

**LOUISIANA COURT ADMINISTRATOR'S ASSOCIATION
ANNUAL FALL BUSINESS MEETING
MONDAY, OCTOBER 1, 2007
LOEWS HOTEL - NEW ORLEANS
12:00 P.M.**

MINUTES

The following members were present:

Carla Smith, President
Scott Griffith, Vice-President
Donna Carter, Secretary
Tina LeMaire, Treasurer

Chris Andrieu
Jo Bruce
Meg DiMaggio Casler
Christine Crow
Rosie DiVincenti
Tony Gagliano
Marcia Johnson
Eve Laurent
Tim Leger
Rebecca Liles
C. Kelly McNeely
Lon Norris
Bea Parisi
Diana Pratt-Wyatt
Rhonda Roge
Dani Jo Schell
Christy Stapleton
Adrienne Stroble
Bobby Wilson

Sandra Bishop
Ronald Bullion
Jackie Christina
Ted Cox
Donald Finger
Cindy Gay
Hope LeFleur
Jessie LeBlanc
Norma LeMoine
Joan Luck
Lynn Maloy
Susan Ordoyne
Anna Paxton
Darlene Ribando
Denise Savant
Terence Sims
Suzanne Stinson
Gabrielle Thomas

The following guests were present:

Donna Brady, *Louisiana Supreme Court*
Judge W. Ross Foote (retired), *9th Judicial District Court*
Tim Dibble, *Francis Cauffman Foley Hoffmann Architects, Ltd.* – Guest Speaker

Call to Order: The meeting was called to order at 12:15 p.m. by Carla Smith, President.

Invocation/Pledge of Allegiance: Christine Crow gave the invocation and Ted Cox led the members in the *Pledge of Allegiance*.

Adoption of 2007 Spring Meeting Minutes: Carla Smith, President, asked for the adoption of the minutes of the 2007 Spring Meeting. Tim Leger moved to adopt the minutes. Lynn Maloy seconded the motion. Motion carried.

Treasurer's Report: Tina LeMaire, Treasurer, reported that the Association's balance as of September 27, 2007 was \$13,730.94 and informed the membership that the anticipated balance after taking into consideration the estimated cost of the *LCAA Fall Business Luncheon* and a \$100.00 donation to the *Louisiana Judicial College* would be \$11,565.88.

Tina also gave a report of income and expenses incurred for the *LCAA Spring Workshop*. She reported that the Association received \$3,695.00 in registration fees and that the total expense for the two (2) speakers and additional costs due to *Carter Plantation* came to \$4,843.91 making the total expense to the Association for training \$1,148.91.

Anna Paxton moved to approve the Treasurer's Report and Bea Parisi seconded the motion. Motion carried.

Welcome of Guests and Introduction of Members: Upon the President's request, everyone stood and introduced themselves.

Carla Smith, President, welcomed the following guests:

Donna Brady, Louisiana Supreme Court - Carla expressed the Association's gratitude for Donna's constant devotion in helping carry out the business of the Association.

Judge W. Ross Foote (retired) – Carla introduced Judge Foote and announced that Judge Foote had asked to be placed on the Agenda to make a presentation to the membership regarding training for new judges.

Judge Foote's Presentation: Judge Foote stated that he had come to ask the administrators for help. He noted that following the 2008 elections, the State could have as many as 40 new district court judges. Judge Foote stated that he had been asked to lead a group to develop a "new judge" training to be held in December 2008. He stated that the group would be conducting a needs assessment for judges. He stated as committee chair, he had insisted that the needs assessment survey be broadened outside the scope of the judges. Judge Foote asked the membership for their assistance in getting their judges to complete and return the survey and asked that the administrators also complete the survey. He stated the surveys would be electronically distributed to the judges by the end of October. He asked that the surveys be completed and returned by November 15, 2007.

Committee Reports:

Membership Committee Report: Bea Parisi, Membership Committee Chair, welcomed the Association's four (4) new members, namely:

1. Shannon Sims, Orleans Parish Criminal District Court
2. Bridget Daniels, Louisiana Supreme Court
3. Meg DiMaggio Casler, City of Kenner, Mayor's Court
4. Susan Ferran, City of Kenner, Mayor's Court

Bylaws Committee: Scott Griffith, chairman of the Bylaws Committee, announced to the membership that the other members of the Committee were Carla Smith, Donna Carter, Ted Cox, Bea Parisi, Rebecca Liles, Suzanne Stinson and Scott Kadar. He stated that the Bylaws Committee had met earlier in Springfield at the *LCAA Annual Workshop* to discuss membership eligibility criteria and reminded everyone that copies of the proposed revised membership application form were circulated in April at the *LCAA Spring Business Meeting* in Lafayette. He noted that the revised application was subsequently approved by the membership at the business meeting and had been in use since April. Scott stated that the Bylaws Committee would be meeting again to amend the bylaws in order to incorporate the recent changes in the membership application form and also to discuss a few issues raised at the *LCAA Executive Board Meeting* the prior evening pertaining to the future of the Association. He stated some of the topics the committee would be reviewing would be the term of office provisions in the bylaws, the duties of the prospective LCAA officers and the composition of the Executive Board membership.

