

**LOUISIANA COURT ADMINISTRATORS ASSOCIATION
SPRING CONFERENCE MEETING**

MINUTES

THURSDAY, MARCH 20, 2003

A meeting of the Louisiana Court Administrators Association was held on this date at the Hilton Hotel in Lafayette, Louisiana. Ronnie Leger, President, called the meeting to order.

Those members in attendance were:

Ronnie Leger	President
Carla Smith	Secretary
Chris Andrieu	
Hope Belgard	
Sandra Bishop	
Jo Bruce	
Sara Brumfield	
Ronald Bullion	
Kenneth Burrell	
Donna Carter	
Christine Crow	
Gwen Dufresne	
Katherine "Kay" Franks	
Anthony Gagliano	
Mervin "Butch" Gourgues	
Peggy Hoover	
Scott Kadar	
Tina LeMaire	
Delora Lovejoy	
Lon Norris	
Donna Pratt-Wyatt	
Leslie Prestridge	
Stephanie Richardson	
Dani Jo Schell	
Suzanne Stinson	
Robert Tyler, Jr.	
Bobby Wilson	
Judge Eugene Bryson, Jr.	

After calling the meeting to order, President Leger asked Suzanne Stinson to lead the invocation. President Leger, then, asked the members to stand for the Pledge of Allegiance. The President asked each person to identify themselves and their jurisdiction. He extended a welcome to all who attended the meeting.

President Leger introduced the Executive Board to the Association. The members were as follows: The elected officers, Ronnie Leger, Ted Cox, Anna Paxton, and Carla Smith. The remaining board members are Kay Franks, Judge Eugene Bryson, Delora Lovejoy, Kenneth Burrell, Gwen Dufrense. In addition, the still active past presidents, Suzanne Stinson, Bob Tyler, Scott Kadar and Tim Palmatier, Virginia Hester and Beatrice Parisi. Each Executive Board Member was requested to be active, and the members of the association were given the opportunity to present items to any board member for consideration. The president thanked each board member for accepting the nomination.

Bobby Wilson moved, and Les Prestridge seconded a motion to approve the minutes from the October, 2002 meeting. The motion passed. The members were requested to state their names since the proceedings were being recorded.

Treasurer, Anna Paxton, could not attend the meeting so President Leger read the financial statement. As reported at the October Fall Conference, the association had \$100 Judicial College reimbursement, \$5.00 to the Secretary of State, \$352.00 for the Executive Committee Meeting, \$101.76 balance on the Hospitality Room from the fall conference, conference hotel fees were \$928.94, reimbursement for the workshop retreat \$884.88, which adds up to \$2,372.85. The deposits were \$4,630.00. The association made \$4.00 of interest, which brought the balance up to \$4,634.00. The grand balance is \$15,568.46. The estimated cost of the spring luncheon is \$767.00. The donation to the Judicial College is \$100. This is a total of \$867.00 leaving an estimated balance of \$14,701.46. No discussion held on statement. Kenneth Burrell made motion to approve report and Bob Tyler seconded said motion. Motion passed.

No report on the Continuing Education Committee.

Report on Juvenile Justice Committee given by Tony Gagliano for Scott Griffith who was not present. Written report submitted by Mr. Griffith. Work of the Juvenile Justice Committee with respect to the Safe Families Act is moving forward. No major problems with ASFA compliance. Mr. Griffith is asking administrators who may have suggestions to how the association could help Judges comply with ASFA to join this committee and present ideas. The second item regards the Juvenile Justice Commission, an interbranch commission created about one year ago. It has completed its work. The commission has recommended 79 strategies to the legislature to be incorporated in omnibus bills and omnibus resolutions. The entire issue can be voted down or amended. It is recommended that administrators look at the results and consider some way the association can go on record, as well as respective associations, endorsing the strategies. This is a complete change in the way in which we are doing business. It will be far more beneficial for all. The current systems, in the estimation of all parties, are not working and a change is needed. Everyone has approved most of the proposals. There are five (5) outstanding points of disagreement and reconciliation is being attempted. There issues involve timing and strategy rather than substance. Most are in agreement with the vision but disagree slightly on tactics. Mr. Gagliano asked for consideration in endorsing the recommendations and if so, court administrators should become very active in the

process. An active role in legislation as well as public awareness throughout the state is being requested. He asked for this to be part of the dialogue in the gubernatorial races. The third issue, Mr. Griffith has spoken to Kären Hallstrom and Mark Harris about creating a greater network interested in juvenile law, justice and court administration. They are talking about a list server, training sessions and would welcome anyone who would want to join that effort. President Leger asked for involvement and to contact Scott Griffith or Tony Gagliano to be placed on the committee.

