

MINUTES
PROBLEM SOLVING IN FAMILY SUPPORT MAGISTRATE COURT NEW HAVEN PILOT IMPLEMENTATION TEAM
Court Logistics Workgroup
NOVEMBER 10, 2009

The Problem Solving in Family Support Magistrate Court, New Haven Pilot, Court Logistics Workgroup met in Chambers of Chief Family Support Magistrate Sosnoff Baird, 235 Church Street, New Haven

Those in attendance: Chief Family Support Magistrate Sandra Sosnoff Baird, Family Support Magistrate Christopher Oliveira, Family Support Magistrate Linda T. Wihbey, Mr. Paul Bevins, Atty. Alice Bruno, Mr. Tom Horan, Mr. David Iaccarino, Ms. Belinda Noebel, Ms. Dalia Panke.

Chief Family Support Magistrate Sosnoff Baird convened the meeting at 3:01.

Chief Magistrate Sosnoff Baird distributed the goal statement to the team members and then presented the timeline for the workgroup. By the December 1 meeting of the full team, the workgroup will present the tasks that have been completed and those which are in process.

1. Court Resources Personnel

Chief Magistrate Sosnoff Baird asked the team to identify personnel required and assigned.

Chief Magistrate Sosnoff Baird informed the team that Magistrate Linda T. Wihbey would be dedicated to the docket on Wednesdays. Magistrate Christopher Oliveira's court will be the source of the referrals.

Ms. Dalia Panke and Mr. Tom Horan informed the team that interviews were in process for a dedicated, 40 hour per week, Support Enforcement Officer. Two finalist were to be identified by Thursday, November 12. Magistrate Wihbey will participate in the final interviews. The job duties and responsibilities were described for the team.

Atty. Alice Bruno and Ms. Belinda Noebel informed the team that a clerk would not be assigned to the court. The team discussed the technology which would be required to support Magistrate Wihbey's court.

Judicial Marshals were discussed. Chief Magistrate Sosnoff Baird informed the team that the marshals did not have the resources to assign a dedicated marshal to Courtroom 301. The team discussed existing coverage and technology. The issue was left unresolved.

The team discussed the need for and functions of Monitors. Ms. Dalia Panke reported on research as to when a record would be required and the resources required to produce it. Discussion continued on how conferences were handled in other courts and in other states. A full discussion of the issues is to be held after Ms. Panke completes research.

2. Court Resources Non-Personnel

The team identified the need for computer, printer, copier, and panic button in Courtroom 301.

Chief Magistrate Sosnoff Baird thanked Atty. Alice Bruno for the designation of the dedicated Courtroom 301 for the use of the Pilot. The team identified the need for a parking spot for

Magistrate Wihbey, and the offer of chambers was made by Magistrate Oliveira.

Access to systems was then discussed and which personnel would require that access. The process, it was decided, must be put in writing, which would be referred to the Case Management Work Group.

The team discussed the requirements of a computer program to monitor, track, and measure outcomes. Mr. David Iaccarino informed the team that resources for creating such a program would not be available until January 2010. The team further discussed the form the program would take. It was decided that Mr. Greelish and Mr. Deak should meet to map out the system and that there must be a priority on the work from JIS. An Excel worksheet developed by Ms. Noebel was also discussed.

The team discussed the process of dockets and notices. Further discussion will be required.

The team discussed the process for transferring cases from the Courtroom 3A to the Courtroom 301. Mr. Iaccarino and Ms. Panke will define roles of Clerk and SEO respectively.

A workgroup to discuss docket issues was scheduled for November 17, at 9:00.

The next meeting of the workgroup will be November 23, at 1:00.

The meeting was adjourned at 4:54 p.m.