

**COCLJ AUTOMATION AND ACCOUNTING ADVISORY COMMITTEE
MEETING – OCTOBER 20TH, 2011
HELENA, MONTANA**

MEMBERS PRESENT:

Chairperson Judge Larry Carver
Judge Linda Budeski
Lisa Mader, Montana Supreme Court Administrator's Office
Claudia Anderson, Supreme Court Administrator's Office
Sharon Skaggs, Yellowstone County Justice Court
Thelma Keys-Nicol, Kalispell Municipal Court
Shari Bishop, Gallatin County Justice Court
Judge Gregory P. Mohr
Judge Audrey Barger

MEMBERS IN ATTENDANCE BY PHONE:

Barbara Pepos, Richland Co. Justice Court/Sidney City Court
Jennifer Boschee, President of MJC&MCCA

Meeting was called to Order by Chairperson Judge Larry Carver at 9:00 A.M.

APPROVAL OF AUGUST 18TH, 2011 MINUTES

Motion to approve minutes as submitted by Judge Mohr, seconded by Judge Budeski and committee voted to accept.

PUBLIC COMMENT

No one appeared to make public comment at this time.

LARRY CARVER – UPDATE

The letter discussed at the last meeting to Judge Rieger was signed by Judge Carver on behalf of the committee. Jackie was contacted and appreciated the letter and it was what she needed to solve her problem. This put the problem with her commissioners.

Bond Book: There has not been a bond book committee meeting recently, however, in September Judge Carver met with Lisa, Barb Harris from the Attorney General office and Jim Propp from Fish, Wildlife & Parks and got the new codes for Fish, Wildlife & Parks ready for the statute table. This was distributed as soon as they returned from the Fall Training. If any citations are received based on the old statute, the Court Administrator's office will allow usage of the old statute table. Remember for 3 years Fish, Wildlife & Park Officers can write under the old statutes. If any committee member is contacted about how to get into the old statute table, be sure to advise them to call the Court Administrator's Office. The Bond Book is being worked on one step at a time and Judge Herman will be contacted about scheduling a meeting.

Public Defender Fees: This is also on the Agenda for later on in the meeting. The Public Defender fee by statute now states a determination must be made by the Court whether the Defendant is able to pay this fee or not. Once the Court makes this determination, it must be put in the court judgment. In other words, the judgment must

state the defendant is ordered to pay the Public Defender fee, or that the Defendant has been found not able to pay the fee. That judgment must be served on the defendant or the defendant's counsel. If the fee is ordered in the judgment, it becomes a distribution to the County Treasurer, who in turn distributes it to the State where it goes into their fund account for Public Defender.

Recently the Public Defenders have made a request that we provide them with two financial reports each month. Claudia sent an e-mail to the courts in this regard. Judge Carver wanted everyone to know this is simply a request. Judge Carver noted neither of these reports will show whether the fee was waived by the Court nor if the court appointment was rescinded. In Judge Carver's court almost 50% of the appointments are getting rescinded. How is the Public Defender's office going to look at the reports they are requesting and reconcile it with the rescinded cases? What Judge Carver is afraid might happen is this data will be taken before the Legislature and they will say the courts are not collecting the fees. Where is the data they need advising them how many appointments were rescinded or situations where the Court ruled the defendant was not able to pay. This is information the Public Defender offices need to report.

Judge Mohr commented a policy needs to be established as to what the court is going to provide to other agencies. Lisa noted her staff is currently down 33%, which equates to 5 positions. Lisa said in June they met with some members of the Public Defender's Office and advised them how they are going to get a lump sum of money from the Department of Revenue. Becky from the PD office made the argument that Full Court has this information and the courts need to know how to provide it to them. It was then decided instruction could be provided how to print reports showing how much money was assessed for PD and how much money has been collected for the PD. Lisa then agreed to put together the Best Practices guide and 2 optional reports. Lisa agreed they are not statutorily required to provide this information to the PD office.

Thelma inquired if the 2nd report shows what has been rescinded and what has been adjusted off. Lisa replied no it does not. Lisa believed the office of the Public Defender should be getting the judgments. Judge Carver is still afraid without the entire picture the Public Defender's Office is going to get the wrong data here. Full Court does have a button where you can mark the rescind, but there is no place to mark the defendant was found not able to pay the fees. This may be a situation where a new report would need to be developed.

Lisa said Beth was going to contact the Public Defender's office and advise them any future requests for information needs to go through her. Judge Mohr inquired if requests should come directly from the Department Heads of the agencies. Lisa said the original meeting regarding the Public Defender fees did include Dept. supervisors, Harry Freeborn and Karleen Green.

CITE PAY: Judge Carver noted a rumor was going around stating he advised the clerks or judges at training they needed to get CitePay within 30 days, or you would not be able to get it. All that was said is if you want Cite Pay to get in touch with the Court

Administrator's office, as they are moving along on other projects soon. Lisa said some courts believed they could not use Montana Interactive as Cite Pay would be the only approved credit card provider. Missoula County wants to do a county-wide e-filing project and they want to use Montana Interactive. Lisa said many counties use Montana Interactive and they have never been told not to do this. Judge Carver said their policy is to always give the courts as much discretion as they can.

Lisa said when she is contacted about data; it is always discussed beforehand with the Court Administrator. If the request from the Public Defender's office had been brought before the committee first, it would have improved their handling of it.

Motion was made by Judge Mohr that all requests for reports or data come before the full Automation and Accounting committee, seconded by Sharon Skaggs. Committee passed this motion.

COMPUTER LAB: Judge Carver talked to many judges and clerks who thought the lab was very beneficial. Claudia felt it went very well, as there were people in the lab all day and even judges at the computer lab from 8AM till 6:20 PM. Claudia, Chad and Lois manned the lab and court personnel took advantage of the lab at all times. A new judge was in the lab to learn the entire process from entering a ticket, doing financial and reports. Claudia said a big advantage was some of the judges will be more comfortable in using Full Court now. In fact, Judge Carver just got instruction regarding the use of CAPS, in that he is not supposed to use ALL CAPS when entering citations.

The only comment Judge Carver received through e-mails was that some of the judge's *county or city fathers* were unwilling to pay for the extra night. The judge's intent was to attend the computer lab, but they were not allowed to do so. Sharon suggested the MMA set up a scholarship fund to enable these judges a chance to get to the computer lab. Judge Carver said this is an excellent point and he will make sure the judges know this is available.

