

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, JUNE 16, 2017
9:00 A.M.**

**AOC SEATAC OFFICE
18000 INTERNATIONAL BOULEVARD, SUITE 1106
SEATAC, WASHINGTON**

Board for Judicial Administration Membership

VOTING MEMBERS:

Chief Justice Mary Fairhurst, Chair
Supreme Court

Judge Scott Sparks, Member Chair
Superior Court Judges' Association
Kittitas County Superior Court

Judge Scott Ahlf, President
District and Municipal Court Judges' Association
Olympia Municipal Court

Judge Bryan Chushcoff
Superior Court Judges' Association
Pierce County Superior Court

Judge Scott Collier
Superior Court Judges' Association
Clark County Superior Court

Judge George Fearing
Court of Appeals, Division III

Judge Janet Garrow
District and Municipal Court Judges' Association
King County District Court

Judge Judy Rae Jasprica
District and Municipal Court Judges' Association
Pierce County District Court

Judge Mary Logan
District and Municipal Court Judges' Association
Spokane Municipal Court

Judge Bradley Maxa
Court of Appeals, Division II

Judge Sean Patrick O'Donnell, President
Superior Court Judges' Association
King County Superior Court

Judge Kevin Ringus
District and Municipal Court Judges' Association
Fife Municipal Court

Judge James E. Rogers
Superior Court Judges' Association
King County Superior Court

Judge Ann Schindler
Court of Appeals, Division I

Justice Charles Wiggins
Supreme Court

NON-VOTING MEMBERS:

Ms. Callie Dietz
State Court Administrator

Ms. Robin Haynes, President
Washington State Bar Association

Ms. Paula Littlewood, Executive Director
Washington State Bar Association

Judge Blaine Gibson, President-Elect
Superior Court Judges' Association
Yakima County Superior Court

Judge Rebecca Robertson, President-Elect
District and Municipal Court Judges' Association
Federal Way Municipal Court

Judge Lisa Worswick, Judge
Court of Appeals, Division II



Board for Judicial Administration (BJA)

Friday, June 16, 2017 (9 a.m. – 12 p.m.)

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

AGENDA

1. Call to Order	Chief Justice Mary Fairhurst Judge Scott Sparks	9:00 a.m.
2. Welcome and Introductions	Chief Justice Mary Fairhurst Judge Scott Sparks	9:00 a.m.
3. May 19, 2017 Meeting Minutes <i>Action: Motion to approve the minutes of the May 19, 2017 meeting</i>	Chief Justice Mary Fairhurst Judge Scott Sparks	9:05 a.m. Tab 1
4. Recognition of Outgoing Members	Chief Justice Mary Fairhurst Judge Scott Sparks	9:10 a.m.
5. BJA Member Chair <i>Action: Nominate and Elect 2017-2019 BJA Member Chair</i>	Chief Justice Mary Fairhurst Judge Scott Sparks	9:20 a.m.
6. BJA Committee Chairs and Membership <i>Action: Approve 2017-2018 BJA Committee Chairs and Membership</i>	Chief Justice Mary Fairhurst Judge Scott Sparks	9:30 a.m. Tab 2
7. BJA Strategic Initiatives Charters <i>Action: Approve BJA's strategic goal charters:</i> 1. Interpreter Funding 2. Court System Education Funding	Judge Judy Rae Jasprica Judge Ann Schindler	9:35 a.m. Tab 3
8. BJA Legislative Update	Judge Kevin Ringus Mr. Brady Horenstein	9:55 a.m.
9. Budget Update	Ms. Renée Lewis	10:05 a.m.
10. Branch Budget Review <i>Information: Budget Reduction Process</i>	Ms. Renée Lewis	10:15 a.m. Tab 4
Break		10:30 a.m.
11. Court Level Report <i>Superior Court Judges</i>	Judge Sean O'Donnell Judge Blaine Gibson	10:45 a.m. Tab 5
12. Standing Committee Reports <i>Budget and Funding Committee Court Education Committee Legislative Committee Policy and Planning Committee</i>	Judge Ann Schindler Judge Judy Rae Jasprica Judge Kevin Ringus Judge Scott Sparks	11:05 a.m. Tab 6

13. Washington Citizen’s Commission on Salaries for Elected Officials <i>Discussion and Possible Action: Should the BJA offer their support?</i>	Chief Justice Mary Fairhurst Judge Scott Sparks	11:25 a.m. Tab 7
14. Information Sharing <i>Court Level and Individual BJAR 2 Order</i>	Chief Justice Mary Fairhurst Judge Scott Sparks	11:35 a.m. Tab 8
15. Meeting Review	Chief Justice Mary Fairhurst Judge Scott Sparks	11:50 a.m.
16. Adjourn		12:00 p.m.
Persons with a disability, who require accommodation, should notify Beth Flynn at 360-357-2121 or beth.flynn@courts.wa.gov to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.		

Next meeting: September 15, 2017 - AOC SeaTac Office

Tab 1



Board for Judicial Administration (BJA) Meeting

Friday, May 19, 2017 (9 a.m. – 12 p.m.)

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

MEETING MINUTES

BJA Members Present:

Chief Justice Mary Fairhurst, Chair
Judge Scott Sparks, Member Chair
Judge Scott Ahlf
Judge Bryan Chushcoff
Judge Scott Collier
Ms. Callie Dietz
Judge George Fearing
Judge Blaine Gibson
Judge Janet Garrow
Judge Judy Rae Jasprica
Judge Mary Logan
Judge G. Scott Marinella
Judge Bradley Maxa (by phone)
Judge Kevin Ringus
Justice Charles Wiggins
Judge Lisa Worswick

Judge Sparks called the meeting to order.

