

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

**April 27, 2008**

**Concord, CA**

**I. CALL TO ORDER**

- The meeting was called to order at 9:08 a.m., by President, Anne Ouellette.
- Jan Weaver called roll call. Barbara Compton, acting as parliamentarian, stated that there was a quorum.
- A motion to approve the minutes from the July 14, 2007, Board of Director's Meeting. A correction was made from the floor to correct the date of the Los Angeles Training Day from April 6<sup>th</sup> to April 5<sup>th</sup>. A motion to approve the minutes as amended was made from the floor and seconded. There was no discussion and the minutes, as amended, were approved.

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

**Anne Ouellette - President**

Anne thanked the directors. She told them that during the past year the Board met before each training day, provided supplies to CCTI, continued our partnership with the AOC and our Legislation Committee completed 3 New Law Workshops. We are financially sound.

All the training days were so successful that we had to add a 4<sup>th</sup> training day this year. We had 456 participants at the convention.

Anne re-announced the awards given at the luncheon yesterday.

Dick Benas Award to Michelle McLaughlin  
Leadership Award to Jill Ramirez  
Distinguished Service Award to Sandy Silva  
President's Award – Dawn Distelkamp

Anne presented the board members with certificates.

**Barbara Pudgorski – Vice President, North**

Thanked the directors and chairs and is looking forward to the upcoming year. She met with all her committees on Friday and their chairs will give presentations this morning.

**Brenda Lussier - Vice President, South**

Thanked the directors and chairs and was looking forward to their reports.

**Jan Weaver – Secretary**

Thanked the directors and chairs. Reminded the directors that when a committee member contacts them, to try and take the time to respond.

**Jill Ramirez – Past President**

Thanked the directors and chairs for the opportunity to serve them as a Board Member. It gave her the opportunity to see how CCA truly works.

**Joe Gutierrez - Treasurer**

Joe went over the reimbursement form with the participants. Directors can receive two nights stay if they attend both the training day and the Board of Director Meeting. Mileage will be calculated to 50.5 cents per mile. Directors and committee members get a one-time stipend of \$15.00. Joe reminded them to get receipts for the toll bridge. If they cannot, he asked that the director write it on their form. Car rentals are only paid with pre-approval.

Joe will try to get the reimbursement back within two weeks. If you have any questions you can call him or e-mail him.

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

Helen thanked the staff from Contra Costa County for the wonderful convention. CCA held training days in Ventura, Stanislaus, Solano and Los Angeles Counties. Helen explained that we plan training days and conventions 2-3 years in advance and at this time are looking at 2009/2010. If any county is interested to please contact her.

Helen thanked Anne, her brother Christopher and the membership for all their continued support.

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

#### **Historic Records Committee – Dawn Diestelkamp**

CCA realized that they almost lost 10 years of history and created a new committee to ensure that this will not happen again. Dawn explained that her committee needed to create a process on how to accumulate things for the outgoing president. In that process it was decided that the out-going president would get their Memory Book at the First Board of Director's Meeting of the year. They also had to play catch-up for 10 years and figure out who didn't get a Memory Book. Last they had to make a second copy of the Memory Book for historical archiving to be maintained by the Business Manager.

Dawn thanked her committee members who put a lot of hours and dedication into the books. Books were distributed to Gordon Park-Li, Dee Iverson, Dawn Diestelkamp and Jill Ramirez.

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

Kristie reported that this was the first year without the former State Representative and that they were learning together with the new State Representative. Updates are coming out for distributions. At their meeting on Friday they discussed the new legislation regarding fees & fines. They want to find a uniform way to do it. A lot of the counties have already been audited by various agencies.

They are looking at the AOC new financial system and how it will interact with the Case Management System and the budget. Their committee has had discussions with other courts that are currently on the new financial system.

#### **Budget and Finance - Joe Gutierrez**

Joe reported that CCA is solvent and has half a million in reserves. We are in a good position should the economy have any problems. The board does a good job of looking over the budget. This year we did add a sign-language interpreter.

#### **Bylaws Committee - Barbara Compton**

Their committee met on Friday to get the indexes up to date for better cross-referencing. They are almost done. There is one proposed change to the By-Laws and two proposed changes to the Standing Rules, attached hereto for reference.

