



# GENDER AND JUSTICE COMMISSION

AOC SEATAC CONFERENCE ROOM  
 18000 INTERNATIONAL BLVD, SUITE 1106  
 FRIDAY, NOVEMBER 13, 2015 (8:45 AM – NOON)  
 CHIEF JUSTICE BARBARA MADSEN, CHAIR  
 JUSTICE SHERYL GORDON MCCLOUD, VICE CHAIR

## Agenda

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### 8:45–8:55 AM CALL TO ORDER

- Introductions
- Approval September 4, 2015, Meeting Notes

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### 8:55–9:30 AM COMMISSION BUSINESS

*Objective:* Chair and staff report on past and upcoming activities and interactions that affect the Commission.

- Chair Report Chief Justice Madsen
  - Welcome New Members
  - Washington Initiative for Diversity Award
  - NAWJ Update on 2016 Conference
  - NAWJ 2015 Conference & Mission Creek Re-Entry Symposium Judge Marilyn Paja
- Staff Report Pam Dittman, Cynthia Delostrinos
  - Activities, Updates, Collaborative Efforts
  - Budgets: GJCOM and Grants..... 5

### GUEST SPEAKER(S) & EXPLORATORY PROJECTS

*Objective:* Forum for members to discuss items of interest they are involved in or would like the Commission to explore.

- 9:30-10:15 AM - Child Maltreatment Manual Update and Q&A Judge Elizabeth Berns  
Ms. Deborah Greenleaf
- Future & Suggested Guest Speakers/Topics
    - Joy Williams, WSBA re: Latest diversity bar survey results (Confirmed - January)
    - Laura Jones, KCSARC re: Legislation SAPO (Confirmed – January)
    - Alice Holcomb, National Director ACLU re: Campaign for Smart Justice (reform mass incarceration)
    - Washington Women Lawyers (state-wide)
    - MAMA Seattle (Mother Attorneys Mentoring Association)

### 10:15-10:30 AM BREAK

### 10:30-11:00 COMMITTEE REPORTS

*Objective:* Committee chairs will report on progress of work plans, discuss new areas of interest, problems that have arisen, ask for feedback, ask for assistance.

- Communications Judge Paja
- Domestic Violence Judge Jasprica
- Education Judge Melnick & Staff
  - Proposals for conferences



# GENDER AND JUSTICE COMMISSION

AOC SEATAC CONFERENCE ROOM  
 18000 INTERNATIONAL BLVD, SUITE 1106  
 FRIDAY, NOVEMBER 13, 2015 (8:45 AM – NOON)  
 CHIEF JUSTICE BARBARA MADSEN, CHAIR  
 JUSTICE SHERYL GORDON McCLOUD, VICE CHAIR

| Agenda   | Page              |
|--|-------------------|
| ➤ Incarcerated Women & Girls   | Gail Stone        |
| ➤ Tribal State Court Consortium  | Judge Mark Pouley |
| ➤ September 21 Regional Mtg at Swinomish   |                   |
| ➤ October 4 Annual Meeting   |                   |
| ➤ Women in the Profession  | Chief Justice     |
| ➤ Judicial & Law Student Reception   | Judge Paja        |
| <b>11:00 AM-Noon New Members</b>   |                   |
| ➤ All members will be asked to introduce themselves. For instance, {all} what was your impetus in becoming part of the Commission, how does the work you do intersect with the work of the Commission; {new members} what do you hope to contribute/bring to the Commission, are there other questions you have for members, are there Committees or projects you would like to be a part of, etc. |                   |
| <b>Miscellaneous</b>   |                   |
| ➤ New Member CVs or Resumes .....  |                   |
| ➤ Kelley Amburgey-Richardson .....   | 7                 |
| ➤ Rita Bender.....   | 9                 |
| ➤ Emily Cordo .....  | 13                |
| ➤ Gail Hammer .....  | 17                |
| ➤ Dr. Dana Raigrodski .....  | 29                |
| ➤ Sonia Rodriguez True.....  | 33                |
| ➤ Victoria Vreeland .....  | 37                |
| <b>Noon ADJOURNMENT</b>  |                   |

Note: The Incarcerated Women & Girls Committee will be meeting after the GJCOM meeting in one of the smaller conference rooms.

Updated 11.10.2015



# GENDER AND JUSTICE COMMISSION (GJCOM)

AOC SEATAC OFFICE  
18000 INTERNATIONAL BLVD, SUITE 1106  
SEATAC, WASHINGTON  
FRIDAY, SEPTEMBER 4, 2015 (8:45 A.M. – NOON)

## MEETING NOTES

**Present:** Chief Justice Barbara A. Madsen, Chair; Ms. CaroLea Casas, Ms. Josie Delvin, Ms. Grace Huang, Judge Judy Jasprica, Judge Richard Melnick, Ms. Leslie Savina, Ms. Gail Stone, Judge Tom Tremaine, Mr. David Ward, Ms. Cynthia Delostrinos, Ms. Kathy Bradley, and Ms. Pam Dittman

**Excused:** Judge Michael Evans, Justice Sheryl Gordon McCloud, Judge Marilyn Paja,

**Guests:** Ms. Jamie Yoder, Ms. Judith Lonquist, Ms. Elise Fandrich

### CALL TO ORDER

The meeting was called to order at approximately 8:45 AM.

### COMMISSION BUSINESS

#### Chair Report

- July 10, 2015 Meeting Notes  
The July 10, 2015 meeting notes were approved and adopted as presented.
- Conference of Chief Justices  
The Conference of Chief Justices “provides an opportunity for the highest judicial officers of the states to meet and discuss matters of importance.”<sup>1</sup> Additionally, they address emerging issues and needs through various committees. Chief Justice Madsen chairs the Tribal Courts Committee. At the last conference and committee meeting, Chief Judge Ron Whitener, Tulalip Tribal Court and others were able to present on the Tulalip’s progression and efforts in regards to being chosen as a pilot site for VAWA extended jurisdiction. The presenters were well-informed and able to identify progress and how the Tulalip’s are applying jurisdiction and their processes. The Chiefs are excited to see renewed interests in tribal/state consortiums.
- American Bar Association (ABA) Initiative  
The ABA has launched an initiative to address the unmet legal needs for low- to moderate-income individuals. Unmet needs have increased over the last ten years and women continue to top the list for individuals needing help. This initiative is exploring and identifying possibilities to provide legal services to underserved populations, much like our state’s Limited License Legal Technician program.

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<sup>1</sup> <http://ccj.ncsc.org/>

**Staff Report** – Pam Dittman and Cynthia Delostrinos

- Enhancing Courts' Response to Adult Victim Sexual Violence - August 21-22  
The second and final *Enhancing Courts' Response to Adult Victim Sexual Violence* workshop was held in Walla Walla, Washington on August 21-22, 2015. The completion of this workshop fulfills the obligations under the Office on Violence Against Women Court Training Program grant. Overall, there were 35 judicial officers from all levels of state and tribal courts in attendance. Even though the grant is completed, staff and faculty will continue to work together to determine future training opportunities or ways to bring portions of this training to judicial conferences.

Staffing Updates

The Supreme Court Commissions Manager (SCCM) position is still vacant and Cynthia continues to act as interim lead. Additionally, the administrative support position is still vacant, but interviews will be conducted shortly.

Update: Cynthia Delostrinos was promoted to the permanent position of Supreme Court Commissions Manager and Nichole Kloepfer was hired as the administrative support for the team.

Budgets GJCOM and Grants

Budgets have not been included in the meeting packet. Staff continue to work with AOC administration to establish a fair and equitable solution to the conundrum of which budget (or Commission) should pay for the SCCM position.

**GUEST SPEAKERS & EXPLORATORY PROJECTS**

- Gender Responsive Initiative – Ms. Belinda Stewart, Department of Corrections (DOC)  
Ms. Belinda Stewart was invited to speak to the Commission on the DOC's Gender Responsive Initiative (GRI). As of July 31, there were 1,318 incarcerated women in Washington State and with those incarcerated women, come gender-specific needs. Statistics show that women return to prison less often than men and that their ties to the community and family are integral in success both inside and out of the prison setting. In the last six months, 707 female inmates have received a visit from a friend or family member.

As background, in 2008, DOC's Secretary Bernie Warner introduced a master plan addressing the specific needs of the female population in the corrections system. Dr. Emily Salisbury, formerly at Portland State University, assisted with the identifying specific gender needs and developing recommendations. From this plan, a steering committee was created and in 2012, Ms. Stewart was made administrator for the Initiative.

In 2013, the GRI hosted an agency summit to begin the discussions on how to move forward on a gender responsive approach. In 2014, another summit was planned and an expert from Canada was brought in to discuss gender responsive research and approaches. Over the last three years, many programs and projects have come out of the national/international gender responsiveness initiative such as the "Moving On" program and "Beyond Trauma", by Stephanie Covington. This past year, DOC hosted "Does

Gender Matter?” to discuss what gender means in DOC, the public, and the incarcerated population.

In addition to these summits, policies within the DOC are being evaluated to determine if there are opportunities for gender response and involvement. For example, are there policies, processes, or things being implemented that impact the female population in a negative way? The GRI also developed a tool kit to assist in the evaluation of interdisciplinary programs as they apply to gender. We see this as a potential starting foundation for addressing in a culturally sensitive way incarcerated veterans, minorities, and male populations.

