



CORE® COMMITTEE
MINUTES – 5/28/25, 3:00pm ET

Attendees:

Melinda Brooks, Jeff Chapple, Janet Cornell, Jude DelPreore, Rachel Downing, Kelly Hutton, Peter Kiefer, Cassandra Kirk, Phil Knox, Greg Lambard, Mike Malone, Charles Mapp, Tina Mattison, Mallory Minor, Dawn Palermo, Kent Pankey, Rick Pierce, Creadell Webb

1. Welcome and Introductions

Greg welcomed the attendees to the meeting.

2. Approval of minutes from April 23rd

The minutes from the April 23, 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
 - i. The revised curriculum has been drafted and will be distributed to the Committee for review and comment. Roger is working on incorporating fillable PDFs for the course activities.
- b. Curriculum review of Caseflow and Workflow – Charles Mapp Chair
 - i. The working group presented a draft outline for approval. Anyone who has suggestions should reach out to Charles.
- c. The creation of one-page documents that would be “companion diagnostic tools” for curricula – Janet Cornell and Lisa Burke
 - i. The working group has finished creation of CDTs. Janet said that Rachel did a great deal of work on these. Janet would like the documents converted to fillable PDFs, while ensuring that they remain only one page in length. The Committee approved the CDTs and thanked Janet, Rachel, and Lisa for their work.



- d. Creating a CORE® Champion two-minute video to introduce the program – Jeff Chapple and Greg Lambard
 - i. Jeff reported that he and Peter recorded video last Friday. Peter is working on editing the material. He will be throwing in some content from CORE trainings.
- e. Continue to offer CORE® trainings –
 - i. Vermont – June 12th & 13th
 - ii. Georgia – June 23rd AND August 6th & 7th
 - iii. Oregon – October 21st & 22nd
 - iv. New Mexico – October 28th & 29th
 - v. Potential sites (likely in 2026): Michigan; Illinois; and Ohio
- f. Hold two CORE® Webinars –
 - i. The plan remains to hold a webinar on the Budget/Fiscal Management curriculum this coming October.
- g. New IT Curriculum
 - i. Roger created a draft survey that was reviewed by the Committee. The plan is to get the survey out to membership and certain partners soon, with results available by the Annual Conference. This is the first step in the creation of the new IT curriculum.
- h. Ideas for the CORE® Committee's next Board Year
 - i. Greg led the Committee in a discussion of possible projects for the 25-26 Board Year. The following is the list of possible projects the group came up with:
 - 1. Create (or at least make significant progress on) an IT Curriculum.
 - 2. Put on more CORE® Webinars.
 - 3. Continue to hold CORE® trainings.
 - 4. Add fillable PDFs to all the curricula.
 - 5. Consider CORE® 2.0 classes that would represent deeper dives into the curricula. These classes would be longer than the current classes.



6. Convene a sub-committee to consider the future of the CORE®
 - Who/what is our target audience and intention in relation to the broader realm of court professional training
 - CORE® 2.0
 - Live virtual classes
 - Creation of a facilitated CORE® Champion program
 - Perhaps reaching out to: court association officers; NAJSE; Municipal court administrators; CCPIO; and others? for their input on the future of the CORE®.
 - Think about how the CORE® can better serve limited jurisdictions.
7. Sending letters to SCAs commending CORE® Champions.
8. Create a priority list of videos for folks looking to advance in the program by watching our canned videos.
9. Determine where there are gaps in our library of videos and obtaining videos to fill those gaps.

4. Open Discussion

- a. Janet thought we might to consider distributing a one-page advertisement for the CORE® at the Annual Conference. Kelly said we could also include it in the app.

**Future Meeting dates (Every 4th Wednesday at 3pm EST)
June 25, 2025**