

COLJ AUTOMATION & ACCOUNTING ADVISORY COMMITTEE MEETING.

MARCH 15, 2018

HELENA, MT

MEMBERS PRESENT:

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

Judge Audrey Barger, Hill County Justice Court

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

Thelma Keys-Nicol, Kalispell Municipal 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:

Judge Linda Cantin, Park County Justice Court

Kim Dumon, Flathead County Justice Court

PUBLIC COMMENTS:

None

MINUTES:

Audrey made a motion to approve the minutes from the January 25, 2018 meeting with a few changes to grammar, Belinda seconded the motion, approved, and minutes corrected.

JUDGE CARVER UPDATE:

Larry advised that Jennifer Viets with the DOJ has backed off on the request that all of the court staff be fingerprinted. If there is a CJIN terminal in the office then the fingerprinting is necessary, the Office of the Court Administrator will provide training on the sensitive material handling in the near future. All court staff and anyone who is in the office on a regular basis will be required to take the online training. This information will be out shortly. Tim Kosena with OCA will be going out and talking with the Judges and staff about the necessity of the training. He will bug the courts to get it done.

Thelma asked about the names of adults as well as juveniles on probable causes for PFMA's which are public records, what are the courts doing to protect the people. Some or most are redacting the pertinent information. Some are doing nothing.

Larry said he and Audrey will address the rules on privacy as members of the Commission on Court Technology and the Commission will get new ones out.

The bond books are to be published without approval of the Supreme Court. Claudia said they are out to Smart Cop for testing.

Larry advised that this will be his last meeting on the Committee. He is retiring from the committee today and will miss everyone. He will meet with Perry Miller Chairman of the COLJ Commission and they can talk about the Automation Committee and the new chairperson. Larry talked about his background with the commission and the years he has put into it. He will be missed. He also said everyone still knows how to get ahold of him.

LISA UPDATE:

She is surprised with Larry leaving and will miss him, sorry to see him go.

She said Flathead County District Court was installed with Enterprise, it went 1000 times easier than the install in Justice Court. District Court differs a lot in functionality from Justice Court and was much easier to install. Flathead County District Court Clerk Peg, was good with the install and they are caught up and working well, they are having small issues but overall doing great.

Next install for Enterprise will be Missoula Municipal Court. OCA is pushing out the e-filing program and trying to get it installed more places.

On 2-23-2018 Lisa received an email from Steve Corn with JSI who said they would not be able to meet the deadlines set forth and there was an issue with Thompson Reuters, Lisa said in her opinion the problem is with management on the project. The e-filing environment is complex, there are 3 e-filing environments to work with, they need to be fixed to get that part of the project working. Missoula Municipal has been moved from April to August for the install. Shirley with Missoula District Court asked to keep her June install date. Tina is concerned that JSI will be focusing on their conference in September and not have the time to assist her court if the install is in August. Tessa said she can oversee the install and training from Albuquerque. Lisa said the OCA will take lead on the install and training, she said Alex with JSI will be there for 2 weeks and he is very good. Claudia said with Chad from the OCA there in Missoula, maybe he could come in and work with a few of the Missoula Clerks at a time to get them familiar with the environment of Enterprise to help with the implementation. Tina said they did have a training room. Lisa said JSI has been writing scripts for Justice and District courts but the Municipal court is different, they have had to push and prod to get things done and hopefully it will be an easy install in Missoula.

Lisa thinks a lot of conversation needs to be had before the date for Missoula District Court install is set.

The grant for the Enterprise project has been extended to July 31, 2018. There has been one payment made to JSI, there will be no more till the end of July.

Lisa said the Public Defender's Office has said that \$750,000.00 has been collected, this averages out to \$103,000.00 per month, these collection are from the required payments being made directly to the Public Defender's Office. Everyone in the limited courts seems surprised as none or almost none of the Public Defenders they use even ask for the fee to be collected.

Lisa is starting to work on Budgets.

There has been some questions raised about being able to text from Full Court, Lisa said they would have to find a vendor to make the connection work, not sure if V5 could do it, would have to be in Enterprise and there is not time. Lisa said the requests can come to the Automation Committee but she does not have the resources to comply with the requests. It is not now one of the most important parts of the strategic plan.

There was some discussion on this and some felt it should not be the courts problem, the County Attorney or the defendants should be responsible for their appearances.

CLAUDIA UPDATE:

Claudia said Kim in Flathead County has been installed for nine months now, does not seem real. Claudia had been able to balance September and October of Flatheads banking, there has been a request for a report from JSI, Bank Account General Ledger, if that was completed it would be so much easier to balance.

The courts need to make sure all of the checks are printed on the last day of the month and all financial processes are done before doing month end. She said the account in District Court has been good as they do not use CitePay or any other credit cards.

OVERDUE PROCESSING:

On the fail to pay and fail to appear forms the wording saying there will be a mandatory 2 day jail stay needs to be removed with the new laws. **AUDREY** made a motion to remove the mandatory 2 days jail wording from the bottoms of the forms. **BELINDA** seconded, **PASSED**.

Claudia had a Fail to pay Victim letter, it showed the restitution owed, along with the fine owed. **AUDREY** made a motion to have a New Fail to pay Victim Notice put in the system, **BELINDA** seconded the motion, **PASSED**.

Claudia said there is a check mark in the setup for warrants in overdue processing that if checked overdue will go no further with the process, if the check mark is removed, the notices will work as normal. **AUDREY** made a motion to remove the check mark and allow the process to continue if a warrant is issued. **THELMA** seconded. **PASSED**.

Lisa also said there would be no one from the OCA going to the JSI conference as they cannot afford it.

APP EVENTS ASSOCIATED WITH ROA'S:

Lisa said there are 256 App events that have no ROA's attached to them. She asked if they should have codes, we went through a few of them, they are not causing a problem for Kim now and it was felt better not to change anything until we can get Kim's input. **BELINDA** made a motion to table this until we can talk with Kim. **AUDREY** seconded the motion. **PASSED**.

EFILING TABLES:

Larry said with the way things are there is a lot of extra work with the e-filing when it comes into the office. The forms have to be renamed, he is able to do it as a clerk and judge but the clerks who have to do it then send it to the judge are not sure. There are too few document names in Justice Court set up,

it needs to be the same as the District Courts. Lisa said Lois recognizes the need for the changes and will have an analysis done in 2 weeks or so to see what can be done. Missoula asked for more filing types also. Lois is working on it, just taking time to fix. District and Limited Courts need to be consistent with the use of the names, this can be made better as we move forward.

E-filing will be installed in Yellowstone County at the request of Beth as they are really busy and feel it will help a lot. There are no dates for the set up. Judge Carter agreed to the installation.

DISCUSSION:

With Larry leaving, Audrey as vice chair will take over until Perry has appointed a Chairperson. Larry said he would support Audrey as the new Chair. As of now we are two (2) judges short on the committee, it sets now as four (4) clerks and three (3) judges. Do we expand the committee or stay as we are now? It is necessary to keep an odd number to break a tie if necessary. **BELINDA** made a motion to keep the committee at seven (7) members, four (4) clerks and three (3) judges. **THELMA** seconded, **PASSED**.

JACKIE made a motion to appoint Belinda as secretary, **THELMA** seconded. **PASSED**.

Next meeting will be April 12, at 8:30.

Respectfully submitted.

Jackie Schara