

**Meeting Minutes of the 199th
Judicial Information Systems Council (JIFFY)
Judicial Information Division (JID)
Thursday, March 15, 2012
9:36-11:32 a.m.**

Voting Members present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Judge Duane Castleberry
Judge Stan Whitaker (*via video*)
Judge Judith Nakamura
Judge Alan Kirk
Robert Mead
Tobie Fouratt (*via video*)
Greg Ireland
Jason Jones

Voting Members absent:

Judge Sharon Walton
Dennis Jontz

JID Staff Present:

Pat Mente
Suzanne Winsor
Helen Miller
Marlin Mackey
Trixi Bubemyre
Grace Catanach
LaurieAnn Trujillo

Non-Voting Members present:

Justice Petra Jimenez Maes
Artie Pepin
Steve Prisoc
Renee Cascio

Guests present:

Deborah Dungan (*Supreme Court*)
Lydia Romero (*AOC-Fiscal*)
Dave Torres (*1st DC*)
Judge Clay Campbell (*2nd DC*)(*via video*)
Phil Gallegos (*BCMC*)
Jamie Goldberg (*13th DC*)
Kyle Warner (*Tyler Technologies*)
Kristin Wheeler (*Tyler Technologies*)

I. Approval of Agenda. Judge Michael Bustamante called the meeting to order at 9:36 a.m. and established a quorum. He welcomed new JIFFY Members Judge Stan Whitaker from the Second Judicial District (Second) and Jason Jones from the Seventh Judicial District. Artie Pepin welcomed Deborah Dungan, who will soon become Justice Petra Jimenez Maes' Administrative Assistant. The agenda was accepted as presented.

II. Budget and Revenue

JID Revenue Pipeline. Lydia Romero advised that Oscar Arevalo sent his regards and hoped to present a cash flow analysis to JIFFY next month.

She referred to the handouts and explained the corrections she made on the *JID Revenue Pipeline Report*. The handouts reflected approximately \$237,000 less than the report provided to JIFFY last week. The reconciliation process was changed to ensure totals are correct. SCAF revenue is at \$3.45 million. Revenues are low across the board. The deficit of \$49,522.26 shown on the document entitled *JID's Revenue Pipeline-FY12* represented a deficit in the approved budget, not actual cash. They are working to collect the City of Santa Fe's red light camera revenue for the second quarter.

She then referred to the untitled handout, which reflected the fund balance based on expenditures to date. The total fund balance for SCAF is \$2,233,789.12 carried over from Fiscal Year 2011. JID dipped into its fund balance \$1,048,377.96, so as of February, the fund balance is \$1,185,411.16. This amount did not include revenue for March, April, May and June. The biggest impact to JID's budget was taking on the JID building lease. JID's biggest expenditures relate to the data center and telecommunication enhancements. The case management system money derived from the \$10.00 increase to the automation fund was budgeted at \$895,000; however, actual revenues received were short causing red light camera revenue to cover the gap.

Action Item: *Per Judge Bustamante, AOC-Fiscal Division to continue providing JIFFY with the document reflecting the SCAF balance based on expenditures to date.*

III. JIFFY Subcommittee Activities

Odyssey Judges User Group. Judge Karen Mitchell reported that the Odyssey Judges User Group (OJUG) met this morning and began discussions on disposition codes. A subcommittee chaired by Judge Camille Martinez-Olguin will continue to sort through the disposition codes and return to OJUG with recommendations to consider. OJUG also began discussions on an issue relative to original documents that must be retained pursuant to law. A subcommittee chaired by Judge Barbara Vigil will continue discussions on this matter and return to OJUG with recommendations to consider.

Odyssey Steering Committee. Judge Mitchell reported that the Odyssey Steering Committee (OSC) met yesterday and discussed the following points:

- Seven high risks remain and they were divided into two different areas: *Scope Expansion* and *Loss of Odyssey Services*. JID Staff will provide OSC with a more detailed analysis of equipment expenses going forward, funding the Judiciary received from the Legislature, and how the equipment will be funded.
- The biggest issue at this point is the New Mexico Sentencing Commission charge codes. A subcommittee will further discuss this issue and provide OSC with recommendations to consider.
- The administrative report included an update on the following projects:
 - Electronic citations (e-citations): The SSL certification installation has taken longer than expected. Recent management changes at the New Mexico Department of Transportation has also caused a delay in the project.

