



FALL BOARD MEETING
Saturday, October 2, 2021
9:00 am – 5:00 pm CT
Milwaukee, WI
Hilton Milwaukee City Center
Board Book available on [Board Page](#)

[Saturday Zoom](#)

AGENDA

- | | |
|--|--------------------------|
| 1. President's Report (30 minutes) | <i>Kathy Griffin</i> |
| a. Overview of Agenda | |
| b. Approval of August 31 Board Meeting Minutes | |
| c. Review of Friday's Officer meeting | |
| d. Letter from member | |
| e. NCSC NACM Contract | |
| f. Annual Conference Survey Results | |
| g. Annual PostCon Report | |
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| 2. President-Elect's Report (15 minutes) | <i>Jeffrey Tsunekawa</i> |
| a. Conference Development – Rates (see Education report) | |
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| 3. Vice President's Report (15 minutes) | <i>Rick Pierce</i> |
| a. CORE Champion | |
| b. Conference Development – Rates (action item) | |
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| 4. Secretary/Treasurer's Report (60 minutes) | <i>Tina Mattison</i> |
| a. 2022 Budget Approval (action item) | |
| b. 2022 SJI Conference Grant (action item) | |
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| 5. Immediate Past President's Report & DEI (15 minutes) | <i>T.J. BeMent</i> |
| a. DEI Committee's values, vision, mission, and objectives | |
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| 6. Communications Committee (30-45 minutes) | <i>Jeff Chapple</i> |
| a. Marketing campaign to highlight member resources (action item) | |
| b. Sponsorship rates and opportunities (action item) | |
| c. Court Express changes (action item) | |
| d. Sponsorship rates | |



- 7. **Governance Committee** (30 minutes) *Angie VanSchoick*
 - a. Resolutions (**action item**)

- 8. **Membership Services** (20 minutes) *Dorothy Howell*
 - a. Membership Social Media Campaign
 - b. State Associations:
 - i. Repository for state associations
 - ii. Announcement space in Court Express & Manager for state events (**action item**)

- 9. **Other Business** (15 minutes) *All*
 - a. NCSC Report

- 10. **Strategic Planning** *T.J., Rick, & All*

- 11. **Executive Session** *All*

- 12. **Adjourn**



FALL BOARD MEETING

Sunday, October 3, 2021

9:00 am – 12:00 pm CT

Milwaukee, WI

Hilton Milwaukee City Center

Board Book available on [Board Page](#)

[Sunday Zoom](#)

AGENDA

1. Strategic Planning



NACM BOARD MEETING MINUTES
Tuesday, August 31, 2021 - 2:00 PM ET

PRESENT: Kathy Griffin, Cheryl Stone, Angie VanSchoick, Kent Pankey, Rick Pierce, Jeff Chapple, Dorothy Howell, T.J. BeMent, Brandon Kimura, Roger Rand, Jeffrey Tsunekawa, Kelly Hutton, Greg Lambard, Tina Mattison, Jude Del Preore, Erin Carr, Jesse Rutledge, Jennifer Haire

1. Approval of July 10 and 15 minutes
 - a. No additions or corrections to minutes. Approved as is.
2. President's Report
 - a. Travel update – Kathy attended NCJFCJ in St Louis. DEI collaboration committee was immediately following the conference - will meet more than yearly now. Kathy attended CCJ/COSCA in Williamsburg and attended the 50th anniversary celebration for NCSC. Attended COSCA board meeting and report out on NACMs past year. NASJE conference will be next.
 - b. Partnerships – NCJFCJ Court Management committee to focus on court administrator and judicial relationship. NACM and NCJFCJ to do a webinar, shared guide, and swap spots at conferences to do a joint session. Look at workforce management Core curriculum to roll out during conference with them. May give them space in the Court Express column to promote NCJFCJ. NCJFCJ got a one-year grant in working with NCSC for “DV Aware”.
 - c. Committee proposals, ideas, marketing – at post board meeting Kelly suggested having a joint committee meeting around conferences. Jeff is assigning a liaison from communications to each committee to report back and report out. Kathy is suggesting having a “star” committee member monthly/quarterly and mentioned in the Court Express. That person would get a ticket and then at the end of the year a prize would be awarded to the name drawn. Hoping this would draw interest in members serving on committees. Jeff suggested quarterly since there aren't enough members on each committee to nominate someone monthly. NACM swag as the prize. **Kathy made a motion that we approve an amount up to \$35 to be given to the winner of the drawing from the committee award at the annual conference.** *Kent seconds the motion.* Kathy revised the motion that the winner would receive a swag item worth up to \$35. All in favor. None opposed. **The motion is passed.**
 - d. Core trademark was accepted by USPTO and will be active until Dec 22, 2025.
 - e. NCSC Contract –



- i. Typically do a 3-year contract with NCSC, this past year was only a one year to make a lot of changes.
 1. Paragraph #1 – date needs to be changed to 2024 to make it a 3-year contract.
 2. Base Fees – 2022 figure would be what NACM paid in 2020 and then a 2% increase each year after that.
 3. Kathy wants a clause added if there is no conference.
 4. Membership database committee will be formed amongst other associations that NCSC serves.
 - ii. Board will vote on contract at Fall Board Meeting.
 - iii. Jesse provided contract details – List of services was not included in the document that was sent to board for today. The amount is formed based on the level of support by the number of people that do the work for NACM (Erin, Val, Stacey, Jude, Shay). The contract reflects total cost of staff providing services. NCSC then contributes \$90,000 subsidy back to NACM.
 - iv. Executive Director Proposal – Kathy shared Angie’s proposal and the discussion she had with her concerning the amount of work it would be for one person and that it would be detrimental to NACM to not work with NCSC.
3. President-Elect Report
 - a. CDC update – lots of interest in participation this year. Able to get Paul DeLosh to produce images for themes for both conferences. Has 5 individuals for proposal review committee. Call for proposals will open on September 2. They’re looking for plenary speakers that aren’t overly expensive. They are planning full in person conferences for next year.
4. Secretary/Treasurer Report
 - a. Tina will be meeting with Erin in 3 weeks to learn all things budget. The big-ticket items (bill from hotel) came in and hit budget but is similar as to in the past. Quarterly reports for SJI grants were submitted on time.
 - b. Tina shared Core Subcommittee report – they’ll be working on last Core competency – Court Governance. Will start from scratch next year and go through them again. Leadership and Operations management was updated last and was able to incorporate DEI in them. Core Guide written in 2015 needs to be updated. Core Champion has its own page now on the Core website.
5. Vice President



- a. Education committee's first meeting in two days.
 - b. State associations committee objectives set aside in regard to strategic plan. Met last week with low turnout.
 - c. eDev Learn – Met with Hope Kentnor to explain NACMs position on supporting micro courses they are offering. Individuals will remain silent and if they want to contribute, they may. Also looking at other organizations that many are members or faculty of, such as ICM, to supply a summation of education for NACM members. Equal opportunity for all organizations providing education.
6. Immediate Past President & DEI Report
- a. Past Presidents met a few weeks ago. Always willing to help committees and provide historical knowledge
 - b. DEI committee meeting will focus on governance of DEI and how it pertains to NACM. Will also discuss at fall board meeting.
 - c. TJ did a run-through of items to be discussed during strategic planning at fall board meeting. Saturday afternoon – strategic planning recap and trend analysis. Sunday – strategic planning brainstorming session. Have annual objectives ready.
 - d. TJ asked if there is something that we should be doing differently during Nominations Committee Process - recruitment, process itself? Jude shared that David Slayton wrote a post conference nominations process report.
7. Communications
- a. Podcast sponsorship proposal – cost share with NACM by inserting an advertisement in podcast. Board agreed to get Stacey's input on cost of sponsorship amount per podcast before voting on Peter's proposal. Will make it an action item on fall board meeting agenda.
8. Governance
- a. Operations Manual was approved. Courtney Whiteside is the new Ethics chair. CCJ COSCA resolutions are out with governance committee for review.
9. Membership
- a. Membership Video Media Campaign – Cheryl will be the first to go to share benefits of being in NACM. The committee will provide questions for people to answer in the video. These will be posted on social media.
 - b. Three letters – one letter to non-members who attended conference providing benefits to NACM members, one to members to renew, and one as an invite to other organizations to become a NACM member.



10. NCSC Report - Jesse had to jump off meeting but will provide a written NCSC report to Kathy.

11. There was no need for an executive session, so the meeting was adjourned.

Recording:

<https://nationalcenterforstatecourts.box.com/s/kp2sfutz5m3s2jhjutr081m4vzbz1bo>

Annual Conference Rates and Categories							
	2017 Arlington, VA	2018 Atlanta, GA	2019 Las Vegas, NV	2020 New Orleans, LA	2021 San Diego, CA	2022 Milwaukee, WI	
Early Bird	\$585.00	\$585.00	\$615.00	CANCELLED	Live Stream - \$250.00	\$585.00	
Regular	\$685.00	\$685.00	\$715.00		\$650.00	\$685.00	
Onsite	-	-	\$785.00		-	\$735.00	
ECP Early Bird	\$0.00	\$545.00	\$615.00		-	\$545.00	
ECP Regular	-	\$585.00	\$715.00		-	\$585.00	
Non Member Early Bird	\$710.00	\$710.00	\$755.00		Live Stream -\$325.00	\$710.00	
Non Member Regular	\$810.00	\$810.00	\$855.00		\$785.00	\$810.00	
Non Member Onsite	-	-	\$925.00		-	860.00	
Welcome Reception	\$50.00	\$50.00	\$75.00		\$50.00	\$50.00	
Business Meeting Lunch	\$55.00	\$55.00	\$60.00		-	\$55.00	
Social Event	\$75.00	\$75.00	\$75.00		\$75.00	\$75.00	
Exhibit Lunch	\$55.00	\$55.00	\$50.00		-	\$55.00	
Breakfast	\$45.00	\$45.00	\$60.00		-	\$45.00	
Live Stream Member							\$250.00
Live Stream Nonmember							\$325.00
Virtual Only						\$150.00	
Group Rates							
Member						\$585.00	
Nonmember						\$710.00	

