

**Meeting Minutes of the 22nd
Odyssey Steering Committee (OSC)
Judicial Information Division (JID)
Wednesday, January 20, 2010
2:09-4:09 p.m.**

Executive Subcommittee Members present:

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

Voting Members absent:

Judge Judith Nakamura
Gina Maestas

Guests present:

Kerrie Farrell (2nd DC)
John Todd (*Tyler Technologies*)
Dr. Julie Carroll (*Burger, Carroll & Assoc.*)

Voting Members present:

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

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 2:09 p.m. and established a quorum.

I. Approval of Agenda.

Judge Richard Knowles moved approval of today's agenda. Sandra Trujillo seconded. No further discussion. No opposition noted. Motion carried.

II. Update on Planning Documents.

Risk Register Update. Tom Edwards advised that there were no substantive changes to the *Risk Management Plan*, which was attached to the OSC agenda.

Issues Update. Mr. Edwards advised that there were no substantive changes to the existing issues. A new issue was added relative to district court forms. The magistrate court forms are progressing well; however, there is not a governance body in place regarding district court forms.

There was discussion on the following points:

- Hearing notices in the Fourth Judicial District Court (Fourth) and in the Fifth Judicial District Court.
- Turnaround time.
- Issues with envelopes.
- Suggestion to have the district courts provide input to the proposed district court forms committee. Once a decision is made, that form will be used statewide.
- Magistrate court forms committee uses the Supreme Court approved forms. They are documenting things that they would like the rules committee to consider at some point in the future.
- Forms cannot be modified among the different district courts.

Karen Janes moved that OSC recommend to JIFFY the formation of a small committee to address district court forms, to be composed of up to nine members who will then recommend to JIFFY the forms that will be used by the district courts as Odyssey is implemented (Membership: Joey Moya to chair the committee; 2 members to be recommended by the Chief Judges Council (CJC); 2 members to be recommended by the Court Administrators Council (CAC); 1 Trial Court Administrative Assistant (TCAA); 1 district court clerk; and 1 appellate court clerk.) Judge Knowles seconded. There was discussion on obtaining input from judges and TCAAs. **No further discussion. No opposition noted. Motion carried.**

III. Administrative Report

Tyler Contracts

Amendment to Existing CMS Contract. Steve Prisoc reported that an amendment was executed to cover the shortage of conversion hours.

Rollout Contract for CMS. Mr. Prisoc reported that he received the draft rollout contract from Tyler Technologies (Tyler). The contract negotiations team will review and finalize the contract.

Metro Fit Assessment Results. Mr. Prisoc reported that the Bernalillo County Metropolitan Court (BCMC) has not had time to evaluate the fit assessment results that were recently received. He spoke of the following points:

- All licenses and enhancements will cost \$2,500,000.00.
- JID Staff and the BCMC realize that choices have to be made.
- Maintenance costs. He will work with Tyler to cap the Judiciary's maintenance at an amount that is doable given the Judiciary's expected revenues.

Brian Gilmore added his concern on the high cost of the supervision module. There was discussion on the possibility of the BCMC helping to support maintenance costs for products that are specific to their court.

Contract for Metro Implementation. Mr. Prisoc advised that budget decisions needed to be made before the Judiciary could execute a contract with Tyler relative to the BCMC implementation. There will be a series of meetings with the BCMC to discuss these matters further.

Wiznet E-Filing. Mr. Prisoc reported that Wiznet was purchased by Tyler, which assures the Judiciary a tight coupling with the electronic filing product and the case management system.

Alabama E-Citations. Mr. Prisoc reported that the University of Alabama electronic citations project is proceeding well. The New Mexico State Police may be involved soon. Details on the interface and communications are currently being worked out.

There was discussion on the following points:

- John Todd of Tyler provided an explanation of the status of the interface.
- Nine agencies are piloting TRACS.
- TRACS has not met in over a year. The plan after the pilot was to get TRACS rolled out to as many law enforcement agencies. If a centralized server is set up, the Judiciary's obligation would be to feed appropriate data in *xml* to that server which could then be distributed to the various partners.
- Providing Tyler's interface information to TRACS and finding out the current status of TRACS.
- An understanding that JIFFY decided that the Judiciary would not serve as the central hub of collection for all traffic data.
- An understanding that all the Judiciary committed to relative to TRACS was to accept court-related data and to then transmit appropriate data, such as dispositions and Motor Vehicle Division decisions, back to the central server.
- Resource concerns.

