



**DISTRICT AND MUNICIPAL
COURT JUDGES' ASSOCIATION**

BOARD MEETING

JUNE 2, 2019

**AOC SEATAC OFFICE
SEATAC, WASHINGTON**

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION SCHEDULE OF BOARD MEETINGS

2018-2019

<i>DATE</i>	<i>TIME</i>	<i>MEETING LOCATION</i>
<i>Friday, July 13, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Aug. 10, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Sunday, Sept. 23, 2018</i>	9:00 a.m. – 12:00 p.m.	2018 Annual Judicial Conference, Yakima, WA
<i>Friday, Oct. 12, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Nov. 9, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Dec. 14, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Jan. 11, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Feb. 8, 2019</i> CANCELLED	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, March 8, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, April 12, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, May 10, 2019 & Saturday, May 11, 2019</i>	May 10: 12:00-5:00 p.m. May 11: 9:00-1:00 p.m.	2019 DMCJA Board Retreat, Location: Double Tree Hotel, Olympia, WA
<i>June 2, 2019</i>	9:00 a.m. – 12:00 p.m.	2019 DMCJA Spring Conference, Location: Skamania Lodge, Stevenson, WA

AOC Staff: Sharon Harvey

Updated: May 1, 2019

Persons with a disability, who require accommodation, should notify Sharon Harvey at 360-705-5282 or sharon.harvey@courts.wa.gov to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.



DMCJA BOARD MEETING
SUNDAY, JUNE 2, 2019
9:00 AM – 12:00 PM
SKAMANIA LODGE
STEVENSON, WA

PRESIDENT REBECCA C. ROBERTSON

AGENDA

PAGE

Call to Order

General Business

- A. Minutes – May 11, 2019
- B. Treasurer's Report
- C. Special Fund Report
 - 1. Members In Good Standing
- D. Standing Committee Reports
 - 1. Legislative Committee – *Judge Meyer*
- E. Judicial Information System (JIS) Report – *Ms. Cullinane*

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Liaison Reports

- A. Administrative Office of the Courts (**AOC**) – *Ms. Dawn Marie Rubio*
- B. Board for Judicial Administration (**BJA**) – *Judges Ringus, Jasprica, Logan, and Johnson*
 - 1. BJA Minutes for March 15, 2019
- C. District and Municipal Court Management Association (**DMCMA**) – *Ms. Dawn Williams*
- D. Misdemeanant Probation Association (**MPA**) – *Ms. Stacie Scarpaci*
- E. Superior Court Judges' Association (**SCJA**) – *Judge Judith Ramseyer*
- F. Washington State Association for Justice (**WSAJ**) – *Rachel Hamar, Esq.*
- G. Washington State Bar Association (**WSBA**) – *Kim E. Hunter, Esq.*

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Discussion

- A. Interpreter Services Funding Task Force – *Judge Andrea Beall*
- B. Board Meeting: Whether to Meet on July 12, 2019
- C. DMCJA Budget
 - 1. Audit Update
 - 2. Correction of Conference Calls Line Item: Inadvertently States \$250 instead of \$750
 - a. Adopted 2019-2020 Budget
 - b. Approved 2018 Board Retreat Minutes – excerpt regarding Conference Calls Increase to \$750
 - 3. DMCMA Mandatory Education – Amend Approved Funding to 2020-2021

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Information

- A. 2019-2020 DMCJA Priorities

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<p>B. 2019-2020 DMCJA Meeting Schedule</p> <p>C. 2019-2020 Lobbyist Contract</p> <p>D. Thank you DMCJA Board of Governors Officers, Members, and BJA Representatives for your outstanding service.</p>	<p>30-33</p>
<p>Other Business</p> <p>A. The next DMCJA Board Meeting is Friday, July 12, 2019, 12:30 p.m. to 3:30 p.m., at the AOC SeaTac Office Center, 18000 International Blvd, Ste. 1106, SeaTac, WA.</p>	



DMCJA Board of Governors Meeting
Saturday, May 11, 2019, 11:10 a.m. – 1:00 p.m.
AOC SeaTac Office
SeaTac, WA

MEETING MINUTES

Members Present:

Chair, Judge Rebecca Robertson
Judge Scott Ahlf
Judge Linda Coburn
Judge Jennifer Fassbender
Judge Michelle Gehlsen
Judge Robert Grim
Judge Drew Ann Henke
Judge Aimee Maurer
Judge Samuel Meyer
Judge Charles Short
Judge Jeffrey Smith
Judge Laura Van Slyck

Guests:

Dory Nicpon, AOC
Judge Kevin Ringus, BJA
Judge Mary Logan, BJA

AOC Staff:

Sharon R. Harvey

Members Absent:

Judge Michael Finkle
Commissioner Rick Leo

CALL TO ORDER

Judge Robertson, District and Municipal Court Judges' Association (DMCJA) President, noted a quorum was present and called the DMCJA Board of Governors (Board) meeting to order at approximately 10:00 a.m. Judge Robertson asked attendees to introduce themselves.

GENERAL BUSINESS

A. Minutes

The Board moved, seconded, and passed a vote (M/S/P) to approve the Board Meeting Minutes for April 12, 2019.

B. Treasurer's Report

M/S/P to accept the Treasurer's Report. It was noted that during the Board Retreat on May 10, 2019, Judge Fassbender reported that a high percentage of members have paid their annual dues and the April Treasurer's Report is located in meeting materials.

C. Special Fund Report

M/S/P to accept the Special Fund Report. It was noted that Judge Gehlsen reported that the Special Fund earned interest in the amount of fifty-three dollars and seventy-three cents (\$53.73) during the Board Retreat on May 10, 2019.

D. Standing Committee Reports

1. Legislative Committee

Judge Meyer reported that this is his last year as the DMCJA Legislative Committee Chair. Commissioner Paul Wohl, Thurston County District Court, will assume the position for 2019-2020. Judge Meyer then directed Board members to review a Legislative Summary that was prepared by Melanie Stewart, DMCJA Lobbyist.

The DMCJA proposed five bills this legislative session. The following DMCJA proposed bills passed the Legislature and were signed by Governor Jay Inslee:

- 2SHB 1048, Modifying the process for prevailing parties to recover judgments in small claims court
- ESHB 1350, Issuing temporary protection orders
- SB 5622, Revising the authority of commissioners of courts of limited jurisdiction

E. Judicial Information Systems (JIS) Report

Ms. Cullinane was unable to attend the meeting, therefore, there was no JIS Report.

LIAISON REPORTS

A. Administrative Office of the Courts AOC

Dawn Marie Rubio, State Court Administrator, was unable to attend this meeting but will attend the June Board meeting. Thus, there was no official AOC report.

B. Board for Judicial Administration (BJA)

Judge Ringus, BJA Legislative Committee Chair, reported that the 2019 Legislative Session adjourned sine die on April 28, 2019. Judge Logan reported that the general consensus among BJA members is one of happiness with the budget. Dory Nicpon, AOC Associate Director of Judicial and Legislative Relations, provided an overview of the Session at the request of Judge Ringus. Ms. Nicpon reported that the Legislature passed 486 of 2,988 proposed bills. She informed that the themes of the Session were as follows: (1) Vulnerable Adults – bills related to Guardianship, (2) Mental Health – bills related to *Trueblood v. Washington State Department of Social and Health Services*, 822 F.3d 1037 (2016), and (3) Sexual Assault – bills related to the collection of DNA samples from sexual assault offenders. Court technology projects are a top BJA priority, thus, the Judiciary requested funding, which the Legislature provided.

Ms. Nicpon added that the DMCJA was not only highly successful with getting its bills passed, but also well regarded by state legislators. She reported that the following proposed BJA bills passed the Legislature: (1) E2SHB 1517, Concerning domestic violence, and (2) ESHB 1329, Concerning the methods of services provided by the office of public guardianship. A proposed definition change related to domestic violence by the Gender and Justice Commission was added to E2SHB 1517. Ms. Nicpon further reported that SSB 5560, Concerning medication of disputes between elected officials, which was supported by the Superior Court Judges' Association, passed the Legislature. She further mentioned other bills of interest introduced this Session, namely, (a) HB 1788, Concerning the Washington state bar association, (b) SSB 5017, Concerning the uniform unsworn declarations act, (c) 2SSB 5604, Concerning the uniform guardianship, conservatorship, and other protective arrangements act. HB 1788 did not pass the Legislature. For more information regarding BJA meeting information, please visit the following web link:

http://www.courts.wa.gov/programs_orgs/pos_bja/?fa=pos_bja.meetings.

C. District and Municipal Court Management Association (DMCMA)

Ms. Yetter was unable to attend this meeting, thus, there was no DMCMA report.

D. Misdemeanant Probation Association (MPA)

Ms. Scarpaci was unable to attend this meeting, therefore, there was no DMCMA report.

E. Washington State Association for Justice (WSAJ)

Ms. Hamar was unable to attend this meeting, therefore, there was no WSAJ report

F. Washington State Bar Association (WSBA)

Ms. Hunter was unable to attend this meeting, therefore, there was no WSBA report.

