

**Meeting Minutes of the 30th
Odyssey Steering Committee (OSC)
Judicial Information Division (JID)
Wednesday, January 19, 2011
2:04-3:43 p.m.**

Executive Subcommittee Members present:

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

Voting Members present:

Judge Camille Martinez-Olguin
Judge Richard Knowles (*via phone*)
Oscar Arevalo
Michelle Jones (*via video*)
Gina Maestas
Sandra Trujillo (*via video*)
Brian Gilmore (*via video*)
Fred Sena
Madeline Garcia
Eric Erb
Tobie Fouratt
Renee Cascio

Voting Members absent:

Judge Judith Nakamura
Judge Duane Castleberry
Karen Janes

Guests present:

Amy Plank (*2nd DC*)
Juanita Duran (*2nd DC*)(*via video*)
John Todd (*Tyler Technologies*)
Frank Dimaggio (*2nd DC*)(*via video*)
Mike Mellos (*Burger, Carroll & Assoc.*)
Tom Clark (*National Center for State Courts*)
Laura Klaversma (*National Center for State Courts*)

JID Staff present:

James Edwards
Brian Eckert
Trixi Bubemyre

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 2:04 p.m. and established a quorum. She wished everyone a happy new year.

I. Approval of Agenda.

Sandra Trujillo moved approval of today's agenda. Oscar Arevalo seconded. No further discussion. No opposition noted. Motion carried.

II. Court Conversions

Review/Results of Los Lunas District Implementation. Judge Mitchell asked Renee Cascio to report on this item. Ms. Cascio reported the following:

- The Los Lunas District Court implementation was successful.
- The project team implemented document imaging in the entire Fifth Judicial District (Fifth) and in the entire Thirteenth Judicial District (Thirteenth).

- The Los Lunas District Court was the first court that implemented document imaging and electronic filing for civil cases.
- The Thirteenth is a fully automated district.
- Electronic filing is integrated into Odyssey, so when a pleading is accepted, it automatically docketed the pleading and the image of the pleading will attach to it.
- The project team has noticed discrepancies between the document imaging courts and their definition of sealed documents. The Los Lunas District Court is sealing images of family case documents that contain children's names and/or financial information; however, the Fifth is not following this same process, so the project team would appreciate clear definitions of when a document image should be sealed prior to the project team implementing document imaging in other courts. In this respect, automation is ahead of policy.
- A meeting with the First Judicial District Court (First) is scheduled for tomorrow to discuss their sealing guidelines.

There was discussion on the following points:

- The Sealing Rules Committee.
- Suggestion to have the E-Filing Committee consider the issues relative to electronic filing.
- Disparity among the three court locations in the Thirteenth.
- Forms filed by the Children's, Youth & Families Department (CYFD) and the Child Support Enforcement Division (CSED) do not provide the courts with full dates of birth and social security numbers, which makes it difficult for the courts to positively identify individuals.
- The rule that related to redacted and unredacted versions of documents was pulled back, so the project team has not had to deal with this issue. At this time, courts are receiving pleadings with full information, except on documents received from the CYFD and the CSED wherein they only provide partial information to the courts.

Action Item: Justice Petra Jimenez Maes asked that the project team inform Joey Moya of the discrepancies of sealed documents, so he can ensure consistency of sealed documents throughout the Judiciary.

Action Item: Justice Maes asked that the project team work with Deborah Dungan on the issues with forms filed by the CYFD and the CSED.

Action Item: Judge Mitchell asked for a meeting with Judge Camille Martinez-Olguin to discuss the cover sheet prior to Judge Mitchell meeting with Mr. Moya.

Repeatable Process. Tom Edwards referred to the documents entitled *Los Lunas District Data Conversion Checklist* and *Odyssey Client Check List*, which were attached to the OSC agenda. He spoke of the following points:

- These documents represent two pieces of the repeatable process.

- The document entitled *Los Lunas District Data Conversion Checklist* is the document that the project team uses during conversion weekend. There may be some minor differences between district and magistrate court implementations.
- The document entitled *Odyssey Client Check List* is the document that the JID Client Team uses to prepare the workstations for the courts. For the most part, they have to touch every computer to accomplish this task list.

