

Sunset Public Hearing Questions for  
**Judicial Information System Advisory Committee**  
Created by Section 16-3-809, *Tennessee Code Annotated*  
(Sunset termination June 2014)

1. Provide a brief introduction to the committee, including information about its purpose, statutory duties, staff, and administrative attachment.

The Judicial Information System Advisory Committee (TJISAC) was created by §16-3-809 to oversee the development and modification of application software for the Tennessee judicial information system. Once software development was completed, the TJISAC committee was to review any major functional modification to TnCIS software; provided, that no major functional modification shall be made to the software without agreement between the administrative director of the courts and the president of the Tennessee court clerks association. The committee is staffed by the AOC's Information Systems Director. There is no statutory administrative attachment mentioned in the statute.

2. Provide a list of current members of the committee. For each member please indicate who appointed the member, how the member's presence on the committee complies with Section 16-3-809(a), *Tennessee Code Annotated*, and the member's county of principal residence. Please indicate each member's race and gender and which members, if any, are 60 years of age or older.

Member list is attached with race and gender listed. For appointed or elected officials, their county of residence would be the county where they are the clerk and that is listed right under their name. We do not maintain any information on their ages.

3. Section 16-3-809(b) and (c), *Tennessee Code Annotated*, requires the committee to meet quarterly until "the Tennessee court information system (TnCIS) software ... is implemented statewide and collecting data from all ninety-five (95) counties" and then to meet periodically, as necessary, after that. How many times did the committee meet in fiscal years 2012 and 2013, and how many members were present at each meeting?

The TJISAC committee did not meet in fiscal years 2012 or 2013. The last meeting was September 2010.

4. What per diem or travel reimbursement do members receive? How much was paid to committee members during fiscal years 2012 and 2013?

The committee members would be eligible for travel reimbursement based on the state's travel regulations. The committee did not meet in 2012 or 2013 and therefore had no travel expense payments.

5. What were the committee's revenues (by source) and expenditures (by object) for fiscal years 2012 and 2013? Does the committee carry a fund balance and, if so, what is the total of that fund balance? If expenditures exceeded revenues, and the committee does not carry a fund balance, what was the source of the revenue for the excess expenditures?

The committee did not have any revenue or expenditures in 2012 or 2013 and does not have a fund balance.

6. Is the committee subject to Sunshine law requirements (Section 8-44-101 et seq., *Tennessee Code Annotated*) for public notice of meetings, prompt and full recording of minutes, and public access to minutes? If so, what procedures does the committee have for informing the public of its meetings and making its minutes available to the public?

This committee is not subject to the Sunshine law.

7. How does the committee ensure that its members and staff are operating in an impartial manner and that there are no conflicts of interest? If the committee operates under a formal conflict of interest policy, please attach a copy of that policy.

The TJISAC staff member is an AOC employee and the AOC has a conflict of interest policy. It requires all employees to read the conflict of interest policy and to disclose any potential conflicts of interest whenever they may arise. The committee does not have a formal policy.

8. Can the committee promulgate rules? If not, is rule-making authority needed? If rules have been promulgated, please cite the reference.

This is not a rule making committee.

9. Describe the nature and extent of the committee's activities and any major accomplishments of the committee during the last two fiscal years.

The committee did not meet during the past two fiscal years. The primary purpose of this committee was to approve the scope and design of the TnCIS software. That need basically ceased when software development was completed in late 2007.

10. What reports does the committee prepare on its operations, activities, and accomplishments, and who receives these reports?

The committee does not prepare reports.

11. Describe any items related to the committee that require legislative attention and your proposed legislative changes.

The committee does not have any issues needing legislative attention.

12. Should the committee be continued? To what extent and in what ways would the absence of the committee affect the public health, safety, or welfare?

Now that TnCIS development is complete and it is implemented per the original contract, a legislated committee is no longer necessary. If sunsetted, we could form an ad hoc committee of clerks to make decisions on major TnCIS functionality changes when needed.

13. Please list all committee programs or activities that receive federal financial assistance and, therefore are required to comply with Title VI of the Civil Rights Act of 1964. Include the amount of federal funding received by program/activity.

The committee receives no federal funding.

***If the committee does receive federal assistance, please answer questions 14 through 21. If the committee does not receive federal assistance, proceed directly to question 20.***

14. Does your committee prepare a Title VI plan? If yes, please provide a copy of the most recent plan.
15. Does your committee have a Title VI coordinator? If yes, please provide the Title VI coordinator's name and phone number and a brief description of his/her duties. If not, provide the name and phone number of the person responsible for dealing with Title VI issues.
16. To which state or federal agency (if any) does your committee report concerning Title VI? Please describe the information your committee submits to the state or federal government and/or provide a copy of the most recent report submitted.
17. Describe your committee's actions to ensure that committee staff and clients/program participants understand the requirements of Title VI.
18. Describe your committee's actions to ensure it is meeting Title VI requirements. Specifically, describe any committee monitoring or tracking activities related to Title VI, and how frequently these activities occur.
19. Please describe the committee's procedures for handling Title VI complaints. Has your committee received any Title VI-related complaints during the past two years? If yes, please describe each complaint, how each complaint was investigated, and how each complaint was resolved (or, if not yet resolved, the complaint's current status).
20. Please provide a breakdown of current committee staff by title, ethnicity, and gender.

Ann Lynn Walker, Information Systems Director, Caucasian, Female

21. Please list all committee contracts, detailing each contractor, the services provided, the amount of the contract, and the ethnicity of the contractor/business owner.