ACTION

A. Adopt 2019-2020 DMCJA Budget

M/S/P to adopt the 2019-2020 DMCJA Budget discussed during the Board Retreat. The Board decided by general consensus to allow the budget to remain the same as 2018-2019, with the exception of the following:

- Lobbyist Contract - \$75,000 (increased by five thousand dollars, from \$70,000 to \$75,000)
- DMCMA Mandatory Education [allotted twenty thousand dollars (\$20,000) toward mandatory education for court administrators for 2019-2020]

B. Adopt the Priorities

M/S/P to adopt the following goals and priorities:

1. Adequate Court Funding
 - a. JIS/Case Management
 - b. Courthouse Security
 - c. Access to Justice (Court Education, Interpreters, and Technology)
2. Preserving the Independence, Integrity, Quality, and Consistency of the Courts of Limited Jurisdiction
3. Educate Justice Partners
 - a. Public Outreach Committee
 - b. Collection of Legal Financial Obligations (LFOs)
 - c. Statewide Relicensing Program
4. Foster Development of Therapeutic Courts (Community Courts, Mental Health Courts, Veterans Courts, Drug Courts, etc.)

The following are additional DMCJA goals that are equal in priority:

- Member Involvement
- Foster a Better Relationship with Superior Court

C. Adopt Meeting Schedule

M/S/P to adopt the following 2019-2020 DMCJA Meeting Schedule:

July 12, 2019	12:30 to 3:30	AOC SeaTac Office Center
August 9, 2019	12:30 to 3:30	AOC SeaTac Office Center
September 22, 2019	9:00 a.m. to 12:00 p.m.	Fall Conference, Vancouver, WA
October 11, 2019	12:30 to 3:30	AOC SeaTac Office Center
November 8, 2019	12:30 to 3:30	AOC SeaTac Office Center
December 13, 2019	12:30 to 3:30	AOC SeaTac Office Center
January 10, 2019	12:30 to 3:30	AOC SeaTac Office Center
February 7, 2019	12:30 to 3:30	AOC SeaTac Office Center
March 13, 2020	12:30 to 3:30	AOC SeaTac Office Center
April 10, 2020	12:30 to 3:30	AOC SeaTac Office Center
May 8-9, 2020	12:00 to 5:00	TBD
June 2020 (TBD)	9:00 a.m. to 12:00 p.m.	TBD

- D. M/S/P to approve the DMCJA Diversity Committee's Pro Tem Survey. Thus, the Diversity Committee may send this survey to the DMJCA listserv.

DISCUSSION

A. DMCJA Diversity Committee Pro Tem Survey – Request for DMCJA Approval

Judge Coburn reported that the Diversity Committee has promulgated survey questions regarding its biennial pro tempore training. The survey is intended to discover how district and municipal court judges select pro tempore candidates to serve on the bench. The Board approved the survey by general consensus.

B. Request for Funding: CLJ Court Administrator Education

The Board discussed the District and Municipal Court Management Association's request for twenty thousand dollars (\$20,000) to fund mandatory court administrator education. The estimated budget is as follows:

Lodging Estimate (2 nights per person @ \$150/night)	\$12,000
Meals (\$25B/\$35L/\$50D @ 2 days)	\$ 8,000
Faculty (8 total; 1 night hotel, 1 day per diem, \$100 mileage = \$320 each	\$ 2,560
Miscellaneous (printing, av costs, etc.)	\$ 4,640
Total Estimated Expenses	\$28,000
Suggested Incidental Fee (\$200 per person)	<u>\$ 8,000</u>
Total Requested Budget	\$20,000

The Board discussed adding a new line item for DMCMA Mandatory Education and allotting \$20,000 for this purpose during its Board Retreat. The proposed 2019-2020 DMCJA budget was approved, thus, the Board approved this request by general consensus.

INFORMATION

Judge Robertson brought the following informational items to the Board's attention:

A. 2019-2020 DMCJA Slate of Candidates (Updated May 1, 2019)

Judge Robertson reported that Judge Tam Bui, Snohomish County District Court, agreed to run for the BJA Open Position #1 in order to satisfy the DMCJA Bylaws requirement that at least two DMCJA members are placed on the ballot for a BJA Representative position.

B. Board members are encouraged to apply for DMCJA representative positions. Available positions include:

- Presiding Judge & Administrator Education Committee

C. Welcome Judge Laura Van Slyck, Everett Municipal Court, to your new role as DMCJA Board Member. Judge Van Slyck replaces Judge Damon Shadid, Seattle Municipal Court, who resigned from his Board position in March 2019.

Judge Van Slyck expressed her gratitude for being appointed to the DMCJA Board. Board members welcomed her to the new position.

OTHER BUSINESS

- A. The next DMCJA Board Meeting is June 2, 2019, 9:00 a.m. to 12:00 p.m., at the Skamania Lodge in Stevenson, WA.

The meeting was adjourned at approximately 11:15 a.m.

Dues received after May 1 are listed in red.

Decision made at 10/2015 Board meeting that BJA dues do not affect "good standing" status

Last	FirstMiddle		Gen. Dues	Gen. Dues Pd	Spec Fund
		Pos.	Paid Amount		
Adams	Susan	Judge	\$1,000.00	1	1
Ahlf	Scott K.	Judge	\$1,000.00	1	1
Allen	Sandra L.	Judge	\$250.00	1	1
Amato	Virgina M.	Judge	\$1,000.00	1	1
Anderson	Marcine S.	Judge	\$1,000.00	1	1
Antush	Matthew	Judge	\$1,000.00	1	1
Arb	Susan C.	Judge	\$250.00	1	1
Baker	Jeffrey J.	Judge	\$500.00	1	1
Ball	Dennis	Comm.	\$800.00	1	1
Barlow	Brian D.	Judge	\$1,000.00	1	1
Bartlett	Abigail E.	Comm.	\$400.00	1	1
Bates	Christopher	Judge	\$250.00	1	1
Beall	Andrea L.	Judge	\$1,000.00	1	1
Bennett	Roger A.	Judge	\$500.00	1	1
Benzel	Carolyn	Judge	\$1,000.00	1	1
Biggar	Eric C.	Judge	\$1,000.00	1	1
Blauvelt, III	Arthur A.	Judge	\$250.00	1	1
Bobbink	Michael	Judge	\$500.00	1	1
Bradley	Claire A.	Judge	\$1,000.00	1	1
Brown	Thomas D.	Judge	\$500.00	1	1
Buckley	Brett	Judge	\$1,000.00	1	1
Bui	Tam T.	Judge	\$1,000.00	1	1
Burchett	Debra L.	Judge	\$1,000.00	1	1
Butler	Katharine A.	Judge	\$1,000.00	1	1
Buttorff	Karla E.	Judge	\$1,000.00	1	1
Buzzard	James M.B.	Judge	\$500.00	1	1
Buzzard	R.W.	Judge	\$1,000.00	1	1
Campagna	Joseph	Judge	\$1,000.00	1	1
Caniglia	Gerald	Comm.	\$800.00	1	1
Castelda	Anthony	Judge			1
Chapman	Arthur R.	Judge	\$1,000.00	1	1
Chess	Faye	Judge	\$1,000.00	1	1
Chin	Andrea	Judge	\$1,000.00	1	1
Chow	Mark C.	Judge	\$1,000.00	1	1
Christie	David M.	Judge	\$1,000.00	1	1
Christopher	Dwayne L.	Judge	\$1,000.00	1	1
Chung	Robert E.	Magistrate	\$800.00	1	1
Clough	Steve M.	Judge	\$1,000.00	1	1
Coburn	Linda	Judge	\$1,000.00	1	1
Connolly-Walker	Patricia	Judge	\$1,000.00	1	1
Cooper	Terri K.	Comm.	\$200.00	1	1
Copland	Thomas A.	Judge	\$1,000.00	1	1
Costek	Ronald Andrew M.	Comm.	\$800.00	1	1
Cox	Thomas W.	Judge	\$500.00	1	1
Crawford-Willis	Anita M.	Judge	\$1,000.00	1	1
Crowell	Chancey C.	Judge	\$500.00	1	1
Cruz	Jennifer A.	Magistrate	\$800.00	1	1
Curry	John F.	Judge	\$250.00	1	1
Delaney	Howard F.	Comm.	\$200.00	1	1
Docter	James N.	Judge	\$1,000.00	1	1
Dooyema	Eric	Comm.	\$800.00	1	1
Drury	Timothy A.	Judge	\$500.00	1	1

