

LOUISIANA COURT ADMINISTRATOR'S ASSOCIATION
ANNUAL SPRING BUSINESS MEETING
HILTON HOTEL, LAFAYETTE, LA
MARCH 26, 2009

MINUTES

Members present:

Donna Carter, President
Tina Lemaire, Vice President
Bobby L. Wilson, Secretary
Lynn Maloy, Treasurer

Sandy Acardo
Chris Andrieu
Sandra Bishop
Jo Bruce
Sara Brumfield
Judge Eugene Bryson, retired
Ronnie Bullion
Chip Coulter
Jackie Christina
Christine Crow
Ted Cox
Pam Dance
Randy Fontenot
Cyndy Gay
Scott Griffith
Scott Kadar
Rob Kazik
Hope Lefleur
Jessie LeBlanc
Ronnie Leger

Tim Leger
Kerry Lentini
Rebecca Liles
Joan Luck
Yolanda McClure
Charles Kelly McNeely
Lon Norris
Stephanie Richardson
Viki Robles
Dawn Palermo
Anna Paxton
Carla Smith
Julia Spear
Denise Savant
Monique Spruill
Suzanne Stinson
Adrienne Stroble
Gabrielle Thomas
Timothy Tyler
Wanda Witherington

Call To Order: The meeting was called to order by the Donna Carter, President

Invocation: Rebecca Liles

Pledge Of Allegiance: Ted Cox

Approval of the Fall, 2008 Minutes: Jo Buce moved to adopt and Motion was seconded by Hope Lefleur. Motion approved.

Personal introduction of members and guests were made by table.

Treasurer's Report: Lynn Maloy reported that as of fall conference balance in the account was \$11,955.02. Expenditures were listed with check numbers in the amount of \$4,419.00. There were deposits of \$7,791.91. There was one correction in the total balance as the anticipated donation to the Judicial college had already been paid in the amount of \$1584.17. The total estimated balance was \$13,650.09. On motion by Dawn Palermo and a second by Tim Leger the report was accepted as read.

A report by Kerri Lentini of the Supreme Court regarding language proficiency was made and a handout was issued for each court for its files. Each court was to maintain the handout, **Louisiana Demographics by Parish and Language**, to meet Justice department guidelines.

SPECIAL PRESENTATION : Jo Bruce introduced special guests Martha Campbell of Baker/Robbins Group and Eddie Cararras of West Publishing to make a presentation on behalf of the Disaster Recovery Committee. One of the last things that the committee had been working on was the off site storage of court data and how that data was to be retrieved. Justice Kimball had encouraged the committee to continue their work in this area due to the extreme importance of safeguarding court records and other pertinent data. Jo stated that West was doing data storage and retrieval in Minnesota and some negotiations had been in progress but more information was needed that might make prices for the courts more acceptable. A pilot program with twenty Louisiana courts was done and information was gathered to further the project. Martha Campbell was then asked to make her presentation to bring the group up to date on the findings. Martha stated that three new vendors were in the process and explained why West was no longer an option as a provider but had been a big help in advancing the project. A slide presentation was made with the history of the project and its progression. The slide presentation was to be sent to each court. Ms. Campbell only addressed electronic data backup as an option for the cost savings at this point. The courts in the pilot program fell into different tiers of capability according to the technology and hardware availability to the individual court. Each court that wants to participate was encouraged to work with their Clerks of Court to insure success.

Membership Committee: On behalf of Bea Parisi, chairman of the committee, Donna Carter reported that we have five new members. Sandy Acardo, Baton Rouge City Court, Julia Spears from the Supreme Court, Mary Jo Phillips from West Monroe City Court, Delba Pointer, Baker City Court and Marsha Johnson, Orleans Juvenile Court.

Workshop Planning Committee: Tina LeMaire, reported that we had 31 present at the Carter Plantation workshop and everything went quite well. Made a profit of \$603.01 after all expenses. The Association chipped in about \$800.00 for the soft sided attache's given out at the conference. Some attache's were still available. An issue of daytrippers was discussed and the committee nor the executive committee could not reach a consensus on what to charge or how much to charge those that come in for one day. Jessie Leblanc then made a motion that if you attend the conference, then the full registration fee shall be paid. That motion was seconded by Christine Crow. The motion was passed unopposed. Stephanie Richardson, new chairman for the workshop committee reported that 2010 workshop

would be back at Cypress Bend in Many, LA., in accordance with the north/south location selection. The dates for the workshop will be March 3-5.

Continuing Education: Adrienne Stroble reported that LSU was willing to work with us on certification in Court Administration. Because Michigan State has an established program it is preferable that LSU partner with MSU on course study. Adrienne was going to get back with LSU to encourage them to work with MSU but to stay open to their plans to start a Public Administration program which would include Court Administration as one phase of that study. A minor cost of \$10.00 per person for an additional administration fee was a possibility.

By-Laws Committee: Donna Carter on behalf of chairman, Scott Griffith, reported that a prior discussion of extending the terms of officers to two years will not be recommended after a decision by the Executive Board to keep the terms the same.

