



MACA REPORTER

A Publication of the Missouri Association for Court Administration

VOLUME XXVI

SUMMER, 1995

1995-1997 MACA OFFICERS

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REGION IX

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REGION X

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EDITOR'S NOTE

As you probably have noticed, there is a different look to the newsletter. If you have any suggestions on improving the newsletter, articles you would like to see, etc., please let me know. All suggestions would be greatly appreciated.

I hope to include birthdays celebrated quarterly, anniversary dates of membership in MACA (in five year increments), available seminars throughout the State, and helpful hints passed on by other court clerks (hint, hint). If you have an idea that has helped your court in any way, please forward them to me.

Please send any news items for the MACA reporter to:

Shara Meyer
Columbia Municipal Court
600 East Broadway
Columbia, MO 65201

or fax: 314-874-7533

BIRTHDAY SURVEY

I am requesting birthday information from clerks who would like to be included in the newsletter. All I am asking for is the month and date. NO YEARS!!! If you would like your name included, please fill out the following and mail or fax to the editor.

NAME _____

TITLE & CITY _____

BIRTHDATE (Month & Day Only) _____

YOUR WHOLE LIFE IN A WHEELCHAIR?

By simply wearing a seat belt, a person can reduce his or her chance of being killed or injured in a crash by about 45%.

When a lap/shoulder belt is used with an airbag, even greater protection is provided.

JOB ANNOUNCEMENT

Municipal Court Administrator - Seattle Municipal Court

Salary Range \$67,275 to \$78,091

Closes July 31, 1995

Contact: National Center for State Courts, Seattle Recruitment, 1331 17th Street, Ste. 402, Denver, CO 80202 (303) 293-3063

CONFERENCE EVALUATION

The MACA Board of Directors would like to express their appreciation to all of those who filled out the conference evaluation. There were a number of complaints this year with regard to the cleanliness at the Lodge. The Board would like you to know that a copy of the evaluations was provided to the management at the Lodge. Hopefully, some of these items will be addressed.

As for the items that MACA can address, the following were the items most commented on.

Photographer: MACA did not expend any money for the photographer. The money that he made was strictly from sales of the photos at the conference.

Hospitality Room: The bartender at the hospitality room (Granada) was not paid for with MACA money. The fee was paid for from the fee charged to the vendors. Beginning in 1996, each region will be in charge of the hospitality room.

Evening Sessions: It is not mandatory for clerks to attend all sessions. This is why we offer more than the required 25 hours so that you can choose which sessions most interest you.

Smoking: Smoking is allowed in the Lodge. MACA restricts smoking in the conference room itself; however, it would be up to management to restrict smoking elsewhere in the Lodge.

Coffee & Tea: A number of complaints were made that coffee & tea were not made available first thing in the morning. This is something that is currently being worked out with the Lodge to provide these beverages first thing in the morning, before sessions begin.

BUDGET - 1996

Enclosed with this copy of the newsletter is a draft copy of the budget for 1996. If you have any questions, comments, or suggestions, please make these to your director or the treasurer prior to October 1, 1995. The Board will be finalizing the figures at their October board meeting, so all input needs to be made prior to that date.

MEMBERSHIP DIRECTORY

Please look over the membership directory which you received at the Annual Conference. If you have any changes, please notify Shara Meyer at 314-874-7232 or fax 314-874-7533.

Also check the address label affixed to this newsletter. If there is an error or typo, please contact the above number.



HOUSE BILL 118: Governor Carnahan has signed into law House Bill 118. This is the bill that will allow municipal courts the authority to suspend a persons driving privileges until their outstanding traffic tickets are satisfied. This should be a great benefit to our courts.

FOREIGN LANGUAGE INTERPRETER SURVEY

Jackie Ambrow of the University of Missouri, requested that a survey be included in the MACA reporter to ascertain the need for foreign language interpreting services. By obtaining this information, she hopes to start a network that courts (both Circuit & Municipal) will be able to contact when they are in need of an interpreter or translator. You will find this survey elsewhere in the newsletter.

