

MINUTES FROM FALL MEETING
LOUISIANA COURT ADMINISTRATORS ASSOCIATION
ROYAL SONESTA
MONDAY, OCTOBER 7, 2002 @12:00 P.M.

A meeting of the Louisiana Court Administrators Association was held on this date at the Royal Sonesta Hotel in New Orleans, Louisiana. The meeting was called to order by Suzanne H. Stinson, president.

Those members in attendance were:

Suzanne H. Stinson, President	Anna L. Paxton, Secretary
Chris Andrieu	Hope LeFleur Belgard
Jo Bruce	Ronald L. Bullion
Kenneth Burrell	Donna Carter
Dr. Hugh M. Collins	Rose Marie DiVincenti
Anthony J. Gagliano	Scott Griffith
Scott F. Kadar	Robert Kazik
Tina LeMaire	Delora Lovejoy
Joan Luck	Lynn M. Maloy
Lon Norris	Dawn Palermo
Carol Powell-Lexing	Stephanie Richardson
Michelle Rodney	Carla Smith
Bea Tranchini-Parisi	Bob Tyler
Bobby L. Wilson	

Ms. Paulette H. Holahan, retired member, was also in attendance.

After calling the meeting to order, President Stinson requested that Scott Kadar lead the invocation. She then asked everyone to identify themselves, their guests, and what jurisdiction they were from. New members were recognized, some of whom were not present. As the Louisiana Court Administrators Association had a 20 year anniversary this year, founding members Hugh Collins, Paulette Holahan and Bob Tyler were honored. Dr. Collins spoke briefly about the organization of the association and its early years. Ms. Holahan and Mr. Tyler also commented.

President Stinson asked the members if they had reviewed the minutes and were ready to approve them. Bobby Wilson moved, and Scott Kadar seconded a motion to approve the minutes from the March 2002 meeting in Lafayette.

As Ted Cox, Treasurer, was not present, President Stinson reviewed the distributed financial statements with the membership. The statement reported that thirteen checks had been written on the association's account since March for a total of \$10,308.22 and that with deposits totaling \$3,990.00 earning interest, the balance in the account as of October 3rd was \$13,307.29. He stated that after deducting the anticipated cost of this luncheon and the donation to the Judicial College the remaining amount would probably be around \$12,541.29.

A report was then made by the Continuing Education Committee. Ms. Paxton, Chair of the Committee, told the membership that a seminar on Computer Security had been scheduled as part of the meeting agenda. However, the association had not heard from the speaker, Newton Peters, since Hurricane Lili had hit Lafayette and assumed he would not be available as there was extensive damage reported. Carla Smith said she would try to get Mr. Peters to conduct his training session after the Spring meeting in Lafayette. Ms. Paxton distributed a list of Core Competencies for Court Administrators which has been developed by NACM. She then passed out a rating sheet developed by President Stinson and asked members to rate these Competencies so that we can determine the memberships' priorities and provide continuing education in concert with such priorities.

President Stinson then asked Bob Tyler to tell the membership about the spring conference program that the court administrators provide for themselves and for the judges. Mr. Tyler said that his committee and the Continuing Education Committee work in conjunction and that they plan to pursue a program on jury management/reform, unless someone had another suggestion. No one offered anything else other than to tell Mr. Tyler who he might contact that would have information about jury management initiatives.

Next, Scott Griffith was asked to provide a report on the Adoption and Safe Families Act Committee and the Juvenile Justice Initiatives Committee. He spoke about the upcoming Children and Family Services Review (CSFR) and he indicated that the manner in which courts are processing cases will be reviewed by auditors. He referred interested individuals to materials he had brought from the ABA's Center for Children and the Law about the CSFR. Mr. Griffith also made available information which had been prepared by the Louisiana Supreme Court's Judicial Administrator's Office regarding the application of ASFA to FINS and delinquency cases--a particularly challenging aspect of overall ASFA compliance. In addition, he reminded those administrators who work in courts with jurisdiction over Child in Need of Care cases to complete the surveys that had been disseminated by the LCAA and the Office of Community Services regarding ASFA compliance.

Mr. Griffith announced upcoming conferences and training on juvenile justice matters. First, the National Mental Health Association's regional conference will be held in New Orleans in mid-November. A juvenile justice track is available at this conference. Second, the state's Families in the Balance conference will be held in late October in Lafayette. ASFA compliance and the CSFR are a part of the conference agenda. Third, the Supreme Court has established a couple of formal training opportunities for court staff and judges involved in applying ASFA.

Mr. Griffith then updated those in attendance on the status of the Legislature's Juvenile Justice Commission and provided the group with a schedule of the public hearings the Commission is hosting around the state over the next few weeks. After being introduced, Tony Gagliano, one of the Commission's Planning Team staff members, reported that the Commission must complete its work no later than March 2003, but he hopes to have the report completed by February.

