

**Odyssey Steering Committee (OSC)
Meeting Minutes
Albuquerque Metro Court
Wednesday, September 12, 2012
2:03- 3:31PM**

Executive Subcommittee Members Present:

Judge Karen Mitchell, Chair
Steve Prisoc
Marlin Mackey
Artie Pepin

Executive Subcommittee Members absent:

Chief Justice Petra Jimenez-Maes
Judge Michael Bustamante

Guests Present:

Deb Williamson
Bill Hopkinson
Nick Behrmann
Annie Hall

Voting Members present:

Tobie Fouratt (video)
Judge Sharon Walton
Wendy Jones
Judge Richard Knowles
Judge Camille Martinez-Olguin(video)
Arlene Baca
Renee Cascio
Karen Janes
Judge Judith Nakamura
Judge Duane Castleberry

Voting Members absent:

Madeline Garcia
Fred Sena
Sandra Trujillo
Michelle Jones
Oscar Arevalo

I. Approval of Agenda: Judge Karen Mitchell called the meeting to order at 2:03PM. and requested that Nick Behrmann update the committee on the IV&V between the Project Manager Report and Requests. The agenda was accepted without any other changes.

II. Update on Planning Documents. Marlin Mackey presented the following:

- **Risk Register Update.** Mr. Mackey handed out the document entitled Odyssey Risk/Issue Assessment and explained the Scope expansion items that had been moved on the list according to the current priorities in place. Mr. Mackey explained that our new disaster recovery (DR) site is being moved from Metro Court to a nearby commercial location housed by CenturyLink in order to provide DR support for all of the courts and that the funding and 95% of the equipment has been obtained to handle this project. This is set for implementation the early part of 2013.
- **Issues Update.** Mr. Mackey reported that no new issues had been added to the current list. Mr Mackey explained that Tyler was working on the bond tracking issue and the charge code table issues are being addressed by the charge code subcommittee. Mr Mackey stated that the risks are lessening as the Odyssey rollout nears completion.
- **Master Schedule.** The four areas that Mr. Mackey covered were the (1) rollout of the third quarter which is moving forward on time, (2) Odyssey version 12 upgrade with the implementation scheduled for February of 2013, (3) Metro criminal conversion to Odyssey and (4) E-Filing being implemented in the 11th district during the months of November and

December.

III. Administrative Report. Steve Prisoc reported on the following:

- **E-Citations.** There is a go-live date of October 10, 2012 set for the transfer of electronic citations between the Dona Ana County Sheriff's Office to JID and from JID to the magistrate court in Dona Ana County within the next month if everything proceeds as planned.
- **Universal State Charge Code Table.** Mr. Prisoc requested that Judge Mitchell report on the Charge Code Table committee meeting that took place Tuesday September 11, 2012. Judge Mitchell stated that there were three areas that will be looked at during the next meeting: the open charges, conspiracy, solicitation and attempt charges and the layout of the three charge code tables now being utilized. Those three tables are the Metro Charge Code Table, Sentencing Commission Charge Code Table and the Odyssey Charge Code Table.
- **Hot Site Update.** Mr. Prisoc reported that a contract has been negotiated with CenturyLink, pending approval by JIFFY, to have CenturyLink as the courts disaster recovery DR provider. Mr Prisoc cited a number of side benefits such as improved telecommunications, elimination of the slow and inflexible ATM circuits throughout the state and the fact that this will cost less than what was being paid to CenturyLink prior to these enhancements.

IV. Bernalillo County Metropolitan Court Report. Bill Hopkinson presented the Project Charter in a handout to the committee. Mr. Hopkinson explained that the latest Tyler Scope revision was dated Aug 31 and Tyler representatives will be meeting with Metro Court IT personnel during the month of October in order to go over issues within the Scope project. IT training will take place from October through December. Mr. Hopkinson stated that he added Background Investigation, Compliance and Supervision to the Metro Odyssey Criminal Court Risks Register. After some discussion on background investigation, Judge Mitchell stated that this risk area will need to be examined more closely and the representatives from Tyler working with Metro Court will need to study this issue in greater detail. Jim Geigner is the new Tyler representative.

V. Project Manager Report.

- **E-Filing Update.** Marlin Mackey handed out three documents explaining the e-filing figures. Mr Mackey reported on the filing totals, attorney support calls, the number of file and serve registered users, electronic envelope filings, filings by district and the rejection rates for all of the districts. All of the numbers were in the projected range. Rejection rates are monitored by calling offices where the rejection rate seems to be unusually high. In most cases the attorneys' offices were not filing correctly and the problem was then eradicated. Mr. Mackey discussed the projected schedule for a number of the District Courts' E-File plan. Mr. Mackey stated that a multi court review had been conducted and the consensus was to utilize mentoring for courts who have yet to implement the e-filing system and to continue the optional two week go-live proceeding the mandatory go-live.
- **Tyler Hours and Travel.** Mr. Mackey reported that the Odyssey project is within budget and that the Judicial Education Center (JEC) grant will cover the travel expenses for the rest of the Odyssey rollout of 2012.
- **Change Requests Update.** Mr. Mackey stated that there have been no new updates to the

change requests list.

- **Parking Lot.** Marlin Mackey reported that items being placed on the parking lot were being held until resources become available and that the items on the list had been prioritized according to the wishes of the various districts. The top six are listed together with some preliminary actions that will be taken between now and the end of the year and most will be implemented by early 2013.

VI. Independent Verification and Validation (IV&V). Nick Behrmann of Berger Carroll explained that IV&V should be seen as twofold . First: from the Project Management viewpoint, how is Bernalillo County Metropolitan Court preparing for and implementing Odyssey?

The second question is how the court and state are merging both their needs with the Odyssey software? Mr. Behrmann stated that the customer list must be clear as to who will be impacted by the Odyssey rollout, how they will be impacted and what will be done to make sure that each of the groups has success with the project.

VII. Future Meeting. The next Odyssey Steering Committee meeting will be held at JID on Wednesday, January 16, 2012.

VIII. Adjourn. Judge Mitchell adjourned the meeting at 3:31PM.