



California Court Association Fresno Spring Training Day Class Summaries & Facilitator Bios Saturday, April 13, 2019

Leadership II Program – Module III Effective Proposal Writing (6 hours – all day)

Facilitator – Cindi Maynard

In an organizational setting, people write for three reasons: to inform, to evaluate, and to persuade. For each of these purposes, a structural pattern will produce the best result. This course will focus on persuasive writing. **Participants will compose a proposal using the structural NOSE pattern. Participants will be composing a proposal.**

**This course requires attendees to bring a laptop with Microsoft Word installed. Internet access will be available at no charge to each class participant.*

Post Release Community Supervision (PRCS) & Parole – Processing (3 hours. am class)

Facilitator – Jodi Leveque

This course will discuss the changes in the felony sentencing rules and provide a basic understanding of the concept of realignment, including background, purpose, and change in court processes. Course objectives include; identifying qualifications for sentencing under PC 1170(h) and how to be able to differentiate between Probation, Mandatory Supervision, PRCS, and Parole.

Cindi Maynard is the LEAD Staff Development Specialist for the Riverside Superior Court. Cindi has been with the Riverside court over 11 years, and develops, facilitates, and coordinates a wide variety of professional, leadership, and staff classes for the Riverside Superior Court. Cindi has been a CCA member for 10 years, has facilitated numerous classes for CCA, and currently serves as the CCA Training & Certification Chair.



Jodi Leveque is the Court Operations Manager for the Criminal and Traffic Division of the Solano County Superior Court. She previously worked for the Napa County Superior Court for over 21 years. Jodi has worked in every division of the courts, but has extensive knowledge and experience in matters relating to criminal and traffic. She has served on the California Court Association's Legislative Committee since 2000 where she analyzes criminal and traffic bills and the effect they may have on the courts. She is also the chairperson of the Criminal Procedure Manual Publications Committee for CCA. She is a member of CJER's Trial and Appellate Court Curriculum Advisory Committee and the Criminal subcommittee, as well as the Attorney General's Advisory Committee on Criminal History Record Improvement. Jodi also teaches Criminal Procedures – Counter to Courtroom for the Court Clerk Training Institute.



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Introduction to Prison Abstracts (3 hours, pm class)

Facilitator – Jennifer Carter

This course will introduce Prison Abstract forms to clerk's office clerks, courtroom clerks, and those who want to be courtroom clerks. Course topics will include an overview of prison abstracts, the purpose of prison abstracts, differentiating the various forms, information court clerks need to include with prison packets and recognizing common issues and problems that court clerks receive from the California Department of Corrections and Rehabilitation (CDCR).

Preparing for Leadership (6 hours – all day)

Facilitator – Rob Marshall

This course is intended for any court employee who is **NOT** currently in a manager/supervisor position. During the course, participants will explore some of the core competencies involved in leadership, how these competencies relate to their current roles and how leadership skills can be developed within them.

Jennifer Carter has been with the Solano County Superior Court for the past 18 years. She is currently assigned to a Felony Courtroom, and has previously worked in Criminal, Juvenile, Civil, Family Law, and Traffic courtrooms. Jennifer has taught courses on Felony Abstracts for the 2019 CJER course year. On her own time, Jennifer tutors for the Solano County Literacy program.



Rob Marshall is an Education Developer with the Judicial Council's Center for Judicial Education and Research (CJER). Prior to joining the Judicial Council in July 2017, he worked in education for over 10 years, which included 5 years teaching a variety of language and professional skills courses to participants in a number of different countries around the world. Most recently, he worked in San Francisco as Director of Studies at Stafford House International, where his focus was on curriculum development and teacher training. When he is not at work, Rob can likely be found watching his beloved Liverpool Football Club, or camping somewhere in the redwoods.