Judge Barger said the real issue here is that courts are short staffed. When staff is cut the judges get busier and being able to run Full Court is a big help to her. She does all the entering from the bench regarding Hearings, such as posting the results. Also, Judge Barger uses the scanner for her orders and then e-mails them to the parties. Claudia reported timely updates are critical when running overdue processing.

Sharon inquired if the committee discussed having a quarterly or semi-annual computer lab available in Helena, especially for new clerks. Perhaps the Clerk's Association could help with the cost of having clerks travel to the lab. She also felt that judges and new clerks in small counties would find this beneficial. Linda Budeski said her clerks wanted the computer lab available at the training sessions and also have one available in-between that time in Helena. Judge Carver said the computer training that was held in June went over very well and if the dollars had been available, more people would have come throughout the State.

Lisa said their computer lab has 10 computers. Sharon stated if they would keep the classes smaller, one to two people per computer, the training could be more in-depth. Lisa said areas that may need to be discussed are how many people can be trained at one time and structured training does not meet everyone's needs. She thought it would be better if it was an open forum and open to 20 people. Claudia said her goal is to develop on-line training tools. Lisa said her department has the tools and technology to do this, as well as the knowledge and expertise, but there has not been enough time in the day. Web based training is in the strategic plan.

Lisa said Chad recorded a session where he did a great job walking people through the training, but they did not have the media streamer needed to download it quickly. Now her department has all the tools needed, but they just have to carve out the resource time to develop the sessions. Judge Carver asked if a small web based training session could be developed this year, in order for the committee to see how it works. He believes it is especially needed due to the turnover in court personnel and in the smaller offices they have no one to ask. Claudia said they get many requests for documents and if on-line training was available for that it would be well used. Also, if the court needs a document, but the clerk has not worked on documents for some time, they could return to the on-line training for a refresher course.

Lisa wanted the committee to pick a subject and at the next automation committee meeting they could demonstrate how it works. Judge Barger asked about the end of the month reconciliation. The Full Court manual was discussed, but Claudia said it is outdated. Judge Budeski said the one they have is dated 2005. Claudia said on-line training for documents would be cut and dry, unlike the bank reconciliation process. She said the jury manual is another one due for updates. Judge Carver said the Best Practices has been helpful to everyone. Lisa said a jury webinar is available, which could be used to show the concept of this type of training. Claudia and Lisa would decide what subject to use for the demonstration.

Lisa commented they are not happy with the court web site. Therefore, they are going through a project of redesigning it. She is going to suggest an educational link on that site. On this site they could provide webinars or documents that could be downloaded.

Sharon said at the conference she and Lisa attended in California, they saw the Utah court program. Built into the program was 10-15 minute training modules, so if a clerk tried to enter the incorrect information they were referred to the training. Lisa agreed they need to tap into the E-learning tools.

Lisa further advised there are no grants out there right now for a Full Court training session and her budget cannot handle any travel expenses from the courts. Judge Carver inquired about an on-line Nuts and Bolts session. Claudia would certainly know what the frequent questions are. Lisa noted they could look at that as well. Lisa has set in on that exact type of session and it works very well. Sharon discussed the Clerk's Association mentoring program. Claudia commented they would need to belong to the Clerk's Association to use this. Judge Carver noted one area that needs to be addressed is

deferred imposition of sentence, as it appeared from the session in Kalispell that every court handles it differently. This subject will be put on the Agenda for the next meeting.

Fish, Wildlife & Parks: Judge Carver wants to meet with Jerry Payne of the FW&P Department to see if the courts could do a better job of reporting the dispositions. One of his defendants had privileges suspended but could still go on-line and apply for the licenses. Judge Mohr also asked that notice be added regarding the 5 year suspension on special permits. Also, Judge Carver would discuss Remedial Hunter education on-line, as right now there is no way of knowing who is actually taking the course. An experience that Judge Carver had was when he ordered Remedial Hunter education; it was a disc which came from something like the Outdoor Life magazine. When the defendant had a subsequent violation and was ordered to attend Remedial Hunter Ed again, he came back to his office to get the disc.

VISION NET: Judge Carver discussed the option to everyone with availability to Vision Net to use it to record your Small Claims hearings. In fact he will receive the training on this in his county. Lisa said it costs \$4500 per year paid by her office to have the pipeline for Vision Net. This provides each Vision Net with a certain amount of bandwidth. If there are 2 Vision Nets running off that trunk line, it causes problems in the reception. Tammy would be the one to contact about Vision Net issues.

LISA MADER UPDATE

The Help Desk position has been filled, but the training has not been completed as yet. Two developers have left the department and these are Sue Jameson and Marty. Marty went to the Department of Health and Human Services where he felt he had a better chance of growth in the agency. Dawn Peterson, the third programmer, has picked up all of Marty's tasks. Therefore, they are maintaining at this point and not working on new projects. Lisa announced the two programmer positions, but no qualified applicants applied so far. The jobs are being advertised again on Craig's List and Resume Bucket, hoping some qualified applicants will apply. Margaret will be leaving, which means there will be 2 business analyst positions open. Applications have been accepted and Claudia will do interviews next week on these positions. Peter who is one of the technicians will be on medical leave for 12 weeks. Therefore, this has led to the 33% staffing shortfall. Lisa has been working on budgeting as the DOA put in a new accounting system, which has been a challenge to work with Claudia and staff attended the conference in Kalispell and Lisa attended the District Court conference. Staff has been working on Cite Pay installation as well. They also worked on the Fish, Wildlife & Park codes for the statute table.

The main focus right now as far as the business analyst side is the District Court performance, or the Case Management tools. The new case filing rules become effective November 1st. In order to implement this, they must go in and make some new case status rules, as well as case status training with the District Court clerks and following this the clerks have case cleanup on their end. This project requires their main focus right now in order for them to get it pushed out to the courts.

Court Web Page: Lisa commented they can probably get the right hand navigation for the Judicial Branch on the main www.mt.gov web site. The CitePay link is not on there, partly due to the misinformation regarding what courts can do as far as credit cards. Lisa was contacted by the procurement office suggesting the right procedures were not followed when they went to Cite Pay, however, none of that is true. Karen Nelson was contacted and all the proper procedures were followed. Unfortunately, until this issue is totally resolved, the link to Cite Pay will not be up on the web page. She is working with a group to redesign the web page and it looks like the redesign could be done in 2 – 3 months.