- Electronic filing (e-filing): A follow-up meeting will be held with the Fifth Judicial District and the Tenth Judicial District on their recent mandatory e-filing implementation to determine when e-filing will be expanded to other courts during the Odyssey rollout. At the request of Judge Martinez-Olguin, Steve Prisoc will contact the New Mexico Bar, the local attorney bar associations and the Dean of the New Mexico Law School to request their assistance in providing information technology assistance to sole practitioners—the hope is to alleviate some of the stress that JID Staff have taken on by assisting the legal community with their e-filing inquiries. In May, OSC will revisit the time-line for the e-filing rollout.
- The hot site is working well. A live test occurred last week during a power outage and another test is scheduled in April. Marlin Mackey created an easy-to-follow notebook to be housed at the Bernalillo County Metropolitan Court (BCMC) and at the Second in the event that JID is unable to respond to a disaster.
- OSC added two issues from the Second to the parking lot; however, OSC is not actively pursuing moving any items from the parking lot until the Odyssey rollout is complete.
- The issue of the Judiciary being low on Tyler Technologies (Tyler) travel monies has been resolved.
- For some time, OSC reported to JIFFY a \$79,000 shortfall at the end of the Odyssey project; however, Mr. Mackey performed a reconciliation audit dating back to January 2010 of actual revenue and expenses and discovered \$115,754 in surplus, rather than the \$79,000 deficit. He added \$30,000 to cover in-state travel because the Judiciary’s grant from the Judicial Education Center (JEC) of \$130,000 will soon exhaust; however, even with the \$30,000 taken out to cover travel, the Odyssey project will end with \$115,754 in surplus.
- Some members of OSC traveled to the BCMC to see their courtroom and browse processes. Because these processes are critical to the BCMC, OSC asked Tyler to provide more information on integrating these processes into the BCMC’s Odyssey implementation.
- Mr. Mackey is working with the JEC to obtain an additional grant of \$75,000 to cover the in-state travel for the remaining district courts.

There was discussion relative to burdens placed upon JID Staff and how the e-filing implementation has further impacted JID Staff. Mr. Pepin spoke of a plan to present to JIFFY relative to hiring temporary employees to assist JID Staff.

E-Documents Committee. Greg Ireland reported that the E-Documents Committee discussed e-filing, e-documents and public access. At this time, public access is placed on hold. They received positive reports from the current e-filing districts (First, Second and Thirteenth). There remain issues with the e-filing system. At this time, the Fifth, Tenth and Thirteenth Districts are the only courts printing e-filings and maintaining case files. He suggested that JIFFY consider the issue of whether or not e-filing courts needed to print e-filings and maintain

paper files. He spoke of the First District's concerns relative to courts retaining original documents as required by law.

IV. CIO Report. Mr. Prisoc spoke of yesterday's OSC meeting and concerns relative to over-burdening JID Staff with new projects while trying to complete the Odyssey implementation and how this compared to the French Revolution. He thanked JIFFY for their support in managing scope to avoid challenging JID Staff beyond their capacity, which leads to burnout and separation from JID. While new projects are exciting, it is important that they be placed on hold until after the Odyssey implementation is complete.

V. Purchase Requests

Thirteenth Judicial District Court's Purchase Request for Replacement Servers - \$10,500. Jamie Goldberg advised that the Thirteenth's servers are close to coming out of warranty and asked for JIFFY's approval to purchase new servers with funding the Thirteenth had available.

Judge Richard Knowles moved approval of the Thirteenth's request to replace their servers. Robert Mead seconded. No further discussion. No opposition noted. Motion carried.

VI. Review and Approval

JID Security Policy update. Justice Maes referred to the *Supreme Court Order No. 12-8500; In the Matter of the Approval of Information Technology Security Policies and Computer Security Standard and Guidelines for the New Mexico Judiciary*, which was distributed. The Supreme Court reviewed and approved the security policies giving JIFFY the responsibility to annually review the policies/guidelines and make changes, as necessary.