There was a motion from the floor to approve the proposed change to Article VII – Officers, Section 10. The motion was seconded, there was no discussion and the motion passed by a majority vote.

There was a motion from the floor to approve the proposed change to Standing Rule I – Procedural Guidelines for Budget Process, Section D. The motion was seconded, there was no discussion and the motion passed by a majority vote.

There was a motion from the floor to approve the proposed change to Standing Rule XVII – Historical Record Committee, Section A. The motion was seconded, there was no discussion and the motion passed by a majority vote.

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

The committee met on Friday. Lina said she has a great committee and that they have a lot of good ideas. She asked the directors to please contact someone on the committee if they know of any changes. Their committee will meet again in Tahoe.

**Sue Haro – DMV Liaison**

The DMV Reporting Manual is almost done.

The DMV Liaison Survey went to all the CEO’s. They received a fairly good response. DMV is still reviewing. Their intent was to determine if your court is reporting DUI’s timely and if not why not. Second piece is to determine how the DMV can help or identify why courts are unable to report timely.

2008/09 the DMV Liaison wanted to know what type of classes to present at the training days. It was suggested that the day be split, with 3 hours devoted to criminal and the other 3 hours devoted to traffic. Juvenile would be addressed in each class if appropriate.

Upcoming Legislation –

- AB1385 – deals with juvenile DUI sanctions
- AB 2022 – deals with CVC 12500a; 14601.1; 14601.3. Requires the court to grant a 90-day continuance for the defendant to obtain a valid license.
- AB 2073 – covers H&N 668 & PC 191.5. Makes these sections priorable for 10 years, same as DUI. It is currently 7 years.
- AB 2017 – Provisional license – juvenile license will be issued for one year. Juvenile must prove they are attending school.
- AB 2233 – Prohibits driving with any live animal in your lap.
- AB 2414 – Gives the school board the authority to suspend the driving privileged for truancy. License cannot be reissued until age 18 years or the board agrees.
- AB 2784; SB 1388; SB 1190 – are bills that cover interlock.
- AB 2798; speed 22348b > 100 mph. Gives officers discretion to file as an infraction or misdemeanor. Suspension is increased to 90 days.
- AB 2110 – will require a license to operate a boat or watercraft with a motor. Will have to complete an approved boating class.
- VC 41500 – dismissals – The committee has been working with the DMV for a few years to create an agreed upon process to handle these requests. DMV met with the Department of Corrections. They are willing to make a few changes but not all the changes DMV was requesting. DMV will continue to meet with them.

**Legislation Committee – Sandra Silva**

Thanked Anne for her award. Sandra explained the process of how the Legislation Committee uses Subject Matter Experts from different size counties and how they try to make the new legislation something that all courts can work with. They feel they are effective.

Their committee has a collaboration with the AOC and many other state agencies. They give their input as to pending legislation.

They held three New Law Workshops this year, partnering with the AOC. As usual, the AOC supplied great material for the workshop.

They are currently tracking 300-400 pieces of new proposed legislation.

AB 1491 was adopted on 4/23/08 as an urgency bill for transfer of court facilities to the state.

**Membership - Andrea Nelson–**

The committee met on Friday. They reached their goals of reaching out to the directors. We currently have over 5,000 members. They contacted the CEO’s regarding training days and classes. Next year they will work out an “eligible member” list so counties will know whether they attained their 75% or higher of membership. The following counties received membership awards:

Alpine	100%	Placer	90 %
Calaveras	100%	Madera	100%

Butte 100%  
San Francisco 100%  
Ventura 90%

Siskiyou 100%  
Shasta 79%

**Minute Book – Maria Turner**

Their committee met on Friday and they went over their goals. They hope everyone likes the new look of the Minute Book. Maria presented two members with \$50.00 awards for submitting articles, Debra Pineada from Orange County and Misty Tisher from Los Angeles County.

The only had one person contact her with their numbers from the Minute Book. Remember that 7 numbers are put in the Minute Book and participant can win a gift certificate for \$15.00. Next articles are due mid-May for July 1<sup>st</sup> Minute Book.

