

Judicial Information System Council Meeting (JIFFY)
Meeting Minutes
Judicial Information Division (JID)
Thursday, August 16, 2012
9:49-11:34 AM

Voting Members present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Alan Kirk
Judge Duane Castleberry
Judge Camille Martinez-Olguin (video)
Greg Ireland (2nd DC)
Dennis Jontz
Robert Mead
Tobie Fouratt
Judge Judith Nakamura

Voting Members absent:

Jason Jones
Judge Richard Knowles
Judge Stan Whitaker

Non-Voting Members present:

Chief Justice Petra Jimenez-Maes
Artie Pepin
Steve Prisoc
Renee Cascio

Guests present:

Oscar Arevalo (Aoc-Fiscal)
Lydia Romero (AOC-Fiscal)
Judge Sharon Walton (BCMC)
Deb Williamson (BCMC)
Deborah Dungan (Supreme Court)
Orlando Ulibarri (9th DC) (video)
Frank DiMaggio (2nd DC) (video)
William Hopkinson (BCMC)
Deborah Torres-Gutierrez (2nd DC) (video)
Jenna Yanez (AOC)
Fern Goodman (AOC)
Marcos Garcia (1st DC)
Theresa Delgado (4th DC) (video)
Anna Lujan (4th DC) (video)

JID Staff present:

Grace Catanach
Marlin Mackey
Trixi Bubemyre

- I. Approval of Agenda:** Judge Michael Bustamante called the meeting to order at 9:49AM and established a Quorum. The agenda was accepted as presented.
- II. Budget and Revenue:** Oscar Arevalo presented his handout entitled "Statewide Judiciary FY14 Capital Outlay Requests". He noted that the 2nd District has been approved. He reported that Budget Committee approved everything that was on the capital side with the understanding that there is very limited resources with which to implement the equipment refresh from SCAF. Oscar reported that the 12th District has requested \$80,000 as part of the \$189,000 for courtroom audio/video equipment and electronics; which is part of the whole package to renovate Lincoln County and expand it. He explained that there are no details as to the extent of the number of machines that they wish to purchase or renovate. Oscar explained that this will be submitted through both Special Appropriations and as Capital Outlay. Each district needs to present their requests at the JIFFY meeting and Steve informed the council that Jamie had sent an email to the respective courts reminding them that they need to present their requests to

JIFFY. Steve Prisoc pointed out court display equipment is becoming more and more integrated with the Judicial Information Division (JID)network.

Action Item: Oscar will remind the courts listed in the FY14 Capital Outlay Requests (except for the 2nd district) to present their requests at the September JIFFY meeting.

- **SCAF Flow Projections by Month FY13.** Oscar presented a handout which included a cash flow projection by month in order to aid in predicting the future of the fund balance. Oscar reported that this is a 50% year where no more than half of the budget can be spent in the first half of the fiscal year. Budget capacity is not the issue for the AOC, the issue is cash. The positive side is that the source of revenue for the SCAF Red Light Camera is at \$129,000 and if it stays around that amount it will help keep the cash flow in the black. FY12 is closed out and that enabled Fiscal to pick up the fund balance projections for FY13. If the revenue holds and expenditures are curtailed to stay within those budgets, then Oscar feels that the budget will remain in the black.
- **Revenue Pipeline.** Oscar reported that an extra column was added on page three of his report to show what was collected last year, month by month, and then the projected collections for FY13 is the next column. This offers a projection as to what the fund balance will be in FY13. The Case Management budget will be adjusted to include the \$94,000 which will bring it to \$765,000. Oscar reported that almost half of the revenue reported from each of the municipalities came from Rio Rancho. Oscar believes that the expenditures in July look very low and that may be resulting from DFA still closing out FY12. Oscar stated that the revenue can be moved from one area to another when needed. It has been broken down in order to better understand where the monies are coming from even though it is all parts of one fund.
- **Magistrate Court Financial Transactions for the Monies Received in the Month of June 2012.** Oscar stated that Fiscal needs to stay on top of reconciling issues with the magistrate courts. Renee Cascio stated that some of the clerk positions are being converted to financial positions. Oscar added that these positions would be posted this year and that they will be looking for candidates who possess a strong financial background, have supervisory capabilities and be adept at problem solving.

III. E-Documents Committee. Greg Ireland reported that the E-Documents Committee did not meet and that he had informed the committee working group. Greg stated to the members of JIFFY that the E-Documents Committee had completed most of what it was set up to do. Steve Prisoc stated that the committee needed to step up everything and the issues that would follow the new E-Document implementation. Judge Bustamante noted that the Odyssey Steering Committee (OSC) is nearing its completion and could possibly take over the E-Documents Committee and turn it into the E-Everything Committee. Steve will

add the Tyler Jail Reform Package to the parking lot list.

Action Item: Greg Ireland to request invitations for any interested members of JIFFY who wish to attend the Tyler Jail Reform Package demonstration on September 5, 2012.

