

California Court Association  
Board of Director's Meeting  
August 2, 2008  
San Mateo, CA

Director's orientation held at 12:00 noon conducted by the Membership committee for all directors.

**Call to order**

President, Barbara Pudgorski, called the meeting to order at 12:43pm

**President's address / executive officer's reports**

President, Barbara Pudgorski introduced the officer's.

Presentation by Web Site committee – Chris Reich

Reviewed all links on page and asked for all suggestions to be emailed to Chris. Joe will continue to work with the WEB site committee as necessary.

Demoed the new WEB site to all directors – 12:46pm - 1:05pm

**Pamela Anderson** called roll call. Barbara Compton, acting as parliamentarian, stated that there was a quorum. A motion to approve the minutes from the April 29, 2008, Directors Meeting was seconded and passed. The minutes were approved

**President's Address / Executive Officer's Reports:**

**Barbara Pudgorski - President**

Barbara thanked the directors for their attendance and for voting her into the position. Superior Court Clerks association has had no contact with us and we are waiting for contact.

Barbara, Anne and Brenda attended. CCA showed support for NACM. Barbara won Starbucks gift certificate, most enthusiastic pin trader, \$50.00 gift card from vendor and the \$1,000 gift certificate to go to NACM in Boston next year. Topics were case management and court security and all seminars will be posted on the web site if you are interested. WEB site is NACMNET.ORG

**Brenda Lussier – Vice President South**

We had a great time at NACM and stuffed bags, hosted the meeting and NACM knew us by the end, as we were so visible. Visited with all committees this morning but WEB site as Ty's flight was canceled. Learned from each committee and enjoyed each visit.

Santa Cruz training day update – Linda Supelveda - August 16<sup>th</sup>, first time in Santa Cruz

Door prize weekend at a Judges beach house. If you come in on Friday night the boardwalk has bands that play. Hotel is right next to courthouse, Ocean and Water streets.

Bakersfield Training day update - October 25<sup>th</sup> -

**Jan Weaver – Vice President, North**

Visited with all committees this morning and saw everyone was very excited and is working hard on their manuals. If you can't be at a meeting please ask someone to come as your proxy, we will reimburse and it is a great opportunity for someone who has never done this before.

Lake Tahoe updates - September 20<sup>th</sup> –

San Francisco update - March 21, 2009, we are working on our training day and are excited about the event. At the San Mateo Marriott.

**Pamela Anderson – Secretary**

Welcomed all and asked anyone who did not turn in the proxy to please do so at the end of the meeting.

**Joe Gutierrez - Treasurer**

Covered the expense reimbursement - Get one night stay. Car rentals must be preapproved and have the e-mail attached to the expense form.

Mileage is 58.5

If you don't get a receipt for toll just write it down on the form.

Parking at the airport and at hotel.

Meals are for committee chairs only

Committee members and directors get a flat \$15.00 per event

Sign and date the form

Always send a self addressed, stamped envelope or Joe will put at the end of the pile and do last.

Indicate exact expenses.

WEB site will have all forms used by CCA. New reimburse form on web and it is fillable. It will calculate for you correctly. WEB site should be complete by the end of August.

Question: Mileage - Do I need to attach Mapquest? Joe: No, I will re-check.

Car rentals - Does CCA reimburse for the gas? Joe: No, but we will pay mileage.

Car Rentals – How do you get preapproval? Joe: You must e-mail me and I will approve. I will not approve for one person but will for a carpool. Read the bylaws for any additional questions.

Toll: Where do we add the toll fee? Joe: Add to the form and put down the amount.

Everyone should read the bylaws and be familiar with all rules.

The Association's primary function is training. All our money goes to training.

June budget was not mailed out as it was completed yesterday. Send e-mail to Joe with any questions.

### **Immediate Past President – Anne Ouellette**

Joe holds the Executive Board to the same car rental rules as the CCA members. We carpoled yesterday and it makes the trip more fun.

This year will be an easy year for me. I am supporting the President this year and then in the spring work with the nominating committee to get the new board into place. I also enjoyed NACM this year. I am excited for next year to have two representatives from CCA at NACM, Brenda and Barbara.

### **Business Manager Report – Helen Heath**

Please check your badges and correct any info and return at the end of the meeting. We are trying to keep our records updated.

If you have a \$14.00 charge for parking and you stayed last night get the fee removed, as they should not have charged you.

Sending out new member handbooks so be on the lookout. All info training days is in the brochure.

Next year, Napa, San Diego, Shasta / Siskiyou, Santa Clara.

Courtique items on sale: New portfolio, Badge holders, calculator/ Clock, purse hook, pocket secretary, pens, paperclip holder, mug, lanyards, keyboard cleaner, letter openers, writing pens, and a brief case.

