

CONFERENCE OF CIRCUIT COURT ADMINISTRATORS MEETING

Minutes
November 29, 2016

Conference Members Present:

Jennifer Keiser (Chair)
Timothy Sheridan (Vice-Chair)
Sondra Battle
Susan Braniecki
Missy Gallagher
Doug Hofstedt
Michael Howard
Susan Leary
Judy Lohman
Judy Rupp
Anne SanGiovanni
Marilyn Saulsbury
Sandy Smith
Bobbie Warnken
Deborah Zrioka

Administrative Office of the Courts:

Faye Matthews
Lynne Wheeler

A meeting of the Conference of Circuit Court Administrators was held on November 29, 2016, at the Judiciary Education & Conference Center, beginning at 10:00 AM. Jennifer Keiser began the meeting by welcoming everyone. She called for approval of the minutes from the September 27, 2016 meeting, and received a motion from Doug Hofstedt. The motion to approve was seconded by Missy Gallagher and passed.

CONNECT INSIGHTS OVERVIEW – *Lee Robinson/Mindy Jensen/Andrew Beck*

- It is important that the Insights are updated because they will be added to the COOP.
- It is also important to maintain the matrix. HR recommends setting up more than one person with the authority to approve. This is different than being a delegate. This will eliminate some audit issues.
- Teneshia Murrell, a Metaformers consultant, walked through the various forms: POI Maintenance Request, Custom Workflow Matrix, Personal Information Updates
- Andrew Beck provided more details on Insights:
 - POI Insight – Each POI should be entering their own information. Leadership will activate or deactivate them after that, but they can add themselves to the system.
 - COOP Insight – In case of an emergency, people need to be able to access the information from anywhere.

- **QUESTIONS/CONCERNS:**
 - Doug Hofstedt suggested keeping a printed copy of the COOP Insight, in case there is a power outage. Andrew explained that it can be accessed from anywhere, and that an updated copy can be printed on a weekly basis.
 - Judy Rupp requested a list of the people who have access to view the information. Many judges have shielded their personal information. Mindy explained that access is controlled by security. The broad range of access is most likely limited to administrative officials in each court and HR staff. Mindy will confirm.

CIVIL CASE INFORMATION REPORTS – *Jamie Walter/Andrew Ginder*

- According to the handout provided, 70% of case types can now be reported versus the previous 10%.
- The next hurdle is Civil reporting. Efforts are being made to use the Civil Case Information form. The goal of this form was to shift some of the work to the attorneys, removing it from the clerks' workload.
- The reports are run on a calendar year basis, so it will not exactly line up with NCSC's data.

DCM GUIDE – *Jamie Walter/Dominique Johnigan*

- All courts are now in Phase 2, working on mapping current DCM plans with the templates approved by the Judicial Council.
- There are 3 different groups. Group 1 is working on it now (Circuit Court for Baltimore City is included), Group 2 has just begun, and Group 3 consists of people in the process of implementing MDEC.
- **QUESTIONS/CONCERNS:**
 - Tim Sheridan has been running into issues with finding the appropriate categories on the form. Dominique suggests submitting plans with recommendations for changes to the template.
 - Debbie Zrioka recommended contacting Tim Dibble with questions. He has been very helpful.
 - Anne SanGiovanni explained that the smaller locations will not need to use all of the text on the form because it is not all pertinent. That's okay.
 - A group will be put in place to handle revisions to the template.

PROFICIENCY-BASED TRAINING PROGRAMS UPDATE – *Stacey Saunders*

- Proficiency-based education is different from interest-based education in that it is customized based on the job function and position.
- Types of Courses:
 - CORE – Provides the foundational knowledge for each job
 - SPECIALIZED – More specific than the foundational knowledge
 - RELATED – Relevant for job, multi-disciplinary
- New job descriptions are being drafted to include the behavioral aspects of positions.
- A workgroup will be created for spin-off, specialized clerks.
- Stacey would like Circuit Court representation on the Judiciary Clerks and Courtroom Clerks workgroups. She would like recommendations for the best clerks to serve in the two groups.

- **QUESTIONS/CONCERNS:**
 - Susan Braniecki mentioned that it could be difficult to spare the best clerks because they are in high demand during MDEC rollout periods.
 - Stacey said that MDEC counties can be avoided.

ELECTION OF VICE CHAIR – Jenn Keiser

- Tim Sheridan will assume the role of Chair in January. Doug Hofstedt has been voted in as the new Vice Chair.

