



**DISTRICT AND MUNICIPAL  
COURT JUDGES' ASSOCIATION**

***BOARD MEETING***

**December 1, 2023**

**Via Zoom Videoconference**

# DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION SCHEDULE OF BOARD MEETINGS

## 2023-2024

<i>DATE</i>	<i>TIME</i>	<i>MEETING LOCATION*</i>
<b>Friday, July 14, 2023</b> <b>** Cancelled **</b>	12:30 – 3:30 p.m.	ZOOM Video Conference
<b>Friday, Aug 11, 2023</b>	12:30 – 3:30 p.m.	ZOOM Video Conference
<b>Wed., September 20, 2023</b>	12:30 – 3:30 p.m.	Tulalip Resort, Tulalip, WA After Fall Conference Adjourns
<b>Friday, Oct 13, 2023</b>	12:30 – 3:30 p.m.	Zoom Video Conference
<b>Friday, Nov 3, 2023</b>	12:30 – 3:30 p.m.	ZOOM Video Conference
<b>Friday, Dec 1, 2023</b>	12:30 – 3:30 p.m.	Zoom Video Conference
<b>Friday, Jan 12, 2024</b>	12:30 – 3:30 p.m.	ZOOM Video Conference
<b>Friday, Feb 9, 2024</b>	12:30 – 3:30 p.m.	ZOOM Video Conference
<b>Friday, March 8, 2024</b>	12:30 – 3:30 p.m.	ZOOM Video Conference
<b>Friday, April 12, 2024</b>	12:30 – 3:30 p.m.	ZOOM Video Conference
<b>May 3-5 2024</b>	1:00 p.m. – 11:00 a.m.	Board Retreat Location: Port Ludlow, WA
<b>Friday, May 10, 2024</b>	12:30 – 3:30 p.m.	ZOOM Video Conference
<b>June 2024</b>	TBD	Board Meeting @ Annual Business Meeting Location: Tulalip, WA

AOC Staff: Stephanie Oyler

***\*All meeting locations are subject to change, with notice to members***

Updated: November 13, 2023

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**DMCJA BOARD MEETING  
FRIDAY, DECEMBER 1, 2023  
12:30 PM – 3:30 PM  
VIA ZOOM VIDEOCONFERENCE**

**PRESIDENT-ELECT KARL WILLIAMS**

<b>AGENDA</b>		<b>PAGE</b>
<b>1. Presentation</b>	A. Ted Talk: <a href="#">Andrea Boyles: The socialization and comfortableness of microaggressions   Andrea Boyles   TEDxLindenwoodU   TED Talk</a>	
<b>2. General Business</b>	A. Minutes for October 13, 2023 and November 3, 2023 B. Treasurer Report for October 2023 – Judge Jeffrey Goodwin C. Special Fund Report for October 2023 – Judge Anita Crawford-Willis	1 11
<b>3. Liaison Reports</b>	A. Superior Court Judges’ Association ( <b>SCJA</b> ) – Judge Kristin Ferrera, President-Elect B. District and Municipal Court Management Association ( <b>DMCMA</b> ) – Trish Kinlow, President C. Misdemeanant Probation Association ( <b>MPA</b> ) – Meagan Terlep-Boxley, Representative D. Washington State Association for Justice ( <b>WSAJ</b> ) – Mark O’Halloran E. Washington State Bar Association ( <b>WSBA</b> ) – Dan Clark F. Administrative Office of the Courts ( <b>AOC</b> ) – Dawn Marie Rubio, State Court Administrator G. Board for Judicial Administration ( <b>BJA</b> ) – Judge Tam Bui, Judge John H. Hart, Judge Mary Logan, Judge Rebecca Robertson H. Judicial Information System Update ( <b>JIS</b> ) – Dexter Mejia, Court Services Division Associate Director, AOC	25
<b>4. Standing Committee Reports</b>	A. Bylaws Committee Report – Judge Kristian Hedine B. Diversity Committee Report – Judge Willie Gregory C. DOL Liaison Committee Report – Judge Angelle Gerl D. Education Committee Report – Judge John H. Hart E. Judicial Assistance Services Program (JASP) – Judge Mary Logan F. Legislative Committee Report – Judge Kevin G. Ringus and Judge Whitney Rivera G. Public Outreach Committee Report – Judge Michelle K. Gehlsen and Judge Beth Fraser H. Rules Committee Report – Judge Catherine McDowall and Judge Wade Samuelson I. Therapeutic Courts Committee Report – Judge Fred Gillings and Judge Jenifer Howson	27
<b>5. Action Items</b>	A.	

<p><b>6. Discussion Items</b></p> <p>A. Update on financial institution transfer and naming of officers/signors on the new accounts</p>	
<p><b>7. Information Items</b></p> <p>A. DMCJA President's appointments to the DMCJA Nominating Committee pursuant to DMCJA Bylaws, Art. IX, Sec. 2(a)(2)</p>	28
<p><b>8. Other Business</b></p> <p>A. Attendee Information Sharing</p> <p>B. The next DMCJA Board meeting is scheduled for Friday, January 12, 2024 from 12:30 p.m. to 3:30 p.m. via Zoom Videoconference</p>	
<p><b>9. Adjourn</b></p>	



**DMCJA Board of Governors Meeting**  
**FRIDAY, OCTOBER 13, 2023**  
**12:30 PM – 3:30 PM**  
**VIA ZOOM VIDEO CONFERENCE**

**MEETING MINUTES**

**Members Present:**

Judge Jeffrey Smith, Chair  
Judge Anita Crawford-Willis  
Commissioner Patrick Eason  
Judge Michael Frans  
Judge Michelle Gehlsen  
Judge Jessica Giner  
Judge Jeffrey D. Goodwin  
Judge Rick Leo  
Judge Catherine McDowall  
Judge Lloyd Oaks  
Judge Whitney Rivera  
Judge Karl Williams  
Judge Tam Bui, BJA Representative

**Members Absent:**

Judge Angelle Gerl  
Judge Carolyn M. Jewett  
Judge Mary Logan, BJA Representative  
Judge John H. Hart, BJA Representative  
Judge Rebecca Robertson, BJA Representative

**Guests:**

Judge Kristin Ferrera, SCJA Representative  
Judge Jenifer Howson, Therapeutic Courts Committee Co-Chair  
Judge Kevin Ringus, Legislative Committee Co-Chair  
Judge Wade Samuelson, Rules Committee Co-Chair  
Jennifer Crossen, MPA Representative  
Melissa Johnson, Lobbyist  
LaTricia Kinlow, DMCMA Representative

**AOC Staff:**

Stephanie Oyler, Primary DMCJA Staff  
Antoinette Bonsignore, DMCJA Policy Analyst  
Tracy Dugas, DMCJA Staff, via Zoom  
Brenden Higashi, PhD., DMCJA Policy Analyst  
Natasha Johnson, Legal Services Senior Analyst  
Dexter Mejia, Associate Dir., Court Services Div.

**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 12:35 p.m.

**PRESENTATION**

The Board watched a TED Talk by Caprice Hollins – [What white people can do to move race conversations forward](#) and briefly discussed their impressions. Judge Bui noted that the challenge is how to react when people are saying things that are culturally insensitive. Judge Oaks remarked that he would like to see tools for how to address this issue. Judge Smith responded that the intention behind showing these TED Talks is to begin normalizing having open conversations about race and racism.

**GENERAL BUSINESS**

**A. Minutes**

The minutes from the September 20, 2023 meeting were previously distributed to the members. Judge Smith asked if there were any changes that needed to be made to the minutes. There being no changes, the minutes were approved by consensus.

**B. Treasurer Report for September 2023**

Treasurer Judge Jeffrey Goodwin presented the treasurer report.

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

Special Fund Custodian Judge Anita Crawford-Willis presented the special funds report. Judge Williams provided details about the status of outstanding special funds dues.

