

**LOUISIANA COURT ADMINISTRATORS ASSOCIATION
SPRING CONFERENCE MEETING**

MINUTES

THURSDAY, MARCH 14, 2002

A meeting of the Louisiana Court Administrators Association was held on this date at the Hilton Hotel in Lafayette, Louisiana. The meeting was called to order by Suzanne Stinson, president.

Those members in attendance were:

Suzanne H. Stinson, President	Anna L. Paxton, Secretary
H. Ted Cox, Treasurer	Sandra Bishop
Hope LeFleur Belgard	Kenneth Burrell
Ronald L. Bullion	H. Ted Cox
Donna Carter	Rose Marie DiVincenti
Christine Crow	Katherine "Kay" Franks
Millie C. Ezernack	Virginia Hester
Scott Griffith	Louis Ivon
Peggy G. Hoover	Tina LeMaire
Scott F. Kadar	Lon Norris
Lynn M. Maloy	Diana Pratt-Wyatt
Carol Powell-Lexing	Stephanie Richardson
Guy Recotta, Jr.	Elizabeth "Liz" Stogner
Carla Smith	Lin Stewart
Bobby L. Wilson	

Cynthia R. Gaudin, Marvin "Butch" Gourgues, Marilyn Smith, Newton Peters and Louis Perret were our guests.

After calling the meeting to order, President Stinson asked everyone to identify themselves, their guests, and what jurisdiction they were from. New members were then recognized, some of whom were not present. The Louisiana Court Administrators Association then honored retiring member, Cynthia R. Gaudin, former Court Administrator for the City Court of Baton Rouge, by presenting her with a plaque in appreciation of her years of service.

Bobby Wilson moved, and Scott Kadar seconded a motion to approve the minutes from the October 2001 meeting. Members were asked to state their name when making motions, etc., as the meeting was being recorded in order to prepare the minutes.

Ted Cox, Treasurer, then distributed financial statements and reported that seven checks had been written on the association's account since October for a total of \$2,931.19 and that with deposits totaling \$2,265.00 earning interest, the balance in the account as of March 12 was \$19,617.81. 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 \$18,565.55. When questioned as to the nature of the expense incurred with Paw Prints, Anna Paxton, Secretary, explained that this was the cost of copying the computer diskettes which were distributed with the ADA manual and personnel policies (developed by the Association's ADA Committee) to the district court senior/chief judges last year, as well as to LCAA members. Ms. Paxton also advised that she had extra copies for those new members who would like one.

A report was then made by the continuing education committee. Ms. Paxton reminded the association that last fall it had voted to approve expenditures for training films and that there would be a film festival in order to evaluate some proposed for purchase. The members were given a list of the films to be presented. Upon viewing them in the afternoon and following morning they would then be given a comment sheet on which to rate them. Ms. Paxton advised that these films represented only a few of some 50 that would be made available to the association members in the Law Library on such topics as legal issues, case flow management, communicating with voters, etc. She further explained that the continuing education committee was able to obtain the 12 preview films free of charge. Ms. Paxton informed the membership that the committee was considering obtaining a speaker for the fall meeting just for the court administrators. She also encouraged the members and their judges to stay and hear the speaker on Friday afternoon, explaining that he had been a consultant with court security and management in the Michigan court system for many years and was one of the better speakers she had heard at a National Center for State Courts seminar she had attended. She also stressed that attendance at this portion of the conference would count for the most CLE credit--2.4 points. She announced that the speaker's had made a 30-page emergency security manual available for copying.

President Stinson then asked Scott Griffith to introduce himself and report on ASFA and Juvenile Court initiatives. He told the members that he and his committee (Donna Carter, Bobby Wilson and Suzanne Stinson) had met with Karen Hallstrom and Mark Harris of the Children and Families Division of the Judicial Administrator's Office just prior to our meeting. Mr. Griffith advised that the Supreme Court had submitted a revised second draft of an audit performed about a year ago on ASFA compliance issues. His committee has discussed how the information obtained from the audit can be applied to practices throughout the state relative to processing child-in-need-of-care cases. Another item discussed by his committee was a court rule which had been submitted to the Supreme Court by Judge Gray of the Orleans Parish Juvenile Court, who is serving this year as the President of the National Council of Juvenile and Family Court Judges. Judge Gray is getting information on practices in various courts around the country and has received rules from the California court system which may be appropriate for adoption in Louisiana. Mr. Griffith also reported that courts had recently been notified by the Office of Community Services (OCS) that the money which comes from their budget to pay private attorneys representing children and/or families in child in need of care cases has been

depleted for this fiscal year. According to OCS representatives, invoices for services rendered this fiscal year should still be submitted. After July 1st of next year, funds budgeted for this expense will be used to satisfy this year's expenses. As this has a direct bearing on the courts' ability to process these cases in a timely fashion, Mr. Griffith reported that the committee had talked about what the association could do to draw attention to the situation. The committee also discussed the impact of the upcoming federal audit that begins in September on the state's child welfare system. He alerted the group that Juvenile courts in the Greater New Orleans area, as well as two other jurisdictions, will be audited for compliance with federal rules relative to a broad range of child welfare initiatives. Mr. Griffith volunteered his services and those of Karen Hallstrom and Mark Harris in helping prepare the selected sites for this audit.

