

**COJET COMMITTEE MEETING**  
**September 9, 2009**  
**10:00 a.m. – noon**  
**Conference Call 602-452-3193 Access: 7002**

<b>Present:</b>	<b>Present By Telephone:</b>	<b>Absent:</b>
Hon. Roxanne Song Ong, <i>Chair</i>	Vickie Vasquez	Rik Schmidt
Hon. Ann Timmer, <i>Vice Chair</i>	Diane Sonntag	Catherine O'Grady
Hon. Michelle Lue Sang	Kent Batty	Frank Corrales
Hon. Louraine Arkfeld	Hon. Scott Bales	Hon. Michael Jones
Todd Zweig	Barbara Broderick	Michael Malone
Kristy Youtsey Ruiz	Hon. Ted Armbruster	Hon. William Sutton
Mark Stodola		Hon. Michael Yarnell
Hon. Andrew Gould		
Mike Baumstark		<b>AOC Staff in attendance:</b>
		Jeff Schrade
		Julee Bruno
		Beth Asselin
		Deb King
		Gabe Goltz
		Diane Bouconi
		Chad Kewish
		Beth Hall
		DeAnna Carter
		Marcel LaVallee
		Patricia Stansfield

**I. Welcome and Opening Remarks**

The meeting was called to order at 10:10 a.m. After committee introductions, Judge Song Ong introduced Jeff Schrade, the new Judicial Education Services Division Director.

**II. Approval of the Minutes from the June 9, 2009 Meeting**

The committee reviewed minutes and recommended two grammatical changes.

**MOTION: The Honorable Louraine Arkfeld moved to accept the June 9, 2009 minutes written and posted on-line as amended. Mike Baumstark seconded the motion. The motion passed unanimously.**

Judge Song Ong thanked Diane Bouconi for her help staffing COJET, and congratulated her on her recent promotion to Officer Training Specialist.

**III. General Business Items**

**Administrative Order 2009-88:** The order, issued on August 26<sup>th</sup>, reduces the COJET requirement to 8 hours for court staff in 2010, and suspends the core subject requirement. There is no change to the 16 hour requirement for Judicial Officers.

**2010 Judicial Conference:** Due to continuing budgetary limitations across the judiciary, the 2010 Judicial Conference has been cancelled. The committee expressed concern about access to adequate COJET opportunities in the rural counties. Education Services Division staff is reaching out to organizations with existing annual conferences including the State Bar Convention in June, the Magistrates Conference, Justice of the Peace Conference, DUI Conference, the DV Conference; to ensure there are adequate COJET opportunities for all judges and staff.

**Satellite and Web Broadcasts:** Jeff Schrade led the discussion on the issues of (1) satellite vs. webcasts and (2) how to best use distance learning.

- **Issue One:**

- Webcasting is being used in the same manner as satellite broadcasts to reach small groups where participants will have the benefit of team or group learning dynamics. ESD has not fully explored webcasting to specific workstations due to court network bandwidth limitations. Webcast participants have noted that webcasting allows them to hold training in any room in their facility that has internet connection available; using a laptop, computer and screen – as opposed to a sole permanent location wired to the satellite equipment.
- The satellite system has been in operation for several years, and a few locations need expensive repair or replacement to participate in satellite broadcasts (in most cases repairs will cost upwards of \$10,000). In addition to expensive repairs to satellite equipment, production and broadcast costs alone are \$7,000 - \$10,000. Generally 200 people must participate in a 2 hour broadcast to achieve economical viability. In light of these costs and the current state of court budgets, there are several benefits to shifting the model to webcasting. The AOC has just installed new equipment, called WAAS routers, which increase court bandwidth and provide for greater capacity to stream video. Staff estimates that with the infrastructure to support webcasting in place, the production costs will be about half as much as a satellite broadcast. Kathy Waters, Director of the Adult Probation Services Division of the AOC, recently held a webcast with the State Bar and received very positive comments about the quality and convenience of the format. Staff is planning future webcasts in parallel with satellite broadcasts to gather more information and gain more experience with webcasting in the near term.