**LIAISON REPORTS**

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

SCJA President-Elect Kristin Ferrera remarked that she really appreciated the TED Talk shown at the beginning of the meeting today, and that one of the tools she would find helpful is getting perspectives from litigants who felt they were well heard in court. Judge Ferrera reported that SCJA will be holding their first Legislative Committee meeting at the beginning of December, and that it would be helpful for her to receive a list of DMCJA legislative priorities so that SCJA can review them and potentially support the DMCJA initiatives. SCJA is currently discussing whether to establish an anti-harassment policy, including what the procedures might be, and a process for complaints and investigations. SCJA's top legislative priorities for 2024 will include juvenile justice, and they have been meeting with stakeholders on this issue. She expects to have more to report after the December meeting.

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

DMCMA President Trish Kinlow reported that the CLJ Summit with DMCJA, DMCMA, and MPA is coming up on October 27 and asked those in attendance to register if they have been invited. DMCMA is interested in pursuing a statewide salary survey to provide courts with tools and information for when they need to approach the executive branch for salary discussions. In addition, DMCMA hopes to implement a statewide court continuity of operations plan. Trish reported that DMCMA is currently restructuring their mentorship program, and moving away from regional trainings because most trainings are now offered online. Trish also commented that DMCMA would like for AOC to restructure the Court Staffing Needs report because it is inaccurate, as it does not take all process into account.

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

Representative Jennifer Crossen reported that they recently had 30 graduates from the MPA academy, and she thanked the DMCJA for their support. The national MPA winter training will be held in Seattle in February. She stated that the DMCJA was recently trying to find ways for courts to more impactfully use the funds given in the recent Therapeutic Courts funding. She finds incentives to be very important and hopes that the DMCJA would consider incentives in the next funding package. She requested that DMCJA include MPA in their discussions regarding funding packages concerning Therapeutic Courts.

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

Representative Mark O'Halloran was not present.

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

Representative Dan Clark was not present. He will be unable to attend until the December meeting.

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

State Court Administrator Dawn Marie Rubio was not present.

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

Representative Bui reported that the Court Education Committee will be encouraging education programs to utilize live streaming to provide access to more individuals. The live streaming that was offered for a portion of the Annual Fall Conference was successful.

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

Dexter Mejia, AOC Associate Director of the Court Services Division, reported that Pierce County District Court and Fircrest/Ruston Municipal Court have requested a delay in joining the CLJ-CMS pilot project, as they still have some processes they need to finalize with local justice partners. Dexter noted that he has heard requests for more live in-person trainings, but they've been receiving great feedback from the pilot courts about the implementation process. They will be working on a communication and outreach plan to begin sharing lessons learned and adjusting how the project team shares information with the courts, as it was a challenge for pilot courts to fully understand how the new system would work and what would need to be adjusted without seeing the actual program. In addition, Dexter reported that the integration platform project is progressing through the procurement process, with many questions submitted by vendors during the Q&A period that ended last week. The decision was made to grant an extension of the proposal submission deadline to ensure maximum participation from the vendor community, so the deadline for proposals will now be November 3. The top ranked vendors will be notified on December 4, and interviews will be scheduled for mid to late December. The team hopes to announce the apparent successful vendor on January 2. There is not currently a project start date because AOC will need to work with the successful vendor and the pilot system vendor (OCourt) to determine the timeline.

### **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 was not present.

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

Judge John H. Hart was not present.

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

Judge Mary Logan was not present.

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

Judge Kevin Ringus reported that many Legislative Committee members participated in the Public Outreach Committee event, You've Been Served. Melissa Johnson, DMCJA Lobbyist, has been coordinating various meetings with legislators and stakeholders, to discuss the incompetency terms proposal. Judge Ringus thanked Melissa for all of her work on behalf of DMCJA. A brief overview of the work of the committee is also available in the meeting materials today.

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

Judge Michelle K. Gehlsen reported that the Public Outreach Committee met last week, and that the second annual You've Been Served: A Courthouse Dialogue event was held on September 27. This year there were 13 participating courthouses, most with both district and municipal court judicial officers in attendance, and 24 legislators or their staff in attendance. Judge Gehlsen noted that this has been a very successful event, with some legislators choosing to attend both years. A survey of participants was conducted, with overall very positive comments in response, but participants did express wanting more time for discussion. Melissa Johnson remarked that You've Been Served is a great event to get many legislators together with their constituent judicial officers, and that legislators have enjoyed the in-person collaboration. Judge Gehlsen thanked the judicial officers in this meeting who hosted an event

at their courthouse. In addition, the Public Outreach Committee is working on the Law Day event in May, and will be holding monthly brown bag lunches for courthouses wanting assistance with planning their events. The Committee also manages the DMCJA Facebook page, and Judge Gehlsen asked that those who have Facebook find the DMCJA page and follow it, as all messaging on the page is very positive.

#### **H. Rules Committee**

Judge Catherine McDowall reported that the Rules Committee is currently gathering feedback from DMCJA members on any difficulties they are experiencing in implementing the new CrRLJ 7.6. The Committee will be discussing at their next meeting whether it makes more sense to host an open house to help courts interpret the rule, versus continuing to propose changes to the rule that will likely be denied by the Supreme Court Rules Committee. In addition, the Committee is waiting to see the published rules that were submitted by the Remote Proceedings Workgroup, to determine if they will submit comments.

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

Judge Jenifer Howson reported that her courthouse participated in You've Been Served and it was a wonderful event. Judge Howson shared that Therapeutic Courts Committee recently received a presentation from Tessa Clements, Behavioral Health Supervisor at AOC, on the new therapeutic court funding and they will have an additional discussion about the WATER self-assessment at an upcoming meeting. Judge Howson reported that the Relicensing Subcommittee is currently putting together a template to help judges with their relicensing programs, plus links to resources, and they expect to have a draft prepared in the next few weeks.

### **ACTION**

#### **A. Legislative Committee Proposal as Submitted in Memorandum for 2024 Session**

The Board moved, seconded, and passed a vote (M/S/P) to approve the proposal from the Legislative Committee.

#### **B. Renaming the Reserves Committee, Updating Committee Charges and adding the Committee to the DMCJA Bylaws**

M/S/P to refer this issue, renaming the Reserves Committee and updating its charges, and adding the Committee to the DMCJA bylaws, to the Bylaws Committee for the drafting of language for consideration at the DMCJA Annual Meeting in Spring, 2024. The memo from Judge Goodwin shall be included in the referral to Bylaws to provide additional background and recommendations.

#### **C. Dues Policy**

M/S/P to adopt the Dues Policy as written, including new dues percentage breakdowns, as available in the meeting packet.

### **DISCUSSION**

#### **A. Proposal from Legislative Committee re: Modernizing Competency Language**

Judge Ringus provided an overview of the DMCJA legislative proposal process and shared that from all the proposals submitted this year, the Committee has narrowed down the recommendations to one – the incompetency terms proposal from Judge Finkle. The proposal requests that the term “incompetency” is replaced with “inability to proceed” and within the definition of incompetency, the terms “mental disease or defect” be changed to “mental disorder.” The Legislative Committee is now



asking the DMCJA Board to officially approve this proposal so that the committee can begin working with legislators to draft a bill.

M/S/P to move this item to Action today.

**B. Recommendations from Reserves Committee**

Judge Goodwin shared that DMCJA will be moving to an accrual-based accounting system, and that the Reserves Committee is making several recommendations to the Board regarding changes they feel need to be implemented. A memo from Judge Karl Williams, Reserves Committee Chair, and additional documentation is available in the meeting materials today. Judge Goodwin noted that some of the recommendations can be implemented without a vote, but some will require action, including the proposed new dues policy. One item that requires additional research is changing banking institutions, so Judge Goodwin will present more information on the bank options at the next meeting of the Board.

M/S/P to move this item to Action today.

**INFORMATION ITEMS**

Judge Smith brought the following informational items to the Board’s attention:

- A. 2024 Judicial Institute Clinic Announcement and Application
- B. DMCJA Webinar – Protection Orders Made Easy
- C. Operation Safe Arrival Intro Letter

**OTHER BUSINESS**

- A. Attendee Information Sharing
- B. The next DMCJA Board meeting is scheduled for Friday, November 3, 2023 12:30 p.m. to 3:30 p.m. via Zoom

The meeting was adjourned at 2:56 p.m.