Action Item: *Judge Mitchell and Artie Pepin will meet to determine who from OSC will facilitate a meeting with TRACS.*

IV. Project Manager Report

Document Management/Imaging Pilot. Mr. Edwards referred to the document he distributed entitled *Imaging/Document Management Considerations*, and he spoke of the following:

- Configuration workshop with Tyler that provided JID Staff with additional information on document management and imaging.
- Cost and resource issues.
- Potential impacts to the schedule.

There was discussion on the following:

- Costs

- Equipment
- Suggestion to focus resources on the case management system implementation after the imaging/document management pilot in the Second Judicial District Court (Second) and in the Thirteenth Judicial District Court (Thirteenth).
- State of Minnesota implemented document management/imaging after their statewide case management system was implemented.
- BCMC
- The Fourth's support for focusing on the case management implementation.
- Being cognizant of courts that come to OSC to expand their document imaging or obtaining other products for document imaging.
- Not prohibiting courts that are already imaging documents but ensuring that the imaging is compatible with Odyssey.
- The First Judicial District Court (First) is indexing the files they image so they can be converted when Odyssey is implemented at their court. The First just started scanning 2010 cases.
- Some courts are scanning old cases for storage purposes.

Judge Knowles moved that we rollout Odyssey under the current schedule, before the Judiciary expands document management to courts outside of the Second, the Thirteenth and the BCMC. Ms. Janes seconded. No further discussion. No opposition noted. Motion carried.

Action Item: Mr. Edwards will email the document entitled "Imaging/Document Management Considerations" to those members that participated in today's meeting via video conference.

Odyssey MOU, Implementation Guide, and Conversion and Data Cleanup Tools for Courts. Mr. Edwards spoke of the Odyssey and conversion documents that had been posted to the inside Judiciary website. The Memorandum of Understanding (MOU) was provided to the Seventh Judicial District Court (Seventh). The project team is in the process of developing communication to court staff to keep them apprised of what tools are available, how to use the tools, and what the expectations are so courts are prepared when Odyssey is implemented.

There was discussion on the following points:

- A meeting is scheduled with the Seventh next Tuesday.
- All judges are expected to sign the MOU.
- Courts are utilizing the tools as they get closer to their implementation date.

Action Item: Renee Cascio and Oscar Arevalo will meet to discuss the concerns with lack of communication to the chief financial officers in the courts, so Mr. Arevalo can address those at tomorrow's CAC meeting.

Change Requests Update. Mr. Edwards advised that there were no updates to the document entitled *State of New Mexico, Administrative Office of the Courts, Change Request Approvals*, which was attached to the OSC agenda.

Tyler Hours and Travel. Mr. Edwards advised that the documents entitled *New Mexico Administrative Office of the Courts, Odyssey Case Management Project* and *Tyler Hours and Travel, Plan vs Actual by Calendar Quarter* were adjusted for the recently signed amendment.

Project Schedule. Mr. Edwards advised that there were no updates to report on the untitled document (*link labeled "gantt"*), which was attached to the OSC agenda.

Financials. Mr. Edwards reported no updates 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 agenda.

QA Progress. Mr. Edwards spoke of the following points:

- Good progress was made during the QA Period. The project team is focusing on the areas that more progress could have been made.
- The project team continues to work on forms. They are utilizing a new method for forms to help make the process more successful.
- Good progress on the conversion implementation due to enhancements that were made by JID Staff and Tyler.
- The project team is well on its way to a repeatable process.
- Most of the concerns OSC had with the conversion should be addressed with the data push scheduled on January 29th.

Ms. Janes commented that she is pleased with the progress of the magistrate court forms, despite the fact that it is a bigger process than she originally expected.

Tyler Project Status. Mr. Todd spoke of the following points:

- Concurred with Mr. Edwards' comments relative to the QA progress.
- Conversion concerns that have been worked through with the project team.
- The project team is working hard and he is pleased with the progress.
- The Seventh is on target.
- His concern relative to the expanded scope on some of the new features, such as document management/imaging, are relieved with OSC's decision today.

There was discussion on the following points:

- Milestones
- Simultaneous tasks.
- MOUs to be executed before any conversion begins.
- A meeting with the Seventh is scheduled for next Tuesday to execute their MOU.

- Mr. Pepin will attend meeting with the Seventh. Justice Maes advised that she is available to attend the meeting on Tuesday.
- MOUs need to be executed before any hotel and training arrangements are made.

Action Item: Per Judge Mitchell, Mr. Edwards to forward an MOU to the Grants District Court as soon as possible.