Midyear Conference Rates and Categories

	2017 Portland, OR	2018 Orange County, CA	2019 Little Rock, AR	2020 Charlotte, NC	2021 Jacksonville, FL	2022 Bellevue, WA
Early Bird	\$475.00	\$475.00	\$475.00	\$450.00	VIRTUAL	\$475.00
Regular	\$575.00	\$575.00	\$575.00	\$575.00	-	\$575.00
Onsite	\$625.00	\$625.00	\$625.00	\$625.00	-	\$625.00
ECP Early Bird	-	-	-	\$435.00	-	\$425.00
ECP Regular	\$425.00	\$425.00	\$425.00	\$535.00	-	\$535.00
Non Member Early Bird	\$600.00	\$600.00	\$640.00	\$615.00	-	\$640.00
Non Member Regular	\$700.00	\$700.00	\$740.00	\$740.00	\$15.00	\$740.00
Non Member Onsite	\$750.00	\$750.00	\$790.00	\$790.00	-	\$790.00
Reception	\$25.00	\$35.00	\$35.00	\$35.00	-	\$35.00
Exhibit Hall Lunch	\$45.00	\$45.00	\$45.00	\$45.00	-	\$45.00
Plenary Lunch	\$0.00	\$50.00	\$50.00	\$50.00	-	\$50.00
Live Stream Member						\$250.00
Live Stream Nonmember						\$325.00
Virtual Only						\$150.00
Group Rates						
Member						\$475.00
Nonmember						\$640.00



National Association for Court Management

Strengthening Court Professionals

Education Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date
X	Fall Progress Report	September 20, 2021	October 2, 2021
	Midyear Progress Report	February 2022	
	Annual Progress Report	June 2022	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Operations Management Curriculum review	Complete	Yes	No	No	
CORE Champion	Complete	Yes	Yes	No	Kelly plans to address the E-DevLearn microcourses accreditation for CORE Champion certificate
Conference Development	Conference Themes finalized. Conference graphics finalized. Call for Proposals live. Conference schedules being worked on. Annual Conference social event in the works. Establish Conference 2022 rates	Yes	Yes	Yes	Voting on conference registration rates

Time needed at meeting for Committee report:

National Association for Court Management							
Budget vs Actual							
	2019 Actual	2020 Budget	2020 Actual	2021 Budget No Midyear, Live Annual	2021 Actual as of 7/30/2021	2022 Budget	2021 NOTES:
Revenue							
4000 · Membership Dues/Regular	\$ 172,755.00	\$ 180,000.00	\$ 140,805.00	\$ 159,300.00	\$ 104,105.00	\$ 161,865.00	Rate of \$135; 1099 as of 8/2021; inc to 1199
4005 · Membership Dues/Associate	\$ 17,285.00	\$ 14,000.00	\$ 9,285.00	\$ 15,525.00	\$ 7,230.00	\$ 16,875.00	Rate of \$135; 122 as of 8/2021; inc to 125
4010 · Membership Dues/Sustaining	\$ 4,300.00	\$ 4,500.00	\$ 3,500.00	\$ 5,000.00	\$ 2,500.00	\$ 4,000.00	Rate of \$500; 8 as of 8/2021; remain same
4015 · Membership Dues/Retired	\$ 1,340.00	\$ 1,600.00	\$ 1,650.00	\$ 2,300.00	\$ 1,585.00	\$ 2,500.00	Rate of \$50; 41 as of 8/2021; inc to 50
4025 · Membership Dues/Student	\$ 315.00	\$ 245.00	\$ 35.00	\$ 175.00	\$ 105.00	\$ 175.00	Rate of \$35; 5 as of 8/2021; remain same
4030 · Membership Dues/DUAL	\$ 8,150.00	\$ 14,000.00	\$ 8,190.00	\$ 11,500.00	\$ 8,140.00	\$ 12,650.00	Rate of \$115; 99 as of 8/2021; inc. to 110
4035 · Membership Dues/eLimited	\$ 315.00	\$ 245.00	\$ 35.00	\$ -	\$ -	\$ -	Phasing out; 0
4040 · Membership Dues/Virtual Rate	\$ -	\$ -	\$ 4,755.00	\$ -	\$ 430.00	\$ -	Rate of \$65; 0 in 2021
4050 · Scholarship Fund	\$ 3,603.53	\$ 3,000.00	\$ 887.00	\$ 3,000.00	\$ 882.00	\$ 3,000.00	\$1,500 from Gallas & \$1,500 from Fundraising; includes Amazon Smiles and Paypal Membe
4065 · Donations/Other	\$ 90,300.00	\$ 90,000.00	\$ 89,705.00	\$ 90,000.00	\$ 60,000.00	\$ 90,000.00	NCSC donation to NACM
4070 · Interest Income/Regular	\$ 25,312.55	\$ -	\$ 36.00	\$ -	\$ 9.00	\$ -	Interest from Accounts
4080 · Unrealized Gain/Loss	\$ 91,066.93	\$ -	\$ 51,295.00	\$ -	\$ 56,098.00	\$ -	Per Marcum
4090 · Fees and Registrations	\$ 507,500.69	\$ 443,750.00	\$ 109,245.00	\$ 393,000.00	\$ 175,250.00	\$ 501,750.00	Conference Registrations from MY and Annual
4095 · In-Kind Registration	\$ 44,092.00	\$ -	\$ -	\$ -	\$ -	\$ -	Speaker Daily Rate
4100 · Social/Other Income	\$ 8,715.00	\$ 10,000.00	\$ 120.00	\$ 10,000.00	\$ 2,200.00	\$ 10,000.00	Social income from MY & Annual
4110 · Vendor Income	\$ 235,490.00	\$ 235,000.00	\$ 58,150.00	\$ 180,500.00	\$ 70,950.00	\$ 134,750.00	Income from vendor booths
4120 · Sponsorship Income	\$ 108,750.00	\$ 108,750.00	\$ 71,198.00	\$ 95,000.00	\$ 104,800.00	\$ 70,000.00	Income from sponsorships
4130 · Grant Income (Conf & WeToo in 2020)	\$ 156,350.00	\$ 269,196.00	\$ 154,210.00	\$ 238,103.00	\$ 9,380.00	\$ 303,225.00	Funds from SJI for Conference (\$173,225) and WeToo grants (\$130,000)
4140 · Advertising Income	\$ 12,002.50	\$ 13,000.00	\$ 5,105.00	\$ 13,000.00	\$ 2,505.00	\$ 13,000.00	Court Manager and Court Express advertisements; Stacey suggests leaving pricing at 2021
4150 · Publication Sales	\$ 2,081.00	\$ 500.00	\$ 1,430.00	\$ 900.00	\$ 555.00	\$ 850.00	Online NACM Store sales on guides & webinars
Total Revenue	\$ 1,489,724.20	\$ 1,387,786.00	\$ 709,636.00	\$ 1,217,303.00	\$ 606,724.00	\$ 1,324,640.00	
Expense							
5100 · Travel/General	\$ 39,457.30	\$ 69,216.51	\$ 23,011.00	\$ 41,612.00	\$ 4,521.00	\$ 70,461.00	Travel for board members for MY, Annual, Fall Board Meeting includes President Travel
5105 · Travel/President	\$ 9,397.74	\$ 15,000.00	\$ 4,447.00	\$ 7,500.00	\$ 3,866.00	\$ 10,000.00	President travel to other events/conferences (non-NACM)
5110 · Travel/Officer	\$ 1,432.26	\$ 1,500.00	\$ 250.00	\$ 1,500.00	\$ 965.00	\$ 1,500.00	Secretary/Treasurer orientation (NCSC pays for VP travel to orientation)
5120 · Travel/Site Visit	\$ 5,518.63	\$ 4,000.00	\$ (710.00)	\$ 2,000.00	\$ -	\$ 2,000.00	Site visits
5125 · Travel/Association Serv.	\$ 15,358.56	\$ 18,196.00	\$ 3,009.00	\$ 9,648.00	\$ 4,907.00	\$ 20,080.79	Association services travel to MY and Annual & Manager travel to Fall Board Mtg.
5130 · SJI Speaker Travel	\$ 15,353.59	\$ 15,500.00	\$ 5,668.00	\$ 13,000.00	\$ 1,407.00	\$ 15,500.00	Hotel/airfare for speakers for MY and Annual (limited to grant amount)
5200 · Honoraria	\$ 15,146.41	\$ 20,000.00	\$ 9,500.00	\$ 15,000.00	\$ 1,625.00	\$ 25,000.00	SJI honoraria
5300 · Conference Expenses	\$ 45,046.60	\$ 29,499.00	\$ 21,236.00	\$ 21,450.00	\$ 24,289.00	\$ 43,248.00	Various MY and Annual conf expenses incl: Room rentals, name tags, lanyards, attendify, fr
5310 · Food and Beverages	\$ 431,505.61	\$ 374,000.00	\$ 60,803.00	\$ 274,923.70	\$ -	\$ 286,211.48	F&B from Annual, MY, Board Meeting catering, plus social event cost
5320 · Audio Visual	\$ 80,000.00	\$ 68,500.00	\$ 94,525.00	\$ 40,384.17	\$ -	\$ 72,500.00	SJI AV for MY and annual (50% of estimate)
5400 · President's Discretionary	\$ 536.60	\$ 2,500.00	\$ 1,154.00	\$ 2,500.00	\$ 543.00	\$ 2,500.00	Discretionary - sympathy flowers, cards, stamps, gift cards for ECP/FTA Reception, staff nar
WE TOO	\$ -	\$ 113,346.00	\$ -	\$ -	\$ -	\$ -	
5600 · Scholarships	\$ 5,420.00	\$ 6,410.00	\$ 544.00	\$ 6,410.00	\$ -	\$ 6,410.00	includes \$1500 Gallas, \$1500 ICM, Conference Scholarships, Membership Scholarship
5650 · Awards	\$ 853.22	\$ 1,300.00	\$ 494.00	\$ 1,300.00	\$ 960.00	\$ 650.00	Award of Merit, Enhancing Justice, ECP, Perkins, Technology

