

**Meeting Minutes of the 16th
Odyssey Steering Committee (“OSC”)
Judicial Information Division (“JID”)
Wednesday, April 15, 2009
2:02-4:04 p.m.**

Executive Subcommittee Members present:

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

Voting Members absent:

Judge Judith Nakamura

Guests present:

Kerri Farrell (*2nd District Court*)
John Todd (*Tyler Technologies*)
Dr. Julie Carroll (*Burger, Carroll & Assoc.*)

Voting Members present:

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

Minutes taken by: LaurieAnn Trujillo

Judge Karen Mitchell called the meeting to order at 2:02 p.m. and established a quorum.

I. Approval of Agenda- *reminder that OSC minutes are being posted on the web and reviewers should keep this in mind and conduct review with the general public’s access in mind.*

Brian Gilmore moved to approve today’s meeting agenda. Helen Miller seconded. No further discussion. No opposition noted. Motion carried.

II. Update on planning documents

Risk register update. Tom Edwards advised that there were no formal updates to report this month. However, the Moriarty go live date of April 27th may need to be extended due to conversion problems associated with financials.

There was discussion on the following points:

- Training at the Moriarty Magistrate Court to begin on Monday, April 20th.
- Financial issues relate to converted, forfeited bonds and overpayments.
- Unable to convert monthly check to the AOC; however, Oscar Arevalo possesses the records, so this will not pose a problem.
- Tyler Technologies (“Tyler”) and JID Staff are collaboratively working through issues in hopes of keeping the Moriarty go live date of April 27th.
- If the Moriarty go live date is extended, the rest of the rollout schedule will not be impacted.
- Source data.

Karen Janes moved that OSC recommend to JIFFY to authorize JID, Tyler and the Moriarty Magistrate Court to extend the Moriarty go live date. Mr. Arevalo seconded. No further discussion. No opposition noted. Motion passed.

Action Item: Mr. Edwards will inform OSC if it is determined that the Moriarty go live date will be extended.

Action Item: Per Judge Mitchell, after the Moriarty Magistrate Court goes live, she asked that Steve Prisoc send an email to the “justice” email distribution list advising the Judiciary that another court is live.

Issues update. Mr. Edwards reported the following:

- No new or closed issues this month.
- Issue #1: *What to do if a defendant has an outstanding warrant in several courts.* Once Odyssey is rolled out to all of the courts, court staff will know if there is an outstanding warrant for a defendant in another court. Clerks want to know how to handle this situation.

Per Justice Petra Jimenez Maes, Judge Mitchell will meet with Joey Moya regarding the issue of how to instruct clerks on how to handle outstanding warrants in other courts.

Judge Mitchell spoke of the Judges User Group’s (“JUG”) decision made in March 2006 to accept the *Magistrate Courts Electronic Record and Data Retention Procedures and Functional Specification Procedure*. She failed to report this to JIFFY at that time and asked for direction on how to proceed based on the recent OSC/JIFFY decision not to convert old, destroyed magistrate court cases.

Action Item: Per OSC, Judge Mitchell will seek direction from JIFFY regarding the issue of the JUG's decision of March 2006 to accept the "Magistrate Courts Electronic Record and Data Retention Procedures and Functional Specification Procedure."

III. Administrative Report

Tyler Contracts. Mr. Prisoc reported the following:

- Due to various accounting issues, Tyler is requesting that the Judiciary enter into a new contract with them regarding new services that were not in the original contract.
- AOC will need Tyler to continue to support them through the conversion process.
- Remote storage contract. He spoke of the costs involved and of Tyler's standard 18% per year for maintenance, which is an additional expense that is over the maintenance that the AOC had already agreed to pay. This maintenance is for the new module for remote storage and is necessary.

Additional CMS funding. Mr. Prisoc spoke of the following:

- The bill passed that would allow the Judiciary to get a \$10 fee for most civil cases. Mr. Edwards is working on a revised budget.
- The AOC will need to figure out a modified strategy for using Tyler resources, particularly conversion resources.
- Developing a reserve for the new fund to cover a balloon payment that is coming due.
- Costs associated with the remote document storage piece.
- Computers/servers will need to last due to budgetary constraints.
- JID lost 9.4% of its general fund this last session. The majority of that loss was the JID building lease.
- The Bernalillo County Metropolitan Court's ("BCMC") and the Second Judicial District Court's ("Second") interest in working with JID. Representatives from both courts are currently involved in IFL training at JID.
- BCMC conversion.

There was discussion on the following points:

- HB263, and the anticipated income per year.
- HB519: the red light camera bill. Some of that money will go to SCAF.
- Ensuring that the Legislature does not decrease the general fund appropriations any further.
- The AOC can seek further funding from the Legislature if it becomes necessary for rollout to the Second and to the BCMC.
- Ensure the Legislature is aware that the AOC is building up fund balances to cover balloon payments, so it is not assumed that these are excess funds.
- Asking the Legislature to provide general fund money for those things that SCAF is inappropriate to fund.
- Setting up the fund and tracking the revenues separately, so it is clear how much revenue is generated from the civil filing fee.
- New funds typically take a few months to build up.