NEW MEMBERS

New members who have joined MACA since the previous newsletter (approximately 4-1-95) include the following:

Maryls Beeler, Houston - Region 8
Lisa Brown, Knob Noster - Region 2
Mary Jane Burr, Fordland - Region 9
Lori Bussman, Edmundson - Region 1
Michelle Ferguson, Joplin - Region 5
Bridget Hengstenberg, Owensville - Region 4
Debbie Hennessy, Pleasant Hill - Region 2
Joyce Hoskins, Macks Creek - Region 8
Wanda Lowe, Marshfield - Region 9
DeAnn Marvin, Joplin - Region 5
Kay May, Granby - Region 5
Rita Medlock, Bland - Region 8
Paula Molz, Branson West - Region 5
Cindy Mooneyham, Marionville - Region 5
Connie Shaw, Warson Woods - Region 1
Joy Sparkman, Battlefield - Region 9
Janet Stemm, Joplin - Region 5
Cindy Stranghoener, Owensville - Region 8
Debra Swafford, Bernie - Region 4

HAPPY ANNIVERSARY!

The following members joined MACA in 1990 and have been members for **FIVE** years! Congratulations. If I missed anyone, please contact me (Shara Meyer) so that I can correct my records.

Britt, Robin
Burkhart, Edith
Bybee, Janice
Castillo, Pat
Davidson, Kathy
Davis, Anna
Divine, Denzil
Gordon, Jill
Greenwood, Mary
Gustin, Janet
Jobe, Shirley
Noser, Judy
Raef, JoAnne
Sitze, Tona
Tharp, Donna
Warner, Fannie
Webb, Irene
Wolfram, Betty
Woods, Regina

NEW COURT CLERKS TRAINING

Sponsored by

Missouri Association for Court Administration

and

Missouri Police Chiefs Association

Friday, September 15, 1995

Jefferson City Police Department
401 Monroe
Jefferson City, Missouri

- 9:00 a.m. Welcome
Captain Steve Welch
Acting Chief of Police
- Remarks by the Honorable Kevin R. Kelly
Municipal Judge
City of Maryland Heights
- 10:10 a.m. Office of State Courts Administrator
- 11:00 a.m. Office of State Auditor
- 12:00 noon Lunch
- 1:00 p.m. Highway Patrol
- 2:30 p.m. Department of Revenue
- 4:00 p.m. Closing Session

TO: ALL MACA MEMBERS
FROM: NANCY MORR, PRESIDENT
REF: ONGOING CERTIFICATION PROGRAM

I would like to take this time to congratulate all of the administrators who were proclaimed "Certified Court Administrators" at this year's conference. They have all worked hard for this title and all deserve it. I would also like to explain a little more about the process. We have all talked about the "four year plan" for certification, and this tends to bring out some confusion. We, as an association, started our program with the University of Missouri, Executive Development, four years ago and it was designed in a way that anyone who attended four straight years of conferences and accumulated an average of 25 credit hours during each of these conferences, would then reach certification after the fourth year. That is where the "four year" term comes in. Let me reassure you, **the certification process is an ongoing program!!** For example, clerks/administrators who have only attended the last two years and accumulated 50 credit hours will have 50 more credit hours to go and then they will reach the level needed to become certified. We expect to have clerks/administrators receive their title and plaques every year at our conference. You may earn this at your own pace!! Obviously, the more sessions and conferences you attend, the faster you will become certified by the University.

After completing the requirements as set down in your application, **you must complete the application and remit \$65.00 with your application to the University of Missouri.** These applications are reviewed by the committee set up by the University twice a year, in October and in March. If your application is not received by the University by the cut-off date, it will not be reviewed until the next review date. Please contact Aimee at the University for any questions regarding this process.

This also brings up the question of whether or not we should have an advanced level of certification. This apparently is controversial so we have designed a survey, which is enclosed in this reporter to get your opinion on this. **PLEASE TAKE THE TIME TO READ THIS SURVEY AND TURN IT IN!! WE NEED YOUR INPUT ON THIS SUBJECT.** We will have some type of sustaining guidelines in order to keep your certification, but we need to know how many members would like to see an advance level or how many would not like another level. This is your association, so majority will rule on this issue!! Even if you have already expressed an opinion in person or by writing to your director, please also fill out the survey.

Thanks for your support and I look forward to serving as your president over the next two years as we continue to grow and expand our horizons to the future of court administration.

