

Odyssey Steering Committee (OSC)
Meeting Minutes
Judicial Information Division
Wednesday, April 17, 2013
2:09 - 4:03p.m.

Executive Subcommittee Members Present:

Judge Karen Mitchell, Chair
Steve Prisoc
Marlin Mackey
Artie Pepin
Judge Michael Bustamante
Chief Justice Petra Jimenez-Maes

Guests Present:

Deb Williamson
Bill Hopkinson
Peter Bochert
Art Berger
Teresa Delgado (phone)

Voting Members Absent:

Madeline Garcia
Oscar Arevalo
Arlene Baca

Voting Members Present:

Tobie Fouratt
Judge Sharon Walton (phone)
Wendy Jones
Judge Richard Knowles
Renee Cascio
Karen Janes
Judge Duane Castleberry
Lisa Farnum
Jamie Goldberg
Judge Sarah Singleton (video)

JID Staff Present:

Helen Miller
Annie Hall

I. Approval of Agenda. Judge Mitchell called the meeting to order at 2:09 p.m. The agenda was accepted as presented.

Introductions. Judge Mitchell welcomed the new members of OSC; Lisa Farnum, Jamie Goldberg, Judge Sarah Singleton and Judge Julie Altwies.

II. Master Schedule Summary. Marlin Mackey presented the *JID Odyssey Schedule* for the major initiatives.

- File and Serve has been completed.
- Odyssey V12 goes live on April 19, 2013.
- Mr. Mackey referred to the sheet entitled *Tyler Odyssey File and Serve* which outlines the expenditures and credits with regards to E-filing through March 31, 2013. The cost of the e-filing product has been offset by the

revenues that have been collected from e-filing and AOC has a credit of \$181,000. E-filing has been implemented in all of the district courts. The supervision enhancements will be delivered the first week of May and will include Metropolitan Court enhancements as well.

- Mr. Mackey referred to the handout entitled *Odyssey Parking Lot List-April 15, 2013*. In-session for judges and E-file Child Support Enforcement are in the implementation process. The other items on the list are still on hold until more time and resources become available.
- Magistrate Forms. Tobie Fouratt discussed the need for magistrate forms to be updated and discussed difficulties associated with outdated forms. Artie Pepin stated that the Judiciary will be requesting FTEs from the legislature in FY15 for more staffing at JID.
- Program Changes for Appellate Courts. Renee Cascio explained that Tyler could begin working on the CPD (Conceptual Product Design) for the appellate courts, so that when the time comes for Odyssey to be implemented, the appellate courts will be ready for the conversion.

III. Administrative Report. Steve Prisoc stated that E-citations was implemented at the Dona Ana County Sheriff's Office and is going very well. Karen Janes reported that before e-citations, it took two weeks from the time a citation was filed until the court opened the case. With the implementation of e-citations it now takes twenty four hours from filing to opening the case in Dona Ana County.

Hot Site Update. The hot site will work for everyone around the State now that it has been relocated to the CenturyLink DR (Disaster Recovery) site in Albuquerque.

Version 12 Progress. Starting Friday April 19, 2013 , 5:00 p.m. all of the seventy-seven items on the handout entitled *New Mexico Site Upgrade Checklist* will be done to insure that the V12 upgrade is successful.

IV. Bernalillo County Metropolitan Court Report. Marlin Mackey presented the handout entitled *Metro Odyssey Financial Status* which tracks the Odyssey budget from the inception of the Metropolitan Court civil implementation to the present. There is approximately \$440,000 left for the remainder of the Odyssey conversion which does not include the \$310,000 appropriation for 2013.

- Metropolitan Court has five people who will be working with the JID staff on the Odyssey configuration. In the area of configuring tables, Mr. Mackey stated that Metropolitan Court needs more resources assigned from JID in order to become current. Renee Cascio will go through those tables with BCMC during May and June day by day, at the rate of approximately fifteen conversion tables per week. Configuration items will be inserted into V12 production in order to make it a one time implementation.

- Tyler will be delivering the enhancements on twenty different projects to Metropolitan Court the second week in May. Renee Cascio explained that an access code will be provided to the DAs' and Public Defenders' offices, to enable them to utilize OPA (Odyssey Public Access).

BCMC Parking Lot. Mr. Mackey stated that when the implementation is completed, whatever resources are left can be used for the items on the parking lot. Some of the items may be incorporated into the initial conversion and others will need additional time and resources.

IV & V Report. Art Burger of Burger, Carroll and Associates presented the IV & V Report for March 2013. Mr. Burger suggested that there be a more refined definition of the critical path, with regards to the coordination of tasks, responsibilities and resources of JID, Metropolitan Court and Tyler Technologies. The critical path could be further defined with specific assignments of subtasks to individuals or groups and timelines and expectations as to when those will come together. Moving the implementation date to November, 2013, presents challenges, according to Mr. Burger that can negatively impact the project. The recommendation is that a business case is documented and a business strategy be developed for the November implementation date. Judge Altwies invited Burger, Carroll and Associates to attend MOSC and other planning meetings for the Odyssey implementation in order to have access to all of the discussions and decisions that affect the project.

BCMC Odyssey Project Management Requirements. Chief Justice Maes in her letter to Chief Justice Altwies and Dr. Williamson stated that all existing Odyssey processes, practices, forms and configurations will be adopted by BCMC. JID will now directly manage Odyssey implementation at BCMC. Under JID supervision, BCMC will directly manage development and implementation of interfaces with Odyssey. BCMC will provide a daily status report to JID on interface development progress. Any conflicts which arise will be brought before OSC and then to JIFFY. OESC (Odyssey Executive Steering Committee) will be available for issues that require immediate attention. Chief Justice Maes emphasized that a major requirement is that the project Work Breakdown Structure (WBS) is fully implemented and managed daily. Chief Judge Altwies will review the project plan on a weekly basis to ensure activities are accomplished on time and within budget. Chief Justice Maes stated that until the project plan is fully complete and accurate, it is not possible to make a determination of what the BCMC Odyssey go-live date will be.

- Judge Bustamante reiterated that the Odyssey conversion project is now under the direction and control of JID and BCMC will be working at the direction of JID staff. Chief Judge Altwies stated that she understands that the JID staff is the project manager and JID is running the project. If there is any disparity between BCMC's thoughts about any area of implementation and it cannot be worked out internally, than these issues will be brought to OSC, JIFFY or OESC.

- Mr. Prisoc sited four showstoppers that JID must insure are implemented to the satisfaction of the Metropolitan Court : 1) traffic arraignment performance 2) partner interfaces 3) browse docket and 4) officer scheduling and officer check-in. Deb Williamson asked that the supervision module be added to the list.
- Mr. Mackey pointed out that documenting a risk register and how to address the risks, the issues, what is happening with those issues, and who is responsible for those issues will come up when testing, and it is necessary to have systems performance definition.

V. Requests. The committee members agreed to retain Odyssey Steering Committee (OSC) as their name through the completion of the Metropolitan Odyssey rollout.

VI. Future Meetings. The Odyssey Steering Committee will be meeting monthly in 2013. The next OSC meeting will be held on Wednesday, May 15, 2013, 2:00p.m. at JID in Santa Fe.

VII. Adjourn. Judge Mitchell adjourned the meeting at 4:03 p.m.