**DMCJA Board of Governors Meeting**  
**FRIDAY, NOVEMBER 3, 2023**  
**12:30 PM – 3:30 PM**  
**VIA ZOOM VIDEO CONFERENCE**

**MEETING MINUTES**

**Members Present:**

Judge Jeffrey Smith, Chair  
Commissioner Patrick Eason  
Judge Michael Frans  
Judge Michelle Gehlsen  
Judge Angelle Gerl  
Judge Jessica Giner  
Judge Jeffrey D. Goodwin  
Judge Carolyn M. Jewett  
Judge Rick Leo  
Judge Catherine McDowall  
Judge Lloyd Oaks  
Judge Whitney Rivera  
Judge Karl Williams  
Judge Tam Bui, BJA Representative  
Judge John H. Hart, BJA Representative  
Judge Mary Logan, BJA Representative  
Judge Rebecca Robertson, BJA Representative

**Guests:**

Judge Kristin Ferrera, SCJA Representative  
Judge Karama Hawkins Calloway  
Judge Kristian Hedine, Bylaws Committee Chair  
Judge Rhonda Laumann, Conference Planning Committee Chair  
Judge Catherine McDowall, Rules Committee Co-Chair  
Mark O'Halloran, WSAJ Representative  
Frankie Peters, DMCMA Representative  
Meagan Terlep-Boxley, MPA Representative

**AOC Staff:**

Stephanie Oyler, Primary DMCJA Primary Staff  
Antoinette Bonsignore, DMCJA Policy Analyst  
Brenden Higashi, PhD., DMCJA Policy Analyst  
Dexter Mejia, Associate Dir., Court Services Div.

**Members Absent:**

Judge Anita Crawford-Willis

**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**

TED Talk: [Vernā Myers: How to overcome our biases? Walk boldly toward them | TED Talk](#)

A discussion ensued regarding the content of the TED Talk.

**GENERAL BUSINESS**

Judge Smith provided an overview of the recent Courts of Limited Jurisdiction Summit joint event with the District and Municipal Court Management Association and the Misdemeanant Probation Association that occurred on October 27, 2024.

**A. Minutes**

The minutes from the October 13, 2023 meeting were previously distributed to the members. Judge Smith mentioned the minutes were in the packet but there was no call for corrections so the minutes for October will be included in the December meeting packet for review.

## LIAISON REPORTS

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

SCJA President-Elect Kristin Ferrera reported that a group of SCJA judges recently participated in a juvenile justice summit with stakeholders, with the goal of building relationships as part of a larger plan they are developing to improve juvenile justice. Judge Ferrera did receive an overview of DMCJA's legislative proposal for 2024 and will be requesting that it be included on the SCJA Legislative Committee agenda for their kickoff meeting on December 1. SCJA is also solidifying plans for their spring conference, where they are hoping to have more nuts and bolts education, particularly on recent statute changes.

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

DMCMA President-Elect Frankie Peters reported that the CLJ Summit, previously mentioned by Judge Smith, went very well and it was meaningful to have all three associations present in one discussion. Frankie noted that there were some difficult topics covered during the discussion. Judge Smith responded that he was glad that tough conversations were had, as it will ultimately improve collaboration between the associations.

### C. Misdemeanant Probation Association (MPA)

Representative Meagan Terlep-Boxley reported that MPA was grateful to be invited to the CLJ Summit, and although she was not able to attend herself, she received reports that everyone left the event feeling very positive about how the conversations will proceed. Meagan reminded the Board that the American Probation and Parole Association Winter Institute and Executive Summit will be held in Seattle this year in February, and registration for both events is open now with some spots for judges still available. The 2024 MPA conference will be held in Vancouver, WA.

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

Representative Mark O'Halloran reported that WSAJ has winter conference coming up in November and the Chief Justice will be attending as a speaker.

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

Representative Dan Clark was not present. He will be unable to attend until the December meeting.

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

State Court Administrator Dawn Marie Rubio was not present.

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

Representative Judge Robertson reported that she had nothing to report for the Policy and Action Committee. Judge Bui also reported nothing to report for Court Education Committee.

### H. Judicial Information System (JIS)

Dexter Mejia, AOC Associate Director of the Court Services Division, reported that Tacoma Municipal Court is now live with the new Enterprise Justice court management system. Dexter noted that there have been many lessons learned already with the pilot project, and in the future they will hold regional town halls, more stakeholder collaboration, and system demonstration events. More information about the progress of the pilot project, and the integration platform project, are available in the materials today. Dexter noted that a new member of his team, Alex MacBain, will be attending the DMCJA Board meetings starting in December.

## **STANDING COMMITTEE REPORTS**

### **A. Bylaws Committee**

Judge Kristian Hedine was not present.

### **B. Diversity Committee**

Judge Willie Gregory was not present. Judge Gehlsen mentioned that the Diversity Committee recently had a speaker that was appreciated, and Dr. Higashi noted that the speaker provided an overview of homeless rights and the committee also discussed potential programming for the DMCJA spring conference.

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

Judge Angelle Gerl reported that the committee most recently met on September 11 and they will meet again on November 6. Currently the committee is working on a template for relicensing, updates from DOL, and discussing a DOL reinstatement letter and inability to pay.

### **D. Education Committee**

Judge John H. Hart reported that the DMCJA Education Committee recently held their retreat but he was unfortunately unable to attend at the last minute due to a trial. At the request of Judge Hart, Judge Smith announced that Spring Program will be held at the Tulalip Resort next year. Judge Hart noted that the CEC funded DMCJA's Spring Program at \$95,000 for 2024 versus \$82,000 for 2023, but costs are substantially higher now and include a requirement to live-stream the education events. The Committee will be transitioning to a more comprehensive curriculum, with nuts and bolts, judicial skills, fundamental knowledge, and substantive law being components. The survey conducted by the Committee showed that DMCJA members prefer this approach to a piecemeal event. Judge Hart also noted that the Committee will be re-focusing on the mentorship program, and that each judge should ideally both have a mentor and be a mentor to others.

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

Judge Mary Logan reported that JASP continues to work on the course regarding anger, and that JASP would like to have more of a presence during Spring Program.

### **F. Legislative Committee**

Judge Kevin Ringus reported that a written report is available in the packet. The Board decided last meeting to approve/adopt the legislative agenda for 2024, and the Committee will now transition into Executive Legislative Committee work. The Exec Leg Committee will meet every Monday morning beginning the first day of legislative session (January 8) to discuss bills and issues. Judge Ringus reminded the Board that DMCJA's Legislative Day will be held on January 31 in 2024 and to please register when registration is available.

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

Judge Michelle K. Gehlsen reported that the last meeting was on October 10 so there is nothing new to report at this time. The next Committee meeting will be held on December 12.

#### **H. Rules Committee**

Judge Catherine McDowall reported that Rules Committee met last month and a big topic of discussion was the ongoing issues with CrRLJ 7.6. The Committee requested input via a survey to DMCJA membership, and decided to hold a webinar to try and address issues courts are experiencing, but Judge Samuelson quickly realized when attempting an outline of the webinar that no broad education will help because the issues are too specific to each court. Instead, the Committee will be offering itself as a resource to courts who need assistance in complying with the problematic sections.

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

Judge Jenifer Howson was not present.

### **ACTION**

#### **A. Refer “Conference Planning Committee” Name Change to Bylaws Committee for Drafting of Language**

The Board moved, seconded, and passed a vote (M/S/P) to refer the Conference Planning Committee name change to the Bylaws Committee for drafting of language to be presented to the Board for approval.

#### **B. Changing Bank Accounts**

M/S/P to allow the Executive Committee (Board Officers) to make the final decision on which banking institutions that DMCJA will utilize going forward.