Continuing Education: Anna Paxton welcomed Tim Dibble as the guest speaker. She stated that he would be conducting a *Courthouse Design Workshop* immediately following the lunch business meeting.

Anna Paxton reported that a number of members had noted that the Association had spent a substantial amount of money on educational sessions sponsored by LCAA for the judges during the past two *Spring Judges' Conferences* with very minimal attendance or participation by the judges. She stated the Executive Board had voted not to sponsor an education session at the upcoming *Spring Judges' Conference* due to this lack of interest. Anna reported that it had been decided a better use of LCAA funds might be toward specialized training exclusively for court administrators possibly through enhancement of the education program at the LCAA annual workshop or perhaps in conjunction with the Spring Conference, but not in 2008. She stated another possible use of LCAA funds that would benefit courts, judges, and the LCAA membership statewide would be to invest in having someone design a certification program for Louisiana court administrators. Anna said she wanted to form a committee this year to determine if the Association wanted to have a certification program and bring trainers to Louisiana or possibly through some low cost online training or to have our own certification program locally and work with the Judicial College. Anna urged the members to contact her via the LCAA website if they were interested in serving on the committee.

LCAA Workshop/Retreat: Bobby Wilson, coordinator for the *2008 LCAA Annual Workshop* reported that the workshop for 2008 would be held Wednesday, February 27 through Friday, February 29, 2008, at *Cypress Bend Resort* in Many, Louisiana. He stated the cost to attend the conference would be \$180.00 per person. Bobby advised that a tentative agenda had been set but not finalized. He informed the membership that the workshop would be targeting court interaction with the news media. He stated another topic might be court reporter certification issues and concerns following recent legislation. It was noted that Dr. Collins would be delivering his traditional "State of the Courts" address. Bobby stated that detailed information would be sent out to the membership at a later date.

Legislative Workshop: Jo Bruce informed the membership that the *Legislative Workshop* she hosted in May at the *19th Judicial District Court* in Baton Rouge was a success. She noted there were more than 20 attendees and that she had received very positive feedback. Jo said she thought it would be unnecessary to hold the workshop annually, but if the Association decided to do it again, she would be happy to be the host.

Court Technology: Scott Griffith reported that the LCAA website had recently been made more interactive. He stated that the *calendar* feature of the website was now being updated regularly by Robert Gunn who is with the *Community Relations Department* of the *Louisiana Supreme Court*. Scott advised in order to get a date posted on the website one should simply email Mr. Gunn. Scott stated another concern was enabling a list-serve feature from the website which would allow a member to send out an email to all other members. He advised that the CMIS (Court Management Information Systems) staff would be handling this and hopefully this issue would be resolved in the near future.

Scott informed the membership that Scott Kadar had pointed out to him that some jurisdictions had skilled IT staff that might be available as a resource to other court administrators in jurisdictions that did not have anyone, or to be a collective resource for the Association. Scott (Griffith) stated that he would like to develop and post a roster of IT professionals on the LCAA website who would be willing to serve as resources for those jurisdictions that do not have easy access for answers to simple IT questions.

Disaster Preparedness Committee: Carla Smith, President, reported that she, Jo Bruce and Suzanne Stinson had attended the committee meeting chaired by Judge Madeleine Landrieu. She advised that the Committee with the leadership of the Supreme Court would be contacting various courts throughout the state to assist them in completing their templates on the *Louisiana District Judges' Association's* website. Carla encouraged the membership to make this a priority. She stated that the Committee would be very active in trying to get the templates completed and stated they would be available to help upon request.

Integrated Juvenile Justice Information System (IJJIS): Tony Gagliano announced that the *Judicial Administrator's Office* was in the process of developing an *Integrated Juvenile Justice Information System* (IJJIS). He informed the membership that a meeting of all the pilot sites for IJJIS would be held following the business meeting in the same room. He welcomed anyone interested to attend.

Justice at Work: Tony Gagliano reported that the annual survey would probably be sent out in mid-October or early November. He stated it would be the usual "check-off" survey. He noted, however, that a new addition to the survey would be to ask each court to focus on one strategy their court was particularly proud of and to describe that strategy. He stated that Dr. Collins wanted to integrate this effort with a media effort by the *Louisiana Supreme Court Public Relations Office* featuring courts doing interesting things.

Tony also informed the membership that the *Judicial Administrator's Office* would be assisting the *District Judges' Association* and the *Judicial College* in developing a training for capital case litigation. He stated this was an important issue that the administrators needed to be aware of when they are called upon to help.