	Last	FirstMiddle		Gen. Dues	Gen. Dues Pd	Spec Fund	
			Pos.	Paid Amount			
53	Ebenger	David	Judge	\$250.00	1	1	2
54	Eide	D. Mark	Judge	\$1,000.00	1	1	2
55	Eilmes	Kevin G.	Comm.	\$800.00	1	1	2
56	Eisenberg	Adam	Judge	\$1,000.00	1	1	2
57	Elich	Matthew S.	Judge	\$1,000.00	1	1	2
58	Ellington	Thomas M.	Judge	\$250.00	1	1	2
59	Ellis	Darrel R.	Judge	\$1,000.00	1	1	2
60	Eng	Park	Magistrate	\$800.00	1	1	2
61	Engel	Donald	Judge	\$1,000.00	1	1	2
62	Fair	Douglas J.	Judge	\$1,000.00	1	1	2
63	Fassbender	Jennifer	Judge	\$1,000.00	1	1	2
64	Faul	Bronson	Judge	\$250.00	1	1	2
65	Finkle	Michael J.	Judge	\$1,000.00	1	1	2
66	Fore	Roy S.	Judge	\$1,000.00	1	1	2
67	Frans	Michael R.	Judge	\$1,000.00	1	1	2
68	Fraser	Beth	Judge	\$1,000.00	1	1	2
69	Freeby	Robert C.	Judge	\$200.00	1	1	2
70	Garrison	Douglas K.	Judge	\$250.00	1	1	2
71	Gehlsen	Michelle K.	Judge	\$1,000.00	1	1	2
72	George	Todd N.	Comm.	\$800.00	1	1	2
73	Gibson	Laurel	Judge	\$1,000.00	1	1	2
74	Gigliotti	Anna	Comm.	\$800.00	1	1	2
75	Gilbert	Warren M.	Judge	\$1,000.00	1	1	2
76	Gillings	Fred L.	Judge	\$1,000.00	1	1	2
77	Goddard	Dianne E.	Judge	\$1,000.00	1	1	2
78	Goodwin	Jeffrey D.	Judge	\$1,000.00	1	1	2
79	Grant	David	Judge	\$1,000.00	1	1	2
80	Green	Nathaniel	Judge	\$1,000.00	1	1	2
81	Greer	Stephen D.	Judge	\$500.00	1	1	2
82	Gregory	Willie J.	Judge	\$1,000.00	1	1	2
83	Grim	Robert W.	Judge	\$1,000.00	1	1	2
84	Hagensen	John P.	Judge	\$1,000.00	1	1	2
85	Hamilton	Robert W.	Judge	\$500.00	1	1	2
86	Hanlon	Tamara A.	Comm.	\$400.00	1	1	2
87	Hansen	Randall L.	Comm.	\$400.00	1	1	2
88	Hansen	Rick L.	Judge	\$500.00	1	1	2
89	Harn	Corinna D.	Judge	\$1,000.00	1	1	2
90	Harper	Anne C.	Judge	\$1,000.00	1	1	2
91	Hart	John H.	Judge	\$1,000.00	1	1	2
92	Hatch	David S.	Judge	\$250.00	1	1	2
93	Hawkins	W. H.	Judge	\$1,000.00	1	1	2
94	Hayes	Debra R.	Judge	\$1,000.00	1	1	2
95	Hays	John A.	Judge	\$1,000.00	1	1	2
96	Hedine	Kristian E.	Judge	\$1,000.00	1	1	2
97	Henke	Drew Ann	Judge	\$1,000.00	1	1	2
98	Heslop	Ronald D.	Judge	\$1,000.00	1	1	2
99	Heywood	Heidi	Judge	\$500.00	1	1	2
100	Hill	Tyson R.	Judge	\$1,000.00	1	1	2
101	Hille	Adalia A.	Judge	\$500.00	1	1	2
102	Hirakawa	Gregg	Judge	\$1,000.00	1	1	2
103	Howard	Anthony E.	Judge	\$1,000.00	1	1	2
104	Howson	Jenifer G.	Comm.	\$800.00	1	1	2
105	Imboden	M. Jamie	Judge	\$1,000.00	1	1	2
106	Imler	Kyle L.	Judge	\$1,000.00	1	1	2
107	Jahns	Jeff	Judge	\$1,000.00	1	1	2
108	Jasprica	Judy Rae	Judge	\$1,000.00	1	1	2

	Last	FirstMiddle		Gen. Dues	Gen. Dues Pd	Spec Fund	
			Pos.	Paid Amount			
109	Jenkins	Timothy A.	Judge	\$500.00	1	1	2
110	Jewett	Carolyn	Judge	\$1,000.00	1	1	2
111	Johnson	Dan B.	Judge	\$500.00	1	1	2
112	Johnson	Patrick T.	Judge	\$1,000.00	1	1	2
113	Jurado	Terry L.	Judge	\$1,000.00	1	1	2
114	Kaiman	Mark A.	Judge	\$250.00	1	1	2
115	Kaino	Kristopher A.	Judge	\$250.00	1	1	2
116	Kathren	Daniel F.	Judge	\$1,000.00	1	1	2
117	Kelly	Kevin P.	Judge	\$1,000.00	1	1	2
118	Kernan	Tina	Judge	\$1,000.00	1	1	2
119	Kaestner	Amy	Judge	\$1,000.00	1	1	2
120	Knowlton	John O.	Judge	\$250.00	1	1	2
121	Ladenburg	David B.	Judge	\$1,000.00	1	1	2
122	Lambo	Michael J.	Judge	\$1,000.00	1	1	2
123	Langsdorf	Sonya L.	Judge	\$1,000.00	1	1	2
124	Larson	David A.	Judge	\$1,000.00	1	1	2
125	Laumann	Rhonda	Judge	\$1,000.00	1	1	2
126	LeBeau	Dan	Judge	\$250.00	1	1	2
127	Leland	Richard M.	Judge	\$1,000.00	1	1	2
128	Leo	Rick	Comm.	\$1,000.00	1	1	2
129	Leone	Lisa	Judge	\$500.00	1	1	2
130	Lev	Debra A.	Judge	\$1,000.00	1	1	2
131	Lewis,	Terrance	Judge	\$250.00	1	1	2
132	Lineberry	Jeanette A.	Judge	\$1,000.00	1	1	2
133	Logan	Mary C.	Judge	\$1,000.00	1	1	2
134	Lynch	Mary	Magistrate	\$800.00	1	1	2
135	Lyon	Patricia L.	Judge	\$1,000.00	1	1	2
136	Mahoney	Susan L.	Judge	\$1,000.00	1	1	2
137	Mano, Jr.	Joseph M.	Judge	\$250.00	1	1	2
138	Marinella	G. Scott	Judge	\$500.00	1	1	2
139	Markley	Marlynn	Judge			1	1
140	Maurer	Aimee	Judge	\$1,000.00	1	1	2
141	McAllister	Nancy R	Judge	\$500.00	1	1	2
142	McBeth	Dale A.	Judge	\$250.00	1	1	2
143	McCann	Kevin A.	Judge	\$1,000.00	1	1	2
144	McCroskey	Robin R.	Judge	\$1,000.00	1	1	2
145	McCulloch	Sara L.	Judge	\$500.00	1	1	2
146	McKenna	Edward	Judge	\$1,000.00	1	1	2
147	Meyer	Samuel G.	Judge	\$1,000.00	1	1	2
148	Meyer	Thomas L.	Judge			1	1
149	Michels	Steven L.	Judge	\$500.00	1	1	2
150	Miller	John A.	Judge	\$250.00	1	1	2
151	Moore	Stephen E.	Judge	\$1,000.00	1	1	2
152	Mott	Kyle D.	Judge	\$1,000.00	1	1	2
153	Murphy	Therese	Judge	\$250.00	1	1	2
154	Nault	Peter L.	Judge	\$1,000.00	1	1	2
155	Naylor	Marcus W.	Judge	\$1,000.00	1	1	2
156	Neupert	David	Judge	\$1,000.00	1	1	2
157	Northcott	Robert R.	Judge	\$250.00	1	1	2
158	Oaks	Lloyd D.	Judge	\$1,000.00	1	1	2
159	Olbertz	Zenon P.	Judge	\$500.00	1	1	2
160	Olsen	Erik R.	Comm.	\$200.00	1	1	2
161	Olson	John R.	Comm.	\$400.00	1	1	2
162	Olwell	Kelley C.	Judge	\$1,000.00	1	1	2
163	Osborne	Steve	Judge	\$1,000.00	1	1	2
164	Osler	Kelli E.	Judge	\$1,000.00	1	1	2