### **DISCUSSION**

#### **A. Changing bank accounts**

Judge Goodwin reported that he believes it is in the best interest of the Association to change banking institutions. The current main bank, Bank of America, requires all officers to be present in person to make changes to the officers on the account, and is difficult to work with when trying to make other account changes. Customer service from BoA is also lacking, and staff/the bookkeeper have found them difficult to work with. Judge Goodwin noted that there are a lot of factors to consider when picking a new bank, and that he will continue to work with the bookkeeper and staff to make sure that the process at a new banking institution would work well for everyone. Judge Goodwin suggested that changing banks should occur prior to dues notices being sent this year, so that new dues payments could be processed by the new bank. Due to the short timeframe, he requested that the DMCJA Board Officers be allowed to make a final determination on which bank to go with once more information is provided by the candidates.

M/S/P to move this item to Action today.

### **INFORMATION ITEMS**

Judge Smith brought the following informational items to the Board’s attention:

- A. Tribal State Court Consortium (TSCC) Annual Meeting September 17, 2023 Summary
- B. 2024 Judicial Branch Supplemental Budget Request
- C. New Behavioral Health Team Therapeutic Courts Website

**OTHER BUSINESS**

A. Attendee Information Sharing

Judge Jewett thanked the Public Outreach Committee for holding brown bag lunches for the Law Day event and for their assistance in providing ideas for courts to hold their own events.

B. The next DMCJA Board meeting is scheduled for Friday, December 1, 2023 12:30 p.m. to 3:30 p.m. via Zoom

The meeting was adjourned at 2:24 p.m.

**Christina E Huwe**  
**Pierce County Bookkeeping**  
1504 58<sup>th</sup> Way SE  
Auburn, WA 98092  
Phone (360) 710-5937  
E-Mail: piercecountybookkeeping@outlook.com

SUMMARY OF REPORTS

**WASHINGTON STATE  
DISTRICT AND MUNICIPAL COURT JUDGES'  
ASSOCIATION**

For the Period Ending October 31st, 2023

Please find attached the following reports

for you to review:

- Statement of Financial Position
- Monthly Statement of Activities.
- Bank Reconciliation Reports
- Transaction Detail Report (year-to-date)
- Special Fund Bank Statement
- Current Budget Balance
- Prior Budget Balance

Please contact me if you have any questions regarding the attached.

**PLEASE BE SURE TO KEEP FOR YOUR RECORDS**

**Washington State District And Municipal Court Judges Assoc.**  
**Statement of Financial Position**  
As of October 31, 2023

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	Oct 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of America - Checking	15,664
Bank of America - Savings	224,988
Washington Federal (Spec Fund)	40,855
<b>Total Checking/Savings</b>	281,507
<b>Total Current Assets</b>	281,507
<b>Fixed Assets</b>	
Accumulated Depreciation	(703)
Computer Equipment	579
<b>Total Fixed Assets</b>	(124)
<b>Other Assets</b>	
Prepaid Expenses	(10,000)
<b>Total Other Assets</b>	(10,000)
<b>TOTAL ASSETS</b>	<b>271,382</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Credit Cards	
Bank of America C. C.	(245)
<b>Total Credit Cards</b>	(245)
<b>Total Credit Cards</b>	(245)
<b>Total Current Liabilities</b>	(245)
<b>Total Liabilities</b>	(245)
<b>Equity</b>	271,628
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>271,382</b>



**Washington State District And Municipal Court Judges Assoc.**  
**Statement of Activities**  
For the Four Months Ending October 31st, 2023

	Jul 23	Aug 23	Sep 23	Oct 23	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
2023 Special Fund	100.00	75.00	0.00	0.00	175.00
Interest Income	37.63	36.63	35.22	36.42	145.90
<b>Total Income</b>	137.63	111.63	35.22	36.42	320.90
<b>Gross Profit</b>	137.63	111.63	35.22	36.42	320.90
<b>Expense</b>					
Contract Grant Writer	2,755.00	6,923.75	4,060.00	1,885.00	15,623.75
President's - Special Fund	0.00	0.00	99.62	0.00	99.62
Prior Year Budget Expense	3,012.28	316.00	0.00	(7,500.00)	(4,171.72)
Bookkeeping Expense	318.00	318.00	318.00	318.00	1,272.00
Judicial Assistance Committee	0.00	0.00	0.00	3,650.00	3,650.00
Judicial College Social Support	2,000.00	0.00	0.00	0.00	2,000.00
Lobbyist Contract	12,000.00	6,000.00	6,000.00	6,000.00	30,000.00
Lobbyist Expenses	374.22	0.00	0.00	0.00	374.22
Pro Tempore (Chair Approval)	443.78	116.29	276.00	0.00	836.07
Professional Services	0.00	0.00	0.00	850.00	850.00
Public Outreach (ad hoc workgrp)	0.00	0.00	0.00	2,205.03	2,205.03
Treasurer Expense and Bonds	0.00	0.00	160.00	0.00	160.00
<b>Total Expense</b>	20,903.28	13,674.04	10,913.62	7,408.03	52,898.97
<b>Net Ordinary Income</b>	(20,765.65)	(13,562.41)	(10,878.40)	(7,371.61)	(52,578.07)
<b>Net Income</b>	<u>(20,765.65)</u>	<u>(13,562.41)</u>	<u>(10,878.40)</u>	<u>(7,371.61)</u>	<u>(52,578.07)</u>

## Washington State District And Municipal Court Judges Assoc.

## Reconciliation Detail

Bank of America - Checking, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						21,187.21
<b>Cleared Transactions</b>						
<b>Checks and Payments - 18 items</b>						
Check	10/03/2023		Susanna Neil Kanth...	X	-2,400.00	-2,400.00
Check	10/09/2023		Dino W Traverso, P...	X	-850.00	-3,250.00
Check	10/12/2023		Pierce County Book...	X	-318.00	-3,568.00
Check	10/13/2023		Susan M. McCurry	X	-750.00	-4,318.00
Check	10/15/2023		Bogard & Johnson, ...	X	-6,000.00	-10,318.00
Check	10/18/2023		Jennifer M. Azure	X	-346.48	-10,664.48
Check	10/18/2023		Skagit County Distri...	X	-334.11	-10,998.59
Check	10/18/2023		Seattle Municipal Co...	X	-300.00	-11,298.59
Check	10/18/2023		City of Everett	X	-210.35	-11,508.94
Check	10/18/2023		William H. Hawkins	X	-201.63	-11,710.57
Check	10/18/2023		Tacoma Municipal C...	X	-185.49	-11,896.06
Check	10/18/2023		Jeffery Smith	X	-177.05	-12,073.11
Check	10/18/2023		King County District ...	X	-121.94	-12,195.05
Check	10/18/2023		Shelton Municipal C...	X	-114.72	-12,309.77
Check	10/18/2023		Kelley Olwell	X	-90.12	-12,399.89
Check	10/18/2023		King County District ...	X	-87.10	-12,486.99
Check	10/18/2023		Lisa O'Toole	X	-36.04	-12,523.03
Check	10/20/2023		Susanna Neil Kanth...	X	-1,000.00	-13,523.03
Total Checks and Payments					-13,523.03	-13,523.03
<b>Deposits and Credits - 1 item</b>						
Deposit	10/02/2023			X	8,000.00	8,000.00
Total Deposits and Credits					8,000.00	8,000.00
Total Cleared Transactions					-5,523.03	-5,523.03
Cleared Balance					-5,523.03	15,664.18
Register Balance as of 10/31/2023					-5,523.03	15,664.18
<b>New Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	11/01/2023		Collaborative Partne...		-2,573.75	-2,573.75
Check	11/01/2023		King County District ...		-489.80	-3,063.55
Check	11/01/2023		King County District ...		-244.90	-3,308.45
Check	11/01/2023		King County District ...		-244.90	-3,553.35
Total Checks and Payments					-3,553.35	-3,553.35
Total New Transactions					-3,553.35	-3,553.35
<b>Ending Balance</b>					<b>-9,076.38</b>	<b>12,110.83</b>

