

**CALIFORNIA COURT ASSOCIATION  
BOARD OF DIRECTOR'S MEETING**

**April 29, 2007  
Costa Mesa, CA**

**I. CALL TO ORDER**

- The meeting was called to order at 9:00 a.m., by President, Jill Ramirez.
- Jan Weaver called roll call. Barbara Compton, acting as parliamentarian, stated that there was a quorum.
- A motion to approve the minutes from the August 9, 2006, Directors Meeting was, seconded and passed. The minutes were approved.

**II. PRESIDENT'S ADDRESS/EXECUTIVE OFFICER'S REPORTS:**

**Jill Ramirez - President**

The budget is good; therefore the CCA will be adding another training day. She thanked Willie and Andrea for stressing training in both of their acceptance speeches on Saturday. She thanked all the directors for disseminating CCA information to their members.

Jill asked the directors to add the committee of Historical Records Committee to the committee form.

Jill presented Barbara Rodgers with the Richard Benas Award.

**Anne Ouellette, - Vice President, South**

Thanked everyone for participation in the election. As president she wanted the members to know that she is very approachable. She met with her committee members on Friday. She thanked Orange County for a great convention and also thanked Contra Costa for helping out.

**Barbara Pudgorski – Vice President, North**

Met with only half of her committees on Friday. Many are working on their publications. Thanked the directors and chairs for their time donated to the association. Also thanked their families for allowing them to do so. Looking for a chair for the probate committee if anyone is interested, to let her know.

**Jan Weaver – Secretary**

Thanked everyone for voting for her to be on the board. Thanked directors for getting their proxies to her on time for her roll call list.

**Joe Gutierrez - Treasurer**

Joe went over the Expense Reimbursement Form. For this event, the CCA will pay two-night s, but need to show proof of registration. Also need to include receipts on the reimbursement form. Please make sure you include mileage, which is 48.5 cents per mile. Directors and chairs receive a food stipend. They do not need to include receipts for reimbursement of the stipend. The hotel parking is \$6.00; please make sure you include it. Also, include a self-addressed stamped envelope or it will take longer to return your fees to you.

**Dawn Diestelkamp – Past President**

This will be the last time she will be addressing the assembly. She had a great 5 years. During the past year she chaired the Nomination Committee that put together the Slate of Officers for 07/08; she worked on the Appeals Manual and chaired the Historical Committee, which was successful in the creation of the green pamphlet. The committee will now be referred to as the Historical Records Committee.

### **III. BUSINESS MANAGER REPORT: Helen Heath**

Thanked and hoped to see everyone at an upcoming training day. In 07/08 all members will receive a booklet instead of a folder with inserts. The booklet will replace the folder and contain all the same information.

Helen read a Treasurer's Report from July 1, 1953. At that time the association had \$717.00 in the bank and dues from 363 members at \$2.00 each. We've come a long way.

### **IV. COMMITTEE/LIAISON REPORTS:**

#### **Suzanne Schleder – Criminal Manual**

Reported that their committee had completed their updates. An insert packet is available to purchase at the Courtique or on-line now. The committee is proposing to work with the Training and Certification Committee to publish job aides for teaching tools like flow charts and cheat sheets for future courses.

#### **Kristie Lange – Accounting Manual Revision Committee**

They have a new Representative from the State Controller Office. They went over things that would be expected from each other. They do not have an updated accounting manual, only distribution manual. The update of the index on the website is current as of March 07. Kristie discussed how CARS and PHOENIX computer systems will be replacing the county's systems. Their committee discussed fee issues. Found that LA charges different fees than those regulated for the 2006 Uniform Civil Fees Act. They are looking for some new members, especially from the north. They do have a member from the AOC, which will act as their liaison for the association.

#### **Joe Gutierrez – Budget and Finance**

Joe handed out the Budget as of February 2007. Thanked the host's courts for keeping the costs down this year. Will be spending some of the money for training. Joe thanked Dawn for her service. He has added Appeals Manual Committee, Historical Records Committee and ADA as line items to our budget.