	Last	FirstMiddle		Gen. Dues	Gen. Dues Pd	Spec Fund	
			Pos.	Paid Amount			
165	O'Sullivan	Kristin C.	Comm.	\$800.00	1	1	2
166	O'Toole	Lisa Napoli	Judge	\$1,000.00	1	1	2
167	Padula	Lizanne	Judge	\$1,000.00	1	1	2
168	Paglisotti	Lisa	Judge	\$1,000.00	1	1	2
169	Paja	Marilyn G.	Judge	\$1,000.00	1	1	2
170	Parcher	Kristen L.	Judge	\$1,000.00	1	1	2
171	Parise	Anthony	Comm.	\$800.00	1	1	2
172	Penoyar	Elizabeth	Judge	\$500.00	1	1	2
173	Phillips	Glenn M.	Judge	\$1,000.00	1	1	2
174	Portnoy	Linda S.	Judge	\$500.00	1	1	2
175	Poydras	Jason	Judge	\$1,000.00	1	1	2
176	Rancourt	Jennifer J.	Judge	\$1,000.00	1	1	2
177	Reynier, Jr.	Ronald	Judge	\$500.00	1	1	2
178	Richardson	Todd	Judge			1	1
179	Ringus	Kevin G.	Judge	\$1,000.00	1	1	2
180	Roach	Jerry	Judge	\$1,000.00	1	1	2
181	Roaché	Jerome Y.	Magistrate	\$800.00	1	1	2
182	Robertson	Rebecca C.	Judge	\$1,000.00	1	1	2
183	Robinson	Douglas B.	PT Judge	\$250.00	1	1	2
184	Rochon	L. Stephen	Judge	\$250.00	1	1	2
185	Roewe	Michael	Comm.			1	1
186	Rohrer	Erik S.	Judge	\$500.00	1	1	2
187	Roy	Kevin M.	Judge	\$1,000.00	1	1	2
188	Rozzano	Mara J.	Judge	\$250.00	1	1	2
189	Sage	C Scott	Judge	\$250.00	1	1	2
190	Samuelson	Wade	Judge	\$1,000.00	1	1	2
191	Sander	Paul R.	Judge	\$1,000.00	1	1	2
192	Sanderson	Brian K.	Judge	\$1,000.00	1	1	2
193	Schweppe	Alfred G.	Judge	\$1,000.00	1	1	2
194	Seaman	Shane	Comm.	\$200.00	1	1	2
195	Shadid	Damon G.	Judge	\$1,000.00	1	1	2
196	Shah	Ketu	Judge	\$1,000.00	1	1	2
197	Short	Charles D.	Judge	\$1,000.00	1	1	2
198	Sleight	Chad E.	Judge	\$1,000.00	1	1	2
199	Smiley	Pete	Comm.	\$800.00	1	1	2
200	Smith	Jeffrey R.	Judge	\$1,000.00	1	1	2
201	Solan	Susan	Judge	\$500.00	1	1	2
202	Staab	Tracy	Judge	\$1,000.00	1	1	2
203	Steele	George A.	Judge	\$1,000.00	1	1	2
204	Steiner	David A.	Judge	\$1,000.00	1	1	2
205	Stephenson	Elizabeth D.	Judge	\$1,000.00	1	1	2
206	Stewart	N. Scott	Judge	\$500.00	1	1	2
207	Stewart	Wayne	Judge	\$500.00	1	1	2
208	Stiles	Brock D.	Judge	\$250.00	1	1	2
209	Stilwill	Craig	Judge	\$500.00	1	1	2
210	Sussman	Claire	Judge	\$1,000.00	1	1	2
211	Tanner	Terry M.	Judge	\$1,000.00	1	1	2
212	Tolman	Jeff	Judge	\$500.00	1	1	2
213	Towers	Lorrie C.	Judge	\$1,000.00	1	1	2
214	Tripp	Gregory	Judge	\$250.00	1	1	2
215	Tripp	Wendy	Comm.	\$200.00	1	1	2
216	Tucker	Donna K.	Judge	\$1,000.00	1	1	2
217	Tveit	Gina	Judge	\$1,000.00	1	1	2
218	Valerien	Michael C.	Comm.	\$800.00	1	1	2
219	Van Slyck	Laura	Judge	\$1,000.00	1	1	2
220	Verge	Thomas L.	Judge	\$1,000.00	1	1	2

	Last	FirstMiddle		Gen. Dues	Gen. Dues Pd	Spec Fund	
			Pos.	Paid Amount			
221	Vingo	Andrea	Judge	\$500.00	1	1	2
222	Walden	Kimberly A.	Judge	\$500.00	1	1	2
223	Walker	Mindy	Judge	\$1,000.00	1	1	2
224	White Swain	Krista	Judge	\$250.00	1	1	2
225	Whitener-Moberg	Janis	Judge	\$1,000.00	1	1	2
226	Wilcox	Kalo	Judge	\$1,000.00	1	1	2
227	Wilson	Donna	Judge	\$1,000.00	1	1	2
228	Weston	Eric	Judge	\$250.00	1	1	2
229	Williams	Karl	Judge	\$1,000.00	1	1	2
230	Wohl	Paul	Comm.	\$800.00	1	1	2
231	Woodard	Susan J.	Judge	\$1,000.00	1	1	2
232	York	Matt	Judge	\$1,000.00	1	1	2
233	Zimmerman	Darvin J.	Judge	\$1,000.00	1	1	2
234	Ziobro	John	Judge	\$1,000.00	1	1	2
235							
236							
237							
238							
				\$181,200.00	229	234	

% who have NOT paid regular dues 0.87%
 % who have NOT paid special fund 0.00%
 % who have NOT paid any dues 0.00%

% in good standing in 2019 99.13% Note: special fund dues not assessed in 2019



**Board for Judicial Administration (BJA) Meeting
Friday, March 15, 2019 (9 a.m. – 12 p.m.)**

AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:

Judge Judy Rae Jasprica, Member Chair
Judge Doug Federspiel
Judge Blaine Gibson
Judge Gregory Gonzales
Judge Dan Johnson
Judge Robert Lawrence-Berrey (by phone)
Paula Littlewood
Judge Mary Logan
Judge David Mann
Judge Samuel Meyer
Bill Pickett
Judge Kevin Ringus
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Michael Scott
Judge Laurel Siddoway
Justice Charles Wiggins (by phone)
Margaret Yetter

Guests Present:

Jim Bamberger
Laurie Garber
Sonya Kraski (by phone)

Public Present:

Page Carter

**Administrative Office of the Courts
(AOC) Staff Present:**

Jeanne Englert
Stephanie Happold (by phone)
Sharon Harvey
Penny Larsen
Dirk Marler
Ramsey Radwan
Caroline Tawes

Call to Order

Judge Jasprica called the meeting to order at 9:00 a.m. The members were welcomed and introduced themselves. Judge Jasprica welcomed Judge Scott to his first meeting and thanked Judge Gibson for his service. Judge VanDoorninck will be the next President of the Superior Court Judges' Association (SCJA). Judge Jasprica also noted that this is Paula Littlewood's last meeting and thanked her for her service.

Report on the Technology Assisted Forms Project

Laurie Garber, from the Northwest Justice Project, reported on the Technology Assisted Forms Project. There are two goals of the project: to translate family law forms into plain language, and to automate those forms. These forms will be free and accessible for family law litigants. The project has been overseen by a subcommittee of the Access to Justice (ATJ) Board and stakeholders have participated in user testing. The forms have been bundled so the correct forms are presented to users at the correct time in the process.

Judicial Leadership Proposal

The discussion of future judicial leadership summits began with last year's Judicial Leadership Summit, which was held to discuss judiciary priorities and needs. A proposal was submitted to continue with leadership summits, jointly sponsored by Chief Justice Fairhurst and the BJA. The summits would be held every two years, and all BJA members would be invited.

It was moved by Judge Ringus and seconded by Judge Logan to approve the Judicial Leadership Summit proposal included in the meeting materials. The motion carried.

BJA Leadership Goals

The goal of the BJA Communication Plan is to improve communication among court levels. Ten recommendations from the Policy and Planning Committee (PPC) were included in the meeting packet.

It was moved by Judge Ringus and seconded by Judge Gonzalez to approve all the PPC communication plan proposed activities included in the meeting materials. There was a friendly amendment by Judge Logan to change "judicial leadership meeting" to "judicial leadership summit" in the first recommendation. The friendly amendment was accepted and the motion carried.

Standing Committee Reports

Budget and Funding Committee (BFC): Ramsey Radwan reviewed the proposed budget process and timeline presented at the February BJA meeting. The 2020 supplemental budget is generally used for corrections, not new programs or enhancements. He will keep the BJA members informed of any timeline changes.

It was moved by Judge Gibson and seconded by Judge Robertson to approve the 2020 Supplemental Budget Process. The motion carried.

Legislative Budget update: The first version of the State budget will be released around March 21. Chief Justice Fairhurst sent a letter to the chairs of the legislative budget committees regarding the importance of funding for the Judicial Information System (JIS) budget from the General Fund.

Court Education Committee (CEC): A progress report will be presented at the May 2019 BJA meeting outlining the work of the committee and a plan for the future. The CEC is reviewing conference evaluations and discussing a better way to use and

publish that information. Continuing Judicial Education (CJE) reports are available. Planning for spring programs is underway.

Legislative Committee (LC): In addition to the LC report included in the meeting materials, Judge Ringus said 2,080 bills have been analyzed by AOC staff. About half of those moved past the March 1 deadline to pass out of the fiscal committee in its chamber of origin. Staff continue to monitor bills.

Policy and Planning Committee (PPC): The PPC worked on the Court Communication Plan and continues to identify future policy priorities and needs.

