

Odyssey Steering Committee (OSC)  
Meeting Minutes  
Judicial Information Division  
Wednesday, January 15, 2014  
2:08 - 3:35 pm

**Executive Subcommittee Members Present:**

Judge Karen Mitchell, Chair  
Tom Feilmeier  
Steve Prisoc  
Judge Michael Bustamante  
Arthur Pepin  
Judge Julie Altwies (video)

**JID Staff Present:**

Annie Hall

**Guests Present:**

Judge Albert Mitchell, Jr.  
Christal Bradford  
Theresa Delgado (phone)

**Voting Members Present:**

Renee Cascio  
Judge Richard Knowles  
Jamie Goldberg (video)  
Arlene Baca  
Lisa Farnum  
Tobie Fouratt  
Wendy Jones  
Judge Sharon Walton (video)  
Karen Janes  
Madeline Garcia (phone)

**I. Approval of Agenda.** Judge Mitchell called the meeting to order at 2:08 pm. The agenda was accepted as presented.

**II. Master Schedule Summary.**

**Parking Lot.** Tom Feilmeier presented the handout entitled “*Parking Lot*”. The Parking Lot is a summary of the items awaiting project assignments from JID. The left column is the list of projects. The middle column is the statewide target dates for deployment and the column on the right are the projects specific to Metropolitan Court. The items highlighted with the green dot are items that are expected to go-live with the Metropolitan Court launch on February 28. Karen Janes requested that modifications to the Odyssey Sentencing Screen be put back on the Parking Lot. Judge Mitchell questioned whether there was a statewide timeline for the implementation of E-citations. Renee Cascio explained that the

only way that E-citations can be implemented is if the law enforcement agency is using the correct form of TRACS. Steve Prisoc stated that APD is implementing TRACS and that JID is waiting for APD to have the ability to get information to case parties and deploy their servers. Judge Mitchell stated that the Parking Lot will be prioritized and added to as needed after the Metropolitan Court Odyssey go-live and Tom Feilmeier should be made aware of anything that needs to be added to the Parking Lot. Tobie Fouratt requested that Magistrate Document Scanning be added to the Parking Lot. Steve Prisoc explained that two committees were formed to examine the issue and the support of the Supreme Court is needed to go forward with this initiative before it is added to the Parking Lot. Judge Mitchell stated that some of the magistrate courts are currently scanning and emailing documents outside of the Odyssey system, which will necessitate some standardization which will have to come from OSC and JIFFY. Tobie Fouratt explained that scanning is not for the public, but simply to utilize between courts and for the judges to view. Mr. Prisoc stated that scanning into Odyssey for retention is available now. Mr. Prisoc explained that it is necessary to do an analysis of scanning documents with the intent to email those documents to other agencies. Ms. Fouratt stated that the technique and processes and procedures are already in place and it would be a minimal shift to implement the scanning with the proper hardware.

**Master Schedule Summary.** Tom Feilmeier reported that everything is on schedule for the February 28 launch date and go-live to take place on March 3. Thursday February 27, the AS400 will be taken offline, the data will be sent over to Odyssey on Friday morning and at 5:00 pm Friday, Odyssey will be taken offline for the state. On Friday night the data will be imported from the AS400 into Odyssey. At 9:00 am on Saturday Odyssey can be brought back online and data validation and application testing can begin. There will be a checkpoint call Saturday at 2:00 pm to determine if the launch can proceed. Metropolitan Court staff and magistrate court staff will be brought in around 12 noon on Saturday to begin validation and testing from the local terminals. Go-live will take place on Monday at 8:00 am. Judge Walton explained that Metropolitan Court will be closed on Friday however the court needs to be able to process misdemeanors and felony first appearances. Artie Pepin suggested JIFFY request that the 2<sup>nd</sup> Judicial District Court might be willing to handle the felony first appearances and

custodies. Judge Altwies stated that Metropolitan Court is considering asking the 2<sup>nd</sup> District Court for assistance or possibly handling these cases manually over the weekend. These cases involve the jails, the Public Defender and the District Attorney. Judge Altwies asked that she be given in writing; by JID which divisions and which personnel will be needed on Sunday March 1 for testing. Judge Knowles questioned who would be making the decision as to whether to proceed with the launch on Saturday afternoon and suggested that there be someone designated to make that decision, should there be any disagreement between the three entities (JID, Metropolitan Court and Tyler) whether to go forward with the Odyssey conversion or revert back to the AS400.