- In the long term, webcasting is clearly a replacement for an aging satellite system. The only loss from removing the satellite system will be access to satellite broadcasts from other entities
- **Issue Two:**
  - The committee asked whether any research is available on the optimal duration of a broadcast/webcast. Staff responded that, as a general rule, two to three hours is generally the maximum time span for an on-line presentation. Beyond that time frame, people tend to lose concentration. This issue was recently discussed at the Commission on Technology, all day broadcasts versus shorter and more frequent presentations. It was agreed that the shorter, more frequent broadcasts were the answer.
  - Other Distance Learning methods were discussed:
    - Centra – a platform for delivering live training over the internet which is also recorded for future replay; the only drawback is that it requires a client install, the users must have administrative rights to install client player.
    - Computer Based Trainings which are put on discs and delivered for independent use at individual desktops. Provides testing, interactive exercises and activities without taking up any network bandwidth.
    - An RFP is currently out for a hosted learning vendor to deliver basic desktop application training as well as other basic skill training. Staff hopes to have a vendor identified by November.
    - The Education Resource Library (ERL) on the AJIN network allows users to search resources by keyword and borrow items. It does need to be updated and reviewed to remove outdated and unusable items.
    - It is a goal to have everything that has been broadcast or web streamed ultimately available on line for download.
- **Regional Training:** Judge Gould shared that Yuma County is planning a training day for their judges in light of the judicial conference cancellation. Each of the nine Yuma Superior Court judges will facilitate sessions and judges from the Court of Appeals have also committed to participate, drawing on the collective knowledge of the bench for training and providing additional COJET credit for teaching. He encouraged other counties to do the same, calling on local, in-house, knowledge to teach courses, perhaps coordinating with neighboring counties to enhance the events. Ed Services can assist in getting the word out and can help with class materials. Mike Baumstark expressed interest in adding this topic to the agenda for the October Presiding Judges Meeting.

#### IV. **Directors Report**

Jeff Schrade introduced new ESD Staff; Marcel LaVallee, Administrative Assistant for the Probation Education Unit; Deanna Carter, Administrative Assistant for the

LEAD Unit; Patty Stansfield, Specialist for the LEAD Unit. He also announced that two new specialists will be joining ESD staff in the next month.

- **Admission on Motion (AOM):** Jeff gave an overview and on the progress of this project to admit members to the State Bar of Arizona who meet certain criteria: must be practicing for five of the last seven years, be in good standing with other jurisdiction, and must attend a class on Arizona Law administered by ESD. The system for attorneys to apply will be up and running in January 2010 and the first class is scheduled for March 6, 2010. Future classes will be scheduled in June, September, and December of 2010. A syllabus under development for the classes, and some of the classes will be videotaped with the idea of offering on-line training or computer based training in the future.
- **Law Day 2010 Program:** Jeff and Beth Asselin have been working with PBS and the State Bar of Arizona on an April 30<sup>th</sup> 2010 Law Day program centered on the topic of the Holocaust. This program will replicate a program offered at past conferences on how the court system and the law failed to protect the people of Germany from the holocaust. The program will be two to three hours long and possibly be available for web broadcast and possibly TV broadcast across the state on PBS. This will provide ethics hours.
- **Strategic Plan:** Jeff expressed his gratitude to Ed Services and the COJET Committee who completed fast-track planning and development of goals in the Strategic Plan under the prior director Cathy Lowe. Judge Song Ong thanked Deb King for encapsulating ideas from the COJET Committee for the Strategic Plan. The release of the Strategic Plan is anticipated in the first quarter of 2010. Education is a continuing priority in the Plan. Mike Baumstark stated that a draft of the plan will be presented to the Arizona Judicial Council (AJC) at their next meeting in October for review.

### **COJET Subcommittee Reports**

- **Judicial College of Arizona (JCA):** Judge Michelle Lue Sang
  - JCA last met on August 14<sup>th</sup>. Aware that the Judicial Conference had been cancelled, JCA discussed how to meet the needs of, primarily, the rural counties with more regional training, webcasts, existing conferences, and other innovative approaches.
  - The Judicial Conference this year was a success. The final expenses came in several thousand dollars under last year's cost and all judges attending fulfilled their 2009 COJET requirements.
  - **Upcoming Events:** New Judge Orientation, September 22 – 25, 16 participants; DV Summit in Glendale, 300 participants expected; Civil Traffic Hearing Officer Training October 14-16; Small Claims Hearing Officer Training, November 12 – 13, 30 participants expected; Governor's Office of Highway Safety annual highway safety/DUI traffic program

- October 28-30 open to all judges, but primarily directed to limited jurisdiction judges, expecting about 150 judges to attend.
- Judge Lue Sang announced that her term as Dean will end on December 31<sup>st</sup> and that Judge Ed Ballinger, Maricopa County Superior Court, will be the new Dean, with Commissioner Adams as Associate Dean.
  - **Court Leadership Institute of Arizona (CLIA):** Judge Louraine Arkfeld
    - Have had one program since last COJET meeting, the ICM program. These classes, offered for several years now, bring local participants at no cost. With the certification of Arizona faculty; Dave Byers, Don Jacobson, Jim Scorza; the costs of the program can be further reduced. The latest ICM class on financial management had 39 participants and received a rating of 4.44! Judge Arkfeld thanked Deb King for sending an invitation to court administrators, resulting in a full class with a waiting list.
    - Two more ICM classes are planned this fall: ***The Purposes and Responsibilities of the Courts***, October 7<sup>th</sup> through the 9<sup>th</sup>. This course is proposed as a required class for the NCSC for their new Certified Court Manager (CCM) program in the Concluding Seminar. This is the first time this class is being taught and Ernie Friesen, from NCSC, will teach this class (without fees) along with Kent Batty. The class filled within 24 hours and there is a waiting list.
    - The second is ***Arizona Capstone Series*** rescheduled to November 4<sup>th</sup> through 6<sup>th</sup>. All taught by local faculty.
    - These classes have concentrated on the Tier 3 Program, manager level. CLIA has been focusing on the Tier 2, Supervisor level and at the last meeting reviewed the learning objectives and examined developing and/or acquiring class curriculum to meet requirements. The Committee is keeping in mind at all times the cost, both in time and money.
    - ***The Court Leadership Conference*** has been moved from December 2009 and a new date in 2010 is being sought, with preference for a date adjacent to the Arizona Judicial Council (AJC) and Presiding Judges Meetings. Staff is currently reviewing potential venues. This would present another opportunity for judges to gain COJET credit in 2010.
    - Additional Arizona ICM faculty will be certified this January on; Court Technology, Human Resources Management, and the Concluding Seminar.
  - **Judicial Staff Education Committee (JSEC):** Mark Stodola
    - Last Committee meeting was on September 6<sup>th</sup>. Future broadcasts scheduled:
      - ***Changes to Employee Code of Conduct***, September 30<sup>th</sup> over 300 people registered to-date, all sites are at capacity. Will have broadcast tapes available, and will also be webcast.
      - ***Technology Implementations***, November 19<sup>th</sup> - Karl Heckart, Vice Chief Justice Hurwitz, and Stewart Bruner will be facilitating. The theme is to cover future implementations, i.e.; e-filing, electronic