	2019 Actual	2020 Budget	2020 Actual	2021 Budget No Midyear, Live Annual	2021 Actual as of 7/30/2021	2022 Budget	2021 NOTES:
5700 · Presidents Gifts	\$ 170.13	\$ 400.00	\$ 153.00	\$ 400.00	\$ -	\$ 400.00	Gift & Plaque to president only; incoming president gavel
6010 · Webinars	\$ 2,427.60	\$ 2,988.00	\$ 202.00	\$ 1,632.00	\$ 2,411.00	\$ 1,632.00	Zoom for webinars and conference calls
6200 · Postage	\$ 2,661.78	\$ 3,900.00	\$ 2,040.00	\$ 2,800.00	\$ 1,571.00	\$ 3,550.00	Correspondence, SJI Grant, Trunk Shipments to Conferences
6300 · Printing/Photocopying	\$ 11,289.88	\$ 12,625.00	\$ 5,495.00	\$ 12,625.00	\$ 2,720.00	\$ 12,625.00	4 court managers design expense + mellen street (\$2500/issue) plus stock photos (\$45/pho
6400 · Office Supplies	\$ 121.36	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 200.00	name badges, raffle tickets, namc envelopes
6500 · Insurance Expense	\$ 7,507.83	\$ 8,200.00	\$ 6,293.00	\$ 9,500.00	\$ 3,845.00	\$ 7,500.00	Conference, D&O, Liability, and umbrella insurances (quotes not available until Dec)
6600 · Consultant	\$ 47,012.80	\$ 47,704.75	\$ 39,039.00	\$ 161,507.00	\$ 26,219.00	\$ 184,133.00	live stream (52,725), survey monkey (\$408), icontact, (\$1000), WeToo grant (\$130,000)
6610 · Audit Fee	\$ 10,480.00	\$ 3,000.00	\$ 2,885.00	\$ 3,000.00	\$ -	\$ 10,000.00	Regular audit fee \$3k, Full audit once every 3 years \$10K
6700 · Website Devp/Internet Exp	\$ 6,568.00	\$ 6,500.00	\$ 7,814.00	\$ 8,070.00	\$ 4,194.00	\$ 8,070.00	howell maintenance plan \$7,500, media temple domain license \$20, wp hosting license \$55
6800 · Credit Card Fees	\$ 21,179.80	\$ 17,000.00	\$ 7,609.00	\$ 12,000.00	\$ 10,773.00	\$ 20,000.00	processing fee for CC
6810 · Licenses & Fees	\$ 181.00	\$ 1,085.00	\$ 158.00	\$ 158.00	\$ 790.00	\$ 700.00	ASCAP \$133, SCC Filing \$25, Trademark for NACM \$500
6820 · Admin Supp/Contract Fee	\$ 393,079.25	\$ 403,383.00	\$ 350,957.00	\$ 388,357.00	\$ 258,905.00	\$ 401,428.00	NACM ANNUAL CONTRACT less 60K for SJI +Trigger Clause Bonus (no trigger clause bon
6950 · Depreciation	\$ 4,433.29	\$ 4,000.00	\$ 4,433.00	\$ 4,500.00	\$ 2,217.00	\$ 4,500.00	for website, mandated by Marcum
7000 · Grant Match-Travel	\$ 5,620.54	\$ 15,500.00	\$ 1,313.00	\$ 5,000.00	\$ -	\$ 15,500.00	Speaker Travel
7010 · Grant Match-Honorarium	\$ 44,395.59	\$ 15,000.00	\$ 2,250.00	\$ 10,000.00	\$ 1,625.00	\$ 20,000.00	Speaker Honoraria & Conf discount
7020 · Grant Match-Audio Visual	\$ 97,855.82	\$ 68,500.00	\$ 27,737.00	\$ 40,384.16	\$ -	\$ 72,500.00	Conference AV
7030 · Grant Match-Admin Support	\$ 67,857.00	\$ 69,214.00	\$ 69,214.00	\$ 50,000.00	\$ 33,333.00	\$ 67,500.00	Annual contract with NCSC
Total Expense	\$ 1,389,869.32	\$ 1,418,067.26	\$ 751,523.00	\$ 1,147,261.03	\$ 391,686.00	\$ 1,386,299.27	
Change in Net Assets	\$ 99,854.88	(\$30,281.26)	(\$41,887.00)	\$70,041.97	\$ 215,038.00	\$ (61,659.27)	
Net Assets at beginning of year	\$ 627,315.63	\$ 727,170.51	\$ 727,170.51	\$ 685,283.51	\$ 709,902.00		
Net Assets at end of year	\$ 727,170.51	\$ 696,889.25	\$ 685,283.51	\$ 755,325.48	\$ 924,940.00		
Investment Income			\$ 41,114.00		\$ 9,941.00		



COURT MANAGER

RATE CARD 2022

Circulation: Distributed quarterly to nearly 1,500 court managers, administrators, and clerks
Duration: “Live” on website until next edition published, back-issues available on-line
Co. Logo: Click-through capability and included in email announcing publication available
Discount: 10% discount for all four issues

**2021 Advertiser has first right of refusal for 2022 advertising space*

<u>HOME PAGE</u>		
Side Bar-Right Static- 1 available *	\$630	300x600 pixels, color, static
Animated - 1 available	\$650	300x600 pixels, color, animated, 10 seconds, 3x loops max, no flash for tablet, max size 40 KB
Lower Billboard Static *	\$825	Static: 970x250 pixels, color, static
Animated * <i>1 static or animated available</i>	\$850	Animated: 970x250 pixels, color, 10 seconds, 3x loops max, no flash for tablet, max size 40KB
Upper Billboard-Under Heading Static- 1 available *	\$925	970x250 pixels, color, static

<u>INSIDE-Featured Articles</u>		
Side Bar-Right Static- 1 available	\$300	300x600 pixels, color, static
Billboard-Under Article Static- 1 available	\$400	970x250 pixels, color, static

<u>SPLASH PAGE</u>		
Appears accessing site <i>1 available</i>	\$1,100	970x500 pixels, color, static

Issue	Space Reservation/ Submission Deadline	Video Deadline	Launch
Spring 2021	January 11	Minimum 7 days before launch	March 29
Summer 2021	March 22	Minimum 7 days before launch	June 14
Fall 2021	July 19	Minimum 7 days before launch	September 27
Winter 2021	October 4	Minimum 7 days before launch	December 15



Circulation: Distributed in February, May, September, November to nearly 1,500 court managers, administrators, and clerks.

Duration:

Co. Logo:

Discount:

Details: 600 x 900-pixel static ad with click through, file must be less than 200 KB and submitted in jpg or gif format.

Cost: \$300 per issue – Maximum of two ads per issue allowed

Issue	Space Reservation	Submission Deadline	Launch
March 2021	February 7	Minimum 14 days before launch	March 5
May 2021	May 4	Minimum 14 days before launch	May 28
September 2021	September 1	Minimum 14 days before launch	September 24
November 2021	November 7	Minimum 14 days before launch	December 3



ABSTRACT

The National Association for Court Management (NACM) seeks \$173,225 in State Justice Institute (SJI) funding for a twelve-month period to: 1) develop and deliver nationally significant educational programs, related material and curriculum with continued focus on SJI Priority Investment Areas and the NACM Core®; and 2) continue distant learning opportunities to broaden the scope and delivery of educational opportunities available in a convenient and flexible method accessed by judges, court managers, administrators and other judicial branch employees to include many of NACM's justice partners such as the Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA), National Association of State Judicial Educators (NASJE), American Judges Association (AJA), National Association of Presiding Judges and Court Executive Officers (NAPCO), state court management associations, and NACM's international partners. The proposed start and end dates are January 1, 2022 – December 31, 2022.

The requested grant funds will enable NACM to meet its goals of providing comprehensive educational programs and distance learning opportunities to increase the capacity of professionals in the field of court management. NACM's 2022 conferences and educational opportunities will provide attendees with training and networking opportunities which highlight the competencies that serve as the hallmark of the profession. NACM will develop and implement educational sessions that target several SJI's Priority Investment Areas. Both conferences will focus on promoting the concepts of



resilience and justice reform.

NACM believes it has played a significant role in providing educational programming that is focused on enhancing the intellectual capital of the courts to benefit individuals, the court as an organization, the public, and others while remaining consistent with the purposes and responsibilities of courts. NACM has also been a leader in steering the field of court administration to a heightened professional level.

NACM's conference, online publications, and online distance learning initiatives have assisted its members and supporters in meeting the expectations of the public that courts provide services that are responsive, strategic and transformative in their approach to improving the justice system.

In an effort to extend the benefits of the conference offerings as widely as possible, NACM offered live streaming of several educational sessions, many of which were also recorded. The midyear educational sessions had a combined total of 312 viewers. There were more than 250 viewers of live streamed educational sessions at the 2021 Annual conference. Following the conference, NACM has uploaded more than 28 educational sessions. In addition, there were more than 3,600 visitor impressions of the midyear and annual videos available online from June 1, 2021 to September 22, 2021.



The 2022 Midyear conference theme is entitled “Resilience and Reinvention: Transforming the Future of Courts.” The 2022 Annual conference theme will focus on “Courts Leading the Way in Advancing Justice: A Call to Action.” Grant deliverables will include live streaming and video recording of the sessions and the publication of written summaries of key sessions in the annual conference edition of NACM’s *Court Manager* publication.

For this project, NACM’s secretariat staff, board members and educational specialist will:

- Finalize development and deliver curriculum at NACM’s 2022 Midyear conference (Task 1);
- Finalize development of and deliver curriculum at NACM’s 2022 Annual conference (Task 2);
- Develop conference themes for NACM’s 2023 Midyear and Annual conferences (Task 3); and
- Provide project management (Task 4).



Resilience and Reinvention: Transforming the Future of Courts and Courts Leading the Way in Advancing Justice: A Call to Action

State Justice Institute Project Grant Application

National Association for Court Management’s

Resilience and Reinvention: Transforming the Future of Courts

Courts Leading the Way in Advancing Justice: A Call to Action

Total SJI Funding Requested: \$173,225 with Cash Match of \$175,500 and in-kind Support of \$23,350.

Estimated Length: 12 Months; January 1, 2022 – December 31, 2022

Priority Investment and Strategic Initiative Areas Addressed:

<i>Promoting Access to Justice and Procedural Fairness</i>	<i>Reducing Disparities and Protecting Victims, Underserved, and Vulnerable Populations</i>
<i>Advancing Justice Reform</i>	<i>Transforming Courts</i>

Mission Areas and Activities Addressed:

Our 2022 conferences will focus on the following themes:

- **Creative Uses of Technology** and social media to ensure court users their day in court and right to a jury trial.
- **Socially Responsible Behavior and Ethical Considerations** in the wake of a Global Pandemic.
- **Civil, Juvenile, Family and Criminal Case Reform** to address systemic issues and barriers in access to equal justice and treatment for those who interact with the courts.
- **Programs that Promote Racial Justice** to judges and court professionals.