March 17, 2017 BJA Meeting Minutes

It was moved by Judge Ringus and seconded by Judge Garrow to approve the March 17, 2017 BJA meeting minutes. The motion carried.

Recognition of Incoming and Outgoing Members

Judge Sparks recognized outgoing members Judge Garrow, Judge Worswick, and Judge Marinella. He also recognized Ms. Dickens' last meeting as a representative of the Access to Justice Board. Judge Sparks welcomed incoming Superior Court Judges' Association (SCJA) President-Elect Judge Gibson.

Public Trust and Confidence Committee

As chair of the Public Trust and Confidence Committee (PTC), Chief Justice Fairhurst reported on completed projects since the last report in July 2016 and what is new with the Committee.

- The Committee completed a Public Service Announcement (PSA) video to encourage response to jury duty. Although there is still some work to do, a link to an English and a Spanish version is on the Washington Courts Web site, and it is available to stream through the courts. TVW has distributed the PSA to Telemundo and Comcast Digital.

Guests Present:

Ms. Kimberly Allen
Ms. Barbara Christensen
Ms. Ishbel Dickens (by phone)
Mr. Paul Sherfey (by phone)

Public Present

Dr. Page Carter

AOC Staff Present:

Ms. Lynne Alfasso
Ms. Misty Butler
Ms. Sharon Harvey
Mr. Steve Henley
Mr. Brady Horenstein
Mr. Dirk Marler
Mr. Ramsey Radwan
Ms. Caroline Tawes

- The PTC is reviewing and repackaging past projects of the Committee, including updating a *Local Government* handout and a children's book. The book, *What's Happening in Court*, has been broken into three sections, for grades first through third, grades fourth through eighth, and grades eighth through twelfth, based on what is pertinent to each age group. AOC staff member Ms. Gini Niles has been updating the text and graphics. The PTC will have three final versions ready for approval at the Committee's August meeting.
- Judge Maxa chairs the Judges in the Classroom Project subcommittee which has updated the lesson plans and created a new lesson on trademarks. The PTC is sending reminders to all potential faculty judges that these materials are available, and also encouraging judges to reach out to schools.

Judge Garrow mentioned a program called Nepris that she learned about through LinkedIn. The program connected, through Skype, Judge Garrow with a classroom in Texas. The entire interaction lasted about 20 minutes, not including preparation time. Judge Garrow thought this might be a good way to connect judges with Washington schools. Chief Justice Fairhurst will pass this information on to the Civic Learning Initiative chairs.

- The Judicial component of the Legislative Scholars Program is continuing. The PTC will present a half-day program on July 18 as part of the four-day Legislative Scholars Program.

The PTC has established subcommittees for additional projects, including a subcommittee for the Access to Justice Public Education Campaign for the Public. The subcommittee is working on a PSA with TVW, and looking for a funding partner.

The Procedural Justice subcommittee is working on how people feel when they are in the courtroom.

The Legal Scholars program is ongoing.

The Implicit Bias against Religious Minorities subcommittee initially focused on Muslim bias, but given other groups' focus on this subject, they are looking for a different focus.

A subcommittee to support the Civic Learning Initiative is co-chaired by Ms. Margaret Fisher. This subcommittee is on hold waiting for a specific assignment. The PTC is ready to help in any way. Justice Sotomayor will be attending a summit sponsored by the Civic Learning Initiative the third week of January 2018.

The PTC has one in-person meeting annually and meets every other month by phone.

BJA Strategic Initiatives Charter Discussion

Judge Garrow said this is a follow-up discussion from the March BJA meeting. Following the March BJA meeting, the Policy and Planning Committee (PPC) worked to develop the charters

for the Court Education and Interpreter Funding taskforces and they are presenting them to the BJA for possible approval.

The Court Education Funding Taskforce (CEFT) is being presented as a BJA led initiative. The Interpreter Service Funding Joint Taskforce (ISFJT) is being presented as a possible joint taskforce with the Supreme Court Interpreter Commission instead of just a BJA led initiative. Chief Justice Fairhurst thought a joint charter made sense and would avoid a disconnect in the future. Judge Ann Schindler would like to move forward with the joint designation. Chief Justice Fairhurst suggested approving the joint charter at this meeting because this is the last meeting for Judge Garrow.

Judge Joe Burrows has indicated that he's willing to serve as the co-chair of the CEFT, although there was interest expressed in identifying a co-chair to assist. The co-chairs for the ISFJT will be Justice Steven Gonzáles (Interpreter Commission), Judge Michael Downes, and a district/municipal court judge (TBD).

There was a recommendation to adopt the charters.

It was moved by Judge Ringus and seconded by Chief Justice Fairhurst to suspend the rules and consider approving the charters. The motion carried.

It was moved by Judge Ringus and seconded by Judge Garrow to approve the ISFJT charter. The motion carried.

Judge Jasprica expressed some concerns about the CEFT Charter. She wanted to make sure there is no duplication of effort with the BJA Court Education Committee. She would like to explore the deliverables and reporting to make sure committees are not working at cross purposes. She also asked why there is not a BJA PPC member on the taskforce.

Judge Garrow recommended that there not be a PPC member on the taskforce because the taskforce should not be populated with BJA members. Judge Sparks pointed out that the CEFT has a recommended membership list but the Interpreter Commission taskforce does not. Mr. Henley pointed out that overlapping membership with the BJA and the Interpreter Commission would be important to creating connections across silos.

Mr. Radwan pointed out both taskforces are funding initiatives and there is no budget representative on either one. Chief Justice Fairhurst suggested adding financial staff to the taskforces.