Update: The 2015 TEDx “Does Gender Matter?” brought together professionals to discuss a trauma-informed and gender responsive approach when working with female inmates. Access at [https://m.youtube.com/playlist?list=PLUOQSTnnJfusA\\_uTT6I-zE6xqTbf7uw](https://m.youtube.com/playlist?list=PLUOQSTnnJfusA_uTT6I-zE6xqTbf7uw).

- Justice for Girls Coalition – Barbara Carr and Ann Muno  
Ms. Barbara Carr, a former member of the Commission, and Ms. Ann Muno provided an overview of the work of the Justice for Girls Coalition. This Coalition creates policies and programs specifically for justice-involved girls, such as a guide book for practitioners who work with girls in the juvenile system. The group is also in the process of piloting the gender responsive assessment tool, which was developed as a tool for program assessment.  
(<http://www.centerforgenderandjustice.org/assets/files/2013/GRProgramAssessmentTool-CJ-Final.pdf>) The third ‘Beyond Pink’ conference will be held in the spring of 2016, and will focus on cultural diversity within gender specific services. You can find more information on the Coalition at <http://jfgcoalition.org/>.

## COMMITTEE REPORTS

- Communications - Judge Marilyn Paja, Chair  
Staff reported on behalf of Judge Paja who was unable to attend. Pam reported that the annual report is on the website for general viewing.
- DV Committee – Judge Judy Jasprica, Chair  
Judge Jasprica had to depart the meeting early, but provided staff a list of items to report on. The study and survey on sentencing and monitoring practices has been completed by the Center for Court Innovation. The recommendations from the study are being looked at and several are already being addressed such as sponsoring a judicial roundtable on batterer accountability and education sessions at judicial conferences. We will continue to work with Jake Fawcett, WSCADV on road shows to discover what is being done around the state regarding surrender of firearms when so ordered. The DV Committee will be meeting on October 16<sup>th</sup> and Maureen Kelley from DSHS will be presenting on the certification process for batterer intervention programs.

- Education – Judge Rich Melnick, Chair

There was discussion on the need to include judicial officers in the planning of workshops, conference presentations, or other training to ensure expectations are laid out along with ensuring the speaker is presenting in an unbiased manner.

Conference proposals are due in early October for both the SCJA and DMCJA spring conferences. Judge Evans has been in touch with SCJA education committee and Judge Jasprica indicated the Commission has been given the open plenary spot for the DMCJA conference.

- Incarcerated Women & Girls – Gail Stone, Chair

Gail Stone has stepped into the chair position for this committee and Cynthia Delostrinos is providing staff support.

Mission Creek Corrections Center for Women is hosting its 7<sup>th</sup> Annual Re-entry Symposium on October 22-23, 2015 at the Corrections Center. Judge Paja has been the main contact for this event through her position as NAWJ District 13 Director.

- Membership

There are seven vacancies, one-third of the Commission membership. Applications and letters of interest have been received and the Nominations Committee will be meeting via conference call to discuss the applicants and determine who to invite to become a member.

- Tribal State Court Consortium – Judge Tom Tremaine

- September 21 Regional Meeting hosted by Swinomish Tribe

We will have a second regional meeting hosted by the Swinomish Tribe. There was a conference call Wednesday for further planning. The only unknown at this time is how many will be attending. Judge Steve Aycock, NCJFCJ will be the outside facilitator.

- October 4 Annual Meeting at Fall Conference

Notice has gone out that there will be an annual meeting at fall conference. The meeting has been scheduled for Sunday, October 4 beginning at 9:00 AM. Staff are working with facilitators on an agenda.

- Women in the Profession

Pam reported that there currently isn't a chair for this committee. There are several projects that may fall within in this committee such as the Law Student and Judicial Officer Reception and updating the 1989 gender bias report.

The next meeting is November 13, 2015 8:45 AM – Noon.

The meeting Adjourned at approximately noon.

**Gender & Justice Commission**  
**Proposed Budget July 1, 2015 - June 30, 2016**

| <b>Salaries &amp; Benefits</b> |  | <b>Projections</b> |
|--------------------------------|--|--------------------|
|                                |  | <b>FY15-16</b>     |
| <b>Salaries &amp; Benefits</b> | Staff (1.0 FTE Manager) (adjusted for 6-month vacancy) | \$51,200           |
|                                | Staff (0.65 FTE Coordinator)                           | \$48,000           |

| <b>Other Commission Expenses</b>   | <b>Proposed Budget</b>   | <b>FY15-16</b> |
|------------------------------------|--|----------------|
| <b>Commission Meetings</b>         | Travel-related costs for members (lodging, per diem, mileage, airfare, etc.) ( <i>July, Sept, Nov, Jan, March, May</i> ) | \$13,000       |
|                                    | Miscellaneous  | \$1,500        |
| <b>General Operating Expenses</b>  | Printing, conference calls, supplies, etc.   | \$6,500        |
| <b>Staff Travel &amp; Training</b> | Registration Fees, Travel-related costs<br>Local and National conferences  | \$6,000        |
| <b>LSAC Grant Support</b>          | <i>Stakeholder Mtg (11/15) &amp; Follow-up</i>   | \$2,500        |
| <b>Communications</b>              | <i>Possible outsource design &amp; print of Annual Report</i>  | \$2,500        |
| <b>Education Programs</b>          | <i>SCJ Spring Program</i><br><i>DMCJ Spring Program</i><br><i>Fall Conference</i><br><i>Appellate Conference</i>         | \$4,000        |
| <b>Support</b>                     | Judicial Officer & Law Student Reception   | \$2,500        |
|                                    | Washington Initiative for Diversity  |                |
|                                    | <i>Judicial Institute</i>  | \$1,000        |
|                                    | <i>Legal Exec Summit</i>   | \$1,000        |
|                                    | <i>Mini Legal Exec Summit - Eastern WA</i>   | \$500          |
|                                    | Mission Creek Re-entry Symposium   | \$1,800        |
| <b>Requests</b>                    | Justice for Girls  |                |
|                                    | <i>Beyond Pink 3 Conference</i>  | \$2,500        |

|                                      |                  |
|--------------------------------------|------------------|
| <b>Starting Budget</b>               | <b>\$150,000</b> |
| <b>Salaries &amp; Benefits*</b>      | <b>\$99,200</b>  |
| <b>Sub-Total</b>                     | <b>\$50,800</b>  |
| <b>All Other Commission Expenses</b> | <b>\$45,300</b>  |
| <i>Balance - Undetermined</i>        | <b>\$5,500</b>   |

\*\*Salaries & benefits take into account 6-month Supreme Court Commission Manager vacancy.

Updated 11.12.2015





# WASHINGTON COURTS

Gender and Justice Commission

Orientation Packet



# GENERAL INFORMATION

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## Website

[http://www.courts.wa.gov/programs\\_orgs/gjc/?fa=gjc.home](http://www.courts.wa.gov/programs_orgs/gjc/?fa=gjc.home)

## The Commission

The Gender & Justice Commission was established by Washington State Supreme Court Order in 1994. Its mandate is *to identify concerns and make recommendations regarding the equal treatment of all parties, attorneys, and court employees in the State courts*. Our mission is to provide a leadership role in eliminating gender discrimination and bias in our system of law and justice through effective communication, goal-centered activities, educational programs, and research projects. The Commission is assisted by those organizations which share our goal of gender equality in the justice system.

## Staff

Commission staff is comprised of the Supreme Courts Commissions Manager (currently vacant) who oversees the Gender & Justice, Minority & Justice, and Interpreter Commissions and a Program Coordinator (Pam Dittman) who assists with Commission and grant-funded projects. Staff report to both the Administrator for the Courts, Callie Dietz and to Chief Justice Barbara Madsen as Chair of the Commission.

## Commission Activities

Gender & Justice Commission members are encouraged to actively participate in meetings, are asked to volunteer for at least one committee, and participate in Commission-sponsored education programs, projects, and events. Volunteers are recruited at meetings or members may be appointed by the Chair.

## Meetings

The Commission meets six times annually. Meetings are scheduled from 8:45 AM–Noon and are generally held at the SeaTac Office located at 18000 International Blvd, 11<sup>th</sup> Floor, Suite 1106, SeaTac, Washington. (This is the same building that 13-Coins is located in and directly across from the SeaTac Airport.)

Meetings are usually held the second Friday of odd numbered months: January, March, May, July, September, and November. Meeting dates, locations, and times, are provided each year and can also be found on the GJCOM website:

About the Commission>Meetings

[http://www.courts.wa.gov/programs\\_orgs/gjc/?fa=gjc.about.showtab&tab=Meetings](http://www.courts.wa.gov/programs_orgs/gjc/?fa=gjc.about.showtab&tab=Meetings)

## GENERAL INFORMATION

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Periodically, committees will meeting after a Commission meeting to conduct additional business.

Prior to meetings, members receive e-mail notification of the next meeting along with the proposed agenda, draft meeting notes of the last meeting, and an air/car request to request flight or car rental. Meeting packets, are provided at the meeting and also can be found the day prior About the Commission>Meetings ([http://www.courts.wa.gov/programs\\_orgs/gjc/?fa=gjc.about.showtab&tab=Meetings](http://www.courts.wa.gov/programs_orgs/gjc/?fa=gjc.about.showtab&tab=Meetings)).

### **Membership**

Chief Justice Barbara Madsen has chaired the Commission since 1999. Justice Sheryl Gordon McCloud was appointed the vice-chair in 2014. By Supreme Court Order, Commission membership consists of twenty-one (21) members from the following groups: Supreme Court, Court of Appeals, Trial Court Judges, Bar Associations, Clerk of Courts, Attorneys, Trial Court Administrators, College or University Professors, and Citizens. Prospective candidates for membership are identified by members and names are put forth to a Nominating Committee. Upon approval, names are forwarded to the Supreme Court. The Supreme Court Chief Justice appoints all members.

