

**Meeting Minutes of the 23rd
Odyssey Steering Committee (OSC)
Judicial Information Division (JID)
Wednesday, February 24, 2010
2:12-3:41 p.m.**

Executive Subcommittee Members present:

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

Executive Subcommittee Members absent:

Justice Petra Jimenez Maes

Voting Members absent:

Karen Janes
Madeline Garcia

Guests present:

John Todd (*Tyler Technologies*)
Dr. Julie Carroll (*Burger, Carroll & Assoc.*)
Kerri Ferrell (*2nd DC*)
Phil Hedrick (*BCMC*)(*via video*)

Voting Members present:

Judge Richard Knowles
Judge Camille Martinez-Olguin
Judge Judith Nakamura
Oscar Arevalo
Gina Maestas
Michelle Jones (*via video*)
Brian Gilmore
Sandra Trujillo
Fred Sena (*via video*)
Helen Miller (*via video*)
Eric Erb

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 2:12 p.m. and established a quorum.

I. Approval of Agenda.

Judge Richard Knowles moved approval of today's agenda. Brian Gilmore 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 report on the document entitled *Risk Management Plan*, which was attached to the OSC agenda.

Issues Update. Mr. Edwards explained Issue #30 (*New sentencing commission charge codes are not being accepted/used by all law enforcement*) that was added to the document entitled *Issue Management Plan*, which was attached to the OSC agenda.

There was discussion on the following points:

- Many of the law enforcement agencies are not aware of the new charge code table.
- District attorneys are not using the new charge code table relative to magistrate court cases.
- Cooperation received from the Administrative Office of the District Attorneys (AODA) to assist the Judiciary in distributing the new charge code table to other entities; however, not all of the district attorneys are as cooperative.
- AODA does not have authority over the district attorneys.
- The Fourth Judicial District Court (Fourth) experienced this problem. They met with the district attorneys in their district and they were cooperative. There appears to be inconsistency in what the district attorneys believe is the most current charge code table versus what the Judiciary believes is the most current table.
- Clerks have to select the closest charge.
- The charge code table changes often, so it is difficult for law enforcement entities to know which table is the most current.
- Suggestion to distribute the new charge code table at central trainings and continuing legal education courses that the district attorneys attend, as well as to provide it to law enforcement officials at the academy.
- The main problem with the new charge code table is distribution and letting others know it exists.
- Suggestion to post the new charge code table to the outside Judiciary website.
- Rule change.
- Law enforcement should charge according to the statutes.
- JID needs the charge code referenced in the charging document.
- The charge identification code is punctuated and represented different in everybody's system.
- Suggestion to map what the districts are using to the new charge code table.
- Even if law enforcement cite the section number, it is difficult to distinguish the charge.
- The Bernalillo County Metropolitan Court (BCMC) experienced these problems. They met with the City Attorney's Office and the District Attorney's Office. They prepared cheat sheets for their law enforcement officials, but they are still not citing charges correctly.
- Concerns that the Judiciary's system is depending upon law enforcement to do the right thing.
- Part of the problem is statutory because the sections are in one paragraph citing different things.
- Suggestion to have a mandatory cover sheet that is submitted at the same time as the charging document, similar to the cover sheet that is used in domestic relations cases.

This suggestion could easily be mandated in the district courts, but it may prove difficult to enforce in the metropolitan and magistrate courts.

- Suggestion to strive to get balance, but if the goal is 100%, then OSC needs to recognize the cost of the effort because it may exceed the benefits. Suggestion to take an aspirational approach on this subject.
- Law enforcement agencies question the efficiency of getting all of the cheat sheets done in times when law enforcement are suffering from tight budgets.
- The New Mexico Sentencing Commission has the most current charge code table posted to their website.
- Suggestion to work with the individuals who produce the officer's black book to see about getting the charge code table inserted.
- This particular issue could impact the electronic citations project because that project is designed around the charge codes.
- Issue with law enforcement citing city, county and administration ordinances when they do not cite state code.

The consensus is that OSC would take an aspirational approach relative to the distribution of the new charge code table.

Mr. Edwards reported the following:

- A recent issue arose in the Seventh Judicial District Court (Seventh) about adding a party caution flag to Odyssey to indicate that an individual has an active protective order against him/her.
- Currently, a case flag is added to the protective order cases, but if an individual is added to a different case, court staff will not know if that individual has an active domestic violence order in effect, unless they search for the cases that are associated with that individual.
- He asked for authority to create a new party flag for protective orders.