**Washington State District And Municipal Court Judges Assoc.**

**Reconciliation Detail**

**Bank of America - Savings, Period Ending 10/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						224,986.04
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	10/31/2023			X	1.91	1.91
Total Deposits and Credits					1.91	1.91
Total Cleared Transactions					1.91	1.91
Cleared Balance					1.91	224,987.95
Register Balance as of 10/31/2023					1.91	224,987.95
<b>Ending Balance</b>					<b>1.91</b>	<b>224,987.95</b>

**Washington State District And Municipal Court Judges Assoc.**  
**Transaction Detail by Account**  
**July through October 2023**

Type	Date	Name	Memo	Amount	Balance
<b>Bank of America - Checking</b>					
Check	07/05/2023	Collaborative Partners Initiati...		(2,972.50)	(2,972.50)
Check	07/06/2023	Judicial Conf. Registrar		(2,000.00)	(4,972.50)
Check	07/16/2023	Collaborative Partners Initiati...		(2,755.00)	(7,727.50)
Transfer	07/16/2023		Funds Transfer	10,000.00	2,272.50
Check	07/25/2023	Bogard & Johnson, LLC		(414.00)	1,858.50
Check	07/26/2023	City of Puyallup		(195.00)	1,663.50
Check	07/26/2023	Grays Harbor District Court		(248.78)	1,414.72
Deposit	07/31/2023		Deposit	1,268.00	2,682.72
General...	07/31/2023		Check not cashed	554.57	3,237.29
Check	07/31/2023	Bogard & Johnson, LLC	June	(6,000.00)	(2,762.71)
Check	07/31/2023	Bogard & Johnson, LLC	July	(6,000.00)	(8,762.71)
Check	07/31/2023	Pierce County Bookkeeping		(318.00)	(9,080.71)
Deposit	08/02/2023		Contribution for Spring Co...	2,500.00	(6,580.71)
Check	08/03/2023	Collaborative Partners Initiati...		(2,102.50)	(8,683.21)
Transfer	08/04/2023		Funds Transfer	20,000.00	11,316.79
Check	08/10/2023	Snohomish County District C...		(420.00)	10,896.79
Check	08/10/2023	Tam Bui		(134.57)	10,762.22
Check	08/11/2023	Superior Court Judges Asso...		(4,316.00)	6,446.22
Check	08/11/2023	Pierce County Bookkeeping		(318.00)	6,128.22
Check	08/11/2023	Susanna Neil Kanther-Raz		(1,000.00)	5,128.22
Check	08/15/2023	Bogard & Johnson, LLC	August	(6,000.00)	(871.78)
Transfer	08/16/2023		Funds Transfer	5,000.00	4,128.22
Check	08/16/2023	Collaborative Partners Initiati...		(4,821.25)	(693.03)
Check	08/23/2023	Grays Harbor District Court		(116.29)	(809.32)
Deposit	08/28/2023		Deposit	2,500.00	1,690.68
Transfer	08/28/2023		Funds Transfer	10,000.00	11,690.68
Deposit	09/05/2023		Deposit	10,000.00	21,690.68
Check	09/05/2023	Collaborative Partners Initiati...		(1,450.00)	20,240.68
Check	09/15/2023	Bogard & Johnson, LLC	August	(6,000.00)	14,240.68
Check	09/15/2023	Pierce County Bookkeeping		(318.00)	13,922.68
Check	09/20/2023	Yakima County		(276.00)	13,646.68
Deposit	10/02/2023		Deposit	8,000.00	21,646.68
Check	10/03/2023	Susanna Neil Kanther-Raz		(2,400.00)	19,246.68
Check	10/09/2023	Dino W Traverso, PLLC		(850.00)	18,396.68
Check	10/12/2023	Pierce County Bookkeeping		(318.00)	18,078.68
Check	10/13/2023	Susan M. McCurry		(750.00)	17,328.68
Check	10/15/2023	Bogard & Johnson, LLC		(6,000.00)	11,328.68
Check	10/18/2023	Jennifer M. Azure		(346.48)	10,982.20
Check	10/18/2023	City of Everett		(210.35)	10,771.85
Check	10/18/2023	William H. Hawkins		(201.63)	10,570.22
Check	10/18/2023	King County District Court		(121.94)	10,448.28
Check	10/18/2023	Jeffery Smith	9-27-23 Public Outreach -...	(177.05)	10,271.23
Check	10/18/2023	Kelley Olwell	9-27-23 Public Outreach -...	(90.12)	10,181.11
Check	10/18/2023	Skagit County District Court	9-27-23 Public Outreach -...	(334.11)	9,847.00
Check	10/18/2023	Shelton Municipal Court	9-27-23 Public Outreach -...	(114.72)	9,732.28
Check	10/18/2023	Seattle Municipal Court	9-27-23 Public Outreach -...	(300.00)	9,432.28
Check	10/18/2023	Tacoma Municipal Court	9-27-23 Public Outreach -...	(185.49)	9,246.79
Check	10/18/2023	King County District Court	9-27-23 Public Outreach -...	(87.10)	9,159.69
Check	10/18/2023	Lisa O'Toole	9-27-23 Public Outreach -...	(36.04)	9,123.65
Check	10/20/2023	Susanna Neil Kanther-Raz		(1,000.00)	8,123.65
Total Bank of America - Checking				8,123.65	8,123.65
<b>Bank of America - Savings</b>					
Transfer	07/16/2023		Funds Transfer	(10,000.00)	(10,000.00)
Deposit	07/31/2023		Interest	2.29	(9,997.71)
Transfer	08/04/2023		Funds Transfer	(20,000.00)	(29,997.71)
Transfer	08/16/2023		Funds Transfer	(5,000.00)	(34,997.71)
Transfer	08/16/2023		Funds Transfer	(5,000.00)	(39,997.71)
Transfer	08/28/2023		Funds Transfer	(10,000.00)	(49,997.71)
Deposit	08/31/2023		Interest	2.04	(49,995.67)
Deposit	09/30/2023		Interest	1.85	(49,993.82)
Deposit	10/31/2023		Interest	1.91	(49,991.91)
Total Bank of America - Savings				(49,991.91)	(49,991.91)

**Washington State District And Municipal Court Judges Assoc.**  
**Transaction Detail by Account**  
**July through October 2023**

Type	Date	Name	Memo	Amount	Balance
<b>Washington Federal (Spec Fund)</b>					
Deposit	07/31/2023		Deposit	100.00	100.00
Deposit	07/31/2023		Special President expense...	(1,228.00)	(1,128.00)
Deposit	07/31/2023		2023 refunded special dues	(40.00)	(1,168.00)
Deposit	07/31/2023		Interest	35.34	(1,132.66)
Deposit	08/28/2023		Deposit	75.00	(1,057.66)
Deposit	08/31/2023		Interest	34.59	(1,023.07)
Deposit	09/30/2023		Interest	33.37	(989.70)
Deposit	10/31/2023		Interest	34.51	(955.19)
Total Washington Federal (Spec Fund)				(955.19)	(955.19)
<b>Prepaid Expenses</b>					
Deposit	09/05/2023	Superior Court Judges Asso...	For the 2023-2024 budget ...	(10,000.00)	(10,000.00)
Total Prepaid Expenses				(10,000.00)	(10,000.00)
<b>Credit Cards</b>					
<b>Bank of America C. C.</b>					
Transfer	08/16/2023		Funds Transfer	5,000.00	5,000.00
Credit ...	09/04/2023	Washington State Secretary ...		(20.00)	4,980.00
Credit ...	09/20/2023	Collaborative Partners Initiati...		(1,305.00)	3,675.00
Credit ...	09/21/2023	Liberty Mutual Insurance		(140.00)	3,535.00
Credit ...	09/26/2023	All About Flowers		(99.62)	3,435.38
Credit ...	09/30/2023	Collaborative Partners Initiati...		(1,305.00)	2,130.38
Credit ...	10/12/2023	Collaborative Partners Initiati...		(1,885.00)	245.38
Total Bank of America C. C.				245.38	245.38
Total Credit Cards				245.38	245.38
<b>Due to Snohomish County Distric</b>					
General...	07/31/2023		Check not cashed	(420.00)	(420.00)
Check	08/10/2023	Snohomish County District C...	Reissue	420.00	0.00
Total Due to Snohomish County Distric				0.00	0.00
<b>Due to Tam T. Bui</b>					
General...	07/31/2023		Check not cashed	(134.57)	(134.57)
Check	08/10/2023	Tam Bui	Reissue	134.57	0.00
Total Due to Tam T. Bui				0.00	0.00
<b>2023 Special Fund</b>					
Deposit	07/31/2023	Todd George	Deposit	(25.00)	(25.00)
Deposit	07/31/2023	William Penoyar	Deposit	(25.00)	(50.00)
Deposit	07/31/2023	Anthony Castelda	Deposit	(25.00)	(75.00)
Deposit	07/31/2023	William J. Stewart	Deposit	(25.00)	(100.00)
Deposit	08/28/2023	Lorraine Rimson	Deposit	(25.00)	(125.00)
Deposit	08/28/2023	John Curry	Deposit	(25.00)	(150.00)
Deposit	08/28/2023	Michael Bobbink	Deposit	(25.00)	(175.00)
Total 2023 Special Fund				(175.00)	(175.00)
<b>Interest Income</b>					
Deposit	07/31/2023		Interest	(35.34)	(35.34)
Deposit	07/31/2023		Interest	(2.29)	(37.63)
Deposit	08/31/2023		Interest	(2.04)	(39.67)
Deposit	08/31/2023		Interest	(34.59)	(74.26)
Deposit	09/30/2023		Interest	(1.85)	(76.11)
Deposit	09/30/2023		Interest	(33.37)	(109.48)
Deposit	10/31/2023		Interest	(1.91)	(111.39)
Deposit	10/31/2023		Interest	(34.51)	(145.90)
Total Interest Income				(145.90)	(145.90)