Judge Carver asked if the committee would have some input on this project. Beth would have to answer that question. Lisa said they are going for a user-friendly design. As an example, there may be a link that says for Attorneys, a link for Judges, or a link for public users. The main idea is the user can click on the link needed and go from there. One vendor, who has not presented a bid yet, would have a user group put together and then record the number of mouse clicks needed to get to the desired information. They use this information to make changes to the design in order to make it more user-friendly.

Cite Pay: There are now 53 courts up and running on Cite Pay. These installs take some time to train as well as cause more support when it comes to finances. Tammy wondered why some courts thought they only had 30 days in which to get Cite Pay and, of course, Lisa said the comment was if you do not respond to the Cite Pay request, other projects may take precedence.

The new release to Full Court has been received and with this comes new codes for CitePay and e-property files which run Cite Pay. It takes a certain amount of work to get a new release out, but now with new codes for Cite Pay to run properly, this requires more work on their end.

JSI Contact: Lisa spoke to Ernie about the credit card terminals when she was in Long Beach. She told him that the committee knows what he said in the past and at the last meeting and they are “reeling” over it. Ernie replied there is new pci which was put in effect by the credit card companies and they are very stringent. These not only affect the software, but also the terminals software. Therefore, he incurred additional expenses to make sure he is compliant with the rules. In that regard, Ernie said he could not offer the machines at what he mentioned before. These credit card terminals were never a part of their contract. Ernie said he could supply them to the courts for free, but we would not get the current 5% rate. Judge Carver said we actually negotiated 4 ½% rate and we agreed to the 5% rate because he would provide the courts with some free services. Judge Mohr also remembered that exact conversation.

Lisa discussed Enterprise with Ernie and her goal before the end of the year is to bring Ernie and his team in and iron out the infrastructure needs. This also will show if there are any budgetary constraints. Her second goal is to look at the gaps where Enterprise is now vs. V5, as there have been significant changes since the last time her team saw it. Then, they will need to identify the Montana specifications. Judge Carver inquired about

the Winnebago Court project with Enterprise. Lisa talked to the Winnebago court personnel when in Long Beach and they are very happy with Enterprise. They are up and running well. Claudia said they went from an archaic method all the way to Enterprise, instead of going from V5 to Enterprise.

List Serv: Lisa anticipates List Serv will be launched by November 7th. The local Government Services Division is developing some new tutorials for it. Her Department is currently in the process of getting the e-mail addresses. Julie at the Help Desk is contacting the courts for this information. Once the e-mail addresses are given to the local Government Services Division, they will make the List Serv available, along with access to the tutorial. From then on, it will be up to the courts to keep the e-mail lists updated. In other words, when the court experiences an e-mail change, they will notify the List Serv. On the initial contact, Lisa will ask them to add if they do not want to be included in List Serv, they can opt out.

With Marty having left the Department, no further work has been done on Smart Cop or the Import of Citations. Judge Barger added that her clerk has found the Officers are very punctual when it comes to voided citations, as they notify the court right away. Judge Carver said he has the same experience. No further work has been completed on the ROA list.

Judge James – DUI Court: Lisa talked with Judge James about the reasoning behind not using Full Court to keep track of DUI Court fees. Because the grant mandates tracking of the fees, Judge James coordinated this with the County Treasurer, where a special fund was created. She has not had to pull any of those special funds, but when they do they will access the funds through a County claim form.

DOA Reports: Lisa said they receive reports from the Dept. of Administration when a user has accessed a site with a potential virus threat. Tammy gets the reports regarding the user and the web address that was accessed. Lisa said they will start sending those reports to the user's supervisor along with the State's computer use policy. They are not asking for a reply back. When one of these reports is received from the DOA, their staff must get on that machine and run virus scans and malware software, taking up staff resources. Her office is hoping once the supervisor's are aware of the problem, it should cut down on the workload in their offices.

JSI Version V5 Update: Claudia informed the committee there are not many changes in Full Court in this update. Miles City Court will be the test environment for this new release. They will also upload Yellowstone County Justice Court's database onto their test site, in order to learn how overdue and Cite Pay are operating on the new release. Lisa said it appears there is an update to Citation Import, when more than one agency imports their citations. Sharon's court may be the only one affected by this change. Claudia said they are still suggesting entering names in Full Court without the apostrophe. One of the updates dealt with District Courts and how they paid their jurors for service. After the test site, Lisa wants to implement the upgrade in a single Limited

Jurisdiction Court and a District Court for a period of time before releasing to all the courts. For example, Sharon's court is a great place to start, due to the volume they have.

Claudia's Update: The change requests which came from Judge Snowberger and were approved by the committee were sent to Joan at the Attorney General's Office. Claudia will meet with her in the near future in this regard. The Belgrade overdue setup is finished, but there is an issue with Failure to Comply. This problem was sent to JSI, no reply yet. Butte Court is up and running with general ledger and in fact they have balanced since June. Jackie Schara is doing well in the Bridger and Joliet and has balanced the books, which were as much as 2 years behind.

Lisa commented they have done no new overdue installations in the courts, and this is primarily due to the short staffing issues. Claudia added the support after an overdue install is quite time consuming as well.

ROA Request for 24/7: One of the courts requested an ROA for the 24/7 program. They want to use this ROA to print reports and keep statistics on the program. For example, when they did Bond Conditions, she wanted the ROA of 24/7 imbedded in the document, which would eventually allow them to print a report from the ROA. Judge Carver added it is a required sentencing provision under the Aggravated DUI statute.

Sharon said currently you can put it in on Other Sentencing, but this particular Judge wants to track Conditions of Bond. There unfortunately is no automated process for the tracking of bonds. The current ROA which is Bond Conditions Set includes all the conditions of bond, not just the 24/7 program. Claudia said some clerks do use ROA codes to run reports. Sharon said the 24/7 provider could send the court statistics, as it is on the computer software they are using. Judge Carver suggested that court put in a change request and this would give the committee time to think about it.

Thelma inquired how courts are tracking the 24/7 requirement. In her County, there are 3 different vendors that do 24/7. Judge Mohr said it is up to the vendor or the sheriff to report back to the Court if there is a violation. Judge Carver suggested the requirement of 24/7 be put under Bond Conditions Set: just the same as any other condition of bond release. Greg Noose from the Dept. of Motor Vehicles will discuss this issue as well, since he needs to know when the Interlock Device is ordered on a sentence. For the 12 courts that are reporting electronically there does not appear to be any place for the 24/7 requirement.