Members may miss no more than three (3) meetings during each term or they will be asked to reassess their commitment.

### **Terms**

Commission members can serve up to two consecutive three-year terms. Terms begin July 1 each year, but are filled on an interim basis when vacancies occur.

### **Budget**

The Supreme Court includes the Gender & Justice Commission as a separate line-item in its biennial budget request to the Legislature. The Commission budget covers travel and per diem expenses for Commission members at Commission-sponsored meetings and programs; supports Commission meetings, projects, education programs, publications, and staff salary and benefits.

The Commission budget is augmented by several federal grants, most notably, the AOC receives the five percent courts set-aside of the Office on Violence Against Women, STOP grant, which supports issues on domestic violence, stalking, teen

## GENERAL INFORMATION

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dating violence, and sexual assault. This grant is managed by staff with input from the Commission and the DV Committee.

### **Scholarship Opportunities**

The Commission recognizes that members benefit from attending conferences, trainings, or workshops that impact the work we do. As such, we provide scholarship opportunities for members and/or teams to attend. These scholarships can provide for registration fees and/or travel-related costs. The amount of the scholarship is based upon availability of funding.

Members may hear about scholarship opportunities through program staff and/or may request assistance via an informal process, i.e., email to program staff who in turn will consult with appropriate person(s).

### **Bylaws**

The GJCOM is governed by bylaws as adopted and periodically amended by members. The bylaws can be found on the GJCOM website: About the Commission>Bylaws

([http://www.courts.wa.gov/programs\\_orgs/gjc/?fa=gjc.about.showtab&tab=Bylaws](http://www.courts.wa.gov/programs_orgs/gjc/?fa=gjc.about.showtab&tab=Bylaws))

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# ROLES AND RESPONSIBILITIES

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## Member Responsibilities<sup>1</sup>

- Each member shall use best efforts to:
  - Attend meetings in person. (*Participation by phone can be arranged through staff on a meeting-by-meeting basis if presence is not possible*)
  - Prepare for participation by reading agendas and materials prior to the meeting
  - Be prepared to interact and lead discussions when asked by Chair, staff, or others
  - Follow-up on tasks identified during meetings
  - Serve on at least one standing committee, project, or workgroup
  - Promote the work of the Commission
  - Be informed about the Commission's mission, policies, and initiatives
  - Identify funding initiatives or areas where GJCOM can partner and/or support others efforts
  - Advance the work of the Commission in the following ways:
    - By serving as a committee chair
    - By serving as a liaison to outside organizations
    - By serving as a committee member
    - By being the conduit to/from your respective associations

## Chair/Vice-Chair/Committee Chair Responsibilities

- Develop agenda for meetings (*whether in-person or via conference call*)
- Provide guidance and leadership on projects
- Facilitate discussion on projects to undertake including potential approaches and solutions; and prioritize projects and workload of committee members
- Assign tasks and deadlines
- Communicate with Commission/Committee members on projects or need for feedback both verbally and via email.
- Deliver verbal updates during Commission meetings
- Facilitate updating of work plans

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<sup>1</sup> Modified from the several other documents on boards and commissions including but not limited to BJA Membership Guide, DMCJA Operational Rules, and Court Commission/Board Structure Assessment Project Charter document.

# ROLES AND RESPONSIBILITIES

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## **Staff Responsibilities**

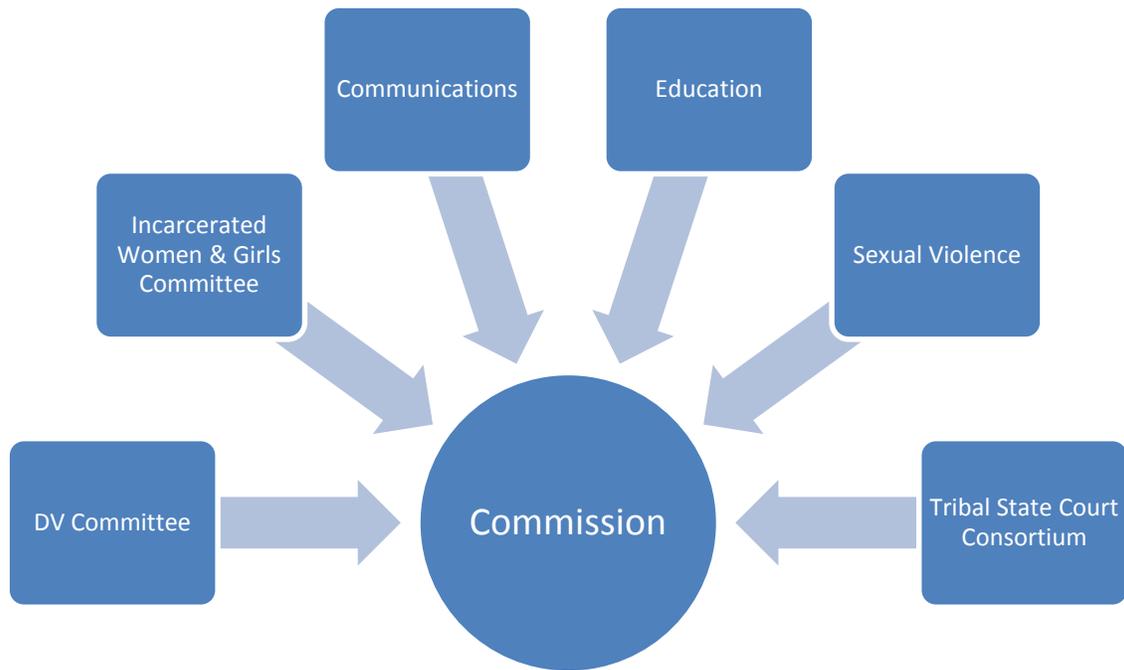
Program staff assist in carrying out the day-to-day functions at the behest of AOC managers and Commission/Committee chairs and members. Program staff have the discretion to prioritize workload, and establish and modify processes to keep in line with needs and deadlines.

- Prepare and publish agendas, meeting notes, and other meeting materials in consultation with Commission Chair and/or Committee Chair
- Consult with Chair(s) to identify and coordinate for guest speakers, etc.
- Schedule and coordinate meetings
- Manage and provide budget updates or preliminary budgets for projects
- Create and develop annual report
- Support Commission and Committee Chairs and members
- Establish and maintain relationships with stakeholders, including other AOC staff
- Ensure records are maintained
- Website management
- Promote collaboration and cooperation amongst Commission members, stakeholders, AOC staff, and other allies

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# COMMITTEE STRUCTURE AND FUNCTIONS

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The Gender & Justice Commission’s (GJCOM) committee structure is outlined in the bylaws. The GJCOM has standing committees, ad-hoc/sub-committees, and project-specific workgroups.

The work of the Commission should:<sup>1</sup>

- Advance the mission of diversity and inclusiveness in the courts
- Improve communication and collaboration within and between groups
- Encourage and support new ideas and creativity
- Enable nimble and flexible response in an ever changing environment
- Identify and, where feasible, eliminate conflicts, redundancy, and inefficiency
- Improve priority setting and governance

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<sup>1</sup> As identified in “Court Commission/Board Structure Assessment Project Charter (2011)

# COMMITTEE STRUCTURE AND FUNCTIONS

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## **Committees**

Each group is responsible for identifying, planning, and completing projects at the lead and direction of the Committee Chair.

Members may be asked to attend in-person or conference call meetings, provide input into projects, be assigned specific tasks to assist in completion of projects, etc.

- Each Committee will develop yearly work plans naming the projects, outlining project goals and objectives, how the projects meet the mission, time commitments (members and staff), anticipation of budgetary needs, timelines, and deliverables
- Committees will be flexible so they are able to respond to emerging issues
- Committees will monitor the progress on their activities
- Committee members will be the liaison between the work with the Commission and other groups, associations, or organizations on which they serve to promote partnerships and collaboration and reduce duplication of efforts
- Committee chairs will report regularly during GJCOM meetings
- Committee accomplishments will be reported in the GJCOM annual report
- Committee structures will be reviewed each year during the GJCOM planning retreat. Committees may be sunsetted based on the yearly review or at project completion

## **Communications**

Purpose: To focus on projects and areas that enhance communication and outreach, such as the publication of our annual report, yearly review of the GJCOM website, and other opportunities to discuss the work of the GJCOM.

## **Domestic Violence Committee**

Purpose: To work on issues involving gender violence (domestic violence, sexual assault, stalking, and trafficking).

- Much of the work of this committee is supported through federal grants.
- The work of the committee is outlined in its work plan, but also includes:
  - Development of education sessions for judicial conferences as a response to need, legislation, or emerging issues
  - Creation and revision of bench guides

## COMMITTEE STRUCTURE AND FUNCTIONS

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- Providing (through federal grant funds) scholarships to judicial officers to attend national trainings, conferences, and others
- Identifying research projects or studies that may need to be reviewed or undertaken

### **Education**

Purpose: To identify topics and educational opportunities for judicial officers and other court staff.

- Persons on this committee are a conduit to/from their association.
- Members may be asked to:<sup>2</sup>
  - Develop session content area or topic
  - Develop session goal(s) and learning objectives
  - Solicit potential faculty member(s)
  - Work with staff to determine availability of Commission or grant funding to support the program
  - Identify suggested target audience of session
  - Submit proposal(s) to judicial education staff

### **Equality in the Legal Profession**

Purpose: To look at the practice of law and promote legal equality in the system between genders and to explore racial and ethnic diversity in the legal profession.

