

LOUISIANA COURT ADMINISTRATORS ASSOCIATION
FALL CONFERENCE MEETING

MINUTES

MONDAY, OCTOBER 2, 2000

A meeting of the Louisiana Court Administrators Association was held on this date in the Poydras Room of the Hotel Inter-Continental in New Orleans, Louisiana. The meeting was called to order by Mr. Tim Palmatier, Vice-President, at approximately 12:05 p.m.

Those members in attendance were:

Tim Palmatier, Vice-President
Suzanne Stinson, Secretary-Treasurer
Julie B. Andrew
Hope L. Belgard
Jo Bruce
Ronnie Bullion
Donna T. Carter
Ted Cox
Rose Marie DiVincenti
Melissa Easley
Millie Ezernack
Anthony Gagliano
Scott Griffith
Robert Gunn
Peggy Hoover
Scott Kadar
Rob Kazik
Ronnie Leger
Tina LeMaire
Delora Lovejoy
Joan Burns Luck
Mickey Skyring
Carla Smith
Liz Stogner
Patsy Taylor
Beatrice Tranchina-Parisi
Robert G. Tyler
Cindy White
Valerie Willard
Bobby Wilson

Vice-President Palmatier called on Ms. Elizabeth Stogner to give the invocation.

Vice-President Palmatier welcomed the attendees, introduced new member Rob Kazik from Orleans Parish Criminal District Court; and Valerie Willard introduced guest Robert Gunn of the Judicial Administrator's Office of the Louisiana Supreme Court.

Vice-President Palmatier indicated that a plaque from the association will be presented to Mary Rome for her past services as president at a later time, since she was not able to attend this meeting.

Vice-President Palmatier moved to the next matter on the agenda, which was the approval of the minutes from the spring meeting held on April 13, 2000. Bobby Wilson moved that the minutes be adopted as read; Hope Belgard seconded. Minutes were approved.

The next order of business was the Treasurer's report, which was given by Secretary-Treasurer Suzanne Stinson. Scott Kadar moved to accept the Treasurer's report; Peggy Hoover seconded. Treasurer's report was accepted as read.

Proposed by-laws were redistributed to the membership at the meeting. Bob Tyler made a report of the by-laws committee meeting for the formulation of the new and proposed by-laws and opened the floor for discussion. After review by the membership, Bob Tyler moved that the by-laws be adopted; Bobby Wilson seconded. Without opposition, motion carried.

Mr. Tyler then reported on behalf of the combined efforts of the Continuing Education and Spring Conference Program Committees. Suggestions regarding topics for the Spring Conference for the judges include reduction techniques, computer training in Baton Rouge away from the Lafayette site for modern jury management techniques, and performance management. Mr. Tyler reminded the membership that performance of the trial courts will be reviewed, including ADA compliance, which audits have been conducted in some of the courts. He requested of the membership any other ideas for topics for the Spring Conference that would benefit court administrators and judges in Louisiana. Mr. Tyler reported that the ADA Committee had met yesterday and had discussed possible sensitivity training for judges to comply with ADA. Mr. Tyler and Scott Kadar also discussed the

possibility of issues affecting courthouse renovations, space planning and architectural issues.

Separate continuing education for the court administrators has been a slow-moving process, and Anna Paxton is looking into a state web site, which provides continuing education in management areas. This will soon be opened to appellate and district courts to take courses on line from individual offices. To date there is no cost associated with this.

Vice-President Palmatier called on Patsy Taylor to make an updated report on the protective order registry. Ms. Taylor reported that there has been about 2,922 hits from law enforcement to the registry and how the law enforcement agencies use the information retrieved from the registry. There are currently 6,211 active orders, and in 2000 to date the registry has received 9,324 orders. Ms. Taylor has this year conducted 16 regional seminars and software training across the state and 19 other special requested presentations and workshops.

