

“Seeking Excellence in Court Administration”



“Excellence is to do a common thing in an uncommon way.”

- Booker T. Washington



Kimberly Switzer, President

The OACA Spring 2009 Conference will be held at the Ohio Judicial Center in Columbus on May 12-15, 2009. Hotel accommodations will be at the Doubletree Guest Suites in downtown Columbus.

Wednesday’s agenda will include breakout sessions for the various courts in the morning. These sessions are smaller, informal forums where issues specific to your type of court are discussed.

The afternoon session will be a “Knowledge Fair” sponsored by the Supreme Court of Ohio featuring orientation sessions on Case Management, Dispute Resolution, Information Technology, Specialized Dockets, Security and other services, followed by time for consultation with these experts.

Thursday’s session will focus on Leadership and the speaker will be Shah M. Hasan, Ph.D.

Dr. Hasan has had a long career in higher education as an administrator and faculty member at several universities. He consults and speaks on leadership, change and transition, human development, and managing organizations and movements.

On Friday, the Supreme Court will provide Legislative updates and Court activities, followed by an OACA membership meeting.

[Look for the Spring Conference Brochure to Register!](#)

A Message From Our New President

It is with great pleasure that I welcome you to the Ohio Association of Court Administration (O.A.C.A.)! This highly professional organization of court managers is committed to the development and support of court leaders in the State of Ohio.

The field of court administration has always been a challenging one; a field that requires administrators be proficient in many management arenas including human resource, information technology, visioning and strategic planning. One of the most difficult dimensions of court

administration has always been budgeting and financing court services with valued public dollars. In our current economy, we are charged with “doing even more with less.” We must strive to continue to ensure public access to impartial courts with respectable clearance rates, while maximizing monetary and people resources.

O.A.C.A. is an excellent utilization of your dollars in 2009. For a nominal membership fee, you have access to the following to assist you during these difficult budget times:

- Education
- Networking
- Conferences
- Mentoring Programs
- News and Information
- Legislation, Rules of Superintendence changes and Attorney General Opinions
- Website

I sincerely hope you take advantage of these infinite benefits and consider becoming a vital part of this remarkable organization in 2009!

Kimberly M. Switzer, MBA, CCM
OACA 2009 President

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Kim Switzer, President



Donald Colby, Vice President



Kenneth Teleis, Treasurer



Sylvia Argento, Secretary



Linda Lovelace,
Education Co-Chair



Elizabeth Stephenson
Education Co-Chair



Lori Clune, Past President

Not Pictured:
Ruth Ann Newcomer,
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Members' Corner

Congratulations:

Ken Teleis, Andy Gillen and Maureen Flavin will be graduating from the National Center for State Courts CEDP (Court Executive Development Program) May 13-15, 2009, in Washington, D.C.

Pamela Roberts and Stephanie Hess will be facilitating at the NACM

conference in Boston July 7-11, 2009. Pam will be facilitating a session on Budget Stress and Stephanie will be discussing Special Issues in Managing General Jurisdiction Courts.

This section of the newsletter is to provide all of the members of the association with an opportunity to submit

articles, recognition for our peers in the field, ideas, and/or comments about the Association and courts in general.

If you would like to submit something for the **Members' Corner**, please send it to Sylvia Argento, Secretary, at argento@co.tuscarawas.oh.us

Model Code of Conduct for Court Professionals

Canon 3: Conducting Outside Activities to Minimize the Risk of Conflict With Official Position

Canon 3.1- Outside Business

The court is a court professional's primary employment. A court professional shall avoid outside activities, including outside employment, business activities, even subsequent employment and business activities after leaving judicial service, that negatively reflect upon the judicial branch and on one's own professionalism. A court professional shall notify the appropriate authority prior to accepting work or engaging in business outside of one's court duties. A court professional shall not request or accept any compensation or fee beyond that received from their employer for

work done in the course of their public employment. However, court professionals may engage in outside employment as long as it does not conflict with the performance of their official responsibilities or violate this code.

Canon 3.2 – Compensation and Post-Employment Restrictions

During or following one's employment with a court, a court professional shall not represent a commercial interest to, or do business with, that same court unless both the employment and commercial interest are fully disclosed to and approved by the court's appropriate management authority.

Canon 3.3 – Avoiding Gifts

A court professional shall not solicit, accept, agree to accept, or dispense any gift, favor, or loan

either for oneself or on behalf of another based upon any understanding, either explicit or implicit, that would influence an official action of the court.