**Washington State District And Municipal Court Judges Assoc.**  
**Transaction Detail by Account**  
**July through October 2023**

Type	Date	Name	Memo	Amount	Balance
<b>Contract Grant Writer</b>					
Check	07/16/2023	Collaborative Partners Initiati...	Invoice 1294	2,755.00	2,755.00
Check	08/03/2023	Collaborative Partners Initiati...	Invoice 1301	2,102.50	4,857.50
Check	08/16/2023	Collaborative Partners Initiati...	Invoice 1310	4,821.25	9,678.75
Check	09/05/2023	Collaborative Partners Initiati...	Invoice 1318	1,450.00	11,128.75
Credit ...	09/20/2023	Collaborative Partners Initiati...	Invoice 1330	1,305.00	12,433.75
Credit ...	09/30/2023	Collaborative Partners Initiati...	Invoice 1340	1,305.00	13,738.75
Credit ...	10/12/2023	Collaborative Partners Initiati...	Invoice 1349	1,885.00	15,623.75
Total Contract Grant Writer				15,623.75	15,623.75
<b>President's - Special Fund</b>					
Credit ...	09/26/2023	All About Flowers	Sympathy Flowers	99.62	99.62
Total President's - Special Fund				99.62	99.62
<b>Prior Year Budget Expense</b>					
Check	07/05/2023	Collaborative Partners Initiati...	Invoice 1287	2,972.50	2,972.50
Check	07/25/2023	Bogard & Johnson, LLC	Travel expense for June 2...	39.78	3,012.28
Deposit	08/02/2023	Superior Court Judges Asso...	Contribution for Spring Co...	(2,500.00)	512.28
Check	08/11/2023	Superior Court Judges Asso...	FY2022-2023 JASP refund	4,316.00	4,828.28
Check	08/11/2023	Susanna Neil Kanther-Raz	JASP line item	1,000.00	5,828.28
Deposit	08/28/2023	Wa. State Minority & Justice...	2023 Board expense line it...	(2,500.00)	3,328.28
Deposit	10/02/2023	AOC	06/23 Keynote Speaker Fe...	(8,000.00)	(4,671.72)
Check	10/03/2023	Susanna Neil Kanther-Raz	June Jasp Line item	500.00	(4,171.72)
Total Prior Year Budget Expense				(4,171.72)	(4,171.72)
<b>Bookkeeping Expense</b>					
Check	07/31/2023	Pierce County Bookkeeping	June	318.00	318.00
Check	08/11/2023	Pierce County Bookkeeping	July	318.00	636.00
Check	09/15/2023	Pierce County Bookkeeping		318.00	954.00
Check	10/12/2023	Pierce County Bookkeeping		318.00	1,272.00
Total Bookkeeping Expense				1,272.00	1,272.00
<b>Judicial Assistance Committee</b>					
Check	10/03/2023	Susanna Neil Kanther-Raz	July, Aug, Sept JASP Clini...	1,900.00	1,900.00
Check	10/13/2023	Susan M. McCurry	10/6 JASP Peer Counselor...	750.00	2,650.00
Check	10/20/2023	Susanna Neil Kanther-Raz		1,000.00	3,650.00
Total Judicial Assistance Committee				3,650.00	3,650.00
<b>Judicial College Social Support</b>					
Check	07/06/2023	Judicial Conf. Registrar		2,000.00	2,000.00
Total Judicial College Social Support				2,000.00	2,000.00
<b>Lobbyist Contract</b>					
Check	07/31/2023	Bogard & Johnson, LLC	June	6,000.00	6,000.00
Check	07/31/2023	Bogard & Johnson, LLC	July	6,000.00	12,000.00
Check	08/15/2023	Bogard & Johnson, LLC	August	6,000.00	18,000.00
Check	09/15/2023	Bogard & Johnson, LLC	September	6,000.00	24,000.00
Check	10/15/2023	Bogard & Johnson, LLC	October	6,000.00	30,000.00
Total Lobbyist Contract				30,000.00	30,000.00
<b>Lobbyist Expenses</b>					
Check	07/25/2023	Bogard & Johnson, LLC	Travel expense	374.22	374.22
Total Lobbyist Expenses				374.22	374.22
<b>Pro Tempore (Chair Approval)</b>					
Check	07/26/2023	City of Puyallup	Judge Jennifer Cruz	195.00	195.00
Check	07/26/2023	Grays Harbor District Court	7/10/23 Judge Valentine	248.78	443.78
Check	08/23/2023	Grays Harbor District Court	8-11-23 Judge Valentine	116.29	560.07
Check	09/20/2023	Yakima County	9-8-23 Legislative Committ...	276.00	836.07
Total Pro Tempore (Chair Approval)				836.07	836.07

**Washington State District And Municipal Court Judges Assoc.**  
**Transaction Detail by Account**  
**July through October 2023**

Type	Date	Name	Memo	Amount	Balance
<b>Professional Services</b>					
Check	10/09/2023	Dino W Traverso, PLLC	Invoice 28675 - corp tax re...	850.00	850.00
Total Professional Services				850.00	850.00
<b>Public Outreach (ad hoc workgrp)</b>					
Check	10/18/2023	Jennifer M. Azure	9-27-23 Public Outreach -...	346.48	346.48
Check	10/18/2023	City of Everett	9-27-23 Public Outreach -...	210.35	556.83
Check	10/18/2023	William H. Hawkins	9-27-23 Public Outreach -...	201.63	758.46
Check	10/18/2023	King County District Court	9-27-23 Public Outreach -...	121.94	880.40
Check	10/18/2023	Jeffery Smith	9-27-23 Public Outreach -...	177.05	1,057.45
Check	10/18/2023	Kelley Olwell	9-27-23 Public Outreach -...	90.12	1,147.57
Check	10/18/2023	Skagit County District Court	9-27-23 Public Outreach -...	334.11	1,481.68
Check	10/18/2023	Shelton Municipal Court	9-27-23 Public Outreach -...	114.72	1,596.40
Check	10/18/2023	Seattle Municipal Court	9-27-23 Public Outreach -...	300.00	1,896.40
Check	10/18/2023	Tacoma Municipal Court	9-27-23 Public Outreach -...	185.49	2,081.89
Check	10/18/2023	King County District Court	9-27-23 Public Outreach -...	87.10	2,168.99
Check	10/18/2023	Lisa O'Toole	9-27-23 Public Outreach -...	36.04	2,205.03
Total Public Outreach (ad hoc workgrp)				2,205.03	2,205.03
<b>Treasurer Expense and Bonds</b>					
Credit ...	09/04/2023	Washington State Secretary ...	Corp renewal	20.00	20.00
Credit ...	09/21/2023	Liberty Mutual Insurance		140.00	160.00
Total Treasurer Expense and Bonds				160.00	160.00
<b>TOTAL</b>				<b>0.00</b>	<b>0.00</b>

## **Other current information not included in reports**





Statement of Account

PAGE 1 OF 1

Statement End Date October 31, 2023

Statement Begin Date October 1, 2023

Account Number

To report a lost or stolen card,  
call 800-324-9375.