Nancy

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION
SURVEY

Below is a survey on whether or not you would like to see an Advanced Level of Certification offered by the University of Missouri in conjunction with our Association. Please take the time to fill this out and return it. We need your input on this subject and the Education Committee will go with the majority. This committee will be working on sustaining guidelines in order to maintain your certification and they need to know whether or not to formulate an advanced level. THANKS FOR YOUR INPUT AND TURN THIS IN TO THE NAME AND ADDRESS AT THE BOTTOM OF SURVEY!!

Clip and mail

_____ Yes, I would like to see and Advanced Level of Certification.

_____ No, I do not see a need for an Advanced Level of Certification.

Signature

Date

Comments:

Please return to:

Sheila Swaffar
Joplin Municipal Court
303 East Third
Joplin, Mo. 64802

INTERPRETING AND TRANSLATING NEEDS SURVEY

In order to help determine the need for services in translation, interpreting and cross-cultural understanding, please complete the following survey. Please bear in mind that an interpreter is someone who facilitates oral communication between speakers of different languages and that a translator works with written material to convey its meaning in another language.

All answers will be held in the strictest confidence and will be used only to assess the need for a bureau of interpreting, translating and cross cultural understanding.

PART 1: INTERPRETING AND TRANSLATING NEEDS

1. In the last three years, how many situations have you or your organization encountered which would have been facilitated more easily:

- a) with the help of an interpreter ? _____
b) with the help of a translator? _____

2. What languages have you or your organization encountered in situations in which one or both parties may have benefitted from the services of an interpreter or a translator? Please list all languages encountered?

3. Have you or your organization procured or considered procuring the services of:

- a) an interpreter? _____
b) a translator? _____

For what languages?

4. If you or your organization did procure the services of an interpreter or translator,

a) were those services found through (please check all that apply):

- _____ a professional agency or service
_____ professional or business contacts
_____ advertising to the public
_____ friend or acquaintance
_____ other, please describe:

b) on what basis were those services provided?

- _____ volunteered _____ paid (by whom _____)
_____ donated _____ other: _____

5. Have there been any language barriers that have proven particularly difficult to overcome in your organization's activities?
___ If so, please list which languages:

6. If a bureau of interpreters and translators existed in Missouri and judging by your activities and needs of the last two years, how often in the next six months would you likely engage such services? ___ times per ___ For what languages?

7. If interpreting and/or translating services were readily accessible, would your activities change to take advantage of such services? ___ If yes, then in what ways?

- ___ undertake new business ventures abroad
___ target non-English speaking clientele in US
___ make existing services more accessible to non-English speakers
___ other (please describe)

8. What times of day are likely to need interpreting services? Please check all that apply:

- regular business hours (M-F, 8 AM - 5 PM)
- weekday evenings (5 PM - 9 PM)
- weeknights (9 PM - 8 AM)
- weekend nights

9. Would you ever need translating services:

- during non-business hours?
- on an urgent need (rush) basis

10. What would you perceive as a reasonable fee for the following services? (Please give a dollar-per-hour estimate for services rendered during regular business hours). a) interpreting services \$ _____
b) translating services \$ _____

11. Do you or does your organization currently include interpreting or translating services in your current budget? If not, to your knowledge are there plans to do so in the near future? If not, please check all the reasons which apply:

- No perceived need
- Office Politics
- Operating budget too small
- Prefer all clients find a way
- Need to infrequent to communicate in English
- Other (Please explain):

PART 2: CROSS CULTURAL UNDERSTANDING

1. Have you found a need in the past three years for greater understanding of a client's culture which would have been better met with outside help?

If yes, please describe:

2. Do you currently serve or do business with clients of different cultural backgrounds? If yes, are you entirely comfortable with the level of understanding you (or your organization) exhibit in dealing with them? If not, please describe:

3. If you currently or in the near future will deal with people of different (or foreign) cultural backgrounds, how important to your work is your understanding of their culture? very important, somewhat important, not important.

Two final questions: Did this survey raise any thoughts regarding expanding your services to non-English speakers? what are your comments regarding serving or doing business with (orally or in writing) non-English speakers?

