



NOVEMBER 2007

OREGON ASSOCIATION FOR COURT ADMINISTRATION

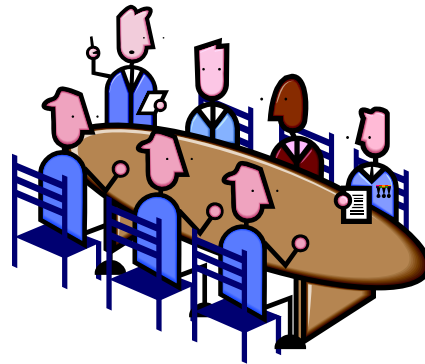
THE ECHO

A MESSAGE FROM YOUR PRESIDENT CAROL HUMPHREYS

What a terrific Fall 2007 Conference. It was great to have so many members attending and taking advantage of the OACA experience. A special thanks to our many vendors and their contributions to the event. The Education, Conference, Membership Committees and the Board helped to provide a truly engaging experience.

I wish to thank each of you for this opportunity to serve as the President of OACA. OACA is a wonderful example of "SYNERGY." The ideas, exchange and energy of our membership is SYNERGY. I am constantly amazed at the level of expertise and talent that OACA attracts. We are a group of very motivated people who respect others, crave knowledge, and work diligently to accomplish our goals. What a true gift OACA is to our courts, staff, community and us.

Your Board for the coming year is a group of inspiring and dedicated individuals who strive to promote the OACA mission and provide a high quality of education and training to the Oregon judicial staffing community. Char and Laurie are already busy working on providing our membership with that quality education and insuring that our MSU and OACA goals are met.



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EDITOR'S NOTE

The ECHO is committed to accuracy in all of its content. If you see something that requires a correction or a clarification, please contact Amy Anderson at: amy@ci.hillsboro.or.us



Secretary's Corner

Many thanks to all the donors that made the selective drawing such a huge success. OACA's education and scholarship funds will benefit from all the generous prizes donated.



The Overall evaluation drawing winner from this conference was
Karyn Purdue from Clatskanie Municipal Court.
Karyn will receive a free conference registration. **Congratulations Karyn**

VENDOR SCHOLARSHIP'S

The OACA Board was pleased to award Vendor Hardship Scholarships to three OACA members in October. These members were able to attend the fall conference even though their courts were going through some tough financial times. If you cannot afford to attend an OACA conference, please remember that there are other resources available to you as a dues-paying member. The Vendor Hardship Scholarship is available to assist OACA members with conference expenses. The application period is open prior to each conference and applications are available on the OACA website, or by contacting the Association Secretary. Applicant must be an active dues-paying member and application must include a statement about financial need. Please refer to www.oaca.com for more information



Minutes from this years annual business meeting are located on page 12

CONGRATULATIONS TO THE FOLLOWING PEOPLE

The banquet at this conference was very exciting because we were able to present 12 certificates for various levels of the certification program. **Congratulations** to the following people:

Level 1—Certified Court Manager

- ◆ Kim Tidball, Florence Municipal Court
- ◆ Carol Humphreys, Crook County Circuit Court
- ◆ Laurie Boyce, Aurora Municipal Court
- ◆ Annette Haynie, Newberg Municipal Court
- ◆ Char Mauch, Eugene Municipal Court
- ◆ Sadie Cramer, Molalla Municipal Court

Level 2—Professional Court Manager

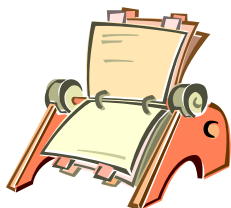
- ◆ Karen McCulley, Central Lane Justice Court
- ◆ Leslie Bjornbak, Central Lane Justice Court
- ◆ Char Mauch, Eugene Municipal Court

Level 3—Professional Court Leader

- ◆ Karen McCulley, Central Lane Justice Court
- ◆ Leslie Bjornbak, Central Lane Justice Court
- ◆ Char Mauch, Eugene Municipal Court



Membership



Please send any updates to your membership and contact information to Karen McCulley, Membership VP. You may reach her at: karen.mcculley@co.lane.or.us; or by phone at 541-682-3610.

Wow! The Fall 2007 conference successfully yielded **200 OACA MEMBERS!**

Our current total number of members has reached our goal of 200. **Thank you** to all who worked with the Membership Committee to meet and exceed our membership goal. There were 38 new members this year, 14 in attendance at the Fall New Member breakfast in Salem. Welcome to OACA!