- The work of this committee includes:
  - Planning the annual Judicial Officer and Law Student Reception. (*See past annual reports for information on this event.*)
  - Developing a plan to update the 1989 Gender Bias Report and 2001 Glass Ceiling Report & Survey
- The committee works with the WSBA, the Washington Initiative for Diversity (formerly the Initiative for Diversity Governing Council), National Association of Women Judges, Washington Women Lawyers, and others

### **Incarcerated Women & Girls**

Purpose: To look at issues around incarcerated women and girls and promote access to justice for incarcerated women and girls. For example, ensuring access to legal counsel, parenting rights, notification of court proceedings, etc.

- The work of this committee includes:

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<sup>2</sup> As modified from Roles and Responsibilities: Washington State Commission-funded Judicial Education Programs (2013)

# COMMITTEE STRUCTURE AND FUNCTIONS

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- Planning judicial education sessions on working with pro-se parties who are incarcerated, understanding issues involving mass incarceration of women, racial disparities, working with incarcerated parents, etc.
- Developing projects that bring light to issues affecting incarcerated women and girls

## **Legislative**

Purpose: Provide information to GJCOM members regarding legislation of interest and to promote inclusion and direction for GJCOM. This committee may also assist in answering to requests for support/opposition or implementation of passed legislation.

- This committee is comprised of GJCOM members who provide a conduit to their associations' legislative committee

## **School Pipeline Project**

Purpose: to build a network of stakeholders who offer pre-college youth diversity pipeline programs and coordination of statewide efforts.

- This is not a GJCOM committee per se, but is a collaboration with the Minority & Justice Commission and Margaret Fisher. This is grant / project driven.

## **Tribal State Court Consortium**

Purpose: To create and maintain a forum for discussion of inter-jurisdictional issues between tribal and state courts.

- The work of this committee includes addressing topics around domestic violence (full faith & credit and firearm restrictions), sexual assault, dependency cases, and the disproportionate number of tribal youth in the justice system.
- This is not a GJCOM committee per se, but a collaboration amongst the GJCOM, the Children in Foster Care, and the Minority & Justice Commission.

## Gender and Justice Commission Committees

| Domestic Violence                | Incarcerated Women & Girls           | Sexual Violence                     |
|----------------------------------|--------------------------------------|-------------------------------------|
| Judge Judy Jasprica, Chair       | Gail Stone, Chair                    |                                     |
| Josie Delvin                     | Judge Michael Evans                  |                                     |
| Jake Fawcett*                    | Justice Sheryl Gordon McCloud        |                                     |
| Grace Huang                      | Elizabeth Hendren*                   |                                     |
| Dee Koester*                     | Leslie Savina                        |                                     |
| Dawn Lewis*                      | David Ward                           |                                     |
| Judge Eric Z. Lucas              |                                      |                                     |
| Judge Rich Melnick               | <i>Staffing: Cynthia Delostrinos</i> |                                     |
| Judge Marilyn Paja               |                                      |                                     |
| Steven Pepping*                  |                                      |                                     |
| Judge Mark Pouley                |                                      |                                     |
| Judge Jim Riehl, Ret.*           |                                      |                                     |
| Leslie Savina                    |                                      |                                     |
| David Ward                       |                                      |                                     |
| Trish Kinlow                     |                                      |                                     |
|                                  |                                      |                                     |
| <i>Staffing: Pam Dittman</i>     |                                      |                                     |
|                                  |                                      |                                     |
| Communications                   | Tribal State Court Consortium        | Education                           |
| Judge Marilyn Paja, Chair        | Judge Mark Pouley                    | Judge Rich Melnick, Chair           |
| Trish Kinlow                     | Judge Cindy Smith                    | Judge Michael Evans                 |
| Judge Eric Lucas                 | Judge Lori Smith                     | Judge Judy Jasprica**               |
| Gail Stone                       | Cindy Bricker (AOC)*                 | Trish Kinlow**                      |
|                                  | Danielle Pugh-Markie (AOC)*          | Josie Delvin                        |
| <i>Staffing: Pam Dittman</i>     |                                      | **liaison w/applicable associations |
|                                  | <i>Staffing: Pam Dittman</i>         | <i>Staffing: Pam Dittman</i>        |
|                                  |                                      |                                     |
| Judicial & Law Student Reception | Nominations Committee                | Legislative                         |
| Judge Marilyn Paja               | Chief Justice Madsen                 | David Ward, Chair                   |
| Judge Karen Donohue*             | Justice Sheryl Gordon McCloud        | Judge Eric Lucas                    |
|                                  | Committee Chairs                     | Judge Marilyn Paja                  |
|                                  | Association liaisons                 | Gail Stone                          |
|                                  |                                      |                                     |
| <i>Staffing: Pam Dittman</i>     | <i>Staffing: Pam Dittman</i>         | <i>Staffing: Pam Dittman</i>        |

\*Non-GJCOM Members



# WORKPLANS

## Communications

**Timeframe:** **On-going**

**Funding:** Funding source is usually GJCOM budget, but can vary depending upon whether federal grant specific.

**Project & Goals:** The focus of this Committee is to look at projects and areas that enhance the Commission’s communication and outreach such as annual report, website, Commission materials, social media, newsletter, etc.

**Responsible Party & Members:** Judge Marilyn Paja, Chair; Judge Eric Lucas, Gail Stone, GJCOM staff, other AOC staff such as website developers

### **Commission Member Responsibilities:**

- Commit time quarterly to look at GJCOM website.
- Identify areas to update.

### **Committee Member Responsibilities:**

- Write content as needed.
- Propose ideas for website and annual report content.
- Review and revise content as necessary.
- Review annual report and revise for content.

### **Staff Responsibilities:**

- Commit time monthly to update materials.
- Commit time quarterly to check and update links.
- Liaison with members and AOC IT staff for technical assistance and changes.
- Work with IT staff to determine “page hits.”
- Provide regular review of website.
- Design and draft annual report.

| <b>Time Commitments – Annual Report</b> |  |
|---|--|
| <b>Who</b>                              | <b>Time Allocations</b>  |
| Committee members & staff               | 3 hours – Gather ideas / highlights from 2015<br>2-3 hours – Conference Calls (if needed/asked for)  |
| Staff                                   | 32 hours – Develop & draft content for ideas/highlights<br>32 hours – Create, design, and edit annual report<br>12 hours – proofing, copyediting, etc. |
| Committee members                       | 10 hours – Comment periods for content development and drafts (via email)  |
| Other staff                             | 5 hours – proofing and final editing   |

# WORKPLANS

|   |  |
|---|--|
| <b>Time Commitments – Website</b>             |  |
| Staff   | <p>3 hours – Research, develop, draft survey for Commission members</p> <p>7 hours – collate responses and draft a “next steps” for Commission members</p> <p>10 hours – develop/revise website content for review and approval by Committee members</p> <p>10 hours – work with AOC web staff to update website content</p> |
| Committee Members & Staff                     | <p>2 hours – comment and revise survey</p> <p>1 hour – Conference Call (if needed/asked for)</p> <p>3 hours – review/edit/revise web content</p>   |
| Commission Members                            | 1 hour – complete survey   |
| <b>Time Commitments – Roll Out Guidelines</b> |  |
| Staff & Committee Members                     | 24 hours - Work with staff and Commission members to develop a “roll out” plan for work product like bench guides, protocols in response to legislation, etc.  |
| <b>Time Commitments - Newsletter</b>          |  |
| Staff   | 10 hours – Explore idea of newsletter, options (size, possible content, email, web version, etc.)  |

| <b>Timelines and Deliverables</b>                            |   |
|--|---|
| <b>2015 Annual Report<br/>(to be ready by<br/>March Mtg)</b> | <p>November 1 – January 4, 2016: Gather suggested ideas and highlights from 2015 for possible inclusion in Annual Report</p> <ul style="list-style-type: none"> <li>• Staff will solicit ideas of committee members via email (by mid-December)</li> <li>• Staff will develop a draft of the possible content and send via email to Committee members (by January 5, 2015)</li> </ul> |
|  | January 19-29, 2016 – Comment period by Committee members   |
|  | January 29-February 5, 2016 – Staff design annual report  |
|  | <p>February 8-16, 2016 – Comment period</p> <ul style="list-style-type: none"> <li>• Staff to ensure Committee members, Chair, Co-Chair, and Manager provide input</li> </ul>   |
|  | <p>February 16-25, 2016 – Staff final draft</p> <ul style="list-style-type: none"> <li>• Includes proofing and editing by other AOC staff</li> </ul>  |
|  | February 25-March 4, 2015 – Finalize report (staff & committee members & send to printers)  |
| <b>Website</b>   | By January 31, 2016 – Develop survey for Commission members   |

# WORKPLANS

| <b>Timelines and Deliverables</b>  |  |
|--|--|
| <b>(by mid-2016)</b>   | February 1-13, 2016 – Work with Chair and Committee to finalize survey   |
|  | By February 26, 2016 – Release survey to Commission members  |
|  | By March 18, 2016 – Responses due by Commission members  |
|  | By April 29, 2016 – Compile responses for report back (including next steps) to Commission at May 13, 2016 meeting   |
|  |  |
| <b>Roll out guidelines for dissemination of bench guides, activities, etc.</b> | Unknown – This may happen as part of each new activity, education session, event, or release of product. May need to write down the guidelines to help assist with future roll outs. <ul style="list-style-type: none"> <li>• Staff to solicit volunteers (doesn't have to be this Committee, but could be a sub-group)</li> </ul> |
|  |  |
| <b>Newsletter</b>  | Explore the possibility of a newsletter <ul style="list-style-type: none"> <li>• Staff will begin exploring what it would take to do a newsletter (content ideas, best way to deploy, development of design, how often [quarterly], way to measure use or continued viability)</li> </ul>  |

Updated 10.14.2015

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# WORKPLANS

## **Bench Guides**

**Timeframe:** **On-Going**

### **Funding:**

**Project & Goals:** The Commission has been instrumental in developing judicial bench guides. It is important to review the bench guides on a regular basis to ensure they are up-to-date with new laws and information.

