



Board for Judicial Administration (BJA) Meeting

Friday, September 16, 2016 (9 a.m. – Noon)

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

MEETING MINUTES

BJA Members Present:

Chief Justice Barbara Madsen, Chair
Judge Scott Sparks, Member Chair
Judge Scott Ahlf
Judge Bryan Chushcoff
Judge Scott Collier
Ms. Callie Dietz
Judge Michael Downes
Mr. William Hyslop
Ms. Paula Littlewood
Judge Mary Logan (by phone)
Judge Bradley Maxa
Judge Sean Patrick O'Donnell
Justice Susan Owens
Judge Kevin Ringus
Judge James Rogers
Judge Ann Schindler

Guests Present:

Mr. Jeff Amram (by phone)
Ms. Barbara Christensen (by phone)
Ms. Robin Haynes
Ms. Paulette Revoir
Judge Kimberly Walden

AOC Staff Present:

Ms. Misty Butler
Ms. Vicky Cullinane
Mr. Steve Henley
Mr. Dirk Marler
Mr. Ramsey Radwan
Ms. Jennifer Way

Judge Sparks called the meeting to order.

August 19, 2016 Meeting Minutes

It was moved by Judge Ringus and seconded by Judge Maxa to approve the August 19, 2016 BJA meeting minutes. Judge Chushcoff moved to amend the motion to include Judge Garrow's requested revisions to the minutes. Judges Ringus and Maxa accepted the amendment. The motion carried.

Committee Appointments

It was moved by Justice Owens and seconded by Judge Ringus to appoint Judge John Fairgrieve, Ms. Emily McCartan, Ms. Judy Ly and Ms. Linda Myhre Enlow and reappoint Commissioner Paul Wohl to the BJA Public Trust and Confidence Committee. The motion carried.

2017 Meeting Schedule

Judge Sparks stated that the proposed 2017 BJA meeting schedule was included in the meeting materials. It is possible there will be a January meeting and, if so, members will be notified of the meeting via e-mail as soon as it is known if there will be a State of the Judiciary Address and what the date will be. If the Chief Justice is invited to provide the State of the Judiciary

Address, the BJA Legislative Reception will be held around the same time. If not, the reception will be held close to either the February or March BJA meetings.

It was moved by Judge Chushcoff and seconded by Judge Schindler to adopt the proposed 2017 BJA meeting schedule. The motion carried.

Standing Committee Reports

Court Education Committee (CEC): Judge Collier reported that the CEC continues to make progress. The committee met with Dr. Martin in August and they will meet next on September 19. They are making progress on goals and collaborating between groups to work together on education projects.

Legislative Committee (LC): Judge Ringus reported that the LC will meet next week and will meet by conference call on September 26 to discuss the work of the committee, what the legislative agenda will contain, talking points, and policy decisions. A cover sheet has been created to be used when submitting BJA legislative agenda requests.

Ms. Way was introduced. She is the new senior administrative assistant in the Office of Judicial and Legislative Relations at the Administrative Office of the Courts.

The Salary Commission report will be submitted on October 14 and the LC will offer feedback regarding the draft report from the BJA.

Budget Request Update

Mr. Radwan outlined the budgeting process and how decisions have been vetted. The items listed on the budget document located behind Tab 6 reflect the requests and priority order of the BJA and the Supreme Court. Also included in the meeting materials is a list of the Judicial Information System Committee (JISC) budget requests which will be vetted by the Supreme Court Budget Committee at their October meeting.

Chief Justice Madsen noted that the BJA is seeing the Supreme Court Budget Committee's recommendations prior to the full Court seeing them and if the BJA wants to weigh in on any of the recommendations prior to them going to the full Court, it can.

Courts of Limited Jurisdiction Case Management System

Ms. Cullinane talked to the BJA about the proposed case management system for the courts of limited jurisdiction. The current system for the courts of limited jurisdiction is stuck in 1987 with a mostly paper system which needs updating. She explained the project, governance of the project and its implementation. She stated where the project Web site is located (www.courts.wa.gov/CLJCMS) so everyone can be informed about the project.

Potential Budget Reduction Process

Mr. Radwan presented information regarding the BJA Budget and Funding Committee's budget reduction criteria. He explained the legislative process and how the budgets are developed.

Oftentimes, during periods of budget reductions, the Legislature requires across the board reductions for the Administrative Office of the Courts.