BJA Task Forces: The kick off for the Court Security Task Force will be in April. There will be more information on the Court Security Task Force at the next BJA meeting.

The Education and Interpreter Task Forces continue to implement their communication campaigns. Chairs of the Task Forces have met with over 50 legislators. There are also a number of individuals and stakeholders who have reached out to legislators. Both task forces met this week to discuss strategies for the budget publication in March. The task forces will meet again in June to evaluate the next steps. An additional year has been approved for the terms of both task forces.

Court of Appeals Presentation

Judge Siddoway presented information on the history of the Court of Appeals and discussed the workload of each division. Judge Siddoway also discussed General Rule (GR) 14.1, adopted a few years ago to allow citation of unpublished opinions.

If funding is available, the Court of Appeals would like to develop an Appellate Court Record System as an extension of the Electronic Content Management System (ECMS). The new ECMS allows all appellate courts to access documents and easily transfer cases. The appellate courts also have a portal for electronic filings. Inmates at the Walla Walla Correctional Facility may file electronically, and the Court of Appeals would like to extend this function to other facilities.

Judge Siddoway discussed Rules of Appellate Procedure (RAP) 2.5 which gives appellate judges discretion to review errors not presented in the trial court.

BJA Ad Hoc Committees

Committee Composition: Jeanne Englert reviewed the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials. Judge Jasprica clarified that the open enrollment period in recommendation 4 was after association elections and before the BJA July term begins. Jeanne Englert clarified that

in recommendation 3 the designee would be in the position on the standing committee for an entire year.

It was moved by Judge Ringus and seconded by Judge Robertson to approve all the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials. The motion carried.

BJA Rules and Bylaws: The idea behind an overall review of the Rules and Bylaws is to match current practices, to avoid repetition, to clarify and streamline, and move issues to where it makes the most sense. Chief Justice Fairhurst, Judge Gibson, and Judge Johnson worked on the changes with Jeanne Englert. The plan is to review and discuss the recommendations today and vote on the recommendations at the May BJA meeting. Rule changes will be voted on by the BJA and then processed through the Supreme Court rules procedure.

In Bylaws, Article VIII, there is an “and” missing between District Municipal.

Judge Jasprica questioned Article II of the Bylaws, which states “members serve four year terms unless specified otherwise.” She wondered where this issue might be specified, especially for the Court of Appeals which has no Bylaws. More discussion may be needed on this issue. Jeanne Englert said broader language was added to accommodate varying tenures and allow flexibility, but more specificity may be necessary. Language suggested for Article III was “unless otherwise stated herein, members serve no more than four-year terms unless their governing body determines otherwise.”

There was a discussion on whether one-year terms would affect continuity. Members will review their association’s bylaws and send that information to Jeanne Englert. Members were asked to review all the suggested changes and send comments to Jeanne Englert by April 15 in preparation for a vote at the May meeting.

Membership Recruitment and Diversity Considerations: Judge Jasprica asked about ways for associations to look at diversity, including geographic, urban versus rural, and court size diversity. The members discussed what associations can do to make conscious nominations to the BJA. Suggestions included adding an at-large member and a member of the public. Judge Jasprica would like to discuss this again next spring, possibly as part of a larger discussion about inclusion. Judge Robertson will ask the PPC to review the committee composition work and further discuss diversity and recruitment needs and possible efforts and report back to the BJA with this information.

BJA Committee Chair Nominations

It was moved by Judge Robertson and seconded by Judge Gibson to approve the nomination of Judge Gregory Gonzales as the BJA Co-Chair and CEC Chair for 2019–2021. The motion carried.

It was moved by Judge Gibson and seconded by Judge Gonzales to approve the nomination of Judge Michael Scott as the PPC Chair for 2019–2021. The motion carried.

February 15, 2019 Meeting Minutes

It was moved by Judge Robertson and seconded by Judge Gibson to approve the February 15, 2019 BJA meeting minutes. The motion carried.

Information Sharing

Judge Robertson gave an update on judicial independence efforts regarding municipal court judicial positions.

Paula Littlewood thanked everyone for their work on the BJA. Judge Jasprica thanked Paula Littlewood for her contributions to the BJA.

Judge Gonzales announced the recent passing of retired Judge Koss.

Judge Siddoway said there are celebrations planned for the Court of Appeals 50th anniversary.

Dawn Marie Rubio said this was her first face to face BJA meeting and would like suggestions about how AOC can provide service to the BJA and the associations.

Judge Gibson said the SCJA is focusing on legislation including mediation legislation, the Uniform Guardian Act, and a valid court order issue in juvenile courts. Judge Jasprica thanked Judge Gibson for this service on BJA.

Judge Federspiel discussed the relationship between state and tribal judges.

Sonya Kraski announced the Clerks' Spring Conference in Leavenworth next week. Dawn Marie Rubio will be joining them.

Other

There being no further business, the meeting was adjourned at 11:35 p.m.

Recap of Motions from the March 15, 2019 Meeting

Motion Summary	Status
Approve the Judicial Leadership Summit proposal included in the meeting materials.	Passed
Approve all the PPC communication plan proposed activities included in the meeting materials. There was a friendly amendment by Judge Logan to change “judicial leadership meeting” to “judicial leadership summit” in the first recommendation. The friendly amendment was accepted.	Passed
Approve the 2020 Supplemental Budget Process.	Passed
Approve all the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials.	Passed
Approve the nomination of Judge Gregory Gonzales as the BJA Co-Chair and CEC Chair for 2019–2021.	Passed
Approve the nomination of Judge Michael Scott as the PPC Chair for 2019–2021.	Passed
Approve the February 15, 2019 BJA meeting minutes.	Passed

Action Items from the March 15, 2019 Meeting

Action Item	Status
A progress report on the Court Education Committee (CEC) will be presented at the May 2019 BJA meeting outlining the work of the committee and a plan for the future.	
The plan for BJA Rules and Bylaws is to review and discuss the recommendations today and vote on the recommendations at the May BJA meeting. Rule changes will be voted on by the BJA and then processed through the Supreme Court rules procedure. Members will review their association’s Bylaws and send that information to Jeanne Englert. Comments on the changes should be sent to Jeanne Englert by April 15 in preparation for a vote at the May meeting.	
For membership recruitment and diversity considerations, Judge Jasprica asked about ways for associations to look at diversity, including geographic, urban versus rural, and court size diversity. The PPC will review the committee composition work and further discuss diversity and recruitment needs and possible efforts and report back to the BJA with this information.	

Action Item	Status
<u>February 15, 2019 BJA Meeting Minutes</u> <ul style="list-style-type: none">• Post the minutes online.• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	Done Done

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION SCHEDULE OF BOARD MEETINGS

2019-2020

<i>DATE</i>	<i>TIME</i>	<i>MEETING LOCATION</i>
<i>Friday, July 12, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Aug. 9, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Sunday, Sept. 22, 2019</i>	9:00 a.m. – 12:00 p.m.	2019 Annual Judicial Conference, Vancouver, WA
<i>Friday, Oct. 11, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Nov. 8, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Dec. 13, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Jan. 10, 2020</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Feb. 7, 2020</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, March 13, 2020</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, April 10, 2020</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, May 8, 2020 & Saturday, May 9, 2020</i>	May 8: 12:00-5:00 p.m. May 9: 9:00-1:00 p.m.	2020 DMCJA Board Retreat, Location: TBD
<i>May/June 2020 – TBD</i>	9:00 a.m. – 12:00 p.m.	2020 DMCJA Spring Conference, Location: TBD

AOC Staff: Sharon Harvey

Updated: May 13, 2019

Item/Committee	
Access to Justice Liaison	\$ 100.00
Audit	\$ 2,000.00
Bar Association Liaison	\$ 1,500.00
Board Meeting Expense	\$ 30,000.00
Bookkeeping Expense	\$ 3,500.00
Bylaws Committee	\$ 250.00
Conference Calls	\$ 750.00
Conference Planning Committee	\$ 4,000.00
Conference Incidental Fees for 2020 Spring Program	\$ 40,000.00
Council on Independent Courts (DMCJA Judicial Independence Fire Brigade)	\$ 1,000.00
Diversity Committee	\$ 2,000.00
DMCJA/SCJA Sentencing Alternatives aka "Trial Ct Sentencing & Supervision Comm"	\$ 1,000.00
DMCMA Liaison	\$ 500.00
DMCMA Mandatory Education	\$ 20,000.00
DOL Liaison Committee	\$ 200.00
Education Committee	\$ 14,500.00
Education-Security	\$ 2,500.00
Educational Grants	\$ 5,000.00
Judicial Assistance Committee*	\$ 14,000.00
Judicial College Social Support	\$ 2,000.00
Judicial Community Outreach	\$ 4,000.00
Legislative Committee	\$ 4,000.00
Legislative Pro-Tem	\$ 2,500.00
Lobbyist Contract	\$ 75,000.00
Lobbyist Expenses	\$ 1,500.00
Long-Range Planning Committee	\$ 750.00
MPA Liaison	\$ 1,000.00
Municipal/Dist Ct Swearing-in 4 yrs (12/2017)	\$ -
National Leadership Grants	\$ 5,000.00
Nominating Committee	\$ 400.00
President Expense	\$ 5,000.00
Pro Tempore (committee chair approval)	\$ 10,000.00
Professional Services	\$ 5,000.00
Public Outreach (ad hoc workgroup)	\$ 2,500.00
Rules Committee	\$ 500.00
SCJA Board Liaison	\$ 1,000.00
Therapeutic Courts Committee	\$ 2,500.00
Treasurer Expense and Bonds	\$ 250.00
Trial Court Advocacy Board	\$ 500.00
Uniform Infraction Committee	\$ 1,000.00
Total	\$ 267,200.00
*Includes \$7,000 from the SCJA	
DMCJA\Board\Budget\2010-Present\2019-2020 Adopted Budget.xls	

Saturday, May 12, 2018

Judge Robertson called the DMCJA Board Retreat meeting to order at 8:30 a.m.