- Domestic Violence Bench Guide – Reviewed and Revised 2015.
- Civil Immigration Bench Guide – Developed and Released December 2012.
- Foreclosure Manual for Judges – Developed and Released April 2013.<sup>1</sup>
- Immigration Resource Guide for Judges – Developed and Released July 2013.
- Sexual Offense Bench Guide – Developed and Released July 2013. Updates 2015.
- Sexual Orientation Bench Guide – Developed and Released October 2011.
  - Under review March 2014 by QLaw.

**Responsible Party & Members:** Staff

### **Member responsibilities:**

- Set up review schedule.
- Assist with review.

### **Staff Responsibilities:**

- Create review plan.
- Work with members and others to assist with review.
- Track and monitor review.
- Develop release/communication plan.

| <b>Time Commitments</b> |                         |
|-------------------------|-------------------------|
| <b>Who</b>              | <b>Time Allocations</b> |

| <b>Timelines and Deliverables</b> |  |
|-----------------------------------|--|
|                                   |  |
|                                   |  |
|                                   |  |

Revised 10.14.2015

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<sup>1</sup> This guide was developed by Washington Appleseed Group. If updates needed, staff will reach out.

# WORKPLANS

## **DV & Firearms**

**Timeframe:** **September 2014 thru December 2016**

**Funding:** FFY15 STOP Grant funds.

**Project & Goals:** During the 2014 legislative session, HB1840 was passed addressing the surrender of firearms and concealed pistol licenses in certain cases. The Commission has agreed to work with the Washington State Coalition Against Domestic Violence to gather information about current efforts to enforce firearms restrictions in protection orders, map out a plan for implantation, including planning for statewide summit or statewide/regional "roadshows."

**Responsible Party & Members:** DV Committee

### **Member Responsibilities:**

- Attend DV Committee meetings
- Volunteer to assist with "roadshows" and/or gathering of information from other counties on promising practices and models

### **Staff Responsibilities:**

- Work with WSCADV to develop a plan and contract for funds.

| <b>Who</b> | <b>Time Commitments<br/>Time Allocations</b> |
|------------|--|
|            |  |

| <b>Timelines and Deliverables</b> |           |
|-----------------------------------|-----------|
| 1 <sup>st</sup> Quarter 2016      | Roadshows |
|                                   |           |
|                                   |           |
|                                   |           |

Updated 10.15.2015

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# WORKPLANS

## **Rescission and Modification Policy**

**Timeframe:** 2015-2016

### **Funding:**

**Project & Goals:** Identify which courts have instituted a process for litigants to request a rescission or modification of a no-contact order as outlined in "Model Policy for Victims' Request or Modification of No-Contact Orders"<sup>1</sup>

### **Responsible Party & Members:**

#### **Member Responsibilities:**

- Create some mechanism (survey, etc.) to find out which courts have implemented a rescission policy.
- Based on response:
  - Develop a mechanism to track who has policies in place.
  - Work on communications plan to roll out more information.

#### **Staff Responsibilities:**

- Assist with developing and distribution of mechanism.
- Develop tracking mechanism.

| <b>Who</b> | <b>Time Commitments<br/>Time Allocations</b> |
|------------|--|
|------------|--|

| <b>Timelines and Deliverables</b> |                                   |
|-----------------------------------|-----------------------------------|
| <b>Completed</b>                  | Develop mechanism (survey, etc.). |
| <b>Completed</b>                  | Distribute mechanism.             |
| <b>Completed</b>                  | Collect responses.                |
|                                   | Develop communications plan.      |

Revised 10.14.2015

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<sup>1</sup> [http://www.courts.wa.gov/programs\\_orgs/pos\\_genderandjustice/ModelPolicyForVictims.pdf](http://www.courts.wa.gov/programs_orgs/pos_genderandjustice/ModelPolicyForVictims.pdf)

# WORKPLANS

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## EDUCATION

**Timeframe:** On-going

**Funding:**

**Project & Goals:** Ideas for educational programs may be generated from Commission members who do not serve on the Education Committee. The Education Committee Chair, working with staff, will coordinate the submission of those proposals.

**Responsible Party & Members:**

**Member Responsibilities:**

- A member of the Commission will be the liaison with each of the judicial and court associations. In this capacity, they will work with the associations' education committees to identify topics of interest or need.
  - SCJA (Judge Rich Melnick)
  - DMCJA (Judge Judy Jasprica)
  - SCA (Current SCA President – Staff reach out)
  - DMCMA (Trish Kinlow)
  - Clerks (Josie Delvin)
  - Others (members / interested parties)

**Staff Responsibilities:**

- Coordinate proposals.
- Submit proposals.
- AOC Staff also staff the DMCJA Diversity Committee and the SCJA Equality & Fairness Committee. This provides for cross-collaboration and cosponsor opportunities.

**"Parking Lot" of Topics**

- LGBT
- Trafficking
- VAWA 2013 - Reauthorization
- Firearms surrender

|                          | <b>Time Commitments</b> |
|--------------------------|-------------------------|
| <b>Who</b>               | <b>Time Allotments</b>  |
| Monthly Conference Calls | 2 hours a week          |
| Assist with Proposals    |                         |

# WORKPLANS

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| <b>Timelines and Deliverables</b> |   |
|-----------------------------------|---|
| End September                     | Proposals due for Judicial College.               |
| End October                       | Proposals due for SCJA, DMCJA, DMCMA Conferences. |
| End November                      | Proposals due for Fall Conference.                |

Updated 10.19.2015

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# WORKPLANS

## **Access to Justice for Incarcerated Women & Girls**

**Timeframe:** **On-going**

### **Funding:**

**Project & Goals:** Goal of this project is to recognize and address issues that affect incarcerated women and girls with regards to access to counsel and the courts in parental rights and family law proceedings.

The proposed work would be for the Committee to: 1) hold a stakeholders meeting with representatives from DOC, jails, public defense, and judges to identify solutions to the gaps in access; and 2) to create a smaller subcommittee to address specific barriers in the various systems.

**Note:** The stakeholders meeting was held July 31, 2014. The Committee is working on next steps

**Responsible Party & Members:** Incarcerated Women & Girls Committee

### **Member Responsibilities:**

- Identify organizations and individuals to invite to one stakeholders meeting to discuss the problem and identify solutions.
- Determine implementation strategies for solutions.
- Prioritize strategies and determine next steps.
- Review work plan and present to Commission for final approval.

### **Staff Responsibilities:**

- Invite identified organizations and individuals to stakeholders meetings; arrange for meetings; follow up with invitees after meetings.
- Schedule Committee conference calls.

### **Evaluation:**

- Follow-up at designated periods of time to ascertain what actions have been taken to address strategies/recommendations outlined in the findings

| <b>Time Commitments</b> |   |
|-------------------------|---|
| <b>Who</b>              | <b>Time Allotments</b>                            |
| Members & Staff         | 1-2 hours month for conference calls.             |
| Chair & Staff           | 2 hours to develop agenda for calls and meetings. |

| <b>Timelines and Deliverables</b> |  |
|-----------------------------------|--|
|                                   |  |
|                                   |  |

Updated 10.19.2015

# WORKPLANS

## Gender Responsive Needs in relation to Incarcerated Women & Girls

**Timeframe:** **On-going**

### **Funding:**

**Project & Goals:** Work with staff at Mission Creek, a low security, female-only, corrections center, and the Department of Corrections to provide a gender responsive approach to certain issues related to how to connect with services for inmates when they are released.

Examples:

- **Continue partnering w/Mission Creek on yearly re-entry symposium.**
- **Support project by Elizabeth Hendren re: kiosks in prisons**
- **Participate in DOC's Gender Responsiveness workgroup and bring back information to the Committee and the Commission on ways where we can collaborate on addressing unique issues to incarcerated women and girls.**
- Discuss with DOC the need to address domestic violence issues and services they may need to access when released.
- Identify various risk assessments being used in DOC, courts, juvenile detention centers, etc.
- Through research and review of gender responsive risk/needs assessment tools, draft a report including comparisons or pros/cons of using this type of tool vs. other standardized risk assessments and propose strategies on whether to implement a gender responsive tool. Provide report to Commission members and upon their assessment, determine course of action.

### **Responsible Party & Members:**

### **Member Responsibilities:**

### **Staff Responsibilities:**

| <b>Time Commitments</b> |                         |
|-------------------------|-------------------------|
| <b>Who</b>              | <b>Time Allocations</b> |
|                         |                         |

| <b>Timelines and Deliverables</b> |  |
|-----------------------------------|--|
|                                   |  |

Updated 10.15.2015

# WORKPLANS

## Judicial Reception

**Timeframe:** Yearly

**Funding:** Scholarship from NAWJ and Washington State Association for Justice.

**Project & Goals:** The Commission co-sponsors a yearly reception where judicial officers and law students mingle providing opportunities for both parties to interact and discuss careers etc. Additionally, the reception recognizes one or more students and provides a scholarship to her. The scholarship and assistance rotates among Seattle U, UW, and Gonzaga.