Thank you for your participation. If you have any further comments, please contact:

Jackie Ambrow
1808 E. Broadway #1E
Columbia, MO 65201

314-442-6216

INTERNET: jambrow@mail.coin.missouri.edu

**MISSOURI ASSOCIATION FOR COURT ADMINISTRATION
BUDGET FOR 1996**

--DRAFT--

CREDITS:

10	DUES	\$ 8,500
20	CONFERENCE REGISTRATION FEES	18,000
30	CONFERENCE GUEST'S FEES	0
40	MACA PROMOTIONAL SALES	2,000
50	NEW CLERK'S SEMINAR FEES	1,500
60	INTEREST	120
70	VENDORS FEES	0
80	PLAQUE REIMBURSEMENT (CCA)	2,000
90	CONTINGENCY	0
	TOTAL CREDITS	\$32,120

DEBITS:

	10-0100 EXECUTIVE BOARD	\$ 8,400
	01-Lodging	\$ 1,500
	02-Travel	1,500
	03-Meals	800
	04-Photo Allotment	250
	05-Supplies	1,000
	06-Subscriptions	50
	16-Presidential Expense	200
	17-Conference Gift Items	1,600
	18-Postage	1,500
	a. Newsletter	
	b. Miscellaneous	
	19-Dues Reimbursement	0
	20-0200 ANNUAL MEETING	14,750
	08-Conference Expenses	14,000
	20-Awards	750

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION
 Budget for 1996
 Page Two

10-0300	GRANTS/FINANCIAL ASSISTANCE		1,800
	09-President/NACM	800	
	10-Membership/NACM	500	
	11-New Clerks/MACA	250	
	12-Membership/MACA	250	
50-0400	NEW CLERKS SEMINAR		1,200
	01-Lodging	150	
	02-Travel	150	
	03-Meals	500	
	05-Supplies	200	
	18-Postage	200	
10-0500	NEWSLETTER/PUBLICATIONS		800
	14-Typesetting	400	
	15-Promotional/Calendars	400	
40-0600	PROMOTIONAL ITEMS		1,500
	07-Promotional Items (Sale)	1,500	
10-0700	REGIONAL TRAINING/DEVELOPMENT		300
	03-Meals	300	
10-0800	COMMITTEES		1,250
	01-Lodging	150	
	02-Travel	150	
	03-Meals	200	
	23-Social	750	
80-0900	PLAQUES		2,000
	21-Plaques	2,000	
70-1000	VENDORS		0
	22-Vendors Fees	0	
90-0000	CONTINGENCY		120
	TOTAL DEBITS		\$32,120



**NATIONAL ASSOCIATION FOR
COURT MANAGEMENT**

APPLICATION FOR

NATIONAL CONFERENCE FINANCIAL ASSISTANCE PROGRAM

The Missouri Association for Court Administration provides financial assistance to a member of our association to attend the 1996 Annual Conference of the National Association for Court Management. The amount of this award is \$500.00. The recipient will be chosen at random.

DEADLINE: All applications must be received by January 1, 1996. The individual will be selected at the January Board Meeting. Send your completed application to:

Shea J. Stafford
Court Clerk
401 Independence
Cape Girardeau, MO 63701

NAME _____ DATE _____

COURT _____

MAILING ADDRESS _____

CITY & ZIP _____

BUSINESS PHONE () _____

* * * * *

COURT CLERK/ADMINISTRATOR FOR _____ YEARS

MEMBER OF MACA SINCE _____

SIGNATURE

DATE SELECTED: _____

PAID CK #: _____ DATE PAID _____

MACA COUNTIES BY REGION
() Circuits

REGION I

Jefferson (23)
St. Charles (11)
St. Louis City (22)
St. Louis County (21)

REGION II

Bates (27)
Cass (17)
Clay (7)
Henry (27)
Jackson (16)
Johnson (17)
Platte (6)
St. Clair (27)

REGION III

Adair (2)
Chariton (9)
Clark (1)
Knox (2)
Lewis (2)
Lincoln (45)
Linn (9)
Macon (41)
Marion (10)
Monroe (10)
Pike (45)
Ralls (10)
Schuyler (1)
Scotland (1)
Shelby (41)
Sullivan (9)

