



Conference of Circuit Court Clerks

Susan Braniecki, Clerk
Circuit Court for Worcester County
Chair
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Maryland Judicial Center
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Amy J. Craig, Clerk
Circuit Court for Dorchester County
Vice-Chair
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MINUTES

A meeting of the Conference of Circuit Court Clerks was held May 16, 2017, at the Judicial College Education and Conference Center in Annapolis, Maryland beginning 12 p.m.

Members Present

Hon. Susan Braniecki, Chair
Circuit Court for Worcester County

Hon. Marilyn Bentley, Clerk of Court, Circuit Court for Baltimore City
Hon. Mark Bowen, Clerk of Court, Circuit Court for Wicomico County
Hon. Amy J. Craig, Vice-Chair, Clerk of Court, Circuit Court for Dorchester County
Hon. Robert Duckworth, Clerk of Court, Circuit Court for Anne Arundel County
Markisha Gross, Administrative Clerk, District Court for Montgomery County
Hon. Sharon Hancock, Clerk of Court, Circuit Court for Charles County
Hon. Sydney Harrison, Clerk of Court, Circuit Court for Prince George's County
Douglas Hofstedt, Court Administrator, Circuit Court for Anne Arundel County
Hon. Charles Horner, Clerk of Court, Circuit Court for Somerset County
Hon. Scott MacGlashan, Clerk of Court, Circuit Court for Queen Anne's County
Hon. Barbara Meiklejohn, Clerk of Court, Circuit Court for Montgomery County
Hon. Timothy Miller, Clerk of Court, Circuit Court for Garrett County
Hon. Mark Mumford, Clerk of Court, Circuit Court for Kent County
Hon. Charlene Notarcola, Clerk of Court, Circuit Court for Cecil County
Hon. Wayne Robey, Clerk of Court, Circuit Court for Howard County
Hon. Donald Sealing, Clerk of Court, Circuit Court for Carroll County
Hon. Mary Ann Shortall, Clerk of Court, Circuit Court for Talbot County
Hon. Kathy Smith, Clerk of Court, Circuit Court for Calvert County
Hon. Dennis Weaver, Clerk of Court, Circuit Court for Washington County

Also Present:

Mark Bittner
Jennifer Boswell
Karen Bushell
Penny Custis
Pete Fenton
Katherine Hager
Ruth Martin

Denise McCready
Carol Miller
Theresa Mozzano
Eliana Pangelinan
Wendy Restein
Lee Robinson
Joyce Tippett

Wayne Robey moved for approval of the minutes of the March 21, 2017 meeting. The motion was seconded by Mark Mumford and unanimously approved.

1. TRANSFER OF RECORDS FROM ARCHIVES

Mark Bittner updated the Conference on the transfer of records from Archives. The purpose of the records transfer is to have a backup in the event that mlandrec is not available. Mr. Bittner stated that the backup database is not intended to be used as a vehicle to correct the existing system, but rather to serve as an alternative way to access records in the event of a system outage. He added that gaps have been found in the index that is being transferred, due in part to releases not being indexed. For example, the recording information of a short form release from 1970 is written in the margin of the original record of the corresponding Deed of Trust from 1960.

2. JUDICIAL BRANCH POLICIES OF GENERAL APPLICATION

Lee Robinson and Jennifer Boswell presented the Judicial Branch Policies of General Application, pursuant to Rule 16-806. There are five policies – *Accommodations of Disabilities; Confidentiality; Employment of Relatives; Prohibiting Discrimination, Harassment, and Retaliation; and Religious Accommodation* – that apply to all employees in the Judiciary, including locally-funded employees, as well as employees within the Judiciary Units. The policies will be effective July 1, 2017.

An inquiry was made regarding the classification study. The Human Resources Department continues to review market data to ensure the Judiciary is as competitive as possible. In response to re-writing PDQ's, Mr. Robinson stated that HR is in a consultant capacity and is available to assist. He asked the Clerks to feel free to contact HR with any questions.

3. For the Good of the Order

Bright Ideas Campaign. Ms. Braniecki, as Chair of the Conference of Circuit Court Clerks, is one of the judges on the campaign who will be deciding the top three submissions. The Bright Ideas Campaign was implemented to provide a forum for employees within the Judiciary to submit ideas on improving customer service. The first 300 submissions will be considered. The names of the people with the best ideas will be entered into a drawing for various prizes. As of May 15, 2017, there were 230 submissions.

Legislative Implementation. Ms. Braniecki requested a volunteer to represent the Clerks of Court at the Legislative Implementation meeting scheduled for May 19, 2017 at the JCECC; Robert Duckworth agreed to attend the meeting.

Committee Updates:

❖ Judicial Council

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- The next meeting is scheduled for July 26, 2017.
- ❖ Court Access and Community Relations Committee
 - Sharon Hancock emailed the minutes of the February 6, 2017 meeting.
- ❖ Court Operations Committee
 - The next meeting is scheduled for June 5, 2017. Topics of discussion include the workload study and the expungement manual.
- ❖ Education Committee
 - No update.
- ❖ Court Technology Committee:
 - Judge Margaret Schweitzer is working on the Secure CaseSearch issue.
- ❖ Conference of Circuit Court Administrators
 - The Joint Conference will be held in the spring of 2018. Clerks Sydney Harrison and Sherri Hancock will represent the Clerks of Court.
- ❖ Conference of Circuit Court Judges
 - There was a presentation on SharePoint, which is a collaboration tool that can be used to share and edit documents. The Conference has a SharePoint site and every member should have access. If not, they were advised to contact JIS.
 - The new Justice Reinvestment Act will be effective October 2017. One of the new provisions of the Act states that sentences cannot be modified on paper, a hearing must be held.
 - A juvenile expungement manual is being drafted.
- ❖ Rules Committee
 - No update.

There being no further business before the Conference, Ms. Braniecki adjourned the meeting at 1:42 p.m. The next meeting will be held September 19, 2017.

Respectfully Submitted,

Eliana Pangelinan, Staff