

COURT LEADERSHIP INSTITUTE OF ARIZONA (CLIA)

Judicial Education Center
541 E Van Buren, Suite B4
Phoenix, AZ 85004
Minutes of the
August 21, 2008 Committee Meeting

<u>Committee Members Present:</u>	
Judge Louraine Arkfeld, Chair	Presiding Judge Tempe Municipal Court
Judy Aldrich, Ed.D.	Professor, Chandler/Gilbert Community College
Kent Batty, Vice Chair	Court Administrator, Superior Court in Pima County
Mike Baumstark	Deputy Director, Administrative Office of the Courts
Carol Boone	Chief Probation Officer/Juvenile Court Center Director, Maricopa County Juvenile Court
Alice Bustillos	Detention Director, Superior Court in Maricopa County
Judge Margaret Downie	Associate Presiding Judge, Superior Court in Maricopa County
Phil Hanley	Director of Human Resources/ Administrative Services Judicial Branch of Arizona in Maricopa County
Rodger Hartley, Ph.D.	Associate Professor of Public Administration and Policy, University of Arizona
Don Jacobson	Court Administrator, Flagstaff Municipal Court
Judge John Lamb	Associate Presiding Judge, Superior Court in Navajo County
Denise Lundin	Clerk of the Court, Superior Court in Cochise County
Michael Malone	Court Liaison, Superior Court in Pinal County
Judge Kathy McCoy	Presiding Judge, Kingman Municipal Court
<u>Committee Members Absent:</u>	
Frank Corrales	Court Administrator, Superior Court in Santa Cruz County
David Sanders	Chief Probation Officer, Superior Court in Pima County
<u>CLIA Staff Present:</u>	<u>Guests Present:</u>
Deborah King, Program Manager Susie DeLeon, Program Assistant Vikki Murillo, Program Specialist Gabe Goltz, Program Specialist	Cathy Lowe, Division Director, Education Services, AOC

Call to Order, Administrative Business

Judge Louraine Arkfeld welcomed new member Professor Roger Hartley, from the University of Arizona.

Judge Arkfeld called for all members to review the minutes from the June 28, 2008 meeting. Judge Arkfeld asked if there were any changes or corrections to be made. No changes were recommended. The minutes were approved.

MOTION: CLIA 2008-04

Education Services Division Updates and Program Calendar

Ms. Cathy Lowe announced several recent changes to the structure of the Education Services Division, including the combining of the CLIA unit with the Judicial Staff Education Committee (JSEC) unit resulting in a new unit named "Leadership Education and Development" (LEAD), the creation of a new unit headed by Julee Bruno which will be responsible for internal auditing, financial advising, conference planning, and grant procurement, and the combination of the Distance Learning unit with the Audio/Visual/Arts unit. Ms. Lowe also indicated that some of these organizational changes would mean a dramatically increased workload for the CLIA unit.

Ms. Deborah King then discussed an updated program calendar which includes CLIA events as well as JSEC events. She also announced that due to funding, the broadcast dates are tentative. Judge Arkfeld drew members' attention to the calendar indicating that the 2008 Arizona Court Leadership Conference was now definitely being held.

Fast Track Planning

Ms. Cathy Lowe continued the "fast track" planning which the committee had begun at the previous committee meeting. Ms. Lowe reminded the committee that at the previous meeting, they had discussed shared values, what programs and initiatives were working, and where there were gaps in meeting the courts' needs. Professor Hartley offered that one gap which was missing were courts' efforts to recruiting staff straight from college. The committee also discussed court careers for "second career" professionals and the recruitment of probation personnel from the ranks of detention officers.

Ms. King then discussed different goals upon which CLIA had already agreed, including completing the Tiered Competency Model, fully implement the complete Arizona Court Manager program, acquire and develop resources to fulfill the needs of personnel in Tier 2, and develop resources for Tiers 4 and 5.

The committee indicated that while one of the purposes of the fast track planning process was to submit to the Committee on Judicial Education and Training (COJET) general themes or goals for CLIA, including where the committee was at and where it

was going, the committee had already undertaken this process in previous meetings. Some of these previously-discussed goals included the process of providing training to trainers on CLIA's curriculum, mentoring processes, field training, bringing together smaller, rural courts with larger, urban courts, and developing a continuum of training which begins at the earliest stages of court employment through to executive-level training. CLIA agreed that their guiding mission was to develop leadership pathways for Arizona's court personnel.

