

**Mayor's Court Registration and Reporting Workgroup
August 15, 2003**

Workgroup Members Present:

Magistrate Karen Sheffer, Baker & Hostetler LLP
Janet Yeager, Crestline
Don Colby, Dublin
Sally Hiller, Kelleys Island
Jean Wurzbacher, Peninsula
Joyce Remec, Richfield
Marcia Soos, Shadyside
Linda Lutts, Sharonville
Cindy Bitter, Upper Arlington
Mayor Maxine Gilman, West Carrollton
Susan Link, Worthington
Gretchen Beam, Supreme Court of Ohio
Diane Hatcher, Supreme Court of Ohio
John Hopper, Supreme Court of Ohio

Guests Present:

Kim Zita, Baldwin Group
Patrick Henschen, Henschen & Associates
Harry Endrulas, Innovare Solutions LLC

1. Welcome to members and guests from Diane Hatcher.
2. Minutes from July 11, 2003 meeting were approved.
3. The workgroup agreed to delete Mayor Fred Ramos and Magistrate E. Lee Wagoner from the workgroup as they have not been in attendance. Gretchen will send an email notification to each individual.
4. Diane Hatcher reported on the issue of archiving records. Communication from Mary Beth Parisi, Director of Policy and Planning, indicates that microfilming is still the direction that courts are going. If further information is needed, Diane will ask Mary Beth to speak to the workgroup. FYI, Hamilton County uses a combination of microfilming and digital archiving.
5. The revised Purpose Statement provided by Cindy Bitter was approved.

6. Linda Lutts recommended a shared email address be set up in each court for the mayor and clerk to access.
7. Workgroup members agreed to act as mentors to those courts that need assistance. The Supreme Court (Diane and Gretchen) will continue to be the primary contact; however, will build a resource list and refer courts with questions to those that may be close in proximity, size, situation, etc. Members who are assisting with the regional trainings should also plan to stay after the training to network or answer any questions that may arise.
8. Gretchen reported that 118 people have registered for the Registration & Reporting Form training. Jean Wurzbacher has received registration from 10 people wishing to attend the training in Dublin who are not members of the Association. We hope accommodations will be made for those individuals. If spots are not available, contact will be made and another location will be offered.
9. John Hopper gave updates on the development of the web form for registration and reporting. Feedback needs to be provided ASAP as the design of the form is being reworked and should be ready for the next phase of review and comments soon. The look of the form will be consistent with other SCO pages and should be user friendly. The IT staff has been concentrating on the database pieces of the form.
10. Modifications to the Registration & Reporting Form are as follows:
 - Add county
 - Add Clerk check box (if applicable)
 - Add attorney registration number
11. A concern has been raised from John and the other IT staff that there is no unique identifier for mayors. An attorney registration number will be required from those who have one and will be used for history purposes. Discussion for a unique identifier for mayors included:
 - Municipal League assign and display on training certificate
 - Add on digits to the court code (won't work because mayor could change cities)Diane, Gretchen, and John will discuss more in depth and report back to the workgroup.
12. Linda Lutts raised the issue that motions are not counted on the form. A vote was taken among the workgroup members that nothing needs to be added to track motions.
13. Janet Yeager asked a question regarding bond forfeitures. Diane to research and provide answer at next meeting.
14. The Instructions for Preparation of Mayor's Court Registration and Reporting Form were modified. The changes have been incorporated in the draft.

15. Kathy Unger was not present at the meeting to discuss the glossary of terms. This item will be added to the next meeting agenda.
16. Diane drafted a general outline for the mayor's and clerk's trainings. The workgroup agreed with the topics. Password information needs to be added to the mayor's agenda. Diane will be on the agenda for the new mayor's training in January.
17. September 9, 2003 will be the date for finalization of the form and instructions. It will be available on the web for review. An email will be sent notifying the vendors of finalization.
18. Agenda item for next meeting: Clarification on H.B. 490 (BCI reporting)
19. August 22nd meeting cancelled.
20. Meeting Adjourned.

Future Meetings – All Meetings from 10 AM to 2 PM

September 5th - 35th Floor, Conference room 1