

**Meeting Minutes of the 175<sup>th</sup>  
Judicial Information Systems Council (“JIFFY”)  
Chaves County Magistrate Court  
Thursday, July 16, 2009  
9:45-11:38 a.m.**

**Voting Members present:**

Judge Michael Bustamante, Chair  
Judge Karen Mitchell, Vice Chair  
Judge Richard Knowles  
Judge Clay Campbell  
Judge Camille Martinez-Olguin (*via video*)  
Judge Robert Corn  
Jan Perry (*via video*)  
Juanita Duran  
Dennis Jontz  
Robert Mead (*via video*)

**Voting Members absent:**

Judge Alan Kirk  
Brian Gilmore  
Helen Miller

**JID Staff present:**

Tom Edwards (*via video*)  
Renee Cascio

**Non-Voting Members present:**

Justice Petra Jimenez Maes  
Arthur Pepin  
Steve Prisoc  
Pauline Toevs

**Guests present:**

Oscar Arevalo (*AOC-Fiscal*)  
Phil Hedrick (*via video*)  
Karen Janes (*AOC*)  
Stephen Pacheco (*1<sup>st</sup> District*)(*via video*)  
Judge Raymond Ortiz (*1<sup>st</sup> District*)(*via video*)  
Mike Carroll (*University of Alabama*)  
Rhonda Stricklin (*University of Alabama*)  
Bee J. Clem (*5<sup>th</sup> District*)

*Minutes taken by: LaurieAnn Trujillo*

Judge Michael Bustamante called the meeting to order at 9:45 a.m. and established a quorum.

**I. Approval of Agenda.** Judge Bustamante added the First Judicial District Court’s (“First”) purchase request to today’s agenda under *VI. Review and Approval*.

Judge Bustamante thanked the Fifth Judicial District Court for graciously hosting JIFFY today.

**II. Budget and Revenue**

**JID Revenue Pipeline Report.** Oscar Arevalo referred to the *JID Revenue Pipeline-FY09*, which was included in the JIFFY meeting packet. He spoke of the following points:

- SCAF Fund total at \$5,067,564.43.
- Motor Vehicle Department (“MVD”) collections.
- Projected revenue 07/01/08-06/30/09 at \$3.9 million.

- Legislative Finance Council's ("LFC") request for information.
- Carryover of \$600,000.00 in EDMS Fund.
- Tracking the City of Las Cruces red light camera revenue.
- AOC audit.
- No indication at this point on what to expect at the next legislative session.
- Necessary for the Judiciary to maintain budgets and budget constraints.
- Payroll

There was discussion on the following:

- EDMS Fund carryover balance.
- Vacancies that courts are expected to hold and the affect on court processes.
- Stimulus monies
- Impact to the General Fund

### **III. JIFFY Sub-Committee Activities**

**Judges User Group.** Judge Karen Mitchell reported that the Judges User Group ("JUG") did not meet in July. JUG will meet again in August.

**Public Access Subcommittee.** Judge Mitchell reported that the Public Access Subcommittee ("PAS") did not meet in July; however, the document work group met and continued their work on the draft document. PAS expects to provide JIFFY with the draft document in September/October.

**Odyssey Steering Committee.** Judge Mitchell reported that the Odyssey Steering Committee ("OSC") did not meet in July. There was discussion on the following points:

- Rollout at the Chaves County Magistrate Court is going well.
- JID Staff will be in Roswell for another week to assist the staff at the Chaves County Magistrate Court.
- Problems/concerns with forms.
- Smaller courts typically generate forms on a case-by-case basis, whereas the larger courts utilize automatic processes.
- Standardizing court processes statewide.
- Quality checkpoint to be done after the Roswell courts.
- Supreme Court Order requiring standardization.
- Suggestion to encourage a process for people to bring forth new ideas that would make standardized court processes more efficient.
- Commendation to JID Staff for all of their hard work.
- The Second Judicial District Court's ("Second") and the Bernalillo County Metropolitan Court's ("BCMC") commitment to assist JID Staff when Odyssey is rolled out in their courts.