IV. JIFFY Subcommittee Activities

Odyssey Judges User Group- Judge Karen Mitchell reported:

- OJUG met this morning on the issue of E-Filing document retention of originals. It was decided that the convening grand jury petitions would be retained at least as long as there might possibly be an appeal on that issue.

Action Item: Judge Mitchell appointed a subcommittee of the following members Judge Barbara Vigil, Judge Stan Whitaker, Judge Albert Mitchell and Judge Donna Mowrer to review the statutes that govern convening grand jury petitions and their appeal time and make recommendations to the committee next month.

- Competency case procedural issues were discussed and it was agreed that new case type and event codes need to be created when competency is being questioned. The discussion centered around what would be the appropriate codes, what should be sealed and what should not be sealed. The motion for competency should not be sealed as well as the order of finding. There needs to be transparency about what is happening with the case. The information from the motion to the order would be sealed. The committee also discussed the need to create a -----court code that would stay the criminal case for competency so that the public would know what was happening with the case. It was also recommended that some time frames be put into place in order to keep track of cases with competency issues and that there is a need to capture that data. JID will be instrumental in creating the procedures.
- The dismissal disposition issue was addressed. Out of the 35 codes, there were a few that had a discrepancy and those will be highlighted and the subcommittee will work on those issues over the next thirty days and report back to OJUG. The goal is to have everyone utilizing the same codes.
- The next Odyssey Judges User Group (OJUG) meeting will take place in the JID small meeting room on Thursday September 13 at 8:00AM. The Odyssey Steering Committee (OSC) will meet on Wednesday September 12 at 2PM at Metro court.

V. CIO Report. Steve Prisoc stated that the servers which were used to process E-Citations and were hacked at Department of Transportation (DOT), will be delivered to JID by Monday August 20, 2012 as per the agreement between the two agencies.

- Steve reported that E-Filing was implemented at the 4th and 7th districts on 8/6/12

and that mandatory go-live will begin on Monday 8/20/12. Early planning steps have begun to convert the 11th District in November to E-Filing.

- Odyssey at Metropolitan Court is going well except for the fact that Tyler terminated their project manager, which set things back around one month. Steve is meeting with the metro judges, staff and the new Tyler project manager. Steve asked that a subcommittee of JIFFY be created in order to reconcile the state wide charge code with the Metro court charges which are now in the system. Steve stated that the Odyssey charge code must meet the needs of Metropolitan court. **Judge Bustamante agreed, created the committee and appointed the following members : Judge Buddy Hall, Steve Prisoc, Renee Cascio or her designee, Judge Sharon Walton, Dana Cox, Judge Richard Knowles and Judge Karen Mitchell as chairperson.**

Judge Mitchell moved to up the amount of the equipment requests for the 4th and 5th districts to \$40,000, Greg Ireland seconded. No further discussion. No opposition noted. Motion carried.

Judge Mitchell moved to allow \$25,000 for high speed scanners for the 5th district, Robert Mead seconded. No further discussion. No opposition noted. Motion carried.

- Steve stated that he would like to see witness testimony being monitored by video. This started a discussion of the legal ramifications. Robert Mead stated that it should not be pursued unless it can be done on a statewide level.

Judge Bustamante moved to table the motion to pursue video witness testimony on a statewide level. Judge Mitchell seconded. No further discussion. No opposition noted. Motion tabled.

Action Item: Judge Bustamante has requested that any thoughts or suggestions on ways to improve the New Mexico Judicial Branch, Information Technology Plan for Fiscal Year 2014, be emailed to Steve Prisoc by Friday 8/31/2012.

- **Case Lookup.** Steve presented a handout entitled “Projection of Annual Case Lookup Costs for Maintenance and New Development”. Steve reported the cost of case lookup support is between \$40-\$50 hourly and that translates to approximately \$50,000 per year. Steve stated that it is not possible to actually quantify the time spent on case lookup support. Judge Mitchell explained that the people who write the checks need to be made aware of the costs of things such as Case Lookup and that such a service can only be provided if there is adequate funding.

Action Item: As per the request of Chief Justice Maes, Judge Mitchell and Judge Kirk, JID to research and report to JIFFY the financial consequences that would result if Case Lookup were to be discontinued and also the Telecommunications and systems cost of Case Lookup.

- **Free Process.** Steve presented a spreadsheet on free process. Steve referred to the top category on the page, noting the increase from 2008-2009. Within the next five months, FACTS will no longer be in use and this table should be more accurate. Renee stated that there has been some discussion regarding standardizing indigency cases.
- **Domestic Violence (DV) protective issues.** Steve presented a case list of Domestic Violence protective issues. DV cases are not being listed on case lookup at this time. Renee pointed out that this protects the perpetrator and that a code can be written to keep the name of the victim off of case lookup.

Action Item: Jenna Yanez will contact other states and discuss their methods of protecting victims of domestic violence from public records, while still allowing access to information on the perpetrator.

VI. Future Meetings. The next JIFFY meeting will be held at the JID small meeting room on Thursday, September 13, 2012 at 9:30AM.

VII. Adjourn. Judge Bustamante adjourned the meeting at 11:33AM.