Cite Pay Procedures: There has been a question about clerks going to the Cite Pay site and entering the information for the Defendants. Claudia is inquiring if there is a liability here with the clerks getting the credit card numbers. One of the things that auditors look for is that the credit card number is not written down anywhere, it is keyed into the site only. Sharon said it is a practice in her court for Motor Carrier Service tickets that the officers write down the credit card numbers on a form the court provided and then they turn that information in, so the clerks can enter the credit card numbers for payment. The form that is in use advises the defendant they are forfeiting the bond on that particular

citation. Once the credit card number is used, they shred the paperwork with the number written on it. What Claudia worries about is the fact the Defendant is not signing anything that he is forfeiting the bond. Barb added in the Richland County Justice Court because many oilfield workers are paid by Visa cards, the only option they have is to call in and have the clerk process their Cite Pay payment. No credit card numbers are written down and the clerk asks the questions on the site and clicks off on them as they answer.

Judge Carver said if there was someone who said they did not mean to allow the forfeiture of bond they can make a court appearance and have that reversed. Judge Mohr said there should not be any stolen identity issues, since there is a ticket filed in the Court. Claudia just wanted to make sure when the trainers are asked about the clerk doing Cite Pay by phone, she wants to advise them of the approved methods. Judge Carver suggested a Best Practices where the clerks must read the boxes in Cite Pay before making the transaction for the Defendant. Also, do not write down the credit card information anywhere. Judge Carver said instead of setting a policy, let each court decide, but include if you decide to handle Cite Pay for the defendant over the phone, here are the steps you should follow.

Discussion then took place on the credit card machines provided by Cite Pay. Judge Mohr would like to see what Ernie could propose in writing to the committee. Lisa understands there will be the initial cost, plus a maintenance fee which would be payable each year. Claudia said the machines cost \$250 for the courts with a yearly maintenance fee. **Judge Carver is asking that Ernie submit a bid to the committee with an explanation of the costs involved to the courts. He wanted Lisa to mention the 4 ½% which was negotiated to 5% when the agreement was made with Cite Pay.** Lisa did request regular conference calls with JSI every week, so she is updated on everything.

MOTOR VEHICLE DEPARTMENT

Greg Noose from the Department of Motor Vehicles attended the meeting to talk about the courts and his department. Claudia and Greg have not had the time yet to discuss the no insurance violations and vehicle license suspensions. Greg looked at an 8 month projection on the no liability insurance tickets and registration suspensions and it appeared they were around 2,000, which is less than last year. Greg mentioned that the Full Court form could be amended to not request the VIN number. The DMV will print new forms as well for the courts that want to do this manually. He will work with Claudia on an updated version of the form.

Greg commented the next step would be to try to automate the process similar to the Non-appear or Non-comply DL suspension form, where the form is scanned into Full Court. Without Marty to expand the DCD forms which are picked up by the DMV, any new projects will be deferred at this time. However, because the process is already in place, it is hoped that a new programmer will be able to pick that up quickly. This type of project may take several months.

Judge Carver inquired about e-mail as the procedure to get this document to the DMV. Greg Noose said this won't work for some courts where e-mail is limited and there is

always a worry about personal information being transmitted through e-mail. His Department, however, has been able to pick up some documents through the secure Sharepoint site. Greg Noose said if his Department receives these forms by e-mail, they will react to them.

Greg further discussed some of the new DUI laws, which involves the exchange of data and his staff knows they need to be very liberal on how the information is received from the courts, especially in this interim period. Information may arrive on a conviction, on an amended conviction, on a Court order, by fax, e-mail and all this is workable. Judge Carver believed the committee agreed that one of the priority projects was the electronic reporting of dispositions.

Regarding the 12 courts that are reporting electronically, Greg said one of his and Lisa's priority is to fix the Error report. What needs to be worked on is some of the information coming across from the Highway Patrol. The change request to fix some of these problems was submitted to Ernie by Lisa, but its status is not known. Because these are large courts reporting electronically, somewhere near 75% of the dispositions are being transmitted this way. However, Lisa knows there are courts that want to know why they can't report electronically. Also, there will be some smaller courts where the reporting manually works well. Greg said whenever he sees 300 dispositions show up all at once it is invariably from a court with a new clerk that did not know they were to be sent to the DMV.

Greg Noose said electronic reporting must be done correctly, as it is temperamental. Lisa explained the electronic process is the program collects all the dispositions from all 12 courts, next it goes through the validation process. So, if it finds there is no match for Nebraska, because someone entered it as NB, instead of NE, this stops the entire process. Once the court is notified there is an error and it needs to be fixed then the report tries to run again, going through the entire list and the validation process again. If it finds another error, the entire process is stopped. What they have asked JSI to do is to separate the cases with errors from the cases that were validated and send the validated cases on to the DMV. Then the error report can be dealt with by the courts but the majority of the records are sent on. This change will help immensely.

Greg added because the Highway Patrol is swiping the DL there may always be mismatches that need to be fixed. On his side, if the program is running and finds an error, they wait until it tries again. This sometimes is after hours at the DMV. The DMV has already received about 300,000 dispositions with a match today of about 67%. This will never be 100% simply because some defendants do not have a license. The difference between 67% and 80%, however, is usually data entry. Once the court fixes the error and the DMV is able to make a match, from then on reports should match. The internal validation that is being done has moved the match from 58% to the 67% they are at now.

Judge Carver brought up the problem of some small courts not getting the DUI dispositions into Helena on a timely basis. Because that disposition has not been entered,

an offender may be charged with a 1st offense, instead of a 2nd, or 3rd. However, Greg Noose said they do aggregate the driving record, so they will treat the DUI conviction as a 2nd or 3rd or subsequent, even if a Court sends it in as 1st offense.

Greg then went into the DUI discussion. When a court reports a disposition of 2nd, 3rd or subsequent, how these are counted under 61-8-734 becomes important. Just this week they processed an offender who had convictions for DUI in 1987, 1996 and 2000 and he is now a 3rd or subsequent offender, due to the new time changes made in 61-8-734. Even though this offender's last DUI was 11 years ago, it is not a 1st, regardless if the Court or his defense attorney is advising him of that.

Now that the courts know the counting of DUIs has changed, Greg said there are 5 different items the court can report.