**Publications:**

**Civil –Cydney Fowler**

Their committee met on Friday. They have completed the major revisions and default judgment section. They are thinking about adding an exhibit and record destruction section. Unlawful Detainer is updated and completed. They are tracking new legislation. Cydney announced that we will be looking for a new chair.

**Criminal – Suzanne Schleder**

Not present – no report.

**Family Law – Dolores Martinez**

Not present – no report.

**Juvenile Manual – Terri White**

The committee is revising the Juvenile Manual. They met three times this past year and feel they were successful.

The manual is now with Helen for publication.

**Probate Manual- Katie Summers**

The are in their second edition and have added some new sections. The laws changed for conservatorships last year. They have already sold 100 copies of the new edition and it is into the second printing. Katie thanked her committee. Goal for next year is to watch new legislation to see if legislation changes guardianships the same way they did conservatorships.

**Small Claims – Linda Krolnik**

Linda reported that her committee communicated by e-mails to update the manual. There was a change in the CRC that the \$100.00 fee would not be allowed reimbursed, that the plaintiff could only receive back either \$30.00 or \$50.00. Updated Section IV, Request to Pay in Installments and included the new forms. They hope to meet 3-4 times next year.

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

They completed their goals from last year. They had 787 participate at their training days, 456 participate at the convention, they completed the updates for the Certification Program, they each submitted an article to the Minute Book and have secured trainers for 2008/09. They will continue to work with the AOC for trainers.

Training Days:

Santa Cruz	8/16/08
El Dorado	9/20/08
Kern	10/25/08

San Francisco	3/21/09
Fresno	5/2/09 (convention)

Classes for Training Days:

Defaults (Court and Clerk)	3 hours
Criminal Processing	3 hours
Criminal Courtroom	3 hours
Performance Evaluation	3 hours
DMV – Traffic/Criminal	3 hours each or 6 hour all day
AOC – Lead/Senior	6 hours

Classes for Convention:

Juvenile Appeals	3 hours
V4 Classes am & pm	3 hours each
Intermediate Bail Bond	3 hours
Advanced Bail Bond	3 hours
Family Law Adoption	3 hours
Grammar Skills	3 hours
AOC-Want to be a Supervisor	6 hours
DMV	6 hours

**Website Committee –Tomeianna Smith**

Tomeianna had a visual presentation of the new web site. Goal would be to have the CCA Website as part of each court's intranet. Web site is [www.calcourt.org](http://www.calcourt.org).

**Ad – Hoc Committees:**

**Judicial Council Liaison - Claudia Fernandes**

Claudia said that the CCA is one of the best clerk associations in the nation. We share resources with the AOC. Currently there is 18,000 court staff and 3,000 managers/supervisors. The AOC is looking at ways to collaborate with CCA. Claudia will now be the president of the National Education Organization and will be recruiting CCTI Trainers. If anyone is interested in being a trainer, to send Claudia an e-mail at [claudia.fernandes@jud.ca.gov](mailto:claudia.fernandes@jud.ca.gov).

AOC also has the Comet Website – for additional educational resources. It's address is [www2.courtinfo.ca.gov/comet](http://www2.courtinfo.ca.gov/comet). All manuals are on line.

**V. OLD BUSINESS:**

At the last Board of Director's meeting the issue regarding length of term of office for directors was raised. It was decided that no decision would be made at that time, but was open to suggestions. A motion was made from the floor to open a discussion to discuss the terms of the directors to change from the current term of one year back to two years. The motion was seconded. After lengthy discussion, and their being no further motions, the discussion was closed.

**VI. NEW BUSINESS:**

We will soon have a registration screen on the web site, but not sure how soon. Helen needs to speak with the programmer. We will also be looking at on-line registration using a debit card.

A suggestion was made that maybe the association could look at scholarships or another way to help offset the cost of participating training days.

A suggestion was made that the host court for a training day or convention do a raffle within the court. We can not encourage raffles as many counties feel that it is gambling and against the law.

Next Board of Director's Meeting will be August 2<sup>nd</sup> at 12:00 sharp in San Mateo. Lunch will be provided. Committee meetings should be scheduled in the morning.

**VI. ADJOURNMENT**

Meeting adjourned at 11:58 a.m.

Respectfully submitted

Jan Weaver, Secretary CCA