



## CORE® COMMITTEE

Minutes – 11/21/24, 3pm ET

Chair: [Greg Lambard](#) Vice Chair: [Roger Rand](#) Vice Chair: [Jeff Chapple](#)  
[Committee Page](#)

[Zoom Core® Committee Meeting](#)

Meeting ID: 851 6564 5331

Passcode: 234368

1. Attendance: Dawn Palermo, Rachel Downing, Jude DelPreore, Philip Knox, Rich Lynch, Peter Kiefer, Janet Cornell, Ellen Procida, Kelly Hutton, Roger Rand, Jeff Chapple, Charles Mapp, Kevin Bowling, Creadell Webb.
2. Welcome and Introductions
3. Approval of minutes from October 23<sup>rd</sup>
4. Updates on projects for this year's CORE® Committee:
  - a. Curriculum review of Budget and Fiscal Management – Roger Rand Chair
    - i. First meeting with Greg Lambard, Brandon Kimumua, Lisa Burke, and Roger Rand has occurred. ChatGPT was used to help identify areas that could be updated in each section. Sections were assigned to the workgroup meetings and a follow up meeting was set for January.
  - b. Curriculum review of Caseflow and Workflow – Charles Mapp Chair
    - i. Kick off meeting occurred. They broke down the chapters and are going to break down several of the sections and expand and include the role of technology.
    - ii. Next meeting on 11/25 and where they will break down the sections and assign them to workgroup members. Kelly Hutton is going to be the editor.
  - c. The creation of one-page documents that would be “companion diagnostic tools” for curricula – Janet Cornell and Lisa Burke
    - i. This is intended to be a one page diagnostic tool for each of the 13 competencies.
    - ii. They started by reviewing the competencies and discussing the task at hand and defining what they need to do.
    - iii. If anyone wants to join the group contact Janet Cornell.
    - iv. Next meeting is set for 12/3



- d. Creating a CORE® Champion two-minute video to introduce the program – Jeff Chapple and Greg Lambard
  - i. Work in progress, nothing to report. Peter is assisting.
- e. Creation of a WG to review CORE® Champion videos to see if they are still relevant/current – Brandon Kimura
  - i. This workgroup has not met yet. Suggestion that if you need to get CORE Champion credit you can join this workgroup and help out at the same time!
  - ii. Jude DelPreore volunteered to join this workgroup.
- f. Continue to offer CORE® trainings –
  - i. Vermont (TBD) – Nothing to report yet.
- g. Hold two CORE® Webinars –
  - i. Operations Management January 27, 2025
    - 1. Ellen Procida is presenting along with Cheryl Stone.
  - ii. Budget/Fiscal Management Fall 2025

5. Open Discussion

- a. Janet Cornell asked for input for the Court Express.
- b. TJ Bement and Jude DelPreore presented four CORE sessions at the PACM conference. The Pennsylvania SCA was there and they promoted NACM.

**Future Meeting dates (Every 4<sup>th</sup> Wednesday at 3pm EST)**

January 22, 2025	February 26, 2025	March 26, 2025
April 23, 2025	May 28, 2025	June 25, 2025