

**Judicial Staff Education Committee  
Draft Minutes  
October 10, 2014  
10:00am – 12:00pm  
Arizona Supreme Court – Education Services Division**

<b>Present In Person:</b>	<b>Present Telephonically:</b>	<b>Absent:</b>
Kip Anderson, Chair	Shelly Bacon	MaryJane Abril
Rafaela de Loera, Vice Chair	JT Hilton	Theresa Barrett
Mary Blanco	Kathy Schaben	Gretchen Maynard
Carla Boatner	Dr. Bernie Ronan, Ph.D.	Suzette Williams
Susan Holliefield		
Joe Legander		
Wendy Perkins		
Jodi Rogers	<b>AOC Staff in Attendance:</b>	
Andrew Urias	Gabe Goltz	
	Renu Sapra	<b>Guests:</b>
	Harriet Ramsbacher	Matthew Estes
	Jeff Schrade	
	Jennifer Wildeman	

1. Call to Order & Administrative Business:
  - a. Call to Order – Chairman Kip Anderson called the meeting to order at 10:05am.
  - b. Welcome Members – Members introduced themselves. Guest Matthew Estes was introduced by Rafaela de Loera as a new Pima County Training Coordinator (TC) and a potential JSEC member.
  - c. Review of 7/31/14 Minutes – The minutes were reviewed. Ms. de Loera moved to approve them as read. Jodi Rogers seconded. Motion was approved.
  - d. Review of completed action items – Renu Sapra reviewed the action items:
    - i. 2014 JSEC Goals - completed
    - ii. Training topics for judges for the next Judicial Conference - the actual list of classes will be discussed later in the meeting.
    - iii. The current strategic agenda – a copy of the new ‘Advancing Justice Together’ agenda was handed out to all members.
    - iv. National Association for Court Management (NACM) video link was sent out to all Training Coordinators. Ms. de Loera had asked at the last meeting to take a look at potential topics for the Judicial Conference. She likes mirroring those topics at the Blended Learning Staff Conference (BLSC) as well as incorporating them into the JSEC committee goals. Gabe Goltz, who staffs the Judicial College of Arizona (JCA) committee, reported he would be happy to provide as much of

this information as he can. He also noted that many of the Judicial Conference sessions were posted on Wendell for all to listen with supervisor approval.

2. Chair/Vice Chair Updates:

- a. COJET - Mr. Anderson reiterated that he has enjoyed his membership in COJET. Some notes from the meeting:
  - i. Jeff Schrade noted in his Education Services (EdSvcs) directors report that training hours are trending up. Ms. de Loera and Joe Legander both reported they keep training hour statistics. With training done on a shoestring and no paid faculty in Pima County and three paid full-time trainers in the clerk's office in Maricopa County superior court, both counties report line staff and courtroom clerks are at the 16 hour training threshold. Supervisors report much higher numbers of annual COJET training. Mr. Anderson suggested that this is good feedback for Training Coordinators (TC's). How supervisors focus on training drives how their staff reacts.
  - ii. Mr. Schrade also shared information from the CLIA committee. He noted that CLIA Chair Kent Batty mentioned testing problems with cheat sheets in some of the ICM programs. Mr. Goltz noted that Dave Byers wanted a way to measure learning and ultimately was the one who pushed testing in our classes. Most other states do not test. It seems that people focused on passing tests instead of learning. CLIA discussed the incident thoroughly. Education Services staff has completed one class utilizing a new open book testing concept. Passing percentage is approximately the same as with closed book testing. He reported that EdSvcs Probation unit manager Chad Kewish said that his staff talks about ethics policies prior to the start of all of their classes. Mr. Goltz will talk to Mr. Batty to possibly do something similar at ICM classes. He added that participants in Probation Officer Certification (POC) classes, must pass the class, or they lose their jobs. The level of scrutiny is much higher than in the ICM program. Kathy Schaben reported that three participants from her county who experienced the open book testing were very much in favor of it.
  - iii. Mr. Batty talked about the development of new executive leadership courses.
  - iv. The Committee on Probation Education (COPE) is looking at changing their orientation program and possibly adding some vicarious trauma training. Ms. De Loera reported they have done a lot of this in Pima County.
  - v. Kirstin Lewis with Maricopa County Adult Probation taught at the Judicial Conference on vicarious trauma in sessions that were very well received. In fact, this has become a hot topic. Her job has evolved into doing these trainings. Please contact her if interested. Mr. Anderson suggested that we could include this as a topic for next year. The next COJET meeting is in December. Mr. Anderson and Ms. de Loera will both attend.

3. Sub-committee Updates:

- a. Security – Mary Jane Abril was not in attendance so there was no security report.
- b. Local Updates –
  - i. Susan Holliefield reported that her court's series of completing the big picture 'lunch and learn' sessions are continuing and have proven very successful. They have invited judges as well as state and public defenders to provide the training. From one training session on the appeals process, presented by a Maricopa County superior court judge, participants walked away with a host of cheat sheets. She announced some upcoming training sessions in her court: the basic steps of criminal cases; a domestic violence class presented by Kay Radwanski

from the AOC scheduled for February; a presentation on Minimum Accounting Standards (MAS) by Jennifer Jones is scheduled that same day.

