

# CONFERENCE OF CIRCUIT COURT ADMINISTRATORS MEETING

**Minutes**  
**September 24, 2018**

## **Conference Members Present:**

Doug Hofstedt (Chair)  
Matthew Barrett (Vice-Chair)  
Melissa Batie  
Marina Fevola  
Belinda Hershman  
Michael Howard  
Joy Keller  
Eunice Plank  
Teri Scherer  
Tim Sheridan  
Kristine Short  
Sandy Smith  
Lori Tabor-Finch  
Burgess Wood

## **Administrative Office of the Courts:**

Lynne Murphy  
Faye Gaskin

## **Deputy Court Administrators:**

Nancy Faulkner  
Stephanie Medina  
Vicki Ross  
Erica Payne-Santiago

## **Court of Special Appeals:**

Greg Hilton

A meeting of the Conference of Circuit Court Administrators was held on September 24, 2018, at the Princess Royale Hotel in Ocean City, MD, beginning at 4:00 PM. Doug Hofstedt began the meeting by welcoming everyone. He then called for approval of the minutes from the July 17, 2018 meeting. Michael Howard moved to approve, and Melissa Batie seconded the motion. Minutes were approved.

## **VIDEO REMOTE INTERPRETER PILOT – Melissa Batie/Michael Howard**

- There was some confusion at last meeting, but this is not happening in Worcester. The pilot is occurring in Wicomico Circuit Court and Worcester District Court. The Access to Justice Department will be installing stations at both trial tables and on the bench to enable the use of small monitors and headsets. They will find out whether these will be permanently installed on the tables, or whether they will be portable. This will allow interpreters to be in Annapolis interpreting live in the courtroom. Initially, these will be used for shorter proceedings, and mostly for languages for which interpreters are hard to find. They will most likely be using live, local

interpreters for more common languages. This will be piloted and they will see how it goes before rolling it out.

- Sandy Smith asked, will it be possible to integrate with current technology, or does it need to be stand-alone?
  - It is not possible to integrate, and must be new.
- Teri Scherer asked, if portable, can it be used in any of the courtrooms, or only specific ones?
  - Melissa Batie will ask. The more equipment is moved around, the higher the likelihood that something could break.
- Michael Howard inquired, if interpreting is needed for private, confidential consultation prior to proceeding, is that possible?
  - It is not right now, but they can look at that. Video interpreting is not meant for more in-depth proceedings.
- Doug Hofstedt asked if this will be offered for only spoken languages, or for sign language, too? He shared that sign language interpreters are difficult to find, and can be challenging to deal with.
  - Melissa Batie says that, at this point, it seems like it will be just spoken languages.

### **RAVE ALERT REPLACEMENT SYSTEM – Doug Hofstedt**

- There is not much information as of today, but they are working to change out the program. The option being looked at is EverBridge, which will work in conjunction with CONNECT.
- Employees will need to log in to CONNECT and input their correct contact information, in order to be contacted in an emergency/inclement weather situation.
- A meeting was held last week, and it has been pushed back to the vendor for now. The goal is to have it in place before the first snow storm this winter.
- Everyone is encouraged to go into their RAVE list and make sure all contact information is there.
- Doug Hofstedt will be emailing with first steps to everyone soon.

### **RETIRED COURT ADMINISTRATORS AT JOINT CONFERENCES – Matt Barrett**

- Clerks invite retired clerks to dinner, so should we invite retired court administrators?
- Clerks have retired clerks pay for their own dinner and room.
  - Erica Payne-Santiago asked, what's the goal in doing that? Matt Barrett explained that it is to stay in touch, like a reunion.
  - Joy Keller suggested that perhaps they could include them at MAACM.
  - Michael Howard has been a part of groups where retired folks are invited with instructions that they will need to pay for themselves. Many will not come, but they appreciate the goodwill gesture of at least being notified and invited.
- Doug asked that people send him their thoughts about it, and if they have names and contact information for any of their retired administrators.

### **CANDIDATES TO TEACH NEW ICM COURSE (COURT GOVERNANCE) – Doug Hofstedt**

- This program is in consortium with 9 other states.
- They are currently looking for volunteers to be instructors.

- The training is next year to teach, and course will be taught next year, too.
- The course is 3 days long, and is typically taught by 3 or 4 instructors.
- Marina Fevola, Melissa Batie, Joy Keller, and Burgess Wood are interested in being instructors.

### **OTHER BUSINESS**

- Greg Hilton attended because his position is structured like a court administrator position. Bessie Decker is retiring effective October 1<sup>st</sup>, and he suggests reaching out to her replacement once they begin for more information.