

COLJ AUTOMATION & ACCOUNTING ADVISORY COMMITTEE MEETING.

January 25, 2018

HELENA, MT

MEMBERS PRESENT:

Chairperson-Larry Carver, Judith Basin Justice Court-Stanford City Court

Judge Audrey Barger, Hill County Justice Court

Judge Linda Cantin, Park County Justice Court

Thelma Keys-Nicol, Kalispell Municipal Court

Tina Reinicke, Missoula Municipal Court, President, Clerks Association.

Kim Dumon, Flathead County Justice Court

Jackie Schara, Joliet and Fromberg City Court

Belinda Schweigert, Gallatin County Justice Court

Lisa Mader, Montana Supreme Court Administrators Office

Claudia Anderson, Montana Supreme Court Administrators Office

MEMBERS ABSENT:

None.

Chairperson Larry Carver called the meeting to order at 8:36 am, January 25, 2018.

PUBLIC COMMENT: None

MINUTES: Linda moved to accept the minutes with some minor changes to spelling. Kim seconded the motion, **Passed.**

CARVER UPDATE:

Judge carver was at a meeting of the Commission on Technology and Jennifer Viets with CJIN(Criminal Justice Information Network) was there, from now on anyone who has access to any CJIN info has to be fingerprinted. There will also be online training, CJIN does it every 2 years and the State training is every year. This will be a 15 to 20 minute online course to update on security purposes. At the District meetings in March the Judges attending will be started on the security process. Jennifer with CJIN or possibly Tim with the OCA will be there to start the process if they can.

There was also a change on the testing for Judges, there will be no training from Claudia from the OCA but there will be classes on contempt.

Efiling in Judith Basin County is not really happening, Fergus County is about the same.

The bond schedule has been a big chore, the book has been sent to all the agencies for changes and that is about 90% complete. Claudia said they hope to complete it today. Larry praised Claudia for all her hard work on the project.

On the 24/7 project, Michele Snowberger is following the law. This may change, MHP is trying to force the use of the 2 times a day blow. Larry thought it was up to the Sheriff to have the 24/7 program, the 24/7 program is state wide, we are all in it, all counties have it, it is up to the sheriff if they use the 2 times a day blow. 2 Counties are not using SCRAM. The Attorney General does not like Soberlink. Rumor that Yellowstone County has a pilot program with SOBERLINK to see if it can be approved. Right now the Vendors report any bad blows, Colonel Butler with MHP is trying to get the courts to report violations, he would like software installed to report the dirty blows directly. There will be a meeting with the entities to see what happens with the reporting. What ever happen the courts progress as they are now until further notice. Michele may propose a rule that the courts provide completion of program that have been ordered.

Larry said there may be other rules being changed, MVD is still behind, 90 days at a minimum on the suspensions and reinstatements. Larry said he had not heard anything one way or the other on the Email set for the judges to use to MVD. Tina asked if the clerks were able to use the judge email, she said her clerks are just dumped on every day with problems with reinstatements and suspensions and get no response from MVD. Claudia reminded that the reinstatements and suspensions should not be faxed. Audrey said her clerks are catching the brunt of the defendant's frustrations, it is not the courts fault. Larry said he asked the defendant for an email and he sends the forms to the defendant, then they can work with MVD. Larry said he will send another email to Michelle reiterating the issues the courts are having. He said Michelle has been good about getting back to him. Claudia said they can see all the information downloaded to MVD, she can tell who downloaded the info and who should be working the file. Larry said there had been budget cuts and they have lost people but it was also brought up that this did not happen with the previous supervisor. Tina asked if Larry could ask Michelle to not have her clerks tell the defendants to call the courts, then the defendants think the courts are not doing their job.

Larry said Judge Mohr thanked the committee for the plaque, he has it hanging in his office at home.

LISA UPDATE:

Her office has been crazy, Cassie is leaving but they are able to replace her soon, but in the meantime there is no one answering the main phone. They may ask Tammy Peterson to come in for a few hours a day to help out.

Last week was spent with the District Court Clerks, the week did not start well, Tessa did not make it, in her place was Alex, everyone said he did a fantastic job. Asked if he could come back. His primary job is getting the Wyoming install ready to go. District Court in Flathead County is scheduled to go February 5, next week is training then 3 weeks install and training in house. Kim thinks it will be easier for the District Courts as they do not use the same functions as the lower courts. Kim also said she was frustrated with JSI as they had never done a GL conversion, now that it is done none of the other courts should have the problems they had.

Lisa said we need a general ledger report and to get the info now we have to print several reports and piece it together, Lisa said she will get the report needed.

Claudia said they found work arounds to get balanced, be sure and print all checks in the queue and do the balancing on the last working day of the month, this will make the balancing lots easier.

Several best practice steps will change with Enterprise.

For some reason some people thought Yellowstone County was going next, not happening. Just info.

Lisa said they are mapping for Missoula Municipal court getting ready for that install.

Lisa advised that Lois was working on efilng in Enterprise and V-5, March 19-23 there will be an efilng user acceptance from the court prospective. There will be no County Attorneys or anyone else there.