### **Responsible Party & Members:**

#### **Member Responsibilities:**

- Solicit scholarship funds from NAWJ and WSAJ
- Participate in conference calls to plan event
- Choose scholarship awardees
- Attend (if possible)

#### **Staff Responsibilities:**

- Set up conference calls to select scholarship awardee
- Work with law students to organize reception
- Design Save the Date, RSVP, program
- Track RSVPs and create name badges
- Follow-up with thank you letters

| <b>Time Commitments</b> |   |
|-------------------------|---|
| <b>Who</b>              | <b>Time Allotments</b>  |
| Law Student Liaison     | 2 hrs to clarify roles and responsibilities, choose venue and date, and distribute scholarship information.                 |
| Staff                   | 1-2 hrs to create & distribute a Save the Date.<br>1-2 hrs to create date of event program.<br>1-2 hrs to create name tags. |
| Members                 | 2-3 hrs to look through scholarship applications and choose recipients.   |

| <b>Timelines and Deliverables</b> |  |
|-----------------------------------|--|
|                                   | Secure location and confirm date.  |
|                                   | Law Student liaison distribute scholarship information.                  |
|                                   | Create Save the Date & distribute to judicial officers and law students. |
|                                   | Choose scholarship recipient(s), notify, create event program.           |

Updated 10.15.2015

# WORKPLANS

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## Women's History Month

**Timeframe:** Yearly - March

**Funding:** TBD

**Project & Goals:** The Commission should take an active role in celebrating and promoting Women's History Month as Washington State has a unique women's history.

It has been determined that an event will be developed and held in conjunction with the Commission's March meeting.

**Responsible Party & Members:** Equality in the Legal Profession

**Member Responsibilities:**

**Staff Responsibilities:**

| Who | Time Commitments<br>Time Allotments |
|-----|-------------------------------------|
|-----|-------------------------------------|

| Timelines and Deliverables |  |
|----------------------------|--|
|                            |  |
|                            |  |
|                            |  |

Updated 8.12.2014

# WORKPLANS

## **Research Agenda: Gender Bias Report**

**Timeframe:**

**Funding:**

**Project & Goals:** Review and update 1989 Washington State Task Force on Gender and Justice in the Courts Gender Bias Research Report.

**Responsible Party & Members:** Equality in the Legal Profession

### **Member Responsibilities:**

- Review 1989 report.
- Review staff report regarding other studies on gender bias and gender inequality.
- Meet with other entities who are also working on gender equity issues, i.e., Washington State Bar Association and the Initiative for Diversity and discuss overlaps.
- Prepare recommendation for Commission regarding updating all or part of report.

### **Staff Responsibilities:**

- Work with Lead in determining cost of update.
- Identify and prepare grant proposal(s) (Note: funding streams may be available from IDGC, WSBA, NAWJ, etc).
- Work with Lead to prepare a work plan for Commission review that includes personnel needs (graduate students and statisticians), Commission responsibilities, staff responsibilities, budget, and work schedule.

| <b>Who</b> | <b>Time Commitments<br/>Time Allotments</b> |
|------------|---|
|------------|---|

| <b>Timelines and Deliverables</b> |  |
|-----------------------------------|--|
|                                   | Identify funding needs.                        |
|                                   | Identify and submit grant proposals as needed. |
|                                   | Develop study.                                 |
|                                   | Release study.                                 |

Updated 9.15.2015

# WORKPLANS

## **Tribal State Court Consortium**

**Timeframe:** **On-going**

**Funding:** GTEA Grant \$20,000 Department of Commerce (October 2013 – September 2016).

**Project & Goals:** Create and maintain a forum for discussion of inter-jurisdictional issues between tribal and state courts. Topics addressed are domestic violence and sexual assault issues, dependency cases involving Indian children, and the disproportionate number of Indian youth in the juvenile justice system.

**Responsible Party & Members:** Gender & Justice and Commission on Children and Families

**Member Responsibilities:**

**Staff Responsibilities:**

| <b>Who</b> | <b>Time Commitments<br/>Time Allotments</b> |
|------------|---|
|------------|---|

| <b>Timelines and Deliverables</b> |                     |
|-----------------------------------|---------------------|
| June 2015                         | Regional meetings   |
| September 2015                    | Regional meeting    |
| October 2015                      | Fall Annual meeting |
| 2016                              | Regional Meeting    |
| 2016                              |                     |

Updated 7.1.2015

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# TRAVEL REQUEST FORM

Commission members requiring air or car rental will complete the *Travel Request Form*. This form is sent with the meeting reminder. It is a fillable form and needs to be completed each time.

For Administrative use ONLY  
Travel Agency / Spreadsheet/ Email Confirmation/ File

## ADMINISTRATIVE OFFICE OF THE COURTS TRAVEL REQUEST FORM

AOC Travel Coordinator: [AOCReception@courts.wa.gov](mailto:AOCReception@courts.wa.gov)  
360-753-3365 360-956-5700 Fax

- All travel arrangements must go through the AOC travel coordinator.
- Travel agent will book the best available state carrier refundable flight.
- Itinerary (e-ticket) will be e-mailed to traveler by the AOC via [www.checkmytrip.com](http://www.checkmytrip.com)
- Hyphenated last names will appear as one complete name, no middle initials are used.
- The Transportation Security Administration (TSA) requires that the name on your travel documents exactly match your identification. <http://www.tsa.gov/>
- The TSA requires identification of date of birth and gender of each traveler.
- Each reservation change is subject to a \$25 fee.

Today's Date:

### Contact if different than traveler:

Name:

Telephone Number:

Email Address:

### Traveler name as it appears on identification:

Last Name:

First Name:

MI:

Date of Birth:

Telephone Number:

Male  Female

Email Address:

Purpose of Trip:

AOC Budget Manager/Authority:

Budget Code:

### TRAVEL REQUESTED

Depart Date:

Return Date:

Departure City:

Departure City:

Arrival City:

Arrival City:

Depart Time – preferred:

Depart Time – preferred:

acceptable departure range:

acceptable departure range:

Flight (Airline #, if known):

Flight (Airline #, if known):

Seat preference:

**Window**

Frequent Flyer #/Airline:

Car rental: Enterprise

YES  NO

### CAR RENTAL/SHUTTLE SERVICE

Dates:

Pickup/Return location:

If your meeting is at the AOC SeaTac facility, 18000 International Blvd. (across from the Airport),

would you like a shuttle to pick you up?

YES  NO

Provided by Wally Park, courtesy phone #72, pickup at island 1 & 3

NOTE:



## TRAVEL EXPENSE VOUCHER

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Commission members are provided reimbursement for travel-related costs to attend meetings.

Travel expenses (mileage, parking, air travel, lodging, meals, tolls, ground transportation etc.) will be reimbursed according to state of Washington travel regulations for members attending Commission meetings and sponsored programs or activities. Current travel regulations provide:

- Airfare**      Air travel arrangements should be made through AOC using the Air/Car request form.
- Rental cars**   Arrangements must be made in advance using the Air/Car request form.
- Mileage**      Is reimbursed at government rate and subject to change. The travel reimbursement form, provided for member claims, has the latest rate.
- Parking**      Parking costs are reimbursed if no free parking is available.
- Meals**        Are reimbursed at the established reimbursement rate. It is NOT necessary to submit receipts for reimbursement. Meals are reimbursed ONLY when you meeting these two requirements (1) Traveling three or more hours beyond your regular work shift (either before, after, or a combination) AND (2) in travel status for the entire meal period.
- Lodging**      Reimbursed if the member works/lives more than 50 miles from the meeting location.

Members must complete a state of Washington *travel expense voucher*<sup>1</sup> to receive reimbursement. Vouchers are provided at Commission meetings and/or an electronic form can be provided via email.

Program staff are available to answer questions.