Karen McCulley, Membership VP, welcomed all to OACA and their first conference. Board members and new OACA members were introduced. Carol Humphreys, Conference Co-Chair VP (now the newly elected OACA President) gave an overview of the conference, and introduced the education certification concept, inviting all to the session to be held immediately following the breakfast.

The membership committee will be updating you with our new membership goal, and continue to welcome your assistance in membership with your renewal of your membership and by sharing your experiences through OACA with others interested in the administration of courts.

The Spring conference will be April 20-22 in Cottage Grove.

Submitted by: Leslie Bjornbak, Central Lane Justice Court

FUTURE CONFERENCE LOCATION

For those who like to mark their calendars in advance here is the schedule for the next two conferences.

Spring 2008 we will be at the Village Green Resort in Cottage Grove from April 20-22.
Fall 2008 will be October 19-21 at the Mt. Bachelor Village Resort in Bend.

Conference information will be posted on the OACA website prior to each date.

Information on lodging can be found on these websites: www.villagegreenresortandgardens.com/
and www.mtbachelorvillage.com/.

We look forward to seeing you there.



Conference

A very special thank you to Char Mauch and Molly for the gorgeous floral arrangements. Char donated the flowers and she and Molly created some very elegant and innovative centerpieces for our 30th celebration. Thank you.

It has been my pleasure and my joy to work with a group of very talented members of OACA. Your Conference Committee works very hard to insure that the conferences are well planned and details handled. They work with the facility to ensure that the meeting rooms are conducive to our education speakers. The conference committee covers all aspects of our conferences and handle every detail from food to sound, notebooks to grand prize! Their imagination, creativity and dedication is inspiring. This group has made me laugh, cry, dream, but most importantly for the gift I received from working with each of them. My sincere thanks to Sue, Peggy, Christine, Toni, and Jan. You are wonderful and I so appreciate you and your dedication to OACA. Ms. Campbell, you may not have never officially signed up for this committee, but you are an inspiration and your support is incredible.

Thank you all for attending and for helping to make the 30th Anniversary Conference successful.

Carol Humphreys, 2007 Co. Conference VP

The Grand Prize Winner was Theresa Miers.
Theresa won the *30th Anniversary Spectacular!* She received 2 nights at the Heathman Hotel in downtown Portland including breakfast each morning and free valet service.
Also included was a \$250 Visa card, champagne, glasses and chocolate roses.
Enjoy yourself Theresa!

OACA Education Ideas

The sessions at OACA conferences require planning and preparing on the part of the Education Committee in an effort to best meet the educational needs of OACA members. Each OACA member can contribute to this by providing session ideas or speaker recommendations to the Education VPs. Please submit your suggestions to Laurie Boyce at aurorarecorder@centurytel.net and Char Mauch at charlene.a.mauch@ci.eugene.or.us.

Thank you to everyone who donated items for the raffle at the Fall Conference in Salem. What *Synergy* was felt that evening!

Selective Drawing Donors and Winners

Donated by:	Gift	Won by:
Paula Goldie	OACA bag with 3 soaps	Robin White
Toni Bennett	St. Brenden's basket with 6 glasses	Patti Etherington
Siletz Municipal Court	Sport bag with glass float and lots of goodies	Becky Micciche
Chris Watts and Toni Bennett	BBQ basket and wine	Linda Millard
Chris Watts	Desktop post-it holder telephone	Susanne Ryan
Chris Watts	Tabletop Fountain	Pattie Fischer



