Odyssey Steering Committee (OSC)
Meeting Minutes
Judicial Information Division
Wednesday, March 19, 2014
2:05 - 3:30 pm

Executive Subcommittee Members Present:
Judge Karen Mitchell, Chair
Steve Prisoc
Chief Justice Petra Jimenez-Maes
Judge Michael Bustamante
Tom Feilmeier
Artie Pepin

JID Staff Present:
Hilari Lipton
Jane Davenport
Helen Miller
Annie Hall
Trixi Bubemyre
Pat Mente

Voting Members Present:
Renee Cascio
Lisa Farnum
Judge Richard Knowles
Oscar Arevalo
Judge Sarah Singleton (video)
Jamie Goldberg (phone)
Judge Sharon Walton (video)
Tobie Fouratt (video)
Judge Duane Castleberry
Karen Janes
Madeline Garcia (phone)
Wendy Jones (phone)

Guests Present:
Deb Williamson
Joey Moya (phone)

I. Approval of Agenda. Judge Mitchell called the meeting to order at 2:05 pm. The agenda was accepted as presented. Cake and Ice Cream was served compliments of Judge Mitchell, to celebrate the success of the Odyssey Metropolitan Court rollout.

II. Detailed Project Report. Tom Feilmeier stated that the Metropolitan Court Odyssey conversion had taken place as scheduled.
Data Conversion. Mr. Feilmeier reported that approximately 700,000 records were moved to Odyssey. Two weeks after launch, 109,000 more records were moved that had not previously been extracted. In order to do data cleanup and check data integrity, post conversion scripts will be run for the next few weeks.

Configuration. Mr. Feilmeier stated that the configuration has been completed. External accessibility of Odyssey Public Access (OPA) along with a demonstration of the website was extended to a number of Metropolitan Court's justice partners. Logins were built for close to 1000 users as this is a secured website. Renee Cascio reported that people all over the state are requesting OPA access. Steve Prisoc stated that JID would like to move ahead with plans to gradually move away from Case Lookup to OPA for public access. Mr. Prisoc explained that the justice partners who had been given logins for OPA have access to domestic violence cases, juvenile cases and personal identifiers.

Judge Walton stated that the jails are reporting issues using the scanned documents in order to release people from custody and officer scheduling to appear in court is experiencing problems due to the conversion. Mr. Prisoc reported that printers were set up for officer scheduling to receive reports for trial setting to notify officers when to appear in court. Judge Walton explained that Law Enforcement (LEA) is using the AS400 to verify that warrants are accurate despite the fact that the information is outdated.

Tyler Development. Mr. Feilmeier stated that Odyssey is being updated from version 2013.0.29 to 2013.0.36 along with four other application interfaces that will be loaded on the system once the post launch scripts are completed, which is expected to be two to four weeks. The data conversion scripts will continue to insure the data integrity of the system. These are targeted for completion within the next four weeks, at that time the software upgrades will be loaded into a test site and production.

Metro Development. Mr. Feilmeier reported that along with Odyssey, 26 ancillary services were launched including Browse Docket and Traffic Arraignment (TA) being two of the most significant development projects in terms of resource allocation.

Environmental Preparedness. Mr. Feilmeier reported that All-in-One desktops for judges, desktop scanners, batch scanners, zebra printers and Windows 7 were deployed 100% where they were not prohibited by cost.

Support Staff. Mr. Feilmeier stated that technical support staff of JID and Metropolitan Court were onsite almost 24/7 from February 24-March 7. In addition, 42 magistrate clerks from all over the state worked onsite to assist the Metropolitan Court clerks from March 3-March 7. Tobie Fouratt noted that her job as support person for Judge Walton and her clerk was quite easy. Judge Walton's

clerk seemed very comfortable navigating through the Odyssey software and completing her tasks and had very few questions. Ms. Fouratt attributes that to the excellent training by JID staff.

Traffic Arraignment & Browse Docket. Mr. Feilmeier stated that most of the issues concerning Traffic Arraignment (TA) and Browse Docket have been resolved. Those issues in (TA) that have not been resolved are expected to be cleared up in the coming weeks with continued development efforts.

Phase Two – Development Tasks. Mr. Feilmeier reported that there are currently 59 requests for other development tasks into the Metropolitan Court Odyssey system. JID management will meet with the Metropolitan Court management, prioritize the list and then the developers can begin working on Phase Two. The timeline to complete the 59 tasks will take approximately three to six months. Mr. Feilmeier explained that a review of the infrastructure is planned first and foremost to make sure that there are no design changes or any enhancements that need to be made to the infrastructure before any more development changes are implemented. The network and the systems infrastructure were purposely scaled up in preparation for launch to ensure the capacity was adequate to handle the increased traffic from Metropolitan Court. Tyler's recommendation was three application servers but the team chose to launch with eight to safeguard and manage potential traffic volume. The network bandwidth was upgraded to 200 megabytes from 40 megabytes. The team will monitor and scale back in the next few months, if there are no capacity issues.

Financials. Mr. Feilmeier reported that including IV&V with a cost of $61,754, Traffic Arraignment contractor totaling $193,698 and the change order/functionality enhancements totaling $ 579,120, the forecast total cost of the Metropolitan Court conversion as of June 30, 2014 is $3,172,732.

III. Statewide Parking Lot. Mr. Feilmeier presented the handout entitled *"Parking Lot"*. Steve Prisoc explained that JID needs to analyze and specify exactly what will need to be done for all of the tasks before setting realistic timelines. Prioritizing must be the first step and then as each task is completed, JID can report back to JIFFY and priorities can be adjusted.

Action Item: JID management staff to review the Parking Lot and present a draft of the priority order to OSC and JIFFY in the next few months.

IV. Bond Tracking Solution. Karen Janes stated that the magistrate courts do not have statewide bond tracking. Magistrate clerks together with the AOC fiscal division are cleaning up the data. The magistrate courts are changing the status of a number of bonds in order to exonerate them after cases has been closed.

V. Judicial Access to Sealed Cases. Karen Janes brought up the question of whether judges in the lower courts should have broader access to these cases after they have been sealed. Renee Cascio explained that sealed cases are either on or off for a given user. If the case is not sealed for the judges, it would also be open to their staff, because the judges' staff are often the ones who actually use Odyssey and look up information in the system. It was agreed that Odyssey Judges User Group will examine the issue at their next meeting in April. Judge Knowles stated that this is a major policy decision and after making some recommendations of what is possible technologically, it needs to go to the Supreme Court to decide how to deal with this issue.

Action Item: Odyssey Judges User Group (OJUG) to discuss the issue of "judicial access to sealed cases" at their next meeting on April 17, 2014 and bring a recommendation to JIFFY.

VI. Future Meetings. The next meeting will be held on Wednesday, April 16, 2014, 2:00 pm, at the Judicial Information Division in Santa Fe.

VII. Adjourn. Judge Mitchell adjourned the meeting at 3:30 pm.