*Resilience and Reinvention: Transforming the Future of Courts and
Courts Leading the Way in Advancing Justice: A Call to Action*

- **Community Collaboration** efforts to improve communication between courts, justice partners, and court participants.
- **Diversity, Equity, and Inclusion** as core values for all judges and court staff promoting accountability for interactions and thought that benefit the court, the community and the profession.
- **Promoting Employee Re-Engagement** following pandemic workforce changes.
- All courts at every jurisdictional level play a vital role in **transformation and reform**.

National Association for Court Management

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Program Narrative

Project Objectives

In 2021, court professionals have been forced to be innovative and to adopt new technologies and approaches to keep our courts open. In 2022, as the world enters a new phase of the global pandemic, our courts must continue to remain open and address the backlog of cases. Further, as court budgets are cut and travel limited, our court professionals must still network and share ideas on the innovations and best practices for not



only a pandemic world but also for better, more efficient courts in general. In 2022, while courts continue to address pandemic-specific operational issues, NACM will also continue to focus on our Core® principles and SJI Priorities. NACM hopes to go back to its traditional in-person midyear and annual conferences but will continue to offer virtual options to engage the court professional community. As an association of court professionals, NACM promotes the sharing of best practices, innovations and insights on the management of our courts.

Education enhances the intellectual capital of the courts to benefit individuals, the court as an organization, the public, and others. It involves judges and court personnel as well as court leadership (judicial and administrative). Education is an investment in change. Education brings about desirable change for individuals, for the court, for the public, and more. Economic challenges continue to impact the business of courts across the country and abroad. The leadership required to maintain high performing courts despite limited resources has served as the impetus for judicial systems to refine their approach to governance and judicial administration. Engaging professionals in the judicial system in meaningful and instructive dialogue and formal education regarding the key challenges faced in the field is an essential component of delivering educational programs focused on procedural justice while leveraging the capacity for high performance. NACM believes that educational frameworks developed for court professionals must be inspiring and build upon the foundational concepts that are the basis for courts and be reflective of the work performed daily in institutions around the country and the world. The activities to be supported by the proposed program will demonstrate how the values which must orient the work of court professionals – the purposes and responsibilities of courts, and the leadership



principles that are associated with them – permeate throughout the organization and are attainable through such exchanges and education.

The National Association for Court Management (NACM) proposes to utilize this SJI project grant toward two main objectives: 1) develop and deliver nationally significant educational programs, related material, and curriculum focusing on SJI Priority Investment Areas and the NACM Core®; and 2) expand and broaden remote technology through live and recorded distance learning opportunities to members and NACM’s justice partners to include Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA), National Association of State Judicial Educators (NASJE), American Judges Association (AJA), National Association of Presiding Judges and Court Executive Officers (NAPCO), state court management associations, and NACM’s international partners.

These project objectives will be accomplished through digital recording and live streaming of two major training initiatives in 2022 – first, at NACM’s Midyear conference to be held February 20-22 in Bellevue, Washington, and second, at NACM’s Annual conference to be held July 10-14 in Milwaukee, Wisconsin. NACM will live stream multiple plenary and breakout sessions at both conferences. These digital recordings will be posted to NACM’s website and on NACM’s video channel. All materials will be made available on NACM’s website at www.nacmnet.org. Finally, NACM will utilize the funds to begin to develop themes and descriptions for its 2023 Midyear and Annual conferences,



to be held in Minneapolis, Minnesota, and Tampa, Florida, respectively.

Program Areas to Be Covered

In changing times, leadership meets its greatest challenges. There is the opportunity not just to change courts, but to transform them. NACM is dedicated to educating court professionals, providing community, sharing information, and advocating on important court and justice system topics. Specifically, NACM advances the effective and efficient administration of justice and does so through its educational programs.

Challenges exist as we face a downward trend in public trust and confidence with government and it's time to acknowledge challenges, devise strategies to reverse these trends, and implement them. The initial challenges are vast, but there is a roadmap for turning negative perceptions into positive ones and to increasing public trust and confidence in our state courts. NACM has an obligation to its members, to the profession, to the judiciary, and the public at large to call attention to important issues facing courts. The organization has positioned itself to take a leadership role in identifying and discussing such issues and provide meaningful platforms for engagement through education, publications, conferences and partnerships. These are opportunities through which court managers and leadership judges may meaningfully address them in their courts, states and the nation.

NACM provides a robust forum fostering innovative practices and professional



development that inspires excellence in its membership, enhances public trust and confidence in our courts, and embraces the fundamental duties and responsibilities inherent in an accountable and independent judicial branch of government. Through its conference and distance learning initiatives, NACM provides leadership development through continuing education opportunities. The mission and ultimate goal of the NACM educational conferences is to provide court management professionals the opportunity to increase their proficiency and develop as court leaders while working with colleagues to improve the administration of justice.

NACM's core values encompass basic principles for guiding NACM's performance as well as its internal and external relationships. NACM is the **VOICE** of the court management profession and succeeds by providing:

Vision – providing strategic focus on the advancement of the field of court administration

Organization – leading the Association in the pursuit of collective goals

Implementation – taking action and following-through on strategic priorities

Communication – engaging the court community and justice partners

Ethics – demonstrating integrity and adhering to the highest ethical standards

The influence of the NACM Midyear and Annual conferences and their substantive focus, process, and speaker selection is well known. NACM conference curriculum helps courts and their leaders and staff to improve court services and the quality of justice nationwide and



throughout the world. Funding this project ensures continuation of the quality education planning and delivery expected of NACM by its members. This project will focus on the program objectives set forth by SJI through offering educational training and resources providing “significant national impact” including transformative governance. Programs will focus on leading courts in times of change and how to lead and manage in a rapidly changing environment.

Through its leadership in judicial branch education and court administration initiatives, NACM’s 2021-2026 National Agenda emphasizes program priorities and improvements in the court management profession. Through such strategy, NACM is committed to fostering the following priorities:

- Advance Excellence in Court Management
- Promote Fair and Accessible Justice through Diversity, Equity, and Inclusion
- Develop Leaders for Tomorrow’s Challenges
- Enhance Public Perception of the Courts

NACM will incorporate the priority, utilizing technology to promote best practices, as an enhancement for the other four priorities.

Through NACM’s Midyear and Annual conference planning process, these priorities set the focus for our educational programming and development of products to immediately and effectively deliver information relevant to judicial branch needs and interests.

Specifically, through promoting improved court leadership and governance, court leaders



will be armed with tools and information to shape a better future by redefining and clarifying the court's mission and the scope of its service priorities. The priorities also help guide the courts to identify and discuss challenges, brainstorm solutions, and develop meaningful strategies and partnerships to improve the administration of justice while consistent with SJI's Priority Investment and Strategic Initiative Areas.

2022 Conferences

In accordance with NACM guidelines, the President-Elect, as Conference Development Subcommittee chair, in conjunction with committee members and the contracted educational planner, is responsible for conference planning for the 2022 year. NACM publishes concept/call for proposals based around this theme. Following submission of proposals, a team of the Conference Development Subcommittee evaluates and helps select workshop sessions for the conference agendas.

NACM's 2022 Conferences will provide attendees with training and networking opportunities that will encourage them to consider how collaboration and engagement can be used to address systemic issues that intersect with internal and external interests of the judicial branch.

2020 Midyear Conference

The midyear conference theme is Resilience and Reinvention: Transforming the Future of Courts (Bellevue, WA). This theme recognizes that the path ahead for courts will not be a



straight line. There will certainly be a series of ups and downs that will require resilience. It is likely that viral resurgences and unforeseen events will continue to impact our nation's courts. The reality is that many courts made choices over the years that traded resilience for increased efficiency. It may be time to reexplore these trade-offs. This is not to say that there are no efficiencies to be found, but more that the relationship between efficiency and resilience needs to be more clearly defined.

2021 Annual Conference

The annual conference theme is Courts Leading the Way in Advancing Justice: A Call to Action (Milwaukee, WI). This theme will focus on the important concept that justice reform must come from within courts across the globe. Courts and court leaders must take charge of leading the way to advancing justice. Courts must envision how they can improve fairness and efficiency in the future. The Judiciary needs to lead the call to action in advancing justice and transforming their future.

Both conferences will emphasize the common topics of agile leadership as well as diversity and inclusion. Attendees will be given a tutorial on how to bounce back better than ever. Current world events are exposing racial inequalities and the realization that public trust and confidence in our courts has been shaken. We will explore new court roles for creating a more equitable landscape.

In the present hour, two pressing questions remain before us: How do we continue to move forward in a way that upholds the vision of our Nation's Founders while faced with a major health crisis affecting virtually every facet of daily life, and how do we address the



grievances of a significant portion of Americans who feel they are not being treated fairly or equally?

As an association of court professionals, NACM promotes the sharing of best practices, innovations and insights on the management of our courts. Preferred topic areas for this conference include but are not limited to:

- Creative Uses of Technology and social media to ensure court users their day in court and right to a jury trial.
- Socially Responsible Behavior and Ethical Considerations in the wake of a Global Pandemic.
- Civil, Juvenile, Family and Criminal Case Reform to address systemic issues and barriers in access to equal justice and treatment for those who interact with the courts.
- Programs that Promote Racial Justice to judges and court professionals.
- Community Collaboration efforts to improve communication between courts, justice partners, and court participants.
- Diversity, Equity and Inclusion as core values for all judges and court staff promoting accountability for interactions and thought that benefit the court, the community and the profession.
- Promoting Employee Re-Engagement following pandemic workforce changes.
- All courts at every jurisdictional level play a vital role in transformation and reform.

Special consideration will be given to proposals that address one or more of the above topics while focusing on the use or development of practical tools that enhance leadership in the



courts. NACM fully supports the work of the State Justice Institute (SJI). As such, it has encouraged speakers looking to submit proposals should consider ways to advance learning around SJI's Priority Investment Areas and Strategic Initiatives.

Planning for the 2022 conferences is currently underway, and it is anticipated that both the 2022 Midyear and Annual conference will continue to integrate the foundational concepts of the NACM Core®.

Need for the Project

Courts have a duty to be accountable and provide justice for the people they serve. Public trust and confidence in the courts is critical to a well-functioning society. Courts can easily lose the confidence of the public and efforts must be ongoing to both ensure and constantly reexamine if citizens' needs are being met. It is more important than ever that courts continue to educate the public about the role and management of courts. This requires greater collaboration with justice partners and stakeholders. Effective management of the courts requires a focus on performance. This can result in improvements in public perception.