Diana Pratt-Wyatt was asked to report on the Court of Appeal and City Court Administrators Committee. She advised that last November the clerks of court of the five courts of appeal participated in an Appellate Court Panel for the City Clerk's conference. This had previously been done on an annual basis for the district court clerks of the Louisiana Clerk's Institute, but this past year was the beginning of the association's relationship with the City Courts CLE Association which promises to be ongoing.

President Stinson then advised the membership that Tim Palmatier could not be present and had asked Anna Paxton to speak for him. Ms. Paxton stated that Mr. Palmatier had attended the executive board the previous evening and had announced that the Judicial Administrator had received a draft of a report written on Domestic Relations Functional Standards by a joint technology committee made up of NACOM and COSCA members. He had asked at the board meeting for volunteers to review this report and provide feedback by April 1st, and Scott Kadar, Suzanne Stinson, and Bob Tyler had volunteered. Ms. Paxton asked if there were any more volunteers for the three remaining copies of the report at which time Tina Lamaire, Ted Cox and Carole Powell-Lexing volunteered. Ms. Paxton reminded everyone, on behalf of Mr. Palmatier, that the new district court rules have been approved by the Supreme Court and are now on the Supreme Court web site. She advised that the district court rules committee has now been disbanded and a new one is being formed for the next project which will be juvenile and family court rules. There will also be a separate committee formed to review the district court rules, which were approved and which are currently on the Supreme Court web site, and provide feedback for proposed changes. The types of members to be selected for that committee have been decided by the Supreme Court and one of the representative groups asked to be a part of the committee is the Louisiana Court Administrators Association. President Stinson volunteered to represent the association on that committee and promised to report on its progress at the fall meeting. She further stated that she would welcome any feedback from the association members regarding the rules. Ms. Paxton noted that this is the first time that our association has been asked to participate in such a committee.

Carla Smith was asked to report on the technology committee. She advised that she had just returned from a conference in Charleston on integrated justice systems and felt that the court administrators should decide what focus to take in integrating our justice systems since sharing information between government agencies seems to be the main theme right now. However, the

sharing of information also calls into question security issues that courts need to consider. She invited anyone interested to join the committee in a discussion after the lunch meeting.

President Stinson advised that the next two items on the agenda were the newly created committees requested by Tony Gagliano to stress compliance with strategies that were developed several years ago. One is the outreach community relations committee which will be headed by Elizabeth Stogner, and the other is the delay reduction committee which will be chaired by Diana Pratt-Wyatt. She asked that any volunteers interested in serving on these committees contact these ladies after the luncheon.

Tina Lemaire then reported on the retreat committee. She advised that although the association members had probably received notice of a proposed retreat this past February, it had been postponed until next February. She stated that the proposals had been distributed and that the event would be called a workshop, not a retreat, since it is to be a working session. The membership will probably be surveyed again on specific topics and asked for their suggestions and comments. The committee will continue to work on the project and report further at the fall conference. Ms. Lemaire then asked for a show of hands as to whether the membership would prefer to hold the workshop on a weekend or on a Wednesday, Thursday and Friday. The majority voted for the latter option. Ms. Lemaire then suggested the Wednesday, Thursday and Friday before the President's Day holiday weekend.

The next matter on the agenda was the National Association for Court Management Conference which is to be held in July this year in Portland, Oregon. President Stinson advised that it has always been the practice of the association to send its president to this conference. Tina Lemaire moved, and Hope LeFleur Belgard seconded a motion to do so.

As to other business of the association, President Stinson informed the group that the executive board had adopted a resolution for approval by the membership. The resolution read as follows: "Subject to availability of funds, the Executive Board may, by majority vote, approve requests to offset costs for travel of committee chairs to attend conferences, workshops, etc., provided such requests are received in writing prior to attendance at the event and contain reasons why the event is relevant to the work of the committee, as well as a statement of the court's need for financial supplementation. Cost per event to the LCAA may not exceed \$500 or half the amount spent for attendance, whichever is less." President Stinson then asked for a motion to accept the resolution. After receiving a request for clarification, she explained that basically the association appoints chairpersons to oversee certain committees, such as technology, who may be required to attend conferences offsite. Rather than have their courts bear the burden of covering the entire expense, the association will contribute the partial cost of the conference up to \$500.00 or half the cost. Bobby Wilson moved to accept the resolution, and Diana Pratt-Wyatt seconded.

President Stinson asked that anyone having extra tickets for future events of the conference turn them into her for distribution to others who might want to attend. Finally, she asked if there was any further business at which time, Chris Andrieu, asked to give a CMIS

update. He told the members that there had been a lot of progress made with the Integrated Criminal Justice System Policy Board whose charge is to share appropriate information with State Police, DA's Offices, Corrections, Courts and Sheriff Departments. He reported that 61 of 64 parishes are now reporting criminal dispositions. In addition, 13 Traffic courts are reporting and CMIS sends the information to the Office of Motor Vehicles. It is hoped that one day the courts will not have to collect and keep blue copies of traffic tickets. 13 City Courts are coming on board. CMIS is working with Tony Gagliano on the digital connections project for juvenile courts.

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