The next matter on the agenda was a report on court of appeal and city court initiatives. President Stinson announced that Diana Pratt-Wyatt sent her regrets, but was unable to attend because of a prior commitment. However, Ms. Pratt-Wyatt did participate in the Board meeting the

previous evening. She then asked Bea Tranchini-Parisi to report on the activities of the Membership Committee. Ms. Parisi informed the attendees that ten new members had joined the Association since last year. Total membership is now 65, not counting six retirees. Ms. Parisi felt that the success in getting new members was because President Stinson had sent out forms to all administrators who had not registered.

Next, Carla Smith reported on the Technology Committee. She commented that the continuing education portion of the agenda was on a topic which the Committee feels is a big issue right now--computer security as it relates to sharing information with other agencies. She promised to try to get Mr. Peters for the Spring conference. She also told the members that Mr. Peters is currently working for the Lafayette Clerk of Court, but that he was formerly with the National Center for State Courts and has a lot of information to provide. She encouraged administrators to utilize Mr. Peters as a resource. She continued, "I attended the NACM conference in Portland, Oregon and there was a lot of consulting going on there. Susie and I met with a consultant who talked to us about sharing of information. Chris Andrieu joined us in the meeting, and it really opened up the lines of communication between the individuals at the Supreme Court, so we're hoping to attend some of their meetings with the committees that Chris is on and be more open and communicate more with the Supreme Court about our issues. The other thing we were talking about is doing a web site for the association and putting membership information on it. We could put committee information on it. Any ideas you might have or your feelings about it, please let me know. I talked to Tony Gagliano about it, and he suggested hooking in with the Supreme Court and maybe then doing a free web site for us. So that's something that we'd like to investigate, and I'd love for you to act on it, so if you have any suggestions or information about it I would really appreciate it."

President Stinson noted that Liz Stogner, Chair of the Outreach/Community Relations Committee was not present and asked Marilyn Smith if might be able to comment on that Committees work. Ms. Smith said that Ms. Stogner had sent an e-mail survey asking all the courts what types of related programs or activities they might currently be implementing. She noted that Ms. Stogner had difficulty getting this communication to members because some of the e-mail addresses were not current. She also remarked that the Orleans Parish District Criminal Court is doing several things--judges visiting schools, schools visiting the courts and drug court program and the "Clean-up" program has been well received. "All these activities are really getting the judges out there and are effective tools," she said. She asked the membership to be sure to share any such programs and that Ms. Stogner will report her findings at the spring meeting.

Next was a report on the Delay Reduction Committee. As Ms. Pratt-Wyatt was unable to attend, President Stinson asked Tony Gagliano to tell the membership about the task force meeting held the first day of the Conference. Mr. Gagliano explained that the purpose of the task force/committee was to create a best practices guide on delay reduction in case management. He emphasized, "It would be just that--a guide. There's nothing mandatory; we're not going to be forcing anyone into anything, but it will provide information to judges on how to manage cases more efficiently and move them more efficiently. We'll have a number of techniques and approaches in there." He told the membership that the Supreme Court intended to have a package including the ADA material already developed, the ASFA material, the delay reduction/case

management guide and also one on *pro se* litigation--hopefully available to everyone by the end of the fiscal year. He also requested that the members help the task force by responding to the survey being sent out about how cases are actually managed, what kind of calendar systems, etc., are being utilized.

Tina LeMaire was not in attendance, but Hope Belgard was able to give a brief report about the upcoming and first Court Administrator's Workshop. Ms. Belgard informed the membership that the Committee had met twice and had planned an agenda which would be sent out shortly. The workshop will be held at the Eola Hotel in the Natchez/Vidalia area February 12th through the 14th in 2003. The cost of registration will only be \$75 if sent in before January 10, 2003. Thereafter the cost will be \$80 per participant. Ms. Belgard encouraged everyone to attend. President Stinson remarked that she also hoped the members would take advantage of the opportunity; she expressed her belief that one of the values of this organization is the ability to network and share ideas about what different courts are doing about the issues facing them.

Next, President Stinson thanked the association for sending her to the National Association for Court Management Conference which was held in July in Portland, Oregon. She strongly urged our local association members to consider joining this national association since there is a wealth of information to be gained from such membership. Anyone can contact her for an application.

As to new business, President Stinson told the group that she had been asked to poll the them concerning starting a mentoring program. She remarked that a number of administrators had been in their positions for some time and their knowledge might be valuable to newer administrators. She then circulated a sheet for members to sign up for either providing support for a newer administrator or to request a mentor. She also volunteered to review the sign up sheet and match seasoned administrators with new ones in the same geographic region.