Donna also reported the formation of a Legislative Update committee to be chaired by Dawn Palermo of the Jefferson Juvenile Court. She will be responsible for juvenile updates. Legislative actions that affect the courts will be monitored and reported to other court administrators by this committee. Other committee members are Lynn Maloy, city court updates; Carla Smith, District Court updates; Sara Brumfield, District Courts and Christine Crow, Appellate Court updates.

Model Code of Conduct: Dawn Palermo presented a final draft of the Model Code of Conduct. There were minor changes. A motion to adopt the draft was made by Carla Smith and seconded by Tim Leger and was passed without opposition.

Jo Bruce was asked to give a followup on the new judge's training held in November. A number of court administrators and brand new staff members attended with their new judges. The discussions and information about the importance of judges working with Court Administrators was very successful. New judges were introduced to how a judge's office operates.

Best Practices: Jessie LeBlanc reported that one block of the workshop was on best practices. Justice Kimball emphasized the importance of best practices as a means for all courts to be on the same page as a uniform way to handle situations that occur in everyday workings of the court system. She encouraged the administrators to be active in making suggestions that would benefit all courts. Your suggestions may be e-mailed to Jessie, Sara Brumfield, Yolanda McClure or Dawn Palermo. They would be responsible for forwarding them on for consideration. A panel of three judges, Judge Holdridge, Judge Morrison and Judge Marabella all of whom serve on the Best Practices committee, presented a discussion to us at the workshop on the work of the committee to bring us up to date.

NACM Report: Carla Smith reported that she and Suzie had just returned from from the NACM mid-year conference held in Portland, Oregon. The conference emphasized the responsibility of the courts. MSU presented four workshops on the same subject. She stated that there was still very much interest in Katrina/Rita and how Louisiana courts were doing post Katrina. Encouraged members to submit stories or personal knowledge on how their court functioned during the Katrina disaster. NACM conferences coming up was July 7-11 in Boston.

Very significant to our organization in the fact that our very own Suzie Stinson was to be installed as President of NACM. Congratulations Suzie on this honor. Mid-year conference to be held in Colorado Springs, January 31 thru February 2, 2010. Next conference in 2010 will be in New Orleans, July 10-14. Our organization is encouraged to be there and assist in hosting this national conference. LCAA members are also encouraged to join the NACM organization.

National Center for State Courts Report: Suzanne Stinson gave some information about NCSC for the newer members. Website (www.ncsconline.org) is a great source for information. Also the ICM (Institute for Court Management), is also found on this website.

Mentoring Program: Susie Stinson announced that Ted Cox was going to be chairing the mentor program. She also asked that any new member that wanted a mentor to let Ted know so that he assign a person to them. She also asked for volunteers from our group to sign up to be a mentor.

CMIS Report: Chris Andrieu and Monique Spruill gave a report on the updates to the system and where the Supreme Court was on improving the information reporting system. This included LPOR (Louisiana Protective Order Registry) updates. The information gathered from the courts is invaluable from a statistical point of view in evaluating legislation and mandates that affect the courts. Also gave some information on The Court Connection on case management in the courts. Four city courts in Louisiana was participating in a pilot program. Baton Rouge City Court was taking the lead in this endeavor.

Scott Kadar reported on some pending legislation on Social Security that may affect you or your employees. In Congress, (bill HR-235) was pending and needed to be monitored and you should contact your congressman if needed.

Other Business: Scott Kadar made a Motion to send the president and vice-president to the NACM Conference. The Motion was seconded by Carla Smith. This motion came on recommendation from the Executive Board after discussion on creating continuity with our officers on attending the conference. The vice-president will be able to have two years exposure to the conference that would allow greater participation on their part. There was no opposition to the motion.

Share Point Presentation: Tim Leger, chair of the LCAA Technology committee, made a presentation on Share Point, a microsoft program that is web based and similar in nature to "Facebook", etc. This program will allow Court Administrators to have a place to form discussion groups on any subject that may be of interest to that particular group. You can post announcements, post a problem or question and invite others to respond. It's a great networking tool when you all can't be in the same room or in the same place. Offered free of charge through the Supreme Court website, you will be assigned a password and a way to access the site if you choose to participate. There was a good discussion on the attributes and features of this website. A sheet was available to sign up for participation and Tim said you would be contacted with a user name and password.

Special Guest Speaker: Suzzette Bryan, Phd., SPHR of Southeastern University Communication Department. Ms. Bryan was introduced by Adrienne Stroble of the 22nd JDC. Ms. Bryan spoke on Emotional Intelligence and how to retrain your brain to change the way we think and act. Talked about the many elements of a good boss and how they could make you feel about the job you were performing. She also touched on the worst type of bosses and the effect they had on job performance. The difference between the moderately successful leader and the awful is the level of emotional intelligence. The awful is totally lacking in emotional intelligence. She stated that the definition of emotional intelligence is the capacity for recognizing your own feelings and those of others to promote creativity and productivity. We should become more self aware so that we can manage our emotions. The one thing Ms. Bryan emphasized that is critical to becoming emotional intelligent was to be able to step back and think before we respond to situations.

Motion to adjourn was made by several members and we were adjourned.

Submitted by: Bobby L. Wilson
Secretary