#### **Barbara Compton – Bylaws Committee**

Barbara handed out an 8 page Proposed Changes to the By-Laws to the directors, (attached herein to the minutes). A motion from the floor was made to accept the changes as set forth in the document; the motion was seconded, there was no discussion and the motion passed by a majority vote. There being no one in dissention, the changes are approved.

#### **Lina Longimere – Directory and Fee Schedule**

The committee met on Friday. She asked the directors to please check the new book for accuracy. They have reformatted the DMV section and LA index. The committee has set dates for review of the next book. Sales are currently on target. This book was dedicated to Mary.

#### **Sue Haro – DMV Liaison**

The DMV Committee met on Saturday. The Feds are still working with DMV to bring the state into compliance. We are under-reporting out-of-state convictions.

The format for the failure to appear and failure to pay abstracts will be changing by the end of 2007. DMV will send information to the courts as soon as the final decisions are made. We will need to report the out of state license numbers and state code including Mexico and Canada. This change may require program modifications to your case management systems.

The committee discussed the Real ID Act which when implemented will require we all to go a DMV field office to renew our driver's license. We will have to bring an original or certified copy of our birth documents and in many cases marriage/divorce or name change documents. If you have a passport by the

time you have to renew your license that will eliminate the need for any other documentation, as the Feds will have already verified who you are.

AB421 amends VC1802. Currently requires we report convictions within 10 days. Changes this requirement to 5 days.

AB217 will change registration renewals from annual to bi-annual.

AB881 Child restraint adds passengers must also be at least 4'9" along with 8 years old and 80 pounds.

The committee was successful in creating an index for the Abstract Reporting Manual. The committee members will be reviewing the latest version of the ARM over the next couple of months. They are close to a publication. All the current DUI legislation changes will be included.

DMV staff is very happy and grateful to be back with CCA.

Sue asked that if anyone had any suggestion for specific topics for DMV training, to please convey them to the Training and Certification Committee or to herself and she will forward them

### **Laura Rush - Legislation Committee**

The committee has been analyzing the upcoming bills that will impact the courts. They then make their suggestions to the AOC. In 2006 they co-hosted 3 New Law Workshops in which there were 318 participants. Their committee has 15 members, 9 agency members and 3 co-chairs. (One of the co-chairs is being mentored to take over in the future.) They are looking for a family law expert to join their committee.

There are 400 new bills this year. They will meet in June and finalize in September. They will again work with the OGA to put on the New Law Workshops. They will again be in Sacramento, San Francisco and Burbank in November.

### **Andrea Nelson– Membership**

Thanked the board for their supports. Thanked her committee members. They met on Friday and reviewed their accomplishments. They have increased membership this year; they wrote letters to the CEO's to ask for their continued support and updated the brochures with benefits and future training dates and locations.

The following counties received 75-100% membership certificates:

Del Norte	Fresno
Kings	Humboldt
Ventura	Placer
Siskiyou	Colusa
Modoc	Calaveras
Butte	Glenn
Alpine	Alameda

The committee discussed their challenges from last year and discovered that having good, accurate director information is important.

Andrea reminded the directors that they should hold elections during the month of May to end in June. The next Director's Meeting is July 14<sup>th</sup>.

**Maria Turner and Donna Fabian – Minute Book**

Their committee met on Friday. They asked that all directors give them the correct e-mail addresses as it saves money. They said they did not receive a lot of articles from directors during the past year. Suggested that they send in Believe it or Not articles or articles off the internet.

They will be including a section in the Minute Book spotlighting members of the organization. They are working on a questionnaire to send out and will be asking that it be e-mailed back. They will also be asking for biographies on the Board.

**Publications:**

**Civil –Cydney Fowler**

The committee finished the Unlawful Detainer Manual in 2006. The name will be changed to Landlord/Tenant. They are near completion of the civil manual with the CRC changes. The manual needed to be re-worked. They need more members and would like to mentor someone to become chair.