The committee has no contracts.

# Tennessee Judicial Information System Advisory Committee

Tenn. Code Ann. Section: TCA 16-3-809

Chairperson: Tom T. J. Jones

Secretary: Rebecca Bartlett

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## Penny Austin

Asst. Dir., Div. of Local Gov. Audit  
Office of the Comptroller  
505 Deaderick Street, Suite 1500  
Nashville, TN 37243

**Term:** N/A (Representative from Department of Audit)

**Appointed by:** Ex-Officio (by statute)  
Gender – Female, Race – Caucasian

## Rebecca Bartlett

Lincoln County Clerk & Master  
Room B-109  
112 Main Avenue S.  
Fayetteville, TN 37334

**Term:** 12/01/12 - 11/30/13 (M)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian

## Janice Bodiford

Hardeman County Clerk & Master  
100 N. Main St.  
P.O. Box 45  
Bolivar, TN 38008

**Term:** N/A

*Past President of Clerk Conf - Advisory (Non-Voting)*

Gender – Female, Race – Caucasian

## Fred Chaney

Loudon County Clerk & Master  
P.O. Box 509  
Loudon, TN 37774-0509

**Term:** N/A

**Appointed by:** Ex-officio (by statute) – Pres of Clerk Conf

Gender – Male, Race – Caucasian

## Phyllis Dent

Grundy County Clerk & Master  
200 Cumberland  
P.O. Box 174  
Altamont, TN 37301

**Term:** 12/01/12 - 11/30/13 (M)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian

## Heather Duncan

Coffee County Circuit Court Clerk  
P.O. Box 629  
Manchester, TN 37349

**Term:** 12/01/12 - 11/30/13 (M)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian

## Elinor B. Foster

Marshall County Circuit Court Clerk  
302 Courthouse  
Lewisburg, TN 37091-3373

**Term:** 12/01/12 - 11/30/13 (M)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian

## East TN Vacancy – Awaiting appointment

**Term:** 12/01/12 - 11/30/13 (E)

**Appointed by:** President-Tn. Court Clerks Assoc.

## Holly H. Jaynes

Hawkins County Clerk & Master  
150 E. Washington St., Ste. 1  
Rogersville, TN 37857

**Term:** 12/01/12 - 11/30/13 (E)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian

## Richard E. Jennings

Lauderdale County Circuit Court Clerk  
P.O. Box 509  
Ripley, TN 38063

**Term:** 12/01/12 - 11/30/13 (W)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Male; Race – Caucasian;

## Janice Jones

Gibson County Circuit Court Clerk  
P. O. Box 147  
Trenton, TN 38382

**Term:** 12/01/12 - 11/30/13 (W)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian;

## Tom T. J. Jones

Dyer County Circuit Court Clerk  
1 Veterans Square  
P.O. Box 1360  
Dyersburg, TN 38024

**Term:** 12/01/12 - 11/30/13 (W)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Male; Race – Caucasian;

# Tennessee Judicial Information System Advisory Committee

Tenn. Code Ann. Section: TCA 16-3-809

Chairperson: Tom T. J. Jones

Secretary: Rebecca Bartlett

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## Lisa Niles

Loudon County Circuit Court Clerk  
601 Grove St.  
P.O. Box 280  
Loudon, TN 37774

**Term:** 12/01/12 - 11/30/13 (E)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian

## Diane Polk

Hardin County Circuit Court Clerk  
465 Main Street  
Savannah, TN 38372

**Term:** 12/01/12 - 11/30/13 (W)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian

## Barbara Spann

Dickson County General Sessions Court Clerk  
1 Court Square, P.O. Box 217  
Charlotte, TN 37036

**Term:** 12/01/12 - 11/30/13 (M)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Female, Race – Caucasian;

## Elizabeth (Libby) Sykes, Director

Administrative Office of the Courts  
Nashville City Center  
511 Union Street, Suite 600  
Nashville, TN 37219

**Term:** N/A

**Appointed by:** Ex-Officio (by statute)  
Gender – Female, Race – Caucasian

## Kenneth Todd

Carroll County Clerk & Master  
Carroll County Courthouse  
99 Court Square, Suite 105  
Huntingdon, TN 38344

**Term:** 12/01/12 - 11/30/13 (W)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Male; Race – Caucasian;

## Bobby Vann

Campbell County Circuit Court Clerk  
570 Main Street  
P.O. Box 25  
Jacksboro, TN 37757

**Term:** 12/01/12 - 11/30/13 (E)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Male; Race – Caucasian;

## Craig Wild

Cocke County Clerk & Master  
360 E. Main, Ste. 103  
Newport, TN 37821

**Term:** 12/01/12 - 11/30/13 (E)

**Appointed by:** President-Tn. Court Clerks Assoc.  
Gender – Male; Race – Caucasian;

## Mickey Wilson

President of the Local Government Corporation  
714 Armstrong Lane  
Columbia, TN 38401

**Term:** N/A

**Appointed by:** Advisory - (Non-Voting)  
Gender – Male; Race – Caucasian;

## AOC Staff Contact:

### Ann Lynn Walker

Administrative Office of the Courts  
Nashville City Center, Suite 600  
511 Union Street  
Nashville, TN 37219

**Term:** N/A

**Appointed by:** Liaison for AOC  
Gender – Female, Race – Caucasian