For 24-hour telephone banking,  
call 877-431-1876.

WA STATE DIST & MUNICIPAL COURT JUDGES' 11495  
JUDGE MICHELLE K GEHLEN  
10116 NE 183RD ST  
BOTHELL, WA 98011-3416

For questions or assistance with your account(s),  
please call 800-324-9375, stop by your local branch,  
or send a written request to our Client Care Center  
at 9929 Evergreen Way, Everett WA 98204.

**Business Premium Money Market Summary**

Annual Percentage Yield Earned for this Statement Period	1.000%
Interest Rate Effective 10/01/2023	0.995%
Interest Earned/Accrued this Cycle	\$34.51
Number of Days in this Cycle	31
Date Interest Posted	10-31-2023
Year-to-Date Interest Paid	<u>\$331.71</u>

<b>Beginning Balance</b>	<b>\$40,820.19</b>
Interest Earned This Period	+34.51
Deposits and Credits	+0.00
Checks Paid	-0.00
ATM, Electronic and Debit Card Withdrawals	-0.00
Other Transactions	-0.00
<b>Ending Balance</b>	<b>\$40,854.70</b>

	Total for This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**Interest Earned This Period**

Date	Description	Amount
10-31	Credit Interest	34.51
<b>Total Interest Earned This Period</b>		<b>34.51</b>



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Now you can lock and unlock your debit card in the WaFd Bank mobile App! Plus, you can even change your PIN as needed.

Choose "Manage Debit Cards" from the main menu to access.



Visa may provide updated debit card information, including your expiration date and card number, with merchants that have an agreement for recurring payments. You may opt out of this service by calling 1-800-324-9375.

WF-01 (8/19)

## DMCJA 2023-2024 Adopted Budget

Item/Committee	Allocated	Spent	Balance
Access to Justice Liaison	\$ 100.00		100.00
Audit (every 3 years)	\$ 8,000.00		8,000.00
Bar Association Liaison (WSBA)	\$ 100.00		100.00
Board Meeting Expense	\$ 20,000.00		20,000.00
Bookkeeping Expense	\$ 4,000.00	1,272.00	2,728.00
Bylaws Committee	\$ 100.00		100.00
Conference Calls/Zoom	\$ 100.00		100.00
Conference Planning Committee	\$ 4,000.00		4,000.00
Conference (Spring) <u>Incidental Fees For Members for 2024</u>	\$ 50,000.00		50,000.00
Contract Grant Writer*	\$ 50,000.00	15,624.00	34,376.00
Contract Policy Analyst	\$ -		0.00
Council on Independent Courts (CIC)	\$ 500.00		500.00
Diversity Committee	\$ 500.00		500.00
DMCJA/SCJA Sentencing Alternatives aka "Trial Court Sentencing and Supervision Committee" DORMANT	\$ -		0.00
DMCMA Liaison	\$ 100.00		100.00
DMCMA Mandatory Education	\$ -		0.00
DOL Liaison Committee	\$ 100.00		100.00
Education Committee	\$ 4,000.00		4,000.00
Education - Security	\$ 2,500.00		2,500.00
Educational Grants	\$ 2,500.00		2,500.00
Judicial Assistance Service Program (JASP) Committee (to include \$10,000 from SCJA)	\$ 18,000.00	3,650.00	14,350.00
Insurance (every 3 years)	\$ 4,000.00		4,000.00
Judicial College Social Support	\$ 2,000.00	2,000.00	0.00
Judicial Community Outreach	\$ 2,000.00		2,000.00
Legislative Committee	\$ 5,000.00		5,000.00
Legislative Pro-Tem	\$ 1,500.00		1,500.00
Lobbyist Contract	\$ 72,000.00	30,000.00	42,000.00
Lobbyist Expenses	\$ 1,500.00	374.00	1,126.00
Long-Range Planning Committee	\$ 100.00		100.00
MPA Liaison	\$ 100.00		100.00
Municipal/District Court Swearing In - Every 4 yrs (12/2024)	\$ -		0.00
(Mary Fairhurst) National Leadership Grants	\$ 2,500.00		2,500.00
Nominating Committee	\$ 100.00		100.00
President Expense	\$ 1,500.00		1,500.00
Pro Tempore (committee chair approval)	\$ 2,500.00	836.00	1,664.00
Professional Services	\$ 1,500.00	850.00	650.00
Public Outreach (ad hoc workgroup)	\$ 3,000.00	2,205.00	795.00
Rules Committee	\$ 100.00		100.00
SCJA Board Liaison	\$ 100.00		100.00
Therapeutic Courts	\$ 1,000.00		1,000.00
Treasurer Expense and Bonds	\$ 200.00	160.00	40.00
Trial Court Advocacy Board (TCAB) - dormant	\$ -		
Uniform Infraction Citation Committee (UICC)	\$ 200.00		200.00
Totals	\$ 265,500.00	\$ 56,971.00	\$ 208,529.00
President's Expense - Special Fund	\$ 1,000.00	\$100.00	\$ 900.00

## DMCJA 2022-2023 Adopted Budget

Item/Committee	ALLOCATED	SPENT	Balance
Access to Justice Liaison	\$ 100.00		100.00
Audit (every 3 years)			
Bar Association Liaison (WSBA)	\$ 100.00		100.00
Board Meeting Expense	\$ 38,605.23	28,513.00	10,092.23
Bookkeeping Expense	\$ 3,500.00	3,816.00	-316.00
Bylaws Committee	\$ 250.00		250.00
Conference Calls/Zoom	\$ 100.00		100.00
Conference Planning Committee	\$ 5,500.00	3,329.00	2,171.00
Conference (Spring) <u>Incidental</u> Fees For Members for <b>2023</b>	\$ 40,000.00	37,500.00	2,500.00
Contract Grant Writer *	\$ 122,000.00	53,116.00	68,884.00
Contract Policy Analyst			0.00
Council on Independent Courts (CIC)	\$ 500.00		500.00
Diversity Committee	\$ 2,000.00	1,500.00	500.00
DMCJA/SCJA Sentencing Alternatives aka "Trial Court Sentencing and Supervision Committee" DORMANT			
DMCMA Liaison	\$ 100.00		100.00
DMCMA Mandatory Education	\$ 20,000.00	20,000.00	0.00
DOL Liaison Committee	\$ 100.00		100.00
Education Committee	\$ 8,500.00	5,625.00	2,875.00
Education - Security	\$ 2,500.00		2,500.00
Educational Grants	\$ 5,000.00	2,000.00	3,000.00
Judicial Assistance Service Program (JASP) Committee**	\$ 19,653.00	11,021.00	8,632.00
Insurance (every 3 years)			
Judicial College Social Support	\$ 2,000.00		2,000.00
Judicial Community Outreach	\$ 2,000.00	2,000.00	0.00
Legislative Committee	\$ 6,500.00	6,117.00	383.00
Legislative Pro-Tem	\$ 1,000.00	657.00	343.00
Lobbyist Contract	\$ 72,000.00	72,000.00	0.00
Lobbyist Expenses	\$ 1,500.00	40.00	1,460.00
Long-Range Planning Committee	\$ 750.00		750.00
MPA Liaison	\$ 250.00		250.00
Municipal/District Court Swearing In - Every 4 yrs (12/2024)			0.00
(Mary Fairhurst) National Leadership Grants	\$ 5,000.00	4,819.00	181.00

