



**DMCJA Board of Governors Meeting**  
**WEDNESDAY, SEPTEMBER 20, 2023**  
**12:30 PM – 3:30 PM**  
**AT TULALIP RESORT & CASINO**  
**VIA ZOOM VIDEO CONFERENCE**

## MEETING MINUTES

### **Members Present:**

#### **Members Present:**

Judge Jeffrey Smith, Chair  
Judge Anita Crawford-Willis  
Commissioner Patrick Eason  
Judge Michelle Gehlsen  
Judge Angelle Gerl, via Zoom  
Judge Jessica Giner, via Zoom  
Judge Jeffrey D. Goodwin  
Judge Carolyn M. Jewett, via Zoom  
Judge Rick Leo  
Judge Catherine McDowall  
Judge Whitney Rivera  
Judge Karl Williams  
Judge Tam Bui, BJA Representative  
Judge Mary Logan, BJA Representative, via Zoom  
Judge Rebecca Robertson, BJA Representative

#### **Members Absent:**

Judge Michael Frans  
Judge Lloyd Oaks  
Judge John H. Hart, BJA Representative

### **Guests:**

Judge Kristin Ferrera, SCJA Representative, via Zoom  
Judge Pauline Freund, Law Day Subcommittee Chair, via Zoom  
Judge Fred Gillings, Therapeutic Courts Committee Co-Chair  
Judge Charles Short, via Zoom  
Judge Kevin Ringus, Legislative Committee Co-Chair  
Judge Cindy K. Smith, Suquamish Tribal Court, via Zoom  
Trish Kinlow, DMCMA Representative  
Frankie Peters, DMCMA Representative, via Zoom  
Meagan Terlep-Boxley, MPA Representative, via Zoom  
Brent Williams-Ruth, WSBA BOG Representative, via Zoom

### **AOC Staff:**

Stephanie Oyler, Primary DMCJA Staff, via Zoom  
Scott Ahlf, AOC General Counsel  
Antoinette Bonsignore, DMCJA Policy Analyst, via Zoom  
Tracy Dugas, DMCJA Staff, via Zoom  
Brenden Higashi, PhD., DMCJA Policy Analyst  
Mishani Jack-Gonzalez, AOC Court Program Analyst, via Zoom  
Dexter Mejia, Associate Dir., Court Services Div., via Zoom

## **CALL TO ORDER**

Judge Jeffrey Smith, 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 12:33 p.m.

## **PRESENTATION**

### **A. Tribal State Court Consortium (TSCC) – Mishani Jack-Gonzalez**

Mishani provided a brief overview of the history and work of the Tribal State Court Consortium, and a copy of the PowerPoint presentation is available in the meeting materials. Chief Judge Cindy Smith was also present and answered questions from members about the Consortium. Discussion ensued about rules and joint jurisdictions. TSCC would be interested in collaborating with DMCJA on a rule for courts of limited jurisdiction.

## **GENERAL BUSINESS**

### **A. Minutes**

The minutes from the August 11, 2023 meeting were previously distributed to the members. Judge Smith asked if there were any changes that needed to be made to the minutes. Staff mentioned a minor correction to the minutes, that it was Judge Smith who drew attention to the Information items and not Judge Leo. With this change, the minutes were approved by consensus.

### **B. Treasurer Report for August 2023**

Treasurer Judge Jeffrey Goodwin presented the treasurer report.

**C. Special Fund Report for August 2023**

Special Fund Custodian Judge Anita Crawford-Willis presented the special funds report. Judge Williams noted that one Commissioner still has not paid special fund dues.

**LIAISON REPORTS**

**A. Superior Court Judges' Association (SCJA)**

SCJA President-Elect Kristin Ferrera reported that SCJA is preparing for their retreat in October, and still figuring out what their spring conference will look like in 2024. Judge Ferrera noted that there is a need for additional judicial education funding, and that SCJA is working on a number of legislative issues, but that she does not have specific details ready to share yet. SCJA's Art of Judging webinar in September was well-attended, and they will be continuing to provide webinars on wellness.

**B. District and Municipal Court Management Association (DMCMA)**

DMCMA President Trish Kinlow reported that DMCMA is working to assist the CLJ-CMS pilot courts in preparing for go-live. DMCMA's Courts Helping Courts is currently very busy, and will be made a permanent standing committee. Trish reported that DMCMA's Regional Directors, responsible for welcoming new administrators in their regions, will become official positions with the Association. DMCMA is gearing up for their second Academy in conjunction with their spring conference. DMCMA will be holding a joint Summit event with DMCJA and MPA on October 27 and Trish encouraged Board members to attend.

**C. Misdemeanant Probation Association (MPA)**

Representative Meagan Terlep-Boxley reported that this her first meeting as the MPA representative. MPA is currently in the middle of their academy, and they have 30 people attending this year. Meagan shared that a national training institute will be held in Seattle this year, and that MPA looks forward to participating in the Summit event with DMCJA and DMCMA.