### **III. Detailed Project Report.**

**Risks and Issues.** Steve Prisoc explained that the significant risks are still loss of personnel or loss of the AS400 and as time gets closer to go-live the risks diminish. Tom Feilmeier reported that Metropolitan Court has lock boxes in each department if it became necessary to implement a paper process. Judge Altwies expressed concern that Metropolitan Court was being asked to pay for a number of expenses that they were informed about at the last minute, such as the cost of having the magistrate clerks assist with go-live training. Judge Altwies requested that Metropolitan Court be made aware of what expenses they are expected to be responsible for as it relates to the Odyssey conversion. Artie Pepin stated that the magistrate courts plans to pay for travel and per diem for the magistrate clerks and Metropolitan Court is being asked to pay the hotel costs.

**Financials.** Tom Feilmeier reported that the forecast total expenditures through June 2014 is expected to be \$3,125,202 which includes the initial contract of \$2,336,710, the cost of Berger Carroll for the Metropolitan Court implementation of \$61,754, the Traffic Arraignment contractor developer of \$193,698 and the change orders in the amount of \$533,040. The large majority of the cost associated with the change orders consists of the addition of Clerks Edition and the change of go-live date to February 2014.

**Data Conversion.** Tom Feilmeier reported that the 5<sup>th</sup> data conversion was completed on December 24 and there are approximately 170 mapping discrepancies, most of which have been addressed by Tyler. There are 20-30 open

issues, none of which are showstoppers and the expectation is that all of these will be resolved by go-live. The 6<sup>th</sup> conversion is scheduled for January 24 and the last conversion will be on February 28.

**Configuration.** Tom Feilmeier reported that configuration is 98% complete and there are no showstoppers. Tyler V.13 release testing has been going on for 30-45 days and it will go into production statewide on January 24. Tyler is building 3 API's which are scheduled to be delivered by the end of January.

**Custom Development.** Mr. Feilmeier reported that 90% of the applications and interfaces for the Metropolitan Court conversion will be delivered for go-live. Traffic Arraignment (TA) is 90% complete and Browse Docket is 85% complete. Two demonstrations for the judges were organized and input was collected. Traffic Arraignment will be demonstrated on the last week of January for the court clerks and the City Attorney's Office highlighting the enhancements to the application. Judge Altwies requested that Mr. Feilmeier arrange another demonstration for the judges in case there are any issues that need to be discussed. Mr. Feilmeier explained that in the TA application, the attaching of the citations to the document is not in the application at this time. The citation comes in and is scanned and the only part which transfers automatically to the document is the citation number. All of the other information is entered by hand. The scanning ability in Odyssey will not recognize the citation number, so that will also have to be entered manually by Metropolitan Court.

**Test and Validation.** Tom Feilmeier reported that 10 subject matter experts will be on hand for the Metropolitan Court go-live weekend of February 28-March 3 and 40-45 magistrate court staff will be on site the week of March 3-7 for go-live support.

**Training.** Tom Feilmeier reported that training will be broken up into 3 sections which will consist of 3 days of magistrate training the last week of January, case management training which will be 4 week long trainings covering the entire month of February and judge training which will be the first two days of each week in February and will coincide with their respective staff training. Supervision specific training will be held in 4 sessions for 2 ½ days each, the last 2 weeks of February.

**Environmental.** Tom Feilmeier reported that Windows 7 upgrade is 30-35% complete and it is expected to be 50% complete by go-live. A total of 42 All-in-One P C's are being installed on the judges' desktops, 1 in the courtroom and one in chambers before go-live. Printer, scanner and label equipment will be ordered in the next 7 days for the rollout.

**IV. Bond Tracking Solution.** Renee Cascio stated that unique bond companies have been created for Metropolitan Court so that they can insert their limits onto those unique bond companies and continue to track limits as they have done in the past.

**V. Future Meetings.** Judge Mitchell stated that OSC will not meet in February. The next OSC meeting will be held on March 19, 2014, 2:00 pm at the Judicial Information Division in Santa Fe.

**VI. Adjourn.** Judge Mitchell adjourned the meeting at 3:35 pm.