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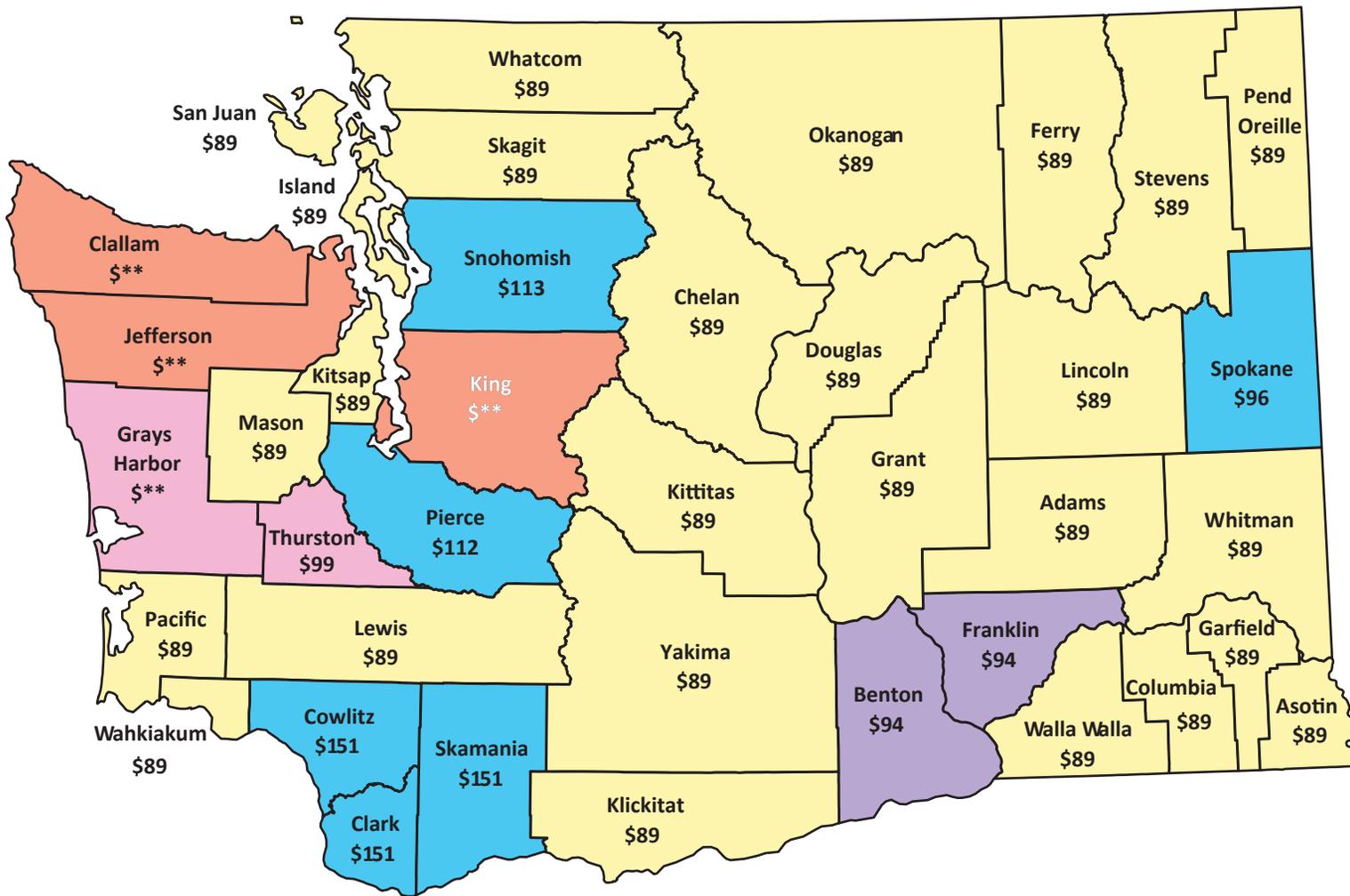
<sup>1</sup> See sample Travel Expense Voucher and Per Diem Rates Map. (New rates are established in October of each year.)







# Per Diem Rates - As of October 1, 2015



| TOTAL | B    | L    | D    |
|-------|------|------|------|
| \$51  | \$13 | \$15 | \$23 |
| \$59  | \$15 | \$18 | \$26 |
| \$64  | \$16 | \$19 | \$29 |
| \$69  | \$17 | \$21 | \$31 |
| \$74  | \$19 | \$22 | \$33 |

\$ Maximum Lodging Rate  
 \*\* Seasonal Lodging Rates (see table)

|                     |               |       |
|---------------------|---------------|-------|
| Clallam & Jefferson | 07/01 - 08/31 | \$137 |
|                     | 09/01 - 06/30 | \$100 |
| Grays Harbor        | 07/01 - 08/31 | \$110 |
|                     | 09/01 - 06/30 | \$89  |
| King                | 05/01 - 10/31 | \$202 |
|                     | 11/01 - 04/30 | \$157 |

**POV Mileage Rate**  
 The privately owned vehicle mileage reimbursement rate is \$0.575 per mile. (effective 1/1/15)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer to the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c



# SEATAC FACILITY – DIRECTIONS & PARKING

---

## **AOC SeaTac Office SeaTac Office Center – South Tower 18000 International Blvd South, Suite 1106 SeaTac, WA 98188**

13 Coins restaurant is on the main floor of this building. The name of our building is the SeaTac Office Center, and we are in the South Tower (Building 1), 11<sup>th</sup> Floor, Suite 1106.

### **Walking (From Airport)**

- Go to baggage claim area of the airport and exit through Door #2 at far end of airport.
- This will take you past the bus stops and smoking area.
- Follow sidewalk and continue out to International Blvd.
- At traffic light, cross, and walk one block north. (This would be to your left after crossing International Blvd.)
- You will see sign for 13 Coins Restaurant, located on first floor of SeaTac Office Center.

### **Southbound**

- From Interstate-5 South, take exit 152 and stay to the right.
- Follow signs to 188th
- At yield sign, proceed forward to 188th
- Travel approximately 1 mile to International Blvd.
- Take a right onto International Blvd. (International Blvd. is also known as Pacific Highway)
- Go through 2 stop lights.

### **Westbound**

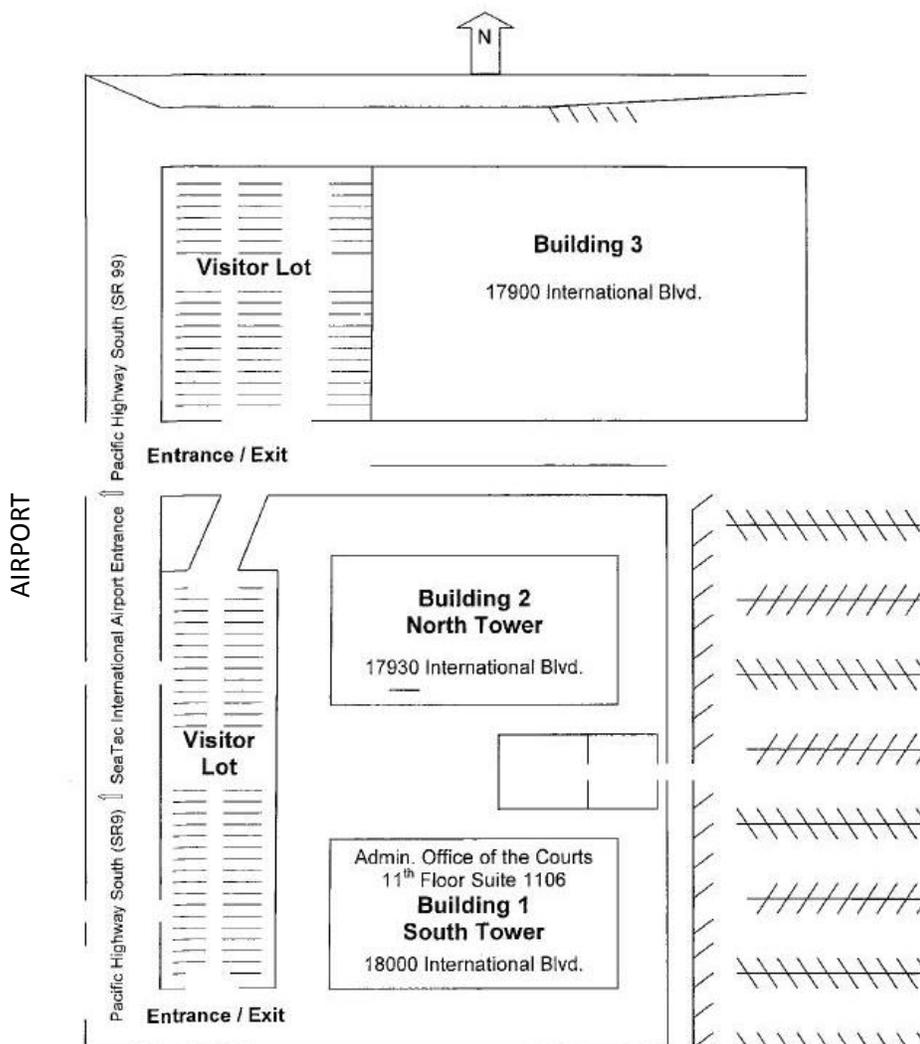
- Follow I-405 South. I-405 become WA-518W
- Take the WA-99 Exit towards SeaTac.
- Keep right at the fork in the ramp. Merge onto International Blvd/WA-99.
- Take a right onto International Blvd. (International Blvd. is also known as Pacific Highway.) Go through 6 stop lights.
- At the 7th light, turn left into our parking lot.

# SEATAC FACILITY – DIRECTIONS & PARKING

## Northbound

- Follow 1-5 North
- Take exit 152
- At the stop light, turn left and proceed to 188th
- Follow 188th approx. 1 mile to International Blvd (International Blvd. is also known as Pacific Highway)
- Turn right onto International Blvd.
- Go through 2 stoplights. Immediately after the second light, turn right.

## Parking Map – Parking is FREE



Suggested park behind the building

At Entrance/Exit notation on map, proceed down small hill, stop at parking shack, and indicate to parking attendant you have meeting at AOC, Suite 1106.

Enter in the P1 Level

Need coffee or a quick snack? The Deli, a small restaurant with coffee, breakfast, and lunch items is located as you come into the building at P1 level.

FEB - 5 2015

MT  
Ronald R. Carpenter  
Clerk

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE RENEWAL OF THE )  
GENDER AND JUSTICE COMMISSION )

---

**ORDER**

NO. 25700-B- 553

WHEREAS, the Washington State Supreme Court, on June 29, 1994, established the Washington State Gender and Justice Commission to identify concerns and make recommendations regarding the equal treatment of all parties, attorneys, and court employees in the State courts;

WHEREAS, the Commission promotes gender equality through researching, recommending, and supporting the implementation of best practices; providing educational programs that enhance equal treatment of all parties; and serving as a liaison between the courts and other organizations in working toward communities free of bias;

WHEREAS, it was established that the Commission should be renewed for a period of five (5) years, subject to renewal for additional years as may be determined by the Court; and

NOW, THEREFORE, it is hereby

ORDERED:

That the Washington State Gender and Justice Commission is hereby renewed for a period of five (5) years, subject to further renewal for additional years as may be determined by this Court. The Commission shall continue its operation without interruption and shall proceed according to its established organization and program.