Proposal to establish firm size limits for email accounts and limit "proposed order" emails to a maximum of 30 days in the Zimbra. Pat Mente spoke of the following:

- The Judiciary is currently in an unsustainable situation on email storage.
- He referred to the document entitled *DRAFT-For JIFFY discussion only Email Storage and Retention Policy*, which was attached to the JIFFY agenda.
 - Active Account Limitations--size of email boxes are set according to job function. However, users can request an increase by contacting the JID Help Desk, and Mr. Prisoc will decide which requests are approved.
 - Proposed Automatic Deletions
 - Anything in the trash folder will be deleted after seven days.
 - "Proposed Text" messages and attachments will be deleted after 30 days. These are the messages that go back and forth between attorneys and judges.
 - The JID email server processes 750,000 messages every day.
 - JID is working with Tyler on the initiative to have "Proposed Text" be part of the file and serve system.

- JID is archiving every single email message.
- Zimbra was upgraded, so the system would have archiving capability.

There was discussion on the following points:

- The metrics JID used to come up with the email size designations.
- Judge Martinez-Olguin's frustrations regarding the two Zimbra upgrades that caused her to lose large chunks of work. As a result, she saves everything related to "Proposed Text".
- Suggestions that JID Staff provide training on the Zimbra system.
- Suggestion that JID Staff create a user guide on how users can easily access and save archived emails onto hard drives.
- Messages moved into email subfolders will not be deleted, automatically.

Action Item: Per Judge Martinez-Olguin, JID Staff to increase her email box capacity.

Action Item: Per Judge Knowles, Mr. Mente to start a training process, at least, on how users can easily access archived email; or evaluate the Zimbra application for possible replacement and return to JIFFY with recommendations to consider.

Judge Knowles moved approval of the *Email Storage and Retention Policy* with two changes: (1) Increase email box size capacity for judges to 4 gigabytes; (2) "Proposed Text" and attachments be deleted after 180 days, as a starting point. Justice Maes offered a friendly amendment to include paralegals in the TCAAs email box size designation. Mr. Mead offered a friendly amendment that librarians' email box size designation be set at 2 gigabytes. Judge Knowles accepted the amendments. Judge Mitchell seconded. No further discussion. No opposition noted. Motion carried.

Discussion on Proposed Changes to 2011 DWI Report. Mr. Prisoc referred to the handouts entitled *DWI Cases Disposed for Calendar Years 1997 Through 2010* and *DWI Cases Disposed for Calendar Years 1997 Through 2011*. BCMC requested that the column entitled *Dismissed Failure to Appear* be removed from this year's report. There was not a significant impact to the percentages with the column being removed. He asked for JIFFY's approval to issue this year's report without the *Dismissed Failure to Appear* column and without the graphs.

Mr. Mead moved approval for this year's DWI Report to not include the *Dismissed Failure to Appear* column and that the charts not be included. Judge Mitchell seconded. Judge Bustamante commented that he is comfortable with the report because of all the hard work that had been performed. No further discussion. No opposition noted. Motion carried.

Proposed Additional Case Lookup Disclaimer Language Covering Domestic Violence Issues. Mr. Prisoc referred to the document entitled *Proposed New Case Lookup Disclaimer Text from Laura Bassien, AOC Staff Attorney*, which was attached to the agenda and related specifically to juvenile criminal cases and domestic violence orders of protection. He

asked for JIFFY's approval to add this language to the current Case Lookup disclaimer, which JIFFY approved a couple of meetings ago.

Judge Mitchell moved approval that the proposed language be added to the current Case Lookup disclaimer, without bolding and without all capital letters. Judge Martinez-Olguin seconded. No further discussion. No opposition noted. Motion carried.

Legislative Report. Mr. Pepin reported the following:

- Approved legislation in House Bill 2 of interest to JIFFY:
 - \$200,000 increase in the JID 2013 general fund.
 - Special appropriation of \$500,000 for information technology equipment for Odyssey.
 - \$700,000 for business continuity/disaster recovery.
 - \$254,000 for infrastructure.

VII. Future Meetings. The next meeting will be held on Thursday, April 19, 2012 at 9:30 a.m. at the Judicial Information Division.

VIII. Additional Attachments

JIFFY Project Status Reports. There was not discussion relative to the *JIFFY Project Status Reports*, which were attached to the JIFFY agenda.

IX. Adjourn. There being no further business, Judge Bustamante adjourned the meeting at 11:32 a.m.

Final Minutes Approved by Judge Bustamante on April 2, 2012.