Donated by:	Gift	Won by:
Char Mauch	Wreath	Sadie Cramer
Amy Anderson	Bookmark and \$20 Borders gift card	Gabriele Glenn
Char Mauch	Wreath	Sadie Cramer
Happy Valley Municipal Court	Tea and Candles Basket	Peggy Howd
Bonnie Coombs	Sewing kit basket	Dee Shute
Barbara Gibson	Crystal basket	Becky Micciche
Kay Renfro	Latch Hook Kit	Bonnie Coombs
Peggy Howd	Lotion and Spray	Sadie Cramer
Lela Bartels	Gift Basket	Niki Hubbard
Peggy Howd	Cookie Kit	Carol Humphreys
Barbara Gibson	Picture Frames	Richard Vandiver
Kay Renfro	Journal	Ron Tische
Kay Renfro	Burt's Bees Basket	Kristie Hammilt
Eagle Point Municipal Court	Food Basket	Trissie Penland
Tina Viuhkola	Fondue 12 piece dessert set	Kathy Neda
Tina Viuhkola	Fondue 12 piece dessert set	Tina Huff
Tina Viuhkola	Fondue 12 piece dessert set	Bonnie Coombs
Tina Viukola	Fondue 12 piece dessert set	Susanne Ryan
Tina Viukhola	Fondue 12 piece dessert set	Susan Chase
Tina Viukhola	Fondue 12 piece dessert set	Cathy Carpenter
Robin White	T-Shirt and key chain	Diane Tische
Becky Robertson	Court Clerk Basket	Cindy Triller
Robin White	Bird feeder and black seed	Donna Poirier
Mary Lynn Townsend	OACA Grey Vest	Sadie Cramer
Kim Tidball	Basket w/ Wine and goodies	Sheila Campbell
Juli Lichtenberger	Pumpkin basket, wall flower, soap	Sadie Cramer
Kim Tidball	OACA retro sweatshirt	Candy Ashley
Lebanon Justice Court	1 Night Stay at Phoenix Inn	Richard Vandiver
Dena Audette	Bottle of Wine	Robin White
Adam Lloyd	Gift Basket	Becky Robertson
Laurie Boyce	Bowl of chocolate, tea cup and tea	Tina Huff
S. Mansfield	Painted Quail Plaque	Barbara Gibson
S. Mansfield	Stuffed Santa	Debbie Middleton
Donna Poirier	Mary Kay Satin Hands	Kim Tidball
Sue Ryan	2 Nights lodging at Ocean Terrace	Lisa Tamlyn
Robin White	T-Shirt with key chain	Patti Etherington
Happy Valley Municipal Court	Autumn Harvest Basket	Annette Haynie
S. Mansfield	Southern Living vase and Candle	Gabrielle Glenn
Beaverton Municipal Court	Starbucks gift basket	Gwen Hamlin
Amy Anderson	5 piece Dipping set	Rhonda Castro
Dee Shute	Bath and Body Works Products	Lisa Faught
Denise Middleton	Cheese slicer, bottle stopper & lots of goodies	Wendie Rowe
Kim Tidball	OACA cardigan	Lisa Layne
Pattie Fischer	Crystal Necklace	Molly Ferder
Donna Poirier	Recipe Binder set	Toni Bennett
Becky Robertson	Crystal Rose Bowl	Juli Lichtenberger
Carol Humphreys	Red hat cards, I Love Lucy cards, other goodies	Toni Bennett
Eva Winchester	Earrings and Necklace	Peggy Howd
Kelli McDonald	1 Hour Facial	Joanne Sargent
Carol Humphreys	Fall Basket	Susan Chase



TRAINING ALL YOUR STAFF EQUALLY IS IMPORTANT

By Kim Tidball , Florence Municipal Court

While attending the 2007 Fall Conference, it was brought to my attention that many courts do not bring all their personnel to each of the court conferences. I believe this is a detriment to those respective courts in at least three different areas. First, if court personnel are attempting to participate in the association's accreditation program and/or the Michigan State University Judicial Administration Program that are presented at each conference, their ability to complete these educational opportunities in a timely and comprehensive manner is inhibited. Although the classes presented may well be offered again, it will be certainly many years before that would occur.

Secondly, and perhaps more importantly, each staff member is able to attend classes that are specific to their individual job responsibilities and establish networking with individuals from other courts with similar responsibilities. Each staff member is then able to obtain current information relevant to their job position and also obtain current legislative and DMV administrative changes that are important and necessary for each court employee to be fully informed. While you may be able to take notes at a conference and present that information to other employees that were not able to attend, those people still lose the all important networking and ability to obtain formal certification and educational recognition. In many jurisdictions, these accomplishments may mean pay incentives for employees.

Thirdly, for many of us who work in rural courts, these conferences are the only opportunity for any court related training. If all our personnel do not attend this training, then someone on our staff is not going to be fully apprised of current legislation, current legal trends and other dated information that would be specific to court administration and functions.

On our drive home from the last conference, we began sharing ideas that had been presented to us. The enthusiasm was obvious. Each of us was anxious to share ideas that would improve the efficiency of our court. It was team building at its best. Because we were all included in the training offered, each of us felt like we were a valuable member of the team and had something to offer to our employers.



I am aware there is some concern about closing court doors to allow all employees to attend this valuable training. While I did have a few people question why we were closed, when I explained that it was for training purposes everyone was understanding and a few even expressed words of encouragement for our willingness to train all our staff equally.