On a similar note, President Stinson asked for a report on the use of the video training tapes which the Association had purchased. She told the members that Scott Kadar had taken advantage of the tapes and that her court had also done so. She said that the 26th JDC had the training mandatory, but that they had invited other agencies in the courthouse, and workers from the District Clerk's Office, the Sheriff's Office and the Police Jury Office had also attended. She then called upon Ms. Paxton to continue the report. Ms. Paxton told the group that the films are high quality and entertaining, especially the John Cleese films, "They are funny while teaching something to managers." She added that she is still trying to find a good telephone etiquette and safety in the workplace film. She encouraged members to contact her by e-mail or phone and request a film, which would be checked out to them for two weeks. She asked Scott Kadar to also comment on the effectiveness of the training films. Mr. Kadar remarked, "It has worked out very well for us to bring folks together at lunch time. I provide popcorn or whatever it takes to get them there. A lot of other agencies like the bailiffs and the police jury are always asking me for any films that are applicable to them so they can view them also." Ms. Paxton added that her office has designed certificates of training with a watermark of the Louisiana state seal in both *MS Word* and *WordPerfect* format which she would be glad to e-mail to anyone who would like to use them.

President Stinson announced that Darryl Schultz had requested to be placed on the agenda.

Mr. Schultz spoke to the membership about the Judicial Ride Along program sponsored by the Supreme Court. He explained that it is a program that encourages judges to invite a legislator or a group of legislators to come spend the day with the judge at the courthouse. He said, "The legislator gets to see what goes on in the courts, and it gives them an idea of what happens. If you all can encourage your judges to do that, you get a lot of mileage out of it. It helps me out and it will help you out as well when you have to appear before these various committees. Sometimes the legislators only know what they read about the courts, and sometimes, as you know, what they read is not always what you want them to know about the courts. So, it's a good opportunity to let them see how hard you all work and what exactly takes place. I get a lot of positive feedback from the legislators when I'm up there about these ride-alongs. If there is anything I can do to help facilitate any of this, I'm available to you at any time. Also, contact me about any other issues related to legislation or intergovernmental relations. If I don't have the answer, I'll try to get it for you. I am there to help you, so let me know."

Chris Andrieu then asked to address the Association. He wanted to update the members about CMIS and other matters related to information systems management. He announced that Ted McGee had been selected by the governor as the Chief Information Officer for the Executive Branch, so the judiciary decided to make Mr. Andrieu their Chief Information Officer, a title change only. He reported on the following CMIS activities:

Louisiana ICJIS (Integrated Criminal Justice Information Systems): Mr. Andrieu told the members, "There is a lot of activity underway as we're trying to pull together an integrated (just like it sounds) criminal justice electronic system for the state. There's been a lot of work over the past several years. We're getting full support--actually I'm working closely with a Committee headed by Justice Kimball. What we're doing is drafting an RFP which will describe the distributed architecture where we're going to have information pulled from all kinds of legacy systems across the state to incorporate law enforcement, prosecutors, courts and clerks of court, probation and parole, Department of Corrections, and all the state agencies. Initially, we're going to pull together just the higher level state agencies and make sure that they can all share information." He further explained that this proposed system would be able to pull together all these disparate data bases allowing the user to query and get criminal justice information back according to individual's needs. He continued, "It's pretty exciting because maybe for the first time we will have all the different agencies in the state electronically connected."

Collection of criminal dispositions from the clerks of court: To date, 61 clerks of court are reporting. Mr. Andrieu reported that the last three clerks of court are "not willing to budge at the moment, but we're making progress on that."

Tracking traffic dispositions: There is currently a lot of activity on this project. Software and services have been activated at 15 courts, and they are sending information right now. CMIS, in turn, puts it on a server and the Office of Motor Vehicles picks it up; this makes the information almost instantaneously pass from the field through CMIS as a conduit up to the Office of Motor Vehicles (OMV). It also alleviates the necessity for the clerks of court to send in blue copies of tickets with handwriting on the back, and then sending them into OMV, which must hire data operators to input the information into the system. This system is especially useful for OMV as

relates to commercial driver's licenses--those that they scrutinize very carefully; the Commercial Driver's License Act of 1986 requires that this information get up to the federal data base as soon as possible. In light of 9/11 and with people driving these big tankers that are loaded with fuel and other hazardous material, they do want the information as soon as possible. Mr. Andrieu informed the members that he is working with several vendors to complete this same process for a number of other courts statewide. He said, "What we're trying to do is send all traffic disposition information through CMIS, for those clerks that will participate anyway."