2nd District Odyssey Training and Remote Terminals. Judge Mitchell introduced Amy Plank, the new Odyssey Project Manager at the Second Judicial District Court (Second). Ms. Plank spoke of the Second's concerns relative to the amount of employees they need trained and space limitations. She is working with Mr. Edwards and Ms. Cascio to schedule larger training sessions and secure a location that would accommodate larger groups of trainees. She asked about providing remote terminals or Odyssey access to justice related agencies.

There was discussion on the following points:

- The question was raised if email was a viable option to provide documents to justice related agencies, rather than providing them with remote terminals.
- The project team is not aware of a policy that relates to providing access to Odyssey to non-Judicial agencies.
- Suggestion to have a policy that would allow the project team to issue Odyssey identifications and passwords to justice related agencies.
- The question was raised of how the remote terminals and software would be funded.
- The question was raised of who would provide maintenance and support on the remote terminals in justice related agencies.
- At this time, the project team is not sure if the New Mexico Consolidated Offender Query (NMCOQ) could be a possibility in lieu of remote terminals.
- The Bernalillo County Metropolitan Court (BCMC) shared the same concerns as the Second as they, too, provide access to justice related agencies.
- Suggestion for JID Staff to consider a browser client for remote terminals.
- Suggestion to defer the discussion of remote terminals until the next OSC meeting to provide JID Staff, the Second and the BCMC with an opportunity to investigate alternatives.
- Magistrate courts need access to the Motor Vehicle Division's database.
- Juanita Duran asked Mr. Edwards for a status on the deployment of the Second's computers and when the Second can expect to schedule a workflows workshop. Mr. Edwards noted that in light of the current budget constraints, he is attempting to schedule a workflows workshop for both the Second and the BCMC.
- A workflows workshop involves designing the way the queues are set up for documents to be escalated.
- The Second will be moving from WordPerfect to Microsoft Word and have already scheduled their training.

Action Item: Per Steve Prisoc, the project team will talk to Tyler Technologies (Tyler) about possible alternatives to providing desktop access to justice related agencies. Mr. Edwards will add this discussion to the next OSC agenda.

Action Item: Mr. Edwards advised that the project team would provide answers to the Second's questions relative to training, computers and a workflows workshop prior to the next OSC meeting.

III. Update on Planning Documents

Risk Register Update.

Issues Update.

Mr. Edwards noted that there were minor updates made to the documents entitled *Risk Management Plan* and *Issue Management Plan*, which were attached to the OSC agenda. No questions were raised.

IV. Administrative Report

Alabama/TRACS E-Citations Update. Mr. Prisoc reported that the University of Alabama/TRACS electronic citations project is moving forward. Trixi Bubemyre is managing the day to day aspects of the project, and he is very pleased with the project.

E-Filing Update. Mr. Prisoc reported that the Judiciary recently went live with Tyler's public access module. At this time, attorneys in the Thirteenth have access to all electronically filed documents. JID Staff is working to restrict access so that attorneys are only able to access the documents in the cases they are involved in.

Hot Site Recommendation. In light of the current budget constraints, JID Staff have come up with a plan for OSC and JIFFY to consider relative to the hot site. Mr. Prisoc deferred to Mr. Edwards to explain the proposal. Mr. Edwards referred to the document entitled *Hot Site Proposal 2*, which was distributed and emailed to the members. He explained the following points:

- The document was revised several times due to new ideas that surfaced from meetings.
- The first diagram on page 1 illustrated the Judiciary's network as it currently stands. It included one of the recommendations that OSC and JIFFY approved in October of 2010 for the back up laser connection between the Second and the BCMC. OSC also approved the concept of a second communication line to a different Qwest central office in Santa Fe, but this was not included in the diagram because it had not yet been acquired.
- The second diagram on page 2 is the "must do proposed Santa Fe network". It included the OSC approved upgrades from October of 2010 wherein the project team developed the second independent communication line to a different central Qwest office in Santa Fe to eliminate the primary single point of failure. Communications is the most likely to fail, which would require the disaster recovery plan to be invoked, and the equipment needed for the JID Data Center is a load balancer and a web server.
- The third diagram on page 3 is the "should do proposed Santa Fe network" including the

OSC approved upgrades. This diagram depicted redundant load balancers in addition to a new switch, and a redundant switch. JID's existing switch is very old and needs to be replaced soon. When a new switch is acquired for JID, the existing switch at JID would be moved to the hot site at the BCMC.

