

**Meeting Minutes of the 189th
Judicial Information Systems Council (JIFFY)
Judicial Information Division (JID)
Thursday, January 20, 2011
9:33 - 10:43 a.m.**

Voting Members present:

Judge Michael Bustamante, Chair (*via video*)
Judge Karen Mitchell, Vice Chair
Judge Camille Martinez-Olguin
Judge Clay Campbell (*via video*)
Judge Duane Castleberry (*via video*)
Judge Alan Kirk
Juanita Duran (*via video*)
Jan Perry (*via video*)
Brian Gilmore
Dennis Jontz (*via phone*)
Robert Mead
Tobie Fouratt

Voting Members absent:

Judge Richard Knowles

JID Staff present:

Brian Eckert
Andre O'Brien
Tom Edwards
Suzanne Winsor
Renee Cascio
Grace Catanach

Minutes taken by: LaurieAnn Trujillo

Judge Michael Bustamante called the meeting to order at 9:33 a.m. and established a quorum.

I. Approval of Agenda. The agenda was accepted as presented.

II. Budget and Revenue

Fiscal Year 2011 Projection Report.

JID Revenue Pipeline.

Oscar Arevalo reported the following:

- The 50% rule was met for this fiscal year on the revenue side.

- Revenues on the regular SCAF Fund are approximately \$4 million this year.
- Actions his staff took prior to the Legislative Session
 - Implemented the 5% threshold, which increased the SCAF Fund to primarily cover the purchase of the Second Judicial District Court's (Second) equipment.
 - Increased the Budget Adjustment Request to \$200,000.00 to cover the hot site expenses.
 - In total, there will be an approved budget for the regular SCAF Fund of approximately \$4,746,000.
 - If revenues come in at about \$4 million, the fund balance carryover will be cut in half this year.
- Next year will be very difficult because of the budget capacity of about \$4.7 million, so the hope is that collections will increase. There has been a decline in civil case filings.
- He explained the document entitled, *Case Management SCAF Receipts Breakdown by Court Type-Fund 078, Fiscal Year 2011*, which was attached to the JIFFY agenda.
- The red light revenue at this point is approximately \$345,000. His staff is working with the City of Santa Fe and the City of Rio Rancho regarding their red light camera revenue transfers.
- The revenue for Fiscal Year 2012 may be lower, depending on which recommendation the Legislature accepts. The Legislative Finance Committee (LFC) recommendation cuts about \$97,000 from the JID general fund; and the executive recommendation cuts approximately \$35,000-40,000 from the JID general fund.
- The case management budget is on track. The majority of funds are encumbered.
- The good news is that the LFC recommended an appropriation of about \$900,000 for electronic filing and document and content management, which would be a significant help to the Judiciary. This recommendation included language that the approval of this appropriation come from JIFFY, rather than from the State Chief Information Officer.
- He spoke of options that are available.
- The favorable report to the LFC from Aurora Sanchez.

Steve Prisoc added that JID's operating expenses for two months will be approximately \$650,000. He explained that the \$900,000 was submitted as a placeholder, and the LFC did not support the hot site.

III. JIFFY Sub-Committee Activities

Judges User Group. Judge Karen Mitchell reported the following:

- The Judges User Group (JUG) met this morning.
- JUG recommended that JIFFY reinstate for the Odyssey courts the deferred/dismissed and deferred/convicted dispositions in Odyssey.
 - JID Staff create a new disposition code for Odyssey of "Deferred Dismissal".
 - JID Staff create the new amendment reasons in Odyssey of "Deferment Successful" and "Deferment Unsuccessful".
 - Define a new deferral process that notes when a deferral is issued, the court

should enter the existing “Deferred” disposition, which would allow them to enter the term of the probation period and any financial assessments; when a deferral is successfully completed, the court should amend that disposition to a new disposition of “Deferred Dismissal”, using the new amendment reason of “Deferment Successful”; when the deferral is not successfully completed, the court should amend the “Deferred” disposition to “Conviction” with a new amendment reason of “Deferment Unsuccessful”.

- JUG adopted the same minutes process that are in place for JIFFY and OSC.

Judge Camille Martinez-Olguin moved approval of JUG’s recommendation to accept the proposed procedure for deferred/dissmissed and deferred/convicted dispositions. Robert Mead seconded. No further discussion. No opposition noted. Motion carried.

