

**LOUISIANA COURT ADMINISTRATORS ASSOCIATION
FALL CONFERENCE MEETING
ROYAL SONESTA HOTELS
NEW ORLEANS, LOUISIANA**

MONDAY, OCTOBER 4, 2004

A meeting of the Louisiana Court Administrators Association was held on this date at the Royal Sonesta Hotel in New Orleans, Louisiana. Anna Paxton, President, called the meeting to order.

Those members in attendance were:

Anna Paxton	President
Ted Cox	Vice President
Carla Smith	Secretary
Delora Lovejoy	Treasurer
Chris Andrieu	
Hope Belgard	
Jo Bruce	
Sara Brumfield	
Judge Eugene Bryson, Jr.	
Kenneth Burrell	
Jackie Cristina	
James Dempsey	
Rose Marie DiVincenti	
Gwen Dufresne	
Millie Ezernack	
Donald Finger	
Anthony Gagliano	
Scott Kadar	
Rob Kazik	
Ronnie Leger	
Tim Leger	
Tina LeMaire	
Rebecca Liles	
Joan Luck	
Lynn Maloy	
Rodd Naquin	
Lon Norris	
Dawn Palermo	
Beatrice Parisi	
Tim Palmatier	
Leslie F. Prestridge	
Guy Recotta, Jr.	
Darlene Ribando	

Stephanie Richardson
Michelle Rodney
Denise Savant
Terence Sims
Marilyn Smith
Suzanne Stinson
Bob Tyler
Monica Washington
Bobby Wilson

Guest – Donna Brady
Guest – June Miller
Guest - Rick McGimsey

After calling the meeting to order, President Paxton asked Bobby Wilson to give the invocation. The President then led the members in the Pledge of Allegiance.

The President welcomed the members to the meeting as well as the (8) new members. Beatrice Parisi gave the membership report. The President distributed certificates to the new members.

President Paxton asked for approval of the minutes from the 2004 Spring Meeting. Beatrice Parisi made a motion to accept the minutes. Ronnie Leger seconded the motion. The motion passed and minutes are approved.

Treasurer Delora Lovejoy reported that the balance last spring was approximately \$15,667.81. After the payment of this luncheon meeting and other expenses, the anticipated balance is \$13,937.52. A copy of these figures listing expenses and deposits were handed out to members at the meeting. Bob Tyler made a motion to accept the Treasurer's report. Scott Kadar seconded the motion. Motion Passed.

President Paxton welcomed Donna Brady of the Louisiana Supreme Court Judicial Administrator's Office to the meeting and thanked her for all of her work and dedication to the Association.

The President, then, asked for the committee reports:

Les Pestridge had no additional information regarding City Court Initiatives.

Dawn Palermo gave Juvenile Justice report on behalf of Scott Griffith. She distributed two articles of interest to the group regarding rehabilitating juvenile justice. No further report by the committee was given. Dawn Palermo and Donna Carter have agreed to co-chair the Juvenile Justice Committee.

Anna Paxton reported on continuing education. The plan for the spring conference is one of two things. If a speaker is available, the subject will be judicial

liability. We would like to update the judges on some of the more current issues with Americans with Disabilities. If a speaker is not possible, we would pursue information technology in the courts. Dr. Hugh Collins will be the chairman of the Court Technology Conference. Dr. Collins would like for the association to let him know of any training needs. President Paxton asked for feedback from the court administrators. The other possible Spring conference training for the judges would be by Tim Dibble to continue education on caseload management.

Carla Smith gave a report on technology. She encouraged members to attend the Court Technology Conference to be held in Seattle, Washington the Fall, 2005. She announced the development and design of the Louisiana Court Administrators Association Website. Jo Bruce offered the services of her IT person, Freddie Manint. The initial information will be membership and bylaws. We will build to include committees and initiatives. We would like to include mentors and list of those mentors so the new administrators can take advantage of the service. We intend to include the available training tapes. We also want to link to state court websites as well as the Louisiana Supreme Court website and the National Association of Court Management (NACM). The website will include the core competency guidelines which are a great tool for management. She further requested ideas and needs from the members of the association. Carla thanked Jo Bruce for her assistance. President Paxton also asked for ideas and comments. The web address will be posted soon.