Action Item: Per Ms. Janes, Mr. Edwards to forward MOUs to the Farmington Magistrate Court and to the Grants Magistrate Court.

Action Item: Per Justice Maes, Mr. Pepin to clarify to the Seventh's chief judge the expectation that all of the Seventh's judges are expected to have the MOU signed by next Tuesday or to arrange for all of the Seventh's judges to attend the meeting next Tuesday to execute the MOU.

Action Item: Henceforth, Mr. Edwards offered to schedule time for MOUs to be executed six months prior to conversion.

Action Item: Per Justice Maes, Mr. Pepin and Mr. Prisoc to ensure that the MOU process and expectations are made clear at the March CJC meeting.

V. IV&V Update. Dr. Julie Carroll of Burger, Carroll and Associates, Inc. referred to her IV&V November report, which was attached to the OSC agenda. In November, there was not much evidence on some of the things that she was trying to verify. In December, files became available for her to review, so she had the following updates to report:

- She cannot verify that all of the tasks in the QA Period were completed; however, progress was made in many areas, specifically there are updated training materials; five labs were updated that focused largely on TCAA training, calendaring, lists, etc.; seven procedures; and twenty-six test scripts that she was able to verify updates on or are new.
- Testing the new version of Odyssey. Limited testing results were available in terms of documentation. The recording of the test results tend to be limited to the tests that failed. She has recommended before and is recommending again that test tracking be established on all tests, including positive test results. She spoke of the reasons why it is important to record all test results.
- Conversion process. It is difficult to verify the changes as being affected. There was changes on Tyler's conversion team that may have complicated the process and they may have been addressed.
- Conversion in the Seventh and the next court will reveal how much progress was made during the QA Period.
- Documentation conversion rules. More fields continue to be mapped and the documentation continues to lack narrative. She hopes to see continued progress in those areas.

- The dates for the Second's implementation were established and the implementation plan for the Second has tasks that, by her calculations, should begin in early February. She recommends that the Second and JID Staff begin high-level planning. There is an issue regarding access to development by the Second and she understands there is a meeting scheduled for that purpose.
- The BCMC's fit assessment is under review. This opens the door for planning on that project.

There was discussion on the following points:

- BCMC's oversight governance board.
- BCMC's forms.
- Tracking deficiencies. Concerns with overloading JID Staff that are already working overtime to keep up with their duties. Mr. Edwards noted that based on JID Staff's previous experience and knowledge and the impact of other things that JID Staff have to get done, he does not feel that documenting positive test results at this time is a significant deficiency. However, it will become useful when court staff get involved in base and core testing.

Ms. Janes moved that the BCMC's governance board be structured the same way as the district court forms committee that OSC discussed earlier today, with the ultimate appointment to be made by the Supreme Court, with that committee designated by the Supreme Court to report to OSC and to JIFFY. Judge Knowles seconded. No further discussion. No opposition noted. Motion carried.

Action Item: Per Justice Maes, Mr. Edwards to start planning for the BCMC MOU to be executed.

Action Item: Per Judge Knowles, OSC to further discuss how documenting positive test results can be done at some point.

VI. Future Meetings. Mr. Pepin provided the following legislative report:

- House Bill (HB) 7 (also known as HB2) was introduced. It includes an additional \$895,000.00 budgeted to account for the \$10.00 increase of the SCAF Fund.
- The HB7 budget for JID decreases the General Fund appropriation by another 6.2%. There appears to be a notion that the Judiciary should keep increasing the SCAF Fund.
- HB7 extends the spending of the \$2,000,000.00 appropriation to Fiscal Year 2012.
- The Legislative Finance Committee (LFC) conducted an audit of the Odyssey project and the use of the \$8,000,000.00 appropriation. Aurora Sanchez conducted the audit and she reported positive results to LFC in December. Mr. Prisoc added that Ms. Sanchez told him that the Odyssey project is a model project.

Action Item: Per Judge Knowles, Sharon Wolfe-Timan to email JIFFY members the teleconference information for tomorrow's JIFFY meeting in the event of inclement weather.

Judge Mitchell reported that the February JIFFY meeting was rescheduled to February 25th. She asked if OSC wished to reschedule their February meeting of February 17th to February 24th so as not to conflict with the Legislative Session.

Judge Knowles moved to reschedule the February OSC meeting to February 24, 2010 at 2:00 p.m. at JID. Ms. Janes seconded. No further discussion. No opposition noted. Motion carried.

VII. Adjourn. Judge Mitchell adjourned today's meeting at 4:09 p.m.

Final Minutes Approved by Judge Mitchell on February 8, 2010.