*Action Item: Per Judge Bustamante, Steve Prisoc to meet with Tyler Technologies to determine if integration with Microsoft Word forms can be more seamless.*

*Action Item: Per Justice Petra Jimenez Maes, the JID Training Team to incorporate the Supreme Court Order on standardization into their training materials.*

*Action Item: Per Justice Maes, Judiciary employees that have new ideas to make standardized court processes more efficient must present them to JUG or JIFFY for consideration and approval.*

**E-Filing Subcommittee.** Mr. Prisoc reported that the E-Filing Subcommittee (“EFS”) did not meet in July. He explained the document he distributed entitled *Wiznet Technical Specifications, July 14, 2009*. There was discussion on the following points:

- After the e-filing pilot project, it will be determined if the project will be rolled out statewide.
- E-filing documents will be separate from the central repository Case Lookup application.
- Value of documents.
- Wiznet does not currently have a fee system in place to view an electronic document. Wiznet has assured the EFS that they will be able to set up a fee system any way the Judiciary wishes.
- The integration between Wiznet and Odyssey. At this time, Wiznet is the only vendor that integrates with Odyssey.
- Odyssey’s Case Lookup can be configured so documents are available to the public.
- Policy issues and technical issues.
- Fees
- The documents will be owned by the Judiciary.
- Seamless transition from Wiznet to Lexis Nexis if it is determined that Wiznet will not work as a statewide system.

*Action Item: Per Judge Mitchell, the EFS to ask Tyler if they are using their Case Lookup application with document imaging in other states and how it works. She asked that the EFS share this information with the PAS.*

*Action Item: Per Judge Richard Knowles, Mr. Prisoc to ensure that all JIFFY members receive Wiznet’s technical specifications for review. Mr. Prisoc offered to post Wiznet’s technical specifications to the Judiciary web site.*

**Judge Knowles moved that JIFFY table this decision until the next meeting and that any questions relative to Wiznet’s technical specifications be directed to Mr. Prisoc two weeks in advance of the next JIFFY meeting.** There was discussion on integration with document management; fees and acceptable types of payments; and the EFS and the PAS to discuss policy issues. **Robert Mead seconded.** There was further discussion on the Thirteenth Judicial District Court’s (“Thirteenth”) concerns with implementing several projects at once (document

imaging, e-filing, Odyssey); providing the Second with screen shots to show how e-filing will work with the Tyler document management module and possibly having a demonstration of how this works at the Court Technology Conference (“CTC”). **No further discussion. No opposition noted. Motion carried.**

**IV. CIO Report.** Mr. Prisoc spoke of the following items:

- He thanked the JID Business Analysts for their hard work and dedication on the project.
- The Roswell District Court implementation may be delayed one week due to problems with forms.
- He thanked the Video Arraignment Team for their continued hard work and for providing the convenience of video.
- FACTS problems initiating the legislative changes this year.
- Decrease in SPAM.
- Offensive SPAM emails.
- Virus incident that affected AOC, Supreme Court, Court of Appeals, the First and the Third Judicial District Court. He referred to the document he distributed entitled *JID Virus Incident*. The virus did not affect court operations. He recognized the JID Systems Team for catching the virus.
- New information technology (“IT”) bill that went into effect on July 1<sup>st</sup> mandating background checks for all state IT employees. The Judiciary may be exempt; however, he supports the policy for the Judiciary. The Information Technology Commission (“ITC”) will determine the guidelines on what to do if a criminal background is discovered and what constitutes a criminal background. Mr. Prisoc will report back to JIFFY once the ITC guidelines are available.

There was discussion on the following items:

- Odyssey User Group to meet the Monday prior to the CTC.
- Tyler will be a platinum sponsor of this year’s CTC.
- Odyssey division president to assist JID Staff with forms problem.
- Mr. Prisoc will speak at one of the Odyssey sessions at the CTC.

**Action Item:** *Per Mr. Prisoc, the August JIFFY agenda will include an item for JIFFY to decide who will attend this year’s CTC.*

**V. Purchase Requests**

**First Judicial District Court.** Mr. Prisoc noted that the First proposed to purchase a calendaring system for \$16,500.00. This costs includes set-up, training, ongoing support for one year, maintenance, upgrades and licenses for twenty-five users. The calendaring system will integrate with their webpage and will replace the current calendaring system. It will not integrate with FACTS. JID Staff will not be able to bring up the calendar when Odyssey is rolled out at the First due to the tight rollout schedule. Stephen Pacheco introduced Judge Raymond Ortiz. Judge Ortiz spoke of the following points:

- The stability of the First’s current calendaring system.

