

**LOUISIANA COURT ADMINISTRATORS ASSOCIATION
FALL CONFERENCE MEETING
HYATT REGENCY HOTEL**

MONDAY, OCTOBER 6, 2003, 12:00 PM

A meeting of the Louisiana Court Administrators Association was held on this date at the Hyatt Regency Hotel in New Orleans, Louisiana. Ronnie Leger, President, called the meeting in order.

Those members in attendance were:

Ronnie Leger	President
Carla Smith	Secretary
Anna Paxton	Treasurer
Chris Andrieu	
Hope LeFleur Belgard	
Sandra Bishop	
Judge Eugene Bryson, Jr.	
Ronald Bullion	
Donna Carter	
Rose Marie DiVincenti	
Gwen Dufresne	
Millie Ezernack	
Anthony J. Gagliano	
Cyndy Gay	
Scott Griffith	
Doug Holloway	
Scott Kadar	
Robert Kazik	
Tina LeMaire	
Delora Lovejoy	
Joan Burns Luck	
Lon Norris	
Dawn Palermo	
Bea Parisi	
Leslie Prestridge	
Michelle Rodney	
Dani JoSchell	
Suzanne Stinson	
Robert Tyler	
Thomas Williams	

After calling the meeting to order, President Leger asked Delora Lovejoy to give the invocation. The President then led the members in the Pledge of Allegiance. Afterwards, he asked everyone to stand and introduce themselves and their guests.

President Leger asked members to update their information on the Roster of Membership with any changes, including email addresses and cellular telephone numbers.

The President welcomed all members to the meeting. He gave an update on the Vice-President, Ted Cox of Caddo Parish, who is on active duty at the present time serving in Baghdad. Edward Scott from Caddo Parish Court speaks to Vice-President Cox periodically and reports that he is doing well. He plans to be back at work by March, 2004. His court asked the association to keep him in our prayers for his safe return.

Beatrice Parisi, Membership Chairman, made a Motion that until Ted Cox returns from active duty that his yearly dues be waived. Motion was seconded by Suzanne Stinson. Motion passed.

President Leger congratulated Suzanne Stinson on her election to the Board of the National Association of Court Management (NACM). It has been several years since a Board Member represented this body.

President Leger asked for approval of the spring minutes with two corrections, copies of which were distributed at the beginning of this meeting. The corrections were explained by Secretary Carla Smith and there were no other questions regarding the minutes. Bob Tyler made a motion to approve the March 2003 minutes and Beatrice Parisi seconded the motion. Motion passed.

Treasurer Anna Paxton read the financial report, copy of which was given to each member present at the meeting. Last spring, the balance was \$15,568.46. After including the deposits which had been made since then, the payment of expenses, and the anticipated cost of the luncheon today, the approximate balance is \$15,978.06. She reported that there will be a necessity to spend some of the money in the near future.

Beatrice Parisi gave the Membership Committee Report stating the new members and those dropped from the roster as of the Spring meeting. Ms. Parisi took time to acknowledge Donna Brady from the Community Relations Department of the Louisiana Supreme Court and the work she does for the association. She gave the new members their certificates of membership and asked the members to advise her if an acting administrator becomes an administrator.

President Leger also acknowledged Donna Brady for her work with the association and asked for feedback on inviting her to the annual fall luncheon. Beatrice Parisi made a motion to invite Donna Brady to the luncheon and motion was seconded by Carla Smith. Motion passed.

Carla Smith gave the Community Outreach Committee Report on behalf of Liz Stogner

who could not attend the meeting. She provided a handout with results from the survey conducted by Ms. Stogner and asked everyone to contact Liz if they have any new community outreach projects.