NACM believes that there are five performance areas to which all courts should aspire:

1. Access to Justice
2. Expedition and Timeliness
3. Equality, Fairness, and Integrity



4. Independence and Accountability

5. Public Trust and Confidence

Achieving high performance in these areas is not easy, as courts are complicated. As the nations’ leading organization of professional court managers, NACM must be both a resource and at the center of education and training. This project will assist NACM in continuing its mission to focus on important issues facing the courts and will enable NACM to continue offering professional development opportunities through educational programs both in person and remotely. Interests important to both SJI and NACM will be advanced through the broad delivery conference content. NACM is committed to excellence and strives to produce conference curriculum that fosters that excellence.

Following the placement of the past conference distance learning modules on the NACM website, educational opportunities were made easily accessible through convenient web-based access at a time and place suitable for their needs and without the cost of travel to a national conference. Remote access has been provided to training programs such as:

How Ebola Prepared a Judiciary at the Epicenter of COVID-19	Navigating Uncertainty: How Great Leaders Find Certainty in Uncertainty
Follow Up: Navigating Uncertainty	Considerations for Military Families in the Court System
NACM Core Part I: Caseflow and Workflow	Journey to Change: Traveling with Agitators, Adversaries & Allies
NACM Core Part II: COVID19-Caseflow	Keep the Door Open: Fair & Equal Access



Catalyst?	with a Virtual Court
The Future of Justice in America	Racial Impact Assessment: A Practical Approach and Solution to Reduce Racial and Ethnic Disparities in the Justice System
RRT’s Implementation Lab: Integrating Sustainable Strategies and Innovative Resources	And Justice For All - Court Leaders Speak Out
NACM Core Competency – Public Trust and Confidence: The Challenges	What We’re Learning About Virtual Child Welfare Hearings

All of the presentations were available for individual viewing as well as group training in a classroom environment. Virtual education is now part of the planning agenda of most courts concerned with training and development, and the distance learning component of this project is needed to achieve greater national impact through the education of judges and court personnel on the essential functions and administration of justice in our nation’s courts.

Tasks, Methods and Evaluation

In support of this project, the following general tasks will be completed within the 12-month period:

- Finalize the development of content and deliver it at the NACM Midyear Conference in 2022.
 - The 2022 NACM midyear conference will be held from February



*Resilience and Reinvention: Transforming the Future of Courts and
Courts Leading the Way in Advancing Justice: A Call to Action*

20-22 in Bellevue, Washington.

- Finalize the development of content and deliver it at NACM's 2022 Annual Conference.
 - The 2022 annual conference will be held from July 10-14 in Milwaukee, Wisconsin.
- Digitally video and/or audio record a select number of educational sessions at the 2022 midyear and Annual conferences and host the videos on NACM's website (nacmnet.org) and video channel.
 - Educational sessions - At least two (2) plenary and 1-2 breakout sessions per time slot will be captured by video for the 2022 Midyear Conference. Multiple breakout sessions per day and all plenary sessions will be captured by video for the 2022 Annual Conference. Following final editing, nearly forty (40) educational videos will be available to judges, court administrators, and judicial branch employees across the country and the world.
- Develop conference themes and descriptions for the NACM Midyear and Annual conferences in 2023.
- Project Management will include the completion and filing of SJI quarterly progress and financial reports and coordination with assigned SJI staff and management.

Following the learning objectives identified and objectives set for the conference themes,



faculty identification and selection will focus on nationally and regionally recognized subject matter experts to meet and fulfill such objectives for each workshop and plenary session. As part of the ongoing work of the NACM Conference Development Subcommittee, NACM identifies experienced keynote speakers to deliver more in-depth follow-up workshop sessions. NACM's speaker selection criteria ensures the faculty chosen have knowledge and experience related to the specific subject matter and possess the ability to prepare both written materials and visual presentations for large groups. Materials made available to conference attendees will also be made publicly available in electronic format on NACM's website. The recorded sessions will also be shared with NACM's justice partners such as Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA), National Association of State Judicial Educators (NASJE), American Judges Association (AJA), National Association for Presiding Judges and Court Executive Officers (NAPCO), state court management associations, and NACM's international partners. In addition, NACM will live stream its plenary sessions and several breakout sessions.

NACM is hopeful that by offering webinars and podcasts as an alternative to a Midyear conference, many members and non-members will virtually attend and take in the educational opportunities offered. NACM is also optimistic that over 500-700 leadership judges, court managers, international members and other judicial branch personnel will attend its 2021 Annual Conference. Conference registration rates cover education expenses, food and beverage, and social events.



Evaluation of this project will be accomplished through two methods: 1) digital evaluation at the close of each conference day; and 2) summative post-conference evaluation focusing on educational content and overall adherence to stated conference learning objectives.

With the use of an electronic on-site daily evaluation tool, attendees will evaluate each NACM conference presentation, the purpose of which is to assess the level of achievement in meeting the stated program objectives, speaker quality and effect, and to identify areas that exceeded expectation or recommendations for improvement. Following the conclusion of the conference, attendees receive an electronic summative conference evaluation. This process helps NACM leadership assess the overall success and impact of the conference, measuring learner achievement, and how well the conference learning objectives were met. These results supplement on-site evaluation at the close of each conference keynote and workshop. NACM has recently begun to use an event application for mobile devices. The event app, Attendify, has the ability to allow for session reviews and comments. NACM is using this as part of its evaluation process to allow for more real-time feedback together along with a post conference survey.

The evaluation results are made available to all NACM members and others through reports to the NACM Board. Adult education experts at the National Center for State



Courts' Institute for Court Management will review results, and, after obtaining consent from the NACM Board, necessary changes in future conferences will be made.

Project Management

Project Management for this project will include the completion and filing of SJI quarterly reports and coordination with assigned SJI staff and management. Contract staff will submit project management reports. In addition, NACM will work with NACM's secretariat staff, NCSC, to produce timely financial reports. Lastly, NACM will ensure that there is adequate coordination to complete the below-mentioned activities as scheduled.

In order to accomplish these tasks, NACM will utilize the following methods:

Task 1: 2022 NACM Midyear Conference (February 20-22, 2022)

Activity	Anticipated Completion Date
Make final contact with assigned faculty for last-minute logistical needs.	Mid-January 2022
Finalize logistical needs to include audio and VGA feeds for digital capture of educational programs.	Late-January 2022
Coordinate educational training program to include speakers, video recording and operators, and problem solve during educational conference.	February 2022
Stream live the plenary sessions and certain breakout sessions.	February 20-22, 2022



Edit and prepare recorded educational programs encoded for streaming video via web link.	Late-February 2022
Post video files on NACM YouTube channel.	Late-February 2022
Market Distance Learning educational opportunities to membership.	March 2022
Review speaker and conference evaluations and make adjustments for future conference	March 2022

Task 2: 2022 NACM Annual Conference (July 10-14)

Activity	Anticipated Completion Date
Finalize curriculum sessions for conference, including session titles, overall session content requirements and assigned faculty.	March 2022
Ensure speaker agreements and logistical needs forms are completed and returned.	May 2022
Finalize session workshop descriptions, speaker biographical information and technology needs such as A/V, audio and VGA feeds for digital capture of educational programs.	June 2022
Make final contact with assigned faculty for last-minute logistical needs.	June 2022
Coordinate educational training program to include speakers, video recording and operators, and problem solve during educational conference.	July 2022
Stream live the plenary session and certain breakout sessions.	July 10-15 2022



Edit and prepare recorded educational programs encoded for streaming video via web link.	Mid-August 2022
Post video files on hosting website and NACM's video channel.	Late July-August 2022
Market Distance Learning educational opportunities to membership and justice partners.	August 2022

Task 3: Development of 2022 NACM Midyear and Annual Conference curriculum

Activity	Anticipated Completion Date
Finalize midyear conference theme.	July 2021
Develop midyear program design.	July 2021
Finalize annual conference theme.	August 2021
Evaluate and identify speakers for midyear conference.	September-October 2021
Develop annual program design.	November 2021
Finalize midyear conference educational agenda.	November 2021
Evaluate and Identify speakers for annual conference.	December 2021
Finalize annual conference educational agenda.	December 2021–January 2022

Task 4: Project Management

Activity	Anticipated Completion Date
Ensure required SJI progress reports and financial reports are finalized and filed.	Quarterly, one month following end of quarter
Coordinate task activities with NACM officers, Board and administrative staff.	As needed



Participate in NACM Conference Development Committee teleconference calls and other Board meetings.	Monthly, as needed
Review project timeline and budget.	Monthly, as needed

Product and Dissemination Plan

Many of our workshop and plenary sessions and session summaries will be posted to the website as well as published in the Conference Edition of the *Court Manager*.

Specifically, dissemination of products for this program include:

- Workshop descriptions, handouts, including presentation materials and speaker biographies, made available on the NACM conference application;
- Notice to NACM's justice partners – Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA), National Association of State Judicial Educators (NASJE), American Judges Association (AJA), National Association of Probate Court Officials (NAPCO), state court management associations, and NACM's international partners
- Plenary summaries prepared for publishing in the *Court Manager*, and;
- Conference plenary and breakout sessions recorded videos and/or audio hosted on the NACM website and NACM's video channel.

Applicant Status

NACM is a national non-profit organization for the education and training of state court judges, court administrators, managers, supervisors, and other support personnel.



Staff Capacity

NACM will not directly employ any staff for this project but will contract with the National Center for State Courts' to provide consulting services to develop and plan conferences described above. In addition, NACM will contract with the National Center for State Courts to record, edit and post recording sessions and will also contract with proven, highly evaluated speakers to deliver and record curriculum content. NACM will also contract with the National Center for State Courts to provide Secretariat services that will include management of the financial and reporting aspects of this project.

Budget Narrative

NACM proposes the following amounts for the previously described project:

Personnel:	\$16,800
SJI Funds:	\$0
Applicant Funds:	\$0
In-Kind Support:	\$16,800



Narrative: The NACM Officers and Board will be intensely involved in all aspects of the proposed project - spending hundreds of hours devoted to this project. For purposes of this project application, NACM board members (14 total) will spend 4 days each at an estimated rate of \$300/day for a total in-kind support of \$16,800.