**D. Washington State Association for Justice (WSAJ)**

Representative Mark O'Halloran was not present.

**E. Washington State Bar Association (WSBA)**

Representative Brent Williams-Ruth reported that Hunter Abell is the new WSBA president and they have a first female person of color as their president-elect. Dan Clark will take over as the DMCJA WSBA Liaison next month. Brent reported that bar dues will stay level through 2025 but there will likely be an increase in 2026 considering they have not been raised for many years. He reported that the next-gen bar exam will be implemented in Washington in 2026. New President Hunter Abell's focus in 2024 is working on the public image of the judicial system. There will be a media push in the coming year to get the message out regarding improvements to access to justice.

**F. Administrative Office of the Courts (AOC)**

State Court Administrator Dawn Marie Rubio was not present. Scott Ahlf reported that Dirk Marler will be retiring at the end of the month and encouraged everyone to write him a thank you note.

**G. Board for Judicial Administration (BJA)**

Representative Rebecca Robertson reported that BJA has voted to make Trial Court Security a permanent committee to continue the work they've started over the last few years. The Policy and Planning Committee is looking to create new task forces through proposals from members and Judge Robertson encouraged everyone to submit their ideas. Judge Bui reported that the Court Education Committee is undergoing a transition with new members and Chairs, in addition to AOC restructuring some of the staff of Education including a new manager position now held by Scott Hillstrom. Judge Logan reported that Budget and Funding Committee has reviewed the decision package proposals for

the supplemental budget and there will be approximately \$500 million available for the state legislature to distribute, so the allocation to the judicial branch may be smaller than in the past few years. Judge Logan provided a brief overview of the categories of decision packages that AOC/BJA expect to submit in the budget this year.

#### **H. Judicial Information System (JIS)**

Dexter Mejia, AOC Associate Director of the Court Services Division, reported that his team is preparing for pilot go-live for CLJ-CMS in October. Gig Harbor Municipal Court had to stop out of the pilot project because their staff were unable to test all of the features due to an issue with their network, as the firewall was flagging data from Enterprise Justice. Dexter's team is working on how to minimize this risk in future rollouts, including proactive communication to IT stakeholder groups, to make sure they understand IT requirements for the project. Over 30 staff members will be supporting the pilot courts in person.

### **STANDING COMMITTEE REPORTS**

#### **A. Bylaws Committee**

Judge Kristian Hedine was not present.

#### **B. Diversity Committee**

Judge Willie Gregory was not present.

#### **C. DOL Liaison Committee**

Judge Angelle Gerl reported that the committee is currently meeting every other month, with their most recent meeting occurring on September 11. At this meeting they had a presentation from the National Safety Council on the Safe Driving Course Program which is the training implemented by DOL in response to a law that passed in 2021 requiring every driver whose license has been suspended due to an accumulation of moving violation traffic infractions to take a safety course prior to license reinstatement. Judge Gerl shared that one of the projects from the Committee last year was to submit an ITG request to add death records to ADRs, but this project has been more complicated than anticipated. In the meantime, DOL is apparently adding comments to the records to note a death date, when applicable. In regards to Pierce v. DOL, DOL feels they have complied with the injunction and are asking for the case to be dismissed, but the ACLU does not agree as they are concerned that courts are still suspending licenses when they shouldn't be. Judge Gerl noted that the Relicensing Subcommittee continues to meet and are working on a template for relicensing.

#### **D. Education Committee**

Judge John H. Hart was not present but a brief written report for the committee is available in the materials.

#### **E. Judicial Assistance Services Program (JASP)**

Judge Mary Logan reported that JASP is focusing on expanding their services and being more proactive rather than reactive.

#### **F. Legislative Committee**

Judge Kevin Ringus reported that the committee continues to meet on a monthly basis. A proposal from Judge Finkle regarding the term of "incompetency" continues to be discussed by the Committee and may be presented to the Board as an official proposal for submission to the legislature. Representative Thai has offered to let DMCJA utilize her staff to assist with the drafting of the bill language. Judge Rivera shared that they have been getting a lot of positive feedback from legislators and stakeholders about this potential proposal.

### **G. Public Outreach Committee**

Judge Michelle K. Gehlsen reported that “You’ve Been Served: A Courthouse Dialogue” event will be held next week, and noted that an exciting change this is year is that both district and municipal courts within the legislative district are participating together, which will be more efficient and will save money having less courthouses as hosts. Judge Gehlsen noted that local executives have also been invited in many jurisdictions, so all three branches will be discussing priorities together. AOC Communications staff will also be going to four different courthouses to take photos and conduct interviews, in order to write a story for the Full Court Press newsletter. Judge Gehlsen reported that the committee has been discussing the purpose of the DMCJA Facebook page, which was originally meant to connect with the community, but is now also to provide positive news regarding district and municipal courts. At the request of a committee member, they will be putting together a toolkit for how to participate in community events. Judge Jewett remarked that DMCJA could consider partnering with WSBA or other groups on making social media connections.