Odyssey Steering Committee. Judge Mitchell reported the following:

- The Los Lunas District Court implementation was successful.
- The Thirteenth Judicial District Court (Thirteenth) is fully implemented with Odyssey, electronic filing and document imaging. She will meet with Joey Moya about the issues that were raised relative to document imaging and sealing documents.
- The repeatable process is in place and working well.
- The Second’s concerns regarding the training schedule and time frame, their staff size exceeds the training capacity, and the workflow workshops. The Second will work with Tom Edwards and Renee Cascio on these issues.
- A request that JID pay for terminals in remote facilities, for example, the district attorney’s office, the Children’s, Youth & Families Department, the Human Services Department, the Albuquerque Police Department, etc.. The project does not have the capacity to pay for terminals at other agencies, so the Second will brainstorm other options with JID Staff.
- The TRACS and the University of Alabama project is moving forward.
- Electronic filing—a temporary workaround was put in place relative to the issue of attorneys not being able to view their filed documents. In the future, a more restricted access will need to be addressed.
- She referred to the handout entitled *Hot Site Proposal 2*, which was emailed to JIFFY members. The proposal was broken down between the “must do” and the “should do” expenses for the hot site. Mr. Edwards explained each page of the proposal. At this time, the project team is focused on the “must do” hot site expenses to support Odyssey; however, in the future, the project team would like to expand the hot site to support other enterprise applications. The “must do” cost for the JID Data Center is \$76,000 one-time cost, with \$45,660 annual recurring costs. The “must do” cost for the Albuquerque Hot Site is \$134,266 one time cost, with \$56,680 annual recurring costs.
- Management report noted that things are going as planned.
- Mike Mellos of Burger, Carroll & Associates noted that they are seeing a more overarching plan. The development test environments are available to the larger courts

enabling them to get their enhancements in place in a timely fashion. JID is accomplishing a lot of tasks in spite of over allocated resources. They are pleased with the progress of the project.

- OSC rescheduled their March 16th meeting to Wednesday, March 2, 2011 at 2:00 p.m. at JID due to scheduling conflicts related to Legislative Session.
- The contracts committee is looking at contract negotiations with Tyler Technologies (Tyler) to come up with ways to provide for some funding.

There was discussion on the resources needed for the electronic filing system and future funding of the “should do” expenses for the hot site.

Action Item: Per Judge Bustamante, Mr. Prisoc to encourage Tyler to absorb the costs associated with providing access to electronically filed documents to the attorneys in a case.

Judge Martinez-Olguin moved approval of the hot site “must do” expenses. Judge Mitchell seconded. No further discussion. No opposition noted. Motion carried.

E-Filing Committee did not meet this month.

IV. CIO Report. Mr. Prisoc reported the following:

- Status of the e-abstract project.
- In December, JID Staff completed the Samba server transition at the Supreme Court. Samba is an open source server that replaced the Novell server, and JID Staff are working to expand it statewide to provide file and print services to all of the courts.
- Microsoft recently changed their pricing structure for Microsoft Office 10—which doubled the cost. This increase was not planned for.
- An advertisement for the Deputy Chief Information Officer position was recently published. Mr. Edwards will soon retire.
- He spoke to the New Mexico Sentencing Commission about a number of codes that need to be added to the charge code table.

Judge Martinez-Olguin and Greg Ireland asked for clarification on funding for the Thirteenth’s back scanning for all open files. LaurieAnn Trujillo provided Judge Mitchell with the voting matrix, and Judge Mitchell read the motion from the June 17, 2010 meeting, as follows: “Approval for expenditure up to \$40,000 for pending file imaging in the Thirteenth Judicial District Court, subject to availability of funds. The motion was made by Mr. Mead and seconded by Judge Martinez-Olguin, with an amendment by Brian Gilmore and Judge Richard Knowles that JID Staff report back to JIFFY how this expenditure was to be paid for, no opposition, and the motion carried.” Mr. Ireland explained that the proposal included costs for a company to perform the scanning and costs for the Thirteenth’s staff to work overtime to attach the documents to Odyssey events. There were concerns about the complications with having bifurcated records.