Chief Justice Fairhurst asked if Judge Garrow would rather wait on approval of the charters and if she had specific recommendations. She asked if need more edits. Judge Garrow said there needs to be a skeleton for the charters so the groups have a vision. The key is to get the chairs selected, and the members and staff support chosen. It may take until August to get the taskforces populated. If the charters need to be tweaked, the BJA should be open to doing that.

Judge Sparks asked what role the PPC had in the taskforces. Judge Garrow suggested the CEFT should consult with the PPC but report directly to BJA.

Judge Jasprica suggested it was important that the CEFT report to the PPC. Chief Justice Fairhurst said the PPC is in a supportive role; the PPC should be looking forward to the next steps. Judge Garrow asked if the reporting function should be removed, and Chief Justice Fairhurst suggested talking about this at the PPC meeting today and deciding on it at the next meeting.

Judge Ahlf suggested the CEFT chair should be the PPC co-chair. Judge Garrow thought it would be helpful if the CEFT chair or co-chair be identified in the charter, and the discussion could continue next month with a refined CEFT charter. Chief Justice Fairhurst agreed, with the addition of Mr. Radwan or other financial staff as a member.

It was determined that the PPC would discuss the recommended changes during their meeting today and present the changes to the charters during the June BJA meeting.

There was a friendly amendment by Chief Justice Fairhurst and seconded by Judge Garrow to amend the charters to include a member with budget expertise and adopt the language of Section VI in the CEFT charter into the ISFJT charter. The motion carried.

Language Access Resolution

The Language Access Services in Court resolution automatically expires after five years. The resolution will expire this year on July 20 unless it is renewed. Through a letter, Judge Schindler requested that the BJA renew the resolution. Several letters of support were included in the meeting materials.

Justice Sheryl McCloud, in a letter supporting the renewal, also requested that the translation of court forms related to the protection of victims of domestic violence and sexual assault be prioritized as part of the action steps of the resolution. If the language in the resolution is not changed, the BJA can reauthorize during the BJA meeting. If the resolution is revised, there is a multi-step process to approval.

Judge Garrow said the PPC discussed the revision, and recommended a discussion if a revision is requested. There is a custom for BJA to discuss an agenda item at one meeting and approve it at the next meeting. There was a discussion on suspending the custom and approving the revised resolution at this meeting. There is a time constraint as the Interpreter Commission is printing materials soon and this resolution is referenced in the materials.

It was moved by Judge Collier and seconded by Judge Chushcoff to suspend the custom and re-adopt the Language Access Services in Court resolution. The motion carried.

BJA Legislative Update

Judge Ringus commended Mr. Horenstein for his good work with the Legislature and court associations this year.

Mr. Horenstein said the end of the first special legislative session is near, and he anticipates a second special session. Most of the Legislature will not be in town for the second session. The members working on the budget and the *McCleary* work group are in town now and working.

Early in the special session the House passed HB 1783, the legal financial obligations (LFO) reform bill. The bill is still alive, although unlikely to pass the Senate. It would be good for the BJA to discuss LFOs in the future to make sure everyone is on the same page regarding policies and challenges for AOC.

The Senate passed SB 5866, establishing a tax court. The bill has not been considered in the House yet, but is still alive.

HB 1285, which would make interpreter oaths permanent, was signed by the Governor.

The Judicial Stabilization Trust Account surcharge was extended and is ready for final action.

HB 1139, expanding the Office of Public Guardianship service, passed the House but died in the Senate.

Overall, the legislative session was positive. Chief Justice Fairhurst and Mr. Horenstein met with key leadership and committee members. They plan to meet with attorney members of the Legislature next year. They also plan to meet with legislators in their home districts.

Chief Justice Fairhurst announced that Mr. Nick Brown, the Governor's general counsel, is leaving and the Governor's office will be recruiting for that position.

Budget Update

Mr. Radwan referred to the budget snapshot for the Washington Judicial Branch included in the meeting materials. The information has not changed significantly since March. Neither the House nor the Senate budget is very good for the Judicial Branch. The good news is that revenue collection was up between April 11 and May 11, and up 1.6% since the March forecast. Mr. Radwan thought the Judicial Branch has done a good job of communicating its needs. There was great cooperation among the lobbyists for the District and Municipal Court Judges' Association (DMCJA), the SCJA, the Supreme Court, and the Court of Appeals.

Chief Justice Fairhurst said the legislative group discussed priorities, and she was given a list of legislators to speak to, which was helpful. Mr. Radwan and Mr. Horenstein did a great job, and everyone was collaborative and cooperative, which worked to our benefit.

Judge Garrow asked about the funding for the Courts of Limited Jurisdiction Case Management System (CLJ-CMS). Mr. Radwan said it is funded by a payback to the Judicial Information System (JIS) account.

Branch Budget Review

Mr. Radwan reviewed the process for the 2018 supplemental budget. There is a supplemental budget in even years for mandatory or unforeseen workload changes, new programs, or loss of funding. Funding in odd years is generally for urgent bills. Chief Justice Fairhurst and Ms. Dietz

met with Mr. Radwan to propose a pilot for a modified supplemental process. This would be a pilot program this year.

The process for the 2018 supplemental budget will begin soon. Budget requests will be submitted to the Legislature in October 2017. The process could be improved by broadening the base for decision making. The Chief Justice proposed a Court Funding Committee (CFC) consisting of the five members of the Supreme Court Budget Committee, three members of the BJA Budget and Funding Committee (BFC), and three representatives from the JISC (one from each court level). This would provide a forum for sharing information and setting priorities. Both the entire BJA and the Supreme Court would receive reports from the CFC.

