

**LOUISIANA COURT ADMINISTRATORS ASSOCIATION
SPRING CONFERENCE IN MEETING
LAFAYETTE HILTON HOTEL**

THURSDAY, APRIL 22, 2004 12:00 P.M.

A meeting of the Louisiana Court Administrators Association was held on Thursday, April 22, 2004 at the Lafayette Hilton Hotel in Lafayette, Louisiana. Anna Paxton, President, called the meeting to order at 12:00 noon.

Those members in attendance were:

Anna Paxton	President
Ted Cox	Vice President
Carla Smith	Secretary
Delora Lovejoy	Treasurer
Chris Andrieu	
Sandra Bishop	
Jo Bruce	
Sara Brumfield	
Judge Eugene Bryson, Jr.	
Kenneth Burrell	
Sue Butler	
Donna Carter	
Christine Crow	
Rose Marie DiVincenti	
Gwen Dufresne	
Millie Ezernack	
Anthony Gagliano	
Mervin "Butch" Gourgues	
Scott Griffith	
Virginia Hester	
Louis Ivon	
Tina LeMaire	
Lynn Maloy	
Fay Markham	
Lon Norris	
Susan Ordoyne	
Diana Pratt-Wyatt	
Leslie F. Prestridge	
Darlene Ribando	
Stephanie Richardson	
Denise Savant	
Suzanne Stinson	
Robert Tyler	
Bobby Wilson	

Wanda Witherington, guest
Judge Guy Holdridge, guest
Laura Stratton, guest

After calling the meeting to order, President Paxton asked Bobby Wilson to give the invocation. The President led the members in the Pledge of Allegiance. Afterwards, the President asked everyone to stand and introduce themselves and their guests.

Suzanne Stinson made a special presentation to Vice-President Ted Cox for his service in Iraq. The association recognized his tour of duty for his country and presented him with a United States Flag which flew over the Louisiana State Capitol. The flag was donated by Representative Jane Smith of Bossier Parish.

President Paxton asked the members to update the Roster of Membership with any changes, including email addresses and cellular telephone numbers.

The President welcomed the members to the meeting as well as the (4) new members, and then asked for approval of the minutes with a correction regarding a report on Juvenile Justice by Scott Griffith. Scott Griffith made motion to approve the minutes. Kenneth Burrell seconded said motion. Motion passed.

Next, Treasurer Delora Lovejoy reported on the financial status of the Association. As of April 19, 2004 the balance is \$15,667.81. After the estimated cost of the luncheon this date and the anticipated donation to the Judicial College, the estimated balance is \$14,567.81. Suzanne Stinson made motion to accept the treasurer's report which was seconded by Lynn Maloy. Motion passed.

Les Prestridge gave the committee report on City Court Initiatives. He has researched the process of obtaining LIMITED CERTIFICATION FOR CLERKS AND DEPUTY CLERKS. He now has two deputy clerks who have that certification. It is valid for three years at which time the board will review the extension. Mr. Prestridge is in the process of converting to ENCODE software. It is a complete program and the cost is based on the population of the city. This software is affordable for the smaller courts.

Scott Griffith gave a report on the Juvenile Justice Committee. He summarized the key provisions of Act 1225, a bill filed this session that deals with juvenile justice reform issues. Scott noted that the legislation requires planning among child and family serving agencies for services that are community based and consistent with best practice. Scott mentioned three programs which have shown some success in dealing with at risk youth and families—the truancy program, the CASA program, and drug courts. Scott also highlighted the benefits that are associated with programs incorporating restorative justice principles, mediation techniques, and the development of wrap-around programs for youth and families in need of such integrated services. Various handouts regarding these issues were made available.

President Paxton reported on Continuing Education. Rick McGimsey, Assistant Attorney General, will speak to the association at the fall meeting regarding the judicial branch's compliance with Title 38 which deals with contracts and the purchase of supplies.

Carla Smith gave the report for the Court Technology Committee. The association is still investigating options for a website. Sandra Vujunovich, Executive Counsel for the Chief Justice, responded to a previous letter written on behalf of the association requesting assistance for a website. Due to the move of the Court and unavailability of the technical staff, the Supreme Court is unable to help in the development but may be able to maintain the site. Jo Bruce offered the guidance and expertise of Freddie Manent. She agreed to meet with Carla Smith and Freddie to design and develop the website for the association. This site will be linked with the National Association of Court Management and the Supreme Court.