Michigan State University Judicial Administration Program

Many OACA members still qualify for course work completed at past OACA conferences for the Michigan State University Judicial Administration Noncredit Certificate Program. Students simply need to submit the payment form with a check made out to MSU for the contact hours earned for each course.

Please contact Sharon George at georges@msu.edu or 517-432-1716 for questions regarding program status and payment forms. Additional information can also be found at:

<http://judicialadministration.msu.edu>



SPRING 2008 OACA CONFERENCE - WHY CLOSE THE COURT???

The 2008 Spring Conference is scheduled for April 20-22 in Cottage Grove. Central Lane Justice Court will be closed to allow all staff members to attend. Why? OACA provides an excellent educational component that is not routinely available to court staff in the performance of their regular duties. It's also a unique networking opportunity to meet with their peers.



OACA rotates their conference locations around the State to facilitate participation by all court members. This will be the first "local" conference since 2001, so these opportunities are relatively rare.

Budgets are tight everywhere. The Spring conference is the main educational component of this court's 2007/2008 budget. The benefits of participating in an OACA conference will bring a significant return on the funds invested, but more importantly will give them a first rate learning experience in an enjoyable setting, and be of benefit to their everyday work.

I feel it is important to invest our educational resources in a staff opportunity that will benefit all, and take an advantage of an infrequent local option to allow full staff participation.

Submitted by: Leslie Bjornbak, Central Lane Justice Court

"CHOICES FOR CHANGE"

Educational programs developed for the Northwest to help defendants "Make Better Choices"

- ◆ **Choices 1** – Defensive Driving
- ◆ **Choices 1** – Available **Online** at www.courtsi.com
- ◆ **Choices 2** – Ending Aggressive Driving
- ◆ **Alcohol Drug Information School (ADIS)**
- ◆ **Consumer Awareness** – Shoplifting / Bad Check writing
- ◆ **Anger Management Skills** - 8 & 16 hour programs

CSI's newly developed courses are based on



Toll Free: 1-866-268-7874
 Fax 425-671-0908
www.Courtsi.com
 Email:
Register@Courtsi.com

COURT TECHNOLOGY CONFERENCE (CTC10) - Submitted by: Char Mauch

This tenth annual Court Technology Conference was held October 2 – 4, 2007 in Tampa, Florida. I was privileged to be able to attend this conference and learned about the innovative and exciting ways technology is changing the justice system. The important piece for me is the valuable role court employees will continue to play in assisting defendants through the court process. Technology will not change this. This conference is presented by NCSC (National Center for State Courts). After the conference, NCSC posts the session programs on their website. Here is the link to the online presentations:

www.ctc10.org/MS/MS6/page.php?p=906





FALL CONFERENCE SESSION REVIEWS

MUNICIPAL COURT RAP SESSION (TRAFFIC ONLY)

Facilitator: Sue Ryan

The following things were discussed at the Municipal Court Rap Session which was facilitated by Sue Ryan

- Abstracts into DMV within 24 hours
- Court Policies
- Trail by Affidavit
- FTA Procedures – Some courts send FTA letters, give second appearance, some suspend right away
- Traffic School
- Amendment letters
- Equipment Tickets
- Clearing suspension – Call or mail to DMV, If pays with check some courts hold clearance for 15 days.
- Payment Contracts – Different fees
- Collections – Contract w/agency, once sent people deal with agency
- NSF Fees
- Unitary Assessment on traffic & ordinance violations. Due not need to collection on parking offenses.
- Witness subpoenas
- Discovery: Handled through most Police Departments
- Payments over phone comments ranged from works well to too costly and identity theft issues

This was a great session with lots of interaction from the individuals who attended.

Reviewed by: Robin White, Rockaway Beach Municipal Court



JUSTICE COURT RAP SESSION

Facilitator: Jan Henry and Joyce Denver

The Rap Session, as usual, was a high point of the conference as we reconnected with clerks from other justice courts, met new clerks, shared ideas and experiences and discussed the handling of issues inherent to our work.

Introductions were made and a Mentor/Mentee Sign-Up Sheet was circulated. Those with expertise in a certain area(s) signed up to help those in the learning process, and those needing assistance signed up to be paired with those volunteering to be mentors.

Topics open for discussion were:

- Legislative changes
- Fees charged for various filings
- "Courts of Record" - what they are and how their records are handled
- Expungement process
- Record retention
- DMV traffic reminders and changes
- Newspaper court reports
- Collections through agencies and the Department of Revenue
- Protection of private information

Those attending the session left feeling enriched because of what we had learned from each other, thankful for being able to talk to others who understand our daily challenges, and eager for more opportunities to connect.