There was discussion on the following points:

- Hours and cost involved. Mr. Edwards advised that this is a configuration item, so the cost is minimal because it would only cost the time it took to configure the flag into the application.
- Who would be responsible for removing the protective order party flag? The court that issued the protective order would be responsible for removing the protective order flag.
- When would the flag be removed? Suggestion that it fall off after the protective order expired.
- Odyssey system flags.
- Odyssey allows the set up of two different flags—one is a caution flag and the other is a special conditions party flag. This request is a special conditions party flag.
- Benefits to having a protective order flag.
- The flag would appear on all cases involving that particular individual.
- Concerns when a particular party has protective orders in multiple districts.

- Ensuring that the protective order flag has a way to capture the expiration date.
- Suggestion to have the protective order flag capture the case number.
- Odyssey in New Mexico is set up with a restriction, that can be lifted, that a court employee can see that a defendant has other cases but would not be able to go into those cases and see any of the information.
- Will the flag tell the courts that a protective order was issued or if it was properly served? BCMC's concern when dealing with restraining order violations is whether the defendant was served.

Judge Camille Martinez-Olguin moved approval for the project team to create a special conditions party flag for protective orders. Judge Knowles seconded. There was a lengthy discussion on the necessity to indicate the case number(s) that resulted in the flag; concerns that lifting a protective order flag from one jurisdiction could potentially lift other protective order flags from other courts; and the ability to have the flag drop after the protective order expired. Mr. Edwards recognized OSC's interest in the party flag but realized that there were business process details that needed to be addressed further. He asked OSC for more time to research the questions raised and noted that he would return next month with more information. **Judge Knowles asked for an amendment to the motion that OSC allow JID Staff to look into this flag further and bring back more information for OSC to consider next month. Judge Martinez-Olguin accepted the amendment. No further discussion. No opposition noted. Motion carried.**

Mr. Edwards mentioned that last month he raised the issue about establishing a district court forms committee to assist the project team in finalizing district court forms. The Chief Judges Council (CJC) does not meet until next month, so it is not clear when the project team would receive CJC's recommendation to the membership of this committee. He asked for OSC's approval for him to contact Joey Moya, Chairperson of the District Court Forms Committee.

Action Item: Per OSC, Mr. Edwards to contact Mr. Moya to begin discussions relative to the district court forms committee membership.

III. Administrative Report

Tyler Contracts

Rollout Contract for CMS. Steve Prisoc advised that the contract negotiations team met prior to this meeting and reviewed the new Tyler Technologies' (Tyler) contract. The new contract would allow the Judiciary to go into production and complete the rollout. The concerns identified had to do with maintenance payments. Due to the budget crisis, the contract negotiations team would like to limit charges by capping the maintenance at a level that the Judiciary can sustain. The contract negotiations team will contact Tyler to address the concerns raised and to begin negotiations.

Metro Fit Assessment Results.

Contract for Metro Implementation. Mr. Prisoc asked Mr. Edwards to report on this issue. Mr. Edwards spoke of the following:

- His conversations with Mr. Gilmore.
- The BCMC is actively reviewing the fit assessment results.
- Tyler provided preliminary estimates for some of the BCMC's enhancements.
- One solution is for the BCMC to develop their own custom business rules using a new feature that Odyssey provides.
- The BCMC is continuing to work with court staff to determine how long it would take to develop it's own enhancements. They are awaiting additional information from Tyler in terms of training on the custom business rules tool.
- The BCMC needs more time to conduct their assessment.
- Tyler recommended some no cost solutions that may require changes in business processes at the court.
- They hope to have a report for OSC in March.

Mr. Gilmore added that the custom business rules capability is brand new and they want to fully understand it. If BCMC is able to develop it's own enhancements, it would be a significant financial savings to the Judiciary. Mr. Edwards noted that the State of Indiana received the training on the new tool, so he and Mr. Gilmore plan to contact the State of Indiana to discuss how far they have gotten with the new tool.

Alabama E-Citations. Mr. Prisoc reported the following:

- The University of Alabama (UOA) is working to get the software ready for the police cars.
- They anticipate a pilot in March.
- The pilot will work with a handful of police cars and they will print citations for delivery to the magistrate court and possibly to the municipal court in Roswell.
- The project is going well.
- They intend to final the citations electronically through the Traffic Safety Bureau (TSB) and have TSB give them back to the Judiciary to digest into Odyssey.
- They met with TSB yesterday and they are back on track.
- TSB should have their server running this calendar year.
- Pleased with Tyler's work on this project.