Fringe Benefits:	\$6,550
SJI Funds:	\$0
Applicant Funds:	\$0
In-Kind Support:	\$6,550

Narrative: The fringe benefits that make up the in-kind support are calculated as an estimate of the prevailing rate of 39% of the personnel costs as noted above.

Consultant/Contractual:	\$317,725
SJI Funds:	\$157,725
Applicant Funds:	\$160,000

SJI Funds for Honorarium for Plenary and Breakout Conference Speakers: \$25,000

NACM proposes to pay honorarium to select 2022 plenary and breakout session conference speakers, who will lay out each day's topic area, at an average rate of \$3,500 (for at least 4.5 days of preparation, travel and delivery – not to exceed \$800/day) for plenary speakers and \$450/day for breakout speakers, which is considered to be the prevailing rate. Top rated speakers highly in demand will be sought. NACM is requesting funding to cover 55% of the



costs for two conferences, or \$25,000. For speakers who do not charge a speaker fee or whose rates are less than expected, NACM may offer those speakers the daily registration attendance fee of \$200 and \$275 for the annual conference. This allows the speaker to remain on-site all day and participate in other sessions and be available for networking with court leaders attending the conference. As speakers and session topics firm up, NACM may shift resources between the two conferences based on the need

Applicant Funds for Plenary and Breakout Conference Speakers: \$20,000

SJI Funds for Audio/Visual and Wi-Fi/internet Contract Costs: \$72,500

Total costs for audio/visual and Wi-Fi for the midyear conference is 65,000 Total costs for audio/visual and Wi-Fi for the annual conference is \$80,000. Based on historical expenditures and anticipated needs NACM requests 50% of the cost of A/V needs at the 2022 midyear conference and 50% of the cost of A/V and Wi-Fi needs at the 2022 annual conference to cover sessions that directly align with SJI's Priority Investment Areas and Strategic Initiatives. NACM will pay the remaining balance of the audio/visual and Wi-Fi costs including those not covered by sponsorship.

Applicant Funds for Audio/Visual and Wi-Fi Contract Costs: \$72,500.

SJI Funds for Distance Learning: \$60,225

NACM proposes to enter into a contract with an experienced digital audio and/or video recording provider to capture project sessions at the annual conference; live stream sessions, edit the material; and place the video recorded educational material on the NACM



video channel for general viewing and possible download. NACM also hosts all recorded videos and conference materials on its website for members to access at any time after the conference or recorded event. Based upon estimates for such services, NACM requests \$26,675 for the 2022 midyear conference and \$33,550 for the annual conference.

Applicant Funds for Distance Learning: \$0

SJI Funds for Conference Management, Support Services & Marketing: \$0

NACM enters into a Memorandum of Understanding with the National Center for State Courts to provide conference management and support services. Services include active participation in monthly conference development committee meetings, coordination of hotel logistics and A/V needs, assistance with conference publicity, management of faculty agreements, on-site conference registration assistance, faculty and A/V support, preparation of quarterly progress reports, and collecting, analyzing and reporting conference surveys results and evaluations. NACM will utilize a portion of its conference management, support services and marketing budget for the conferences as matching funds.

Applicant Funds for Conference Management, Support Services & Marketing: \$67,500

Travel:	\$31,000
SJI Funds:	\$15,500
Applicant Funds:	\$15,500

Narrative: Applicant funds will be utilized for travel expenses for faculty for the 2022 midyear and annual conferences who will be addressing content related to SJI's priority investment



areas and other sessions of national interest. NACM will utilize these funds to pay for flight, hotel and per diem expenses, estimated at \$1,200 per plenary speaker (four to six speakers total) and for relevant breakout session speakers as needed (currently estimated at eight to nine speakers).

TOTAL BUDGET:	\$372,075
SJI Funds:	\$173,225
Applicant Funds:	\$175,500
In-Kind Support:	\$23,350

NACM will make matching contributions continuously throughout the course of the project as NACM pays for the services discussed above. The match will be generated from conference registration fees of participants. NACM voluntarily exceed the minimum cash match requirements due to its commitment to the project and its mission – the education of court professionals.



National Association for Court Management

Strengthening Court Professionals

Diversity, Equity & Inclusion Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date
X	Fall Progress Report	September 20, 2021	9/20/21
	Midyear Progress Report	February 2022	
	Annual Progress Report	June 2022	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Establish new Committee	Complete	YES	NO	NO	
Develop values, vision, mission and objectives	Complete	YES	YES	NO	
Install diversity, equity and inclusion into all governance and committee structures.	In Progress	YES	NO	NO	

Time needed at meeting for Committee report: 10 minutes

Submitted by: T.J. BeMent

Date: September 20, 2021



National Association for Court Management

Strengthening Court Professionals

Communications Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date
X	Fall Progress Report	September 20, 2021	September 20, 2021
	Midyear Progress Report	February 2022	
	Annual Progress Report	June 2022	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Initiate marketing campaign to highlight member resources (webinars, publications, website content, etc.)	Need to develop Marketing Plan or committee for direction.	Yes	Yes	Yes	Decision if this is a Board item as a whole or a strategic item to proceed by a committee as its assigned to multiple committees.
Sponsorship rates and opportunities	Discussion and direction on Podcast proposal	No	Yes	Yes	Direction on Rates for 2022 budget and revenue opportunities.
Court Express changes	New editors for Court Express and a discussion on compensation for the work.	No	Yes	Yes	Vote on Court Express editor compensation.

Guides	2022 and 2023 Guide discussions	Yes	No	No	Update on guides
Sponsorship rates	Sponsorship opportunities Membership, publications etc.	No	Yes	No	Direction for December Board meeting
Website Updates	New committee formed	No	No	No	Communication Update
Liaison Program	New Communications Liaisons	No	No	No	Looking for a few more still
Social Media	More active role	Yes	No	No	Looking for additional sub-committee members
Webinars	Sponsored and non sponsored	Yes	No	No	Communication Update

Initiate marketing campaign to highlight member resources (webinars, publications, website content, etc.)

Looking for direction on this strategic plan item. July, we mentioned a Marketing plan is this something we need to coordinate or is this a Board as a whole action item?

Sponsorship rates and opportunities

As discussed in the August Board meeting Communications Committee would like to propose a contract agreement with Peter Kiefer for advertising sponsorship share. Peter has been producing the podcasts for NACM since February 2018 and just over a year ago he implemented the video component to the podcasts. The discussion at the last Board meeting was to inquire regarding a percentage split versus a defined dollar rate. Peter is fine with that and agrees that will help with any package rates sold with other sponsorships. He has had sponsorships run in his podcasts with IACA the last two months. Tyler Technologies and Synergy International.

Action Item.

The communication’s chair is proposing the authorization to execute a 6-month trial agreement with CLAPodcasts. The proposed rate split would be 70% for Peter Kiefer and 30% for NACM not to exceed \$3,500.

Court Express changes

The Court Express is in a transition away from Jeffrey Tsunekawa to additional NACM members. Janet Cornell has agreed to do the publication in part with Dr. Giuseppe Fazari. Dr Fazari is requesting an in-kind compensation for his work in the way of a complimentary registration to a conference. Ms. Cornell is already in receipt of the registration. Dr Fazari is a professor at Seton Hall University. Previously was a co-editor of the Court Manager and received this compensation.

Action Item.

The Communications chair is proposing the award of 1 annual conference registration to Dr. Giuseppe Fazari during his performance of co-editor of the Court Express.

Guides

Lots of discussion on guides at our last meeting. Paul Deloshj has presented an opportunity to work on a Behavioral Health guide. Core is looking to update their guide, and DEI has been presented with a n opportunity to consider a guide as they begin their path and direction. There have also been discussions on Evictions which we are looking to work into a webinar. There has also been an ask to update the 2013-2014 Adult Guardianship guide.

Sponsorship rates

Stacey and I met there are opportunities for additional review trials. Our sustaining members rate (mostly vendors could increase as they are used to paying corporate dollars. Especially if coordinating email blasts. We are looking at options for a vendor spotlight sales option for the Court Manager. Relevant Court Topic article sponsored and written by a vendor.

Website Updates

Roger has taken over website and had formed a team for review and tasks. They have updated the Board photos and are tackling a list of items Jeffrey transitioned to them. Looking forward to the future.

Liaison Program

As in most new things it takes off slowly. Lots of verbal support of the idea just not getting many volunteers. Need a few from Membership, Conference development, and Governance. If you know of any potential members let me know I will be glad to do a personal connection to see if we can get them on board.

Social Media

Cristina Prieto is the contact and has been wonderful, unfortunately she is flying solo. If you have any opportunities with members or nonmembers let me know. I am setting up a meeting with her to train me as a backup as well but looking for members to get involved.

Once I get trained for November's committee meetings, I plan to do promotions for each committee so get me a blurb you would like promoted prior to your meeting.

Webinars

Thompson Reuters will be doing their sponsored webinar the first part of November likely November 10, 2021. They have a marketing advertising firm in London they work with. They are drafting up the topic and talking points this next week. They will also draft up promotional materials as well. Looking forward to seeing what they have to bring. Will be working with Stacy on 2 or 3 sponsored webinars. for 2022.

Member webinars we are looking at the Evictions (Ohio toolkit) and any others you are aware of. The Ethics committee is interested in doing a similar discussion as the coffee talks in webinar style. These would be late fall early spring.

