

**Meeting Minutes of the 185th
Judicial Information Systems Council (JIFFY)
Judicial Information Division (JID)
Thursday, July 15, 2010
9:38-11:26 a.m.**

Voting Members present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Judge Camille Martinez-Olguin
Juanita Duran (*via video*)
Jan Perry (*via video*)
Helen Miller
Robert Mead
Brian Gilmore (*via video*)

Voting Members absent:

Judge Duane Castleberry
Judge Clay Campbell
Judge Alan Kirk
Dennis Jontz

JID Staff present:

Andre O'Brien
Tom Edwards
Trixi Bubemyre
Renee Cascio
Grace Catanach

Minutes taken by: LaurieAnn Trujillo

Judge Michael Bustamante called the meeting to order at 9:38 a.m. and established a quorum.

I. Approval of Agenda. The agenda was accepted as presented.

II. Budget and Revenue

JID Revenue Pipeline Report.

Fiscal Year 2010 Projection Report.

Oscar Arevalo spoke of the following:

- He explained the document entitled *JID's Revenue Pipeline-FY10*, which was distributed to the JIFFY members. The report reflected the close-out of Fiscal Year 2010. A report

- for Fiscal Year 2011 will be presented next month.
- He explained the documents entitled *Case Management Revenue Pipeline-FY10* and *Case Management SCAF Receipts Breakdown by Court Type-Fund 076, Fiscal Year 2010*, which were distributed to the JIFFY members.
 - He then explained the document entitled *SCAF Revenue Breakdown by Court Type-Fund 078, Fiscal Year 2010*, which was distributed to the JIFFY members. The Motor Vehicle Department (MVD) did not make a deposit in October 2009.
 - He referred to the document entitled *EDMS/Case Management*, which was distributed to the JIFFY members. He is working with Grace Catanach on the encumbrances and to ensure that no monies are reverted on any of the funds.
 - He spoke of his discussions with Aurora Sanchez relative to Fiscal Year 2012 and how the next round of \$895,000 will be budgeted at a department level budget for better tracking purposes.
 - Peoplesoft milestones.

There was discussion on the following points:

- Collections from MVD.
- Recent management change at MVD.
- Decreased collections.
- Case management budget for Fiscal Year 2012.
- House Bill 2 and potential budget cuts.

Action Item: Mr. Arevalo offered to arrange a meeting with Steve Prisoc and the new MVD management officials to discuss MVD collections.

Action Item: At the August JIFFY meeting, Mr. Arevalo offered to provide JIFFY members with a report reflecting the long-term trend of collections.

III. JIFFY Sub-Committee Activities

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

Record E-Mail Subcommittee. Judge Bustamante advised that the Record E-Mail Subcommittee did not meet. A subcommittee of the Record E-Mail Subcommittee will meet to discuss an alternative approach for JIFFY to consider.

Public Access Subcommittee. Judge Bustamante advised that he would be meeting with the Supreme Court on July 29th regarding the Public Access Subcommittee materials that JIFFY submitted to them.

Action Item: Per Judge Mitchell, JID Staff to remove the “Public Access Subcommittee” item from future JIFFY agendas.

Odyssey Steering Committee. Judge Mitchell reported the following:

- The Odyssey Steering Committee (OSC) met yesterday.
- Grants District Court Odyssey implementation was successful.
- The project team retired some issues.
- Tyler Technologies (Tyler) is working on the outstanding enhancements associated with electronic citations and abuse and neglect.
- Financials are on track.
- Report from Tyler.
- OSC will meet again in August and in October.
- OSC proposed meeting on a quarterly basis beginning in January 2011. There was no objection voiced from the JIFFY members concerning OSC's request to move to a quarterly meeting schedule beginning in January 2011.

Judge Mitchell asked Judge Camille Martinez-Olguin to share her thoughts relating to the Grants District Court implementations. Judge Martinez-Olguin advised that the Grants District Court recently implemented Odyssey, electronic filing, and the electronic document management system. She praised JID Staff for their training and support and suggested that judges not change work processes which causes difficulty for JID Staff when training. She added that a strong Internet connection is essential for these applications to function properly. She spoke of the weak Internet connection at her court.

Judge Mitchell asked Mr. Prisoc to share his administrative report with JIFFY. He spoke of the following points:

- The project team held a pre-planning session on June 22nd with Tyler and the Bernalillo County Metropolitan Court (BCMC) staff. A Tyler project manager has been assigned to the BCMC project, and a formal project kick-off is scheduled on July 23rd. The project plan for the BCMC will be presented to OSC in August.
- Remote document storage is working and OSC is reviewing the charter for discussion at the August OSC meeting.
- Possibly offloading all Internet traffic, aside from Odyssey, to a DSL line to prevent slowdowns.
- OSC received the hot site charter and will discuss it in August. The hot site will be a redundant database site for all of the Judiciary; however, in the event of an outage at JID, the BCMC and the Second Judicial District Court (Second) will be the only courts able to convert to the hot site at this time.