1. Nothing additional to the sentence and they process it
2. Advise DMV he is eligible for probationary license
3. The offender has been assigned interlock
4. He/she is a 24/7 participant
5. Offender is enrolled in DUI court

Those data elements determine how the offender is processed in his Department. His Department has 9 choices to make based on the data they receive from the courts. These include proof of treatment, interlock device, surrender of probationary, no probationary, probationary after 45 days, probationary after 90 days, DUI court, 24/7 participant, and what happens at the end of the 1 year hard suspension. Courts that report manually have less of a problem right now than courts that report electronically. The manual disposition has a comments field where text can be entered. Just recently Judge Wanda James had an offender who is not from her county, but she assigned 24/7 in Lewis & Clark County. Currently the electronic reporting courts can only report 2 things, whether the offender is eligible for probationary and if interlock is required.

Greg Noose will be asking Lisa how they can streamline the data and get the information from the courts they need. This means the electronic reporting courts would have the same ability as the courts reporting manually to include the additional text. Lisa said right now there is no way for the electronic reporting courts to add the other elements and it would require a change to Full Court as well as a change to the electronic reporting program. What the changes would cost is unknown at this time, as JSI would have to provide the figures. As far as the changes, it is unknown what is the best way to include the 24/7 or DUI court. Do they use check boxes or drop down lists. As far as the ignition interlock it can stay as it is now, with a beginning and ending date.

Sharon said her County Attorney advised the 8 largest counties are on board with the 24/7 program. Some counties would include Yellowstone, Flathead, Cascade and Miles City. In Yellowstone County the Sheriff is running the 24/7 program at the detention center in Billings. Flathead County is being run by private vendors. Judge Mohr brought up the point there may be more than 24/7 as some counties may use SCRAM. Judge

Carver said discussion among some judges is to ask the legislature to allow other screening devices and not just the interlock.

Greg Noose said his department does not look at a scram bracelet as fulfilling the statutory requirement of an interlock device. He must follow statute 61-8-442 which states interlock device. There are some things his department can presume, as in the court recommending a probationary and the DMV assigning the required interlock. Judge Carver said they want a box in Full Court showing the SCRAM, as the judges have more faith in that device than they do the interlock device. Lisa said, therefore, some of the elements may not be reportable to the DMV. Judge Carver wants to ID which boxes are needed and then go to JSI to find out what they can do.

Lisa will approach the changes as follows: need a window with multiple selections, but only certain selections at this time are reportable to the DMV, but may change with future legislation. Thelma also wondered if PBT should be added, since 24/7 allows that as well. Greg Noose said the 24/7 program is established by the Sheriff, who can choose the method used. Therefore, non-compliance of the 24/7 program may be different than the court's conditions on sentencing.

Judge Carver noted the smaller counties which are rural in nature can't order the 24/7 if the defendant has no way to drive the 25 miles to the reporting station. Sharon said she knows the Attorney General's office is working on a contract with a vendor for the scram units and the last she heard it may be \$50 per unit, plus \$10.00 per day. Judge Carver said, however, his problem is the offender who is not working and may spend his time in the bars, versus a person who is employed full time.

Greg Noose said it is important to remember that 24/7 does not start at conviction, but starts at arrest. The court may not report the 24/7 at conviction, as they may chose to order it sometime after that date. Which would mean the boxes may be amended at some point later on. Sharon said it would be Best Practices when there is a change in the sentencing that the court sends in the amended disposition.

Greg Noose further stated right now an offender can get a probationary license as soon as it is reported they are a 24/7 participant. Sharon said their court has not sent any information to the DMV regarding the defendants that are on the 24/7 program. Greg said a court should not report 24/7 until they are assured that the offender has completed treatment. **The law specifically states they must have completed treatment before they can get a probationary. See statute 44-4-1205 for the exact language.**

Judge Carver thought this statute would be a surprise to the majority of the judges. Statute 61-5-208 does reference the 44-4-1205 statute. Brenda Nordlund did the presentation on the DL requirements at the training in Kalispell and the slides were consistent with the chart. Greg Noose will send Judge Carver a copy of the chart and Judge Carver will take it and the new statute to the Commission on Courts of Ltd. Jurisdiction for discussion on training.

Greg Noose stated DUI courts can recommend a probationary at conviction, but his office will hold the requirement of completion of treatment open, until they receive proof of completion. Judges have the option of revisiting the sentence and those changes may impact what the DMV does as well. He felt they may need a design session before any changes are made to the electronic reporting component.

24/7 Program: Sharon said her court started using 24/7 October 3rd and they have yet to receive a violation, either in showing up or passing the test. The defendants check in between 7-9AM and again between 7-9PM and blow into the machine. They are ordered to do this throughout the jurisdiction period, whether 6 months or 1 year. The charge to the defendant is \$2.00 per blow and it is believed the fee is in the statute. Sharon stated at the training she attended, Lewis & Clark County reported 20,000 blows and a success rate of 99.6%.

Lisa will meet with Greg further on this matter and she is requesting a development session where the whole spectrum of what happens after a sentencing, what is reported to the DMV and what does the DMV do with that information is discussed. How do they handle a violation of the court order? She will need to know all the requirements before submitting it to JSI for a bid. Changes are going to be made to Full Court and the electronic reporting component. Sharon added another feature may be to do a report from the boxes which are checked in Full Court. Lisa added there is no money in her budget to pay for these changes to the program. It is important to note the more complex this procedure is the more expensive it will be to program. The way the system is set up now is the user cannot make configuration changes as it is hard coded. Judge Carver said instead of making the change specific to include scram, perhaps make that field read, other electronic alcohol detection device. This field may also need the begin and end dates included. Right now, the statute requires the ignition interlock device. Judge Mohr believes the begin date is the date of conviction and Judge Carver added a court could shorten up the 24/7 period, making an offender attend for 3 months for example.

Judge Barger said she does not order the scram for the entire length of the sentence, but may order it for a shorter period of time. Plus she may have a hearing to learn if the chemical dependency evaluation has been completed. If the offender is ordered to attend inpatient she is not going to order a scram unit. Claudia said as long as a court is reporting manually they can still use the comment field for this.

Funding: Judge Carver learned there are funds which are in the DUI Task Force budget. Greg Noose recently sent \$278,000 collected this quarter which are distributed to the counties where the offense occurred. However, there are other offenders who are not associated with any counties and that is the money that is unclaimed. The money comes from the \$200 reinstatement fees. The Montana Dept. of Transportation holds those funds. Judge Carver wonders if funds would be available because this project is directly tied to DUI reporting. Lisa will attend one of the traffic and reporting committee meetings and try to learn more about this.

Greg Noose sent a guidance request on the Aggravated DUI statute to the Attorney General's office. Some judges were not going to send in those dispositions as there is a disconnect from the Aggravated DUI statute and the other DUI statutes. Judge Carver asked for a copy of that opinion when it is completed.