**Family Law - Anne Ouellette for Delores Martinez**

The committee met on Friday evening. They are almost finished with the Family Law Manual. It will be the first on ever for CCA.

**Juvenile Manual – not present**

No report

**Probate Manual- Jan Weaver (no chair)**

The committee met on Friday. They are looking for more members and a chair. They are working on the updates and will re-look at the manual again after July because of the new legislation that is coming out July 1<sup>st</sup>.

**Small Claims – Linda Krolnik**

Met on Friday. Would like to update the manual for revisions on abstract. New forms 105 and 108 are Request to Answer forms, similar to civil. Their committee will be meeting in Ventura in September.

**Willie Droegemeier and Pam Anderson – Training & Certification Committee**

The committee met on Friday. They completed their goals for this year. They continued to give articles to the Minute Book. They had eleven graduates from Level I; two from Level II and one from Level III. They will be offering another class in the fall on the Certificate Program and how to complete the process.

They had 690 attendees at the 3 training days this year at Chico, Harris Ranch and Palm Springs. The convention had 368 attendees here in Costa Mesa.

**Training 2007/08**

Ventura	September 15 <sup>th</sup>
Modesto	October 20
Solano	March 8 <sup>th</sup>
??	April 5 <sup>th</sup>
Concord	April 25 <sup>th</sup> for the Convention

**Training Classes:**

Beyond Bias	AOC Supervisor Class
Unlawful Detainer	DMV
Managing Your Assertive Style	Legal Advice

Convention Classes:

Bail Bonds	Probate
Dealing with Office Politics	DOJ
Certificate Program	How to Deal with Change
AOC Supervisor Class	DMV
Project Management	

**Website Committee – Barbara Pudgorski for Tomeianna Smith**

New chair for this committee, Tomeianna Smith from Kern County. Will be reviewing the website during the next couple of months to update the information.

**Ad – Hoc Committees:**

**Judicial Council Liaison - Claudia Fernandes**

The AOC is working with the CCA to compliment training- share trainers. We now have minimum education requirements that the AOC is mandating and CCA is a provider. There are also classes on-line.

Each court will now have a Training Coordinator. There is a Training Assistance Grant for the development of the training program. Can contact Maggie Chimino at 415 865-7801. Can check the COMET website as no password is needed any longer. Website is [www2.courtinfo.ca.gov/comet](http://www2.courtinfo.ca.gov/comet). There are a lot of resources with links to CCA and other websites. Also posted are calendars for future classes.

Dispute Resolution Classes are June 19<sup>th</sup> in Sacramento; June 21<sup>st</sup> in San Francisco and June 27<sup>th</sup> in Burbank.

Death Penalty Appeals Classes are set for May 25<sup>th</sup> in San Francisco, June 8<sup>th</sup> in Sacramento and June 22<sup>nd</sup> in Burbank. All courts should be receiving a Death Penalty Manual.

In development are the following classes:

Records Management	State Prison Abstract Course
Family Law Courtroom Course	

The AOC is looking for additional trainers. They have two CCTI weeklong courses each year. The next one will be in July in Santa Rosa. Claudia's e-mail address is in the Minute Book if you need to reach her.

**Historic Records Committee – Dawn Diestelkamp**

Dawn explained the reason why the committee was formed. The practice of creating a "record" stopped about 7 years ago. The committee will continue to create a "record" by making a scrapbook for the outgoing president and one for the committee. The committee will go back and re-create the books that were not done. It keeps an on-going history of the association.

**V. OLD BUSINESS:**

No old business

**VI. NEW BUSINESS:**

The Board of Directors will meet on Saturday, July 14, 2007 in Sacramento at the Arden Hilton

**VI. ADJOURNMENT**

A motion from the floor to adjourn was seconded; there was no discussion, the motion passed. Meeting adjourned at 11:05 a.m.

Respectfully submitted

Jan Weaver, Secretary CCA