Judge Freund was invited to provide an update on the Law Day Subcommittee. Judge Freund thanked her Co-Chair, Judge Sonntag, and staff Tracy Dugas. The Subcommittee held the first of two information meetings to help DMCJA members understand what Law Day is, and introduce them to the idea of hosting an event. The information session included presentations from several courts who have hosted Law Day, including Snohomish County District Court and Airway Heights Municipal Court. The presentations showed that there are many different ways to host a Law Day event. The Subcommittee will be starting a materials bank for courts to submit and share their planning documents on Inside Courts. The Subcommittee will also be hosting monthly brown bag check-ins to assist courts with staying on track and meeting milestones, and inspire each other, with the first brown bag event being held on October 11 at 12:15 p.m. Judge Freund encouraged anyone who is interested in hosting a Law Day event to join the brown bag or reach out to her for more information.

### **H. Rules Committee**

Judge Catherine McDowall reported that the committee will be trying to gather stories and information about how the recent changes to CrRLJ 7.6 are impacting courts. The Remote Proceedings Workgroup recently sent some rules suggestions to the Supreme Court, and those may be published for comment soon. Brief discussion ensued about rules relating to interpreters.

### **I. Therapeutic Courts Committee**

Judge Fred Gillings reported that it was a good year for therapeutic courts funding in the legislature, with AOC receiving the \$20.6 million it requested for therapeutic programs in courts of limited jurisdiction. Staff from the Washington State Center for Court Research will attend the next meeting of the committee to share information about a new self-assessment tool called WATER.

## **ACTION**

### **A. Rules Committee Proposed Amendments to CRLJ 41**

The Board moved, seconded, and passed a vote (M/S/P) to submit the proposed amendments to CRLJ 41, IRLJ 2.6 and CRLJ 56 (Action items A, B and C) to the Supreme Court Rules Committee.

### **B. Rules Committee Proposed Amendments to IRLJ 2.6**

The Board moved, seconded, and passed a vote (M/S/P) to submit the proposed amendments to CRLJ 41, IRLJ 2.6 and CRLJ 56 (Action items A, B and C) to the Supreme Court Rules Committee.

### **C. Rules Committee Proposed Amendments to CRLJ 56**

The Board moved, seconded, and passed a vote (M/S/P) to submit the proposed amendments to CRLJ 41, IRLJ 2.6 and CRLJ 56 (Action items A, B and C) to the Supreme Court Rules Committee.

## DISCUSSION

### **A. DMCJA Dues Percentage Breakdown – Judge Jeffrey Goodwin**

Judge Goodwin explained that the Reserves Committee has been discussing how best to approach budget decisions and potential changes to DMCJA's accounting. Judge Goodwin and Tracy Dugas recently met with Dino Traverso, DMCJA's CPA, to discuss best practices. Judge Goodwin will be recommending that the Association switch to an accrual-based accounting system, and that we move to an invoicing structure for dues where one invoice is sent to each court. Judge Goodwin will also be suggesting that the name and charges of the Reserves Committee be changed to more accurately reflect the work of the committee. Judge Goodwin will draft an updated dues policy and the Reserves Committee will submit a list of recommendations to the Board for consideration at the October meeting.

### **B. Budget Reserves Discussion - Judge Jeffrey Goodwin**

This item was discussed under Discussion item A.

### **C. Special Funds Assessment Discussion – Judge Karl Williams & Judge Anita Crawford-Willis**

This item was not discussed.

### **D. Renaming Conference Planning Committee**

Discussion was tabled on this item due to the committee chair not being present.

### **E. Memo from Fellow Judges Workgroup – Judge Charles Short, Judge Kevin Ringus**

Judge Short provided some background information about why this workgroup was formed, to try and be more inclusive of tribal court judges. In the memo provided in the materials, the workgroup recommends that the DMCJA increase the use of the Tribal State Court Consortium (TSCC) listserv to better communicate with tribal judges, actively encourage members to participate in consortium events, and push for DMCJA members to attend TSCC regional meetings. The workgroup also recommends that DMCJA staff forward DMCJA events to the TSCC listserv, and that tribal judges are invited to participate in DMCJA Board meetings (perhaps through a liaison position to the DMCJA Board) or joint events at Spring Program. Judge Smith thanked the workgroup for their work and the recommendations provided.

### **F. Courts Helping Courts/Judicial Leadership Development Workgroup Update – Judge Rebecca Robertson**

Judge Robertson noted that the workgroup has not met recently so she hopes to have more of an update at the next meeting, however at the first workgroup meeting they discussed potential rule changes for what is required of judicial officers, including more education and mentorship for new judges.

## INFORMATION ITEMS

### OTHER BUSINESS

A. Attendee Information Sharing

B. The next DMCJA Board meeting is scheduled for Friday, October 13, 2023 12:30 p.m. to 3:30 p.m. via Zoom

The meeting was adjourned at 3:26pm.