JISC budget requests will also go through the CFC. In the past the JISC funds did not affect the General Fund, but this has changed and will continue to change in upcoming years as JIS funds are swept by the Legislature. The AOC will still edit the requests, and the rest of process will be the same. The only difference is the new CFC will be the body that sets priorities and has the final word. Groups previously made budget presentations only to the Supreme Court but in this pilot program there would be only one report to the CFC so everyone would have the same information.

Chief Justice Fairhurst said there has been some frustration about what happens at the Court Budget Committee. It is also important to return funds to the JISC that were swept to fund the Expedited Data Exchange (EDE) project through the General Fund. All groups would understand the reasons why some budget items are removed from the request list or are reduced.

Budget requests for the Supreme Court, State Law Library, Court of Appeals, Office of Public Defense (OPD), and Office of Civil Legal Aid (OCLA) are not part of this process and will be processed as they have in the past.

There was a discussion on JISC members voting on General Fund issues. Chief Justice Fairhurst pointed out that the three JISC members would come from court associations and part of the JIS budget overlaps the General Fund. JISC members would see the budget presentations and take that information back to the association members. Chief Justice Fairhurst will have further discussions with the BFC about the concerns over JISC members voting on General Fund issues. This is only a proposal and can be refined. Chief Justice Fairhurst welcomed further comments.

Court Level Update

Courts of Limited Jurisdiction: Judge Marinella said the DMCJA has 210 judges and there are 240 district and municipal courts. There are several courts that have consolidated or contracted with other courts.

Adequate court funding is the first priority. A new Courts of Limited Jurisdiction Case Management System (CLJ-CMS) is the second priority. There is no question that a new case management system is needed. The courts of limited jurisdiction handle approximately 80% of all cases in the state. Judge Marinella is pleased with the CLJ-CMS project, and the DMCJA has recently approved \$30,000 to fund pro tempore coverage so judges can participate in the procurement process. They hope to have a vendor named by the end of June 2017.

The priority of the Trial Court Advocacy Board (TCAB) is to revitalize Justice in Jeopardy in order to address additional funding for trial courts. This will take time and effort but will benefit cities and counties.

The DMCJA Public Outreach Committee is helpful in promoting the needs of the CLJ courts to the Legislature.

The DMCJA has worked with others to get a court security rule passed. In March, the Washington Supreme Court adopted General Rule 36, the new Trial Court Security Rule, as well as minimum standards for courthouse safety.

The DMCJA Board of Governors (Board) retreat was last week and there were discussions on maintaining judicial independence, losing judicial positions, and closing municipal courts. A judicial independence fire brigade was created to handle these issues.

The DMCJA is active in the Senate Bill (SB) 6360 Statewide Relicensing Program Workgroup. Judge Elizabeth Bejarano, SeaTac Municipal Court, is their representative on the SB 6360 Workgroup. There are two draft proposals from the workgroup that will be considered at the next DMCJA Board meeting in June.

Judge Marinella expressed concern about the constant attack on judicial discretion. He suggested that all judges may want to be aware of their discretion being usurped by people outside the judicial branch. For example, a proposed amendment to CR 55 and CRLJ 55, Default Judgment, impacts judicial discretion.

Judge Marinella said the DMCJA is a healthy organization and it is a pleasure to represent them. He also thanked Ms. Harvey for her service to the DMCJA, and encouraged anyone with questions to contact her.

Standing Committee Reports

Court Education Committee (CEC): Judge Jasprica said the CEC met in March. They also had a great retreat with 39 participants and a good sharing of ideas and information. Since the retreat, there have been two meetings with their consultant, Dr. John Martin, one to debrief about the retreat and the second to discuss projects. The CEC is working on developing a coordinated approach to education, and establishing a knowledge repository and where to put that repository.

She also noted the AOC Web site has been updated to remove references to the Board for Court Education (BCE) and add CEC. The CEC is also seeking a second grant to move forward with the next steps.

Policy and Planning Committee (PPC): Judge Garrow reviewed the work of the PPC on the BJA strategic initiatives.

Judge Garrow said it has been a pleasure serving on the BJA and is available for questions. Chief Justice Fairhurst noted that Judge Garrow will not be at the next BJA meeting and thanked her for her hard work.

Chief Justice Fairhurst and the BJA members also thanked Judge Worswick and Judge Marinella for their work.

Ms. Dietz said Ms. Harvey, Ms. Alfasso, and Ms. Skreen are attending the BJA meeting to facilitate communication with the associations they represent, and to further the goal of the judicial branch to speak with one voice. It is important to have staff who connect AOC and the associations, as well as support the president and president-elect of the associations. She also thanked Ms. Tawes for substituting for Ms. Beth Flynn.

Information Sharing

Ms. Butler said next month the BJA will elect a member chair. She pointed out the BJA Private Account quarterly update under Tab 10 in the meeting materials.

Ms. Dickens announced the Access to Justice Conference in Yakima June 2–4. Chief Justice Fairhurst and others will be speakers. Ms. Dickens asked the judges to encourage their colleagues to attend.

Justice Wiggins said the Minority and Justice Commission is presenting a program next Wednesday morning on jury diversity in Washington. The program will be at the Temple of Justice from 9 a.m. to noon. Today is the last day to register and those interested may contact Justice Wiggins for information. Chief Justice Fairhurst mentioned the program will be broadcast by TVW.

There being no further business, the meeting was adjourned. The next meeting is June 16.