Judge Mitchell asked Dr. Julie Carroll of Burger, Carroll & Associates to provide JIFFY with her IV&V report. Dr. Carroll spoke of the following points:

- Recommendation for OSC to formally approve the pilot phase.
- Criteria for accepting the pilot phase.
- Recommendation for JID Staff to work with Tyler on issues related to cleaning up the bugs in the configuration tools prior to the statewide implementation.

- Next activities for JID Staff include work on reports, master service agreement and forms.
- Formal acceptance of policy regarding lower level system modifications. Recommendation to develop an evaluation method to address individual court requests that are not enterprise related.
- Shortening the implementation schedule.
- Moving more towards an enterprise approach, including conversion.
- Long-term issue relative to some enhanced financial capabilities on Odyssey and possible implications for staffing, particularly in the magistrate courts.

There was discussion on the following:

- Issues with the Grants District Court Internet connection.
- Mr. Prisoc thanked Judge Martinez-Olguin for being a good host to JID Staff.
- Courts on Odyssey are happy with the application and would not want to return to the former case management system.
- Carlsbad, Valencia and Lovington will be the first courts to go live with Odyssey after the pilot phase.
- The First Judicial District Court (First) had their kickoff meeting earlier this week, and JID Staff are currently working with them on their requirements. The First may implement document management when Odyssey is implemented at their court.

Action Item: Per Mr. Prisoc, Andre O'Brien to arrange for a JID Field Technician to investigate the Internet problems at the Grants District Court.

Action Item: Per Judge Bustamante, OSC to discuss formal acceptance of the pilot phase in August.

E-File Committee. Judge Bustamante reported that the E-File Committee did not meet in July. He asked Greg Ireland to report on the status of the electronic filing pilot at the Thirteenth Judicial District Court. Mr. Ireland spoke of the following:

- He is impressed with how well the project is going.
- Approximately 150 envelopes are being filed daily.
- Internal processes that need to be addressed.
- Approximately 600 attorneys/firms are registered to file electronically.
- The development by Tyler to have Odyssey and the electronic filing system work together is complete and testing will soon begin.
- They are not sure when they will stop printing paper files. Judges are more comfortable with paper files at this time.

Action Item: Mr. Prisoc to add to the next E-File Committee meeting agenda the consideration of adding other case types to the process.

IV. CIO Report. Mr. Prisoc reported the following:

- He thanked Brian Gilmore and Arthur Pepin for commenting on the documents he distributed at the last meeting.
- Gubernatorial campaign. One of the candidates has been using the Judiciary's statistics to make a case against the other candidate. JID Staff verified that the data is correct.
- The new performance evaluation system is in pilot at JID. The application will be implemented statewide next year. He recognized the JID Development Team for their fine work on this application.
- He referred to the documents entitled *FY12 One Page Business Case, Judicial Case Management Application, Administrative Office of the Courts Agency 218, Priority #1* (remote disaster recovery) and *FY12 One Page Business Case, Judicial Case Management Services, Administrative Office of the Courts Agency 218, Priority #2* (document management/imaging throughout the courts), which he distributed to the JIFFY members. He does not believe that the Judiciary will receive funding for these projects given the current budget crisis, however, he will submit these business cases as placeholders. These requests will also be included in the Information Technology Plan that will be submitted to JIFFY next month.
- Electronic citations project in Chaves County.
 - The Judiciary is receiving a few citations from the four New Mexico State Police (NMSP) vehicles.
 - Last year, JIFFY allocated \$150,000 to the University of Alabama electronic citations project.
 - As of June 30th, the University of Alabama expended approximately \$130,000. Ms. Catanach and Tom Edwards expended the remainder of those funds.
 - As of June 30th, the Judiciary does not have funds to support this project.
 - At the request of Justice Edward L. Chavez, JID Staff took \$16,000 out of the SCAF Fund to purchase the equipment that was installed in the four NMSP vehicles (\$4000 for each vehicle).
 - Local law enforcement agencies have not come forth to outfit more police vehicles with the equipment necessary for them to use the Alabama system.
 - There are not sufficient human resources at JID to support the electronic citations project given the intensity of the Odyssey rollout.
 - Alternatives: Continue the University of Alabama electronic citations project and support it with small amounts of SCAF funds, or encourage the Department of Transportation (DOT) and the Traffic Safety Bureau (TSB) to implement TRACS as soon as possible in Chaves County.
 - The TRACS system is supported by DOT and TSB and is federally funded.
 - JID Staff attend weekly meetings with DOT and TSB.
 - The DOT and TSB meeting scheduled on July 21st with Chief Justice Charles Daniels, Senator John Sapien, Mr. Pepin and Mr. Prisoc.
 - It is yet to be proven that the Judiciary can get electronic citations from the police vehicles.
 - The Judiciary's intention has always been to go through TSB.

