

LOUISIANA COURT ADMINISTRATORS ASSOCIATION
SPRING CONFERENCE MEETING

MINUTES

THURSDAY, APRIL 13, 2000

A meeting of the Louisiana Court Administrators Association was held on this date in the Ashland Room at the Hilton Hotel in Lafayette, Louisiana. The meeting was called to order by Ms. Mary Rome, President, at approximately 12:10 p.m.

Those members in attendance were:

Mary Rome, President
Timothy Palmatier, Vice-President
Suzanne Stinson, Secretary-Treasurer
Chris Andrieu
Julie Andrew
Tim Averill
Hope L. Belgard
Sandra Bishop
Ronnie Bullion
Donna T. Carter
Paula Charles
Pam Combs
Barbara P. Coulon
Ted Cox
Rose Marie DiVincenti
Millie Ezernack
Cynthia R. Gaudin
Virginia Hester
Peggy Hoover
Scott Kadar
Tina LeMaire
Delora Lovejoy
Barbara Parnell
Anna L. Paxton
Carol Powell-Lexing
Diana Pratt-Wyatt
Guy Recotta, Jr.
Stephanie Richardson
Mickey Skyring
Carla Smith
Terri Spence

Liz Stogner
Robert G. Tyler
Bobby Wilson

President Rome asked Carla Smith to give the invocation. President Rome welcomed the attendees and introduced new members, Peggy Hoover of the City Court of Denham Springs; Paula Charles of the City Court of Slidell; Susan Hollis of the 3rd Judicial District Court; Sue Butler of the 3rd Judicial District Court; Scott Griffith of Jefferson Parish Juvenile Court; and Lynn Maloy of Baton Rouge City Court. President Rome introduced special guests, Ms. Pamela Combs, Ms. Terri Spence and Ms. Barbara Parnell of Bossier City Court.

President Rome called on Chris Andrieu to report on CMIS. Mr. Andrieu disseminated for Ms. Patsy Taylor order forms for the new version of the protective order forms. She is conducting eight regional training sessions throughout the state on using the new forms and on the interactive software. The interactive software has been developed for the courts to input the forms, keep an electronic database and fax typed copies to the Louisiana Supreme Court to be placed in the registry.

Another project undertaken by Mr. Andrieu is the electronic dispositions from 53 district-level courts. They are aiming for a 100 percent this year. The concept is to get electronic dispositions into the Louisiana Supreme Court centralized repository, which is then forward automatically to the State Police's computerized criminal history. This information goes on rap sheets and is made available back to the judiciary and law enforcement.

There are presently close to 14,000 protective orders in the registry. HIDTA (High Intensity Drug Trafficking Area) software is being implemented for pilot drug courts, where the courts are tied in with Probation and Parole and treatment centers and other agencies involved with drug courts. Localized databases will send information to the Louisiana Supreme Court to their repository who will then forward the information to the Department of Health and Hospitals for use in statistical data and also to the federal drug court reporting office in Washington, D.C.

Digital circuits are implemented in almost all the appellate courts and in Jefferson Parish and are in the process of being implemented in some of the district courts. This gives the judiciary access to a secured database. Grant monies will

be used to purchase routers to connect from the different courts to the Louisiana Supreme Court and for the month-to-month costs for the digital network in the 40 larger district courts. The remaining smaller courts will be given a toll-free access to the court. Access will be gained to the National Crime Information Center, which is the FBI's criminal history database, but will be stringently regulated as follows:

Access to databases will only be granted to Criminal Justice Agencies;

Information may only be used for official Criminal Justice purposes;

Dissemination of information to non-criminal justice agencies or to the public is prohibited;

All transactions are logged and will be regularly reviewed by the FBI audit team;

All users will be fingerprinted and are required to pass a criminal background check;

All users will be trained on system usage and regulations governing the system;

Passage of fifteen question certification test required every two years by each user; and

Review of site physical and computer security required will be conducted by Frank DiFulco, Terminal Control Officer, Louisiana Supreme Court.

Currently on the system is the Louisiana Protective Order Registry, National Crime Information Centers, Louisiana Department of Motor Vehicle's vehicle history file and computerized criminal history file to pull up rap sheets. The entire focus is to get the dispositions from the courts automatically transferred to the state police to get them the entire dispositions of criminal cases.

President Rome moved to the next matter on the agenda, which was the approval of the minutes from the fall meeting held on October 4, 1999. Bobby Wilson moved that the minutes be approved; Liz Stogner seconded. Motion carried.