Reviewed by: Joanne Sargent, Lebanon-Sweet Home Justice Court



Municipal Court Rap Session: Traffic & Misdemeanors

Facilitator: Char Mauch, Eugene Municipal Court

Rap Sessions will now have a new benchmark to live up to after this extremely organized contribution led by Char Mauch. Respect was prominent in this session, lending to a cooperative, orderly, and responsive atmosphere within a packed conference venue. Thank you to all who participated for being attentive to the subject at hand!

Debates varied from Suspension Fee Rates to MRSA (Methicillin-resistant Staphylococcus aureus), spanning DUII Diversions and explanations of why some so-called "diversions" ought to be termed Deferred Prosecutions. Topics included Traffic School Programs, Unitary Assessment Statue References, Case Management Systems involving Interest Collecting Courts, Amnesty Programs; options that work to benefit courts, along with many more topics. Above all subjects we synergized on Mind Mapping Programs, Video and Camera Citing, Electronic Ticket Court Process, Pandemic Flu Safety, Legislation regarding Public Records and Identification Theft, LEDS Warrants Recordkeeping, and Document Imaging. Char kept this session on its toes with information and questions abounding from every table.

Witnessing our minds united together in this Fall 2007 Municipal Court Rap Session was a true tribute to the synergy of OACA. Attendees were well connected throughout the session to insure that information exchange would initiate from the contacts formed during this time. A colossal thank you to Char Mauch for her dedicated efforts to provide the best rap session yet!!!

Reviewed by: Duane Smith, Eugene Municipal Court

CASE PROCESSING FOR LIMITED JURISDICTION COURTS

Dr. Geoff Gallas, from the National Center for State Courts, kicked off the education sessions with his presentation on Case Processing for Limited Jurisdiction Courts. He began with a brief overview of NACM's Core Competencies Curriculum Guidelines and the primary importance of case flow management in the court system. Dr. Gallas stated that the court has a fundamental responsibility to supervise the timely progress of a case from filing to disposition. He said three key factors contributing to success in timely processing of cases are leadership, establishment of standards, and information related to the set standards. Dr. Gallas discussed the importance of looking for the earliest opportunity for case disposition. Dr. Gallas said time standards for measuring case disposition time are critical as excessive time delays destroy justice and reduce the impact of deterring criminal behavior.



Thorough case flow management also requires on-going monitoring and analysis of the process to determine efficiency in docket management. Dr. Gallas said all courts must do some level of review and analysis to be successful. He described three levels of review. The first is Level 1 (Basic). Basic case flow management requires tracking the number of cases filed and disposed each year, the number and age of pending cases and status of outstanding cases. He said all courts should monitor at this basic level. Level 2 involves more detailed review of the age of cases, disposition, number of events per case, trial rate, and number of appearances per case. For the highest level of case flow management he suggests Level 3 which includes review of trial probability rates, comparing case processing flow chart to perceptions of the system, review of overall strengths and weaknesses of the system, and an in-depth review of the root cause of case flow processing problems.

In addition to providing key indicators for case flow management, Dr. Gallas also provided the group with formulas for conducting an assessment of pending and backlog case analysis. Using these measurements the courts can assess how effective they are in meeting case processing goals. The presentation by Dr. Gallas was filled with outstanding information and tools to help us in becoming more effective in processing cases.

Reviewed by: Kristie Hammitt, Eugene Municipal Court



CASEFLOW MANAGEMENT/CONCEPT TO IMPLEMENTATION

Stephen A Bouch, Facilitator



Stephen Bouch presented the second Salem conference class eligible for MSU credits. He opened with a definition of the Learning Theory (The Wheel) and discussed Caseflow Management from the beginning concept; the framework; how work is performed; and the measure of meaning. Mr. Bouch led a discussion on the importance of Caseflow Management, and had the participants do several exercises, sharing their answers with the group.

Mr. Bouch listed the purposes of a Caseflow Management Review (CMR) and led a discussion on the common elements of successful Caseflow Management programs. Implementation and how to bring the proper elements together to do a substantive due process and accountability were reviewed, along with the various factors to determine how the assessment is working. Points included why stakeholders should care, and the benefits of performance standards. As an example of the review, there could be increased customer service and better service for constituents.

He also reviewed how to assess whether the results are what you are seeking in a review, that changes are working, and how to sustain the effort. Mr. Bouch indicated that the information should show that a court is disposing of as many cases as are brought in, that revenue is "coming down the road," and that a backlog of case inventory does not exist or is being dealt with.

