

**Meeting Minutes of the 37th
Odyssey Steering Committee (OSC)
Judicial Information Division (JID)
Wednesday, January 18, 2012
2:07-3:43 p.m.**

Executive Subcommittee Members present:

Judge Karen Mitchell, Chair
Justice Petra Jimenez Maes
Judge Michael Bustamante (*via video*)
Arthur Pepin
Steve Prisoc
Marlin Mackey

Voting Members presents

Judge Judith Nakamura
Judge Richard Knowles
Judge Sharon Walton
Sandra Trujillo (*via video*)
Wendy Jones
Karen Janes
Tobie Fouratt
Michelle Jones (*via video*)
Fred Sena (*via video*)
Arlene Baca
Renee Cascio

Voting Members absent:

Judge Camille Martinez-Olguin
Judge Duane Castleberry
Madeline Garcia
Oscar Arevalo
Robert Mead

Guests present:

Dr. Julie Carroll (*Burger, Carroll & Assoc.*)
Phil Hedrick (*BCMC*)
Kyle Warner (*Tyler Technologies*)
Leslie Andrews (*BCMC*)
Kristin Wheeler (*Tyler Technologies*)
Peter Bochert (*AOC*)
Deb Williamson (*BCMC*)
LaurieAnn Trujillo (*JID*)

Judge Karen Mitchell called the meeting to order at 2:07 p.m. and established a quorum.

I. Approval of Agenda. The agenda item *Drug Court Supervision Module* was moved under *Parking Lot Items*.

II. Update on Planning Documents

a. Risk Register Update. Marlin Mackey reported that there were no changes to the document entitled *Risk Management Plan*.

b. Issues Update. Mr. Mackey referred to the document entitled *Issue Management Plan*. The project team proposed closing *Issue 1-Need policy/procedure of what to do if defendant has outstanding warrant in more than one court*, because the Odyssey system reflects if a person has a warrant in more than one court; and *Issue 9-Need to document IRS form 8300 process and procedures*, because this is a training issue rather than an Odyssey system issue.

Action Item: Judge Mitchell assigned Judge Sharon Walton, Judge Camille Martinez-Olguin, Tobie Fouratt and Steve Prisoc to further discuss “Issue 30, New sentencing commission charge codes are not being accepted/used by all law enforcement” and provide OSC with recommendations on how to proceed.

Action Item: Judge Mitchell asked Renee Cascio to refer “Issue 15-Need new/updated policy, process and procedures for consolidating/joining cases” to the Odyssey Judges User Group.

Judge Richard Knowles moved to close *Issue 1-Need policy/procedure of what to do if defendant has outstanding warrant in more than one court*. Wendy Jones seconded. No further discussion. No opposition noted. Motion carried.

Judge Knowles moved to close *Issue 9-Need to document IRS form 8300 process and procedures*. Ms. Fouratt seconded. No further discussion. No opposition noted. Motion carried.

III. Administrative Report

a. E-Citations Update. Mr. Prisoc reported that the electronic citations (e-citations) project is progressing. The New Mexico Department of Transportation purchased the SSL certificate and is working with the vendor to get the software transferred. Testing will be scheduled soon at the Dona Ana Magistrate Court.

b. E-Filing Update. Mr. Prisoc reported that over the last couple of months, Tyler Technologies (Tyler) had resolved the electronic filing (e-filing) issues, and he is pleased with the progress of the project.

c. Hot Site Update. Mr. Prisoc reported that the hot site is stable. He reiterated that if something happened to the JID building, only the Second Judicial District (Second) and the Bernalillo County Metropolitan Court (BCMC) would be able to come back up and function. The rest of the courts could expect at least a two-week delay. Electronic documents forces the Judiciary to a higher level of business continuity. The executive branch supports the Judiciary’s enhanced business continuity and telecommunications’ priorities.

IV. Project Manager Report

a. Master Schedule Summary. Mr. Mackey explained the handout entitled *JID Odyssey Schedule*. These are the projects that have been approved for implementation and how JID is tracking them.

b. Parking Lot Items. Mr. Mackey referred to the document entitled *Odyssey Parking Lot List January 9, 2012* and explained that Items 13, 14, 16 and 17 were moved to the Approved Change Order List. *Item 3 In-Session - clerks* is being demonstrated at the BCMC, and Tyler is working with the BCMC on product pricing.

Drug Court Supervision Module. Peter Bochert asked for approval for the drug courts to move forward with *Item 7 Supervision multiple cts.* This product would replace their current stand-alone databases. They conducted a fit assessment and narrowed the enhancements to three, and a grant they received would cover the cost involved.

Karen Janes moved for OSC to recommend to JIFFY the approval of the drug court supervision module proposal. Arlene Baca seconded. No further discussion. No opposition noted. Motion carried.

c. Project Schedule. Mr. Mackey reported that the majority of tasks had been completed with the December rollout.

d. Tyler Hours and Travel. Mr. Mackey reported that the statewide and the BCMC projects are under budget on Tyler hours and travel.

e. Financials. Mr. Mackey explained that the statewide project financials are in good shape.

f. Change Requests Update. Mr. Mackey noted that if JIFFY approved the drug court's supervision module, he would add and track it on the document entitled *State of New Mexico Administrative Office of the Courts Change Requests Approvals.*

g. Tyler Project Status. Kyle Warner of Tyler reported that the statewide project is on track. They are working with the BCMC to schedule conversion at the end of the year. Once Odyssey 2012 is installed, they can plan for when Odyssey will be implemented at the BCMC. Conversion programs will have to be developed when the appellate courts are implemented. E-filing will be implemented in the Fifth and Tenth District Courts in February. Odyssey will be rolled out to the next set of magistrate courts on March 26th. Document imaging will be implemented in the Fourth and Seventh District Courts. An Odyssey kickoff meeting for the September district courts' implementation is scheduled for February 1st. At this time, Mr. Warner is spending the majority of his time on the statewide project.

V. Bernalillo County Metropolitan Court. Phil Hedrick distributed a packet of documents. The first page is a summary and has not changed since the last meeting. The second and third pages reflected the conversion schedule. The fourth page is the risk register and has not changed since the last meeting. The fifth page is the issues register, which he added *Supervision Integration with Case Manager* and *Citation Entry*. There was discussion on the BCMC's current operating system and the need to budget for upgrades. Tyler confirmed that Odyssey 2012 would support XP in 2013. Tyler will contact Microsoft to obtain more information on why Odyssey is randomly going down.

VI. IV&V Update. Dr. Julie Carroll of Burger, Carroll & Associates (BCA) reported that they are at the end of the contract to provide IV&V services on the statewide project. Mr. Mackey confirmed that the acceptance criteria had been met for e-filing to be expanded to other courts. She spoke of her concerns and suggestions for the BCMC project. There was a smooth implementation of public access at the Second.

VII. Requests

Case type in Odyssey needed for juvenile involuntary mental health commitments. Ms. Cascio advised that she was not aware that this item was on the agenda and noted that it did not need to be discussed.

VIII. Future Meetings. The next meeting is scheduled on Wednesday, March 14, 2012 at 2:00 p.m. at the Judicial Information Division.

IX. Adjourn. There being no further business, Judge Mitchell adjourned the meeting at 3:43 p.m.

Final Minutes Approved by Judge Mitchell on March 2, 2012.