

**Minutes of Meeting**  
**Georgia Commission on Child Support**  
**Calculator/Technology Committee**  
**August 13, 2014**

The meeting was brought to order at 10:03 a.m.

Present:

Wendy Williamson, Chair

Deborah Johnson, Atlanta Legal Aid, Dekalb County

Ryan Bradley, Policy Unit at DCSS

Senator Emanuel Jones

Representative Timothy Barr

Judge Brenda Weaver, Appalachian circuit (via teleconference)

Laurie Dyke, IAG Forensics (via teleconference)

Judge Warren Davis, Gwinnett Circuit

Michelle Jordan, Atlanta Legal Aid

Patricia Buonodono, staff attorney

Elaine Johnson, staff

Bruce Shaw, staff

- I. Welcome and Introductions
- II. Review/Approval of Minutes of Last Meeting

Ryan Bradley made a motion to approve the minutes of the May 2nd, 2014 meeting. Judge Weaver seconded the motion, the motion carried unanimously.

- III. Old Business
  - a. Requirement Document for New Calculator

Patricia Buonodono prepared a requirements document based on the revisions made from the Committee's May 2, 2014 meeting.

Wendy Williams began discussion about the documents with item ten which was then amended to read:

*The paper end product must be acceptable for filing in any Superior Court and have the style of the case, page numbers, civil action and other types of case numbers, and submitting party's name on each page. The paper end product should look similar in structure to the current forms; any changes thereto must be approved in advance by the Georgia Commission on Child Support or its authorized designees.*

Wendy Williamson's concern is for the schedules to remain the same so that they may be easily referenced from the current version to the next. Deborah Johnson stated that such decisions should not be left to a contractor but to the commission. Laurie Dyke agreed with this concern but stated she would like to see a small group authorized by the commission to make decisions for any changes to the appearance of the calculator or forms.

This moved the discussion to the maintenance of the calculator. Pat Buonodono asked the Committee if the bid process should be divided into two parts; one part for the development and another part for maintenance. Judge Davis had concerns of having one vendor for both which would effectively be putting all of the eggs in one basket. Laurie Dyke pointed out that there a higher level of documentation for projects that are to be maintained by someone else, this might increase the upfront cost but it would provide more flexibility down the road. Laurie Dyke suggested an addition to the requirements document to state something similar to "the source code should be documented in a way that it can be accessed and maintained by a different provider." Representative Jones stated the RFB should be written so that vendors bid on the development and maintenance separately even if they are seeking both.

Judge Davis stated he has doubts of any cost saving benefits in developing a new calculator. Pat Buonodono stated a requirement for the new calculator would be that for some of the updating to be able to be done in house which should help and she reminded the committee of the shift Microsoft is moving its Office programs to a cloud service that is expected to cause a new calculator to be developed regardless. Judge Davis also stated that the requirements document appears to be geared to one time users of the worksheet such as pro se litigants but it should rather be geared to institution users such as judges and child support agencies.

Wendy Williamson moved the discussion back to item 10 on the requirements document in order to clarify the changes that are to be made. The committee settled on the following changes:

*The paper end product must be acceptable for filing in any Superior Court and have the style of the case, page number, civil action and other types of case numbers, and submitting party's name on each page. The paper end product should look similar in structure to the current forms; any changes thereto must be approved in advance by the Georgia Commission on Child Support or its authorized designees.*

Ryan Bradley stated that one of Judge Abbot's directives in a commission meeting was for the new calculator to appear and to function the same way as the current one. Wendy Williamson stated that she felt an unused schedule or form should not be printed so that less paper would be used. Elaine Johnson pointed out that if the worry is that two worksheets would look different because one had additional fields used that this already occurred in the current worksheet with schedules and supplemental tables. Elaine Johnson stated that in the end the Committee would need judges' observations to determine if the not printing unused sections would be confusing for them. Pat Buonodono stated that her opinion that a schedule should not be printed in partial but if it is not used at all then it should not be printed. Wendy Williamson disagreed and would like to reduce the printed worksheet to two to three pages that are organized by consistent subheadings for each schedule. Deborah Johnson stated that her fear is that judges who find the calculation of child support to be an alien process would not be able to adjust to comparing forms that are different if it wasn't on a line by line basis. The Committee agreed to amend number 15 of the requirement document to read:

*One click of the print button should print all relevant (used) portions or schedules of the worksheet. There should be no blank forms, and the various schedules of the document should not have to be printed individually (but could be if the user requires only on page or one section).*

Judge Davis inquired how the priority of saving paper would balance with the font size as to legibility and suggested the ability to zoom would be a good requirement to add.

Next number nine was amended to read:

*Wherever possible, drop down menus should be used, using the simplest possible language. ~~Text boxes should be available only where explanations or findings of fact are required by law.~~*

Deborah Johnson saw this as a problem due to the value of the text boxes on the current calculator that are not technically explanations or findings of fact required by law. She also stated that it would be helpful to have a counter for the characters on boxes that have character limits.

Judge Davis stated that during the development would be a good opportunity to explore more functionality like a button that would impute minimum wage as well as one to calculate child care. Child care however was ruled out due to the inconsistent seasonal cost. Number 13 of the requirements document was amended to read:

*The parties should be able to enter their pay ~~and expenses~~ however it is as received or incurred, (whether hourly weekly, monthly, semi-monthly, bi weekly) and the calculator should convert it to a monthly ~~income~~ or annual amount as required by statute. There should be a button for use by judges only that will allow the judge to impute minimum wage at 40 hours per week.*

Pat Buonodono then went back to number eight to amend the language to address Judge Davis' previous concern. It reads:

*The screen should look simple and uncluttered. User must have the ability to zoom in/out on the forms.*

Additional requirements also added to the list:

*31. The code used in the calculator must be document in such a way that it may be accessed, maintained and modified by a different provider.*

*32. The selected vendor's contract will require that the Commission owns all data rights, source codes, copyrights and intellectual property covered by the resulting contract.*

Representative Barr made a motion to approve the requirements document as amended. Judge Weaver seconded the motion, the motion carried unanimously.

b. Request to Extend Date for new Calculator Completion to 9/1/15.

Elaine Johnson explained the reasoning for this is to allow time for any changes to be made to the calculator according to the needs that might arise from the 2015 legislative session.

Deborah Johnson moved to move the completion date to 9/1/15. Ryan Bradley seconded the motion. The motion carried unanimously.

IV. New Business

a. Resignation of Committee member Philip Ladin (replacement?)

Pat Buonodono stated that Philip Ladin officially resigned from the Committee on July 10, 2014 due to his interest in bidding for the contract to develop the new calculator.

The committee is currently seeking a new member to replace Philip Ladin.

b. Bid Documents

Pat Buonodono stated that while an official RFP is not necessary due to the Administrative Office of the Courts being under the judicial branch, the process must still be open and public.

Laurie Dyke stated that it should be added to the evaluation process that the Commission should be allowed to look at the code to one of the bidder's previous projects to ensure the quality of the work and the level of documentation.

Elaine Johnson suggested there to be an evaluation form to ensure all vendors are evaluated the same.

c. Bid Schedule

Pat Buonodono expects the bid process to last no longer than 30 days. The bid schedule will be as follows:

Pre-bid meeting: September 24, 2014

Deadline for questions and letters/emails of intent: October 1, 2014

Deadline for bid proposals: October 15, 2014

Selection date: October 31, 2014

d. Presentation of Bid Documents to Commission

Ryan Bradley moved to approve the bid documents for presentation to the Commission. Laurie Dyke seconded the motion, the motion carried unanimously.

V. Close of meeting and scheduling of next meeting

No new meeting was scheduled at this time.

The meeting adjourned at 11:42 a.m.