### **Committee reports**

#### **Jill Ramirez - Historical Committee**

Met this morning and have three members who are very excited, creative, and talented. Working on playing catch up, working on two past presidents and the current president. We will be creating 6 albums for this next year. Each member has been given one president to work on.

Presentation of the president's book to Anne. Anne thanked the committee for the book and is very excited to review. I can't wait to look back on the year.

### **Jill Ramirez – Membership**

Andrea Nelson is the other co-chair and was unable to make the meeting today due to a vacation. We currently have 5,275 members and we are one of the largest associations. We hope everyone got to meet with the person assigned to your region. One of our goals is to contact the HR directors to see how many staff are eligible to be a member to ensure we get the certificates correct this year for 100%, etc.

Jill attended the CCTI ceremony and found many attendees were involved with CCA and were excited. Revising the brochure this year and creating a CD to send out to courts.

### **Barbara Compton – ByLaws**

First meeting and have two new members. Going through the bylaws and standing rules to see if any modifications are necessary. The rest of the committee will also review to see what should reflect the current practices. Reviewed some e-mail and discussed the questions.

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

Reviewed the June statement that was just received. We went over budget \$25,900 this last year. We will try to offset our expenses this year. The overage was due to the 4<sup>th</sup> training day added this last year.

Proposed budget review. Last year's 594,000; This year 485,000. We should not have any additional expenses this year, like last year. We may go over the amount, but that will be OK. WEB site budget increased to assist with completion of the web site. Sign language interpreters will also be included and we might go over a bit for this expense.

Questions: Under board meeting / conference workshops. \$1,000 to CCTI  
As an instructor we get \$50.00 per class and this is great. The goals for CCTI are similar to CCA. 4 – 6 goals are the same with CCTI. Training is the primary goal of both associations. Can you double the amount to \$2,000?

Joe: The board wanted to increase it we will need to open up for discussion. CCTI is very important to CCA. We also provide books, pens and notepads to CCTI each year. Money is sent to CCTI director to distribute to instructors.

Linda S – Santa Cruz - I am also a trainer for CCTI and I've taught 3 of the classes and a lot of the stuff we do to make the classes interesting. Each instructor takes money out of his or her pockets for supplies. There are always supplies the AOC can't provide due to budget issues.

Carol Hayes – Alameda - Questions; What is the money for that goes to CCTI? Is this a different association from CCA?

Rhonda: AOC - AOC gets the contract for all participants and pays for Hotel and travels and don't have a lot of money to pay for additional supplies. We can't get them money for treats or goodies, games, or additional handouts for the class. CCA has been wonderful in providing.

Jan: We have an MOU with the AOC and are working with them and we help them and they help us. We do both train.

Brenda: CCTI is training provided by the AOC. The money we give allows them, to be more creative, prizes, games, etc. Our court employees and CCA members attend this training. We support education and this is why we do this.

Anne: CCA has had a long-term association with CCTI. We organized this years ago. Your court sends you to CCTI and not CCA. This is very valuable and network with other staff and this money is very small.

Alisa Gerand – Butte: I was at CCTI this last time it is like a donation and I appreciated all of the games and prizes.

Joe: We are not supplementing CCTI we are donating money to the instructors. What we do is create a line item for this and justify the expense. Most students are CCA members and we supplement this instructor materials fund.

Evette King – San Francisco: I attended CCTI a few years ago, and I wanted to let you know I have some great handouts and tools of education that I still use today like a ring of oaths.

Joe: Most instructors take money out of their own pockets to get all the materials necessary for the class.

Liz Fridel – Placer: This does not pay salaries but provides for materials and projects.

Joe: Instructors take the money and buy stuff for students and not for a trainer fee. This donation started at \$400.00 and has gone up. We send the money to the AOC liaison and they forward to the instructors.

Rhonda Sharbono: Seven classes during the week, total of 14 classes in two weeks.

Question: Tina Gibson - What is the legislation fee for?

Joe Gutierrez: This committee works with the Sacramento legislation. The expense for this committee is for a training day in conjunction with the AOC. This year we are funding a training day, as the AOC LA office is too small. We found a way to accommodate everyone and we found a space with a large meeting room along with

smaller rooms. These sessions are overflowing with attendees. There are 15 committee members on this committee. Budget \$30,000 and we put it at this due to the added training for the AOC.

Motion by Ann Madden – Los Angeles “Motion to increase the \$1,000 to \$2,000 to go to CCTI.

Second to the motion: Yes

Discussion: None

Motion passed.

Joe: Increased CCTI \$2,000. New proposed 486,550.

We are automating the accounting process and we will be on line with QuickBooks by the end of August. The audit team will love this. As you send in your claims you will be reimbursed. I will not reimburse on site any more. This is to ensure the next treasurer is able to deal with all accounting processes. This will make auditing and accounting much easier.