- document management system, and limited jurisdiction case management system.
- **Centra** – A train the trainer class is scheduled for early October for southern region training coordinators.
  - The Committee has created four workgroups to address training opportunities.
    - Regional outreach and support local programs
    - Partnerships and collaborations, sharing resources
    - Training planning and flexible options for training
    - Ensuring high quality and standards
  - Continuing to seek involvement from other resources like community colleges.
  - Will be presenting to COJET at the next meeting some proposed code changes, specifically to clarify the term “independent learning” by instead using “non-facilitated learning”
  - Next JSEC meeting is planned for October.
- **Committee on Probation Education (COPE):** Todd Zweig
    - Latest COPE meeting was held July 23<sup>rd</sup>. Training and academies that have occurred since the last COJET meeting in June include:
      - Detention Training Academy, July 13<sup>th</sup>, 17 officers attended. The next academy is scheduled for December 1<sup>st</sup> in Phoenix.
      - Two Faculty Skills Development classes, one in June and one in August with 49 participants.
      - Two Defensive Tactics Academies held with 10 officers.
      - One Defensive Tactics Train the Trainer Academy with 11 officers now certified to instruct DT.
      - Two Firearms Training Academies held with 13 officers attending.
      - One Firearms Train the Trainer with 9 more officers certified to instruct.
      - Probation Certification Academy was cancelled in August due to low registration. The next is schedule for October but may also be cancelled as only 5 people are registered at this time. Note that probation officers have one year to attend the academy, so scheduling another training in January will hopefully keep all officers in compliance.
    - Upcoming training academies:
      - IPS Training is scheduled for September 16<sup>th</sup>; usually a 6 day training with surveillance officers attending the first two days and then joined by probation officers for the last three days. However, there is only one Surveillance Officer (S.O.) registered and 23 Probation Officers (P.O.) so the training period has been shortened accordingly. IPS itself is changing. In the past, teams would have both an S.O and a P.O. but now many counties have gone to P.O. teams without an S.O. These changes may necessitate IPS training changes in the future.

- COPE Subcommittees:
  - **Detention Subcommittee** is exploring holding the Detention Officer Training at the COTA facility in Tucson, and extending it from 3 to 5 days. COTA a better facility and would result in a lower cost of the program. The Committee is working with JJSD.
  - **Curriculum Subcommittee** met in August and will be providing COPE with five new lesson plans at the next COPE meeting on September 15<sup>th</sup>.
- Education Services has been working with Adult Probation Services Division on implementing the new evidence based codes and devising training. They plan to go out to the counties with the training, and last week Pinal County was the first county to receive the training. Todd complimented the team on a job well done.
- **COJET Committee Member Evaluation/Training:** - Judge Song Ong
  - Announced the tentative schedule for 2010 COJET meetings, asked membership to check their calendars for conflicts, and requested that members email any standing conflicts to Ed Services so that, if necessary, the dates can be adjusted.
    - March 4, Thursday
    - June 15, Tuesday
    - September 9, Thursday
    - December 2, Thursday
  - Judge Song Ong reminded everyone that, as a COJET member, one must either plan and educational program or serve as faculty to an education program per calendar year, in addition to evaluating a training program.

**V. Call to the Public**

Judge Song Ong made a call to the public. There was no response.

**VI. Adjournment**

The next COJET meeting is scheduled for Tuesday December 1, 2009. Materials and minutes will be sent in advance by e-mail.

**MOTION: Mark Stodola moved to adjourn this meeting, Mike Baumstark seconded the motion. The motion passed unanimously.**

Judge Song Ong adjourned the meeting at 11:40 a.m.

Respectfully submitted by: Beth Hall