

LOUISIANA COURT ADMINISTRATORS ASSOCIATION  
FALL CONFERENCE MEETING

MINUTES

MONDAY, OCTOBER 4, 1999

A meeting of the Louisiana Court Administrators Association was held on this date in the Pontalba Room at the Hotel Inter-Continental in New Orleans, Louisiana. The meeting was called to order by Ms. Mary Rome, President, at approximately 12:20 p.m.

Those members in attendance were:

Mary Rome, President  
Suzanne Stinson, Secretary-Treasurer  
Chris Andrieu  
Donna Brady  
Ronnie Bullion  
Donna T. Carter  
Barbara P. Coulon  
Ted Cox  
Rose Marie DiVincenti  
Cynthia R. Gaudin  
Scott Griffith  
Scott Kadar  
Ronnie Leger  
Tina LeMaire  
Delora Lovejoy  
Lynn Maloy  
Fay D. Markham  
Anna L. Paxton  
Carol Powell-Lexing  
Leslie F. Prestridge  
Stephanie Richardson  
Carla Smith  
Beatrice Tranchina-Parisi  
Robert G. Tyler  
Tom Williams

President Rome welcomed the attendees and introduced two new members, Lynn Maloy of Baton Rouge City Court and Scott Griffith of Jefferson Parish Juvenile Court.

President Rome introduced a special guest, Ms. Donna Brady of the Louisiana Supreme Court. Ms. Brady has assisted the association for the last several years in sending correspondence, collecting dues and luncheon fees, and all other secretarial duties formerly performed by Ms. Paulette Holahan. Secretary-Treasurer Suzanne Stinson also took the opportunity to thank Donna in assisting her with her duties as secretary/treasurer of the association. President Rome and Secretary-Treasurer Suzanne Stinson presented her with a gift of appreciation.

President Rome asked Ms. Bea Tranchina-Parisi to give the invocation.

President Rome moved to the first matter on the agenda, which was the approval of the minutes from the spring meeting held on April 30, 1999. Ronnie Leger moved that the minutes be approved.

The next order of business was the Treasurer's report, which was given by Secretary-Treasurer Suzanne Stinson.

The next item on the agenda was the CMIS report given by Chairperson Chris Andrieu. Chris Andrieu reported several projects, including: (1) statewide database in which 54 parishes have been funded for either hardware/software upgrades or for the purchase of an entire computer system. Forty-six of these courts are transmitting electronic dispositions on a regular basis. The information will be made available from the database to the different courts and law enforcement agencies. Mr. Andrieu is tentatively scheduled to visit courts in north Louisiana during the week of October 11-15.

(2) Patsy Taylor is still working on the modification of the Louisiana Protective Order forms for the State Registry so that they will adhere to the new Legislative mandates. She provided eight regional training sessions this year with more scheduled next year in reference to the protective order registry. There are presently 8,200 protective orders in the registry. CMIS is very close to having the ability to transmit protective orders daily to the state police or National Crime Information Center (NCIC) database.

(3) The next project is to make a wide area network to make information available not only to the law enforcement agencies, but to the judiciary as well, which means electronic dispositions and traffic information, drug court information,

and protective order information. They are in the initial phase of digitally connecting all the parish courthouses to the Supreme Court so that the judges, clerks and other agencies can access information from the Supreme Court.

(4) Another project that CMIS, with efforts from Christopher Francke, is working on is Drug Courts whereby mini-databases are created to track grant expenditures and purchase orders for drug court projects. He will be building a judicial module to tack onto software. The program is called HIDTA, which stands for High Intensity Drug Trafficking Area software. This software is used to collect information from patients in hospitals to be distributed to judges for drug courts.

(5) CMIS is also working to develop a uniform methodology for appellate courts to report cases to the Supreme Court and the National Center for State Courts. Digital systems will be created between the appellate courts and the Supreme Court for sending information.

(6) Chris Andrieu is also work with Tony Gagliano in developing a Juvenile database where information on juveniles is being collected throughout the state.

(7) Another project being kicked off is collection of traffic ticket information with a big emphasis on DUI and DWI.

(8) CMIS is also working to develop a uniform charge code in an electronic format with the courts and state police database.

(9) Chris Andrieu is also working on video conferencing and electronic filings.

Bea Tranchina-Parisi inquired about the interactive forms for the protective orders. Chris Andrieu responded that they were close to developing them for different pilot sites and wanted to work out the "bugs" before making them available to other courts. These can also be downloaded from the internet.

President Rome called on Bob Tyler, Chairperson, to report on topics for the LCAA Sponsored Presentation for the Spring 2000 meeting. Bob Tyler reported that the committee decided on the topic of "Judicial Immunity, Where it Starts and Where it Ends". Basically the topic will concentrate on interviews, firing, and sexual harassment. This presentation will be geared to judges and court administrators. President Rome inquired if

the committee had discussed a budget for speakers or other costs involved. Chairperson Tyler indicated that there were speakers in Baton Rouge and staff from the Judicial College available for this presentation who would be contacted within the next two weeks. There may be a nominal cost for transportation. This would be paid by the LCAA. President Rome suggested that this committee remain a standing committee, since this will be an ongoing issue for LCAA.