DMCJA Budget Development 2017-2018

Line Item Worksheet (Separate Handout)

Board members reviewed and discussed the 2018-2019 Planning Budget Information Worksheet, which was provided as a handout and displayed on a projector. There were four requested budget increases, namely, 1) Conference Calls for seven hundred fifty thousand dollars (\$750), 2) Judicial Assistance Service Program (JASP) Committee for fourteen thousand dollars (\$14,000), 3) Therapeutic Courts for twenty-five hundred dollars (\$2500), and 4) Lobbyist Contract for seventy thousand dollars (\$70,000).

General Budget Requests

The Board reviewed budget requests from committees and liaisons and proposed the following budget:

1. Access to Justice Liaison - \$100
2. Audit - \$2,000
3. Bar Association Liaison - \$1,500
4. Board Meeting Expense - \$30,000
5. Bookkeeping Expense - \$3,500
6. Bylaws Committee - \$250
7. Conference Calls - \$750
8. Conference Planning Committee - \$4,000
9. Conference Incidental Fees for Members for Spring Conference – \$40,000
10. Diversity Committee - \$2,000
11. DMCJA/SCJA Sentencing Alternatives aka Trial Court Sentencing and Supervision - \$1,000
12. DMCMA Liaison - \$500
13. DOL Liaison Committee - \$200
14. Education: Security - \$14,500
15. Education Committee - \$2,500
16. Education Grants - \$5,000
17. Judicial Assistance Service Program (JASP) - \$14,000 (DMCJA) = \$7,000 (SCJA) = \$7,000
18. Judicial College Social Support - \$2,000
19. Judicial Community Outreach - \$4,000
20. Judicial Independence Fire Brigade - \$1,000
21. Legislative Committee - \$4,000
22. Legislative Pro-Tem - \$2,500
23. Lobbyist Contract – \$70,000
24. Lobbyist Expenses - \$1,500
25. Long-Range Planning Committee - \$750
26. Misdemeanant Probation Association (MPA) Liaison - \$1,000
27. National Leadership Grants - \$5,000
28. Nominating Committee - \$400
29. President Expense - \$5,000
30. Professional Services - \$10,000
31. Pro Tempore Reimbursement for Committee Service - \$5,000
32. Public Outreach (ad hoc workgroup) - \$2,500
33. Rules Committee - \$500
34. SCJA Board Liaison - \$1,000



DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

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PRESIDENT ELECT Dawn Williams

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TO: Judge Rebecca Robertson, DMCJA President

FROM: Margaret Yetter, DMCMA President

DATE: April 25, 2019

RE: CLJ Court Administrator Education

Thank you for your support of our proposed General Rule for Mandatory Education for Court Administrators. Since the November 2018 DMCJA board meeting, Dirk Marler proposed pursuing an Administrative Rule for Courts of Limited Jurisdiction (ARLJ) rather than a General Rule. The proposed ARLJ was approved in March by the DMCMA board.

We do not anticipate any additional CEC funds to support this vital education in the near future. As we discussed following the last CEC meeting, DMCMA is requesting financial support from the DMCJA to fund the Washington State Administrator's Academy. We are asking DMCJA to dedicate funding for the first 5 years (2021-2025). It is our hope to have CEC funding sooner than 5 years. If CEC funding becomes available we would no longer be requesting DMCJA funds. If CEC funding does not come through before 2025, DMCMA will commit to having a plan to self-fund this much needed education for Washington State CLJ Court Administrators.

We have included an Education Comparison showing the current number of hours offered for New Court Employees (13.25), Judges (36.25) and Probation Officers (80). We are proposing fifteen (15) hours for a new Court Administrator. Also included is a draft of the curriculum and the proposed budget to support this education.

Attachments:

Draft ARLJ
Draft curriculum
Education comparison and proposed budget

ARLJ 14 -- COURT ADMINISTRATOR EDUCATION

(a) Purpose. The protection of the rights of free citizens depends upon the existence of an independent and competent judiciary. Courts require skilled court administrators to ensure an open, fair and efficient justice system. This is particularly true in courts of limited jurisdiction—the court level the public most often turns to for services. This rule establishes minimum requirements for education and training of court administrators and equivalent employees in courts of limited jurisdiction.

(b) Definitions.

(1) "Court administrator", as used in this rule, means the court administrator or equivalent employee in a court of limited jurisdiction to whom the presiding judge may delegate administrative functions described in GR 29(f). Each district and municipal court presiding judge must designate at least one person as the court administrator for purposes of this rule.

(2) "AOC" means the Administrative Office of the Courts described in Ch. 2.56 RCW.

(c) Minimum education requirement.

- (1) Each court administrator shall attend and complete the Washington Court Administrators' Academy ("Academy") within twelve months of initial appointment as a court administrator in a court of limited jurisdiction. Each court administrator who has been a court administrator for fewer than four years at the time this rule becomes effective shall attend and complete the Academy within twenty-four months of the effective date of this rule.
- (2) The Academy shall consist of no fewer than [fifteen] hours of education and shall include instruction about roles and responsibilities of court administration, ethics, GR 29, executive branch collaboration, court finances, human resources, and AOC resources and requirements.
- (3) The Academy will be offered in conjunction with the annual DMCMA program that receives funding allocated by the Board for Judicial Education's Court Education Committee (CEC). Subject to the availability of CEC and AOC

resources, the Academy may also be offered as a webinar or streaming video if resources.

- (4) In the event of extreme hardship, a presiding judge may request on behalf of their court administrator a delay of not more than one year in the court administrator's completion of the Academy. Failure of the local jurisdiction to adequately budget for the court administrator to attend the Academy shall not constitute extreme hardship.

(d) Certified Court Manager Program.

- (1) A court administrator who has successfully completed the Academy is eligible to attend and complete a Certified Court Manager (CCM) program.
 - (2) The CEC, in consultation with the District and Municipal Court Management Association (DMCMA), will adopt and publish the required curriculum and accreditation standards for the CCM. The CEC may award credit for self-study or teaching.
 - (3) Course credits will be given for programs the CEC determines enhance the knowledge and skills that are relevant to the court administrator position.
 - (4) CMP certification shall be valid for [three] years. A court administrator must complete at least [15] hours of approved continuing education credits during the three years their certificate is valid to earn renewal of the certificate for an additional [three] years.
 - (5) Credits earned by those who have received CMP certification may not be carried forward into the next three-year certification period.
- (e) Reporting.** The presiding judge or their designee shall annually register the name, address, and telephone number of the court administrator with the AOC as provided in ARLJ 12. The presiding judge or their designee shall report any change of court administrator to the AOC within 30 days.
- (f) Compliance.** A court administrator and any court personnel supervised in whole or in part by the court administrator who fails to satisfy the minimum requirements of this rule will be restricted from access to the Judicial Information System applications or data except as a public user.
- (g) Effective date.** This rule becomes effective January 1, 2022.