Michelle Rodney gave the committee report on Delay Reduction. She reported there has been over 15 years of research on Court Delay Reduction by almost every court. She is unsure as to how much the administrators from each court are involved in docket management. At the Orleans Civil District Court, she and Kenneth Burrell are not involved in the docket management as the judges are the ones who control the dockets. Ms. Rodney did provide a report on improving delays but as far as the implementation, she feels it is the function of the Judicial College and individual courts to form a committee as they are the ones that can mandate uniform delay reduction procedures. President Ronnie Leger expressed an interest in terminating this committee.

Suzanne Stinson and Carla Smith told the association about the NACM membership and a recent conference in Washington, D. C. Ms. Stinson encouraged members to join the national organization. LCAA will probably incorporate NACM's curriculum for educational programs for administrators. For new and more experienced administrators, NACM offers many guidelines and strategies. She asked for involvement in the local and national organization and passed out applications for membership to NACM.

Carla Smith highlighted the NACM Washington, D.C. July 2003 conference. She talked about the various workshops and their benefit to court managers. She urged the members of LCAA to attend any future conference to gain a wealth of information. She discussed the networking opportunity with managers from across the nation and being informed of new techniques other courts are using. The mid-year conference will be held in Savannah, Georgia and the annual conference will be in Grapevine, Texas. Beatrice Parisi also spoke of the benefit of attending NACM conference.

Delora Lovejoy discussed Court of Appeal and City Court Initiatives. There will be training in June, 2004 at the City Court Association meeting. It will be training with the Court of Appeals. As far as the City Court Association Initiatives, there have been a couple of meetings. Les Prestridge has led these meetings. Chris Andrieu attended the last meeting. They are working on getting City Courts on line across the state.

Scott Griffith reported on the Juvenile Justice Committee. There are still problems with ASFA (Adoption of State Families Act) compliance and juvenile court have had to take this very seriously for the last few years. It has significant implications, most importantly, docketing, timing of hearings and language that Judges must use in which cases involve allegations of abuse and neglect. The problems courts around the state are experiencing are not unprecedented. They can be overcome. The U.S. Department of Health and Human Services is behind the Child and Family Services Review, which is a criminal audit that took place in Louisiana about one month ago. Ms. Kären Hallstrom and Mr. Mark Harris of the Louisiana Supreme Court have stated that federal reviewers were overall happy with the level of knowledge judges and court staff have with ASFA. This review will not only take a look at the welfare of kids involved in these cases, but the welfare of kids in all different types of cases. They were very happy with what they saw.

We don't expect to pass, but what we expect to do is what other courts in other states have had to do which is to develop a program improvement plan. Ms. Hallstrom and Mr. Harris volunteered to provide anyone with more information or insight into the elements of that plan after the meeting ended. This is a great opportunity for those of us who work in courts with the judges on these cases.

Additionally, Mr. Griffith mentioned that during the recent legislative session, the Juvenile Justice Reform Act was passed. Several of the LCAA members were actively involved, including Tony Gagliano to a great extent. It is a landmark legislation dealing with juvenile justice in the state. Mr. Griffith can provide a two-page summary to share with anyone interested and advised everyone that if they have or need additional information to please call him or Tony Gagliano

Anna Paxton and Bob Tyler discussed the Continuing Education Committee and the Spring Conference Program. The committee would like to contact NACM and ICM (Institute for Court Management) and bring an actual Institute for Court Management course to the association at the Spring Conference. This concept would be a first for the association. In addition, the topic considered would be an update on court technology. The association has not heard the subject in some time. An IT individual from the National Center may be asked to discuss technology, and possibly Chris Andrieu could participate in the discussion. Ms. Paxton asked for suggestions on court administration topics for the judges and the administrators program.

Carla Smith gave the Technology Committee Report. She discussed the website development. There have been cost issues, and she has contacted the Supreme Court for guidance in the design and development. She will contact Sandra Vujnovich regarding creation of the website and support from the Supreme Court. Ms. Vujnovich is the supervisor of the Supreme Court website Coordinator and Committee. At the Executive Board meeting, it was decided to draft a letter on behalf of LCAA to Ms. Vujnovich and ask for their involvement. We would like to have a link to their website as well as the NACM website. There were various ideas discussed at the Spring meeting. Ms. Smith asked for any other guidance and ideas from the members of the organization. In addition, Newton Peters, Lafayette Clerk's Office, indicated the possibility of hosting the website for the association. We are hoping to get Mr. Peters on board to participate in a technology workshop for us.