Recap of Motions from the May 19, 2017 Meeting

Motion Summary	Status
Approve the March 17, 2017 BJA meeting minutes.	Passed
Suspend the rules and consider approving the charters.	Passed
Approve the Interpreter Service Funding Taskforce Charter.	Passed
Amend the charters to include a member with budget expertise and adopt the language of Section VI in the CEFT charter into the ISFJT charter.	Passed
Suspend the custom and re-adopt the Language Access Services in Court resolution.	Passed

Action Items from the May 19, 2017 Meeting

Action Item	Status
<u>March 17, 2017 BJA Meeting Minutes</u> <ul style="list-style-type: none"> Post the minutes online. Send minutes to the Supreme Court for inclusion in the En Banc meeting materials. 	Done Done
<u>BJA Strategic Initiatives Charter Discussion</u> <ul style="list-style-type: none"> The Policy and Planning Committee will incorporate suggested changes to charters and report back to the BJA during the June 16 meeting. 	Done

Board for Judicial Administration Meeting Minutes

May 19, 2017

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Action Item	Status
<u>Legislative Update</u> <ul style="list-style-type: none">• During a future BJA meeting discuss the Legal Financial Obligations bills to create shared understanding and action.	
<u>Branch Budget Review</u> <ul style="list-style-type: none">• Court Funding Committee: Chief Justice Fairhurst will have further discussions with the Budget and Funding Committee about the concerns over JISC members voting on General Fund issues.• Ms. Butler will follow up with Chief Justice Fairhurst.	
<u>Information Sharing</u> <ul style="list-style-type: none">• The BJA will elect a member chair from DMCJA next month. Add to June BJA meeting agenda.	Done
<u>Language Access Resolution</u> <ul style="list-style-type: none">• Update the expiration date and upload to the BJA Web site.	Done

Tab 2



June 9, 2017

TO: Board for Judicial Administration (BJA) Members

FROM: Misty Butler, BJA Administrative Manager

RE: 2017-2018 BJA Membership

Board membership for 2017-2018 is final. Membership is determined by BJA Rule and is recommended by court level leadership. It does not need approval from the BJA.

Name	Term
Supreme Court	
Chief Justice Mary Fairhurst, Chair	Indefinite
Justice Charles Wiggins	6/19
Courts of Appeal	
Brad Maxa, Division II	6/18
Judge George Fearing, Division III	6/18
Judge Ann Schindler, Division I	6/19
SCJA	
Judge Bryan Chushcoff	6/18
Judge Gregory Gonzales	6/21
Judge Jim Rogers	6/21
Judge Sean O'Donnell, SCJA President	6/18
Judge Scott Sparks	6/18
DMCJA	
Judge Dan Johnson	6/19
Judge Judy Jasprica	6/19
Judge Mary Logan	6/20
Judge Kevin Ringus	6/20
Judge Scott Ahlf, DMCJA President	6/18

Non-Voting Members	
Judge Blaine Gibson, SCJA President-Elect	6/19
Ms. Callie Dietz, State Court Administrator	Indefinite
Bradford Furlong, WSBA President	9/18
Judge Michael Spearman, COA Presiding Chief Judge	6/18
Ms. Paula Littlewood, WSBA Executive Director	Indefinite
Judge Rebecca Robertson, DMCJA President Elect	6/19

Committee Membership

According to BJAR 3 (2), the Chief Justice and Member Chair shall nominate for the Board's approval the chairs and members of the committees. BJA standing committee chairs and membership are being recommended based on vacancies and representations to be filled.

Requested Action: To approve the BJA Standing Committee Chairs and Membership as outlined in the following rosters.

Legislative Committee

Representative	Name	Term
BJA Member, Appellate Courts	Judge Brad Maxa	6/18
BJA Member, SCJA	Judge Jim Rogers	6/21
BJA Member, DMCJA	Judge Kevin Ringus, Chair	6/20
Chief Justice	Chief Justice Mary Fairhurst	Indefinite
BJA Member Chair		6/19
COA Presiding Chief Judge	Judge Michael Spearman	6/18
SCJA President	Judge Sean O'Donnell	6/18
DMCJA President	Judge Scott Ahlf	6/18
DMCJA Legislative Committee Chair	Judge Sam Meyer	6/18
SCJA Legislative Committee Chair	Judge Stephen Warning/ Judge Kitty-Ann van Doorninck	6/18

Court Education Committee

Representative	Name	Term
BJA Member, Appellate Courts	Judge George Fearing and Justice Charles Wiggins	First population of members will be staggered (3 year term)
BJA Member, SCJA	Judge Gregory Gonzales	First population of members will be staggered (3 year term)
BJA Member, DMCJA	Judge Judy Rae Jasprica - Chair	First population of members will be staggered (3 years term)
Appellate Court Education Chair or Designee (1)	Justice Debra Stephens*	Term determined by Chief Justice
Superior Court Judges' Association Education Committee Chair or Designee (1)	Judge Chip Small	Term determined by their association
District and Municipal Judges' Association Education Committee Chair or Designee (1)	Judge Douglas Fair, Co-Chair	Term determined by their association
Annual Conference Chair or Designee (1)	Justice Susan Owens**	Term determined by Chief Justice
Association of Washington Superior Court Administrators Education Committee Chair or Designee	Ms. Fona Sugg	Term determined by their association
District and Municipal Court Management Association Education Committee Chair or Designee (1)	Ms. Margaret Yetter	Term determined by their association
Washington Association of Juvenile Court Administrators Education Committee Chair or Designee (1)	Ms. Paula Holter-Mehren	Term determined by their association
Washington State Association of County Clerks Education Committee Chair or Designee (1)	Ms. Peggy Semprimoznik	Term determined by their association
Washington State Law School Dean (1)	Dean Annette Clark	3 year term

*Justice Wiggins may replace her in January 2018.

