

**Meeting Minutes of the 26th
Odyssey Steering Committee (OSC)
Judicial Information Division (JID)
Wednesday, May 19, 2010
2:13-3:13 p.m.**

Executive Subcommittee Members present:

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

Executive Subcommittee Members absent:

Judge Michael Bustamante

Voting Members present:

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

Voting Members absent:

Judge Judith Nakamura
Judge Richard Knowles
Renee Cascio

Guests present:

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

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 2:13 p.m. and established a quorum.

I. Approval of Agenda.

The agenda was accepted as presented.

II. Review/Results of Grants Magistrate Implementation. Judge Mitchell announced a successful Odyssey implementation at the Grants Magistrate Court. The project team is getting closer to a repeatable process. Tyler Technologies (Tyler) agreed to run an additional non-pilot magistrate court conversion this summer to prove up their repeatable process. Two district court pilots remain, which will provide the project team with the opportunity to perfect the repeatable process at a district court.

Tom Edwards echoed Judge Mitchell's comments relative to the Grants Magistrate Court implementation. The project team selected the Bayard Magistrate Court as the court they will test the Tyler repeatable process at.

There was discussion on the following points:

- Problems with the repeatable process.
- Concerns associated with the repeatable process not being successful.
- Tyler agreed to test the repeatable process at the Bayard Magistrate Court at no cost. John Todd of Tyler was recognized for his advocacy in this regard.
- If the Tyler repeatable process fails at the Bayard Magistrate Court, the project team will ask Tyler to perform another one.
- Volume versus complexity issues.
- Three JID Staff are onsite at the Grants Magistrate Court. Fewer staff were at the remote site, an indicator of the project team's increased confidence.
- The Grants Magistrate Court was the second court that the project team implemented without Tyler representatives being onsite.
- The project team requested that Mr. Todd return for the Grants and Bernalillo District Courts' Odyssey implementations due to the fact that document management and imaging will also be implemented at those courts.
- The Farmington Magistrate Court staff is more comfortable with Odyssey and is beginning to further define business rules.
- The AOC Fiscal Staff corrected the starting balance error at the Grants Magistrate Court. Henceforth, the AOC Fiscal Staff will be onsite at the courts to assist with the first partial reconciliation and with the first full month reconciliation in Odyssey.
- The AOC Fiscal Staff are working to resolve the financial module issues.
- Mr. Edwards explained how a proposed enhancement request is considered and processed.
- Suggestion to automate the interest allocation process that is done by the courts at the end of the month, especially for the larger courts.

Action Item: Per Helen Miller, the AOC Fiscal Staff and the project team to consider providing courts with step by step instructions on financial reports that need to be submitted to the AOC Fiscal Division each month.

III. Update on Planning Documents

Risk Register Update. Mr. Edwards advised that the changes to the document entitled *Risk Management Plan*, which was attached to the OSC agenda, were primarily updates from the past month.

Issues Update. Mr. Edwards advised that the changes to the document entitled *Issue Management Plan*, which was attached to the OSC agenda, were primarily updates from the past month.

IV. Administrative Report

Contract for Metro Implementation. Steve Prisoc reported that the contract for the Bernalillo County Metropolitan Court (BCMC) Odyssey implementation is an exact mirror of the enterprise contract, and it is awaiting final approval by the Taxation and Revenue Department.

Alabama E-Citation Update. Mr. Prisoc reported on the following:

- The electronic citations pilot will go live in Roswell today.
- Two problems that were resolved: (1) issue with the DWI statute; and, (2) issue with the paper.
- The pilot project will involve four New Mexico State Police (NMSP) vehicles.
- Local police agencies chose not to participate because they did not wish to purchase the equipment.
- The magistrate courts have confirmed that a large percentage of citations are issued by the NMSP.
- Negotiation challenges with the Traffic Safety Bureau (TSB) and the Department of Transportation (DOT).
- Senator John Sapien and Chief Justice Charles Daniels are very interested in expansion of this project.
- The Las Cruces Magistrate Court implementation.

There was discussion on the following points:

- The BCMC electronic citations project is not currently in production because they are waiting for the Albuquerque Police Department (APD) to update their server.
- Approximately 200 officers are currently using TRACS.
- The *xml* interface still needs to be defined.
- The Alabama project's hold up is associated with TSB's involvement.
- Odyssey is ready to accept a data feed for TSB. Some configuration needs to be done with offense codes to map to the case sites, but ultimately the Odyssey side is complete. The other agencies need to take the file layout and submit the *xml* into Odyssey at this point.
- TSB personnel who were assigned to the electronic citations project may have been released.
- The original plan for electronic citations was that all of the electronic citations would go through the TRACS' data center. However, if the TRACS' data center is not available, JID Staff may have to support that functionality which will affect the Odyssey rollout schedule.
- The original plan has always been that the layout of the data would be for any vendor, whether it is the University of Alabama or TRACS, as long as the vendor met the file specification and they routed those citations through the TRACS' data center. TRACS would then pass them onto JID and get them into the system electronically. This plan was chosen because the DOT needed all of the citation information for a number of reasons.