Mr. Mead moved that JIFFY table this decision and further discussion. Judge Mitchell seconded. Judge Bustamante noted that the problem was larger than the Thirteenth because it had implications for every district that implemented electronic filing. He instructed Mr. Ireland to meet with Arthur Pepin, Mr. Arevalo, and Mr. Prisoc about potential funding options. If they are unable to discover a funding source for this project, Judge Bustamante asked that JIFFY discuss this matter further at their March meeting. Judge Bustamante noted that JIFFY would have to discuss a long-term solution for this problem.

V. Purchase Requests

Next Set of Costs for Hot Site. Judge Bustamante advised that this item had been addressed in earlier discussions.

Video Equipment for Court of Appeals, Albuquerque. Pauline Trujillo Toevs distributed the document entitled *Computer Assets*, which is a quote for the installation of video equipment at the Court of Appeals building in Albuquerque for \$52,852.25, to be primarily used for video conferencing. There is a different line item for maintenance that encompassed not only new equipment but the existing equipment that the general contractor installed. She is working with Gina Maestas on the maintenance costs. She asked for approval of up to \$100,000 for this project. Judge Bustamante advised that this project would be paid from the Court of Appeals' capitol funding. He confirmed that Ms. Trujillo Toevs verified to him that the video bridge and the video arraignment team could accommodate this request.

Mr. Mead moved approval of up to \$100,000 for the Court of Appeals' video equipment installation at their Albuquerque location. Judge Mitchell seconded. No further discussion. No opposition noted. Motion carried.

Video Equipment for Seventh Judicial District Court. Jason Jones from the Seventh Judicial District Court (Seventh) advised that the Seventh is requesting approval of up to \$50,000 to install video equipment at one of their locations. They have four counties and three of those counties have video in their magistrate courts but not in the district courts. Ms. Trujillo Toevs noted that the Seventh is the last district that did not have video arraignment capability and she recommended the purchase of one roll-about video unit for the Seventh.

Mr. Mead moved approval of the Seventh's request to purchase one video system for up to \$60,000.00. Judge Mitchell seconded. No further discussion. No opposition noted. Motion carried.

VI. Review and Approval

Discussion on Case Lookup's Increasing Demand, Slowness & Possible Solutions.

Mr. Prisoc reported the following:

- Over the last few months, Case Lookup has been slow.

- The first instance where the Judiciary's data was being data mined was resolved.
- Another problem involved a Microsoft SQL tuning parameter. The best information available at this time is that a query is spinning out of control and using up too many resources in the SQL server, and these are complexities that have been caused by Odyssey, and so JID Staff are dealing with them.
- Long term and possible short term solutions:
 - Using Tyler's public access module for Odyssey queries
 - Discontinuing Case Lookup
 - A bifurcated Case Lookup where Odyssey users would use the Tyler public access module and the courts still on the former case management would continue with Case Lookup.
- The nasty email he received from an assistant public defender about the slowness of Case Lookup.

There was discussion about the public currently having to access two databases—the Judiciary's and the Bernalillo County Metropolitan Court's, and the fact that Case Lookup is a privilege not a right that is currently provided at no cost.

Action Item: Judge Bustamante advised that he saw the issue with Case Lookup as a technical issue that JID Staff should react to in any way to resolve the problem.

Action Item: Judge Bustamante asked Mr. Prisoc to meet with him to further discuss the nasty email he received from an assistant public defender.

VII. Future Meetings. Judge Mitchell reported that the next OSC meeting was moved from March 16th to March 2nd at 2:00 p.m. at JID due to the Legislative Session. Grace Catanach confirmed that JIFFY could not miss more than two consecutive meetings. Judge Mitchell suggested that JIFFY consolidate their February and March meetings on Thursday, March 3rd. Judge Bustamante accepted Judge Mitchell's suggestion, so JIFFY's next meeting will be on Thursday, March 3, 2011 at 9:30 a.m. at JID.

VIII. Additional Attachments

JIFFY Project Status Reports. There was not discussion relative to the *JIFFY Project Status Reports*, which were attached to the JIFFY agenda.

2011 JIFFY Meeting Calendar. There was not discussion relative to the *2011 JIFFY Meeting Calendar*, which was attached to the JIFFY agenda.

Judge Bustamante adjourned today's meeting at 10:43 a.m.

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