- ii. Mr. Legander reported on a leadership retreat for 70 to 80 people that was held for Superior Court. Don Jacobson facilitated a very informative presentation on adaptive change vs. technical change. He also included activities about change to help illustrate his points. Mr. Legander would highly recommend this program for other groups. The other part of the leadership program included short yet informative video biographies of historical figures. Supervisors then created slightly longer videos detailing their different leadership styles.
- iii. Ms. de Loera spoke about the very talented and creative people on her training staff in Pima County. For example, staff painted their hands purple in support of domestic violence month. Suzette Williams created four videos for domestic violence, and she brought in purple plants and posters with hundreds of handprints. Ms. De Loera spoke of other upcoming trainings in support of Spanish heritage month and a non-facilitated PBS brain fitness series available for viewing.
- iv. Shelly Bacon reported that elections are scheduled next Friday for the Arizona Courts Association (ACA). She will have an update at the next meeting. The next spring conference will be April 22 through 24, 2015, in Prescott. Please let her know if anyone has suggestions for presenters.
- v. JT Hilton noted that he has been trying to get caught up from being on the road for the last three weeks, so he has nothing to report.

#### 4. Court Services Division Update:

- a. Theresa Barrett did not attend so there is no Court Services update.
- b. Mr. Goltz reported that Elizabeth Evans from the AOC's Court Services division (CSD) is working on best practices for operations reviews and will be making some announcements soon. He is also working with a CSD work group on operation training for clerks. As a result of last year's elections, there are a large number of new clerks of court. The AOC will be putting together some new training for them probably in February or March. Many of the new clerks have a steep learning curve as they have no court background. EdSvcs is trying not to do much in late January/early February due to Super Bowl activities surrounding the Judicial Education Center (JEC) and downtown in general.

#### 5. Education Services Division Updates:

- a. Blended Learning Staff Conference (BLSC) - Ms. Sapro reported that a survey was sent last Friday to all TC's and field trainers to determine how many courts participated in the conference. She will share the results with the committee at the next meeting. Language access and social media were the topics of the two webcast plenaries. There were also three in-house breakouts. Due to technical difficulties, the morning webcast was unable to be broadcast to outside courts, although this was corrected for the afternoon plenary.
- b. 2015 Training Coordinators Conference - The 2015 TC conference will be held at the JEC on March 27. Ms. Sapro will be sending out a 'save the date' email soon, and she hopes that attendance will increase this year. Ms. de Loera reported that JCCE has some recommendations for the next conference that she will share with Ms. Sapro.
- c. Excellence in Education Award - Ms. Sapro asked for volunteers to participate on a sub-committee to choose Excellence in Education nominees. Ms. Holliefield, Mary Blanco, Ms. Bacon and Wendy Perkins volunteered. Ms. Sapro will be sending out packets to the sub-committee in January for review of potential candidates.

- d. Code Changes – Mr. Goltz noted that Mr. Schrade should be credited for shepherding the multiple and ever-evolving COJET code changes through the various challenges it has faced. This is the 3<sup>rd</sup> major policy change since he became director of EdSvcs, and it is thanks to his leadership and technical expertise that the project is complete. A court security element was added for 2015 and will be required each year going forward. Ms. Sapra will be hosting ½ hour webinars on October 15 and 17 during which all TC's and trainers will be invited to discuss the code changes and give feedback. Feedback and comments can also be given on-line. It has not yet been clarified what 'computer security' actually means although he pointed out that other core requirements are not specifically defined within the code. Mr. Goltz announced that the Court Leadership Conference (CLC) will be held later this month. The CLC brings together all the leadership teams of various courts, large and small, in one place. He also announced a new initiative called Our Courts Arizona which is intended to provide civics education to adults in the community to help counter public misconceptions and prevent political attacks on the judicial branch. This project, sponsored by Justice Pelander, is intended to share how courts operate and judges make their decisions. While we in the judicial branch take this for granted, it should be noted the public is often not aware of how the branch works. Judges will be giving short presentations to various community groups and organizations. Train-the-trainer sessions are currently being planned. More information will be coming out next spring. Mr. Goltz asked for ideas of any groups that might be interested in receiving this training. He added that several states have already rolled out the program and we are trying to build on their success. He is the staffer for this project so let him know what suggestions you may have. Mr. Anderson sent out an email last week to get point of contact information from each county.

6. JSEC 2015: The Year Ahead:

- a. Strategic Agenda –Ms. de Loera suggested that as homework for the next meeting, members should take a look at the strategic agenda and pick out topics they want to include as part of the agenda for JSEC in 2015. She also suggested that everyone look at the JSEC mission statement to see if it needs updating as well as the JSEC website – who we are, what we want to do and how we are going to get there. Ms. Sapra will send a link to the website prior to the next meeting. Mr. Goltz reiterated how important it is that we stay in line with the strategic agenda, especially over the next five years. Implicit bias and forensics are topics of interest for Chief Justice Bales so they may appear in different trainings at some point. There will be lots of upcoming opportunities for JSEC as well. He said that the new chief justice is very supportive of education as was Chief Justice Berch. It is an exciting time to be in the judicial branch.
- b. Membership Update / Chair Farewell:
  - i. Ms. Sapra reported that we currently have 7 vacancies. She submitted 8 nominations yesterday and once they are approved, she will advise the committee.
  - ii. Mr. Goltz announced that Mr. Anderson is leaving both the chairmanship and the committee when his term expires in December. He pointed out how nice it has been to have committee leaders from outside of Maricopa County. A plaque was presented to Mr. Anderson who stated that he has enjoyed his time on the committee and has become a stronger advocate of education as a result. He wants another court administrator to have the experience he has had over the last couple of years.

7. 2015 Meetings:

- a. March 20, 2015

- b. July 10, 2015
  - c. October 9, 2015
8. New Business and Call to Public:
- a. No public answered.
9. Review of Action Items:
- a. 2014 BLSC numbers
  - b. Excellence in Education Award sub-group update
  - c. Send JSEC website link to members to review
  - d. Send Strategic Agenda to members to review for possible 2015 JSEC goals
  - e. Survey the membership for TC conference agenda suggestions
10. Adjourn: The meeting was adjourned at 11:29am.

DRAFT