The President asked each member to stand and introduce him or herself. President Paxton then introduced Rick McGemsey, Assistant Attorney General, who will give training on public bid law following the business meeting.

Jo Bruce reported on the Louisiana Court Administrators Association Workshop to be held at Cypress Bend in Many, Louisiana, on March 2-4, 2005. She distributed registration forms to each member. She encouraged all of the members to come and network with one another because the transfer of information is valuable. Harold Suir has agreed to do an entire day of Emergenetics and will be sending an instrument to complete for the workshop. She reported that the committee is working on an agenda and has room for one more suggestion. Bea Parisi encouraged everyone to attend, and also Bob Tyler spoke highly of the retreat and the importance of exchanging information citing that the breakout was one of the best things in the 24 years as far as sharing of ideas, issues and solutions to problems. Jo Bruce indicated that the Personality Profile is strictly confidential.

The President, then, asked for the members to review the membership roster and note any changes/additions to their information.

Suzanne Stinson encouraged members to attend the workshop. She informed the new members about the Mentoring Program and said if anyone is interested, she will assign a mentor. She also encouraged members to join the National Association of Court Management. The mid-year conference is in Biloxi, MS and the annual conference is in

San Francisco – July 10 through July 15. She encouraged the members to attend. If you are a new member of NACM, Suzanne has copies of the Court Manager highlighting the Core Competency Guidelines.

Suzanne Stinson informed the Association of the celebrity status of one of our members, Michelle Rodney, who was featured in Southern Living Magazine.

Suzanne also informed the members of the special LCAA cup designed by President, Anna Paxton. The cup is to remind us when we run into an issue, there is always someone in the association who shares the pain. She encouraged each of us to use the cup as a reminder and call someone on the roster for assistance.

President Paxton then discussed ADA Compliance Issues. She told the members about a letter sent to all courts from the Advocacy Center in New Orleans asking for each court's ADA complaint process, ADA process to ask for reasonable accommodation and public notices. If there is a court that does not have anything in place for the above three issues or have not answered the letter, President Paxton urged compliance. In 2001, the LCAA produced a binder of policies, which included several ADA policies and other policies. In particular, there were some inexpensive ways to be in compliance with ADA. There was a jury policy, voir dire questions, and oath for interpreters. In 1999, the Supreme Court issued a large binder, which included job descriptions and essential functions for the positions at the various courts. The book was sent to every Judge. It is a valuable reference for administrators to use. It is called Equal Access to Justice. City Courts may not have received it. There are still copies of both publications available if requested and President Anna Paxton will provide them, if needed.

President Paxton also reported that in the past, case law (particularly on 11th Amendment immunity issues) suggested that individuals could not sue state courts for non-compliance with the ADA. However, a recent U. S. Supreme Court decision in Tennessee v. Lane now allows persons to sue state courts for non-compliance with Title II of the Act, which requires accessibility to services and programs. This decision allowed a wheelchair user to sue a Tennessee court because the courtroom was upstairs and not accessible to him. It is very important that our Court Administrators review this case and discuss the particulars with their judges.

Tony Gagliano reported the Task Forces on Delay Reduction and Pro Se completed their reports and have posted them on the Louisiana Supreme Court website www.lasc.org. The judges of district courts were all notified of the availability of those reports and asked for review and comment. Today, the district judges will formally take them up for adoption. Afterwards, if adopted, it will go to the Louisiana Supreme Court and be formally promulgated toward the end of the year but the guidelines can be used now.

The Justice at Work Report for 2003-2004 will be published in one month and made available. The questionnaire for the next report will be mailed out probably in December. There will be a different approach this year. It will be objective reporting.