Mr. Batty asked the committee to consider adding to CLIA's goals the process of making a formal bridge towards developing and preparing judges for becoming presiding judges. Judge Downie discussed her experiences with a program previously offered by the Education Services Division, in partnership with the National Judicial College, which was aimed at preparing aspiring and current presiding judges. While the committee agreed that different level presiding judges had some unique needs, some content could be repurposed to meet the overall needs of presiding judges at all levels.

Arizona Plus Capstone Program Curriculum Updates

Ms. King and Mr. Goltz then lead the committee through a discussion of the status of curriculum and plans for the upcoming, inaugural offering of the Arizona Plus Capstone program.

Ms. King distributed a tentative agenda for the capstone program to the committee and asked them to consider the ordering of the individual sessions and the overall make-up of the program. The committee indicated that the agenda looked good, only offering that "Judicial Governance" be added to the title of the Day One session, "Arizona's Courts and the Community."

Mr. Goltz then discussed the revised curriculum for this Day One session, indicating that the revised lesson plan included additional input from the workgroup and specific content. The committee offered comments on the revised curriculum including that it included a little too much historical information and not enough practical information, that there needed to be additional information about the nature of the independence which distinguishes the judicial branch from the other two branches (including discussion of *Marby v. Madison*), a brief introduction to the history of court management was needed, information on the qualifications for elected judges would be useful, that a discussion on "rule making theory" would be valuable, that "clerks of court" needed to be included in the discussion of the judicial branch's administrative structure, and that it would be beneficial to have an introduction into the role that probation plays in Arizona's courts.

Mr. Goltz then reviewed the draft curriculum for the "Court-Ordered Enforcement--Criminal" session with the committee. This was the first time the committee had reviewed this curriculum. CLIA had several recommendations for the curriculum

including that it was critical for both adult and juvenile probation to be discussed, that it would be beneficial to discuss issues including the restoration of rights for convicted felons, that the section of the session on probation case progression should be reduced, that participants would benefit from a discussion of how their own positions interact with probation, and the importance to the power of the judiciary that court orders are enforced. The committee recommended that the session's title be changed to "Probation and Other Court-Ordered Enforcement."

Mr. Goltz reviewed the draft curriculum for the "Jury Management" session of the capstone program. This was the first time the committee had reviewed this curriculum as well. CLIA was pleased with most of the curriculum as well as the identified faculty members. The committee had only minor recommendations for the curriculum, including that the rural jury management perspective should be included, and that it would be beneficial for participants to learn about dealing with impaneled and discharged jurors.

Finally, Mr. Goltz reviewed the draft curriculum for the "Records Management" session. This was the first time the committee had seen this curriculum. The committee agreed that it was very important for the curriculum to include more information on "e-filing" and other issues related to so-called "paperless courts." Additionally, the committee recommended that specific records-retention policies should be discussed, more emphasis should be given to the changing nature of court records, there should be a discussion about the recent changes to Rule 123, and that it would be useful to include discussion of the *Griffith* decision. The committee recommended Ms. Denise Lundin, CLIA member, as a potential subject matter expert as well as Ms. Carol Schreiber, Ms. Jessica Funkhouser, and Ms. Jennifer Greene as potential faculty members.

Mr. Goltz indicated he would work with the subject matter experts, the curriculum workgroups, and the faculty on all recommended changes.

Ms. King then provided the committee with some information on the forthcoming curriculum for the "Core Management Functions" session. Ms. King indicated that a draft lesson plan would be distributed to the committee soon. The committee recommended some wording changes to the material, including "How changes in core management functions like... impact case disposition activity." Ms. King and the committee agreed that the point of this session is to find a way to keep all the parts of the court working towards the same end goal of case disposition.

Action Items

Ms. King expressed her desire to have one to two CLIA members attend each of the Arizona Plus Capstone program sessions to evaluate the content and the overall quality of the curriculum and faculty. Various committee members volunteered to

evaluate sessions, and others indicated they would contact staff in order to volunteer for sessions to evaluate.

The next scheduled CLIA meeting is November 20, 2008 at the Judicial Education Center.

The chair made a call to the public; no new business from public. The meeting adjourned at 2:00 p.m.