Reviewed by: Leslie Bjornbak, Central Lane Justice Court

WAIT! BEFORE YOU HIT SEND, ETHICAL AND LEGAL ISSUES OF EMAILS AND STOP! THINK ABOUT PROTECTION OF PRIVACY OF RECORDS



The session gave a real good overview of email issues as they relate to public records, retention schedules, and ethics. I would recommend having this speaker back.

The class gave some good information on the legal issues of deleting an email before its retention is over.

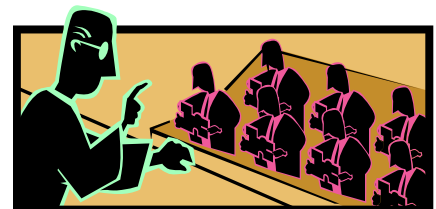
Reviewed by: Laurie Boyce, Aurora Municipal Court

JURY MANAGEMENT

Carol Humphreys, Crook County Circuit Court, Susie Perry, Beaverton Municipal Court and Fran Blake from Lake Oswego Municipal Court shared a lot of great information about jury management. The session began with a historical perspective of the juries and moved on to the A to Z's of jury management. The speakers provide a number of handouts including ORS, forms and policies. The handouts will be a valuable resource as people go back to their courts and review their processes.

Since the speakers come from different sized courts each had a different perspective to share about the jury management process. The speakers were knowledgeable and have a passion for the topic. That combined with questions from the audience kept the session lively and I found it interesting and informative.

If you would like a copy of the handouts you can request them by contacting Nadine Robinson at Nadine@tigard-or.gov.



Reviewed by: Nadine Robinson, Tigard Municipal Court



GIVING CUSTOMER SERVICE WITHOUT GIVING LEGAL ADVICE

The session gave a real good overview of maintaining customer service without giving legal advice. Tracey went over the importance of good customer service and appropriate and competent legal advice. Tracey also went over the definition of each and who can render and how much.

This was an excellent class and well worth attending.

Reviewed by: Laurie Boyce, Aurora Municipal Court



Legislative Update 2007

This class was presented by Brian DeMarco and Linda Ludwig. The class had a lot of hand outs for the members to go back to their offices to look up different House Bills or Senate Bills that would deal directly to the specific court that they are involved with.

Reviewed by: Laurie Boyce, Aurora Municipal Court

DEPARTMENT OF REVENUE—COLLECTIONS

The DOR "Other Agency Accounts" Collection class was taught by Chris Gasperini, Program Manager and Nikki Bennett, Program Analyst from the Department of Revenue. The class was informative and answered many questions that court staff had about DOR collections for other agency accounts.

The program was established in 1975 as the state's collection agency. Circuit Court accounts comprise 80% of the debts and OAA's goal is to collect \$84 million in this biennium.

Currently, Justice, Municipal and County courts do not have full collections through DOR, just offset collections which include tax refunds and kicker checks. Fines can be assigned to a collection agency and you can still assign the debt to DOR as long as the court has the defendant's social security number. Collection rates are 7% for offset collecting and goes up to 15% for full collection courts. OAA is non-profit so agencies receive a rebate when there is an excess of fees collected.



The remark from the presenters was made that "Why should someone who owes state fees or fines get their tax refund or kicker check without that obligation being paid?" Keeping this in mind, it seems like a good idea to set up with DOR to collect even though offset collections is limited. Some of the courts signed up for offset collections are Harrisburg Municipal, Baker Co. Justice, Brownsville Municipal and Lafayette Municipal.

There is continuing interest and legislative work being done to secure full collections for all courts. Hon. Jad Lemhouse was mentioned as being very involved in this process. His phone number is (541)995-8311.

Set up with DOR is easy and you should check with Nikki Bennett to make the arrangements. She can also answer any questions you have. She made it very clear that DOR is willing to assist the courts get on board with OAA collections. The contact phone number is (503)945-8771 or e-mail nikki.bennett@state.or.us.