Tina LeMaire discussed the Louisiana Court Administrators Association February 11-13, 2004 Workshop at Cypress Bend Conference Inn in Many, Louisiana. She provided registration forms which noted the Inn's website and a proposed agenda. The Wednesday afternoon agenda consisted of Technology in the Courts with speakers Chris Andrieu of the Supreme Court Judicial Administrator's Office, Fred Manint of the 19th Judicial District Court, and Newton Peters of Lafayette Clerk's Office. On Thursday, there will be a 3-hour workshop highlighting motivation and team building sponsored by Jo Bruce of the 19th Judicial District Court, a session on At Will Employment by Anna Paxton of the Human Resource Division of the Supreme Court, and a session on training the trainer. On Friday morning there will be a 2 hour grant-writing workshop, tips on how to get the grant noticed, where to apply for a grant and how to win the money. Ms. LeMaire spoke about the resort setting and that all meals are included in the cost.

Several members spoke about the educational and networking opportunities at last year's retreat.

Suzanne Stinson discussed the Louisiana Court Administrators Association Mentoring Program. She passed a list around asking for volunteer mentors to sign up as well as any administrators needing mentoring which will help her in pairing a mentors with someone who needs mentoring. She encouraged a relaxed and informal approach to the mentoring process and the necessity of feedback with fellow administrators because everyone has similar issues. She also distributed a new list to administrators needing mentors.

Ms. Anna Paxton at this time invited anyone with human resource issues to feel free to email or call her at any time.

Chris Andrieu then gave the CMIS report. He distributed a copy of the Protective Order Registry seminar sign-up sheet from Patsy Taylor and advised everyone that they were very informative sessions. Mr. Andrieu reviewed the process of the registry since its inception and that a new version of the protective order will be available in November and everyone will receive a copy of the new version at that time. He encouraged each one to review the new law.

Mr. Andrieu explained that the integrated Criminal Justice Information System Policy Board headed by Justice Kimball from the Supreme Court has all major associations from the state including Representatives and Senators, Clerks of Court, Chief Judges, Chiefs of Police, Law Enforcement, etc. The focus is to build a totally integrated criminal justice system using the greatest of technology. Mr. Andrieu is on the evaluation committee and there have been (13) responses to an RFP. The committee is currently trying to grade and evaluate which vendor will be selected for a pilot project (Phase I) which integrates data from approximately 15 different criminal justice agencies: CMIS, Department of Corrections, District Attorneys Association, Orleans Parish Criminal Sheriff's Office, Jefferson Parish Clerk of Court and many other different agencies involving criminal justice. The state will have 1.5 million state dollars earmarked for this project. It is not a lot of money when the complexity of the projects and the number of players is considered. Totally different databases will be brought together which involves upgrading systems and pulling information from different systems. The technology is cutting edge and not too many states have done this kind of thing before. The information is very sensitive and is on a need to know basis. There is no date as to when the vendors will be selected. They will come before the ICJIS Policy Board for a final decision. The policy board meets every two or three months. If anyone is interested, it is open to the public. Mr. Andrieu welcomed involvement.

Another project for CMIS is obtaining criminal dispositions from all of the Clerks of Court in the state on a district level. At this point, there are 64 parishes reporting. If there is a change of Clerk in some of the parishes, there may be more participating. Electronic dispositions are collected on a regular basis. The idea is to get initial booking information sent to the Clerk of Court, and then the Clerk will send the information to CMIS. CMIS can tie the information in to the state police.

Another project is digital connection/metro server. It gives the Judges access to multiple databases at the state level, including the protective order registry, and also on the national level:

FBI databases and protective orders on a national basis. It can be set up on a browser at no charge by contacting Chris Andrieu.

