

Judicial Information Systems Council Meeting (JIFFY)
Meeting Minutes
Judicial Information Division
Thursday, September 17, 2015
9:34 - 12:17 p.m.

JIFFY Voting Members Present:

Judge Karen Mitchell, Chair
Judge Duane Castleberry
Judge Henry Alaniz
Tobie Fouratt
Judge J. Miles Hanisee
Brenda Castello
Ian Bezpalko
Judge Sarah Singleton
Judge Mark T. Sanchez
Jim Noel
Dennis Jontz
Jason Jones
Judge Alan Kirk
Lynne Rhys

Non-voting Members Present:

Artie Pepin
Renee Cascio
Gregory Saunders

Guests Present:

Suzanne Winsor (video)
Robert Padilla
Louise Baca-Sena
Oscar Arevalo
Jonathan Ash
Barry Massey
Daniel Garcia

JID Staff:

Shawna Hochanadel
Leo Gonzales
Terry Leach
Nelson "J.R" Morfin
Annie Hall
Genevieve Grant
Steve Harrington
Helen Miller
Pat Mente
Tim Elsbrock
Wesley Reynolds
Carlos Cordova
April Sessions
Renee Cordova

I. Approval of Agenda. Judge Mitchell called the meeting to order at 9:34 a.m. The agenda was accepted as presented.

II. Team Presentations.

Video Network Operations Center (VNOC) Team Presentation. Shawna Hochanadel, the Program Manager for VNOC, introduced the team and listed the numerous services that VNOC provides throughout the state. The team provides the equipment, monitoring and infrastructure for video arraignments and assists with video testimony globally. Meetings, trainings, project planning, judge coverage, mentorship programs and court interpreting are facilitated via video nationwide. VNOC equipment allows for the viewing of court evidence on CD/DVDs, laptops and document cameras. VNOC is also responsible for audio functionality in courts, detention centers and other sites including audio for FTR recordings, providing CDs or DVDs of meetings and trainings, troubleshooting for users unable to connect to a meeting and monitoring/ supporting approximately 25 video conferences per month. When there is new construction or a remodel, wiring and equipment often need to be moved or updated which can require as many as three trips by the VNOC team. There are a total of 108 sites and 206 cameras that rely on VNOC to deal with troubleshooting, support and upgrading to keep up with technology and configure /implement new VRI equipment. For the month of August there were 1027 hours of video usage by VNOC clientele.

- The benefits of video arraignment are that it frees up officers to be on patrol, reduces the risk of prisoner escapes, more efficient processing of prisoners and the estimated cost savings of close to \$4,960,000. The approximate cost savings for video conferences and trainings (travel, lodging, per diem) is \$174,600.
- Video Remote Interpreting (VRI) is another program that has great potential for cost savings to New Mexico, however there is an added cost of \$7000 per courtroom to install. Phase I of the VNOC refresh project was completed at the end of August 2015; however the other three phases of the refresh project will need additional funding if VNOC is to complete their refresh of the courts and detention centers. VNOC's allocated budget for FY16 is \$50,000 and the cost to upgrade (without VRI capabilities) is \$17,000 per courtroom and \$10,000 per detention center. A large percentage of the cost savings benefits the executive branch of the government.

- Artie Pepin expressed his gratitude to the VNOC team for all of their hard work, especially on the VRI project and will seek funding for the VRI project in the future.

Recognition of Renee Cascio. Judge Mitchell expressed her appreciation to Renee Cascio for all of her hard work in the Judiciary and noted whenever there were questions about how things are done or if something could be done a certain way, Ms. Cascio usually had the answer. Cake was served to mark the occasion. Mr. Pepin stated that NM Judiciary would not be where it is today without Ms. Cascio. Oscar Arevalo remarked that Ms. Cascio's vision was in large part why NM Judiciary is where it is today in the field of technology.

- Judge Mitchell noted that Ms. Cascio is a non-voting member of JIFFY and urged JID staff discuss with Greg Saunders who they feel might be the appropriate person to recommend as the new JID staff member of JIFFY.

III. Budget and Revenue.

JID Revenue Pipeline. Oscar Arevalo presented the "*JID Revenue Pipeline*" which consists of the automation fund budget capacity and explained that it is important to understand what happened in the past, look at the present and what the future might look like. Looking at 2012, 2013 and 2014, it appeared in early 2014 that the trend was that revenue collected would stay at close to the same level in the future, however it has gone down. The fees come from the collection of penalty assessments, traffic tickets and civil filing fees. The budget capacity has decreased over time due to the decrease in funds collected. There are no predictors of trends anymore. The summary page (p 1) is important to see what the projections are month to month. The asterisk next to a number denotes a projected amount, while the column next to it under "*Actual FY15 Collections*" are the numbers from the year before. Often MVD's transfers are late which can account for an unusually low collection months such as July 2015. The numbers at the bottom of the page shows the actual collections from FY15, the projected collections for FY16 and the projected cash carryover. In the top right hand corner is the unaudited carryover

from FY15 to FY16 of \$1,266,078.87. Under that the \$3,913,476.95 is the projected revenue for FY16 from all sources. Adding those two numbers together, gives the total projected budget capacity for FY16 of \$4,790,400. The number at the bottom right with the double asterisk of \$389, 155. 82 is the projected cash carryover from FY16 to FY17. The projections are to help determine if telecom costs can be met, if video needs can be met and what projects on the parking lot list might be implemented. Mr. Arevalo clarified that the projected revenue for August, November, February and May are significantly higher than the other months of the year, as those are the months that Red Light camera monies are sent in from Rio Rancho.

