

**COJET COMMITTEE MEETING**  
**December 16, 2008**  
**1:00 p.m. – 3:00 p.m. (Telephonic)**  
**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
Hon. Louraine Arkfeld	Justice W. Scott Bales	Toni Stevenson-Hale
Catherine Gage-O'Grady	Mike Baumstark	Hon. Wallace R. Hoggatt
	Barbara Broderick	Hon. Michael Jones
	Frank Corrales	Janie Marino
	Tim Hardy	<b>AOC Staff in attendance:</b>
	Hon. John Hudson	Cathy Lowe
	Hon. Michelle Lue Sang	Beth Asselin
	Jane Roberts	Diane Bouconi
	Rik Schmidt	Julee Bruno
	Diane Sonntag	Chad Campbell
	Hon. William B. Sutton	Marie Holck
	Kristi Youtsey Ruiz	Paul Julien
	Hon. Michael Yarnell	Deb King
		<b>Public Member:</b>
		Matt Fertig

**I. Welcome and Opening Remarks**

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

**II. Approval of the Minutes from the September 23, 2008 Meeting**

Judge Song Ong asked members to review the minutes from September 23, 2008. She asked if there were clarifications, corrections or changes to the minutes. Two corrections were raised, page two; Chief Justices Conference should read [Leadership Conference] and page five number IV, AJC should read [JCA]. Corrections were noted and amended.

**MOTION: Honorable Michelle Lue Sang moved to accept the September 23, 2008 minutes written and posted on-line as amended. Frank Corrales seconded the motion. The motion passed unanimously. COJET 12-2008-001**

**III. Directors Report**

Cathy Lowe reported on fast track planning. In terms of results of fast track the results have been consistent across committees, reaching distant courts throughout the state.

Distance Learning is trying to strike a balance in terms of broadcasts, DVDs, etc. Early next year a presentation will be given to other directors throughout the agency.

Broadcast costs have been lowered to \$10-\$20/per person. Local instructors will be very helpful in keeping costs down. A survey across the state will be conducted to see what the needs are and to see where interest lies. Hope to do more of this during 2009. Expand training to those in custodial positions, probation, and court security, clerks, and others.

Judicial Scholar & Resident Judge Linda Chezem will be coming to education services Jan 5, 2009. Her interests focus on, alcoholism on the brain and, on brain development. She could bring us pro bona scholars to the courts.

Cathy also reported that regional staff conferences are in the process of being cancelled.

Mike Baumstark reported that an Administrative Order will be written to reduce staff COJET training hours from 16 to 8 and CORE classes will be suspended for 2009. Ethics will still be required for all staff and probation requirements will not change. Judicial officers will still be required to receive all 16 hours.

The CCJ midwinter meeting is scheduled for January 26-27, 2009. This program is being funded through the National Center for State Courts. Julee Bruno is chairing this event working with both Deb King and Cathy.

#### **IV. COJET Subcommittee Reports**

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

Limited New Judge Orientation is on track for January with 35 participants. Judge Donahoe and Judge Heigi are scheduled to incorporate a new forcible detainer session.

Mental Health conference is scheduled for February 11-13, 2009 at the Embassy Suites in Phoenix. Approximately 100 participants are anticipated.

The committee met for fast track planning. Cathy led meeting. Focusing on new and more efficient ways to deliver education in distance learning. Distance learning will not replace face-to-face training, but the emphasis is shifting due to reduced travel budgets.

The 2009 Judicial Conference is still scheduled. "Access to Justice" is the theme. Local faculty is preferred over national. The committee will be meeting December 18, 2008 to discuss sessions and possible restructuring.

- **Court Leadership Institute of Arizona (CLIA):** Judge Louraine Arkfeld, CLIA Chair, presented the report:

The NCSC is developing a total of 12 courses for local delivery by the 7 Pioneer States, the first four courses completed in 2005 were 1) Purpose & Responsibilities of the Courts 2) Financial Management, 3) Case Flow Management, 4) Courtools. Judge Arkfeld reported these four have been completed. NCSC/ICM will offer a faculty train-the-trainer January 13<sup>th</sup> & 14<sup>th</sup> in Williamsburg. Eight Arizona staff are scheduled to attend, including Judge Song Ong, Judge Arkfeld, Dave Byers, Kent Batty, and Don Jacobson.

