

**Mayor's Court Registration and Reporting Workgroup
July 11, 2003**

Workgroup Members Present:

Magistrate Karen Sheffer, Baker & Hostetler LLP
Janet Yeager, Crestline
Katherine Unger, Cuyahoga Heights
Karen Woodward, Gahanna
Sally Hiller, Kelleys Island
Jean Wurzbacher, Peninsula
Michele Naish, Reading
Joyce Remec, Richfield
Linda Lutts, Sharonville
Cindy Bitter, Upper Arlington
Mayor Maxine Gilman, West Carrollton
Susan Link, Worthington
Gretchen Beam, Supreme Court of Ohio
Diane Hatcher, Supreme Court of Ohio

Guests Present:

Mark Beil, GBS Computer Solutions
Harry Endrulas, Innovare Solutions LLC
Terri Bachelor, Sanderson CMI
John Hopper, Supreme Court of Ohio

1. Welcome to members and guests from Diane Hatcher.
2. Minutes from June 20, 2003 meeting were approved.
3. Cindy Bitter provided a Registration and Reporting purpose statement. Copies were handed out to the workgroup members. Suggestions were made to include the education piece as well as a case management statement. Cindy will incorporate changes and bring the purpose statement to the next meeting.
4. Training dates, locations and assistants have been identified and are as follows:

September 19- Association of Mayor's Court Clerks (**Dublin**)
Marriott North (Tuttle Crossing)
Central
Karen Woodward, Jean Wurzbacher

September 26- St. Clairsville

Belmont Technical College

SE

Kathy Kaluger, Marcia Soos

October 3- Richfield

Ohio Peace Officers Training Academy (BCI)

NE

Joyce Remec, Kathy Unger

October 10- Sharonville

Sharonville Municipal Building

SW

Linda Lutts, Michele Naish

October 24- McArthur

Vinton County Community Building

SC

Cindy Bitter, Susan Link

October 31- Ottawa

Putnam County Office of Public Safety

NW

Sally Hiller, Janet Yeager

5. Karen Sheffer looked at the Rules of Superintendence to determine applicability to mayor's court. There is no reference made to mayor's court; therefore the Rules of Superintendence should not be included in the instructions. However, it is "recommended" that mayor's courts follow Sup. Rule 40 and Sup. Rule 43; therefore, those rules should be listed as an appendix.
6. Gretchen Beam presented the recently posted webpage for mayor's court. The page can be accessed through the Supreme Court website @ www.sconet.state.oh.us . Click on Mayor's Court link. The workgroup members unanimously approved the roster as part of the webpage as their information is public knowledge.
7. John Hopper, Web Developer, presented the on-line Registration and Reporting Form. Discussion included the following:
 - The form is in its early stages; John will continue to work on it.
 - Staff will have the ability to work and temporarily store data and then make a final submission when work is complete.
 - A shared email box may need to be created for both the mayor and clerk to access.
 - Preparer's name should be added to the web-based form.
 - Retention schedule (Diane to ask Mary Beth Parisi)
 - John will convert the PowerPoint presentation into a webpage. Sally Hiller and Linda Lutts volunteered to look at and provide feedback.

8. Karen Sheffer verified that all O.R.C. citations are correct in the Instructions for Preparation.
9. The Instructions for Preparation of Mayor's Court Registration and Reporting Form were modified. The changes have been incorporated in the draft.
10. Kathy Unger to bring a glossary of terms to the meeting on August 15, 2003.
Additions to the list are:
 - journalization
 - violations bureau
 - sanctions
11. Agenda item for next meeting: Training format suggestions.
12. Meeting Adjourned.

Future Meetings – All Meetings from 10 AM to 2 PM

August 15 th -	35 th Floor, Conference room 1
August 22 nd -	3 rd floor lobby
September 5 th -	35 th Floor, Conference room 1