**OACA ANNUAL BUSINESS MEETING
SUNDAY, OCTOBER 14th, 2007
SALEM, OREGON**

PRESIDENT, Becky Robertson- Present
PAST PRESIDENT, Joyce Denver- Present
EDUCATION VICE-PRESIDENT, Laurie Boyce - Present
CO-CONFERENCE VICE-PRESIDENT, - Carol Humphreys – Present
CO-CONFERENCE VICE PRESIDENT – Sue Ryan - Present
ECHO, RESOLUTION & BY-LAWS VICE-PRESIDENT, Amy Anderson - Present
MEMBERSHIP VICE-PRESIDENT, Karen McCulley - Present
TREASURER, Angie Debban - Present
SECRETARY, Gabriele Glenn - Present
DIRECTORS: Peggy Howd - Present, Jan Henry - Present, Juli Litchenberger - Present, Susie Perry - Present
Dan Swinney-Present

President Becky Robertson called the meeting to order at 12:35 p.m.

Secretary Gabriele Glenn affirmed a quorum of OACA members were present.

President Becky Robertson acknowledged all the hard work that the Education Committee, Conference Committee and Membership Committee has done this last year.

President Becky Robertson called for the Education Report. Education Vice President Laurie Boyce asked members to please limit their side bar conversations during sessions. She also mentioned that the session evaluation form will be passed out at the sessions and is not in their conference binders.

President Becky Robertson called for the conference report. Co-Conference Vice President Carol Humphreys introduced the conference committee and wanted to thank them for all their hard work getting ready for this conference. They did an outstanding job choosing the theme for the conference and then having it intertwine throughout the conference.

President Becky Robertson called for the Membership Report. Membership Vice President Karen McCulley reported as of October 12th, 2007, there were 199 active OACA members including 40 new members.

President Becky Robertson called for the Treasurer's Report. Treasurer Angie Debban reported that a copy of the Treasurer's Report is included in each Conference binder.

Treasurer Angie Debban reported that OACA was in good financial standing, the beginning balance in 2006 was \$15,461.95 and we had \$45,204.66 in income and \$45,707.27 in expenditures last year. Our ending balance is \$14,959.34. She asked members to see her if they had any questions.

President Becky Robertson gave a report on OACA's website. She asked members to send her with any suggestions to improve the website.

President Becky Robertson called for the reading of the 2006 Annual Business Meeting minutes.

Secretary Gabriele Glenn read the 2006 Annual Business Meeting minutes to the membership. Member Rhonda Castro presented a motion to accept the minutes as presented. Member Susan Chase seconded the motion. Motion passed unanimously.

President Becky Robertson called for Old Business. No old business was brought forward.



President Becky Robertson called for New Business. No new business was brought forward to the Board.

Immediate Past President Joyce Denver instructed the membership on the requirements of eligibility to vote in the election.

Secretary Gabriele Glenn affirmed a quorum of OACA members were present.

Nominations for OACA President were opened. The nominee submitted from the committee was Carol Humphreys, Crook County Circuit Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for OACA President were closed.

Nominations for OACA Education Vice President were opened. The nominees submitted from the committee were Laurie Boyce, Aurora Municipal Court and Char Mauch, Eugene Municipal Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for OACA Education Vice President were closed.

Nominations for OACA Conference Vice President were opened. The nominee submitted by the committee was Juli Lichtenberger, Dallas Municipal Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for OACA Conference Vice President were closed.

Nominations for OACA Echo, Resolution, and By-Laws Vice President were opened. The nominee submitted by the committee was Amy Anderson, Hillsboro Municipal Court. No nominations were made from the floor. Nominations for OACA Echo, Resolution, and By-Laws Vice President were closed.

Nominations for OACA Treasurer were opened. The nominee submitted by the committee was Jan Henry, Lebanon-Sweet Home Justice Court. No nominations were made from the floor. Nominations for OACA Treasurer were closed.

OACA Membership Vice President and Secretary positions were not opened this year as they are two year positions and were elected last year.

Immediate Past President Joyce Denver reported the nominations for five (5) Board Directors were opened. The five nominees submitted by the committee were Susie Perry, Beaverton Municipal Court, Sue Ryan, Lincoln City Municipal Court, Cindy Mitchell, Cascade Locks Justice Court, Danah Harrington, Molalla Municipal Court, Sadie Cramer, Molalla Municipal Court. Nominations were called for from the floor. No nominations were made from the floor. Nominations for the five (5) Board Directors were closed. Nominations for OACA Directors were closed.

Immediate Past President Joyce Denver closed the nominations.

Member Kay Renfro moved and member Joanne Sargent seconded a motion that the 2007-2008 Officers and Directors be elected as presented by acclamation. Motion carried unanimously.

Co-Conference Vice President Sue Ryan moved and member Ronald Tische seconded a motion to adjourn the business meeting.

President Becky Robertson declared the 2007 Annual Business Meeting adjourned at 1:15 p.m.

