

**LOUISIANA COURT ADMINISTRATOR'S ASSOCIATION
ANNUAL SPRING BUSINESS MEETING
THURSDAY, APRIL 19, 2007
LAFAYETTE HILTON HOTEL
LAFAYETTE, LOUISIANA
12:00 P.M.**

MINUTES

The following members were present:

Carla Smith, President	
Jessie LeBlanc	
Scott Griffith, Vice-President	
Donna Carter, Secretary	
Tina LeMaire, Treasurer	
Chris Andrieu	
Timothy Averill	
Teddy Barbe	
C. Kelly McNelly	
Sandra Bishop	
Lynn Maloy	
Sara Brumfield	
Lon Norris	
Judge Eugene Bryson	
Dawn Palermo	
Ronald Bullion	
Anna Paxton	
Ken Burrell	
Ted Cox	
Viki Robles	
Jackie Cristina	
Pam Dance	
Rose Marie DiVincenti	
Anthony Gagliano	
Virginia Hester	
Scott Kadar	
Hope LaFleur	
	Tim Leger
	Norma LeMoine
	Rebecca Liles
	Delora Lovejoy
	Yolanda McClure
	Stephanie Richardson
	Denise Savant
	Terence Sims
	Marilyn Smith
	Suzanne Stinson
	Adrienne Stroble
	Valerie Willard
	Bobby Wilson

1. CALL TO ORDER

The meeting was called to order by Carla Smith, President.

Invocation/Pledge of Allegiance: Rebecca Liles gave the invocation and Ted Cox led the members in the *Pledge of Allegiance*.

Welcome of Guests and Introduction of Members: Upon the President's request, everyone stood and introduced themselves.

Carla Smith, President, welcomed Paula Hannaford-Agor from the *National Center for State Courts* as the Association's guest.

Adoption of 2006 Fall Meeting Minutes: Carla Smith, President, asked for the adoption of the minutes of the 2006 Fall Meeting. Donna Carter, Secretary, stated that the minutes contained two (2) errors. She stated that the minutes needed to be amended to properly reflect that the *2007 Annual NACM Conference* would be held in Chicago, Illinois at the Fairmont Hotel (not the San Francisco Fairmont) and that the Disaster Recovery DVD presented to the membership following the Fall Meeting was prepared by the *Orleans Parish Criminal Court* (not the Orleans Parish Juvenile Court). Ken Burrell moved to adopt the minutes of the 2006 Fall Meeting with the proposed amendments. Anna Paxton seconded the motion. Motion carried.

Treasurer's Report: Tina LeMaire, Treasurer, gave the Treasurer's Report. She reported that the Association's balance as of April 17, 2007 was \$9,445.17 and informed the membership that the anticipated balance taking into account the estimated cost of the *LCAA Spring Business Luncheon* would be \$8,081.83. Anna Paxton moved to approve the Treasurer's Report and Ken Burrell seconded the motion. Motion carried.

2. OLD BUSINESS

Committee Reports:

Membership: Bea Parisi, Membership Committee Chair, was not present. In Bea's absence, Carla Smith welcomed the Association's seven (7) new members; namely: Eve Laurent, Second Parish Court of Jefferson Parish; Michael O'Brien, 24th Judicial District Court; Renee Megison, 35th Judicial District Court; Teddy Barbe, Pineville City Court; Juwana Burson, West Monroe City Court; Laura Traynham, Jefferson Parish Juvenile Court; and Miranda Bourgoyne, 20th Judicial District Court.

Bylaws Committee: Scott Griffith reported that the Bylaws Committee had met in Springfield, Louisiana on February 28, 2007 at the *LCAA Annual Workshop* to address issues concerning LCAA membership qualifications and the membership application form. Scott stated that it was the consensus of the Bylaws Committee to leave the qualifications for membership unchanged, but to add a written certification to the membership application requiring the signature of a judge from the applicant's court, or Dr. Collins in instances when the applicant is an employee of the *Louisiana Supreme Court*, attesting that the duties of the applicant are primarily those of a Judicial Administrator, Deputy Judicial Administrator, or Clerk of Court. Scott further stated that the Bylaws Committee had suggested that some language could be added to the membership application to better define the Association's mission and purpose. He

stated that the proposed added language was taken from the purpose statement in the LCAA bylaws and from NACM membership materials. Carla Smith, President, made a motion that the Association accept the new application for membership with the proposed changes. Anthony Gagliano seconded the motion. Motion carried.

