

**CAD/CED Coordination Meeting
Friday, January 22, 2:30-3:45 at CAD
Proposed Agenda**

1. CAD FY 93 training plans - Glen Palman
2. Human Resources update and FY93 plans - Rosemary Malcolm
3. CED update and FY 93 training plans - Emily Huebner

Terry Timmsley

Clerk's Office Programs - Judy Roberts
Management Programs - Marilyn Vernon
In-Court Programs - Barbara Anderson

BARBARA ANDERSON

4. Setting date of next coordination meeting - Emily Huebner

Terry Timmsley

*Rennis (Kempt) is J.S.D. (F.C.I.) (VRS) person -
appear they (J.S.D.) are
having it all.*

CAD-CEO
Coord. meeting

1-22-83

Glenn -

- Pts in attendance needed
 - new allocations will be lower ever
 - funding problems widespread
 - furniture
 - travel - 70% of '83 is available
- division - 20% cut

Tuesday - HRO

- will have AO/Ct internal program next year
- approx. for 1.4 mil. for Ct. training (Terry, HRO)
- general need assessment by HRO
 - identify training needs in field

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Bonnie Heubner -

less funding

Judith Stewart -

- FSC/Clerks education advisory meeting - documents

CORA: \* - clerks looking for more effective ways to utilize statutes -  
what to ask for, how to use them

Group Deputies/Deputies in Charge program  
Judges team building w/ Clerks  
" and Judges Secretaries

Comis: computer assisted program on F.R.C.P. - one or two DSC, self-teaching program

- ON DISC - intro to Bankruptcy + Bankruptcy Rules
- Bulletin Board service
- Diversity resource guide

Rosemary Kulesha - 6 pgs. on diversity available to Ad. Mgmt

Marilyn Vernon - More programs

- pilot phases on phy programs; training trainers; front line mgt.
- presentation skills;

9/10/93!! - review of 5 rept./mgt trainy programs  
2/15 domestic

- Bell will help identify people for training
- meeting to ~~expand~~ <sup>expand</sup> Leadership Development Program
- Summer Institute will be funded + costs will be shared with individual courts  
July 11-23 and 1 July 1993
- ask for funds - lead ~~management~~ management workshops

Barbara Anderson

Jim Buchanan Day —  
~~to~~ contacts for local court training programs  
last year 50 local training programs rec'd ct. funds  
local training memorandum for  
- local consultants } for group  
- local committee travel } training

2 local NOR programs sponsored

\* FCA - Middle (state NOR people came in)

VA - Eastern - (NOR program/state people)

Call for details - Barbara has

Trans deputy program: as the can now —  
- developing schedule for delivery  
- Regional programming

Crilly - need date for next meeting  
at April 14th  
THURS 22nd in E.F.C.

Developmental stages as lessons implemented + Advisory Group  
clearly offices

CONSTRUCTION SERVICES re: DCM/AOR

- Puerto Rico
- ARIZONA

Budget Challenges

ADR program design  
implementation  
Training for ADR personnel  
program eval. tech / info

DCM : design  
implementation  
report. / use  
program eval

Use of state  
programs  
for  
Training  
Certification  
- See Connecticut

CASES MGMT. role of Program Deputes

[2] From: MORAN WILLIAM M 1/22/93 8:38AM (642 bytes: 8 ln)  
To: MATTOS ABEL J, MCBRIDE RICK E, STICKNEY MARY, HAYES SUSAN  
Subject: CAD/CED-FJC Coordination Meeting

----- Message Contents -----

There will be a meeting with staff of the  
FJC-CED to discuss and coordinate ongoing training programs  
that CAD and CED will offer to court personnel. The meeting  
will be held in the CAD library at 2:30 p.m. today, January  
22, 1993, and is expected to end before 3:45 p.m. You or  
any member of your staff with an interest in this area are  
invited to attend.