

Odyssey Steering Committee (OSC)
Meeting Minutes
Judicial Information Division
Wednesday, May 15, 2013
2:09 -4:14 p.m.

Executive Subcommittee Members Present:

Judge Karen Mitchell, Chair
Steve Prisoc
Marlin Mackey
Judge Michael Bustamante

Guests Present:

Nick Behrmann
Deb Williamson
Bill Hopkinson

Executive Subcommittee Members Absent:

Chief Justice Petra Jimenez-Maes
Artie Pepin

Voting Members Absent:

Madeline Garcia
Oscar Arevalo
Arlene Baca
Judge Duane Castleberry
Renee Cascio

Voting Members Present:

Tobie Fouratt (video)
Judge Sharon Walton
Wendy Jones
Judge Richard Knowles
Lisa Farnum
Judge Julie Altwies (video)
Karen Janes
Judge Sarah Singleton
Jamie Goldberg

JID Staff Present:

Tom Feilmeier
Annie Hall

I. Approval of Agenda. Judge Mitchell called the meeting to order at 2:09p.m. The agenda was accepted as presented.

Introduction. Judge Mitchell welcomed Tom Feilmeier who will replace Marlin Mackey as Deputy Chief Information Officer of JID.

II. Master Schedule Summary. Marlin Mackey presented the *JID Odyssey Schedule* for the project initiatives.

- An upgrade to File and Serve has been implemented V.3.4.
- Supervision enhancements are being tested for Peter Bochert which should be in place in July.
- In-session for Judges has been completed.
- E-file child enforcement is being utilized at the Second District and in June the rollout for the rest of the state will begin.

III. Administrative Report. Steve Prisoc reported that the Hot Site is live at the CenturyLink co-location center in Albuquerque. All of the courts around the state will be able to access the Hot Site.

- Odyssey Version 12 has been successfully implemented. Version 12 has caused slow-downs due to bugs in the system. Tyler is sending a representative to JID to work on permanent repairs for these defects.

IV. Bernalillo County Metropolitan Court Report. Mr. Mackey referred to the handout entitled *BCMC Odyssey Implementation "Cause and Effect" Diagram Depicting Steps Along Critical Path*. The Metropolitan Court projects have been broken down into eight sub-projects so that all of them can move forward simultaneously. Tyler enhancements are completed and will be loaded into the test area, and those will be tested at Metropolitan Court. Training is being customized to meet the unique needs of Metropolitan Court, through the observation of how BCMC conducts business. In July, testing will be conducted to observe how all of the data being utilized will function when added to the data that is unique to BCMC.

- **Tyler Projects.** The handout entitled *Tyler Metro Odyssey Projects* includes the nineteen areas BCMC has defined, as not having been originally set up the way Metropolitan Court conducts business. These are enhancements that Tyler has completed and will be delivered to Metropolitan Court May 17, 2013. BCMC staff, together with Tyler will test and validate that all nineteen of the projects will work for Metropolitan Court.
- **Test Plan.** Mr. Mackey explained the seven test types that that will be conducted as listed in the handout entitled *New Mexico Metro Odyssey Implementation Test Strategy* in order to insure that the system will perform

properly when training begins. A discussion ensued regarding having additional participants during various phases of testing and the consensus was that it would be prudent to add participants to some phases of the testing process.

- **Metro Projects.** Mr. Mackey stated that eight of the nineteen Metropolitan Projects on the handout entitled have been completed or are very close to completion, five are in process and five have not been started. There is a list of state contractors that can be used by BCMC if needed.
- **Forms.** The Forms Committee has been meeting and is in the process of comparing the Odyssey criminal forms to the list that Metropolitan Court has supplied. Marlin Mackey explained that if there are Odyssey forms that are magistrate forms, that are going to be changed and/or used by Metropolitan Court, they will go through the forms committee and then to JID to be configured for the Metropolitan Court. If the form is specific to BCMC and it is not in Odyssey now, it will go through the forms committee and JID will then, in cooperation with the BCMC IT staff, put it in to the production environment as appropriate. The forms that have been approved by the committee, that are on the magistrate chart and that will require changes, those will be done by JID. The updating of the forms list must be completed and ready for testing by July 15, 2013.
- **IV & V Report.** Nick. Behrmann urged that more structured status meetings should be set up with records being kept of what is being reported, to be sent out to anyone who might miss a meeting and to have a written record of what was reported at the meeting. Any major issues that are being discussed should be noted either on the issues log or the risk log and then discussed among all of the participants. When the Tyler customizations get put into place, it is important that those customizations are spelled out clearly and accurately so that they will match and align with Odyssey BCMC processes. Mr. Behrmann explained that it is necessary to have a structured way of determining what might be a show stopper, what might be easily fixed and what should be put into a post go-live planning process.
- **Financials.** Marlin Mackey reported that the balance in the BCMC Odyssey budget with Tyler is \$385,000. At the current charge rate, the

monies left will fund the rest of the project through the November go-live date. This does not include the \$300,000 appropriated by the legislature.

V. Project Manager Report.

E-Filing Update. Mr. Mackey stated that the Judiciary's share of Tyler e-filing revenues should completely cover calendar year 2013 Odyssey maintenance costs.

VI. Future Meetings. The next meeting is scheduled on Wednesday, June 19, 2:00 p.m. at JID in Santa Fe.

VII. Adjourn. Judge Mitchell adjourned the meeting at 4:14 p.m.