

**Meeting Minutes of the 17<sup>th</sup>  
Odyssey Steering Committee (“OSC”)  
Judicial Information Division (“JID”)  
Wednesday, May 20, 2009  
2:07-3:57 p.m.**

**Executive Subcommittee Members present:**

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

**Executive Subcommittee Members absent:**

Arthur Pepin

**Voting Members present:**

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

**Voting Members absent:**

Judge Judith Nakamura  
Brian Gilmore  
Renee Cascio

**Guests present:**

Kerri Farrell (*2<sup>nd</sup> District Court*)  
Sherry Weingarten (*Moriarty Magistrate Court*)  
Judge Steve Jones (*Moriarty Magistrate Court*)  
Juanita Duran (*2<sup>nd</sup> District Court*)  
Dr. Julie Carroll (*Burger, Carroll & Assoc.*)  
Deborah Gutierrez (*2<sup>nd</sup> District Court*)(*via video*)  
Frank Dimaggio (*2<sup>nd</sup> District Court*)(*via video*)  
John Todd (*Tyler Technologies*)

*Minutes taken by: LaurieAnn Trujillo*

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

**I. Approval of Agenda.** Judge Mitchell added a discussion on a contract for the aggregation support of the *Case Lookup* application under *II. Update on planning documents*.

**Summary of Moriarty/Estancia Implementation.** Judge Mitchell welcomed Judge Steve Jones and Sherry Weingarten of the Moriarty Magistrate Court. Ms. Weingarten shared that they are working on some training issues but the implementation of Odyssey has gone well in their court. Clerks are experiencing problems connecting FACTS’ court processes with how Odyssey handles them. They are rewriting some of their court processes for how they handle paperwork to make it flow better, and they have made suggestions to JID Staff relative to the training matrix as they found the training difficult and not long enough relative to dispositions

and financials. John Todd of Tyler Technologies (“Tyler”) added that based on the lessons learned from the Las Vegas and the Moriarty implementations, they will try something different for the Roswell Magistrate Court implementation. Tom Edwards thanked the first few pilot courts for their help and cooperation. Mr. Todd extended appreciation to the facilities that have accommodated the training.

## **II. Update on planning documents**

**Risk register update.** Mr. Edwards referred to the document entitled *Risk Management Plan*, which was attached to the OSC meeting agenda. He reported that there were no new risks or ones that had been retired. However, there were a couple of updates relative to progress and actions on some of the risks.

***Action Item: Per Oscar Arevalo, Mr. Edwards will retire Risk 1.a. on page 2 of the “Risk Management Plan” as that risk was addressed at the last legislative session.***

Juanita Duran explained the document entitled *2<sup>nd</sup> DC Odyssey Case Management (CM) / Document Management (DM), Executive Summary Draft*, which was attached to the OSC meeting agenda, as follows:

- This document reflected the Second Judicial District Court’s (“Second”) plan for the deployment of Odyssey.
- Critical for the Second to have a work plan that outlines the tasks and tools that are necessary for a successful rollout.
- Increase collaboration between JID Staff, Tyler and the other districts.
- The Second will need training materials and information technology (“IT”) equipment in place to allow for the Odyssey deployment.
- The plan is for a one- year period of time.
- The Second asked OSC to recommend to JIFFY for the Second to implement a work plan in coordination with the case management system as well as in coordination with anything that may change with regard to document management.

There was discussion on the following points:

- Representatives from the Second will attend the Roswell District Court Odyssey implementation.
- Request for the Second to be involved in the Thirteenth Judicial District Court’s (“Thirteenth”) Odyssey implementation as well their implementation of electronic filing and document management.
- Potential conflicts that may arise.
- The Second’s IT staff working closely with JID Staff.

**Judge Richard Knowles moved that OSC recommend to JIFFY the approval of the concept of the Second's work plan. Sandra Trujillo seconded. Judge Robert Corn asked for an amendment of the motion for OSC to accept the work plan subject to continued review and modification. Judge Knowles and Ms. Trujillo accepted the amendment. Steve Prisoc thanked the Second for their hard work. No further discussion. No opposition noted. Motion carried.**

**Support for Case Lookup Application.** Mr. Edwards spoke of the current Mythics' contract that will expire on June 30, 2009. This contract addressed the risk where there are single-source resources on key components on the project. He asked for OSC's endorsement and to pass on to JIFFY the approval to execute another contract with a resource to allow for a backup of the data aggregation tool and process for the *Case Lookup* application. The current contract was \$27,000.00. A new contract will cost \$29,000.00; however, the Judiciary would receive additional hours based on a lower rate.

**Judge Corn moved for OSC to endorse the expenditure of \$30,000.00 to extend or enter into a new contract with Mythics. Karen Janes seconded. No further discussion. No opposition noted. Motion carried.**

**Issues update.** Mr. Edwards referred to the document entitled *Issue Management Plan*, which was attached to the OSC meeting agenda. There were no substantive changes to the document at this time.