WASHINGTON COURT ADMINISTRATORS' ACADEMY DRAFT CURRICULUM

Day 1 - (7 Education Hours)

Ethics and the Commission on Judicial Conduct

GR 29 - Presiding Judge's Rule

Role of the PJ, Team Leadership, Communicating with your Judge(s)

Executive Branch Collaboration

Separate but Equal, Art of Collaboration

Human Resources & Leadership Development

Transitioning to Management

Day 2 - (8 Education Hours)

Court Finances

Budget Preparation, Resources, End of Month/Year Reports,
Bank Reconciliation, Court Audits

All Things AOC/Overview of Washington State Supreme Court Commissions

Online Resources, List Serve, Help Center, BIT Basics

DMCMA (May be offered during the DMCMA Conference)

Membership, Board Meetings, Committee Overview, Training Opportunities
ARLJ12, AOC/JIS Training

**One or more of the above classes may be offered online.*

EDUCATION COMPARISON

CONFERENCE	EDUCATION HOURS	BUDGET
Institute for New Court Employees (INCE) (Funded by CEC) \$55.00 Incidental Fee	13.25	\$ 12,000.00
Judicial College (Judges' College) (Funded by CEC) \$355.00 Incidental Fee	36.25	\$ 55,000.00
Misdemeanant Probation Officer Academy (Cost is an estimate) \$155.00 Incidental Fee	80	\$ 40,000.00
COURT ADMINISTRATORS' ACADEMY (\$200 Proposed Incidental Fee)	15	\$ 20,000.00

Academy Estimated Budget (Based on 40 Persons)

Lodging Estimate (2 nights per person @ \$150/night)	\$	12,000.00
Meals (\$25B/\$35L/\$50D @ 2 days)	\$	8,800.00
Faculty (8 total; 1 night hotel, 1 day per diem, \$100 mileage = \$320 each)	\$	2,560.00
Miscellaneous (printing, av costs, etc.)	\$	4,640.00
Total Estimated Expenses	\$	28,000.00
Suggested Incidental Fee (\$200 per person)	\$	8,000.00
Total Requested Budget	\$	20,000.00

2019-2020 DMCJA PRIORITIES

1. Adequate Court Funding

The Courts of Limited Jurisdiction (CLJ) cannot provide services or justice without appropriate funding. We need to educate the public, from the voters to the legislators, regarding the effect that funding has on our ability to serve the constitutionally protected interests of the public. We should assess the mandated services the court provides and question how we are expected to provide these services in an environment of shrinking budgets. Major projects that need adequate funding are listed below:

a. JIS/Case Management

The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project is moving forward. The Project ran into some unforeseen obstacles on our first try to find a commercial product that meets Washington's district and municipal court needs. With the assistance of Gartner, an industry leading consulting firm, we are looking at three possible options for a new CLJ case management system:

- Commercial Off the Shelf (COTS) "Best-of-Breed" solution – buying separate commercial products for the functions we need and linking them
- Modernize JIS and custom build the new functions we need
- A hybrid of the first two, or another solution Gartner may suggest

The DMCJA continues to support the CLJ-CMS Project and considers it a top priority.

b. Courthouse Security

The safety of all who visit our courthouses remains a top priority for the DMCJA. Without adequate security, the safety of all patrons is in needless jeopardy, including:

- Members of the public summonsed for jury duty, traffic infractions, civil cases, and criminal cases
- Every party involved in domestic violence cases, including alleged victims and witnesses, who appear to deal with domestic violence criminal cases, protection order cases, stalking and anti-harassment cases
- Courthouse staff who are required to work every day in a building where disputes are resolved and where some of those involved in those disputes will present a risk for violence

General Rule (GR) 36, *Trial Court Security Rule*, as well as Minimum Court Standards, became effective on September 1, 2017. Judge Rebecca Robertson, Federal Way Municipal Court, and Judge David Steiner, King County District Court, prepared a GR 36 implementation guideline for DMCJA members that was disseminated to the association on August 1, 2017. Further, the DMCJA Long Range Planning Committee supports educating the association membership about pursuing federal grants related to courthouse security.

i. Courthouse Security Task Force

The DMCJA will actively participate with the Board for Judicial Administration (BJA) Court Security Task Force. Judge Rebecca Robertson, DMCJA President, co-chairs this task force and DMCJA members will serve thereon. Ms. Harvey, DMCJA Policy Analyst, will also work closely with this

task force. These DMCJA representatives will ensure that district and municipal court security issues are implemented in any and all reports and materials created by this initiative.

c. Access to Justice (Court Education, Interpreters and Technology Expansion)

The DMCJA continues to support efforts of the BJA Court System Education Funding Task Force and Interpreter Services Funding Task Force. These initiatives were created to advocate for state funding for court system education and interpreter services in our courts. Access to justice is critical to the citizens of Washington State. Access includes: quality interpreter services, courtroom and court staff accessibility, and technological related access. Several issues related to interpreters were highlighted, including ADA/foreign language interpreters, the quality of interpretation options and access to interpreters. In our digitized world, members of the public should also have the option of using technology to access the courts.

2. Preserving the Independence, Integrity, Quality, and Consistency of the Courts of Limited Jurisdiction

The purpose of this priority is to ensure that justice is dispensed fairly throughout the state for all criminal defendants. The DMCJA thinks the court system is bifurcated and administrative court funding should be consistently applied throughout the State to allow all courts to maintain their independence from the executive and legislative branches of government. Judges should not be in jeopardy of losing their positions based upon the exercise of judicial independence. In order to reach this goal, the DMCJA Board created the Judicial Independence Fire Brigade Committee in May 2017. The Workgroup on Judicial Independence, a subgroup of the Fire Brigade Committee, which has changed its name to the Council on Independent Courts (CIC), has proposed suggested amendments to General Rule (GR) 29 and assists judges experiencing judicial independence related issues. The DMCJA needs to work to maintain the quality and consistency of justice across all courts of limited jurisdiction. We must continue to work to remove statutory disparities between district and municipal courts and monitor regional courts initiatives.

3. Educate Justice Partners

To accomplish the goals of our member courts and the DMCJA as a whole, we must educate the executive and legislative branches of both local and state government. Through such education, the other branches of government will learn of our accomplishments and needs. The Public Outreach Committee is tasked with developing materials that will assist both urban and rural court judges in educating local governmental agencies and the public. We may likely find that topics of importance to the judiciary may be just as important to cities, counties, and the state. These topics include, but are not limited to security concerns, court funding, the separation of powers, court administration, access to justice and access to court records and court information. Committee members suggested several ways to begin educating our justice partners, including creating reference materials for judges to obtain in a centralized repository on the Inside Courts web site. Initially, this repository will contain documents for use in contacting and informing local legislators, council members, and partner organizations of our accomplishments and needs. We anticipate that the public outreach committee will evolve into a resource for judges to find programs and plans for such things as state of the court addresses to the local funding sources and other community partners. Such partners may include: Association of Washington Cities (AWC), Washington Association of Prosecuting Attorneys (WAPA), Washington State Association of Municipal Attorneys (WSAMA), Washington State Association of Counties (WSAC), risk management agencies, city and county councils, local school districts, and civic and

social clubs. Our members have done some amazing work in their communities and it is time for the public and governmental entities to learn about our courts and judges.

a. Public Outreach Committee

The Public Outreach Committee met on March 22, 2019 to discuss its purpose and determined that its charges will be (1) to educate justice partners on the accomplishments and challenges of district and municipal courts, and (2) to provide resource materials to assist DMCJA members when communicating with local governmental entities and stakeholders.

b. Collection of Legal Financial Obligations (LFOs)

This issue was originally categorized under the heading of getting judges out of the money collection business. At the 2015 Board Retreat, the DMCJA Board discussed the difficulties of removing the courts from collecting LFOs and determined that a legislative change is necessary because laws require district and municipal courts to collect fines. In discussing this issue, the Committee determined that the category should be amended from *Courts out of the Collection Business* to the broader category of *Collection of Legal Financial Obligations*. The Committee recommends that the DMCJA consider *State v. Blazina*, 182 Wash.2d 827, 344 P.3d 680 (2015), legislative proposals, and court funding issues to address the courts' involvement in the collection of LFOs. The Statewide Relicensing Program also addresses this issue, thus, it is a subsection of the Collection of LFOs priority.

c. Statewide Relicensing Program

The issue of driver's license suspensions is significant to district and municipal courts. For this reason, the Committee thinks the Statewide Relicensing Program should continue to remain a DMCJA priority. However, the Committee voted to support this Program only if it is funded and mandatory. The Committee noted that Senate Bill 6360, *Developing a plan for the consolidation of traffic-based financial obligations*, tasked the Office of the Attorney General (OAG) to convene a workgroup of stakeholders, which included a DMCJA member. In 2017, the workgroup provided input and feedback on the development of a plan and program for the efficient statewide consolidation of an individual's traffic-based financial obligations imposed by courts of limited jurisdiction into a unified and affordable payment plan. In 2018 and 2019, the OAG proposed legislation regarding a statewide relicensing program. Although these bills did not pass the 2019 Legislature, the DMCJA remains committed to this issue.

4. Foster Development of Therapeutic Courts (Community Courts, Mental Health Courts, Veterans Courts, Drug Courts, etc.)

The purpose of this priority is to address pressing issues of mental health and drug addiction in our community. The Board is concerned with the consistent management of mentally ill offenders. Defendants who do not arise to the level of the criminally insane, RCW 10.77, but need housing and services should be able to get the attention that they need in all Washington State courts.

The following are additional DMCJA goals that are equal in priority:

- Member Involvement

The DMCJA fulfills its statutory obligations through its committees. Therefore, the Board should actively encourage its members to participate in the committee work and governance of our organization. Some examples of encouraging member involvement include: (1) performing skits related to membership involvement during the Annual Spring Conference, (2) sponsoring a break out session about the association at Judicial College, and (3) highlighting members who have served on committees. Face to face committee meetings during annual conferences, placing committee sign-up sheets in the room during the annual DMCJA Business meeting, and providing an option to skype in to committee meetings may also encourage more member participation. It is also beneficial for the DMCJA to have a succession plan and active mentoring opportunities as judges leave the bench and new judges are elected or appointed. Approximately twenty-eight percent (28%) of the membership participate on DMCJA Committees.

