

**LOUISIANA COURT ADMINISTRATOR'S ASSOCIATION
ANNUAL SPRING BUSINESS MEETING
THURSDAY, APRIL 10, 2008
LAFAYETTE HILTON HOTEL
LAFAYETTE, LOUISIANA
12:15 P.M.**

MINUTES

The following members were present:

Scott Griffith, President
Donna Carter, Vice President
Tina LeMaire, Secretary
Bobby Wilson, Treasurer

Chris Andrieu
Sandra Bishop
Jo Bruce
Sara Brumfield
Ronald Bullion
Chip Coulter
Ted Cox
Jackie Cristina
Pam Dance
Bridget Daniels
Rose Marie DiVincenti
Scott Kadar
Rob Kazik
Hope LaFleur
Jessie LeBlanc
Tim Leger

Rebecca Liles
Yolanda McClure
C. Kelly McNeely
Lynn Maloy
Lon Norris
Dawn Palermo
Anna Paxton
Stephanie Richardson
Viki Robles
Denise Savant
Carla Smith
Suzanne Stinson
Adrienne Stroble
Tim Tyler
Wanda Witherington

Guest Speaker: Nancy Rix, Louisiana Supreme Court

Call to Order: The meeting was called to order at 12:15 p.m. by Scott Griffith, President.

Pledge of Allegiance: Ted Cox led the members in The Pledge of Allegiance.

Approval of the Spring 2008 Meeting Minutes: Hope LaFleur moved to adopt the minutes of the Fall 2007 Business Meeting. Motion was seconded by Jessie LeBlanc. Motion carried.

Treasurer's Report: Bobby Wilson, Treasurer, reported to the group a fund balance of \$11,318.58, as of April 8, 2008. He acknowledged Donna Brady's much-appreciated contributions regarding keeping books and other paperwork for the Association. Tim Leger moved to accept the Treasurer's Report; seconded by Carla Smith. Motion carried. Due to a death of a staff member, Adrienne Stroble was unable to attend the 2008 Workshop. The Executive Board recommends that her registration fee be refunded. Motion by Jo Bruce, seconded by Anna Paxton, to authorize refunding Adrienne Stroble the amount paid for the 2008 Workshop registration. Motion carried.

Membership Committee Report: Scott Griffith gave the membership report on behalf of Bea Parisi, Membership Committee Chair. Three new members were welcomed into the Association:
Tim Tyler, Jefferson Juvenile Court (present)
Christy Stapleton, Oakdale City Court
Shannon Sims, Orleans Criminal District Court

By-Laws Committee Report: The proposed amendment revises language in the by-laws to compliment changes made in the membership application, to help ensure that the membership is comprised of persons working in the field of judicial administration. Applicants now have to have one of his/her judges sign to acknowledge that the applicant is doing the duties of an Administrator, Deputy Administrator, or non-elected Clerk of Court. It was suggested that the amendment be further reworded to clarify that elected Clerks of Court are not eligible for membership. (Chris Andrieu entered the meeting during discussion)
Motion by Adrienne Stroble, seconded by Sara Brumfield, to amend the by-laws and revise the amendment to include needed wording. Motion carried

Continuing Education Committee Report: The Continuing Education Committee proposes to discontinue sponsoring judges' sessions (due to poor attendance) and instead use the money to fund continuing education courses for the membership that could be used in conjunction with certification programs. Committee member Suzanne Stinson noted that Michigan State University (MSU) already had certification programs in place, and that MSU would accept transfer of ICM and NACM courses for a nominal fee. Pamphlets were available which detailed the MSU programs. Committee member Adrienne Stroble has been meeting with LSU representatives to discuss using LSU as a source of continuing ed programs. She discovered that LSU is already trying to establish a center for excellence in government, which would be geared more towards public employees, administrators, etc., rather than elected officials. LSU is interested in using the LCAA membership to help develop the program. It was proposed that a curriculum could be worked into the Spring and Fall Meetings and the Annual Workshop. Input from the membership is encouraged.

LCAA Workshop Report: Chair Bobby Wilson reported that the 2008 Workshop was a success. Handouts on public records laws were made available for those who did not attend the Workshop. Wilson encouraged all to attend next year, as the Workshop is an excellent tool for education and networking. Tina LeMaire will chair the Workshop Committee for 2009. The 2009 Workshop will be held February 11-13, 2009 at Carter Plantation in Springfield, LA. Members are encouraged to submit ideas for topics or speakers to any Workshop Committee member or LCAA Officer. Other Workshop Committee members are Jo Bruce, Hope LaFleur, Jessie LeBlanc, Stephanie Richardson, and Suzanne Stinson.