Continuing Education: Anna Paxton announced that Paula Hannaford-Agor from the *National Center for State Courts* was present as a guest at the luncheon. She stated that Paula had been the LCAA sponsored presenter at the morning session of the Judges' Conference on the topic of *Jury Management*. She further stated that following the business meeting, Terence Sims from the Louisiana Supreme Court would be addressing the membership on *Judges' Travel Regulations*. Anna stated that no educational training had been lined up for the Fall Conference at that time.

Additionally, Anna reminded the membership of the importance of keeping their email information up to date.

LCAA Workshop/Retreat: Carla Smith, President, announced to the membership that Bobby Wilson would be the coordinator for the *2008 LCAA Annual Workshop* and congratulated Jessie LeBlanc, 2007 Workshop Coordinator, on the great job she had done on coordinating this year's workshop. Jessie reported that the workshop was well-attended by thirty-five (35) LCAA members and that the total cost to the Association had been only \$300.00. Jessie stated that she had received very positive and helpful feedback from those who attended. She stated that most everyone had indicated in the workshop evaluation that they would prefer to rotate the location of the workshop annually between North and South Louisiana. Bobby Wilson announced that in accordance with the workshop evaluations, future workshops would rotate annually between North and South Louisiana and that the upcoming 2008 Workshop would take place in North Louisiana. Bobby stated that he would be checking with Cypress Bend as a strong possibility and asked the membership to email or call him with any questions or comments.

Legislative Workshop: In Jo Bruce's absence, Carla Smith, President, reported that everyone should have received an email from Jo stating that she would be hosting a *Legislative Workshop* at the 19th *Judicial District Court* in Baton Rouge the first week of the upcoming legislative session. Carla stated that the response had been very positive. She informed the membership that on Wednesday May 2, 2007, everyone would meet at the 19th JDC Courthouse at 1:30 p.m. for an overview of how the legislative process works and on Thursday, May 3, 2007, those attending would actually go to the State Capitol to observe committee hearings in progress. Carla further stated that Jo had made arrangements for lodging at the *Lod Cook Alumni Center* located on the LSU campus at the very reasonable rate of \$99.00 per night. Carla stated that anyone interested should contact the *Lod Cook Alumni Center* and reference LCAA to get the special rate. Carla strongly recommended participation noting that it was important for the membership to know the legislative process and to be aware that as an Association, we could make a difference and monitor bills affecting the courts. She encouraged everyone to watch the bills affecting the courts because during every legislative session bills are filed and passed that do ultimately affect the courts.

Court Technology: In Jo Bruce's absence, Carla Smith, President, announced that the main issue with court technology was some problems with the LCAA website, noting that the calendar needed to be updated and also that there were problems in accessing each other's email through the website. She stated that Scott Griffith and Scott Kadar would be addressing these concerns. Carla asked anyone within the membership to sign up if they were interested in helping out with court technology and serving as a member of the *Court Technology Committee*.

Disaster Preparedness Committee: Carla Smith, President, stated that she wanted to make certain that everyone was working on their COOP plans (*Continuity of Operation Plans*). She stated that the courts in New Orleans were trying to meet weekly. She cautioned everyone that June is coming and encouraged everyone to take advantage of using the *Louisiana District Judges' Association Disaster Preparedness Plan* to assist them in developing their individual plans for their courts.

Juvenile Justice: Dawn Palermo reported that several jurisdictions were involved in the *Annie E. Casey Foundation, Juvenile Detention Alternatives Initiative (JDAI)* and other jurisdictions were involved with the *MacArthur Foundation, Models for Change*. She stated that the big push was going to be the *Juvenile Justice Master Plan* which would be due from each district to the legislature in October 2007. She stated that her court, the *Jefferson Parish Juvenile Court*, was available to offer assistance and to share information with anyone for establishing a *Children and Youth Planning Board* in their district.

Mentoring Program: Suzanne Stinson stated that the Mentoring Program is a viable program and asked anyone who knew any of the new LCAA members to encourage them to contact her for a mentor if they are a new administrator and want a mentor. She stated that through her association with NACM, she had shared the program implemented by our Association and the program was now recognized by other states through NACM.

NACM (National Association for Court Management): Suzanne Stinson announced to the membership that it was customary for the Association to send the LCAA President to the NACM National Conference. Anthony Gagliano made a motion to send Carla Smith, President, to the National NACM Conference to be held in Chicago, Illinois in July 2007. Ken Burrell seconded the motion. Motion carried.

Ted Cox announced to the membership that Suzanne Stinson was currently serving as Secretary-Treasurer for NACM and informed everyone that she would become President of the National Association in 2009. He encouraged the membership to plan now to attend the 2009 NACM National Conference in support of Suzy. Carla Smith, President, stated this was a huge accomplishment for the State of Louisiana since no one from Louisiana had ever before served in this capacity.