Nominating Committee	\$ 100.00		100.00
President Expense	\$ 3,000.00	4,238.00	-1,238.00
President's Expense - Special Fund	\$ 1,000.00	1,228.00	-228.00
Pro Tempore (committee chair approval)	\$ 10,000.00	6,156.00	3,844.00
Professional Services	\$ 1,500.00	800.00	700.00
Public Outreach (ad hoc workgroup)***	\$ 2,394.74	1,605.00	789.74
Rules Committee	\$ 500.00		500.00
SCJA Board Liaison	\$ 250.00		250.00
Therapeutic Courts	\$ 2,500.00	1,000.00	1,500.00
Treasurer Expense and Bonds	\$ 100.00	158.00	-58.00
Trial Court Advocacy Board (TCAB) - dormant			0.00
Uniform Infraction Citation Committee (UICC)	\$ 1,000.00		1,000.00
Totals	\$ 381,852.97	\$ 267,238.00	\$ 114,614.97

Special Fund \$2,619.00  
Budget Reserves \$25,000.00

\*To include \$50,000 carryover from Board meeting expense 2021-2022 budget

\*\* To include \$8000,00 from the SCJA and carryover of any remaining funds from 2021-2022 budget

\*\*\*Board approved move from the Board Budget line item to the Public Outreach line item. 1394.74

A. Ratification of vote to reallocate funds from the Legislative Pro Tem line item (\$1500) and from the Board Meeting Expense line item (\$3500) for a total of \$5000 to the Legislative Committee line item to ensure that the Committee can cover the travel costs for those judges attending the Legislative Day event scheduled for Tuesday, January 31, 2023 in Olympia. M/S/P

M/S/P to move 5,000 from the Board Meeting Expense line item to the Education Committee Line item and 1,500 from the Board Meeting Expense line item to the Diversity Committee line item.

M/S/P to move 1,500 from Education Committee budget line item to the Conference Planning Committee line item to help cover expenses for Spring Program

Moved 20,000 from reserves to Board expense line item.

Updated 10-31-2023



## WASHINGTON COURTS

November 22, 2023

District & Municipal Court Judges' Association Meeting

Submitted by Alex MacBain, Court Services Division Senior Court Program Analyst  
Administrative Office of the Courts

### **JIS Report**

#### **CLJ-CMS Project (ITG #102)**

Tacoma Municipal Court is now live with Enterprise Justice, eFile & Serve, and Enterprise Supervision. In-person support from the AOC project team and from the vendor ended Nov 9<sup>th</sup>. Some highlights from implementation of the systems include:

- The Judges and Commissioner are successfully using Judge Edition to view and manage case file documents and information during live court sessions.
- Scanned documents available for viewing by the judges in Judge Edition has meant that Judicial Assistants no longer have to ferry carts of paperwork and folders to courtrooms each day.
- Court staff report that the daily deposits process is much smoother than the previous process in DISCIS/JIS. Staff no longer need to enter every payment made online.
- Electronic filing has helped eliminate the judicial routing slip for ex parte orders - now the signatures are gathered using the process note and workflow queues in eFile.

The work with Tacoma Municipal Court judicial officers and staff during the go-live process has helped the AOC project team and the vendor identify and solve issues ensuring that a better work product and a better implementation process will be carried out to other district and municipal courts.

The project team is working with Pierce District Court and Fircrest/Ruston Municipal Court to document, prioritize, and scope outstanding issues to determine next steps and ultimately to establish a go-live date for those courts.

AOC staff are working on a communications outreach plan in advance of statewide implementation. Through engagement with all the pilot courts, the project team received feedback and insights regarding gaps in the areas of communication, project tasks, and training. AOC staff are working on a plan to address challenges in those areas identified by the pilot courts to help ensure successful outcomes for the courts during statewide implementation of the systems.

#### **Enterprise Integration Platform Project (ITG #1345)**

As previously reported, the AOC received funding this biennium to create an enterprise integration platform to enable a "plug & play" environment to share data in a secure, standardized, and repeatable manner between existing AOC systems, current local court systems, and future systems.

The updated procurement and evaluation schedule is as follows:

- Publish Solicitation: September 22, 2023 - *Completed*
- Question & Answer Period: September 25 - October 6, 2023 - *Completed*

- Vendor Proposals Due: November 3, 2023 - *Completed*
- Notification of top ranked vendors for interviews: December 4, 2023
- Vendor Interviews: December 13 thru December 19, 2023
- Notification of Apparently Successful Vendor: January 2, 2023
- Contract Execution: January 15, 2024

## **State of Person Records**

The charter for the Person Business Rules Advisory Committee has been drafted and the associations have identified members to participate on the committee. The committee will have its initial meeting in the new year.

# DMCJA

## MONTHLY COMMITTEE REPORT TO THE BOARD

**Education Committee**  
COMMITTEE

**Judge John Hart**  
CHAIR(S)

### **PRINCIPAL ACTIVITIES OVER THE PAST MONTH**

Education Committee meeting – Nov. 7th

### **WORKS IN PROGRESS AND PLANNED FUTURE ACTIVITIES**

Education committee met for its regularly scheduled meeting on Nov. 7<sup>th</sup>. During that meeting the group narrowed down the list of topics that would be included on the schema for the 2024 Spring Program. The curriculum topics that were identified by the recent association wide survey were the focus. There will be additional discussion at the next meeting on Dec. 5<sup>th</sup> and the goal is to have a draft schema complete and session development underway by Jan.

No other activities for November.

# 2023-2024 District and Municipal Court Judges' Association Nominating Committee

**Listserv Address: [DMCJANC@listserv.courts.wa.gov](mailto:DMCJANC@listserv.courts.wa.gov)**

Members	Contact Information
<b>Judge Rick Leo – Ex Officio</b> SCDC, Evergreen Division	360-805-6776 rick.leo@snoco.org
<b>Judge Carolyn Benzel (SE)</b> Adams County District Court	509-488-3935 carolynb@co.adams.wa.us
<b>Commissioner Ronald Costeck (NW)</b> Island County District Court	360-202-1234 r.costeck@islandcountywa.gov
<b>Judge Jennifer Fassbender (NE)</b> Spokane County District Court	509-477-2901 jfassbender@spokanecounty.org
<b>Judge Willie Gregory, Ex Officio (NW)</b> <b>Diversity Chair Position</b> Seattle Municipal Court	206-684-8709 willie.gregory@seattle.gov
<b>Judge Lisa H. Mansfield (SW)</b> Lakewood Municipal Court	253-512-2258 lmansfield@cityoflakewood.us
<b>Judge Charles D. Short (Central)</b> Okanogan County District Court	509-422-7170 cshort@co.okanogan.wa.us
Staff	Contact Information
<b>Tracy Dugas</b> Administrative Office of the Courts	tracy.dugas@courts.wa.gov

## Charges

1. Term of one year.
2. No less than six members with at least one from each of the following geographic areas: northeastern, southeastern, northwestern, southwestern and central; plus one member-at-large.
3. President appoints members of the Nominating Committee at the October Board meeting.
4. Immediate Past-President shall Chair the Nominating Committee. The chair of the Diversity Committee shall be a member of the Nominating Committee. No more than one member of the Nominating Committee may be a member of the present Board of Governors.
5. The Nominating Committee shall annually select not more than two candidates for Vice-President, Secretary/Treasurer, President-Elect, and three Board member-at-large positions. The Board member-at-large positions shall be for three-year terms.
6. The Nominating Committee shall also select not less than two (2) candidates to serve as a representative to the Board for Judicial Administration for a (4) year term.
7. The report of the Nominating Committee shall be submitted to the Board at its March meeting. The names of the nominees will be published in the written notice of the Spring Conference and in the Minutes of the Board's March meeting. Nominations for all offices except President may be made by the members at the Spring Conference.

**Budget: \$100**  
**Fiscal Year: July 1 – June 30**