- Artie Pepin clarified that AOC/JID will never overspend more than the budget capacity, but when revenue collections decline, there is less funding for projects that need to be implemented to carry out the objectives of JID. The monies from SCAF is more than half of JID's total budget for the year. When there is not enough fund balance, AOC/JID can ask the legislature to supplement the fiscal year appropriation, reduce fund balance or refrain from starting costly projects.
- Tim Elsbrock noted that as SCAF funds decrease, it limits JID's ability to be flexible on what and how JID's duties are fulfilled. Projects cannot be undertaken until the funds are a known quantity, where the money is coming from and what money is going to pay for that project.
- The second page explains the different sources of the revenue (p 2) by month. The transfer from MVD for July 2015 is missing from the chart because it has not yet been sent in. The carryover fund balance and the projected revenue are on the right side of the page and those numbers match the projected revenue on page one.
- The cash flow analysis (p3) contains the expenditures for FY15 as well as the projected expenditures for FY16. The fund balance of \$831,238 at the end of FY14 increased to \$1,266,078 in FY15 as a result having \$434,850 left from monies that had been reserved for Odyssey implementation. The second "*GenFund 68900*" and third column "*SCAF 01100*" explain the general fund

and SCAF expenditures for FY15. In Mr. Arevalo's experience, the cost of telecommunications, supplies, maintenance and repairs and other expenses go up every year. The difficulty is that the revenue source is not keeping up with inflation and more and more SCAF funds will be used to keep up with those costs.

- Greg Saunders explained that our budget for last year stayed the same as the year before, which resulted in a budget cut due to rising costs.
- The fund balance beginning FY16 and the revenue through August (p4) appears to be higher \$1,639,342 because expenditures have not caught up to collections. An example is that there is nothing listed under Odyssey CMS for expenditures thru August 2015, however there are encumbrances that have not yet been paid to Tyler. The total SCAF fund balance as of August 2015 is \$1,348,369. The estimated shortfall for FY16 is under the bottom column "Over/ (Under)" which totals (\$876,923) if the entire estimated budget is expended.
- The SCAF admin regular (p5) are the expenditures that incurred July and August of 2015 and the projected expenditures for the rest of the fiscal year. Line 7 shows July and August with lower expenditures than the rest of FY16, due to expenditures that arrive in August that have not been paid out yet. The section that begins with line 16-28 shows the costs incurred out of the Red Light Camera fund. Line number 31-43 of Odyssey CMS shows that there has been no activity in July and August 2015. Line 45 has the running totals all the way across the page.
- The Computer System Enhancement Fund (p6) shows the three appropriations currently open including the extension of the Appellate Courts implementation which is down to \$25,000, the Web Portal upgrade totaling \$195,000 and funds for a new jury management system of \$780,000. Pre-encumbrance triggers the commitment by NM Judiciary to get the funds approved and once the encumbrance goes in to DFA and it is approved, then the monies are sent to the vendor.

- Mr. Saunders clarified that the monies for the special appropriations deals with the cost of each of the projects but does not cover maintenance and day to day tasks in order to sustain the system. This further dilutes the general fund as additional staff time is needed to handle the operational cost of those appropriations.

Action Item: Oscar Arevalo to provide a breakdown by district of the SCAF funds being collected beginning July 2015.

IV. Review and Approval.

IT Purchase Policy. Greg Saunders referred to the handout entitled “*Judiciary Information Technology Purchasing Policy*” and explained that a definition section had been added to the document and two whitelists which will be continually updated and added to as needed.

Judge Sanchez moved to approve the updated “*Judiciary Information Technology Purchasing Policy*” and recommend it to the Supreme Court. Judge Castleberry seconded. No opposition noted. Motion carried.

V. JIFFY Subcommittee Activities.

Judges User Group. Judge Singleton reported that OJUG met this morning and determined that the recommendation that had been made at the last meeting regarding reopening of domestic violence cases needs to be discussed further and is being withdrawn. The next meeting will take place on October 15, 2015.

Action Item: JIFFY will not take any action on Domestic Violence (DV) case processing until Odyssey Judges User Group (OJUG) has reevaluated the procedure regarding the reopening of DV cases.

Forms Committee. Judge Mitchell reported that the Forms Committee met Tuesday and completed the 9-300 section and it was determined that the forms in Odyssey with minor exceptions, match the book. The rules committee was made aware of the exceptions. The committee is looking at the Black Book forms versus

the Odyssey forms. There are some discrepancies due to the difficulty of automating some of the paper forms. The committee is attempting to identify changes that need to be made on specific forms in the Black Book .