- Foster a Better Relationship with Superior Court

Trial courts comprise district, municipal, and superior courts. Thus, trial court judges should work together on issues that impact all trial courts, such as court rules that govern topics addressed in courts of limited jurisdiction and superior courts. Examples of issues that impact both courts of limited jurisdiction and superior courts include: (a) courthouse security, (b) court interpreters, (d) therapeutic courts, (e) some areas of domestic violence, and (f) technology concerns.

District and Municipal Court Judges' Association
Agreement for Lobbying Services
2019- 2020

THIS AGREEMENT is entered into between the WASHINGTON STATE DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION ("Association" or "DMCJA"), established pursuant to RCW 3.70.010, and MELANIE STEWART, a registered Lobbyist in the State of Washington ("Lobbyist").

1. RECITALS

- A. The Association is mandated by RCW 3.70.040(3) to report annually to the legislature on the condition of business in the courts of limited jurisdiction and to make recommendations to the legislature as to needed changes in the organization, operation, judicial procedure and laws or statutes affecting such courts.
- B. The Association is in need of having regularly available representation in the legislative process to assist with the formulation and presentation of mandated recommendations.
- C. The Lobbyist is able to provide the assistance and representation needed by the Association in making necessary and appropriate recommendations and presentations to the legislature.

2. AGREEMENT

- A. Term: This agreement shall be for the period commencing June 1, 2019 through May 31, 2020 unless earlier terminated as provided below.
- B. Compensation: The Association shall pay to the Lobbyist the sum of \$75,000.00 for the Lobbyist's services to be paid as follows:

\$51,000.00 due upon execution of this Agreement;

\$2,000.00 per month due on the 15th of each month, commencing with the month of June 2019.

- (1) The Association and the Lobbyist recognize that lobbying activities are generally centered on the legislative session and that the Lobbyist works sporadically during the remainder of the year. It is recognized that there will be times when no lobbying activities will be needed or undertaken. The parties desire to provide for regular equal payments for the Lobbyist's services. Therefore, as provided above, commencing on or before the 15th day of June, 2019, the Lobbyist shall be paid \$2,000.00, and a like sum on the 15th day of each succeeding month thereafter until the entire amount set forth above shall have been paid in full.
- (2) In addition to the aforementioned sums, the Association shall reimburse the Lobbyist for actual expenses incurred, over and above the compensation amount set forth above. Such expenses shall not exceed \$1,500.00. Reimbursement for expenses shall be made only when supported by a voucher required and appropriate receipts. All such expense vouchers shall be first submitted to the Chair of the Legislative Committee of the Association for approval no later than July 2020.

3. ASSOCIATION RESPONSIBILITIES

- A. The Association shall provide direction to the Lobbyist as to what recommendations, presentations, and other lobbying efforts are to be undertaken by the Lobbyist for and on behalf of the Association.
- B. The direction to the Lobbyist from the Association shall come only from the President of the Association or from the Chair (or Co-Chair) of the Legislative Committee of the Association, or from such other specified person(s) as may be designated from time to time by the President and/or the Board of Governors of the Association. The designation of representatives shall be communicated by the President of the Association.
- C. The Association shall provide support to the Lobbyist by providing background information and presentation materials, including talking points, position papers, memoranda on DMCJA positions as needed and requested by the Lobbyist. Further, the Association will provide expert testimony or designate DMCJA judge(s) to attend hearings or meetings requested by legislators when possible and will coordinate legislative contacts by DMCJA membership when needed to support the positions of the Association.
- D. When possible, the Association agrees to inform the Lobbyist of contacts or requests for meetings or information made by legislators or legislative staff regarding substantive legislative issues.

4. LOBBYIST'S RESPONSIBILITIES

- A. The Lobbyist shall be present in person at the State Capitol in Olympia during all legislative sessions and at such other locations as may be necessary to coordinate the Association's contact with and recommendations to the members of the State Legislature.
- B. The Lobbyist may hire such employees as the Lobbyist deems necessary to fulfill the obligations of this Agreement. Such employees shall be paid by the Lobbyist and shall not be employees of the Association.
- C. The Lobbyist shall at all times maintain contact with the Association, its President, its Board of Governors, its Legislative Committee Chair, and its Legislative Committee, to keep the Association informed as to the Lobbyist's efforts for and on its behalf.
- D. The Lobbyist shall make one in person oral report to the members of the DMCJA at the annual spring conference of the Association.
- E. The Lobbyist shall make and maintain all necessary and required Public Disclosure Commission filings, together with any and all other filings and reports as may be required by law in the conduct of lobbying activities. Such forms shall be made available to the Association for inspection upon request to the Lobbyist from the President of the Association. The Lobbyist shall obtain and maintain in effect any licenses as may be required by law to conduct lobbying activities.
- F. The Lobbyist agrees to provide the Association a list of all other employment secured by the Lobbyist prior to the commencement of the 2019-2020 regular legislative session.
- G. Specific additional lobbying services shall include, but not be limited to the following:
 - (1) Support, provide information, testify on behalf of or seek defeat or amendment of pending legislation as requested by the Association.

- (2) Identify opportunities to involve the Association's Legislative Committee members, committee chairs, and individual members in the legislative process, either through testimony, making personal contacts, and/or participating in meetings with legislators or the Governor.
- (3) Attend meetings of the Association's Legislative Committee and provide regular reports of legislative activities. Maintain regular contact with the Association's Legislative Committee chair and staff.
- (4) Represent the Association legislative interest to the Governor's office and pertinent state agencies during session and interim as needed.
- (5) Assist the Association's Legislative Committee and Board of Governors in the development of a legislative agenda during interim by participation in its development, coordination of appropriate contacts with legislators, development of appropriate legislative agendas, and consultation on presentation.
- (6) Attend, provide information, and report to the Association on legislative activities of other groups as requested by the Association during the interim. Assist the Association when requested with other interest groups.
- (7) Attend, provide information, and otherwise represent the Association at legislative assembly days, other scheduled meetings of standing committees or legislators during the interim months.

5. **TERMINATION**

- A. This Agreement shall automatically terminate May 31, 2020, unless terminated earlier as provided below.
- B. Either party may terminate this Agreement, without cause, by providing written notice of termination to the other party not less than 30 days before the end of any calendar month (28 days in February). Such notice shall be made in person, or by mailing such notice by certified mail to the other party at the following addresses:

HON. SAMUEL MEYER
 President Elect, DMCJA
 Thurston County District Court
 2000 Lakeridge Dr SW, Bldg 3
 Olympia, WA 98502-6001

MS. MELANIE STEWART
 Attorney at Law
 6035 Troon Lane
 Tumwater, WA 98501

- C. In the event this Agreement is terminated by the Association, the Lobbyist shall be entitled to retain all compensation previously paid under the terms of this Agreement and the Lobbyist shall be entitled to receive monthly compensation for the month immediately preceding termination. In addition, the Lobbyist shall be paid a final severance in the amount of \$2,000.00.
- D. In the event this Agreement is terminated by the Lobbyist before the end of the 2020 legislative session, the Association shall be entitled to receive as reimbursement from the Lobbyist an amount equal to the fraction to be applied against all prior payments, the

denominator of which is 12 and the numerator of which is equal to the number of monthly payments remaining due under this agreement.

- E. In the event the Lobbyist is suspended from lobbying activities, or is otherwise prevented from performing lobbying activities for and on behalf of the Association, this Agreement shall terminate. If such termination occurs before the end of the 2020 legislative session, reimbursement from the Lobbyist shall be made as provided in paragraph 5D above.

6. INDEPENDENT CONTRACTOR

The Lobbyist is an independent contractor with the Association and is not an employee. The Lobbyist shall accrue no claim against the Association under this Agreement or otherwise for vacation pay, sick leave, retirement benefits, social security benefits, workers compensation benefits or employee benefits of any kind.

7. ACTIVITIES NOT COVERED BY THIS AGREEMENT

This Agreement does not cover any activities related to salaries, pensions, and/or benefits to Association members. Any activities necessary for such issues shall be subject to a separate agreement between the parties.

8. ASSIGNMENT PROHIBITED

Neither party may make or permit assignment of any rights or obligations covered by this Agreement without the written consent of the other party.

9. ATTORNEY FEES/COSTS

Should either party retain the services of an attorney to enforce any of the provisions of this Agreement, the prevailing party shall be entitled to reimbursement from the other party for reasonable attorney's fees and costs incurred in such action.

10. ENTIRE AGREEMENT

This constitutes the entire agreement between the parties. No other agreement, oral or written, exists between the parties. Any amendment or modification to this Agreement must be made in writing and be signed by both parties.

DATED this _____ day of _____, 2019

ASSOCIATION:

LOBBYIST:

**REBECCA ROBERTSON
DMCJA PRESIDENT**

**MELANIE STEWART
LOBBYIST**