Louisiana Protective Order Registry: This program continues to do extremely well. Mr. Andrieu praised the good job that Patsy Taylor is doing and noted that she is out training hearing officers. Ms Taylor did a radio show Saturday morning with Sammy Krasnow from Victims Against Crime. She is currently working on approval from Justice Kimball and the Louisiana Coalition Against Domestic Violence and if they in fact approve, then the package will go through the legislative process.

Metroserver: Mr. Andrieu invited any court that wants to participate in this project to let him know. The Supreme Court is offering to pay for the digital connection direct to the court. The goal is to get this program/connection on the judges benches, either in the courtroom, in their office space or in front of the law clerks or whoever can assess the information so that the court will have direct access to many, many data bases--Louisiana Protective Order Registry, Office of Motor Vehicles, Computer Criminal History which is the State Police's official criminal history record, FBI's Triple I interstate identification index for criminal histories, M-list, which is the national driver history record, etc. This will let courts access just about anything associated with criminal activity and there's no cost involved at all. All a court must do to participate is get the chief judge to sign a memo of understanding and submit a package to CMIS which will coordinate with State Police. Mr. Andrieu commented, "For those courts here that are wondering what happened to their packages that we got a few months ago, we sent them up to state police. They were misplaced during a State Police moving process, so we resubmitted. They swear they never received them, but UPS tracking shows they were delivered. So, those courts that are waiting to hear from me must wait a little while longer. We will let you know as soon as we hear something."

Charge code file: Mr. Andrieu continued his report by telling the members about another project that's been underway for about the last year. It is an electronic file listing all the charge codes from Louisiana Statutes 14:32, 46; anything that can be charged against an individual is being put in the electronic file. CMIS is providing this to all statewide agencies. It was initially conceived and developed for the Clerks of Court databases, so that they could have a complete listing of all the charges out there, including a short text description. Mr. Andrieu commented, "The ICJIS policy board has learned of the project and is extremely pleased; they thought it was a great idea. Again, the cost is covered by CMIS. We are making it available to the prosecutors--the District Attorney's Association, law enforcement agencies, Department of Corrections, and anybody else that wants it free of charge. We're about 98 to 99% complete. I expect the initial work to be completed by the end of this month. When someone asked who will keep the charge code file updated as laws change, Mr. Andrieu responded, "We are doing that on an annual basis either through Westlaw or straight from the Legislature. What's already in there will be updated; if there's a change, or if it's removed, or there's an added statute, or there's a verbiage change,

whatever the case might be, we'll just go ahead and change all that. That way we keep it annually updated."

Uniform Commitment Document is a project that's been ongoing as well. CMIS is working with the 16th JDC on that. Mr. Andrieu said that this is a form to be used by all courts when someone is sentenced to the DOC; each judge/court can just complete it, sign it and send forward to both CMIS and DOC; the information is broken out by field as opposed to just court minute entries. What's happening in many cases is clerks of court have to interpret the minutes and they don't always know what's the judge's intent and the DOC apparently doesn't know what the judge's intent is either. According to Mr. Andrieu, "They get these minutes and then have to interpret what the judge wants that person to be incarcerated for. We've noticed errors. DOC has noticed errors and it's a continuing ongoing problem. The only solution we can come up with is to try to get the courts to work with us to have the judges fill out Uniform Commitment Documents. Darryl Schultz then commented, "As a former administrator for Criminal District Court in New Orleans and also as a former minute clerk, these standardized commitment forms are one of the most valuable tools that can be used. At least twice a month I was being served with papers because some guy was left in jail too long; I was being sued constantly. This is really important; people in the DOC are getting 40 or 50 different commitment documents, and they don't know where to look for the information they need. So if we can get everybody using the same form in the state, I think it would cut down on a lot of people's headaches. I don't know why we didn't do this a long time ago. Please encourage your judges to get involved in this thing. It's not really that big of a deal, and it's just something that would make everybody's lives a lot easier."

President Stinson asked if there was any more business before taking up the final item on the agenda. Mr. Bobby Wilson asked the membership present if any of them were assigning a different number to a termination case. A brief discussion followed in which he asked for courts that are doing this to please contact him.

Finally, President Stinson called upon Bob Tyler to report on the nominating committees recommendations for 2003 officers. Mr. Tyler stood and presented a plaque to Ms. Stinson to recognize her year of contributions. Mr. Tyler and all the membership thanked her for all her hard work. He then announced that the committee recommended Ronnie Leger for president, Ted Cox for vice-president, Anna Paxton for treasurer and Carla Smith for secretary. The officers were accepted by acclamation. There followed a discussion concerning whether our officers should serve one or two year terms. Someone suggested a by-laws review committee to consider the matter.

As there was no other business, the meeting was adjourned.