

# CACC MEETING MINUTES

## COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Tuesday, May 3, 2011  
11:30 AM - 1:00 PM

ARIZONA SUPREME COURT  
1501 W. Washington  
Phoenix, AZ 85007

---

AUDIO PHONE NUMBER: 1-602-425-3193

AUDIO ACCESS CODE: 1112#

### MEMBERS PRESENT

Kip Anderson\*  
Cathy Clarich  
Julie Dybas\*  
Mary Hawkins\*  
Donald Jacobson  
Phillip Knox\*  
Patrick McGrath  
Richard McHattie\*  
Michael Pollard\*, *Chair*  
Rick Rager\*  
Lisa Royal\*  
Paul Thomas\*

### GUESTS

Randy Smiley\*, *Phoenix Municipal Court*

### MEMBERS ABSENT

Timothy Dickerson  
Rona Newton  
Patricia Noland

### AOC STAFF

Stewart Bruner, *ITD*  
Karl Heckart, *ITD*  
Adele May, *ITD*  
Alicia Moffatt, *ITD*  
Jim Price, *ITD*  
Jim Scorza\*, *ITD*

\* indicates appeared by telephone

## **WELCOME AND INTRODUCTORY REMARKS**

Judge Michael Pollard, Chair, called the special telephonic meeting of the Court Automation Coordinating Committee (CACC) to order at 11:35 a.m. after staff confirmed that a quorum existed. He then posed two very general questions: How much JCEF money is available and how much detail about the case management system (CMS) requests can be shared with Commission on Technology (COT)?

## **PREPARATION FOR CHAIRMAN'S REPORT TO COT**

Karl prefaced his elaboration of the amounts requested by the two steering committees by stating that AOC Finance has not yet produced next year's JCEF budget and that the estimates from the vendor varied widely in their degree of precision. He then walked members through the following project requests totaling \$3.312 million:

- Basic AZTEC Replacement Project: \$300,000
- Financial Enhancements for both GJ and LJ (including full FARE): \$500,000
- Mesa's (large volume court) Enhancements: \$2.3 million
- General Jurisdiction Enhancements: \$212,000

He pointed out that in addition to the requested amounts, the AOC will need to hire two additional contract analysts costing roughly \$260K and will need to contract for AmCad analysis/design assistance at approximately \$300K during FY12. Pat McGrath argued that the cost of GJ enhancements is really \$243,000, based on his reading of the AmCad proposal.

Karl questioned the validity of some specific line items as well as the relative age of others in the general jurisdiction (GJ) request. He suggested that the remaining items in the enhancement queue be re-validated before any formal order is placed with AmCad. He also informed members that further analysis is needed to obtain an accurate cost for each requested item. Members were comfortable with Karl's suggestion to treat the current estimates as worst-case, not-to-exceed amounts.

Members asked Karl about the timeline for spending on the projects and whether costs included training and rollout amounts previously approved at COT. LJ Steering Committee representatives stated their intention that the three LJ projects to go forward together, explaining that Mesa's enhancements are built on top of the AZTEC replacement functionality and the financial enhancements are vital for the future in any event.

In response to Karl's question about where COT should take money if AOC Finance's JCEF balance proves insufficient to accomplish all the work, members stated that courts have money that could be contributed to the effort. Paul Thomas shared that Mesa's estimate may contain a certain amount of excess cost, as well. Taking all the discussion into account, members formulated a motion describing CACC's recommendation to COT

**MOTION: The three limited jurisdiction related projects shall be presented to COT as a single project, including the additional analysts and AmCad assistance, having a cost of \$3.76M spread over two years. General jurisdiction-related items totaling \$243K shall be presented and prioritized separately. The motion passed unanimously.**

Following the vote, discussion turned to the AOC staffing levels required to accomplish the project work over a multi-year period. Karl pointed out that the annual cycle of compiling and pricing enhancement requests must begin far earlier next year to avoid the last-minute crunch experienced over the past few weeks. He recommended steering committees get started on the task in January rather than April.

Judge Pollard then briefly reviewed with members the other content for the CACC Chairman's Report.

The next regular meeting will take place in **Room 106** of the **State Courts Building** on **May 19, 2011**. The Commission on Technology meets May 6, 2011, in Room 119 A/B.

The meeting adjourned at 12:20 p.m.