Respectfully submitted,

Gabriele Glenn
OACA Secretary



Be on the lookout in February for our Pre-Spring ECHO, as it contains the Peter Kiefer Scholarship application. If your court is low on budget funds you can always submit an application to help with the cost of conference. Applications will be accepted beginning January 1, 2008 thru March 15, 2008.

OREGON ASSOCIATION FOR COURT ADMINISTRATION PETER KIEFER SCHOLARSHIP PROGRAM

I. PURPOSE

The OACA Scholarship Program is intended to demonstrate and promote the organization's commitment to improving judicial administration in Oregon by providing financial assistance to members for education in court administration.

II. AMOUNT AND NUMBER OF AWARDS

1. A total annual pool of \$1,500 is available to be awarded.
2. The number of awards each year will be determined by the OACA Board of Directors (Board) upon recommendation of the Education Committee.
3. If the whole \$1,500 is NOT expended in one year, the remaining amount shall revert to the general fund.

III. ELIGIBILITY CRITERIA

1. Applicants must be members of OACA.
2. Applicants may **not** be members of the Board.
3. Applicants must demonstrate financial need, documented by a written statement.
4. Applicants must include a full accounting of the cost of the proposed education program(s) and other sources of funds sought to cover the full cost.
5. Applicants shall submit a written statement of court employment background, future career goals and how the proposed education will benefit their current work and their career.

IV. SELECTION OF RECIPIENT

1. Method
 - a. The OACA Education Committee will oversee the administration of the program.
 - b. Application forms are available from the OACA Education Vice President and should be submitted to the "Peter Kiefer Scholarship" C/O the Education Vice President. All identifying references to the applicant will be removed and an ID number will be affixed to each application, and copies will be made for the Education Committee members.
 - c. The chairperson of the Education Committee shall call a meeting of the Committee to review and recommend the allocation of the awards to the Board based on the criteria below.
 - i. All meritorious applications will be awarded some level of support as long as the amount of the awards will be helpful to the applicants.
 - ii. The size of individual awards will be determined by the Board depending on the number of meritorious applications in a given year.
 - d. Determination of the priority for awards will be determined by the Board. Higher priority will be given to applications from members who:
 - i. have not received previous awards;
 - ii. provide convincing evidence of relevance of the proposed education to the work of the applicant;
 - iii. demonstrate evidence of personal commitment of time and money to support their education; and
 - iv. demonstrate evidence of the support of their court for their education.
2. Timetable
 - a. Applications shall be taken between January 1 and March 15. The awards will be made by and announced at each Spring Conference. Checks shall be available immediately thereafter.
 - b. Applicants will be notified of the Education Committee's decision.

V. POST-AWARD REVIEW

1. After the award is used, each scholarship recipient shall be required to submit proof of attendance (via a certified transcript or certificate of attendance) at courses for which the award was made, and a statement of how the money was actually spent. Such proof shall be submitted to the Treasurer and Education Committee Chairperson within 90 days after the money is used. If a recipient does not use the entire award, the remaining balance must be refunded to the OACA Treasurer at that time.
2. The Education Committee shall annually review the program and recommend its continuation, modification, or elimination to the Board prior to the annual OACA Business Meeting.
3. Each scholarship recipient must agree to present or assist with an OACA conference session on the topic of the educational program attended (at the discretion of the Board).



OREGON ASSOCIATION FOR COURT ADMINISTRATION 2008 MEMBERSHIP APPLICATION

The Oregon Association for Court Administration is a professional organization developed to provide educational opportunities for those individuals interested in the ongoing improvement of the administration of the courts in the State of Oregon. By your signature below, you signify your understanding that your membership in OACA is subject to the by Laws of the Association.

Name (Please Print)

Court or Agency

Title

E-mail Address

Mailing Address

Phone

City

State

Zip

Fax

First-Time Member

Renewal

Active \$50.00

Associate \$50.00

Student \$20.00

Signature

Date

Referred by: _____

Annual dues are per calendar year (January 1 through December 31, 2008) and must accompany this application. Membership in OACA is transferable if dues are paid with public funds and person terminates position.

Make check payable to OACA, and forward the application and dues to:

OACA TREASURER JAN HENRY
P O BOX 283
LEBANON, OR 97355

OACA - An organization of court administration personnel, court clerks, court administrators
and others striving to better court administration.

OREGON ASSOCIATION FOR COURT ADMINISTRATION
2007—2008 OFFICERS AND DIRECTORS

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