The Leadership Conference was held December 1-2, 2009 with 135 attendees. The theme this year was "Maintaining Access to Justice". Evaluations are being compiled. Judge Song Ong commented that it went very well. The focus was on fiscal issues negatively affecting state and counties.

Two ICM courses are presently scheduled for February and April 2009. One will be on Performance Standards, and the other on Financial Management. Because of the training in Williamsburg these two ICMs will be taught by Arizona faculty which will give the AOC a savings \$32,000.

- **Judicial Staff Education Committee (JSEC):** Deb King reported in the absence of Janie Moreno:

JSEC will have its next meeting in January 2009. The subcommittee draft a needs assessment for training. Deb King will coordinate preparation, distribution, and tabulation of responses.

Because of budget constraints, a mini one-day regional training is being considered. The training center in Tucson has offered its site at no cost, allowing registration to be reduced to \$10/per day. JSEC is also looking at Globe as another area for regional training.

JSEC has also discussed independent learning. Some forms of independent learning are very effective, but some forms are commonly abused (video and audio). The committee discussed how independent learning should be defined and how to give faculty credit for this type of learning.

The Central Regional Judicial Staff Conference was held in October. Registration was down, but still yielded a 4.33% overall participant approval rating. Attendees commented they liked the new hours of the conference.

The Ethics broadcast held in December had over 225 registered. This broadcast was completely live, which saved two thousand dollars. It was also completely electronic, so evaluations will not be available until after December 18, when the evaluation processing closes.

CENTRA classes are still being offered online. Unfortunately not all courts have access to CENTRA.

JSEC also prepared its Fast Track Goals:

1. Small regional training
2. Shared community resources
3. Educate courts on how to better train employees
4. Keep COJET requirements high but look at changes and needs of individual courts and disciplines

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

Tim reported COPE's last meeting was November 25, 2008, at which the subcommittee goals for fast track planning. The goals they agreed on are:

1. Offer more probation supervisor training
2. Expand the Detention Officer Academy
3. Offer Project Management training

#### **Probation Certification Academy**

A Probation academy was held in October and four participants failed the exam. It is up to the chief or director to approve the officer to retake the test after receiving tutoring from education services staff.

The Academy in January 2009 has been canceled due to low enrollment. This is the first time in several years this Academy has been canceled, but it will be re-scheduled sometime after the first of the year. Testing time limits for certification were also discussed, but no decisions were made. It appears that an administrative order may be needed to waive existing time limits for completion of first-year training.

#### **Detention Officer Academy**

In detention multiple counties use a system called "Handle with Care". A work group has been established to replace this proprietary curriculum with a local one compatible with the defensive tactics curriculum.

Detention Officer Academy was held in phoenix with 14 participants. It was very compatible with the defensive tactice well received with high evaluations.

#### **PRIA**

COPE also completed the PRIA (Prison Rape Elimination Act) lesson plan which will reduce in-custody risks for juveniles and adults.

### **Faculty Skills Development**

A Faculty Skills Development program was held in Yuma County Juvenile Court December 9-11 using faculty from education services. There were 16 participants.

COPE has also held four defensive tactics and five firearms trainings.

The Detention committee met on December 2 to finalize its fast track planning goals:

1. Develop and implement train-the-trainer for PRIA
2. Develop, modify and enhance the direct supervision curriculum
3. Develop and provide training on statutes and rules
4. Update and implement behavior management
5. Complete detention needs survey

Tim Hardy concluded by saying that this will be his last meeting with COJET, since he is stepping down as chair for COPE. Tim will be chairing the Committee on Probation committee.

- V. **Call to the Public** – Judge Song Ong made a call to the public. There was no response.
- VI. **COJET Requirements** – Judge Song Ong reminded everyone to submit their compliance reports on be planning, evaluating or instructing a course.
- VII. **Adjournment** – The next COJET meeting is scheduled for **Tuesday, March 3, 2009** to allow for Supreme Court and AOC administrative participation. Materials and minutes will be sent in advance by e-mail.

**MOTION: Honorable Louraine Arkfled moved to adjourn the meeting. General consensus seconded the motion. The motion passed unanimously. COJET 12-2008-002**

Judge Song Ong adjourned the meeting at 2:50 p.m.

Respectively submitted by: Diane Bouconi