- Management changes at TSB.
- TRACS system is working well in Albuquerque.
- University of Alabama's system license is less expensive than TRACS, but DOT and TSB only support TRACS.
- Senator Sapien is lobbying for one electronic citations system.
- SPAM decreased by 20% last month.
- Viruses increased slightly last month.
- Last week's virus incidents.
- SPAM provider increased their level of virus protection, which meant that certain emails were blocked by Postini. If you are expecting an important email, ask the sender to use the return receipt option, so the sender knows if their email got through to you.
- JID Staff implemented a new Internet filter on July 1st that will save the Judiciary at least \$20,000 annually, and it will provide better Internet filtering.
- Sharon Wolfe-Timan, an employee of the Judiciary for 28 years, suffered an accident three weeks ago.
- Hilari Lipton's last day is tomorrow. Ms. Lipton made a major contribution to JID. She will be going to law school in Ohio. She may do some contract testing for JID.

There was discussion on the following points:

- Electronic citations project
 - Officers in the field do not have a preference on which software to use.
 - Suggestion for the Judiciary not to support one system over the other, but rather to support an electronic citations system.
 - The history behind why the Judiciary got involved with the University of Alabama electronic citations project.
 - The Judiciary's involvement with the University of Alabama has substantially increased the energy behind the TRACS' project.
 - Support to discontinue the University of Alabama electronic citations project.
 - Maintaining open communication with DOT and TSB.
 - Suggestion for JIFFY to suggest a policy for the Supreme Court to consider to keep the momentum of an electronic citations system going and to set a deadline for which the Judiciary would only accept electronic citations.
 - Initiate communications with DOT about a proposed Supreme Court policy and to discuss a reasonable deadline– remove the issue of whether electronic citations is going to happen and replace with communicating about when DOT and TSB can commit to an electronic citations implementation. Making it a collaborative effort.
 - Lack of cooperation from DOT and TSB.
 - The possibility of redirecting JID resources to support an electronic citations project if DOT and TSB do not commit.
 - Leveraging grant monies to support the University of Alabama project.
 - The importance of an electronic citations system for the Judiciary.

Action Item: Per Juanita Duran, Mr. Prisoc to provide JIFFY members who appeared via video conference the documents that were distributed at today's meeting.

Action Item: Mr. Prisoc offered to report back to JIFFY on the electronic citations meetings.

Action Item: Per Justice Petra Jimenez Maes and Judge Bustamante, Mr. Prisoc, Mr. Pepin and Robert Mead to draft an electronic citations policy for JIFFY to consider in August for submission to the Supreme Court.

V. Purchase Requests. No requests this month.

VI. Review and Approval

Follow-up on Case Lookup and New Supreme Court Sealing Rule. Mr. Prisoc advised that in compliance with the new Supreme Court sealing rule, JID Staff revised the public Case Lookup application, so it no longer displayed full dates of birth. The year of birth will be displayed. An increase in calls did not materialize due to this change. He received a request from Tom Cole of The Journal to implement a name and year of birth search.

Follow-up on Submission of PAS Document to the Supreme Court. Judge Bustamante advised that he reported on this item in earlier discussions.

Discussion on Information Technology Commission's Resolution to Recruit and Retain Qualified State IT Employees. Mr. Prisoc referred to the document entitled *Proposed CIO/IT Lead Input for State of New Mexico IT Strategic Plan Update*, which was distributed to the JIFFY members. This policy was adopted last week by the Information Technology Commission. He asked the Commission to include the Judiciary in this initiative. This is a long-term goal that would only go into effect at the close of the budget crisis. The Judiciary is currently addressing this issue by using alternative pay ranges. Judge Bustamante added that the sense of JIFFY is that it supported the initiative.

VII. The next meeting will be held on Thursday, August 19, 2010 at 9:30 a.m. at JID.

Judge Bustamante adjourned today's meeting at 11:26 a.m.

VIII. Additional Attachment

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

Final Minutes Approved by Judge Bustamante on August 3, 2010.