

**Meeting Minutes of the 24<sup>th</sup>  
Odyssey Steering Committee (OSC)  
Judicial Information Division (JID)  
Wednesday, March 17, 2010  
2:06-4:06 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:**

Judge Camille Martinez-Olguin  
Judge Judith Nakamura  
Madeline Garcia

**Guests present:**

Dr. Julie Carroll (*Burger, Carroll & Assoc.*)  
John Todd (*Tyler Technologies*)

**Voting Members present:**

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

*Minutes taken by: LaurieAnn Trujillo*

Judge Karen Mitchell called the meeting to order at 2:06 p.m. and established a quorum.

**I. Approval of Agenda.**

**Gina Maestas moved approval of today's agenda. Judge Richard Knowles seconded. No further discussion. No opposition noted. Motion carried.**

**II. Review/Results of 7<sup>th</sup> District Implementation.** Judge Mitchell read two thank you notes OSC received from the Seventh Judicial District Court (Seventh) regarding the success of their implementation. She thanked JID Staff for their hard work.

There was discussion on the following points:

- Past implementations did not run as smooth as the Seventh's implementation.
- The Seventh's implementation has been the best implementation thus far and will be used as the model for future implementations.

- Tom Edwards commended the Seventh's staff for the great work they did in cleaning up their data.
- The Seventh's financial staff was completely prepared, which greatly contributed to the success of the Seventh's implementation.
- The first pilot courts were also commended for helping the project team to learn their focus points.
- Conversions for the Farmington Magistrate Court and the Grants District Court are currently underway.
- Tyler Technologies (Tyler) is working to correct the conversion process.
- John Todd of Tyler explained what the project team is doing to correct the conversion process. Tyler and the project team will determine if the costs related to the corrections are the Judiciary's responsibility. Mr. Todd is confident that Tyler will be able to correct the issues.
- Goal for data standardization.
- Training.

### **III. Update on Planning Documents**

**Risk Register Update.** Mr. Edwards advised that there were no updates to report on the document entitled *Risk Management Plan*, which was attached to the OSC agenda.

**Issues Update.** Mr. Edwards spoke of the three issues that OSC discussed last month (implementation of the charge code table; protective order flag and providing view-only access to cases from other jurisdictions). He asked Renee Cascio to explain what the project team is pursuing relative to these issues. Ms. Cascio spoke of the following:

- Implementation of the charge code table
  - She reviewed Mr. Edwards' notes from last month where OSC discussed the difficulties implementing the charge code table.
  - She spoke to Mike Hall of the New Mexico Sentencing Commission (NMSC). There is a law enforcement committee meeting in September, and Mr. Hall is trying to get on the agenda to talk about the advantages of using the common charge code table.
  - Janetta Hicks of the Fifth Judicial District Attorney's Office wrote forms for all of their charging documents that insert the four digit code, and she distributed those forms statewide.
  - Prosecutions in the magistrate courts often do not involve the District Attorney's Office.
- The request for a protective order flag arose as a suggestion received from some of the courts. She provided a demonstration of what the project team is proposing relative to this request. The proposal would require JID Staff to research deletions of the flag when a protective order is to be removed before an expiration date. This is needed to insure that the individual does not have multiple orders, some of which stay in effect. Odyssey does not allow for multiple protective order flags since the flag is associated with an individual.

There was discussion on the following points:

- The current charge code table can be found on the NMSC's web site.
- Problems the Moriarty Magistrate Court experienced with the charge code table.
- Instances where there are multiple protective orders on a particular individual.
- The concern that if it is decided to make the courts responsible for removing a protective order flag when an order expires one could be missed.
- Resources needed to remove protective order flags.
- Concerns with making JID Staff responsible for removing protective order flags.
- Parties that may dismiss protective orders earlier than the expiration date.
- Automating system flags.

**Judge Knowles moved that the procedure that JID Staff proposed regarding the protective order flag be adopted with an eye towards replacing it with an automated procedure as soon as possible. Karen Janes seconded.** There was discussion on the risks associated with human involvement, the risk of not having flags, concerns with creating a process that may cause problems, suggestion to wait on voting on this motion until the project team asks Tyler how other states are handling flags, this flag is not a must have, and the recent murder case. **No further discussion. Helen Miller and Brian Gilmore opposed the motion. Motion carried.**

Ms. Cascio continued her demonstration on the issue of revisiting the decision to allow every court to have view-only access to cases in other jurisdictions. She spoke of the following points:

- Every court is set up in an organizational chart. She demonstrated what a test logon would look like.
- Currently, court staff does not have access to data from other jurisdictions.
- Judges are being trained to make private notes. Only the notes that are labeled public can be viewed.
- She distributed the document entitled *Case Types with Base Case Types and Security Group Default*, which outlined the types of district court cases that are sealed when they are created.
- If OSC and JIFFY want judges from one jurisdiction to view cases from another jurisdiction, the project team will have to modify security in order for that to be done.
- Sealed cases are not displayed on *Case Lookup* at this time.
- The project team's recommendation is that only judges be allowed to have view-only access on cases from other jurisdictions.
- One advantage of this recommendation is that JID Staff would no longer need to maintain the inside *Case Lookup*.

There was discussion on the following points:

- Supreme Court's sealing rules.
- Federal law.
- Appellate cases.
- There should not be issues with confidentiality because all Judiciary staff are bound to uphold confidentiality.

- Suggestion to include court administrators on the view-only access.
- Concerns with moving forward with this recommendation because it is not currently offered in FACTS.
- Judiciary employees can view non-sealed cases.
- Issue with granting Judiciary-wide access to sealed cases.