Larry asked if the Civil Disposition was committee approved? Yes.

Kim said the judgment index search did not print, and cannot be sorted, they come in all together. Lisa showed how in Excel it could be sorted and filtered but it takes time. We need to have this report print, Audrey prints it once a month for the credit bureau to pick up for Civil Judgments.

Lisa said the cost on the changes for the payment plan has not gotten back to her.

Kim said she received a bill from JSI for the collections module, she said they do not have it and are not paying for it until it is up and working. She is still having the issue with every time something changes, several more things break. Her system is still very unstable.

Lisa said they had the same issues with V-5, all courts work differently and it is hard to see what happens day to day.

Lisa said the Public Access rules are going to the Committee on Technology in mid 2018.

Tina asked where the issues with balancing are with Kim's court, Claudia said they had found the issue and they were up to September and she has an issue now and will not go forward until it is worked out. She said the monthly disbursement to the county was working fine, the report is different, and things are just different. Tina asked how her install number changed, Lisa advised Shirley as a Clerks conference in May and they changed it because of that. Tina also asked about how the training week will go with her clerks, she just wants to know what to do as far as her court goes. Tina also asked when the Supervision system that they purchased separately will be installed, Lisa is not sure how that will work. Lisa advised that with FullCourt Enterprise questions, JSI is the first contact, then also let OCA know what is going on. Tina asked if there had been any discussion on the invoices that Missoula sends out, if there had been anything done. Lisa also thinks the install and implementation for the District Courts will be easier as they do not use all of the functionality the Limited Courts use.

CLAUDIA UPDATE:

Hope to get the bond book finished today, Need to get the Supreme Court to sign off, she will be gone for 3 weeks on the install of Enterprise and wants to get the bond book out by the end of January. Larry said the bond book was getting really hard, there were 20 administrative statute rules added to violations. Audrey advised she had been appealed for not having the specifics subsections on a citation.

Claudia said she is looking forward to the install in Flathead County District Court mostly because of the work Kim and her clerks have accomplished in Justice Court.

Kim said she would be willing to get with Tina and help her with what is to happen with Enterprise when it is installed, what her court needs to have. She said the fear of the unknown gets you.

Kim said District Court does a lot of Civil work and the Civil part in her court is working fine. Should be easy.

Kim said her greatest fear is losing access to Claudia, Julie and Tessa. She is in contact with someone everyday with issues. Claudia assured her there would be someone to help her.

Lisa said the reason they did not go with the schedule for the installs of Enterprise is they felt getting Kim's Court right would be the best thing to do. Larry gave Kim thanks for all the work she and her clerks had put into the install and getting Enterprise up and running.

Larry advised all of the Judges recertification Testing this December would be on computer.

ENTERPRISE:

It was decided that the problems with the Power number of the bond in overdue should be removed, then placed in the list form, then add the info to the document manually when ready to send out.

The only warrant that overdue looks at is the Bench Warrant.

Larry explained that a Bench Warrant is on the motion of the Court and the Arrest Warrant is on the motion of someone else(CA). Arrest Warrants should have accompanying documents.

Kim asked if the overdue process will reset upon quashing a warrant. Claudia was not sure would have to do some testing. Larry said the overdue process would stop if the warrant is quashed.

Tina made a motion to have a list of the Bond forfeiture, then have a corresponding document with all of the information to send out. If this does not work we can revisit it next meeting. Belinda seconded the motion, **Passed**.

The Modified plea ROA is now working, ROA is PLEACHG instead of Modified.

Kim mentioned there is no ROA for the subpoenas. The subpoena issued and returned were set up and approved in August, Lisa will look at it.

In the App events there is no ROA with Associated Cases. Lisa will go through and see the ones marked inactive and see what is in V-5, then send out a list and go through it next month.

Restitution has to be ordered, if the citation is not marked must appear for the defendant, there needs to be a hearing to determine the restitution.

FWP do what they do as far as suspension of rights if the citation is not marked must appear.

Kim said they have some work arounds that let them get through the day with Enterprise.

Larry said he had a defendant with 2 citations, one a 61 code and one a 45 code, the program did not deduct the \$10.00 on the second charge. Claudia will look at it. This is working right.

Lisa talked about the media report, it prints out with personal identifiers and sealed cases. She said all it needs is 2 buttons, one to remove personal identifiers and one for no sealed cases. Lisa will get these buttons.

Audrey made a motion to have the finding of Deferred Imposition of Sentence show on the media report, Linda seconded the motion, **Passed**.

Audrey made a motion to have Deferred by Prosecutor included in the Media report. Kim second the motion, **Passed**.

Lisa talked about the access to reports by the Criminal Justice Agencies, Kim suggested to Tina that she set up a meeting with the agencies to show them what they had access to.

We will go through the list of App Events reports next meeting.

Larry suggested that all information from CJIN be sealed in the file and **not** available to the public. Drivers history is excluded from this information. He reiterated being careful with the information we disburse.

Next meeting will be March 15, 2018 at 8:30 am.

Linda made a motion to adjourn, Audrey seconded, adjourned 1:39 PM.

Respectfully submitted.

Jackie Schara

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Approved March 15, 2018