IV. Project Manager Report

Change Requests Update. Mr. Edwards will add the project relative to Tyler building the detailed file specification for electronic citations. Tyler will provide JID with an initial estimate to build the interface from the data that comes from the electronic citations' vendors into Odyssey to create the cases and process those transactions.

Second District Court (image distribution before docketing). Mr. Edwards reported that Tyler would provide the Second with the documentation on their change request before the May OSC meeting.

Thirteenth District Court (document management/imaging). Mr. Edwards advised that a meeting would be scheduled with Tyler later this month to finalize the contract relative to this project.

Mr. Edwards added that OSC and JIFFY had not officially approved these projects, so that will be an agenda item discussed at the May meeting.

Project status report. Mr. Edwards referred to the untitled Gantt chart that was attached to the OSC meeting agenda. The following tasks were added:

- An abuse and neglect fit assessment at the end of May
- The BCMC detailed fit assessment is tentatively scheduled in early June.

John Todd of Tyler referred to Tyler's project status report, which was emailed to the OSC members. He spoke of the following points:

- Client Issues
- Key accomplishments
- Upcoming Activities
- Key Milestones
- Refinements
- Application Defects as of April 8, 2009
- Conversion Defects as of April 8, 2009

Mr. Edwards mentioned that a \$1 million license payment will be due to Tyler with the acceptance of the Moriarty Magistrate Court. Henceforth, license payments will be due every six months.

Action Item: Mr. Edwards offered to notice Mr. Gilmore when the BCMC detailed fit assessment is scheduled.

Customization projects update. Mr. Edwards referred to the document entitled *State of New Mexico, Administrative Office of the Courts, Change Request Approvals*, which was attached to the OSC meeting agenda. There were no updates to this document. This document

represented the change requests. The following change requests were placed on an indefinite hold due to the costs involved:

- CR# 4013: Calculating total time in confinement component.
- CR#4014: Allow sentencing by component in addition to charge.

The change request relative to sentencing across multiple projects proved to be too much of an infrastructure change and Tyler did not submit an estimate for that request.

The electronic citations' project will be added to this document as soon as JID receives the change request from Tyler.

Financial update. Mr. Edwards referred to the documents entitled *New Mexico Administrative Office of the Courts, Odyssey Case Management Project; CMS Plan vs Actual;* and *New Mexico Administrative Office of the Courts, Budget vs Actual, Project Life to Project to Date*, which were attached to the OSC meeting agenda. There was discussion relative to funding conversion hours.

Pilot schedule. Mr. Edwards referred to the untitled Gantt chart and the documents entitled *Legend for CMS Pilot Court Schedules* and *CMS Rollout Schedule Assumptions and Risks*, which were attached to the OSC meeting agenda. He spoke of the following points:

- Time to begin communication with the rest of the pilot courts, so they can plan for employee vacations or reschedule hearings that are currently set during their rollout.
- Each pilot court has conversion preparation time, traditional two week training, a conversion weekend, and a go live date with ongoing go live support.
- Training locations.
- Class size.
- Some magistrate courts could be trained in one week.
- Key court staff will attend training in the court just ahead of them to build new subject matter experts in their court.
- Once courts see the schedule, they need to identify their key people and have one or two of them prepare to attend the training given to the court before them, so they can assist their own court better by having some up-front knowledge.
- Representatives from the Second will attend the Roswell District Court training to refresh the expertise that was lost with Lynn Castillo.
- BCMC will be treated as a separate sub-project.
- Within six months on Odyssey go live, each court will be required to provide one subject matter expert for at least one go live support at another court.
- Courts on Odyssey at least six months will provide first level help desk support for assigned functions. JID Staff will handle second and third level help desk calls.
- Scope risk.

There was discussion on the following points:

- Possibilities to lessen travel expenses.

- Travel reimbursement issues.
- Incorporating travel time into the training time, so there are not issues with mandatory overtime.
- Possible mileage reimbursement increase.
- Possibility that project budget may have to cover travel expenses for trainees.
- Larger courts
- Conversion process - parties

Gina Maestas moved to approve the pilot court schedule. Ms. Janes seconded. No further discussion. No opposition noted. Motion carried.

Action Item: Per Arthur Pepin, Mr. Edwards will publish the pilot courts' calendar if it is approved by JIFFY. Mr. Edwards will also send it via email to the "justice" email distribution list so courts are aware of schedule.

V. IV&V update. Dr. Julie Carroll reported the following:

- The approach being used for the conversion issues is prudent.
- Closed one risk because comprehensive user testing is not incorporated into the schedule.
- Added risk for not meeting the previously approved rollout completion date of September 2010. OSC has not approved a different end date for the case management system implementation.
- Competing and additional activities assigned to JID have contributed to the delay of the rollout.
- Conversion process should improve.
- Concerns about the schedule. It will not be easy for JID or the courts to run two systems.
- One observation is that JID is not likely to let this body know they cannot do something. She asked OSC to pause prior to asking JID to do something new, or to make sure that this body evaluates the effect that a new project may have on the case management schedule.

VI. Future Meetings. The next meeting will be held on Wednesday, May 20, 2009 at 2:00 p.m. at JID.

VII. Adjourn. Judge Mitchell adjourned today's meeting at 4:04 p.m.

Final Minutes Approved by Judge Mitchell on May 6, 2009.