**Will be replaced by Justice Stephens in January 2018.

Policy and Planning Committee

Representative	Name	Term
Chief Justice	Chief Justice Mary Fairhurst	Indefinite
BJA Member, SCJA	Judge Scott Sparks	6/18
BJA Member, DMCJA	Judge Dan Johnson	6/19
COA Presiding Chief Judge	Judge Michael Spearman	6/18
SCJA President-Elect	Judge Blaine Gibson	6/18
DMCJA President-Elect	Judge Rebecca Robertson	6/18
Superior Court Judge	Judge John Chun	6/18
District Municipal Court Judge	Judge Sam Meyer	6/18
Court Management Council Member	<i>Vacant</i>	
WSBA Executive Director	Paula Littlewood	Indefinite
At-Large Member	<i>Vacant</i>	

Budget and Funding Committee

Representative	Name	Term
DMCJA BJA Member	Judge Mary Logan	6/20
SCJA BJA Member	Judge Bryan Chushcoff	6/18
COA BJA Member	Judge Ann Schindler - Chair	6/19

Tab 3

DOCUMENTS

1. Memorandum: BJA Strategic Initiative Charters
2. Proposed Charter: Court System Education Funding Task Force
3. Amendment Language: In Re Budget Proposal
4. Charter Considered on May 19: Court Education Funding Task Force
5. Proposed Amended Charter: Interpreter Services Funding Task Force
6. Charter Considered on May 19: Interpreter Services Funding Task Force



June 8, 2017

TO: Board for Judicial Administration Members
FROM: Judge Janet Garrow, Chair, Policy and Planning Committee
RE: BJA Strategic Initiative Charters

Within the meeting materials for the June 16, 2017 BJA meeting are two task force charters developed to implement the two selected BJA strategic goals. One charter would create the BJA Court System Education Funding Task Force, the second charter involves the joint BJA-Interpreter Commission Interpreter Services Funding Task Force. The Interpreter Services Funding Task Force charter was approved by the BJA at its May meeting.

After the May BJA meeting, the Policy and Planning Committee (PPC) met and discussed the BJA's deliberations of the charters. As a result of that discussion the PPC has made changes to both charters, as summarized below. The PPC requests that the Board adopt the Court System Education Funding Task Force charter, and also that the Board amend the previously adopted Interpreter Services Funding Task Force charter, replacing the text with the revised language.

Revisions were made to the Interpreter Services Funding Task Force charter to conform both charters to each other in terms of structure, format, and terminology, and to correct several errors. The revisions also incorporate the direction approved by the BJA to designate the task force as a joint effort with the Interpreter Commission, and to specify membership on the task force to include a person with budget expertise within AOC (e.g., the director of the AOC Management Services Division or that person's designee). Legislative representation was added to both task forces.

The PPC made changes to the Court System Education Funding Task Force charter pursuant to discussion among the BJA, including changes to recommended membership, and to its reporting requirement. The Committee also included a law school dean or faculty representative to the membership of the task force.

The revised language was then circulated to proponents and AOC subject matter staff, and additional revisions were made based on further input, with the consent of the proponents, specifically Judges Schindler and Jasprica.

The recommended co-chairs of both task forces have now been identified, and they have been provided with the revised charters and offered an opportunity to comment.

Also provided within the meeting materials is draft amendment language for the proposed Court System Education Funding Task Force charter that would add a charge that the task force submit a budget proposal to the BJA. This recommendation arose during the revision process but has not been agreed to by the proponents. It is anticipated that Judge Jasprica will discuss the proponents' view of this change at the June BJA meeting. The PPC provides this proposed charge language should the BJA wish to include it in the charter.



Board for Judicial Administration

Strategic Initiative Charter

COURT SYSTEM EDUCATION FUNDING TASK FORCE

I. Title:

BJA Court System Education Funding Task Force

II. Authority:

Board for Judicial Administration Rule (BJAR) 1

III. Goal:

To create a strategic plan to establish adequate and sustainable funding dedicated to court system education and training.

IV. Charge, Deliverables, and End Date:

The BJA Court Education Funding Task Force is formed to collaborate with the BJA Court Education Committee and, using the "Roadmap for Education Improvement in the Washington State Courts" as a guide, the Task Force shall:

- a. Analyze past and present education and training funding. Include the origin of education and training funding and how it is currently funded.
- b. Articulate the impact on the courts and public due to the steady decline in funding and resources for education and training of court personnel.
- c. Estimate the costs of providing education and training.
- d. Develop a legislative strategy to establish adequate and sustainable funding dedicated to court system education and training.
- e. Generate a stakeholder marketing plan, strategy and materials to communicate the need for adequate and sustainable funding for court system education and training.

The Task Force will report to the BJA during regularly scheduled meetings or upon request.

This charter shall expire on June 30, 2019.

V. Membership

Following is a recommended membership list. Final membership will be determined by the Co-chairs of the Task Force.

Co-chairs:

- Judge Joseph M. Burrowes
- Judge Douglas J. Fair

Members:

- Chair, BJA Court Education Committee
- Director, Office of Legislative Relations, Administrative Office of the Courts
- Director, Court Services Division, Administrative Office of the Courts
- Member, Court Management Council
- Representative, Supreme Court Commissions
- Member, Washington State House of Representatives
- Member, Washington State Senate
- Member, District and Municipal Court Judges' Association
- Member, Superior Court Judges' Association
- Appellate Court Judge
- Member, Education Committee, Washington State Bar Association
- Law School Associate Dean or Professor
- Director, Management Services Division, Administrative Office of the Courts, or designee

Supportive collaboration with the BJA Court Education Committee should be a consideration in selecting Task Force members.