Data Standards. Judge Mitchell reported that the Data Standards Committee met yesterday and the three goals are case management standards, financial entry data standards, and to use the data standards document as a training tool in the court with judges and staff. At the next meeting on October 14, 2015, the committee will begin with the issues list by examining data standards for hearings on how they are entered, and what type of results are appropriate and looking at how that affects NM Judiciary data. The disposition codes will determine how the data appears and there will be opening codes, case type codes, charge codes and disposition codes.

Online Access Subcommittee. Judge Mitchell reported that the Online Access Subcommittee has not met for the past two months and will probably not meet again until sometime in early 2016 for the following reasons. Portal does not work the way NM Judiciary had expected and JID has asked Tyler to make some modifications. Renee Cascio had been working with Tyler on Portal and this will be passed on to someone else who will have to be updated on Tyler's capabilities and NM Judiciary's needs. It is necessary for NM Judiciary to go to V14 for a number of reasons and this will take a great deal of staff resources away from Portal testing and implementation. The committee will not meet except at the call of the Chair.

IT Budget Strategy Committee. Judge Sanchez reported that the IT Budget Strategy Committee met Wednesday and the main theme was the declining SCAF revenues. The other main topics were the obsolescence and need for replacement of equipment and JID resources are being overextended in too many directions. A unified approach needs to be taken with regards to the budget to satisfy the needs of the courts and JID. The committee is attempting to come up with a number for equipment and for JID staff that corresponds to the needs of JID in order to provide adequate IT support for NM Judiciary. BCMC has provided numbers and the district court need to provide their figures and that will furnish the basis for a recommendation to JIFFY.

VI. CIO Report. Greg Saunders thanked Renee Cascio for her help with the specifics of the programs at JID for the last year and for all she has done for the NM Judiciary.

Staffing Changes. Recruitment for a Senior Developer continues. Genevieve Grant comes to JID from DOT and has been hired as the Information Technology Support Manager to fill Renee Cascio's position. Recruitment continues for the Business Analyst position. An offer was made to a candidate for the Data Base Administrator position but his present agency made him a counter offer and he accepted so that position is being reposted. Brad Yoakam of the Systems team has tendered his resignation, so JID is also recruiting for that position.

Magistrate Scanning. Training has been completed in Dona Ana County and Santa Fe is in process.

IT Plan. The IT Plan is the Computer Enhancement Fund document and that was delivered on September 1, 2015. There are four requests 1) Odyssey request 2) VNOC request 3) RCS request and 4) Jury Remediation request totaling close to \$1,000,000.

Tyler – File & Serve Ticket Security Issue. Users who went into File & Serve were directed to Odyssey and all files were available to those users. The issue has been resolved by Tyler.

Tyler Version Issues. Microsoft will no longer be supporting Internet Explorer (IE) V10 and Tyler told JID that they would have to update to V11. NM Judiciary will be moving toward V14 which will probably be available February 2015. In order to complete the Appellate Court conversion, V14.3 will have to be installed. V14.3 has not yet been created which means that the Appellate Court conversion will probably not begin until July 2016.

Tyler Executive Forum Discussion. The Tyler Users Group (TUG) is a consortium of states that utilize Tyler products who met to discuss what versions they are on and the successes and challenges with the different versions. TUG discussed how to improve support and communication with Tyler. Monthly meetings will take place

on specific topics such as communication. The Forum showed how critical it is for NM Judiciary to move to V14 in order to be able to provide programs such as e-signatures and criminal e-filing.

Web Site Project Updates. Tim Elsbrock reported that Monday September 21, the members of the committee are going to view a demo of the content management system. The sites are being measured and a traffic analysis will be done in the next two weeks. The goal of having a graphic element produced should happen in October so that all of the courts can have something to look at and agree on.

Outages. The core router and another piece of equipment ceased to function that took the entire Judiciary down for a few days. It clarified what JID needs to improve. JID personnel were out on bereavement leave and sick leave. JID needs to examine equipment, process to make sure that the Judiciary is protected. JID's budget is insufficient. The goal is that if JID has an outage, to be able to switch over to the Disaster Recovery (DR) site in Albuquerque and to bring in contractors to help the Systems team in specific areas. BCMC's email completely failed for nine days, all of their accounts were migrated to JID and almost all of their historical email files that were lost were recovered.

VII. Additional Items.

E-Pay Update. Mr. Saunders referred to the graph on e-payment filings and reported that filings are down for the month of August. The total collections as of September 1, 2015 is \$1,702,350.

Jury System RFP Update. Daniel Garcia stated that \$780,000 was appropriated for a new jury system based on numbers from Tyler on a module that would tie in with Odyssey. That product is not available yet and when it will be available is unknown. An RFP will likely be sent out by October 1, 2015. A number of jury systems in other states are designed for courts that are over 100,000 whereas in NM most of our courts are under 100,000. There are 78 courts in NM and all of them have their own way of handling their jury systems.

VIII. Future Meetings. The next meeting will be held on October 15, 2015, 9:30 a.m. at the Judicial Information Division in Santa Fe.

IX. Adjourn. Judge Mitchell adjourned the meeting at 12: 17 p. m.