Greg brought along updated copies of the Implied Consent form following an arrest. The courts are not involved at the arrest; however, they will be involved in the Search Warrant process. The Assistant Attorney General put the language in this document. The Highway Patrol took about 10,000 copies of the form. The courts may want to make sure the Sheriff's Office has a current copy of the form. Judge Carver requested an electronic copy of this form so the judges would know what the offender is being told.

KALISPELL CHANGE REQUEST-MUNICIPAL INFRACTIONS

Thelma inquired about the document prepared by the Billings Municipal court and prepared by the Office of the Court Administrator. Lisa commented when the discussion took place between Billings Municipal and their office, Karen Nelson wrote the background paper on the project. Claudia and Lisa went through and wrote up the Municipal Infractions Project Requirement paper. There are so many variables to this type of project, such as the amount of infractions that need to be changed and if state codes are going to be changed as well. These changes have to be coordinated with the DMV as well. The paper does outline what the court action items are and the OCA action items. The Billings Municipal court has an entirely different looking Full Court. Because of the time involved to get these changes implemented, there is no way it could be implemented in another court before 2012.

Kalispell Municipal passed an ordinance which will make some of their infractions municipal only. Judge Mohr said the statutes are specific when it comes to making these civil infractions or a Municipal infraction, in that Small Claims procedure takes over. The procedure is briefly explained as a preponderance of the evidence, no prosecutor as the officer can come in and prepare his own case. In Billings they decriminalized most driving infractions, except some of the more serious such as Reckless Driving and DUI. State codes are still reported and put on the offender driving record.

Judge Carver said the City will need an Ordinance Governance Document. Then the city must come up with the penalties. Lisa would have to get a list of the offenses which are reportable and ask the DMV to get those in the IJIS table. This would be the only way the electronic exchanges would work is if all the changes are made. Judge Carver wanted to respond to the e-mail, but wanted Thelma to know they are not only changing the statute table, but the findings table will also change. Thelma wanted the committee to know that Shelly from the Whitefish City court called and they have a city council that wants to do the same thing.

Lisa's staff does not have enough resources right now to work on this project. Judge Carver said it took quite awhile for the Full Court change and everything was being put into "unapplied receipts". This went on for quite a few months in Billings. Claudia said that step alone created a disaster for her Department. Even new tickets need to be printed

with new language on them. When they were doing Billings, Lisa input 1500 statutes into the table. Marty deployed the Billings statute table. Shelly from Whitefish needs to be contacted so she understands the depth of the project and time involved, so they do not set a start date too soon and expect all the changes to be made then.

Thelma requested a cost estimate be drawn up for her City. Lisa needs to know if there are going to be state statutes and municipal infractions. What statutes are going to be decriminalized? Heidi Ulbrecht needs to sign the agreement in regard to the actual ordinances. Lisa will provide Thelma a copy of the Billings Municipal infractions and their state surcharges and the surcharges that apply to each. These changes affect the fee codes and the reporting requirements as well. Billings also had 1st, 2nd and 3rd offense provisions with each violation.

Lisa will work out a cost estimate and an estimated start time on this type of project for Kalispell. Judge Carver believes other City courts will start to follow this procedure. Jude Mohr said the incentive is there as more money is staying with the City and less time to process. If the infractions are not paid, they go to judgment and then to collection. 90% of the time no prosecutor is involved in the procedure. Judge Carver said it frees up court time as well, instead of 300 appearances on a Monday, now they are down to 10. Other issues to look at if more cities go this way is the priority of the Full Court projects and what is on the table now. Claudia also mentioned the problem of not having a standard statute table anymore. Greg Noose will need to change his tables as well to match up with every city that has changed. Claudia spent two weeks in Billings applying approximately \$250,000 of unapplied receipts to the proper cases. At the same time she was implementing overdue and making sure that it was processing properly. Because Mary Jane Knisely was elected as a District Judge, all this work had to take place before the end of the year. Judge Carver suggested in the bid it may be necessary to include the help of a full time staff person from Kalispell to assist with some of the entry work and to answer questions. Claudia said the Billings Municipal court is working well now. Judge Carver talked to Heidi and she said they were going to mirror the Billings Municipal court.

FULL COURT ACCOUNTING RULES AND PROCEDURES

Lisa reported staff has been much busier with financial issues since Cite Pay and she anticipates it will increase when Montana Interactive is implemented. The draft provided outlines what the IT Division is responsible for and what the Court Personnel Accounting responsibilities are. This draft was done after discussions with Kansas IT personnel and under Adjustments note: ***The IT Division will require contact within 30 days, if the request for assistance is not made within the prescribed timeframe the IT Division may be forced to negate assistance.*** This provision is enforced by the Kansas people.

When Lisa gets a developer she wants to implement an automated reporting functionality that identifies any court that has not performed End of Month reconciliation and they can notify the Judge at that time. Claudia explained what they mean by recurrent monthly bank reconciliations or end of day balancing. She said her trainers use specific instructions each time how to do this and repeatedly get asked the same thing next month.

The court personnel ignore the instructions and continue to do their accounting poorly. Sometimes the court uses the excuse that a new person is now doing the accounting, rather than have the clerk that was last trained work on it. Yesterday, one of her trainers went into that court's computer and could see the new person is doing it incorrectly. She believes they need a policy where they do the training, refer to the manual or Best Practices and provide support along the way, but at some point need to turn the problem over to the court personnel.

Therefore, the committee wanted a definition of recurrent, which Lisa believed would be 5 times. If you have been trained and then assisted with the exact same problem five times, you should have learned the proper procedure by then. Judge Budeski inquired about their office assessing a Help fee; however, Lisa has been advised their Dept. does not have the authority to generate revenue. This may come into play with the Kalispell Municipal infraction project as well. In this draft, they did add that the court may be referred to JSI or an auditor after too many times of having the finances done by their office.

Judge Carver asked if an identified court has reached the problem stage, should the committee make the decision from then on. Claudia does not believe the entire committee needs to be notified, once they adopt a policy, but they could notify Judge Carver in case the court contacts him. Claudia said unfortunately they are dealing with a court now in which her office has basically done their finances for years. She has personally been to the court to straighten out the errors. Judge Carver said when the process is adopted; the committee should adopt a letter that would be sent to all the judges. The mission statement could be included and it would advise them to pay very close attention to these rules and procedures as they are going to be enforced. This could end up costing your governing body additional funds to hire an accountant or help from JSI.