### **III. Administrative Report**

**Tyler contracts.** Mr. Prisoc reported the following:

- A meeting relative to the remote document storage contract was conducted, and Tyler is now finalizing the contract. It will be a separate contract. When the final contract is received by the AOC, the contracts' committee will reconvene to review it.
- A new contract with Tyler is pending for the post-\$6,000,000.00 initial appropriation.
- Electronic filing contract from Tyler. Tyler will only assume responsibility for their piece of it, so the E-Filing Subcommittee ("EFS") will need to consider that.

**Alabama Contract for E-Citations.** This contract is currently being reviewed by the general counsel of the University of the State of Alabama.

### **IV. Project Manager Report**

**Change Requests update.** Mr. Edwards advised that there were no changes to the document entitled *State of New Mexico, Administrative Office of the Courts, Change Request Approvals*, which was attached to the OSC meeting agenda.

**Second District Court - image distribution before docketing.** Ms. Duran asked that the Second's change request be deferred to the June meeting as the Second is working with Tyler on their change request.

**Thirteenth District Court - Remote storage of images/documents.** Mr. Prisoc covered this item in his administrative report.

**Probation.** Mr. Edwards referred to the document entitled *NM Odyssey Preliminary Estimate*, which was attached to the OSC meeting agenda. Tyler has estimated 144 hours to support the probation module. This would allow entry of information relative to probation in the sentencing component and make it similar or identical to the data entry for the actual sentencing itself. He noted that there are 52 hours in the *enhancement* bucket, so 92 hours would need to be borrowed from another bucket. There was a lengthy discussion on this change request.

**E-file record layout - TRACS/Alabama.** Mr. Edwards reported that Tyler is still working on this change request and an estimate should be received before the June OSC meeting.

**Action Item:** *Per Ms. Duran, Mr. Edwards to add the Second's change request to the June OSC agenda.*

**Action Item:** *Mr. Edwards to send the "Probation" change request back to the JID Business Analysts and to the Judges User Group for proper clarification.*

**Project status report.** Mr. Todd referred to his project status report, which was attached to the OSC meeting agenda. He spoke of the following points:

- Successful go live at the Moriarty Magistrate Court. He thanked JID Staff for all of their hard work.
- Forms are now in production.
- Judgment and Sentence was created, and the Moriarty Magistrate Court staff is using it.
- Key Accomplishments
- Upcoming Activities
- Change Requests
- Citation enhancement is currently being tested.
- Electronic citations' estimate should be submitted to the Judiciary soon.
- Defects

Mr. Edwards added that a detailed fit assessment for the Bernalillo County Metropolitan Court ("BCMC") is scheduled for the second week of June. There was discussion on what everyone would have to do to prepare for that fit assessment. Most of the front-end work was done when the BCMC and Tyler did the mini fit assessment a year ago. At that time, the BCMC submitted to Tyler several diagrams, documents, scenarios and scripts of their business processes. Tyler recently checked with the BCMC to see if any of their business processes had changed enough to update those documents, and the BCMC felt that there was not a need for any substantive changes, so Tyler will base their fit assessment on those particular documents.

Mr. Edwards referred to the Gantt chart, which was attached to the OSC meeting agenda. There was discussion on how JID is communicating with the other pilot courts on where they are in the

process. The only communication that has been made to the pilot courts at this point was the email Arthur Pepin sent out last month. The Thirteenth's implementation will be different because of electronic filing and document management/imaging. Mr. Todd added that Tyler is introducing a new release which will need to be tested. He pointed out that there are additional activities in the implementation plan that have to be accounted for.

Mr. Edwards referred to the document entitled *Conversion Tool Report*, which was distributed to the OSC members. This document was the first draft and provided an explanation and description of how to run particular reports that would provide the courts with information to help them prepare for their Odyssey implementation. The tools will be available this summer and will be included in the management reports' section on the web site.

***Action Item: JID Staff to work with Karen Janes on the tools' mini training session to be conducted at this year's annual Magistrate Court Clerks' Conference.***

**Financial update.** Mr. Edwards referred to the document entitled *New Mexico Administrative Office of the Courts, Odyssey Case Management Project*, which was attached to the OSC meeting agenda. This document is an explanation of what the budgeted project hours are for the life of the project and what the actual hours to date are and the variance. He spoke of the hours in the *enhancement* bucket.

Mr. Edwards then referred to the document entitled *CMS Plan vs Actual*, which was attached to the OSC meeting agenda. This is a graphic of Tyler's hours by quarter and travel expenses. Based on the changes that OSC approved the past few months, the Judiciary is still under budget on hours and travel; however, the budgeted hours include the entire second quarter, and the actuals only include the month of April at this time.