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

President Rome moved to the matter on the agenda in reference to the LCAA Sponsored Presentation and congratulated the committee and Chairman Bob Tyler on the outstanding presentation earlier this day. This was combined with the efforts of the Continuing Education Committee chaired by Anna Paxton. Chairman Tyler suggested that this continue to be a joint effort between the two committees. Topics of judicial immunity and federal laws surrounding employers were requested by the judges and presented at today's session. Feedback from the judges was positive. Chairman Tyler requested any other ideas that the judges and administrators want for next spring's conference. Anna Paxton asked that any requests be made by the fall conference so that there will be time for preparations. The consultant's anticipated cost for this seminar is \$1,800.00, and the professor's anticipated cost is somewhat less.

President Rome requested a report from the bylaw's committee. Chairman Tim Palmatier was not presently available, and the matter was deferred to Bob Tyler for a report. Mr. Tyler reported that the committee had a telephone conference in completing the draft of the proposed bylaws. The final draft will be disseminated to the membership for review before the fall meeting. Proposed bylaw changes have to be sent out at least ten days prior to a meeting.

President Rome called upon Anna Paxton for the Continuing Education committee report. Ms. Paxton concurred with Mr. Tyler's comments regarding the joint efforts of their committees. Ms. Paxton requested and received bulks of information from other states regarding their continuing education program via surveys. Although, Texas was the only state that did not respond, Mickey Skyring stated that he and Ronnie Stritzinger attended a Texas program. He also stated that Texas' program is mandatory for all court employees.

Ms. Paxton inquired of the membership what kinds of topics they would like more information on and where more education is needed. Mr. Guy Recotta indicated that as a new court administrator/clerk, he would like to have had training provided for new clerk/administrators, such as vocabulary, budgeting, financing of the court, legislation pertaining to courts, jurisdictions, and things of that nature. He was more particularly interested in the new legislation affecting courts. Mickey Skyring suggested that someone from the Louisiana Court

Administrators Association could contact Ruby Noble, who is the Executive Director for the City Court Judges Association. Information regarding legislative updates is also accessible through the Internet.

Scott Kadar inquired if the ICM could dovetail one of our conferences. Mickey Skyring indicated that he thought they would do this, but that they were very expensive. Mr. Skyring suggested surveying all the court administrators on what everyone would like for training. Bob Tyler stated that the association could either the Wednesday prior or the Friday following the regular LCAA business meeting have a one-day seminar, topic to be chosen by the association. Diana Wyatt expressed concerns regarding bad experiences with national associations, and that needs expressed to organizations such as ICM be specific. President Rome encouraged the continuing education committee to continue in their pursuits.

In light of Rose Marie DiVincenti's arrival with copies of the proposed bylaws, Guy Recotta moved that this matter be re-addressed. Motion was seconded and carried. Ms. DiVincenti distributed the proposed bylaws to the membership. President Rome noted that there are several proposed changes, including the term limit of officers from two years to one year, dues changes and retiree membership.

President Rome moved to the order of new business on the agenda. The first item under New Business was in reference to sending a member of LCAA to the National Association for Court Management's (NACM) conference in August in Atlanta. The practice in the past has been to send officers of the association. Tim Palmatier had made suggestions that since all the officers had conflicts with this year's conference, that the association consider sending one or more of the officers to any national conference associated with the court system, such as the National Drug Court Conference. Scott Kadar felt that our association should be represented at the NACM Conference. Tim Averill moved that the association send an officer or a member designated by the officers to NACM. President Rome suggested any interested members write their names down to be drawn to attend the conference. Tim Averill amended his motion to include the suggestion by President Rome. Guy Recotta seconded the revised motion.

President Rome moved to the next order of business, the selection of the Nominations Committee for the purpose of nominating officers for the association at October's election.

President Rome appointed Scott Kadar, Bea Tranchina, and Bob Tyler.

President Rome then moved to the announcement portion of the meeting. Mickey Skyring announced that the hospitality room is in Room 113. President Rome stated that the Fall meeting will be in October in New Orleans at the Intercontinental.

The matter regarding the attendance at the NACM Conference was re-addressed. Vice-President Tim Palmatier arrived at the meeting and indicated that he might be able to attend the NACM Conference. Mickey Skyring asked that the motion be amended to draw a name as an alternate in case Vice-President Palmatier cannot attend the conference. Paula Charles' name was drawn as the alternate to attend the NACM Conference.

Having no other business come before the association, Peggy Hoover moved that the meeting be adjourned; Bob Tyler seconded. Motion carried. Meeting was adjourned at 2:00 p.m.