There was discussion on the following points:

- The UOA is a direct competitor to TRACS.
- The UOA's and TRACS' citations will need to be translated into the Odyssey xml; however, Mr. Prisoc did not believe this would be a difficult process.
- TSB hopes to have a central server by the end of the calendar year that will reside at the Department of Information Technology.
- Concerns with waiting for the TSB to purchase their server.
- Concerns with the progress of this project.

- Tyler has written the keyhole.
- Concerns relative to resources as JID Staff will need to manage all of the connections.
- If the Judiciary takes on the responsibility of a server, it would have to reside at JID.
- TRACS' model is the law enforcement agencies feed into TSB and then TSB feeds into FACTS, and then JID Staff would send that information back to the Department of Taxation and Revenue.
- BCMC's status and success on their pilot program of the electronic transmission of citations.
- Concerns with investing more funds into the UOA if they will be doing the same thing as TRACS.
- The main problem is not that the UOA cannot do what is necessary to get that information to JID, it is more a resource issue for JID Staff.

Hot Site Update. Mr. Prisoc reported the following:

- Jerry Wise is returning to JID to work on contract beginning March 1st to manage the hot site activities.
- Tyler's remote data storage module.
- JID Staff made connection with the BCMC using the Qwest metropolitan Ethernet. JID Staff will soon test the connection. He thanked the BCMC for their assistance in this regard.

IV. Project Manager Report

Change Requests Update. Mr. Edwards advised that the document entitled *State of New Mexico, Administrative Office of the Courts, Change Request Approvals*, which was attached to the OSC agenda, was an update from last month.

Tyler Hours and Travel. Mr. Edwards advised that the documents entitled *State of New Mexico Administrative Office of the Courts, Odyssey Case Management Project* and *Tyler Hours and Travel Plan vs Actual by Calendar Quarter*, which were attached to the OSC agenda, were updates from last month.

Project Schedule. Mr. Edwards advised that the untitled document with the link labeled *gantt.pdf*, which was attached to the OSC agenda, was an update from last month.

Financials. Mr. Edwards advised that 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 an update from last month.

QA Progress. Mr. Edwards reported the following:

- The QA Period officially ended, however, the project team continues to work on QA activities, such as regression test scripts, creating additional or new training materials for the new release, and forms maintenance.
- From his perspective, the QA Period progress was good.

- The project team is currently training in the Seventh, which includes TorC, Estancia, Socorro and Reserve district courts. Training ends this Friday; and Friday evening, they begin the conversion and then they will perform the final validation over the weekend and go live on Monday, March 1st. This conversion was the best prepared conversion because they had more time.

Tyler Project Status. John Todd from Tyler referenced his report, which was attached to the OSC agenda, and he spoke of the following:

- The Seventh's conversion has gone well.
- Challenging month last month due to a Tyler sole-source resource that was assigned to conversion. They have since instituted other resources to work on conversions.
- Resources working on the Seventh's conversion, the Farmington Magistrate conversion and the Grants Magistrate conversion.
- A lot of hard work was put into the Seventh's conversion and they are ready to go live.
- Release 2009 SP2 will go into production before the Farmington Magistrate implementation.
- The Grants District configuration is scheduled on March 1st.
- Third data push for Farmington Magistrate is scheduled on Friday.
- Grants District's first data push is scheduled in March. Their data will be pulled on Friday to prepare for the conversion.
- The team has been very busy. They returned from the holidays and have been able to keep up at this point.
- He is pleased with where they are at but not pleased how they got there.

There was some discussion on the DNA Fee.

V. IV&V Update. Dr. Julie Carroll of Burger, Carroll and Associates, Inc. reported the following:

- Progress made during the QA Period: a lot of work was done on forms and tokens; preparation for the upgrade to new Odyssey version; receiving the BCMC's fit assessment; and training on remote document storage.
- Proof is still being seen on conversion changes and on training testing records.

VI. Future Meetings. Judge Mitchell advised that OSC would meet again on Wednesday, March 17, 2010 at 2:00 p.m. at JID.

Arthur Pepin and Oscar Arevalo reported that the Judiciary may receive re-authorization of the \$2,000,000.00 appropriation.

VII. Adjourn. Judge Mitchell adjourned today's meeting at 3:41 p.m.

Final Minutes Approved by Judge Mitchell on March 9, 2010.