- The fourth diagram on page 4 is the current picture of the hot site at the BCMC. JID Staff are working on the SAN, which is where all of the offsite Odyssey data would be stored in the event the Judiciary invoked the disaster recovery plan.
- The fifth diagram on page 5 illustrated a picture of the must do and should do plans for the disaster recovery site.
- He then referred to the expense proposal at page 3. The must do plans for the JID Data Center are \$76,000 one time costs, with annual recurring costs of \$45,660. The must do plans for the Albuquerque hot site are \$58,266 one time costs, with annual recurring costs of \$11,020. The grand total for both must do plans is \$134,266 one time costs, with annual recurring costs of \$56,680. Arthur Pepin agreed to support funding of the grand total costs and the first year's expenses that total \$190,946 from the red light monies.
- The hope is to acquire the should do plans within the next two to four years.
- He asked for OSC's endorsement of the must do plans that total \$190,946.

There was a lengthy discussion on funding and the additional spending capacity of \$200,000, which could cover the \$190,946 must do hot site plans.

Judge Richard Knowles moved that OSC recommend to JIFFY that the project team implement the "must dos" plans for the hot site. Judge Martinez-Olguin seconded. Concerns were raised about ensuring that the Odyssey rollout remained the priority. No opposition noted. Motion carried.

V. Project Manager Report

Tyler Hours and Travel. Mr. Edwards advised that there were usual updates to the documents entitled *New Mexico Administrative Office of the Courts Odyssey Case Management Project Statewide Rollout thru 12/31/2010* and *Tyler Hours and Travel New Contract Plan vs Actual by Fiscal Quarter*, which were attached to the OSC agenda. No questions were raised, so he moved onto the next agenda item.

Project Schedule. Mr. Edwards referred to the untitled document with the link labeled *stategantt.pdf*, which was attached to the OSC agenda. He spoke of the numerous projects that JID Staff are supporting in conjunction with the Odyssey implementation.

Mr. Prisoc introduced Tom Clark and Laura Klaversma from the National Center for State Courts. Judge Mitchell added that the Judiciary is anxiously awaiting the results of their re-engineering studies.

Financials. Mr. Edwards noted that normal updates were made to the document entitled *New Mexico Administrative Office of the Courts Budget vs Actual Project Life to Project to*

Date, which was attached to the OSC agenda. No questions were asked.

Change Requests Update. Mr. Edwards noted that normal updates were made to the document entitled *State of New Mexico Administrative Office of the Courts Change Requests Approvals*, which was attached to the OSC agenda. No questions were asked.

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

- The Lovington go live involved the additional task of remote document storage.
- He credited the project team for their hard work.
- The First and the Tenth Judicial District Court implementations are next on the schedule. These implementations represent the first time that the project team follows the compressed schedule.
- The BCMC is making good progress on their project. They participated in the custom business rules training and the criminal configuration workshop. The BCMC staging site was installed for configuration activities, and the project team has completed two out of five data pushes. There is some concern relative to their time-frame on configuration.

Mr. Edwards added that the go live date for civil for the BCMC will be moved out one week due to it currently being scheduled on Easter weekend.

IV. IV&V Update. Mike Mellos of Burger, Carroll & Associates referred to his report, which was attached to the OSC agenda, and he spoke of the following points:

- JID Staff is successfully attending to the needs of the Second and the BCMC.
- JID Staff provided the Second and the BCMC with access to the development and quality assurance/test environments.
- The main focus at this time remains on the First's and the Tenth's implementations, which is not a small undertaking in light of the fact that JID Staff are also responsible for numerous other projects.
- He is pleased with the cooperation of all entities.

There was some discussion on the status of Dr. Julie Carroll's health.

VII. Future Meetings. Judge Mitchell reminded OSC members that OSC is now meeting every other month. Their next scheduled meeting is set for March 16, 2011; however, in light of the First's and Tenth's training sessions and the Legislative Session, she asked if OSC could reschedule their March 16th meeting. There was consensus to reschedule the March 16th meeting to Wednesday, March 2, 2011 at 2:00 pm. at JID.

For informational purposes, Mr. Prisoc mentioned that the OSC Executive Steering Committee recently met to discuss a proposal from Tyler to restructure the Judiciary's contracts. Tyler is proposing that the Judiciary's electronic filing fees be used to offset the Judiciary's maintenance fees.

VIII. Adjourn. Judge Mitchell adjourned today's meeting at 3:43 p.m.

Final Minutes Approved by Judge Mitchell on February 4, 2011.