NACM Justice Achievement Award Application: Carla Smith, President, circulated copies of the Association's application to NACM for the *Justice Achievement Award*. Carla stated that the Association had applied for the award as recommended by Tim

Palmatier, Chief Deputy Judicial Administrator, Louisiana Supreme Court, following an email to the board members wherein everyone had responded positively to the idea. Carla announced that LCAA's application had been submitted to NACM just two days earlier. She stated that in the event the Association did not receive the award, the Association would still be recognized in NACM's national publication, *Court Manager*, which goes out to courts all over the nation.

Carla further stated that Tim Palmatier had also suggested that it would be good for the Association to sponsor a local *Justice Achievement Award*. She stated that this would give courts statewide the opportunity to apply for the award and that possibly the award could be presented at the Spring Conference in 2008. Carla entertained a motion to do this and to form a *Justice Achievement Award Committee*. Bobby Wilson seconded the motion. Motion carried. Carla stated she would be sending a sign-up sheet around to anyone interested in serving on the committee.

3. NEW BUSINESS

Role of the Drug Court Coordinator: Scott Griffith informed the membership that there had been several training sessions during this conference for Drug Court Judges. He stated that one segment of the training had focused on defining the role of the Drug Court Coordinator. He stated that the Drug Court Office of the Louisiana Supreme Court had taken a survey of its Drug Court Coordinators statewide last fall and shared those results with their coordinators earlier this year. Scott said the results of that survey were shared with the Drug Court Judges in the training session that morning. Scott explained that just like the definition and job description of the role of the Court Administrator had evolved, the definition of the role of the Drug Court Coordinator was likewise evolving. He stated that currently in Louisiana there were 45 Drug Courts wherein the coordinators had varied backgrounds and varied amounts of time to spend on Drug Courts. Scott stated that he wanted to make the membership aware that the Drug Court Office would be spending a great deal of time during the next two (2) years, defining a skill set for coordinators and promoting standardized practices among Drug Court Coordinators throughout the State. Scott made available copies of the presentation made earlier that day to the judges and various other materials. Scott urged anyone having involvement in this area to share with him their success stories and challenges in working with their Drug Court Coordinators.

Special Litigation Division of the Attorney General's Office: Ken Burrell made the membership aware that the State Attorney General's office had a *Special Litigation Division* developed specifically to represent courts, i. e. judges, law clerks, or other court personnel, when they are sued by pro se litigants. He informed the membership that the contact person at the Attorney General's office in Baton Rouge for legal advice and/or legal representation is Mr. David Sanders, Chief of Special Litigation, at telephone number 225-326-6300 or via his email at sandersd@ag.state.la.us.

4. OTHER BUSINESS

CMIS (Court Management Information Systems): Chris Andrieu reported that a Request for Proposal (RFP) was released on March 15, 2007 for the development of a city court case management system to be entitled "*The Louisiana Court Connection*" that will merge with the *Integrated Juvenile Justice Information System (IJJIS)* currently under development. He stated that the deadline for proposals was May 7, 2007. Chris informed the membership that announcements had been made to the state website (LaPac), National Center for State Courts, and Baton Rouge and New Orleans newspapers. He stated that \$350,000 would be available for development and CMIS would receive the source code so the Judicial Administrator's Office would not be beholden to any specific vendor. He further stated that a review committee comprised of city court judges and clerks, and a district court judge would review the proposals and make a recommendation to the Louisiana Supreme Court on who should receive the award. He stated the announcement of the award was expected to be released in July followed by contract negotiations. Chris also informed the membership that funding was coming from the Federal Motor Carrier Safety Association (FMCSA) and additional funding was expected. He stated the database would reside at the Louisiana Supreme Court, there would be four (4) pilot sites for the initial development, and City Courts would use the Internet to access and update their records. Chris announced that anyone who wanted to view or get a copy of the RFP could go to the Louisiana Supreme Court website prior to the May 7, 2007 deadline.

5. PROGRAM

Carla Smith, President, introduced Terence Sims, Deputy Judicial Administrator, Louisiana Supreme Court, Accounting Services, as the guest speaker. Mr. Sims gave a presentation to the membership on *Judges' Travel Regulations*.

6. ADJOURNMENT

Following Mr. Sims' presentation, Ken Burrell moved to adjourn. The motion was seconded by Scott Kadar. Meeting adjourned at 3:00 p.m.

Submitted by: Donna T. Carter
Secretary

Date: August 14, 2007