Mr. Edwards referred to the document entitled *New Mexico Administrative Office of the Courts, Budget vs Actual, Project Life and Project to Date*, which was attached to the OSC meeting agenda. This document is a project picture of the dollars as opposed to the hours. He originally based the budget on the \$6,000,000.00 appropriation that the Tyler contract centered around. JID Staff are in the process of negotiating an additional contract for the \$2,000,000.00 and the new SCAF fee that was approved this past legislative session. The request that was submitted to the legislature for FY2010 was for \$1,843,000.00 because that amount was what they felt was needed to complete the rollout, in addition to the \$8,000,000.00 that was appropriated in prior years. The assumption in that estimate was that Tyler would do most of the training for the Judiciary, and JID Staff would do the conversion and the go live support for all of the courts; however, one of the significant lessons learned from the Las Vegas and the Moriarty implementations is the Judiciary would be in a better position if it allowed Tyler to do the conversion and JID Staff conducted the training and go live support; however, this will require more hours for Tyler that the Judiciary will need in a new budget.

**Review of new budget.** Mr. Edwards referred to the document entitled *CMS Revised Budget - FY10 through FY14*, which was attached to the OSC meeting agenda. This document included assumptions that helped them arrive at the proposed new budget. He pointed out that additional enhancements were not included in the proposed budget.

Mr. Edwards then referred to the document entitled *CMS Revised Budget - New SCAF Funding*, which was attached to the OSC meeting agenda. He explained the following:

- Service payments for the first three years from the original contract with Tyler. The category entitled *Tyler Rollout Training, Conversion & PM* is monies associated with the new Tyler contract. He separated them out so OSC members could see the impact of the dollars of the new strategy to have Tyler do all of the conversions and for JID Staff to support the training and go live.
- License payments.
- Subtotal—these are the dollars by year that are estimated would be needed to support the rest of the project in the rollout.
- *Total* column is the total for the new budget.
- *Orig Amt* column is the original amount of the budget based on the \$9,843,000.00 the Judiciary originally had in its appropriations of \$8,000,000.00, plus \$1,800,000.00 that the Judiciary requested in FY2010.
- *Net Diff* column.
- Additional monies that the Judiciary would need based on the new strategy is approximately \$987,083.00 over and above the \$1,800,000.00 to do an effective rollout and meet the compressed schedule.
- Original rollout schedule was through the end of FY2014. The schedule was reduced 13 months; however, it will cost additional monies.
- Conversion resources used for the Las Vegas and the Moriarty implementations.
- *Funding* component. The funding was placed in the years that they were appropriated not in the years that they would be needed. FY2010 reflects the new funding relative to the civil filing fee, however, these figures are on the conservative side. This figure does not include any red light money.
- Projected BCMC expenses to incur in FY2010 and FY2011.
- Results from the BCMC fit assessment should be received before the end of the calendar year. It may be a one-year project similar to the Second's.
- *Projected Cash Balance*. Based on revenue estimates and expenses for the project, FY2012 could see a deficit of \$42,260.00 at the end of that fiscal year.
- Blank column next to the FY2014 column includes the dollar values of what the Judiciary might expect in unfunded things, such as enhancements, service taxes, license payments, and refresh of hardware needed to support Odyssey.
- He has a spreadsheet that serves as a backup to the proposed new budget if anyone wishes to review it.

There was discussion on the following points:

- FY2012 deficit.

- A detailed project plan is necessary for the BCMC expenses. In the meantime, those expenses were increased in the proposed new budget from what the mini fit assessment had initially estimated.
- BCMC expenses and when those will hit the budget.
- New funding

**Gina Maestas moved that OSC endorse and recommend to JIFFY the new case management budget. Ms. Miller seconded. No further discussion. No opposition noted. Motion carried.**

*Action Item: Per Mr. Arevalo, Mr. Prisoc to draft the certification letter to be addressed to the Department of Finance and Administration for Judge Michael Bustamante to sign on behalf of JIFFY to release the new case management budget.*

*Action Item: Per Mr. Arevalo, Mr. Prisoc to incorporate the new case management funding into the IT Plan.*

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

- Implementation in Moriarty was a success; however, there were significant conversion efforts; post-conversion and data cleanup, largely for financial information; and old charge codes had to be made available because not everyone was using the new charge codes.
- Performance problem.
- The schedule includes time for imaging and electronic filing but the proposed new budget does not include those projects.
- Recommendation that project management institute the use of an internal issues' log, so JID Staff know assignments and dates.
- Recommendation for a more formal documentation of conversion decisions. Adding transparency to the process.
- Decreased risk relative to the integration activities with the Second and the BCMC as training was provided and access was increased.
- *Assumptions* presented last month regarding the implementation schedule. Suggestion to provide technical support to the BCMC and building relationships to be included in those assumptions.
- A detailed schedule for implementation regarding who will help cover from the various courts with detailed information on who will be where and when.

There was discussion on the *Assumptions*. The change request-type projects would be funded by those projects.

**VI. Future Meetings**

The next meeting will be held on Wednesday, June 17, 2009 at 2:00 p.m. at JID.

Judge Knowles shared Judge Sanchez's remarks about the Odyssey implementation at the Fourth Judicial District Court.

**VII. Adjourn.** Judge Mitchell adjourned today's meeting at 3:57 p.m.

---

**Final Minutes Approved by Judge Mitchell on June 10, 2009.**