Under the order of New Business, Vice-President Palmatier called on Anthony Gagliano to report on the Judicial Budget and Performance Accountability Act and Strategic Planning. Mr. Gagliano passed out the outlines and requirements of the Judicial Budget and Performance Accountability Act. Mr. Gagliano gave a brief history of the creation of the act, which was a compromise reached between the legislators and the judicial branch. Act 1100, which was passed in 1995, required that all agencies, including the judiciary, have goals, objectives and measures, especially when an appropriation request was submitted. The second provision required and authorized the legislative auditor to do performance audits of courts in very specific terms to determine what were redundant programs, and programs that needed to be reformed and revised. After several years of negotiations, a compromise was reached that the legislative auditor will not conduct performance audits of the court, but will be conducted by the courts themselves according to the attached outline. The courts have until the year 2004 to end the first phase of implementation.

Two committees were formed of court administrators to plan the implementation of the first two strategic plans: Americans With Disabilities (ADA) Act and Federal Adoption and Safe Families Act (ASFA). Mr. Gagliano invited other interested members to become involved in the committees. Audit topics will be announced two years in advance by the Supreme Court. In May or June of each year the judges and court administrators in the

state will received a survey to be completed and returned to the Supreme Court Judicial Administrator's Office.

Vice-President Palmatier then called on Scott Kadar to report on the committee involving the ADA Compliance of the Strategic Planning Commission. This committee had met the day before and discussed the ADA manual distributed by the Louisiana Supreme Court to all of the courts in the state, which the membership was encouraged to utilize to assist them in complying with the Americans With Disabilities Act. The committee had recommended that the district courts form committees comprised of other agencies in the courthouse (i.e. Clerk of Court, District Attorney, Sheriff's Office, etc.) to formulate a plan for their particular courthouse. Mr. Kadar suggested that a letter on the chief judge's letterhead be sent to these entities, along with the results of the ADA audit conducted by the Louisiana Supreme Court, in laying the groundwork for strategic planning of ADA compliance in the courthouse and educating these entities on the urgency of ADA compliance.

All steps need to be documented. Things that could presently be accomplished include things such as signage, wording of subpoenas, and other things that are not very costly. The Court Administrators' ADA committee will meet again to formulate more long-range goals and make recommendations to the membership. Anna Paxton had presented to the committee personnel policies, some of which addressed ADA concerns, that will be reviewed by the committee and distributed in final form to the court administrators. This committee is also charged with the duties of formulating a generic personnel policy that can be adopted by all the courts in Louisiana.

Vice-President Palmatier then called on Scott Griffith to report on the Adoption of Safe and Family Act Committee. Mr. Griffith's committee had not met yet regarding this issue. He reported that the purpose of the audit is to raise awareness of the compliance requirements that are associated with the federal legislation and to give us some measure of how much we are or are not in compliance with these requirements. The committee will review materials that will be put together by Karen Hallstrom of the Louisiana Supreme Court's Judicial Administrator's Office.

The next order of business was the report of the Nominating Committee. Vice-President Palmatier indicated that the new by-laws created four offices rather than three. He then called on Bea Tranchina-Parisi to make a report of the Nominating

Committee. Ms. Tranchina-Parisi made the following recommendations on behalf of the committee to the association for the following offices: President - Tim Palmatier, Vice-President - Suzanne Stinson, Secretary - Cynthia Gaudin, and Treasurer - Ronnie Leger. The floor was opened for discussion. Tina LeMaire moved that the Nominating Committee report be adopted; Tony Gagliano seconded. Nominations were opened from the floor. Having none, the nominations were ceased and the Nominating Committee's report was adopted and the recommended officers elected.

President Palmatier reported that according to the new by-laws that an executive board will be created to provide direction to the association. President Palmatier asked of the membership if they perceive any problems with the association covering the expenses associated with the meetings by the executive board. Hearing no objection, this was approved.

Having no other business come before the association, Bob Tyler moved that the meeting be adjourned; Donna Carter seconded. Motion carried.