ready to go live, they would ask that they be withdrawn as a pilot court even if it means going to the end of the line.
- If the QA period is extended eight weeks, the Seventh would go live the first week in March, rather than in mid-November; and the last pilot court, the Thirteenth Judicial District Court (“Thirteenth”), would go live at the end of August, rather than in June.
- The QA period extension does not include scope issues that may arise at the Thirteenth, such as e-filing, document management imaging and the new remote document storage feature that Tyler demonstrated to JID Staff yesterday.

There was discussion on the following:

- The size/activity of the Seventh.
- The Seventh has begun data clean-up but they are finding that it is taking more time than expected so the extension would provide them with more time to make the conversion easier.
- The JID Development Team will work to resolve the token issues.
- The 90% figure is an educated guess. JID Staff have been trained and have had conversations with the State of Indiana who took the training and started their token effort 2-3 weeks before we did. JID Staff have not developed tokens at this time. The remaining 10% is probably going to be the lesser forms that make up the 80/20 rule.
- The odds of completing the pilot courts by the end of July 2010. The only unknown is the effort for e-filing and document management and imaging at the Thirteenth; however, the expectation is that most of that effort will be supported by the vendors.
- The Thirteenth's implementation would be pushed out to May, June or July for the Grants and the Bernalillo District Courts.
- The Thirteenth's concern of the e-filing and Odyssey pilots coming to their district at the same time.
- Concerns about getting Odyssey piloted as quickly as practical.
- Expectation that by the time the pilot courts are implemented, JID Staff may be stable enough in training and go live support that we could reduce the amount of go live time from two weeks to one week. This could have an impact of reducing the tail-end of the rollout schedule by three to six months.
- Scheduling
- Projected dates are best case. They do not take into consideration unforeseen circumstances that may affect JID Staff, such as flu, H1N1 and other illnesses.
- An upcoming key retirement at JID.

Judge Michael Bustamante moved to extend the QA period by eight weeks and to move the pilot courts accordingly. Arthur Pepin seconded. No further discussion. No opposition noted. Motion carried.

There was further discussion on the following points:

- Managing the perception on the Judiciary as a whole.
- Support for doing things right.
- Justice Maes' thoughts on the extension.
- Discussions with the other pilot courts.
- Odyssey Newsletter to provide explanation of extension.

Judge Mitchell adjourned today's meeting at 4:52 p.m.

Final Minutes Approved by Judge Mitchell on October 5, 2009.