Beatrice Tranchina-Parisi moved that the recommendation of the education committee be adopted. Ronnie Leger seconded the motion. Motion carried.

The next matter on the agenda addressed the report of the Bylaws Committee. Chairperson Tim Palmatier sent to the association a report stating that the committee had secured copies of the bylaws of the Louisiana District Judges Association, Louisiana Clerks of Court Association, National Association of Court Management and the National Conference of Appellate Court Clerks. The committee has been divided into subgroups to make a comparative analysis of those rules for the purpose of making recommendations to the membership in reference to changes to our bylaws.

The next order of business was the report of the Continuing Education Committee. Chairperson Anna Paxton reported that her committee met jointly with the Education Committee responsible for the LCAA Sponsored Presentation. Chairperson Paxton sent a survey to all state associations to see if they had a court administrator training program and how they were set up.

Ideas that Chairperson Paxton received from other states is: having NACM come to our state association and conduct continuing education seminars; sending an experienced administrator from our state to a "train the trainer" seminar to teach the other administrators in our state; bring in specialists in certain areas to teach the administrators in our state; and having the Judicial College present training to our administrators. Chairperson Paxton then asked the association to take a moment at the meeting to write down three areas that they would like training.

Bob Tyler reminded the association that continuing education for court administrators has been discussed for some time, and that we needed to go ahead and pursue at least a half-day seminar as soon as early next year. This can grow into

larger and more extensive seminars in the future with more participation.

President Rome thanked the committee for their hard work, and moved to the matter under Old Business, Report on the NACM Conference. Secretary-Treasurer Suzanne Stinson thanked the association for allowing her to represent the association at the NACM Conference. There were several sessions at the NACM Conference addressing leadership issues for the new millennium and public trust and confidence of the judiciary. Suzanne suggested that the members make requests of next year's and all subsequent representatives on any written material that they would like obtained from the NACM Conference, since the conference is a clearinghouse of a lot of information that is of interest to court administrators.

Anna Paxton asked to be recognized to address the issue of the Americans with Disabilities Act reference manual that the Supreme Court has been compiling. Anna Paxton visited two pilot courts, 1<sup>st</sup> JDC in Caddo Parish and 26<sup>th</sup> JDC in Bossier Parish, to assess the courthouses for ADA compliance and to disseminate the materials in the ADA handbook. The Louisiana Supreme Court voted to send the ADA manual to every district court in Louisiana and to every court administrator in Louisiana. She asked Suzanne Stinson to make a few brief comments about their visit.

Suzanne expressed appreciation to the Supreme Court for sending representatives to her court, since this has been something that the judges of the 26<sup>th</sup> Judicial District have been trying to work with the parish police jury for quite some time. Suzanne felt that the Supreme Court's visit and written suggestions for ADA compliance would give her court more leverage in approaching the police jury for improvements to the courthouse. Suzanne commented that the ADA manual prepared by the Supreme Court was not only informative and applicable, but easy to read and understand. Tom Williams, 1<sup>st</sup> Judicial District Court Administrator, indicated that steps have actually been taken to the Caddo Parish Courthouse to comply with ADA standards. Tom also concurred in the value of the ADA manual.

President Rome addressed the item under New Business of LCAA Retirees and Continued Membership. President Rome indicated that she was approached by members of the association regarding the retention of retired court administrators, so that we could benefit from their knowledge and experience. After discussion, Tom Williams suggested that retired court

administrators receive free membership with no voting rights, and they would be responsible for paying for their own meals to attend meetings. Beatrice Tranchina-Parisi indicated she would take any suggestions to the by-laws committee.

President Rome suggested that we possibly give each retiree an opportunity to host the hospitality room so that they could get a free room, if they were interested in doing so. Beatrice Tranchina-Parisi did indicate that the general feeling she received from the members who approached her was some, but limited, participation from retired members.

Cynthia Gaudin requested that the court administrators continue to receive copies of Attorney General opinions that used to be sent by Paulette Holahan of the Supreme Court. Secretary-Treasurer Suzanne Stinson is to communicate this request to Donna Brady. Rose Marie DiVincenti suggested that this could be incorporated in our by-laws. President Rome would relate this request to Vice-President Tim Palmatier, who chairs the by-laws committee.

Scott Kadar indicated that his e-mail information on the membership roster was incorrect. Secretary-Treasurer Suzanne Stinson suggested that she pass around a master list to the membership, and she would send all corrections to Donna Brady.

Having no other business come before the association, Delora Lovejoy moved that the meeting be adjourned; Ted Cox seconded. Motion carried.