There will be a series of options of how to implement. It should be easier and will be in a five-year time frame. This is the fifth year of strategic planning. The district judges are going to have to revise their plan and promulgate a second five-year plan. The administrators will be asked to help judges report on the first five years regarding what was done in five years to implement your court's version of the strategic plan. Tony welcomed the court administrators in helping to devise the questions. He asked for participation.

The strategic plan of the district courts was adopted by a committee this date. It will appear on the Supreme Court website. It is the next five-year plan for the district courts. It will be there for review and comment next week. It will be adopted by the district judges at their December meeting.

The subject of this year's performance audit will be juries. An Advisory Committee is being assembled to advise the national consultant, Tom Munsterman from the National Center, on jury practices in Louisiana. A group of Judges and Court Administrators from the Delay Reduction Task Force will be invited to participate on that Advisory Committee, and the Court will name (7) others to participate.

Chris Andrieu reported on the CMIS Projects. The first project is criminal reporting of dispositions to the CMIS division at the Supreme Court. We are capturing dispositions from 61 out of 64 district courts. The whole purpose is to eventually pass dispositions on to state police so they can become part of state police depository for the criminal rap sheets accessed by people in the criminal justice systems.

The next project discussed was traffic dispositions collected from the district and city courts across the state. This is primarily with the Clerks of Court. Dispositions are placed on the server in the CMIS division. The office of Motor Vehicles grabs dispositions after an error check is completed. Within 3-5 days, they are placed on the Traffic Driver History Record at OMV.

CMIS has developed an interface with the national check system. It is part of the Brady Act which denies firearms to people that have violations that prohibit them from having weapons, anything from felonies to domestic violence to mental health, etc. The database formed a criminal depository where the FBI can actually do a criminal history record check and pull information without having to call the Clerks of Court. It is an on going project.

The Uniform Commitment Document project is underway; CMIS is working with Judge Charles Porter from Iberia Parish to get uniform criminal reporting out of the courts. A database should be developed within the next few months.

There is activity on DWI Drug Court here in state with Judge Paul Bonin. Colonel Jim Champagne will be meeting with NDCI to set up DWI Drug Court in Orleans Parish followed by others. If any jurisdiction is interested in setting up a DWI Drug Court based upon a regular Drug Court information system, let us know.

Scott Griffith is now the new Drug Court Director and is working with Chris Andrieu on a Drug Court Information System to be hosted at the Supreme Court. The FINS project will be hosted at the Supreme Court as well. Supreme Court has Metro Server which allows judges and other members of the criminal justice community to come into the Supreme Court System via portal and actually bounce up to Louisiana Protective Order Registry, state databases criminal history record, sex offender registry, driver history record and also, up to the national databases to pull information and do queries. The cost to the court is nothing.

President Paxton then discussed Limited English Proficiency Issues. She once again informed the association about a letter from the Department of Justice outlining the issues and how to address the problems. Surveys have been sent and information is being compiled. Minimal requirements will be sent to chief judges. Compliance is required if the court receives federal money, either directly or indirectly. Generally, interpreter services should be provided at no cost to the LEP person. Each court must pay for foreign language interpreters for a defendant in criminal cases. Each court should have a list of interpreters and a policy. Each court also needs to provide interpreters for domestic violence issues and protective orders. The Department of Justice will expect to see a good faith effort to comply with their directive.

Suzanne Stinson, Nominating Committee Chairman, recommended the following slate of officers:

Ted Cox, President
Carla Smith, Vice President
Delora Lovejoy, Secretary
Scott Griffith, Treasurer

She then opened the floor for nominations. Bobby Wilson moved the nominations be closed. Les Prestridge seconded the motion. Motion passed by unanimous vote. Suzanne Stinson congratulated the new officers.

The new President, Ted Cox, presented a plaque to the outgoing President Anna Paxton for the year 2003-2004. He recognized her for her outstanding performance and her dedication to the Association.

Scott Kadar made the motion to adjourn which was seconded by Bob Tyler. Motion passed.

Upon adjournment, Rick McGimsey, Assistant Attorney General, gave a workshop on public bid laws.