

Sunset Public Hearing Questions for
Tennessee Court Information System Steering Committee
Created by Section 16-3-811, *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 Tennessee Court Information System Steering Committee (TnCIS) was created to manage and control the scope of the TnCIS software project relative to defining system functionality and determining project timelines, deadlines and system implementation priorities. The previous duties listed were the statutory duties of this committee. The TnCIS project manager and the TnCIS project team were staff to this committee and it was administratively attached to the Administrative Office of the Courts (AOC).

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 16-3-811(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.

The committee was disbanded, per legislation in 2008, and there are no current committee members.

3. How many times did the committee meet in fiscal years 2012 and 2013, and how many members were present at each meeting?

The committee did not meet in 2012 or 2013. The committee ceased to exist, as per the legislation, in January 2008 when TnCIS software development was complete.

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

According to Section 16-3-809, any member who is not an employee of state or local government shall be reimbursed for travel expenses incurred as a result of duties with the committee. This committee was disbanded, per legislation, in 2008 and no travel expenses were incurred in fiscal years 2012 and 2013.

5. Including the Tennessee Judicial Information System Fund created pursuant to Section 16-3-807, *Tennessee Code Annotated*, 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 Tennessee Judicial Information System Fund was not attached to or part of the TnCIS Steering Committee. The committee did not have revenues, expenditures nor maintain a fund balance. The Tennessee Judicial Information System Fund was created in 1994 as

outlined in §16-3-807 to help pay for the recurring technology needs and technology projects of the judicial branch. The current fund balance is approximately \$12,400,000. Between 2009 and 2011, the AOC had to make an over 21% cut to their discretionary budget. Over \$2,800,000 were cut from the AOC's technology funding. Because of the extent of these cuts, we rely on the Tennessee Judicial Information System Fund to pay for our technology needs. We have used funding from this to cover our technology expenses for the past 2 fiscal years. We have projects currently in process such as a new appellate case management system and re-engineering and requirements for a replacement to the current indigent claims tracking and payment system. Both of these projects rely on this funding. In addition, the funding for any hardware replacements that we need comes from these funds.

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?

The committee is no longer in existence. While it was operating, meeting notices were posted online and minutes were recorded and provided upon request.

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 committee is no longer in existence.

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

This was 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.

As previously stated, the committee ceased to exist in 2008 and therefore, had no major accomplishments in the last two fiscal years.

10. Section 16-3-811(h), *Tennessee Code Annotated*, states that "the steering committee shall remain in existence for a period not to exceed five (5) years from June 30, 1999, or until such time as the TnCIS system has been implemented based on the initial project scope as determined by the TnCIS steering committee." Please discuss the current status of TnCIS and projections for completion of the system.

The TnCIS system has been implemented based on the initial project scope and this was done by January 2008. Therefore, this committee was disbanded in 2008. Implementation was completed in the clerk sites in the original contract scope in late 2011. TnCIS is currently implemented in 136 clerks' offices across the state and that is broken down as follows: 71 general sessions, 70 circuit, 53 juvenile, 72 chancery using full case management and 4 chancery offices using delinquent tax only.

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

When the committee met regularly before disbanding in 2008, the only regular reports prepared were minutes from committee meetings and periodic status reports. These were distributed to all committee members.

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

The committee has been disbanded and has nothing needing legislative attention or any changes.

13. 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?

No. The committee was disbanded in 2008, per legislation, after the system had been developed per the initial project scope.

14. 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.

None.

If the committee does receive federal assistance, please answer questions 15 through 22. If the committee does not receive federal assistance, proceed directly to question 21.

15. Does your committee prepare a Title VI plan? If yes, please provide a copy of the most recent plan.
16. 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.
17. 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.
18. Describe your committee's actions to ensure that committee staff and clients/program participants understand the requirements of Title VI.
19. 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.
20. 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).

21. Please provide a breakdown of current committee staff by title, ethnicity, and gender.

The committee is not currently operating and has no staff.

22. 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 is not currently operating and has no contracts.