Tina LeMaire and Jo Bruce reported the LCAA 2004 Workshop at Cypress Bend Resort in Many was a great success. The facility, food and service were outstanding, and everyone agreed the 2005 workshop should be held at the same place. Jo Bruce has agreed to chair the Workshop Committee for the next year and discussion was held regarding other suggestions. Financially, a total of 24 participants brought in \$1,860.00 (19 @ \$75 and 6 @ \$85). After all submitted expenses were paid, the balance for the 2004 workshop is \$776.81. Combined with the 2003 balance leaves \$1,973.93 for future workshop development. The entire cost for one of the speakers (Harold Suier) was paid by the 19th Judicial District Court. A motion was made by Bob Tyler to reimburse that court for half of the cost of the speaker (\$952). Motion seconded by Bobby Wilson. Motion passed unanimously.

Suzanne Stinson reported on the Court Administrator's Mentoring Program and NACM. The new administrators who expressed interest in a mentor have been assigned an experienced and seasoned court administrator mentor. Suzanne Stinson also encouraged members to join NACM and provided membership applications to those interested. She welcomed the (4) new members of NACM, Tina LeMaire, Anna Paxton, Kenneth Burrell and Michelle Rodney. The NACM conference will be held in Grapevine, Texas in mid-July of 2004. Suzanne encouraged members to attend the conference and to get involved with the national organization. She stressed the importance of reviewing the Core Competency Curriculum Guidelines and their benefit to court administrators.

Gwen Dufresne made a motion for the President of the Association, Anna Paxton, to attend the NACM conference in July. The motion was seconded by Chris Andrieu. Motion passed.

President Paxton reported to the members her research on purchasing LCAA commemorative cups. Bob Tyler made a motion to purchase cups for each member and to give new members a cup. Delora Lovejoy seconded the motion. Motion passed.

Rosie DiVincenti gave a report on “limited” certification of court reporters. Twenty-third Judicial District Judge Guy Holdridge, Chairman of the Board of Court Reporters, was welcomed to the meeting and discussed limited certification, particularly court reporters who are not certified and those with limited certification. There was discussion and comment. Judge Holdridge explained certification to the association. He stated the Board is helping courts by helping court reporters receive certification. The Board is doing everything it can to help smaller parishes get certification for court reporters. Judge Holdridge can be reached at 225-621-8500.

Next, Tony Gagliano gave a report on Delay Reduction Task Forces. The Judicial Council’s two task forces on best practices – Delay Reduction and Effective Case Management and Pro Se’ Litigation – have been completed in draft form. The drafts will be presented to the Executive Committee of Louisiana District Judges Association at the judges summer meeting. All Judges will have an opportunity to comment on the proposed drafts before adoption at the fall meeting.

Chris Andrieu reported on CMIS current projects.

1. 61 of 64 parishes are still reporting criminal disposition information to CMIS. Hopefully, there will be 62 parishes very soon, Clerk of Court in Lafourche Parish.
2. Approximately 32 district and city courts are sending traffic dispositions to CMIS. CMIS does error check immediately upon receipt and places on serve for OMV retrieval and immediate addition to their driver history records. The system works well.
3. The state of Louisiana (and other states) is being mandated to get traffic commercial driver violation to federal database by October 2005. Louisiana stands to lose 5% of highway funding the first year if we don’t comply, 10% every year thereafter. CMIS has applied to Federal Motor Carrier Safety Association for grant funding in order to get remaining courts in Louisiana forwarding traffic dispositions – in particular commercial driver violations – in order to comply federal mandate.
4. The Supreme Court moved into the restored building at 400 Royal Street in the French Quarter in April 2004. Everyone is invited to visit and tour the building.
5. CMIS is developing interface with the FBI National Instant Check System (NICS) database so that FBI can directly dial into CMIS database. It is a big improvement, as Clerks of Court are reluctant to provide court dispositions to FBI for firearms denial until compensated. CMIS expects to have this interface operational in August 2004.
6. Paul Tumminello was recently promoted to Security Officer in CMIS. He will be working with Chris Andrieu to develop a security policy and procedure recommendations for courts statewide.
7. Developing a proposal for a statewide technology committee for the court technology standardization and technology projects in state (i.e. electronic filing). It should be approved soon.

8. Continuing work with Judge Charles L. Porter (16th JDC) to develop a standardized Uniform Commitment Document and database for judges to use when sentencing and forwarding information to Clerks of Court, CMIS, and the Department of Corrections.

President Paxton reported on LEPS. She cautioned the members that there is a new focus of the Department of Justice. Dr. Collins has received a memo from the United States Attorney General which includes guidelines for establishing procedures to assist people with limited English proficiency. These guidelines use national origin discrimination as a basis for requiring courts to fund and pay for interpreters for LEP persons involved in court proceedings and court business. Courts must show good faith effort to comply.

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

Upon adjournment, Timothy Dibble, Aequitas gave a workshop on caseload management which was an addition to his continuing education presentation for the judges at the conference. President Paxton has binders with this presentation if any member is interested.