Motion to approve budget

Second to the motion: Yes

Discussion: None

Motion passed

#### **Jan Weaver reported for Lina Longimere – Directory and Fee Schedule**

Planning 2009 book and updating errors. If you have moved or changed phone numbers. Contact Helen and she will update. Meeting in Concord they planned for the book and the color is a secret. The color of the book will be selected in September.

#### **Jan Weaver in place of Maria Turner and Barbara Rodgers – Minute Book**

Minute Book committee will be meeting on September 13, 2008. Requesting all directors and committee chairs to submit articles monthly for the publications. A suggestion was made to add a new feature on the Minute Book called “Did you know?” or “Interesting Facts from AOC”.

#### **Willie Droegemeier and Haydee Sigler – Training and Certification**

Haydee - 10 new members and three are specifically used for a reference manual. Reference manual will be worked on and updated. Two committee members are in the mentoring program.

Training: defaults court and clerk

Criminal court and clerk

Customer service  
AOC lead and senior  
DMV – Criminal and Traffic

Convention  
Juvenile appeals  
V4 – am and pm  
Grammar skills  
Intermediate / advanced bail bonds  
Family Lay Adoptions  
AOC so you want to be a supervisor  
DMV

Willie: When we do the training classes we try to cover all areas in the certification program. If you have any questions please let us know. Example: Customer service falls under personnel management and also communication. We are revamping our program this year and one thing is the attendance verification form. You will receive paperwork that will indicate you have attended the class; you will no longer receive a certificate. You will sit through the class and be given a form at the end of the class. This form will be filled out and the committee member in the room will provide a course code, sign and stamp. You will need to sit through the entire class to get this form.

Questions: What if I have a flight out earlier than the class is out? If you have to leave, you can leave a few minutes, but not more than 15.

Willie: If you leave the class early and then want credit at the end, it will not be provided. We are following the AOC guidelines in providing this form and not letting you leave in the middle of the class. We will provide additional info at the training days and this will benefit you. There will also be a sign in sheet at the back of the class. We will keep the sign in sheets so ensure you do sign in for each class.

Question: With the sign in sheet is any of the info being provided to the Training coordinators at your court?

Willie: No. Your certificate is your proof.

Question: If I take a class at CCA and then a college class are they the same or different

Willie: They are two different classes.

Questions: Will this take the place of the certificate?

Willie: Yes

Question: What is V4?

Willie: New CCMS

Joe: We have been having many members asking for duplicate certificates, as they have been lost. We will no longer be doing this.

Willie: You will now have control of your proof of attendance and not worry about getting your certificate. You can make a copy and turn into HR and know it is in your file.

Question: Are you starting at the first training day?

Willie: Yes

Question: Can you put the form on the WEB site?

Willie: No

Joe: One of the things with the WEB is we must limit what we have on the site, re: name, classes. WE don't provide the names of attendees who attend any training day.

Willie: We will keep the list of sign ins for each class and you can contact us if you need verification.

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

New rep from State controllers office has transferred to a different part of the office.

We now have a new person we will need to break in.

SB1407 - backburner. Bring increases in fees

SB1177 - dispute resolutions collections - may be an increase

Courthouse construction fund money - it is tied to PA monies and in the past most counties we have given the money to the county as they constructed. Now the state has the buildings there may be changes in this area.

We also discussed parking. Many years ago we collected parking but now we don't. Construction fund money is attached to parking. Some cites do not pass on construction money in counties. This has been an ongoing issue. Most have very old courthouse and the money is much needed. An audit will be coming sometime this fall. The automaton will really assist the audit and the checks will be readable.

Questions: Is there legislation re: the courthouse money now going to county and should go to state.

Christie: I think the state will work with the counties to get the MOU in place.

Question: Would the MOU be tied to the transfer of the building?

Christie: yes – someone in your court should know.

### **Sandra Silva – Legislation**

Committee has three co chairs – the guys are on vacation.

Legislation committee has two functions: Monitor court related legislation January – December. This can have an impact on your job or things that happen in the courtroom. The legislation is divided with the committee members and what they know best. They report back to the committee chairs and we work with the staff of Governmental Affairs.

We work with legislators and senators' staff to identify how to make legislation work well.

We look to see how this can be implemented in a court. We make sure the language is functional for the courts when made a law. We have stopped some awful stuff in the past.

We make a difference in being able to work with staff at AOC and they don't work in the court and don't have the experience we have how things get done at the court.