Number 1, they need to define recurrent. Secondly, they need to develop a tracking mechanism. Claudia said they document each contact a court has made. Thirdly, they need a step where they notify Judge Carver when they are seeing the trend of over help. Claudia said new clerks are encouraged to call often, so they can be taught the proper way to do things, therefore, this policy will not apply in that case. Lisa said what it amounts to is the court personnel do not have the commitment, or they truly do not understand the accounting procedures. Judge Carver said the first call he is going to make is to the Judge because they may not even know this problem is occurring.

Lisa said this policy does not fix the problems new Judges, such as Judge Rieger and Judge Barger were forced into, with books that were not balanced before they took office. The committee agreed the draft provided was well thought out and written. Lisa went on to the second page where she felt comfortable with #1. In #2 she said her department can identify the training issues and document the training done in the past. Once they have gone through the training, they must make a decision if more training is needed.

Lisa moved on to #3 which was what action should be taken if they have provided adequate training and the issue continues. What is the next step when personnel are unable to comprehend the accounting principles? It was agreed the Judge should be involved at this point. But what happens after the notification to the Judge? Sharon added at the recent conference they stressed technology may mean less personnel, but more highly trained personnel are needed to use this technology. Judge Carver said it is imperative the Judges allow their clerks to attend the training conferences. Judge Mohr said the web based training would also come into play here. Judge Carver wondered if the new policy needs to be signed by the Judge, so they are well aware of the responsibilities by their staff and the responsibilities of IT. Judge Mohr suggested the policy be presented at the next Judge training and following that the Judges could sign they have seen the agreement and had it explained to them.

Lisa requested the committee members take back this draft policy, review it and send any suggested changes to her before the next meeting. Ultimately, Beth wants this policy approved by this committee, by the District Court technology committee and the Commission on Technology. On the 2nd page, #3 section (b), if the issue is a recurrent user issue, Business Analyst will refer to training material and previous training sessions. Lisa said they will refer to the dates and times of training. Judge Carver said in addition; add the Chairman of the Automation and Accounting Committee will be contacted, so contact can be made with the Judge. Judge Carver did give the clerks a “heads up” that a procedure was coming.

SMART COPY DEMONSTRATION FROM THE HIGHWAY PATROL

The committee was given a brief overview of the whole package of the MHP Smart Cop program. Major Butler, Sgt. Cal Schock with the Highway Patrol was in attendance, as well as Joe from the Dept. of Justice and Sandra Miller with Montana Interactive.

NOTES: Major Butler mentioned that within a month or two they will begin to bring on Fish, Wildlife & Parks Officers and Motor Carrier Officers. They will bring them on in a phased procedure, possibly starting with Helena region first. Most people don't know they answer the phone for TIP-MONT and having them on the system will be a great help when it comes to finding a game warden.

Right now the public can enter the Attorney General's web site and go to Montana Highway Patrol and see the incidents and crashes which are being investigated at current time. The screens are touch screens as well for the troopers that prefer that method over a mouse click. In the beginning some of the older troops were hesitant on the Smart Cop technology, but right now all the Officers are comfortable and would not want to lose their computer.

Sharon asked if there is a way to determine if the bond posted was credit card or cash. Major Butler commented in the long term the MHP wants to get out of the collection of cash. Right now they are not taking bond unless they absolutely need to and this started as soon as they started submitting the tickets electronically. Right now there are only 4 counties not getting the citations imported and they are Prairie, Culbertson, Fergus and

Teton County. **Captain Butler said they need to move to the electronic submission of bond as soon as they can.** For the past 18 months or so Yellowstone County has been using Montana Interactive for credit card payments from the patrol.

Court copy of MHP ticket

Judge Carver pointed out it appears in every case the Defendant failed to appear and forfeited bond. Major Butler wanted to know what the court copy should say in the disposition part. Judge Carver thought if they added a check box, that way if the defendant failed to appear, he could check the box. Lisa would review the minutes to see what Judge Ortleby had mentioned about the disposition on the court copy. Major Butler said he needs someone to write on there what the court wants so it can be changed. Judge Carver said it is not a huge priority, because there aren't many courts using that disposition on the ticket. Once Major Butler receives something from this committee, it will get changed.

Once the stop is complete and they have entered the required race data, the troopers are trained to remit that ticket immediately to the server, so that it is available to the court the next day. Companion checked on the citation means there is either a companion citation, or a warning. In the case of a warning, however, the court will not see that.

In January, the patrol will be working on a test basis in Lewis & Clark County on MTIVS, the live insurance verification site. This will certainly assist agencies in knowing whether the vehicle is insured at the time of the stop or not. Claudia inquired about why some citations aren't remitted the same day written. The patrol answered it could be a connectivity issue, where they are just not able to remit them. They are trained to submit them before their end of shift for sure. The Officer may hold them in a situation where he/she needs to talk to the County Attorney. Lisa said the citation import is working very well across the state.

Judge Carver stated statewide some Warrants aren't getting served. He said oftentimes, the defendant is told he has a Warrant and get in touch with the court the next day and take care of it. When he was instructing clerks in Kalispell recently, he asked how many clerks have received that phone call from the defendant and almost all 80 or so raised their hands. So, what is happening is they are getting stopped, but they are not arrested then, the officers are asking them to contact the court and get it taken care of. All agencies are doing this on occasion and Judge Carver isn't concerned about the defendants who do contact the Court, but what about those that do not.

Major Butler has a concern about the amount of fine money and their reports to the legislature. He gets asked why the amount in fines is down, even though the amount of citations issued is not, therefore, the increase in his concern over roadside payments. He said they have been working on electronic payments for the past 2 years and they are ready to go. The problems are the legislature is not going to listen to our saying everyone has not been trained yet. Judge Barger stated she is doing more paperwork to try and collect from the defendants who do not pay their \$20 fine and from her standpoint it would be so much better if roadside payments were made. Major Butler has no idea what

the training issues are for the clerks to be able to accept the roadside payments, but he knows it is working in Yellowstone County now.

Judge Carver understands the issue about revenue being down and he will tell his governing body the patrol is not collecting the bond like they used to. Now with the citations being imported that has also cut down on a patrolman coming in person to the court and filing the citations, which in turn cuts down on their patrol while coming to and from the area.