- Service to the public.
- Security.
- The system would be piloted by the First's family court judges. If it is determined that the system would work, it would be rolled out to other judges at the First.

There was discussion on the following:

- Judge Ortiz committed that the First would only use the proposed calendaring system in the interim until Odyssey is rolled out at the First. When Odyssey is rolled out to the First, the First will then use the Odyssey calendar exclusively, and the proposed calendaring system would be phased out.
- The requirement for children's court judges to use a specific calendaring system.
- JID Staff would like to tie the rollout of Odyssey at the First to the opening of the new courthouse; however, the new courthouse has been indefinitely stalled.
- The First will pay the \$16,500.00 cost.
- Concerns that the proposed calendaring system will not integrate with Odyssey.
- Conversion of calendaring systems

**Judge Knowles moved approval of the First's request to purchase a calendaring system for \$16,500.00. Mr. Mead seconded.** Judge Ortiz answered questions relating to the First's current calendaring system. Judge Ortiz reiterated that if the proposed calendaring system worked for the family court judges, it would be rolled out to the general, civil and criminal judges at the First. Judge Ortiz confirmed that the First docketed events into the FACTS case management system so there would not be problems with conversion when Odyssey is rolled out at the First. **No further discussion. Judge Mitchell, Judge Camille Martinez-Olguin and Judge Robert Corn opposed the motion. Motion carried.**

*Action Item: Per Judge Bustamante, the First will report back to JIFFY on how the new calendaring system works.*

#### **IV. Review and Approval**

**Update on Second Judicial District's EDMS Project.** Juanita Duran reported the following:

- The Second is waiting for Tyler on the change request.
- Concerns based upon Mr. Arevalo's budget and revenue report relating to the potential of no extension of the EDMS appropriation.
- Enterprise Content Management ("ECM") will need to be rolled out.
- EDMS will be rolled out to the Thirteenth in the summer of 2010.
- Replace with what is the Thirteenth's project schedule.

**Report on JID Computer Virus Incident.** Mr. Prisoc reported on this item in his *CIO Report*.

**Discussion on the Need to Limit Volume of Stored E-Mail on JID Servers.** Arthur Pepin asked JIFFY to consider a Judiciary-wide policy whereby every six months Judiciary employee email in-boxes would be cleaned out (on July 1<sup>st</sup> JID Staff would eliminate everything that is not from the current calendar year; and on January 1<sup>st</sup> JID Staff would eliminate everything that is before July 1<sup>st</sup> of the previous year). He spoke of the following points:

- Judiciary employees should move important emails to email folders, so they are not deleted, per the proposed policy.
- Costly for the Judiciary to store unnecessary email.

There was discussion on the following points:

- Using Zimbra remotely and creating local folders on computer hard disks.
- Suggestion to change the record retention schedule relative to how long public records are stored.
- Storage at JID.
- Maximum of 1GB email storage limitation per user with exemptions for certain individuals.
- Email servers were recently upgraded.
- Concerns with saving emails with large attachments/graphics.
- Concerns with Zimbra

**Action Item:** *Mr. Mead offered to work with Mr. Pepin to address the record retention schedule.*

**Action Item:** *Mr. Mead, Mr. Pepin and Mr. Prisoc will draft an email storage policy for JIFFY's consideration.*

**Proposed IT Legislative Issues for FY2011.** Mr. Pepin spoke of the following points:

- At this time, the Judiciary is not seeking new appropriations.
- Carryover issue relative to the EDMS funds that need to be worked on with the interim committees beginning in August/September.
- Need to discuss if there is a carryover issue with the Odyssey funds.
- August 10-11 budget hearings—expansion of two full-time employee positions for the Video Arraignment Program. These positions would be funded by revenues generated from the red light camera funds that would come to the SCAF Fund from Santa Fe and Las Cruces.

There was discussion on the additional monies that would come from the increase in the civil filing fee and the trend of moving salaries from the SCAF Fund to the General Fund.

**VII. The next meeting will be held on August 20, 2009 at 9:30 a.m. at JID.**

**VIII. Adjourn.** Judge Bustamante adjourned today's meeting at 11:38 a.m.

**IX. Additional Attachments**

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

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**Final Minutes Approved by Judge Bustamante on July 28, 2009.**