Canon 3.4 – Financial Disclosure

A court professional shall dutifully disclose all financial interests and dealings required by law, rule, or regulation.

Next Issue:

Canon 4: Refraining From Inappropriate Political Activity

Behind the Scenes

KUDOS to all the hard work from OACA'S committee chairs and members!

Education Committee

Elizabeth Stephenson and Linda Lovelace, Co-Chairs
Becky Carpenter
Ken Kuckuck
Connie Neil
Don Colby
Angie House
Marc Warner

Membership Committee

Ruthie Newcomer, Chair
Penny McGuire
Pat Schwartz
Marc Warner
Cheri Shaw
Stephanie Nelson

Conference Site Committee – Spring 2009

Laura McLaughlin, Chair
Stephanie Hess
Cherie Shaw
Ruthie Newcomer

Mentor Orientation

Pam Roberts, Chair
Jean Atkin
Sylvia Argento
Becky Carpenter
Andrew Bauer

Archival/Historian

Tammy Dwyer, Chair
Mike Durbin
Sylvia Argento
Mickey Flanagan
Cheri Shaw
Melinda Cooper

By-Laws

Bennett Manning, Chair
Elizabeth Stephenson
Linda Lovelace

Administrative Support

Linda Lovelace, Chair
Greg Popovich
Kimberly Switzer
Lori Clune
Ken Teleis

Nominating Committee

Lori Clune, Chair
Elizabeth Stephenson
Sylvia Argento

Finance Committee

Ken Teleis, Chair
Andrew Bauer
Lori Clune
Don Colby

Brochure Committee

Ruthie Newcomer, Chair
Elizabeth Stephenson
Kimberly Switzer

Vendor Show Committee

Chair Needed
Paula Houston
Kathleen Hanners

Communications Committee

Chair Needed
Paula Houston

Other committees that need additional members are:

Web Oversight, Kimberly Switzer, Chair
Legislative Updates, Michael Kochera, Chair
Communications Committee
Stephanie Hess

The OACA needs the help of all of the members to continue to improve. One way to participate is to become involved in a committee.

If you are interested in joining one of the standing committees please contact Kimberly Switzer at 419-424-7085 or kmswitzer@co.hancock.oh.us

Rules of Superintendence Updates

Effective Date: March 1, 2009

Rule regarding security plans and continuity of operations plan

[http://www.supremecourtfohio.gov/RuleAmendments/documents/Amend.%20to%20Sup.%20R.%2048%20Guardian%20ad%20litem%20standards%20\(FINAL\)%20J.%20VanNorman\).doc](http://www.supremecourtfohio.gov/RuleAmendments/documents/Amend.%20to%20Sup.%20R.%2048%20Guardian%20ad%20litem%20standards%20(FINAL)%20J.%20VanNorman).doc)

Effective Date: March 1, 2009

Rule regarding Guardian Ad Litem

[http://www.sconet.state.oh.us/RuleAmendments/documents/Amend.%20to%20Sup.%20R.%2048%20Guardian%20ad%20litem%20standards%20\(FINAL\)%20J.%20Cline.doc](http://www.sconet.state.oh.us/RuleAmendments/documents/Amend.%20to%20Sup.%20R.%2048%20Guardian%20ad%20litem%20standards%20(FINAL)%20J.%20Cline.doc)

Effective Date: May 1, 2009

Rule regarding public records

[http://www.sconet.state.oh.us/RuleAmendments/documents/Amend.%20to%20Sup.%20R.%2044%20-47%20\(FINAL\)%20\(J.%20VanNorman%20&%20J.%20Cline\).doc](http://www.sconet.state.oh.us/RuleAmendments/documents/Amend.%20to%20Sup.%20R.%2044%20-47%20(FINAL)%20(J.%20VanNorman%20&%20J.%20Cline).doc)

Spring Conference Hospitality Room

Come join new and old members and network in **Room 1008** at the Columbus Doubletree Guest Suites! The room is open at the end of each conference day.

OACA Members Participating In The National Program Are:

Margaret Allen – Supreme Court of Ohio
Jean Atkin – Lucas County C.P.
Keith Bartlett – Franklin Co. Municipal Ct.
James Drubert – Montgomery Co. C.P.
Kris Frost – Supreme Court of Ohio
Steve Hanson – Supreme Court of Ohio
Stephanie Hess – Supreme Court of Ohio
Ben Manning – 12th District Ct. of Appeals
Milt Nuzum – Supreme Court of Ohio
Greg Popovich – Cuyahoga Co. C.P.
Elizabeth Stephenson – Tuscarawas Co.
Kimberly Switzer – Hancock Co. C.P.