He referred to the budget reduction flowchart/process included in the meeting materials. He stressed that the timeframe for this discussion and it being implemented will be short. He also emphasized that even when recommendations are made, we as a branch will still educate the Legislature about the need for the services and to restore the proposed reductions.

Mr. Radwan mentioned that the Budget and Funding Committee is not going to ask for approval of the process as it will be fluid moving forward.

Trial Court Improvement Account Report

Ms. Butler noted that the BJA members were sent the Trial Court Improvement Account report for review and feedback last week. The BJA members suggested the following:

- In Clark County's section the funding was used to pay for a district court judge and staff wages. It was suggested that it would be preferred to simply list "Clark County" and the expenditures under district court.

Salary Commission Report

Ms. Butler stated that she is seeking feedback on the Salary Commission report so it can be submitted to the Salary Commission in mid-October. The following feedback was gathered:

- It was suggested that the following information should be included: note the number of retirements and indicate it is a trend (unprecedented number of retirements, mentioned on Page 16 of the report) and that individuals running for judicial office have as little as five years' experience as an attorney. It was suggested that these facts be mentioned during the verbal remarks instead of including them in the report.
- Judge Schindler suggested that Judge Worswick be able to provide comment. Ms. Butler will reach out to her.

Other Business

Ms. Butler asked if the BJA would like additional information on the other IT projects since the information about the CLJ-CMS was presented during this meeting. The consensus was yes. The BJA also requested a report from the Judicial Information System Committee regarding their governance and how they will govern in the future as the case management systems are rolled out.

It was suggested that the Office of Civil Legal Aid (OCLA) and the Office of Public Defense (OPD) present their 2017-2019 budget requests.

Judge Sparks and Chief Justice Madsen presented a signed Temple of Justice print to Mr. Hyslop and thanked him for his participation on the BJA.

There being no further business, the BJA meeting was adjourned.

Recap of Motions from the September 16, 2016 Meeting

Motion Summary	Status
Approve the August 19, 2016 BJA meeting minutes with Judge Garrow's revisions.	Passed
Appoint Judge John Fairgrieve, Ms. Emily McCartan, Ms. Judy Ly and Ms. Linda Myhre Enlow and reappoint Commissioner Paul Wohl to the BJA Public Trust and Confidence Committee.	Passed
Adopt the proposed 2017 BJA meeting schedule.	Passed

Action Items from the September 16, 2016 Meeting

Action Item	Status
<u>August 19, 2016 BJA Meeting Minutes</u> <ul style="list-style-type: none"> Revise the August 19, 2016 meeting minutes with Judge Garrow's revisions. Post the minutes online. Send minutes to the Supreme Court for inclusion in the En Banc meeting materials. 	Done Done Done
<u>Committee Appointments</u> <ul style="list-style-type: none"> Draft and mail Public Trust and Confidence Committee appointment letters to Judge John Fairgrieve, Ms. Emily McCartan, Ms. Judy Ly and Ms. Linda Myhre Enlow. Draft and mail reappointment letter to Commissioner Paul Wohl for the Public Trust and Confidence Committee. 	Done Done
<u>2017 BJA Meeting Schedule</u> <ul style="list-style-type: none"> Post the 2017 BJA meeting schedule online. E-mail to the BJA members. Schedule pre-meets w/the Co-chairs and Ms. Butler. Update AOC Master Calendar. 	Done Done Done Done
<u>Salary Commission</u> <ul style="list-style-type: none"> It was suggested that these facts be mentioned during the verbal remarks: note the number of retirements and indicate it is a trend (unprecedented number of retirements, mentioned on Page 16) and that individuals running for judicial office have as little as five years' experience as an attorney. Ms. Butler will contact Judge Worswick regarding her comments. Once the report is finalized, e-mail to the Salary Commission. 	Done Done
<u>Trial Court Improvement Account Report</u> <ul style="list-style-type: none"> In Clark County's section the funding was used to pay for a district court judge and staff wages. It was suggested that it would be preferred to simply list "Clark County" and the expenditures under district court. Distribute final report. 	Done Done

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Action Item	Status
<u>Miscellaneous</u> <ul style="list-style-type: none">• Add IT project reports to future BJA meeting agendas.• Have OPD and OCLA present their funding requests to the BJA during a future BJA meeting.	Done