CMIS report: Chris Andrieu spoke on the Louisiana Court Connection project, a web-based City Court case management system, which will include bar coding and imaging capabilities. Once established in the City Courts, the program will be modified and expanded to suit the District and Mayor's Courts. The project kicked off March 24 in Baton Rouge City Court. Tim Wyatt is the project manager. Lafayette, Lake Charles and Thibodaux City Courts will also be a part of the pilot program. IJJIS (Integrated Juvenile Justice Information System) is now being implemented in the field. When asked when the project might reach the District Court level, Andrieu noted that funding was an issue. Each court may be asked to pay an independent fee for training, data conversion, etc.

Update on New Judges Training Program: Jo Bruce commented on the importance of the judges welcoming the administrators' input regarding new judges' training. She thanked all who filled out the surveys about what they thought new judges needed to know. Fellow committee members are Suzanne Stinson and Hope LaFleur. These committee members are working in conjunction with Judge Ross Foote to better inform new judges on how the judicial system works.

NACM Report: President Scott Griffith announced that Suzanne Stinson now sits on the Board of Directors of NACM, and is also on the Board of Directors for NCSC. She will become President of NACM in 2009 at the end of the Annual Conference in Boston. Stinson mentioned that one of the many benefits of being a NACM member was receiving the mini-guides and publications. This year's mini-guide focuses on succession planning and workforce development, to help administrators understand the differences in generational work ethics. Stinson encouraged all to join NACM and gave a rundown of the upcoming NACM conferences:

2008 Annual Conference	Anaheim, CA	July 13-17, 2008
2009 Mid-Year Conference	Portland, OR	March 8-10, 2009
2009 Annual Conference	Boston, MA	July 7-11, 2009
2010 Mid-Year Conference	Colorado Springs, CO	Jan. 30-Feb. 2, 2010
2010 Annual Conference	New Orleans, LA	July 20-24, 2010

Motion by Jessie LeBlanc, seconded by Rebecca Liles, to authorize funding for President Scott Griffith to attend the NACM Conference in Anaheim, CA. Motion carried.

Mentoring Program: Suzanne Stinson invited experienced members to act as mentors for new administrators, and encouraged communication among all of the members as a valuable resource for problem-solving.

Disaster Preparedness Committee Update: Carla Smith deferred to Judge Landrieu's presentation for this committee report.

Other Business

Anna Paxton addressed recent FMLA changes, which provide for 26 weeks of FMLA leave for employees wounded in active military duty and caretakers of same. She encouraged all to amend their policies to reflect this change. She noted that the FMLA regulation changes set to go into effect April 11 were more employer-friendly. She will be revising the Supreme Court policy and will be sending out copies.

Scott Griffith pointed out that the LCAA website was a good source of information for the membership, including a current member roster, upcoming trainings, and past meeting minutes. Jo Bruce inquired if any of the courts could provide the services of a talented IT person to maintain the website, in particular a bulletin board for use by the members. Chris Andrieu said he would be willing to help, but was not sure when he would be available, as he is currently involved in the Sharepoint project.

Special Presentation: Judicial Ethics

Nancy Rix, attorney for the Judiciary Commission, spoke to the membership on the subject of judicial ethics. A handout containing the seven canons of the Code of Judicial Conduct and contact information for the Judiciary Commission was provided to the membership for future reference.

Disaster Preparedness Committee Update: Judge Madeleine Landrieu spoke to the membership on disaster preparedness planning. She stressed the importance of treating the plan as a living document, which must be kept current and communicated to all staff members. Regarding data protection/storage, Thomson-West has proposed to come in and study 20 courts to assess what would be required to provide backup data services. Interested courts should contact Judge Landrieu for more information. Limited funding is available for Katrina/Rita-affected courts interested in converting data to a web-based format that would allow continuation of operations outside of normal operating locations. Clerks of Court and the Court have to apply for the money jointly. Letters will be sent out to the Katrina/Rita-affected courts in the next couple of weeks.

Adjournment: Motion to adjourn was made by Jo Bruce. Seconded by Suzanne Stinson. Meeting adjourned.

Submitted by : Tina LeMaire
Secretary

Date: September 29, 2008