VI. Entities to Consult or Coordinate with:

- Appellate Judges Education Committee
- Annual Conference Committee
- Superior Court Judges' Association, Education Committee, and Mentor Committee
- District and Municipal Court Judges' Association, Education Committee, and Mentor Committee
- Washington State Association of County Clerks
- District and Municipal Court Management Association and Education Committee
- Association of Washington Superior Court Administrators and Education Committee
- Washington Association of Juvenile Court Administrators, Strategic Planning Committee and Education Committee
- Washington Law School Deans
- Supreme Court and Court of Appeals Clerks
- Presiding Judge and Administrator Education Committee
- Deans, Judicial College

- Institute for New Court Employees Committee
- Institute for Court Management Committee
- Gender and Justice Commission
- Minority and Justice Commission
- Interpreter Commission
- Commission on Children in Foster Care
- Commission on Judicial Conduct
- Washington State Association of Counties
- Association of Washington Cities
- National Association of State Judicial Educators
- National Center for State Courts
- National Judicial College
- National Association for Court Management

VII. Staff Support:

The Task Force shall be provided support by:

- Staff, BJA Policy and Planning Committee
- Staff, BJA Court Education Committee
- Staff, BJA Budget and Funding Committee
- Staff, BJA Legislative Committee
- Supreme Court Commissions Administrative Manager
- BJA Administrative Manager
- BJA Administrative Support

VIII. Budget:

Support for travel and meeting expenses shall be provided from funds allocated to the BJA by the Administrative Office of the Courts.

Adopted:

AMENDMENT to: BJA Court System Education Funding Task Force

Insert as Part IV, subpart "f":

"Provide a budget proposal at a time that conforms with the 2019-21 legislative biennium."



Board for Judicial Administration (BJA)

COURT EDUCATION FUNDING TASKFORCE CHARTER

I. Committee Title

Court Education Funding Taskforce (CEFT)

II. Authority

Board for Judicial Administration Rules

III. Charge or Purpose

Create a strategic plan to establish adequate and sustainable funding dedicated to court system education and training.

IV. Expected Deliverables, Reporting Requirements, Expiration Date

Work in conjunction with the BJA Court Education Committee and use the 'Roadmap for Education Improvement in the Washington State Courts' as a guide. The CEFT shall:

- Analyze past and present education and training funding. Include the origin of education and training funding and how it is currently funded.
- Articulate the impact on the courts and public due to the steady decline in funding and resources for education and training of court personnel.
- Estimate the costs of providing education and training.
- Develop a legislative strategy to establish adequate and sustainable funding dedicated to court system education and training.
- Generate stakeholder marketing plan, strategy and materials to communicate the need for adequate and sustainable funding for court system education and training.

The CEFT will work in collaboration with the BJA Court Education Committee. They will report to the BJA Policy and Planning Committee and the BJA during regularly scheduled meetings or upon request.

Duration of project is between July 1, 2017-June 30, 2019.

V. Chair/Co-Chairs

VI. Membership

Following is a recommended membership list. Final membership will be determined by the Co-chairs of the Taskforce.

BJA Court Education Committee Chair
AOC Office of Legislative Relations Director
AOC Court Services Division Director
Court Management Council Member
Supreme Court Commissions Representative
Washington State Legislator
DMCJA Member
SCJA Member
Appellate Court Member
WSBA Education Committee Representative

The CEFT will work in close collaboration with the BJA Court Education Committee and the other BJA standing committees. Supportive collaboration should be a consideration when choosing Taskforce members.

VII. Other Entities to Consult/Coordinate With

- Appellate Judges Education Committee
- Annual Conference Committee
- Superior Court Judges' Association and SCJA Education Committee, Mentor Committee
- District and Municipal Court Judges' Association and DMCJA Education Committee, Mentor Committee
- Washington State Association of County Clerks
- District and Municipal Court Management Association and DMCMA Education Committee
- Association of Washington Superior Court Administrators and AWSCA Education Committee
- Washington Association of Juvenile Court Administrators and WAJCA Strategic Planning and Education Committee
- Washington State Law School Deans
- Supreme Court and Court of Appeals Clerks
- Presiding Judge and Administrator Education Committee
- Judicial College Deans
- Institute for New Court Employees Committee
- Institute for Court Management Committee
- Gender and Justice Commission
- Minority and Justice Commission
- Interpreter Commission
- Commission on Children and Foster Care
- Commission on Judicial Conduct
- Counties and Cities
- NASJE

- NCSC
- National Judicial College
- NACM

VIII. Requested Subject Matter Staff Support and Other Resources

Staff, BJA Court Education Committee

Staff, BJA Policy and Planning Committee

Staff, BJA Budget and Funding Committee

Staff, BJA Legislative Committee

BJA Administrative Manager

Supreme Court Commissions Administrative Manager.

IX. Budget

TBD. Funds to support meeting expenses will be allocated from the Administrative Office of the Court's BJA Budget.

Adopted:



**Board for Judicial Administration
and
Interpreter Commission
Joint Strategic Initiative Charter**

INTERPRETER SERVICES FUNDING TASK FORCE

I. Title:

BJA-Interpreter Commission Interpreter Services Funding Task Force

II. Authority:

General Rule (GR) 11, Court Interpreters

Board for Judicial Administration (BJAR) Rule 1

III. Goal:

To identify the demand for and costs of court language interpreter services in Washington, and to develop and implement a successful strategy to obtain adequate and sustainable state funding for interpretation services statewide.

IV. Charge, Deliverables and End Date:

The BJA-Interpreter Commission Interpreter Services Funding Task Force is formed to create and implement a strategy to secure adequate and sustainable funding for court interpretation services statewide.

The Task Force shall:

- a. Identify and quantify the current demand for and costs of interpreter services statewide using empirical information and sound research methods.
- b. Analyze state and local funding for interpreter services.
- c. Review past budget proposals for interpreter services.
- d. Identify current efforts used to meet the demand for interpreter services and best practices that would optimize use of resources to provide services.