The CMIS traffic disposition project, electronic disposition reporting, was discussed. There are 28 courts now reporting and it is working quite well. CMIS is hoping to get additional grant funding to get more courts involved.

The uniform commitment document is another CMIS project.

Mr. Andrieu is also working with Dr. Carey Heck on the Drug Court project. The Courts of Appeal are moving forward on their uniform project.

Suzanne Stinson circulated a survey for salaries of Court Reporters throughout the state. She provided a sign-up sheet for members interested in feedback of salary results. There was discussion regarding the survey, certification and duties of court reporters. Certification of mask reporters was also discussed to some extent. President Leger and members discussed the difference between city and district court reporters. President Leger asked Ms. DiVincenti to investigate whether limited certification has been established for court reporters of city courts.

Les Prestridge gave a report on technology in city courts. There have been two meetings in Oakdale with vendor presentations. They have developed a concept of several courts being allowed to go into a corporate endeavor and be able to afford software. The court will own the software. It will be a single source. They have coordinated the project with Chris Andrieu. Once the investment is obtained, small courts that could not afford software will be able to obtain city software. There will be Internet on servers. The security aspect as well as maintainability, sustainability, and affordability have been addressed, and it will help city courts to bring about standardization. They are coordinating with the Supreme Court on requirements of data that must be transmitted. They want to insure the software can accomplish the requirements.

Tony Gagliano discussed the survey of the implementation of the strategic plan for the district courts. The survey will be sent in November. A response to the objective section is requested. These answers are usually used as indicators in the Judicial Appropriations Bill. The open-ended question of what did you do in the last year to address the strategic plan and what do you plan to do in the upcoming year is part of the survey. A questionnaire with some of the questions used in the past was made available with the request of any comments or suggestions from the members. Mr. Gagliano welcomes any input. For City Court, this is the first year for reporting on the strategic plan. The City Court Association has created a special committee of judges to oversee the implementation.

Mr. Gagliano also discussed Delay Reduction. The Louisiana District Judges Association recommended to the Judicial Council that two task forces be created – one on delay reduction and one on pro se. The court administrators are welcomed on both of them. When the Judicial Council creates a Task Force, the Court itself appoints the members. If an administrator wants to be involved, speak to a judge at his or her court and request to come to the meetings. the proper way to become a participant or members of either of these task forces is to be

appointed by the administrator's court.

Suzanne Stinson, on behalf of the LCAA, gave special recognition to retired court administrator, Tom Williams and presented him with a plaque from the Association. Ms. Stinson also recognized President Ronnie Leger for his service as President for the past year and he, too, was also presented with a plaque.

Ms. Anna Paxton gave a video training film update and provided a list of all available films. There are currently five films LCAA maintains and the Supreme Court has three films. Mr. Tyler asked if there were any new films needed by the association. Ms. Paxton would like to obtain Violence in the Workplace film. She will investigate said film and possibly customer service films. Bob Tyler made a motion for the purchase of Violence in the Workplace and Customer Service Films and motion was seconded by Carla Smith. Motion passed.

President Leger suggested bringing new titles each year to keep the library updated. Employee issues and training for supervisors encompass the subject of the current films. Tony Gagliano added the Judicial College has a library. Bob Tyler stressed the value of Anna Paxton's human resource ability and that administrators should contact Anna when in need of assistance with employee issues.

Suzanne Stinson and Beatrice Parisi reported on the Nominating Committee. The following recommendations were given: Anna Paxton, President; Ted Cox to remain as Vice-President; Carla Smith to remain as Secretary; and Delora Lovejoy as Treasurer. There were no other nominations from the floor. President Leger made a motion to close the nomination and Rob Kazik seconded the motion. Motion Passed. Officers were congratulated.

President Leger informed the committees of the opportunity to meet upon adjournment.

As there was no other business, the meeting was adjourned