**Action Item:** *Per Judge Mitchell, OSC will not decide on this recommendation at this time; however, she will mention it to JIFFY tomorrow.*

#### **IV. Administrative Report**

##### **Tyler Contracts**

**Rollout Contract for CMS.** Steve Prisoc spoke of the contract with Tyler that will commence at the end of March. He thanked the contract negotiations committee for their excellent suggestions that were implemented. Mr. Edwards referred to the document entitled *Tyler New Contract Summary*, which he distributed. Mr. Prisoc asked for OSC's approval of the contract.

**Ms. Maestas moved for OSC to recommend to JIFFY approval of the Tyler contract.**

**Judge Knowles seconded.** There was discussion on the \$2M appropriation and the allocation for the Bernalillo County Metropolitan Court (BCMC) (the fit assessment for BCMC was paid from the original case management system contract--anything after that will be included in the BCMC contract). **No further discussion. No opposition noted. Motion carried.**

**Action Item:** *Per Judge Knowles, Mr. Edwards to email the contract to JIFFY members for review.*

**Metro Fit Assessment Results.** Mr. Prisoc reported that the BCMC is reviewing the enhancements and working through the fit assessment to identify functions that are necessary at this time so as to accommodate the current budgetary issues.

**Contract for Metro Implementation.** Mr. Edwards advised that he spoke to Mr. Gilmore last week and they are aiming to execute the BCMC contract by the end of April.

There was discussion on the following points:

- The BCMC is planning to rollout civil by the end of this year, and will then rollout criminal.
- Budgetary issues not necessarily related to the BCMC.
- Business process changes.
- How to treat additional monies as we go forward.
- BCMC maintenance costs.
- The BCMC understands that JID is responsible for funding current capabilities, and the BCMC is responsible for new capabilities.

- Legislation relative to the additional \$10.00 civil filing fee.
- As the project moves forward, the possibility that the BCMC's functionality and other courts' functionality is not going to be easy to separate.
- The magistrate courts will benefit from most of the enhancements.

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

- The Alabama electronic citations project is moving forward.
- The scope was expanded to include more police units.
- The New Mexico State Police will outfit four of their vehicles.
- The projected March implementation may be extended to April.
- Odyssey is ready to accept standard *xml* from the system, and the translation will be easy whether we go through the Traffic Safety Bureau or we get them directly from the police departments.

There was discussion on the following:

- The SCAF Fund will fund the purchase of the first unit, and JID Staff will test it to ensure it works properly before it purchases the other three remaining units.
- The New Mexico State Police will be responsible for purchasing the rest of the equipment.
- The \$750,000.00 appropriation.

**Hot Site Update.** Mr. Prisoc reported that Jerry Wise returned to JID on contract to manage the hot site project. James Edwards is at the BCMC setting up the communications, and it will go live through the Qwest metropolitan Ethernet on Friday.

## V. Project Manager Report

**Change Request Update.** Mr. Edwards noted that the activities that occurred in February were reflected in 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 noted 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*, which were attached to the OSC agenda, were updated to reflect the activities that occurred in February.

**Project Schedule.** Mr. Edwards referred to the untitled document with the link labeled *gantt.pdf*, which was attached to the OSC agenda. He spoke of the following points:

- He reminded OSC that the schedule that was published for the rollout and distributed to all of the courts last month was built around the premise that court staff would participate and assist the project team with training, testing and go live support.
- He asked for OSC's and JIFFY's assistance to ensure that the terms of the Memorandum of Understanding (MOU) are upheld by the courts; otherwise, the schedule will not be met.

There was discussion on the following:

- Concerns related to under-staffing at JID and throughout the courts, statewide.
- Balancing the need for court staff to assist with the implementation of Odyssey and their ability to conduct their normal job responsibilities.
- Once more courts get onto Odyssey, the pool of resources will grow, however, that is not likely to occur for another twelve to eighteen months because court staff cannot assist with the Odyssey project until they have been on Odyssey themselves for some time and are comfortable with it.

**Financials.** Mr. Edwards referred 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. The only changes made to this document were the activities that occurred in February.

**Tyler Project Status.** Mr. Todd reported the following:

- The Seventh's go live was the smoothest thus far. The project team was able to work with the court rather than dealing with issues. He is very proud of JID Staff.
- The testing of Release 2009SP2 was completed and will be implemented into production on Friday. It includes features that the courts will utilize.
- Document storage was installed and is operational. Testing of the remote document storage for the Thirteenth Judicial District Court will soon commence.
- The Farmington Magistrate Court user training will begin on March 29<sup>th</sup>. Their go live date is April 12<sup>th</sup>.
- The project is in good shape at this point.

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

- High level joint planning was initiated between the Second and JID Staff.
- Fit assessment for the BCMC: software enhancements are about 50%, licensing is about 17%, and implementation is about 28%, plus gross receipts tax.
- From last month's JIFFY meeting, she was concerned about the implementation of civil cases, but there has been discussion about implementing them by end of 2010. She encouraged the project team to execute a contract for the BCMC implementation with Tyler as soon as possible.
- Concerns about assigning court staff.
- Closed risk regarding the budget status.

**VII. Future Meetings.** The next meeting will be held on Wednesday, April 14, 2010 at 2:00 p.m. at JID. The project team will be at the Farmington Magistrate Court for their go live on April 12<sup>th</sup>. OSC hopes to receive a report from them on how that implementation is going at the next OSC meeting.

**VIII. Adjourn.** Judge Mitchell adjourned today's meeting at 4:06 p.m.

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**Final Minutes Approved by Judge Mitchell on April 6, 2010.**