REGION IV

Bollinger (32)
Cape Girardeau (32)
Dunklin (35)
Madison (24)
Mississippi (33)
New Madrid (34)
Pemiscott (34)
Perry (32)
Scott (330)
St. Francois (24)
Ste. Genevieve (24)
Stoddard (35)
Washington (24)

REGION V

Barry (39)
Barton (28)

Cedar (28)
Dade (28)
Jasper (29)
Lawrence (39)
McDonald (40)
Newton (40)
Stone (39)
Vernon (28)

REGION VI

Andrew (5)
Atchison (4)
Buchanan (5)
Caldwell (43)
Carroll (8)
Clinton (43)
Daviess (43)
DeKalb (43)
Gentry (4)
Grundy (3)
Harrison (3)
Holt (4)
Livingston (43)
Mercer (3)
Nodaway (4)
Putnam (3)
Ray (8)
Worth (4)

REGION VII

Audrain (12)
Boone (13)
Callaway (13)
Cooper (18)
Howard (14)
Lafayette (15)
Montgomery (12)
Pettis (18)
Randolph (14)
Saline (15)
Warren (12)

REGION VIII

Camden (26)
Cole (19)
Franklin (20)
Gasconade (20)
Laclede (26)
Maries (25)
Miller (26)
Moniteau (26)
Morgan (26)
Osage (20)
Phelps (25)

Pulaski (25)
Texas (25)

REGION IX

Benton (30)
Christian (38)
Dallas (30)
Douglas (44)
Greene (31)
Hickory (30)
Ozark (44)
Polk (30)
Taney (38)
Webster (30)
Wright (44)

REGION X

Butler (36)
Carter (37)
Crawford (42)
Dent (42)
Howell (37)
Iron (42)
Oregon (37)
Reynolds (42)
Ripley (36)
Shannon (37)
Wayne (42)



**MISSOURI ASSOCIATION FOR
COURT ADMINISTRATION**

APPLICATION FOR

ANNUAL CONFERENCE FINANCIAL ASSISTANCE PROGRAM

The Missouri Association for Court Administration provides financial assistance to a member of our association to attend the 1996 Annual Conference of the Missouri Association for Court Administration. The amount of this award is \$250.00. The recipient will be chosen at random.

DEADLINE: All applications must be received by January 1, 1996. The individual will be selected at the January Board Meeting. Send your completed application to:

Shea J. Stafford
Court Clerk
401 Independence
Cape Girardeau, MO 63701

NAME _____ DATE _____

COURT _____

MAILING ADDRESS _____

CITY & ZIP _____

BUSINESS PHONE () _____

* * * * *

COURT CLERK/ADMINISTRATOR FOR _____ YEARS

MEMBER OF MACA SINCE _____

SIGNATURE

DATE SELECTED: _____

PAID CK #: _____ DATE PAID _____

STANDING COMMITTEES

If you have any suggestions, questions or comments with regard to the following committees, contact one the following:

BY-LAWS: Andrea Holland, Pat Siekerman, Linda Renz

NOMINATIONS: Lisa Thomson (Four members from Association to be determined)

MEMBERSHIP: Shara Meyer, Glenda Atkinson

EDUCATION: Sheila Swaffar, Cheryl Behrmann, Lisa Westfall

LEGISLATIVE: Jammey Brandes, Helen Eidson

PUBLICATIONS/PUBLICITY: Shara Meyer, Cheryl Behrmann, Jenea Stafford

HISTORIAN: Kim Traynor

SOCIAL: Pat Siekerman, Lisa Thomson

AWARDS: Jenea Stafford, Linda Renz, Cindy Spaulding

POLICY & PROCEDURES: Sheila Swaffar, Lisa Westfall

ANNUAL/BOARD MEETINGS: Helen Eidson, Rita Bovinett, Andrea Holland

FINANCIAL: Shara Meyer, Glenda Atkinson

NEW MEMBER MANUALS/SEMINAR: Mary Ann McGrail, Rita Bovinett

LIBRARIAN: Kim Traynor

TECHNOLOGY/AUTOMATION: Sheila Swaffar

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION
c/o Columbia Municipal Court
600 East Broadway
Columbia, MO 65201