Judge Carver stated the rumor going around that this committee is trying to stop courts from using Montana Interactive is not true. In fact, there are many counties using Montana Interactive as their credit card provider. CitePay has been installed recently as a provider and that site attaches to Full Court and updates the case in Full Court. As he understands it, Montana Interactive sends the money and then the court must go and apply it manually to the case. Lisa said when a payment is made, the court receives e-mail and with the import of citations everything arrives in a timely fashion. Clerks then go to the case and update it with the Montana Interactive payment. Judge Carver added there are 136 courts and so far only 53 courts have elected to use Cite Pay. The committee is not against courts using Montana Interactive, but is trying to teach the courts to use the easier version of credit card payments, which is Cite Pay, before jumping into another credit card payment project. Lisa said they have noticed an increase in the help needed from the courts in Cite Pay and the financial side of it. She is not unwilling to begin using Montana Interactive. However, they need to develop a training plan and her governing body wants to get the integrated version completed first. Judge Carver said there are more warrants and more outstanding debt in the courts; therefore, they definitely want to do this.

Sharon added for consideration is the courts that have been processing credit card payments for years. Her court adapted to CitePay and they adapted to roadside payments. She does not feel there is a training issue with courts that have processed credit card payments in the past and balance out each and every month. She suggested going ahead with roadside payments in those courts. Judge Carver said exactly and that is why the committee wanted to do Cite Pay first, which is the easier one to learn. In addition, 12 courts were installed with Cite Pay in the last month and several courts including Judge Carver's court have only been using Cite Pay for the past 3 months.

Lisa said what happened with a few courts that were using credit cards prior to Cite Pay, her staff still ended up doing the support, even though, they were getting into the project on the back end, instead of installing and training at the front end. Lisa has no idea how many courts use another credit card system. Lisa said she will look to Yellowstone County Justice Court to help develop the training material to make the transition as easy as possible.

Lisa advised everyone in attendance that right now her top priority for her business analysts is not even at the Ltd. Court level; it is statewide case management tools. She said all concentrated effort will be there until the project is completed. Regardless of

what priority this committee gives to roadside payment, it will take a 2nd priority to District Court case management.

Judge Carver said unfortunately some of these projects take some time. Lisa said they will have to figure out how it works for example in Silverbow County, where they cannot take payments. Major Butler realizes different judges and different courts may need special consideration when they are talking about roadside payments. Judge Butler spoke to Lisa about the assistance they are willing to provide, whether help in developing training tools or in other ways. This is a huge issue for the troops in their day to day operations across the State of Montana. They are willing to think outside the box on this issue and provide support where needed.

Sandy with Montana Interactive added when they brought roadside payments to Yellowstone County Justice Court, Sgt. Tenney with the Patrol and her team did the training and they are still willing to continue to do that. Sharon said there wasn't anyone from the Court Administrator's office involved in the process. Claudia said where they end up coming in is with the balancing and accounting issues that the courts have had. Sharon said Montana Interactive helped with the training in that regard, as well as their finance department. However, Claudia added they cannot support Full Court. Sandy said there are 8 counties using Montana Interactive and there are a few counties using Official Payments. Again Major Butler offered help wherever they could, because he is not sure how the legislature will react when he is called on to explain the loss of revenue.

Judge Carver believes one thing that would help is the enforcing of the warrants. He understands part of the problem is the increase in warrants. Major Butler said there are some counties that still have no jail facilities available, but he is surprised to hear that his troopers would handle warrants in that manner. Judge Carver said when he is issuing a warrant for failure to appear he is in actuality enforcing the trooper's citation, which gave instructions for the defendant to appear in Court. This problem exists with the local police and sheriff's departments; it is not just the Montana Highway Patrol. Sgt. Schock said if they get a Billings Municipal hit, they will not come and get the defendant, and that is one thing the troopers know.

Judge Carver inquired about the BAC being reported on the citation. Lisa said it is further down on the citation, but it is on there now. Claudia demonstrated where it is and Judge Carver is fine with the new location. Major Butler said they will definitely find out where the BAC will print with the new version of Smart Cop. Judge Barger said when a defendant is charged with Aggravated DUI, the Judge must know the BAC, because that is one of the elements of the charge. The Montana Highway Patrol will make sure the BAC will appear in the body of the citation somewhere.

Major Butler was very resistant against counties having varying bond schedules. He, however, has received so much interest in the bond schedules; he has changed his mind on that. The committee would certainly want every court to use the same bond schedule. Sgt. Schock said it's a simple process if the bond schedule is in effect in the entire county, not on a judge by judge basis. Judge Carver would be willing to talk to the

judges in the same county that want different bond schedules. He could at least make the argument that the bond schedule should be the same. This committee has already worked on and deployed a uniform bond schedule, but a court cannot be forced to use it.

Lisa wanted to interject there is a small window before the District Court project can be pushed out and she did not think it would take much to develop the training materials for the roadside payment program. Claudia agreed, however, noted that they need to hire and train personnel, as well as test the new release of Full Court V5. Judge Carver said at the meeting in December there could be more discussion on this issue. At the next meeting, it was suggested that the differences between Cite Pay and roadside payments be discussed, so the committee understood better what the training issues might be.

Judge Carver wanted to iron out the request from the HP as to what it should say on the court copy. No matter how you look at it, it says the defendant forfeited the bond. All that is needed is a check box. Some of the judges still print out the copies and use the form as court minutes. Judge Barger suggested two check boxes, one box states Bond Forfeited and other check box is for a plea from the defendant. Lisa agreed she could make that change for the HP to see.

DISCUSSION Shari Bishop discussed the changes that were taking place in the Gallatin County Justice Court. They will be hiring an administrative assistant and Kathy is now going to be the office-supervisor-manager and she asked how they could replace Shari with the administrator. Judge Carver said Shari is appointed by the committee and the committee has no intention of replacing her. **Judge Mohr made a motion that the committee stay in tack as it is now, second by Judge Barger and the committee voted and approved this motion.** Judge Carver volunteered to write a letter and explain this decision. If there is a vacancy on this committee, it will be advertised to the courts. Lisa noted that Gallatin County Justice Court was the pilot court for Full Court and Shari has been there since the beginning. Her knowledge is valuable to this committee.

NEXT MEETING ITEMS

Montana Interactive – Smart Cop with Major Butler
Webinar training module – documents
Review the accounting policy
MVD plates and registration suspension form
Cite Pay VeriFone bid from Ernie in writing
DUI Task Force money – if available
Fish, Wildlife & Parks update from Judge Carver
Finalize the letter for Butte regarding their money split request

DATE FOR MEETING

Thursday, December 15th, 2011 at 9:00 A.M.

Minutes submitted by member Barb Pepos