



Conference of Circuit Court Clerks

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MINUTES

A meeting of the Conference of Circuit Court Clerks was held March 20, 2018, at the Judicial College Education and Conference Center in Annapolis, Maryland beginning at 11:59 a.m.

Members Present

Hon. Amy J. Craig, Chair
Clerk of Court, Circuit Court for Dorchester County

Matthew Barrett, Court Administrator, Circuit Court for Cecil County
Marilyn Bentley, Acting Clerk of Court, Circuit Court for Baltimore City
Susan Braniecki, Clerk of Court, Circuit Court for Worcester County
Markisha Gross, Administrative Clerk, District Court in Montgomery County
Hon. Sharon Hancock, Clerk of Court, Circuit Court for Charles County
Hon. Scott MacGlashan, Clerk of Court, Circuit Court for Queen Anne's County
Hon. Barbara Meiklejohn, Clerk of Court, Circuit Court for Montgomery County
Hon. Timothy Miller, Clerk of Court, Circuit Court for Garrett County
Hon. Mark Mumford, Clerk of Court, Circuit Court for Kent County
Hon. Charlene Notarcola, Clerk of Court, Circuit Court for Cecil County
Hon. Wayne Robey, Clerk of Court, Circuit Court for Howard County
Hon. Mary Ann Shortall, Clerk of Court, Circuit Court for Talbot County
Hon. Kathy Smith, Clerk of Court, Circuit Court for Calvert County

Also Present:

Jennifer Boswell
Karen Bushell
Shamika Dent-Williams
Laurie Dominquez
Lynn Emerson
Pete Fenton
Andy Gilliam
Tara Glover
Katherine Hager
Robert Hogan

Carla Jones
Diana Liebno
Joyce Marshall
Ruth Martin
Eliana Pangelinan
Amy Reed
Wendy Restein
Lee Robinson
Carolyn Schneck
Joyce Tippett

Susan Braniecki moved for approval of the minutes of the January 16, 2018 meeting. The motion was seconded by Mark Mumford and unanimously approved.

1. ACH PILOT PROJECT

Tara Glover and Carla Jones were present to discuss the ACH program that is being piloted in Wicomico and Dorchester Counties that will allow attorneys to make electronic check (eCheck) payments. The fee associated with this form of payment is 25 cents per envelope. The pilot will run through the end of June 2018. If the pilot is successful, all MDEC counties will have use of the eCheck function beginning July 1, 2018. The pilot is scheduled to begin on March 26, 2018.

2. SALARY UPDATE

Jennifer Boswell and Lee Robinson updated the Conference on some concerns that were raised at its January 2018 meeting regarding starting salaries and flexibility. When determining flexibility in starting salary, factors to be considered include the number of days the position has been posted, qualified applicants, and declined employment offers due to the starting salary. When considering a raise, the number of years of employment is a determining factor. If a person has been employed for eight years – this determines proficiency in job duties – then a raise will be considered.

3. DV OFFICE

Rose Day was present to discuss the DV Office pilot. The program is a suite of Windows-based software that will allow a clerk to process interim applications and orders in Odyssey. The program allows for a clerk to enter all of the information pursuant to the court forms. DV Office has the capability to report the information to DVCR and Public Safety. The pilot program will begin in Wicomico County District and Circuit Courts beginning June 4, 2018. The goal is to have DV Office in every court by February 2019.

4. MDEC CA CIRCUIT COURT INTEGRATION

Robert Hogan was present to discuss the new Commissioner Assistant - Circuit Court Integration program. A current problem experienced with the existing system includes the lack of real time updates to the case record resulting in rearrests. The circuit court case types included in the pilot are indictments, criminal warrants that can be brought before a commissioner, and bond posting. Commissioners will process initial appearances, bond postings, commitment pending hearings, release from commitments, and bench warrant satisfactions. Commissioners will not schedule circuit court trials and hearings. A report will be generated and sent pursuant to an employee distribution list by county when an action has been added to a file by a Commissioner. Mr. Hogan requests that the Conference contact him to add contacts to the distribution list and to review the proposed MDEC AC Circuit Court Integration

Rollout Schedule.

5. PROFICIENCY TRAINING AND THE PROFESSIONAL DEVELOPMENT DEPARTMENT

Lynn Emerson and Shamika Dent Williams were present to discuss the Proficiency-Based Education and Training System (PBETS). PBETS involves two types of training- traditional and proficiency based. Tradition training is often generic and rarely meets the skill development needs of an organization. Proficiency-based training is customized courses with a personalized approach that targets skill gaps. In a proficiency based system, there are three types of training that make a well-rounded employee:

- Core – this is the basic level that involves training an employee with the knowledge they need to have to perform their job in the first 12 months of service.
- Specialized – this is focused on specific skills and performance.
- Related – this is focused on skills and knowledge that an employee can benefit from and are not necessarily specific to the position.

There are proficiency-based workgroups in place that have been developing trainings specific to a positions. Training will include learning objectives and a module review quiz.

6. SUMMARY OF RECENT OLA AND IAD AUDIT FINDINGS AND RECOMMENDATIONS

Carolyn B. Schneck and Andy Gilliam discussed audit findings over the last two years. Every department in the Judiciary is audited by the Internal Audit Department (IAD) every three to four years. IAD designed its audits schedule to be ahead of the Office of Legislative Audit (OLA) by one to two years. The IAD identifies audit findings before the OLA. These include risk assessments of compliance with laws, guidelines, policies, standards, and procedures; IT systems used by the entity to conduct business; transaction processing risks; and time elapsed since prior audit.

Ms. Schneck discussed examples of circuit court findings and recommendations.

- Incompatible cash register system access - establish procedures to adequately segregate duties and assign system roles timely.
- No reconciliation of business licenses issued and cash collections during three months tested - establish procedures to ensure that business licenses issued are reconciled to the daily collections received and deposited. An employee who is independent of the cash receipts and license-processing functions should perform the reconciliation that should be signed and dated.

Committee Updates:

- ❖ Judicial Council
 - The March 28, 2018 meeting is canceled. The next meeting is scheduled for May 23, 2018.

Conference of Circuit Court Clerks

March 20, 2018

Page 4

- ❖ Court Access and Community Relations Committee
 - No update.
- ❖ Court Operations Committee
 - No Update.
- ❖ Education Committee
 - The upcoming meeting of the Professional Development Subcommittee is canceled.
- ❖ Court Technology Committee:
 - Scott MacGlashan emailed the March 15, 2018 meeting materials.
- ❖ Conference of Circuit Court Administrators
 - The next meeting is scheduled for March 27, 2018.
- ❖ Conference of Circuit Court Judges
 - Warrants were discussed at the March 19, 2018 meeting. It was determined that warrants have be signed even if an order was placed on the record.
- ❖ Rules Committee
 - The March 9, 2018 meeting was canceled. The next meeting is scheduled for April 13, 2018.

There being no further business before the Conference, Ms. Craig adjourned the meeting at 2:17 p.m. The next meeting will be held May 15, 2018.

Respectfully Submitted,

Eliana Pangelinan, Staff