Any Questions about this program can be directed to Margaret Allen, Education Program Manager with the Supreme Court at [614-387-9464](tel:614-387-9464)

Members Participate In National Training

As you may know, the Supreme Court has partnered with the National Center for State Courts Institute for Court Management (NCSC ICM) for several years to bring the Court Management Program (CMP) to Ohio. Ohio is one of seven states participating in the Pioneer States Project, which by the end of 2010 will update the current six modules offered through the program, and create six new modules with input from subject matter experts identified by each Pioneer state. This means that in the seven Pioneer states,

students will be able to take an expanded and advanced CMP course of study. As part of this project, Pioneer states have the opportunity to train internal court personnel as trainers for all twelve modules.

Several OACA members traveled to Williamsburg, Virginia in January to take part in a Faculty Development Training. These individuals became certified ICM trainers to teach the new CMP curricula in the following modules: Court Performance Standards with CourTools,

Caseflow Management, Purposes and Responsibilities of Courts (new module), and Managing Financial Resources.

The Pioneer Project plans for four modules to be updated or created during each year of the project, and Ohio court personnel will be identified to review the new curricula and take part in future train-the-trainer sessions in partnership with the National Center for State Courts Institute for Court Management.

Scholarships Available for Spring 2009 Conference

OACA is offering scholarships for those court professionals who desire to attend the Spring conference but do not have funding available to cover the entire cost. The \$500 scholarship fund will provide a maximum of \$250 per award. Also available are three hotel sleeping rooms. If you've not received an application form in the mail, you can contact Ruth Ann Newcomer at the Supreme Court of Ohio at newcomer@sconet.state.oh.us. The application deadline is April 10, 2009. Also a reminder that you can reserve a hotel room by either calling Doubletree Guest Suites in downtown Columbus at 614-228-4600 and asking for the OACA group rate or by going online to www.columbussuites.doubletree.com and enter the group code OAC. Hope to see all of you there!

CONTACT US

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**NEW
OACA Toll Free
Number!!**

1-877-257-OACA

Supreme Court to Support OACA

The Ohio Association for Court Administration (OACA) has entered into an agreement with the Supreme Court of Ohio under which the Court will provide administrative assistance to OACA through a renewable, annual memorandum of understanding.

“This is an excellent arrangement because OACA maintains total control over the direction of its association and annual conferences while benefiting from the resources and contacts that the Court is uniquely positioned to provide,” said OACA President Kimberly M Switzer, Director of Court Services for the Hancock County Court of Common Pleas, General Division.

The Supreme Court, through its Judicial and Court Services Division, will assist with tracking membership, organizing conferences, and other miscellaneous administrative duties as directed by the OACA President.

“We are pleased to be able to provide this service and believe it is a logical extension of the resources we already provide to the court system of Ohio,” said Steven C. Hollon, the Administrative Director of the Supreme Court. “We support the education and professional development of court administrators and are honored to partner with OACA to bolster this important mission.”

Patty Fry, Administrative Assistant with the Judicial & Court Services Division, is the staff person currently assigned to assist OACA. Patty's ten years experience at the Court coupled with her contacts as the Division Director's administrative assistant has already proved beneficial to OACA.

OACA Fall Conference, 2009

Mark your calendars for October 7th and 8th! The Fall conference will be held at the Doubletree Worthington, Columbus in North Columbus. A special note is that this conference will be only a two-day conference as opposed

to the three-day conferences that we normally have. The membership is recognizing that there are budget cuts across the state, so in an attempt to reduce the cost of the conference, a two-day conference is being piloted. However, the quality of

information provided will be the same as what has been provided in the past. The only change will be that the program that is normally held on Friday morning will be integrated into Wednesday's and Thursday's programs.

Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying, "I will try again tomorrow."

- Maryanne
Redmacher

Check Out Our Website!

The OACA website continues to be revised and updated with important information that is valuable to court professionals. Some of the newest information available includes access to our Member Forum and the ability to subscribe to the members' email list.

And as always, the website has information about membership and how to become a member.

It also has conference information as well as job postings, and useful links to The Supreme Court of Ohio,

the National Association for Court Management (NACM) and the Ohio Judicial Conference.

Check us out at www.ohiocourtadministration.org