



**DMCJA Board Meeting**  
**Saturday, April 26, 2014**  
**Woodinville, Washington**

**MEETING MINUTES**

**Members:**

Chair, Judge Svaren  
Judge Alicea-Galvan  
~~Judge Allen~~  
Judge Burrowes  
Judge Derr  
Judge Garrow (non-voting)  
Judge Jahns  
~~Judge Jaspica (non-voting)~~  
Judge Lambo (non-voting)  
Judge Logan  
Judge Marinella  
Judge Meyer  
Judge Olwell  
Judge Ringus (non-voting)  
Judge Robertson  
Commissioner Smiley  
~~Judge Smith~~  
Judge Steiner

**AOC Staff:**

Ms. Shannon Hinchcliffe  
Ms. Sharon R. Harvey  
Ms. Vicky Cullinane

Judge Svaren called the meeting to order at 11:10 am.

Minutes

M/S/P to approve the April 11, 2014 Board Meeting Minutes.

Secretary/Treasurer's Report

M/S/P to approve the Treasurer's Report.

Special Funds Report

M/S/P to approve the Special Funds Report.

JIS Status Update

Ms. Vicky Cullinane reported that the Judicial Information System Committee (JISC) approved all three Charters, namely, the (1) Project Charter for Courts of Limited Jurisdiction Case Management Project, (2) Project Steering Committee Charter For the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project, and (3)

Courts of Limited Jurisdiction Case Management System Project Court User Work Group Charter.

M/S/P to approve the Project Charter for Courts of Limited Jurisdiction Case Management Project.

M/S/P to approve the Project Steering Committee Charter for the Courts of Limited Jurisdiction Case Management System.

M/S/P to approve the Courts of Limited Jurisdiction Case Management System Project User Work Group Charter with an amendment to have one non-voting DMCJA member from a court that has not expressed an intent to use the statewide case management system provided by the Administrative Office of the Courts (AOC).

## **ACTION**

### **A. Reserves Committee Recommendations (March & April 2014):**

1. Recommendation for the current account with Bank of America to be closed and the funds be put in a new account at US Bank. This should be done in conjunction with the incoming Special Funds Custodian in June 2014.

M/S/P to approve the Reserves Committee Recommendations.

2. Because there are no specific expenditures on the horizon, do not collect Special Fund dues in 2015.

M/S/P to approve not collecting Special Fund dues in 2015 because there are no specific expenditures on the horizon.

3. Recommendation for the new custodian to look at options in order to best maximize return on the Special Fund monies and make recommendations to the Board of Governors.

M/S/P to approve the recommendation for the new custodian to look at options that best maximize the return on the Special Fund monies and make recommendations to the Board of Governors.

### **B. 2014 – 2015 DMCJA Budget Adoption**

M/S/P to approve the 2014 - 2015 DMCJA Budget Adoption recommendations discussed during the retreat session. Adjustments from last year's budget included a line item for the Trial court Advocacy Board (TCAB); re-naming the Technology Committee to the Technology/CMS Committee; removing the Regional Courts Committee/System Improvement Committee line item and keeping the District and Municipal Court Management Association (DMCMA) Education line item but not currently funding it. The total approved operating budget for 2014-2015 is two hundred twenty four thousand and four hundred dollars (\$224,400).

C. DMCJA National Leadership Grant Awards

M/S/P to approve the DMCJA National Leadership Grant Awards to four judges, namely, fourteen hundred dollars (\$1,400.00) to Spokane Municipal Court Judge Richard Kayne, twelve hundred dollars (\$1,200.00) to King County District Court Judge Eileen Kato, fourteen hundred dollars (\$1,400.00) to Kitsap County District Court Judge Marilyn Paja, and one thousand dollars (\$1,000.00) to Kitsap County District Court Judge James Riehl.

D. 2014 – 2015 DMCJA Lobbyist Contract

M/S/P to approve the proposed DMCJA 2014-2015 lobbyist contract with corrections, and, to authorize the execution of the contract.

E. System Improvement Committee Recommendations

Judge Steiner gave a report on the System Improvement Committee's recommendations. Judge Steiner discussed the issue of (1) Regional Courts and (2) Performance Benchmarks, and whether to support both or only one issue.

M/S/P to unanimously approve to adopt language in DMCJA System Improvement Committee Final Report dated Tuesday, February 04, 2014, Regional Courts, Section 1, See Attachment B, with an amendment to omit the word "best," which would read:

The consensus is that there is no need to further study the formation of a formal regional court system. Instead, the focus should be on developing practices that will provide optimum levels of service to the public through collaborative efforts.

F. Long Range Planning Recommendations

M/S/P to approve the Long Range Planning Committee's recommendations generally with an adjustment to prioritization. For 2014-2015 the Board committed to focus on, in the following order:

1. CLJ Case Management System
2. Court Security
3. Adequate Court Funding
4. Interpreter Issues
5. Member Involvement
6. Improve the Quality and Consistency of all CLJ's
7. Educate Justice Partners

G. 2014 – 2015 Board Meeting Schedule

M/S/P to approve the DMCJA Board Meeting Schedule as presented with the addition of an October offsite meeting in the Leavenworth area.

H. Rules Committee Recommendations  
Proposed Amendments to GR 15

M/S/P to approve the Rules Committee's recommendations regarding proposed amendments to General Rule (GR) 15.

I. Court Retention of Certification of Compliance Forms

M/S/P to advise the Washington Secretary of State's Office (SOS) that the recommended retention schedule for Indigent Defense Certifications is "until superseded."

J. Department of Licensing (DOL) Issue Regarding Attorney General Speaking at Conference

M/S/P to deny the request of the DMCJA Education Committee to provide an Attorney General or someone in authority above Ms. Carla Weaver at the 2014 Spring Conference. DMCJA leadership will bring the specific issues to the annual DOL leadership meeting this year and request appropriate representatives from DOL to attend and address the concerns.

## **DISCUSSION**

A. By-Laws Change regarding Commissioner Representatives to the Board of Governors – Judge Derr

M/S/P to make it an action item at this Board Meeting. The recommendation was to refer the issue to the By-Laws Committee to review it and change the Bylaws to add a proviso that only if all Commissioners are asked to participate on the DMCJA Board of Governors and decline then the position could open up to other willing candidates.

## **LIAISON REPORTS**

DMCMA – Ms. Suzanne Elsner attended the meeting and gave a brief update on their spring conference planning and their next board meeting in May 2014.

BJA – Judge Ringus reported that the regional courts subject will be on the agenda in May since BJA staff has finished their assignment to review past studies. There will be a GR 31 update where staff will update the body on the workgroup's progress and report on completed products and general policies and procedures.

## **INFORMATION**

A. Joint 2015 Annual Conference and Business Meeting Space

The Board did not discuss this issue but noted it was an issue to consider for future meetings.

**OTHER BUSINESS**

A. Next Meeting: 9:30 am, Sunday, June 8, 2014, Semiahmoo Resort, Blaine, WA.

**ADJOURNED**