

**COJET COMMITTEE MEETING**  
**September 23, 2008**  
**10:00 a.m. – 2:00 p.m.**  
**Judicial Education Center**

<b>Present:</b>	<b>Present By Telephone:</b>	<b>Absent:</b>
Hon. Roxanne Song Ong, <i>Chair</i>	Hon. Ann Timmer, <i>Vice-Chair</i>	Darla Akers
Kent Batty (for Judge Arkfeld)	Diane Sonntag	Hon. Louraine Arkfeld
Barbara Broderick	Kristi Youtsey Ruiz	Justice W. Scott Bales
Tim Hardy		Mike Baumstark
Hon. John Hudson		Frank Corrales
Hon. Michelle Lue Sang		Catherine Gage-O'Grady
Jane Roberts		Toni Stevenson-Hale
Hon. William B. Sutton		Hon. Wallace R. Hoggatt
Becky Williams		Hon. Michael Jones
Hon. Michael Yarnell		Rik Schmidt
<b>AOC Staff in Attendance</b>		
Cathy Lowe		
Diane Bouconi		
Beth Asselin		
Julee Bruno		
Chad Campbell		
Marie Holck		
Paul Julien		
Deb King		
Katie Sage		

**I. Welcome and Opening Remarks**

Judge Roxanne K. Song Ong welcomed COJET committee members, and staff.

**II. Approval of the Minutes from the March 11, 2008 Meeting**

Judge Song Ong asked members to review the minutes from June 10, 2008. She called for clarifications, corrections or changes to the minutes. None was raised.

**MOTION: Tim Hardy moved to adopt the June 10, 2008 minutes as written and posted on-line. Christi Youtsey Ruiz seconded the motion. The motion passed unanimously. COJET 09-2008-001**

### III. Directors Report

STOP Violence Against Women Grant: Cathy Lowe reported Education Services is working with Court Services; Judge O'Neill, CIDVC Chair; and Judge Finn, Glendale Municipal Court to apply for and implement a STOP grant which, if approved, will come from the Governor's office. This would include all the disciplines that are affected by domestic violence as well as all the advocates. This would include a one day program, followed by a broadcast geared directly to the bench.

Photo Radar Broadcast: The photo radar broadcast which was prepared by two divisions, Education Services and Court Services divisions, has been completed. Over 200 participants attended. County Coordinators will receive a copy of the broadcast to share throughout their counties. It will also be available through the education resource library (ERL). The Education Services division staff starred in this broadcast.

Western States Court Leadership Academy (WSCLA): This is a Tri-State leadership training designed by the Chief Judicial educators in Utah, CA, and AZ. It uses faculty from a private consulting firm in Boston. Dave Byers will be an opening speaker on Leadership. Cathy Lowe will be a program evaluator.

Seven State Consortium: Certified faculty training will be offered to those that will present ICM courses. This training will take place January 13-14, 2009. Chad Campbell is working closely with the AOC Juvenile division to train in implementation of the national juvenile delinquency guidelines to follow up with the implementation of the trial court performance standards for juvenile courts.

Chief Justices' Conference: Scheduled for December 1 and 2, 2008. Deb King chairs the planning group with all AOC division directors as members. Directors will be attending in December and facilitating county-based discussion.

Arizona Welcome of Chief Justices w/Spouses: Scheduled for January 25-27, 2009. Julee Bruno is working with Deb King and Cathy Lowe.

Public Hearings: Paul Julien reported that the Chief assigned a task force to rewrite the judicial code of conduct, which is now complete. There are two scheduled hearings to promulgate the new code, October 24<sup>th</sup> at the State Courts building and November 7 in Tucson at the training center.

Legal Services Division: Paul Julien is working with Jerry Landau to prepare and deliver a broadcast covering current changes in criminal statutes.

### IV. COJET Subcommittee Reports

- **Judicial College of Arizona (JCA):** Judge Michelle Lue Sang, JCA Committee Chair reported:

Judicial Conference: Evaluations for the 2008 Judicial Conference were outstanding. "Access to Justice" may be a theme for the 2009 Judicial Conference. This conference is to be held in Phoenix and should minimize travel costs for a majority of participants.

General Jurisdiction New Judge Orientation: The course concluded September 12, 2008. The assessment was modified to use Option Finder software to get immediate participant feedback. This method was well received.

2009 Limited Jurisdiction New Judge Orientation: The first meeting has been held, and plans for identifying faculty are underway.

- **Court Leadership Institute of Arizona (CLIA):** Kent Batty reported on behalf of Judge Louraine Arkfeld:

CLIA: last met in August and compiled its own fast-track planning.

Tiered Competency Model: Using the National Center for State Courts core competencies, a Tiered Competency model has been completed for supervisors through manager and executive levels. CLIA is in the process of developing resources to complete tier two, supervisory level. CLIA started with tier three manager level, and completed it, so after supervisory level is developed, tiers four and five executive levels will be getting more attention.

CLIA is developing and using innovation that comes from National organizations in addition to ICM.

Team Training (leadership teams): Coming in November, and is a product networking with other courts that train locally. CLIA is looking at developing better tracking of training participants and determining the extent to which attainment of COJET credits is the primary motivator. They are trying to determine the potential value of offering training to target audiences and also securing training from multiple sources. Mentoring people into management positions is being considered as a possible training focus.