- JID Staff's meeting with the Tyler Odyssey president last Wednesday that resulted in Tyler agreeing to suspend maintenance payments on the Odyssey add-ons until the beginning of the calendar year 2014.
- Tyler will prepare a proposal for Odyssey to be implemented in the municipal courts. At this time, the municipal courts are licensed to use Odyssey.
- Advantages of the Odyssey electronic payments component.

Action Item: *Phil Hedrick offered to provide Mr. Prisoc with the TSB and DOT contacts.*

Remote Document Storage/Imaging with Hot Site Update. Mr. Prisoc spoke of the following:

- Grants District Court will be going live with remote document storage in June.
- JID Staff are delivering the server and the mail storage device to Grants District Court today.
- The software works great. JID Staff still need to test it in production.
- The project team requested modification from Tyler, so the Judiciary can implement document imaging statewide.
- JID Staff are working on the hot site. JID Staff are configuring and testing the replication storage device. Once that has been done, JID Staff will coordinate with the BCMC technical staff and transport the device to Albuquerque for installation and testing. JID Staff plan to build a smaller duplicate version of the server array that runs Odyssey and is located at JID, so in the event of a disaster at JID, the Judiciary will have a second data operational center at the BCMC. This should be completed by the time Odyssey is implemented at the Second Judicial District Court (Second) and at the BCMC.

V. Project Manager Report

Contract and Funding Closeout. Mr. Edwards advised that the most interesting part of his project manager report this month was the closeout of the original Tyler contract. The project team made adjustments in the hours' buckets and converted unused travel dollars for Tyler into conversion hours, so the project team could zero out those accounts and ensure that the Judiciary did not revert any funds from the \$6 million appropriation. He recognized Oscar Arevalo and Grace Catanach for their efforts in this regard.

Change Requests Update. Mr. Edwards advised that monthly updates were reflected in the document entitled *State of New Mexico Administrative Office of the Courts Change Request Approval*, which was attached to the OSC agenda.

Tyler Hours and Travel. Mr. Edwards advised that monthly updates were reflected in 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.

Project Schedule. Mr. Edwards advised that monthly updates were reflected in the untitled document labeled *gantt.pdf*, which was attached to the OSC agenda.

Financials. Mr. Edwards advised that monthly updates were reflected in 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.

Tyler Project Status. Mr. Todd reported the following:

- The conversion process is a partnership between Tyler and the project team.
- Tyler has logged 293 hours to get the repeatable process in place.
- Tyler and the project team already knew the issues going into the Grants Magistrate Court implementation.
- Tyler is pleased with the conversion process.
- Major milestone involving the forms' issues.
- Grants District Court will go live with Odyssey and document management soon.
- The project is on schedule.
- Tyler was not onsite at the Grants Magistrate Court.

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

- As JID Staff discover conversion issues, they perform statewide checks to determine the frequency of such issues.
- Lessons Learned meeting by JID Staff in March after the Socorro implementation.
- JID Staff's level of comfort has increased.
- Check sheets for rollouts.
- It is a big milestone that Tyler staff is not present at the implementations.
- Increased involvement of the AOC Fiscal Staff.
- JID Staff is paying more attention to templates, forms and reports to ensure important items are addressed before they leave a court.
- BCMC implementation.
- Converting old BCMC data could pose potential risks to the budget and schedule.
- Hopeful that the lessons learned from all of JID activities can be applied to the BCMC implementation.
- Second's interface needs.

There was discussion on the following points:

- The Second is more comfortable with Odyssey's exhibits module and they feel it will meet their needs. They requested that OSC consider converting the existing exhibit data somehow. The project team will coordinate with Tyler to determine how that might be done.
- The primary integration to be done at the Second will be the trust accounts.

VII. Future Meetings. Judge Mitchell advised that the next OSC meeting will be held on Wednesday, June 16, 2010 at 2:00 p.m. at JID. Mr. Edwards added that the project team will have trained the staff at the Grants District Court by the next OSC meeting.

Judge Mitchell read an email she received from Renee Cascio confirming the success of the Grants Magistrate Court implementation.

The Bayard Magistrate Court implementation will be scheduled at some point this summer before the first rollout. Judge Mitchell asked Mr. Todd to convey the Judiciary's appreciation for Tyler's willingness to test the repeatable process at the Bayard Magistrate Court at no cost to the Judiciary. Mr. Todd reiterated that Tyler viewed this project as a partnership between the Judiciary and Tyler.

VIII. Adjourn. Judge Mitchell adjourned today's meeting at 3:13 p.m.

Final Minutes Approved by Judge Mitchell on June 4, 2010.