At the end of the legislation we take all bills and work with the staff at the AOC to work on the new law workshops. Regional new law workshops are held:

Bay Area AOC office SF Nov 13

Northern / Central Sac Nov 18 New AOC

Southern California Hotel near Manhattan Beach: Nov 19

The increased fee covers the cost of committee member to attend meetings along with the new law workshops. Also, the move to a hotel from the AOC office. This will enable us to NOT turn people away as we have in the past. We are supplementing the training expense, as the AOC could not move the site to a hotel.

Question: Status of court facility SB 1407?

Sandy: The legislature has put all attention on budget and has not accomplished anything. Bill is in assembly appropriation committee and is on hold until after the budget issue. It has an urgency clause on it and has in its contents and increases Civil Family Law filing fees, increase facility surcharge, and is expected to be the highlight of the new law workshop.

Question: Will this pass before the new law workshops?

Sandy: Legislation starts in January and introduces all bills and has a web site and they must be completed by 8/31/08. Everything must be finished or it will start over the next January. After the budget has been signed the bills should be signed in 30 days.

### **Sue Haro – DMV Liaison**

Committee met this morning. Colleen Baker from DMV will retire in March. Her replacement is Melissa Denton.

Abstract Reporting Manual released in September. Will be released in hard copy and CD. Disk will come with password under separate copy; you will receive on different days in the mail.

We are going to work with DMV on a survey that will go out to courts and determine what kind of customer service we get from DMV. This will go to Public Defender and District Attorney along with the court. If you have any examples of issues you are having with DMV send to Sue and she will forward to DMV.

Sue is serving on a committee with Jill Ramirez and it is with DMV, Cal trans, CHP, and other agencies and trying to create legislation for aggressive drivers. What is an aggressive driver? Next session will be education. How to get out to the LEA's is the next step. Legislation should be going out in about a year. Must determine what the consequences will be.

DMV received a grant improving timely reporting. October 1<sup>st</sup> law goes into effect for reporting all convictions in 5 days from conviction. DMV to hire consultant that will go out to courts and visit 120 courts and pull 30 cases from each and review the cases, how long to get through case, final dispo, what should have been reported. They will then provide to DMV and DMV will see if they have the information, was it complete, dispo code complete. DMV will create a report and send to AOC and a committee will be created to see if there is slow reporting or incorrect reporting.

Legislation: pending AB1385 – DUI on scooters or motorized - new code section, Misdemeanor and a count.

AB2082 chaptered – requires court to refer a person convicted of reckless driving to a 9-month program. Must report this information to DMV.

SB381 – authorized to vote on line.

Question: Do you have some legislation regarding boating and DUI's and how they are going to count them?

Sue: This is being worked on but don't have additional info. This is a prior event if caught again.

## **Publications**

### **Pamela Branscom – Juvenile**

Juvenile manual is completed and has a blue cover. We have both Dependency and Delinquency. Any suggestions or modifications please forward to me.

### **Rhonda Sharbono – Judicial Council Education Liaison**

Rhonda and Grace Tang will be working with the new class “Leads and Seniors” and they are excited to be working with CCA.

Questions: Do you develop new material for CCTI?

Rhonda: We find SME’s to create the training materials and class and create the broadcasts and CCTI.

### **Christine Porter – Civil**

Civil Unlawful Detainer manual has been renamed to Landlord / Tenant manual and updated. Will be reviewing the appeals section and updating as necessary. January 2009 will have many updates and we will include. Monitor any new legislation and update as necessary. Court call / tele conference has new legislation and we will put a few pages into the manual regarding this new legislation. Looking into putting in exhibits and destruction of documents for limited cases.

Question: Haydee: Are you going to update both Appeals for limited and unlimited,

Yes, we will cover both.

### **Linda Krolnik – Small Claims**

Three new members. Updated the manual to the 14 edition and waiting for production. Reviewing and updating the manual with new legislation and preparing a new procedure for SC 109 and SC114. Working on fees as well for the new fee schedules.

### **Patty Xaiver for Katie Summers– Probate**

Two new members on the committee. Completed second edition last year and we will be reviewing for any modifications. Will work on Will’s section and the difference between lodge and received.

New legislation regarding Indian Child Welfare Act regarding notification to the tribes the child is associated with. Is it an examiner or clerks office function? Want to create new section for minor's compromise. Some courts don't do this in Probate, but in Civil.

Watching for new legislation and make updates.

**Tina Dabbas – Family Law**

All new members on the committee. Have assigned sections for review and will have the manual out by the convention 2009.

**Brenda Lussier for Suzanne Schleder– Criminal Manual**

Working on updates for the manual by the end of the year.

Old Business - None

New Business - None

Next meeting Sunday May 3<sup>rd</sup> 9:00am in Fresno at the Radisson Hotel.

Motion to adjourn -

Seconded

No discussion

Motion passed

Adjournment – 3:33pm