



CORE® COMMITTEE

MINUTES – 4/23/25, 3:00pm ET

1. Welcome and Introductions

Annabelle Casas, Kristie Collier, Cassandra Kirk, Greg Lambard, Charles Mapp, Janet Cornell, Jude DelPreore, Norman Meyer, Rachel Downing, Peter Kiefer, Phil Knox, Tina Mattison, Mallory Minor, Roger Rand, Jeffrey Tsunekawa

2. Approval of minutes from March 26th

The minutes from the March 26, 2025 CORE® Committee Meeting were approved.

3. Updates on projects for this year's CORE® Committee:

a. Curriculum review of Budget and Fiscal Management – Roger Rand Chair

An initial draft has gone out to the working group. There will be a meeting this coming Friday to go over the final edits.

b. Curriculum review of Caseflow and Workflow – Charles Mapp Chair

The expanded workgroup last meet on April 7th. An updated outline will be submitted in early May. The goal is to complete the final document by December 31st. At the last meeting they focused on their expanded scope, with some help from new workgroup members.

c. The creation of one-page documents that would be “companion diagnostic tools” for curricula – Janet Cornell and Lisa Burke

- i. Janet presented two sample companion diagnostic tools. The intent is to have a one-page diagnostic tool for each curricula. Janet complemented Rachel Downing for her work on the CDTs. Beyond self-evaluation by the learner, the tool also reflects the reader's evaluation of their jurisdiction. This could in turn lead to discussions with court leaders. The Committee reviewed the samples, and provided some feedback, that will be incorporated into the final documents. If anyone has further feedback for the workgroup they can reach out to Janet directly. The Committee believes this is a great start and encourages the workgroup to continue its work.



- d. Creating a CORE® Champion two-minute video to introduce the program – Jeff Chapple and Greg Lambard
 - i. Jeff has been meeting with Peter on this effort.

- e. Continue to offer CORE® trainings –
 - i. Vermont – June 12th & 13th
 - ii. New Mexico – October 28th & 29th
 - iii. Missouri – May 19th
 - iv. Oregon – October 21st & 22nd
 - v. Potential sites: Michigan; Georgia; Illinois; and Ohio

- f. Hold two CORE® Webinars –
 - i. Operations Management March 24th – Completed
 - ii. Budget/Fiscal Management October 2025

4. Open Discussion

- Roger has created a draft technology curriculum survey. Janet remarked that the survey once completed should go out to a mix of court people. Roger said the current thought is to send this out to NACM members, COSCA, and CCJ. Consideration of which other partners to send it to will be made.
- Jude noted that there will be two CORE courses at midyear and six coming at annual, which could provide new videos for our CORE collection.

Future Meeting dates (Every 4th Wednesday at 3pm EST)

May 28, 2025 June 25, 2025