Ms. Diana Pratt-Wyatt gave the report on the Court of Appeal and City Court Initiatives. The Clerks of Court made a presentation at the mid year conference for the City Court Clerks. Ms. Wyatt and Ms. Lovejoy have discussed the possibility of the Clerks of Court preparing an Appellate Court Handbook. They will meet with the committee and work toward said goal to develop a handbook as a reference of issues clerks are faced with on a day-to-day basis.

Ms. Carla Smith gave the report on the Membership Committee for Ms. Beatrice Parisi. The association has 15 new members since the March, 2002 meeting, and each new member will receive certificates of membership.

Ms. Carla Smith, then, gave the report on the Court Technology Committee. Newton Peters was scheduled to give a continuing education seminar on technology security issues but was unable to attend. We are hoping to have him speak at the Fall Meeting and/or the next retreat. The committee is now pursuing the possibility of a web site for the association. Robert Gunn at the Louisiana Supreme Court was contacted with the idea of doing a link to the Supreme Court web site. He is now investigating the feasibility. Ms. Smith requested ideas for the web site. Some of those discussed at the Executive Board Meeting were Membership, Committees and their initiatives, Mentoring Program and areas of expertise, Upcoming Events, Bylaw, Code of Conduct. She discussed the possibility of linking the web site with NACM and showcasing the Core Competencies.

Ms. Liz Stogner was unable to attend the meeting. Ms. Carla Smith gave the Community Outreach Committee report. The Committee would like feedback on any community outreach projects taking place in our courts. Recognizing National Drug Court Month in April was one option along with other ideas of community outreach projects like citywide clean ups. The Executive Board discussed the possibility of judges teaching in classrooms, having more activity in the high schools and addressing some of the teen problems, such as teenage drinking and drug use, weapons in the schools, driving under the influence, etc. President Leger urged the LCAA members for more aggressive communication with Ms. Stogner to promote a more active outreach program.

Ms. Michelle Rodney was unable to attend the meeting. Kenneth Burrell gave the report on the Delay Reduction Committee. He submitted and read a written report which was given to each attendee. Mr. Burrell concluded his report with the following synopsis--the sooner the Judges are involved in cases, the quicker they will be settled in a

amicable situation. Once dates are set, many times it is the first time attorneys meet one another. Early communication of attorneys helps to settle the cases and prevents delays. Delay reduction needs direction from the Supreme Court and must become a uniform system throughout the state. Mr. Gagliano stated the Supreme Court has a task force on delay reduction and would welcome the committee to join that effort. The next meeting will be in April. Judge Thaxton is the Chair of the Task Force. The idea is to develop a "Best Practice Guide" which will be in the form of a booklet and on the web site. President Leger asked how the committee could participate. The research the committee does would save time. Any time the committee wants to give information let Mr. Gagliano know. Also, anyone who wants to come to the meetings can be placed on mailing list and will be invited to the meetings.

Tina LeMaire reported on the Administrator's Workshop Committee. The workshop in Natchez was an overwhelming success. The purpose was for networking and learning more about one another. The quiz on little known facts about each other was informative and loads of fun. Ms. Anna Paxton gave a great workshop on Human Resources. The business meetings in the fall and spring are not a platform for communication. On the contrary, the workshop proved to be a chance to really get to know one another and support each other. There is a little over \$1000 left after expenses. It will go toward speakers for next year. Jo Bruce is now a member of the committee. The committee is comprised of Tina LeMaire, Hope Belgard, Suzanne Stinson and Jo Bruce. Jo Bruce will work on future speakers. Ms. LeMaire will pursue a lead on a grant-writing speaker. Newton Peters also wants to attend and speak on technology. The committee is investigating different places for the next workshop. Ms. LeMaire asked for requests or suggestions. The feedback has been that the workshop was not long enough. The retreat will be extended one or two more days. The Executive Board discussed changing the retreat to the first week in May—May 5,6, and 7, 2004. Ms. LeMaire asked about any major conflicts for those dates. There was discussion of opening the workshop up to non-members. It was decided to be limited to members.