OTHER BUSINESS

- Bill Tench will be retired as of December 15, 2016. His replacement will be Lori Tabor-Finch, who will attend the January meeting.
- Sally Rankin’s replacement is Joy Keller, who will also attend the January meeting.
- Deputy Court Administrators should be invited to the January meeting.
- Sandy Smith and Marilyn Saulsbury are still dealing with major issues with judges’ signatures in MDEC. They would like a timeline for the fix.
- All interpreter invoices will have to be entered into GEARS beginning January 1st.

COMMITTEE UPDATES

❖ JUDICIAL COUNCIL – Jenn Keiser/Tim Sheridan

- The Social Media Policy passed.

❖ CONFERENCE OF CIRCUIT JUDGES – Jenn Keiser

- Judge Tillerson Adams discussed judge qualifications. Her main concern is regarding people who run for judgeships without previous courtroom experience. The question is how to set minimum qualifications for Circuit Court judges who do not go through the nomination process.
- Judge Cox, on behalf of Judge Eyler, presented an opportunity for the Circuit Court judges to review the records retention schedule drafted by the workgroup. She requested comments.

❖ CONFERENCE OF CIRCUIT COURT CLERKS – Tim Sheridan

- The Social Media Policy was the main concern. The Conference has adopted its own policy, which is similar. The Judicial Council has approved it.

❖ COURT TECHNOLOGY – Matthew Barrett

- No update. Matt was not in attendance.

❖ COURT ACCESS – Judy Lohman

- Judy sent out the minutes from the October 17, 2016 meeting. Another self-help center has been opened in Wicomico County.
- Remote court interpreting is still in the works.
- The Attorney Info Database is to be used to track attorneys’ status. The second phase will be released in March. Attorneys will be responsible for updating their own information in the database. The goal is for it to be compatible with MDEC.

- ❖ **SPECIALTY COURTS & DOCKETS – *Judy Rupp***
 - No update.
- ❖ **ADR – *Tim Sheridan***
 - The committee will meet on November 30th.
- ❖ **SENIOR JUDGES – *Sondra Battle***
 - The last meeting was on September 27, 2016. The AOC gave a presentation on Financial Disclosures and another on CONNECT for senior judges’ timesheets and mileage reimbursements.
 - A discussion was had regarding issues senior judges are encountering in MDEC.
 - The next meeting will take place on January 10, 2017.
- ❖ **COURT OPERATIONS – *Sandy Smith***
 - The next meeting will occur on December 5, 2016. The main task is looking into the Jury Use Subcommittee’s updating of the Jury Manual.
- ❖ **JURY USE**
 - The next meeting is on December 1, 2016. The manual is large, so there is a great deal of content to review.
- ❖ **CASE MANAGEMENT – *Tim Sheridan and Jenn Keiser***
 - Jenn is looking into the possibility of staying on the subcommittee, even though her term expires in December.
- ❖ **COURTHOUSE EQUITY**
 - No update.
- ❖ **FORMS – *Doug Hofstedt***
 - The wrap-up meeting will take place on December 13, 2016. Doug’s term expires in December, and a new representative will take over.
- ❖ **COURT REPORTING WORKGROUP – *Teri Scherer***
 - No update. Teri was not in attendance.
- ❖ **GRANTS ADVISORY WORKGROUP – *Sondra Battle***
 - This group has not met in a year. Faye will check with Judge Zwaig to find out if the group is finished.
- ❖ **RECORDS RETENTION WORKGROUP – *Jenn Keiser***
 - The records retention schedule is mostly complete. Once it has been reviewed at AOC, it will then go to Court Operations for additional review.
- ❖ **EDUCATION – *Judy Lohman***
 - An email is being sent to judges, encouraging them to sign up for the digital library. Only 74 have signed up so far.
 - The question was raised as to whether or not baby judges’ school happens too soon, before allowing new judges to settle in and set up staff.
 - Information will be sent to judges regarding signing up as mentors.

- There are conflicting reports as to whether or not enrollment caps on courses exist. More research will be done to determine this.

❖ **PROFESSIONAL DEVELOPMENT**

- A new brochure will be released, describing the new courses. It will require approval before being distributed.

❖ **JUDICIAL ASSISTANTS EDUCATIONAL PROGRAM**

- No update.

❖ **TECHNOLOGY TRAINING**

- Doug is willing to continue serving, but will wait to hear from the Chair for approval.
- The goal is to make sure everyone in the state and county networks has access to Office 365, to keep things consistent. Pam and Faye are looking into it.

❖ **STATE OF THE COURT REPORTS**

- No update.