Time needed at meeting for Committee report: 30-45 Minutes

Submitted by: Jeff Chapple

Date: September 24, 2021



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Strengthening Court Professionals

Governance Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date
X	Fall Progress Report	September 20, 2021	
	Midyear Progress Report	February 2022	
	Annual Progress Report	June 2022	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Resolutions	In Progress - will post to website for member approval	N	Y	Y	Approval of resolutions pending approval by membership
Ethics Subcommittee	Putting together more video casts in addition to the podcasts, to include in Court Manager and such	N	N	N	
Operations Manual	Transition to Process.St for easier modifications	Y	N	N	
Voice of the Profession Survey	Waiting compilation of results for discussion	Y	N	N	

Time needed at meeting for Committee report:

Submitted by: Angie VanSchoick

Date: 9/20/21



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Strengthening Court Professionals

Original Resolution 1 - 2021

In Recognition of the 50th Anniversary of the National Center for State Courts

WHEREAS, in the 1960s the caseloads and workloads of the state courts grew significantly creating the need for improved professional administration of those courts; and

WHEREAS, Chief Justice of the United States, Warren E. Burger, in remarks at the National Conference on the Judiciary in Williamsburg, Virginia, in March 1971, called for a national clearinghouse – a national center for state courts – to serve all the states seeking to improve justice at every level; and

WHEREAS, with the leadership of the Conference of Chief Justices, the National Center for State Courts was incorporated as a 501(c)(3) nonprofit on June 15, 1971; and

WHEREAS, the mission of the National Center for State Courts is to promote the Rule of Law and to improve the administration of justice in the state courts of the nation and around the world; and

WHEREAS, the National Center for State Courts became the secretariat for the National Association for Court Management in 1985 providing professional staff leadership and support to advance the missions of the conferences; and

WHEREAS, the National Center for State Courts conducts empirical research on issues affecting the administration of justice in the state courts, provides education and training programs for judges and court staff, offers technical assistance to courts implementing improvements while serving as the clearinghouse for information about the state courts; and

WHEREAS, throughout the last five decades the National Center for State Courts has led projects to reduce delay, backlog, and expense in court proceedings, to improve court structures and processes, to apply business administration practices to courts, to foster the adoption of cutting-edge technology, to improve access to justice, and to increase public trust and confidence in the state courts; and

WHEREAS, the National Center for State Courts has also worked to institutionalize long-range planning capabilities in the courts, to support the concept of procedural fairness, and to advance sound governance and greater accountability through performance standards in courts in order to maintain the independence of the judiciary; and

WHEREAS, the National Center for State Courts functions as a source for innovative solutions, as a national forum for experts and practitioners to engage on issues affecting the state



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courts, and provides leadership on issues national in scope which affect the state courts; and

WHEREAS, for fifty years the National Center for State Courts has devoted its work and professional expertise to maintaining fair, impartial, and independent state courts which are vital to preserving a stable democracy in this country;

NOW, THEREFORE, BE IT RESOLVED that National Association for Court Management does hereby acknowledge, recognize, and thank the National Center for State Courts for its service and contributions to improving the administration of justice in the state courts of this nation; and

BE IT FURTHER RESOLVED that on the occasion of its 50th Anniversary, the National Association for Court Management extends heartfelt congratulations to the National Center for State Courts for five decades of exceptional leadership and service to the state courts and further offer their best wishes for continued success in the years ahead.

Commented [KP1]: What is our convention for dating resolutions, whether adopted as originals or supported revisions?



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Supported Resolution 2 - 2021

In Support of Remote and Virtual Hearings

WHEREAS, at the 2020 Annual Meeting, the National Association for Court Management supported the Conference of Chief Justices and the Conference of State Court Administrators' adoption of Resolution 2, which set forth six principles to guide technological changes for post-pandemic court technology; and

WHEREAS, during the COVID-19 pandemic, remote technology has been a vital tool to enable courts to maintain operations while keeping court users, the public, and court employees safe; and

WHEREAS, even in a post-pandemic world, the ability to participate in virtual hearings may bring benefits to attorneys, parties, and self-represented litigants, including economies of time and resources; and

WHEREAS, preliminary data suggests that appearance rates at court hearings are higher when litigants have the ability to appear remotely or virtually; and

WHEREAS, the public's ability to observe court proceedings online may enhance public understanding of, and confidence in, the fairness and impartiality of courts and judges; and

WHEREAS, the use of remote technology, and its possible expansion to include hybrid hearings, also raises critical questions about litigants' rights and their access to justice, and what courts and other stakeholders can do to mitigate any potential harms; and

WHEREAS, although the downward trajectory of US COVID-19 cases has enabled the beginning of a transition towards more in-person court operations, courts should not stop the usage or adoption of technology for court operations, including the filing of court documents, jury selection, and remote and virtual hearings; and

WHEREAS, the National Association for Court Management recognizes that, even post-pandemic, courts should leverage technology to ensure litigant access to procedural and legal information and to make appearance possible via remote means when practicable;



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NOW, THEREFORE, BE IT RESOLVED, the National Association for Court Management urges its members to apply the guiding principles for court technology to remote and virtual hearings and support technological innovations to facilitate access to justice, so that all court users get the help they need and are treated fairly and with dignity.

Because virtual and remote hearings can pose challenges, courts are encouraged to consider:

- 1) Ensuring that all users, even those with difficulty using technology or who do not have access to reliable internet with necessary bandwidth, can still participate. This may require offering the option to appear in person or remotely, the provision of technology or access points in the court and community, and flexibility in allowing a video participant to transition to voice only or other adaptations caused by bandwidth or technology problems;
- 2) Making adjustments and being sensitive to privacy issues arising from court users having to appear remotely from a public or non-private space;
- 3) Determining what types of cases and hearings are appropriate for virtual hearings;
- 4) Ensuring that all parties to a dispute, regardless of English proficiency, disability, socio-economic status or whether they are self-represented, can meaningfully participate in court processes;
- 5) Adjusting the scheduling of hearings to allow adequate time to orient people and to handle any technology issues. Virtual and hybrid hearings may take more or less time than in-person hearings; and

BE IT FURTHER RESOLVED that the National Association for Court Management supports and urges the National Center for State Courts to engage in rigorous evaluation of innovative efforts, provide guidance, develop best practices, and share resources; and

BE IT FURTHER RESOLVED that the National Association for Court Management offers leadership and encourages, where appropriate, collaborations with federal, state, and local government agencies and legislative bodies, private funders, and other civil justice system partners to support and provide financial resources to increase broadband, and address other solutions regarding the digital divide.

Adopted as proposed by the CCI/COSCA Access and Fairness Committee and the CCI/COSCA Public Engagement, Trust, and Confidence Committee at the CCI/COSCA 2021 Annual Meeting on July 28, 2021.



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Modified by the National Association for Court Management in September 2021.

Commented [1]: As I wondered in the first and all the other resolutions, what is our convention for dating these? Should we use the date of our Board's action? I won't repeat this again, but the question applies to all 6.



Supported Resolution 3 - 2021

In Support of Process Simplification

WHEREAS, the process used to resolve legal disputes is an adversarial one, designed for parties represented by lawyers. However, since the turn of the century, the rise of self-representation in many civil case types is a widespread phenomenon that is likely to be permanent. Self-represented individuals are more prevalent than represented individuals in many civil case types, yet the court processes they must follow are designed for lawyers; and

WHEREAS, there has been increasing recognition of the need to simplify legal processes and systems so that people can navigate the procedures, forms, and interactions with clerks and judges without legal assistance. Self-represented individuals should not be disadvantaged in resolving their legal issues because they do not understand procedures and forms that can be modified for easier use; and

WHEREAS, process simplification must be accomplished for the benefit of all court users. The experience of court users directly relates to public trust and confidence in courts. If court processes are clear to understand and follow, it is more likely that a user's experiences with the court system will leave them feeling more fairly treated than if they are required to navigate burdensome processes that are not easy to understand and do not clearly explain how they can resolve the legal dispute; and

WHEREAS, the COVID-19 pandemic demonstrated that courts can make large-scale meaningful changes to streamline and improve existing policies and procedures. Many courts implemented emergency changes to allow self-represented litigants to email or e-file documents, increased adoption of self-certification for documents and reduced notary requirements, and reduced requirements for wet signatures; and

WHEREAS, the Conferences' Civil Justice Initiative and the Cady Initiative for Family Justice Reform identified challenges to family and civil cases in state courts, including high caseloads, limited staffing, increased numbers of self-represented parties, and complicated procedures; and

WHEREAS, all court processes in a case, from filing to final disposition, should be mapped out and evaluated to ensure that each requirement is purposeful for the resolution of the dispute. Simplification may require modification of court rules, standardized forms, statutes, case management systems, and may require partnership between courts, the private bar, human services providers, and other branches of government; and



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WHEREAS, at the 2020 Annual Meeting, the National Association for Court Management supported the Conference of Chief Justices and the Conference of State Court Administrators' adoption of Resolution 4, which encouraged courts to simplify court processes to allow self-represented litigants to engage in the justice system and be treated fairly; and

WHEREAS, at the 2015 Annual Meeting, the Conference of Chief Justices and the Conference of State Court Administrators adopted Resolution 5, which set the aspirational goal of establishing 100 percent access to effective assistance for essential civil legal needs for all court users through a continuum of meaningful and appropriate services;

NOW, THEREFORE, BE IT RESOLVED, that the National Association for Court Management urges its members to create or modify court rules and work with other branches of government to amend or create new statutory language as appropriate with a goal of creating simplified procedures and revamping existing procedures that are onerous, inefficient, or confusing for self-represented litigants, court staff, judges, or the private bar. These reforms should be made after consultation and collaboration with civil legal aid attorneys and others such as court users to ensure that proposed modifications address the right problem areas. This work may include authorizing informal trial processes that relax the rules of evidence for civil matters where self-representation is common so that litigants may admit evidence they deem relevant, judges ask questions of both parties, cross-examination is eliminated between the parties, and lawyers have a defined coaching role. Also, jurisdictions that require parties to file proposed orders may consider making such requirements permissive for self-represented litigants; and

BE IT FURTHER RESOLVED that the National Association for Court Management supports and urges the National Center for State Courts to develop a process simplification toolkit to identify lessons learned from process simplification reforms from across the country. The National Association for Court Management likewise encourages all courts, the National Center for State Courts, and all justice system partners to engage in rigorous evaluation of innovative efforts, provide guidance, develop best practices, and share resources.

Adopted as proposed by the CCJ/COSCA Access and Fairness Committee and the CCJ/COSCA Public Engagement, Trust, and Confidence Committee at the CCJ/COSCA 2021 Annual Meeting on July 28, 2021.

Modified by the National Association for Court Management in September 2021.