Ms. Suzanne Stinson reported on the NACM membership and upcoming conference. She encouraged administrators to become members of NACM and brought membership applications to the meeting. The realm of knowledge gained from NACM is irreplaceable and individuals would get as much out of it as they put into it. NACM has wealth of information. Ms. Stinson discussed that it has been the practice of the association to send an officer to NACM, which is in Washington D.C. this year. Usually, the association sends the President. Mr. Bob Tyler made a motion to send the President. President Leger is uncertain he will be able to attend and asked the members to allow the next officer down the line to go if he cannot. Mr. Bob Tyler made said motion which was seconded by Mr. Kenneth Burrell. Motion passed.

Ms. Suzanne Stinson gave a report on the Mentoring Program. She has made some matches but has not gotten much feedback. If there is anyone interested who has not signed up, a new list will be distributed among the attendees. She asked for Mentors and those in need of a Mentor. The program was discussed at the workshop as well.

Ms. Suzanne Stinson discussed a new established committee on Court Reporters, which was initiated at the past retreat. There were several discussions mainly regarding page rates and salaries. Ms. Stinson distributed a survey and would appreciate a response. The committee would like to explore shortages on certified court reporters. There is now a special certification process and continuing education training. Ms. Stinson has checked out videos that the Court Administrator's Association purchased. With these videos she set a lunch hour of continuing education for the court reporters in her court. These reporters received two hours of continuing education for the one-hour lunch. Ms. Anna Paxton can be contacted for the titles on those tapes. Ms. Paxton encourages two-week check out of the tapes.

The last item on the agenda is the City Court Committee which was reported by President Leger. The purpose of this committee is to track other committees and determine what is necessary and useful to City Courts. This information should be funneled to the city court staff. It is considered to be a reporting committee. There were several ideas discussed at the Executive Board Meeting. One request included Parish Courts involvement. President Leger asked for the opinion of other administrators in the association. Mr. Les Prestridge has agreed to be the Chair of said committee. Kenneth Burrell would like to be a member of the committee. Mr. Leger asked for other interested parties. Gwen Dufresne expressed desire to be on the committee, or she will designate someone. Mr. Leger asked for the City Court Clerks to become more involved in the association.

President Leger asked for any further business. Mr. Chris Andrieu asked to give a report on CMIS.

Ms. Stinson informed the Association that Mr. Ted Cox has been deployed in the War. President Leger asked the Association to send card to Mr. Cox to show our support. President Leger also informed the Association that one of the LCAA members, Millie Ezernack, has experienced a tragic loss. Her son, a police officer, died in the line of duty. Secretary, Carla Smith, will send condolences from LCAA.

Mr. Chris Andrieu, Deputy Judicial Administrator of the CMIS Division of the Louisiana Supreme Court, reported that Protective Order Registry training workshops have been given throughout the year. He stated that CMIS is now collecting criminal dispositions from 61 of 64 parishes reporting. CMIS dispositions are being linked to the State Police. Quite a few clerks of courts are collecting traffic dispositions. The Uniform Commitment Document is another project being addressed by CMIS. Judge Porter is working closely with the committee. It is a pilot project with Judges across the state now. The Criminal Charge Code file is ongoing and is a statewide project which takes all charges out of the green books and drops them into a computer database. Metro Server connections are another project. It gives courts, administrators and judges connectivity to the Supreme Court via CMIS. Electronic Filing is a project CMIS wants to address in the future. Mr. Andrieu asked for anyone who needs assistance to contact him at any time.

Ms. Carla Smith informed the attendees of the Attorney General Opinion web site address.

President Leger informed the committees of the opportunity to meet upon conclusion of the meeting.

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