CAPSTONE Program: October 6-8, 2008. This class is full with 15 people on the waitlist. This program is specific for Arizona. CAPSTONE will start with such foundational issues as administrative structure of the Arizona courts. A systemic view of the courts and their relationship with the community. Other components will include: enforcement of court orders; jury management; records management; and core management activities. 18 hours COJET credit will be given for this program.

The Western States (Ca., AZ, & Utah) Court Leadership Academy (WSCLA): About 100 registrants are expected. This is the kind of advanced decision-making program that can fit into tiers' four or five.

Leadership Program: “Maintaining Access For Justice In Uncertain Times” is the theme. Sessions on Best Practice and Strategies for Success will be offered.

- **Judicial Staff Education Committee (JSEC)**: Becky Williams, JSEC Committee Chair, presented the report:

JSEC met in July to undertake fast track planning. The next meeting is scheduled for November 3.

Photo Radar: The broadcast held September 18th had 271 registrants. Evaluations are being processed.

Northern Region Judicial Staff conference: Was held in Flagstaff July 23-25 had 184 registrants.

Training Coordinator conference: Scheduled for September 25<sup>th</sup>.

Central Region Judicial Staff conference: is being held in Phoenix October 21-23. Registration will close October 14th. This year’s conference will sponsor 28 classes. The start time will be later, and the third day will end earlier. Fees have dropped from \$180 to \$160.

New Training Coordinator Orientation: Scheduled for November 7<sup>th</sup>. Training coordinator compliance training scheduled for December 4 and 9 on-line.

- **Committee on Probation Education (COPE)**: Tim Hardy, COPE Committee Chair presented the report:

Probation Certification Academy: The committee engaged in fast-track planning. They also voted on by-laws and proxy voting.

Probation Certification: Was held in July. Eight participants failed the course. Chiefs and directors will encourage participants to attend more study sessions. Of the eight, four have been tutored, retaken the test and passed.

IPS training: Was held September 14-19 with 35 officers attending.

Faculty Skills Development: The Probation Unit offered a program in Prescott for 18 prospective faculty.

Defensive Tactics Academy: was also held in Prescott for 20 participants. The evaluations were excellent.

Prisoners Rape Elimination Act (PREA): The curriculum has been approved. Barbara Broderick and Diane McGinnis developed policies and procedures for the curriculum.

Defensive Tactics and Firearms Academies: Continue on schedule. Fourteen officers completed defensive tactics training.

Firearms train-the-trainer: Is being held in Payson this week. Fourteen officers are registered.

Firearms Academies: Were held in Phoenix and Kingman in August. Twenty-eight officers attended.

**IV. Chief Justice calls for development of Strategic Plan for Judicial Branch of Education:** Paul Julien, Education Services Judicial Officer, presented the report:

Paul Julien reviewed the results of the values and Attitudes Test.

- What works:
  - The test revealed most programs are working well.
- What should be enhanced:
  - Taking programs on the road.
  - Distance Learning.
  - Collaboration with other training providers.

Cathy Lowe reported some COJET subcommittees are moving at a faster pace with fast-track planning. CLIA has just completed its own plan. AJC will undertake its work in November.

COJET then commenced Phase II of the Fast-Track planning process:

1. Katie Sage (Education Probation Specialist) volunteered to work with COJET members who participated by phone.
2. Members broke into pairs for “filling in the gaps” and were asked to come up with 10 ideas. The results were:

Gaps In Service:

- Additional training for judges after initial orientation
- Additional training for probation, and detention officers, particularly at the management level
- Enhance distance learning, CBTs, web-based programs
- Enhance mass communication techniques (from AOC)
- Off bench rotation training
- Recognize differences between urban and rural counties & offer training throughout the state
- Continuing professional education for judicial officers in administrative & court operations

Considerations:

- Management skills
- Satellite broadcasts – learning experience needs to be improved
- Improve leadership conferences for mid-level staff
- Expert faculty expertise
- More communication with local Universities and colleges
- Local road-shows v. large conferences
- Mentoring: give extra hours
- Cut down on paperwork for COJET accreditation for approval
- Find new topics for the staff conferences
- Reach out to smaller counties

- Hold web-based meetings
- Offer E-Filing training
- Offer Cross training with other courts

December's meeting; COJET will prioritize goals and consider action steps to attain them.

- V. **Court Security Committee** – Niki O’Keeffe, Administrative Services Director, joined COJET to discuss the ad-hoc court security committee. Two pilot security officer trainings have been offered at Judicial Staff conferences. In Tucson and Flagstaff. Both were well received. They have an ad-hoc committee with members from Maricopa, Pinal, and Pima counties, City of Phoenix, Kingman, and Superior Court. This ad-hoc committee will become a subcommittee of JSEC. The group would like to have a Judge as a representative, as well as an attorney.
- VI. **Call to the Public** – Judge Song Ong made a call to the public. There was no response.
- VII. **Adjournment** – The next COJET meeting will be scheduled for **Tuesday, December 16, 2008 from 1:00-3:30 (telephonic)** to allow for Supreme Court and AOC administrative participation. COJET will prioritize goals and consider the action steps to attain them. Materials and minutes will be sent in advance by e-mail.

Judge Song Ong also reminded all members that their committee requirements (plan, evaluate, and/or instruct a course) are due at the end of the year (December 31, 2008).

**MOTION: Barbara Broderick adopted to adjourn the meeting. Honorable Michelle Lue Sang seconded the motion. The motion passed unanimously. COJET 2008-09-002**

Judge Song Ong adjourned the meeting at 1:30 p.m.

Respectively submitted: Diane Bouconi