Supported Resolution 4 - 2021

In Support of an Adult Guardianship Court Improvement Program

WHEREAS, the National Association for Court Management recognizes the importance of protecting adults who lack the ability to meet essential requirements for physical health, safety, or self-care due to an inability to receive and evaluate information or make or communicate decisions, even with appropriate supportive services, technological assistance, or supported decision-making; and

WHEREAS, the National Association for Court Management has made guardianship and conservatorship reform a priority and have undertaken initiatives to strengthen court monitoring of guardianship and conservatorship cases; and

WHEREAS, the National Association for Court Management recognizes the need to increase the use of less restrictive options than guardianship and conservatorship when appropriate to protect individuals' rights; and

WHEREAS, the number of individuals at risk of guardianship or conservatorship due to severe mental illness, opioid & other addictions, traumatic brain injuries, intellectual and developmental disabilities, dementia, and other causes is increasing; and

WHEREAS, states bear the sole responsibility for judicial appointment, administrative cost, and monitoring of guardianships, and there is need for resources for state judicial leaders to bring state and federal stakeholders together, and to improve communication among states; and

WHEREAS, there is a need for a national approach to improve data collection and analysis, evaluation, and strategic planning, and to develop best practices and training for guardianships and conservatorships; and

WHEREAS, a Guardianship Court Improvement Program would offer states the opportunity to identify state-specific needs and apply for funding to meet those needs; and

WHEREAS, a Guardianship Court Improvement Program would provide state courts the opportunity to consult with national experts, and share successes, as done with the State Court Improvement Program for child welfare; and

WHEREAS, the National Association for Court Management has a long history of supporting



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the State Court Improvement Program for child welfare; and



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WHEREAS, the 4th National Summit on Guardianship overwhelmingly supported an Adult Guardianship Court Improvement Program, adopting the following language: “Congress should establish a Guardianship Court Improvement Program modelled on the successful Child Welfare Court Improvement Program, and provide funding directly to the highest court in each participating state in order to enhance the rights and well-being of adults subject to, or potentially subject to, guardianship by:

- Effectuating consistent and meaningful data collection.
- Improving oversight and accountability.
- Avoiding unnecessary or overbroad guardianship.
- Enhancing collaboration and education among courts, agencies, and organizations that have an impact on adults subject to, or potentially subject to, guardianship.”

NOW, THEREFORE, BE IT RESOLVED that the National Association for Court Management strongly urges Congress to create and fund a Guardianship Court Improvement Program for adult guardianship to support state court efforts to improve the legal process in the adult guardianship system, to improve outcomes for adults subject to or potentially subject to guardianship, to increase the use of less restrictive options than guardianship, and to enhance collaboration among courts, the legal community, and the aging and disability support systems.

Adopted as proposed by the CCI/COSCA Elders and the Courts Committee at the CCI/COSCA 2021 Annual Meeting on July 28, 2021.

Modified by the National Association for Court Management in September 2021.



Supported Resolution 5 - 2021

In Support of UPSTREAM: Strengthening Children and Families through Prevention and Intervention Strategies: A Court and Community Based Approach and the National Upstream Consortium

WHEREAS, a national initiative, UPSTREAM: Strengthening Children and Families through Prevention and Intervention Strategies: A Court and Community Based Approach was launched in 2019 (formerly the “Blueprint”), with funding from the State Justice Institute, to develop a conceptual framework based upon the Sequential Intercept Model for use in and for the improvement of the courts, the child protection system, and services to at- risk families; and

WHEREAS, a committee of the National Judicial Task Force to Examine State Courts’ Response to Mental Illness serves as an advisory committee for the further development of *Upstream*; and

WHEREAS, *Upstream* provides support to court leaders to guide collaborative community actions to identify points of prevention and intervention within available community services, the child welfare system and the courts to develop a more prevention-focused system and connect children and families to supportive community services; and

WHEREAS, COVID-19 has placed a great strain on families, particularly those experiencing mental illness, substance use, job loss, housing insecurity, domestic violence and food insecurity; and

WHEREAS, state courts are predicting an unprecedented increase in the number of juvenile and family court case filings as communities and courts begin to resume full operation, and many courts lack the capacity and resources to effectively manage the surge in cases and the resulting backlogs; and

WHEREAS, court leaders are uniquely positioned to initiate and lead community efforts, utilizing *Upstream* and sequential intercept mapping, to support a community-based approach that is less reactive, more holistic, recognizes bias, and is focused on keeping children safely with their families and out of foster care, thereby minimizing the need for the filing of child protection cases; and



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WHEREAS, in 2021 the National Center for State Courts (NCSC) partnered with the Executive Office of the Massachusetts Trial Court to pilot *Upstream*, and with the Indiana Supreme Court to pilot a model train-the-trainer program for *Upstream*; and

WHEREAS, because many courts have expressed an interest in bringing *Upstream* to their states and communities, the NCSC has proposed the creation of a National Upstream Consortium to provide strategic assistance to state court leaders, train facilitators to conduct child welfare community mapping, develop prevention and intervention strategies, and promote peer-to-peer learning;

NOW, THEREFORE, BE IT RESOLVED that the National Association for Court Management supports the continued development and use of a conceptual framework based upon the Sequential Intercept Model for use in and improvement of the courts as implemented and distributed by the National Upstream Consortium; and

BE IT FURTHER RESOLVED that the National Association for Court Management supports the creation by the National Center for State Courts of the National Upstream Consortium and encourages interested states to join and participate.

Adopted as proposed by the CCJ/COSCA Courts, Children, and Families Committee and the National Judicial Task Force to Examine State Courts' Response to Mental Illness at the CCJ/COSCA 2021 Annual Meeting on July 28, 2021.

Modified by the National Association for Court Management in September 2021.



Original Resolution 2 - 2021

In Support of Court Personnel During Pandemics and other Emergencies

WHEREAS, during pandemics and other emergencies, courts must remain operational and provide services to the greatest extent feasible to ensure access to justice; and

WHEREAS, functioning courts during emergencies build public confidence in the stability of government; and

WHEREAS, from the beginning of the COVID-19 pandemic, judicial personnel throughout the country, like other frontline staff, reported to work in person, even before the existence or availability of vaccinations; and

WHEREAS, judicial personnel are both a valuable and vulnerable court resource, and the health and safety of judicial personnel is of paramount importance to courts; and

WHEREAS, coordination with executive branch agencies is necessary to protect the health and safety of judicial personnel when they serve the public as frontline staff by ensuring such personnel have prompt and timely access to vaccines and personal protective equipment; and

WHEREAS, it is important for courts to be recognized as essential during emergencies and to be included in making strategic decisions that have an impact on the health and safety of judicial personnel;

NOW, THEREFORE, BE IT RESOLVED, that the National Association for Court Management encourages court leadership in every jurisdiction and the National Center for State Courts to:

- Take all steps necessary to protect the physical and mental health and safety of judicial personnel during pandemics and other emergencies while keeping courts open to the greatest extent possible; and
- Coordinate with executive and legislative branch agencies to ensure that judicial personnel are recognized and treated as frontline responders, allowing reasonable and timely access to vaccines and personal protective equipment; and
- Engage with high-level counterparts from the executive branch to ensure participation in strategic emergency management decisions in order to communicate emergency management needs specific to court operations and educate counterparts on the importance of access to justice during emergencies; and
- Advocate for federal and state emergency relief to be earmarked for state, local,



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and municipal courts to ensure that judicial personnel are protected as frontline responders and that courthouse and judicial facilities provide a safe environment for the public and judicial personnel.



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Membership Committee Progress Report Form 2021-2022

	Report	Due Date	Submission Date
X	Fall Progress Report		
	Mid-year Progress Report		
	Annual Progress Report		

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed (yes/No)	Board Action Needed (Yes/No)	If Yes to discussion or action, please describe what needed
Membership Scholarship	One applicant Pima County Superior Court, Bill Castaneda	Yes	No	No	
Membership Social Media Campaign	Video Spotlights of Board and members expressing benefits of membership in NACM	Yes	Yes	No	Solicit Board to participate in video highlights
Membership Engagement	Conference Attendee Active/ non-members (46) Invitation Letter - emailed	Yes	No	No	
Mentorship Program	Fulton County State Court Judicial Assistant, Lillian Triplett – need mentor	Yes	No	No	



National Association for Court Management

Strengthening Court Professionals

State Associations Committee Progress Report Form – 2021-2022

	Report	Due Date	Submission Date
X	Fall Progress Report	September 20, 2021	September 21, 2021
	Midyear Progress Report	February 2022	
	Annual Progress Report	June 2022	

Project	Project Status	Strategic Priority? (Yes/No)	Discussion Needed? (Yes/No)	Board Action Needed? (Yes/No)	If Yes to discussion or action, please describe what needed
Create repository for state associations and NACM of speakers, conference agendas, association goals	Collaborating with Communications on a landing page to house this information	Yes	Yes	No	Minimal discussion
Providing announcement space in Court Express and Court Manager for state association events	Collaborating with Communications and editors of both publications	No	Yes	Yes	Discussion as to whether or not we differentiate among states regarding the publication of these announcements. Dual membership??

Time needed at meeting for Committee report: 10 minutes

Submitted by: Rick Pierce

Date: September 21, 2021



Items of recent note from NCSC

Measures and Practices for Ensuring a Safe and Secure Courthouse Environment

At the behest of the CCJ/COSCA Court Management Committee and the CCJ/COSCA Security and Emergency Management Committee, an effort was undertaken to try to catalogue many of the health and safety measures, as well as changes in business practices, that were implemented in various state courts. Perhaps more significantly, [this report](#) also includes recommendations for health and safety measures and revised business practices for state courts to consider implementing as the Pandemic ebbs and flows, and even beyond that longed-for day when it can be said that the COVID-19 Pandemic is substantially a thing of the past.

National Scan of Remote-First and Remote-Friendly Court Rules

In the summer of 2020, the Conference of Chief Justices and Conference of State Court Administrators passed a resolution “In Support of the Guiding Principles for Post-Pandemic Court Technology” which called for courts, among other things, “to adopt a remote-first or remote-friendly approach[] when moving court processes forward.” Many state courts have begun implementing rule changes to establish a remote-first or remote-friendly approach that provides access and protects the rights of litigants. [This resource](#) collects those rule changes as a resource for courts considering similar rules changes.

Eviction Diversion

A surge in eviction cases is likely coming, and state and local courts will be on the frontlines. NCSC has [gathered resources](#) for eviction diversion planning, as well as additional resources for courts, attorneys and the public.

Tiny Chats hits 50K Views

Congratulations to [Tiny Chats](#) for reaching a significant milestone: 50,000 views. A NCSC project that was born from the pandemic in 2020 has blossomed into a go-to source for information on specific access-to-justice topics and court operations. Tiny Chats creators and court management consultants Danielle Hirsch and Zach Zarnow have attracted a growing audience with videos that provide courts with eviction diversion resources along with other topics ranging from including Zoom tips to fair housing and procedural fairness.