The Washington State Gender and Justice Commission shall continue with twenty-one (21) representatives from among the following:

705/97

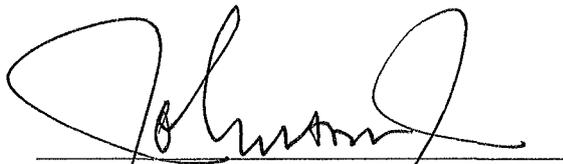
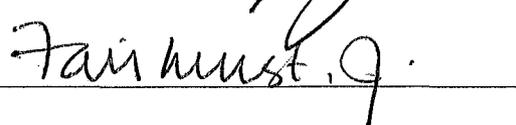
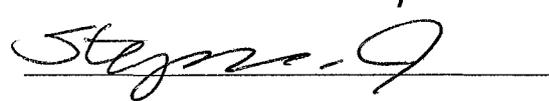
Supreme Court  
Court of Appeals  
Trial Court Judges  
Bar Associations  
Administrator for the Courts  
Clerk of Courts  
Attorneys  
Trial Court Administrators  
College or University Professor  
Citizens

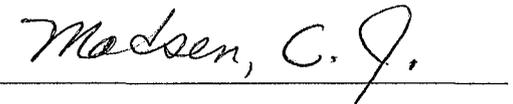
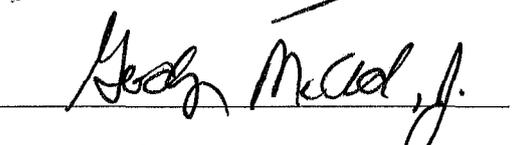
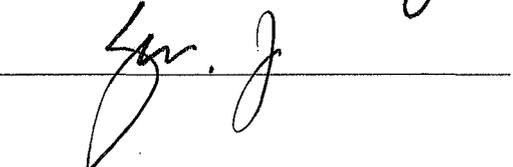
The Chief Justice shall continue to make appointments to the Commission and, in so doing, the Chief Justice shall assure that racial and ethnic minority groups are represented.

Staff for the Commission will continue to be provided by the Administrative Office of the Courts, subject to budget considerations.

The Commission shall file an annual report with the Governor, Legislature, and Chief Justice.

DATED at Olympia, Washington, this 5<sup>th</sup> day of February 2015.

  
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# WASHINGTON STATE GENDER AND JUSTICE COMMISSION

## BY-LAWS

(ADOPTED OCTOBER 24, 1994)  
(AMENDED JANUARY 19, 1996)  
(AMENDED JANUARY 5, 2001)  
(AMENDED NOVEMBER 14, 2003)  
(AMENDED MARCH 26, 2010)

## PREAMBLE

On June 29, 1994, the Washington Supreme Court established the Washington State Gender and Justice Commission by Order No. 25700-B-392, reauthorized it under Order No. 25700-B-392 on November 16, 2000, Order No. 25700-B-453 on March 24, 2005, and Order No. 25700-B-505 on March 15, 2010. The Supreme Court charged the Commission to identify concerns and make recommendations regarding the equal treatment of all parties, attorneys, and court employees in state courts and to file an annual report with the Governor, Legislature, and Chief Justice concerning the work of the Commission and its recommendations.

These by-laws have been promulgated by the Commission to provide an orderly framework for carrying out its mission.

### ARTICLE I. Name of Commission/Historical Roots

- 1.1 This Commission shall be known as the Washington State Gender and Justice Commission.

### ARTICLE II. Principle Purposes

- 2.1 The Mission of the Gender and Justice Commission is to promote gender equality in the system of law and justice through education and by coordinating and cooperating with other organizations and programs and projects designed to eliminate gender discrimination and bias.
- 2.2 The Commission shall share its information about its activities and projects with all levels of state courts, the legal profession, law enforcement, the education community, and the public at large.

- 2.3 The Commission shall devise, recommend and assist with institutionalizing such educational programs, record keeping systems, research projects and other relevant means by which our system of justice may be continuously examined to ensure that gender bias plays no part in the treatment of parties, attorneys and court employees and plays no part in the judicial decision making process.
- 2.4 The Commission shall exercise leadership in partnering with other organizations in addressing gender equality, gender bias and gender discrimination issues in the law and justice community.
- 2.5 The Commission shall cooperate and coordinate with national and regional gender and justice programs, networks, committees, task forces and commissions for purposes of developing effective judicial education programs and research projects and for the purpose of sharing ideas.
- 2.6 The Commission shall report annually to the Governor, Legislature, and Chief Justice with respect to the work, findings and recommendations of the Commission.
- 2.7. The Commission shall devise ways of communicating its existence, goals, and projects to the legal and judicial communities and to the public at large.

### ARTICLE III. Membership

- 3.1 The Commission shall consist of 21 members to be appointed by the Chief Justice of the Washington Supreme Court. 3.2. When vacancies shall occur on the Commission, the Commission shall request the Chief Justice to appoint replacements. The Commission may submit a slate of nominees which shall be made with an eye to the continued racial, ethnic, gender, geographical, professional and citizen diversity and balance of the Commission.
- 3.2 Attendance at meetings is expected. If a member misses three consecutive meetings, he or she will be deemed to have resigned from the Commission. If a Commission member knows in advance that she or he is unable to attend three consecutive meetings for any reason, he or she shall notify the Commission Chair and tender his or her resignation. The Commission Chair has discretion to choose to accept or decline the resignation.
- 3.3 Terms of membership on the Commission shall be three years. Terms shall be staggered so that approximately one-third of the terms expire in any given calendar year. Members appointed to a full term may be reappointed only once to another full term without a break in service. Members appointed initially to a partial term may be reappointed only twice to full terms without a break in

service. The Washington State Supreme Court representative may exceed the two-term limit.

#### ARTICLE IV. Officers

- 4.1 The Chief Justice shall appoint a Supreme Court representative as Commission Chair, who shall serve at the pleasure of the Chief Justice.
- 4.2 The Commission Chair shall appoint one of the remaining commissioners as vice-chair, who shall serve at the pleasure of the Commission Chair.

#### ARTICLE V. Standing Committees

- 5.1 The Commission Chair shall appoint standing committees as the work of the Commission shall require.
- 5.2 The Commission Chair shall appoint a Chair for each standing committee, who shall serve at the pleasure of the Commission Chair.

#### ARTICLE VI. Ad Hoc Committees

- 6.1 The Commission Chair may appoint ad hoc committees and a committee chair to work on specific time-limited projects or assignments. Commission and non-Commission members may serve on these committees.

#### ARTICLE VII. Quorum/Majority Vote

- 7.1 A quorum shall consist of 60 percent of the members appointed to the Commission. Vacancies shall not be considered. A member participating in a meeting by teleconference, video conference, or other electronic means approved by the Commission shall be counted in the determination of the quorum.
- 7.2 A majority vote of the Commission is required on all action items.
- 7.3 On time-sensitive decisions, and in the absence of a quorum, absent Commission members will be contacted via email or by telephone requesting their vote on the issue before the Commission. An agreement of a majority of a Commission shall entitle the Commission Chair to go forward with the approved decision.
- 7.4 No proxy voting shall be allowed.

## ARTICLE VIII. Meeting Procedure/Scheduling

- 8.1 Meetings may be conducted informally and Commission decisions may be made by consensus. In instances where consensus can not be reached, Roberts Rules of Order shall apply.
- 8.2 AOC shall assign professional staff support to the Commission. Meeting minutes shall be sent to the Commission members prior to the next meeting. The Chair shall call for any corrections of the minutes, which shall be approved as written or corrected. After approval, the minutes shall be deemed to reflect the action of the Commission and made available for public access.
- 8.3 Commission meetings shall be held at least quarterly. Additional meetings may be regularly scheduled or specially called at the discretion of the Chair. Specially called meetings of the Commission may be held by teleconference, video conference, or other electronic means approved by the Commission.
- 8.4 Meetings shall be scheduled a year in advance, with notice being sent to Commission members in July.

## ARTICLE IX. Special Funding

- 9.1 The Commission is authorized to seek and accept funding from grants, pilot project funds, and scholarships. Any funds so obtained shall be administered under proper auditing controls by AOC.
- 9.2 The Commission Chair shall appoint a committee to work with staff in identifying and recommending to the Commission which grants, pilot projects and /or scholarships would be appropriate for the Commission to seek.

## ARTICLE X. Amendments to By-Laws

- 10.1 These by-laws may be amended by the following process: (1) proposed amendments shall be submitted in writing to Commission members at least one month in advance of any regularly scheduled meeting; (2) such proposed amendments shall be placed on the agenda for said upcoming meeting; (3) action may be taken at said meeting, or deferred for final action to the next succeeding meeting, by majority vote of the Commission; (4) if final action is not taken by adjournment of the second meeting, the proposed amendment shall be deemed rejected.

ARTICLE XI. Continuing Nature of By-Laws

- 11.1 These by-laws, as now written or as hereafter amended, shall continue to govern until such time as the Commission may cease to exist.
- 11.2 By-laws will be reviewed at time of renewal of the order establishing the Commission.

The by-laws were duly amended by the members of the Washington State Gender and Justice Commission at a regularly scheduled meeting on May 14, 2010, in Olympia, Washington.

Attest

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Barbara A. Madsen, Chair

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