CMIS (Court Management Information Systems): Chris Andrieu reported that the CMIS Division of the Judicial Administrator's Office had released an RFP in March 2007 for the development of a city court case management system also known as the *Louisiana Court Connection*. He stated that funding for this project would come from the *Federal Motor Carrier Safety Association* (FMCSA) and was primarily intended to get *Commercial Drivers License* (CDL) convictions reported to the *Office of Motor Vehicles* within 10 days after the disposition is rendered by the court. Chris stated that CMIS was able to convince FMCSA that courts needed a

complete case management system to include all case types, including traffic, and FMCSA agreed to this. Chris stated that the winning vendor was *CyberBest Technologies*. He noted that *CyberBest Technologies* had already implemented a statewide case management system in Alabama and would customize the same system for Louisiana courts. He stated that once the contract was signed, work would commence with the city courts and eventually it was projected that district courts would also participate. Chris informed the membership that there would be four (4) pilot sites in the initial phase: Baton Rouge City Court, Lafayette City Court, Lake Charles City Court, and Thibodeaux City Court. Chris said additional funding was being requested from FMCSA for the next phase, purchase of equipment, historical conversions, and high resolution scanners. He stated that funding for training was being sought from the *Louisiana Department of Transportation and Development*.

Drug Court Update: Scott Griffith informed the membership that the Supreme Court was fortunate enough this year to get all the funding requested in the neighborhood of 14.5 million dollars for the State's forty-five (45) drug courts. He stated that the two (2) newest courts were in the 12th Judicial District located in Marksville where Norma LeMoine is the Court Administrator and Drug Court Coordinator and in the 14th Judicial District located in Lake Charles where Denise Savant is the Court Administrator. Scott stated that during the conference, some drug court-specific training was being conducted for the judges. He stated that over 40 judges had been in attendance for the three hour training session held the prior afternoon. He noted the training had been a very helpful exchange of ideas. Scott informed the membership that some topics of discussion were the expungement process for those who successfully complete the program as well as confidentiality issues in drug courts. He stated another topic of discussion was client transfers from within a jurisdiction of non-drug court judges to a jurisdiction of drug court judges and between jurisdictions. He said this process needed additional work and perhaps standardization of the forms used when clients are transferred. He stated that training would continue the following day for district attorneys and public defenders or defense attorneys involved in drug courts. Scott said this was the first year this training had been offered and noted that the Supreme Court had taken the curriculum from the *National Drug Court Institute* for lawyers who work in drug courts and brought it to Louisiana. He stated the training was proving to be very valuable.

Mentoring Program: Suzanne Stinson welcomed the new members to the Association and encouraged them to contact her if they were interested in having a mentor. Suzanne commended Jessie LeBlanc and Jo Bruce on the great job they had done serving as mentors in the past and expressed the need for new mentor volunteers from within the Association. A "sign-up" sheet was circulated to either request a mentor or to sign up to serve as a mentor.

NACM (National Association for Court Management): Suzanne Stinson encouraged the LCAA membership to join NACM if they were not already a member. She informed everyone that the topic of the next NACM Mini-Guide was succession planning and workforce development and that the Mini-Guide that came out last summer was "Making the Verbatim Record".

Carla Smith, President, announced to the membership that Suzanne was currently serving as Vice-President for NACM and informed everyone that Suzanne would become President of the National Association in 2009. Carla stated this was a huge accomplishment for the State of Louisiana since no one from Louisiana had ever before served in this capacity. She encouraged

the membership to plan now to attend the *2009 NACM National Conference* in support of Suzanne.

Nominating Committee: Suzanne Stinson, Committee Chair, informed the membership that the Nominating Committee had met and announced the following nominations for the 2007-2008 LCAA Officers:

Scott Griffith, President
Donna Carter, Vice-President
Tina LeMaire, Secretary
Bobby Wilson, Treasurer

Suzanne opened up the floor for nominations. No additional nominations were made. Jo Bruce moved to close the nominations. Hope LeFleur seconded the motion. Motion carried.

Other Business:

Scott Griffith, Vice-President, thanked Carla Smith on behalf of the Association for her service and dedication to the Association as President for the past two years. He presented Carla with a plaque in appreciation of her outstanding service as President in 2006-2007.

Carla expressed her appreciation to the Association at large, members of the Executive Board and the LCAA officers for their help and support during her two years of service as President. She welcomed Scott Griffith as the new President.

Adjournment:

Jessie LeBlanc moved to adjourn. The motion was seconded by Hope LeFleur. Meeting adjourned at 2:00 p.m.

Program:

Carla Smith, President, welcomed Tim Dibble as the guest speaker and reminded everyone that he would be conducting a workshop on *Modern Courthouses and the New Green* immediately following the business meeting.

Submitted by: Donna T. Carter
Secretary

Date: February 21, 2008