- e. Develop and submit a budget proposal for the 2019-21 biennium justified by quantitative empirical evidence.
- f. Develop a legislative strategy to successfully obtain adequate state funding for interpreter services.
- g. Provide a report to the BJA and the Interpreter Commission along with a budget proposal at a time that conforms with the 2019-21 legislative biennium.

This charter shall expire on June 30, 2019.

V. Membership:

Following is a recommended membership list. Final membership will be determined by the Co-chairs of the Task Force.

Co-chairs:

- Justice Steven González for the Interpreter Commission
- Judge Michael Downes for the Superior Court Judges' Association
- Judge Andrea Beall for the District and Municipal Court Judges' Association

Membership:

- Member, Washington State Minority and Justice Commission
- Representative, Washington State Coalition for Language Access
- Representative, Washington State Association of Counties
- Representative, Association of Washington Cities
- Member, Washington State House of Representatives
- Member, Washington State Senate
- Representative, Office of Civil Legal Aid
- Representative, Office of Public Defense
- Representative, Washington Association of Prosecuting Attorneys
- Director, Office of Legislative Relations, Administrative Office of the Courts
- Director, Management Services Division, Administrative Office of the Courts, or designee

VI. Entities to Consult or Coordinate with:

- Washington Supreme Court Interpreter Commission
- Superior Court Judges' Association
- District and Municipal Court Judges' Association
- Administrative Office of the Courts
- Washington State Center for Court Research
- Washington State Association of Counties
- Association of Washington Cities

- Washington State Minority and Justice Commission
- Office of Civil Legal Aid
- Office of Public Defense
- Washington Association of Prosecuting Attorneys
- Access to Justice Board
- BJA Legislative Committee
- BJA Policy and Planning Committee

VII. Staff Support:

The Task Force shall be provided supported by:

- Staff, BJA Policy and Planning Committee
- Staff, Supreme Court Interpreter Commission
- Staff, BJA Legislative Committee
- Staff, Washington State Center for Court Research
- Supreme Court Commissions Administrative Manager
- BJA Administrative Manager
- BJA administrative support

VIII. Budget:

Support for travel and meeting expenses shall be provided from funds allocated to the BJA and the Interpreter Commission by the Administrative Office of the Courts.

Adopted:



Board for Judicial Administration

Strategic Initiative Charter

Interpreter Service Funding Task Force

I. Name:

Interpreter Services Funding Task Force

II. Goal Statement:

To identify the demand for and costs of court language interpreter services in Washington, and to develop and implement a successful strategy to obtain adequate state and funding for interpretation services statewide.

III. Authorization:

General Rule 11, Court Interpreters, WCR
Board for Judicial Administration Rule 1, WCR

IV. Charge or Purpose:

The purpose of the BJA Language Interpretation Funding Task Force is to create and implement a strategy to secure adequate funding for court interpretation services statewide by empirically quantifying the demand and costs of interpreter services, identifying current efforts and best practices to meet the demand, and specifying the need and justification for state funding. The task force will submit a budget proposal for the 2019/2021 biennium and propose a strategy to advocate for and support the budget proposal.

V. Activities:

The task force shall:

- Identify and quantify the current demand for and costs of interpreter services statewide using empirically research methods.

- Analyze the state and local funding for interpreter services.
- Review past budget proposals for interpreter services.
- Identify current efforts used to meet the demand for interpreter services and develop best practices that would optimize use of resources to provide services.
- Develop and submit a budget proposal for the 2019/21 biennium justified by quantitative empirical evidence.
- Develop a legislative strategy to successfully obtain adequate state and local funding for interpreter services.

The task force shall provide a report along with budget proposal at a time that conforms with the 2019/21 budget schedule.

This charter shall expire on June 30, 2019.

VI. Entities to Consult/Coordinate with:

- The Washington Supreme Court Interpreter Commission,
- The Superior Court Judges Association,
- The District and Municipal Court Judges Association,
- The Administrative Office of the Courts,
- The Washington Center for Court Research,
- The Washington Associations of Counties,
- The Association of Washington Cities,
- The Washington State Minority and Justice Commission,
- The Office of Civil Legal Aid,
- The Office of Public Defense,
- The Washington Association of Prosecuting Attorneys,
- The Access to Justice Board,
- The BJA Legislative Committee, and
- The BJA Policy and Planning Committee.

VII. Requested Staff Support:

The task force shall be provided supported by:

- Staff to the BJA, the BJA Policy and Planning Committee, the BJA Legislative Committee, and BJA administrative support;
- Staff to the Supreme Court Interpreter Committee; and,
- The Washington Center for Court Research

VIII. Membership:

Chairs:

- Justice Steven Gonzales for the Interpreter Commission
- Judge Michael Downes for the Superior Court Judges Association
- TBD, for the District and Municipal Court Judges Association

Representatives:

- Washington State Minority and Justice Commission
- Washington State Coalition for Language Access
- Washington Association of Counties
- Association of Washington Cities
- Office of Civil Legal Aid
- Office of Public Defense
- Washington Association of Prosecuting Attorneys
- Director of Legislative Relations for the Administrative Office of the Courts

IX. Budget:

Support for travel and meeting expenses shall be provide from funds allocated to the BJA by the Administrative Office of the Court. Assuming three in-person meetings at \$1000 per a budget request of \$3000 can be anticipated.



**Board for Judicial Administration
and
Interpreter Commission
Strategic Initiative Charter**

Interpreter Service Funding Joint Task Force

I. Name:

Interpreter Services Funding Joint Task Force

II. Goal Statement:

To identify the demand for and costs of court language interpreter services in Washington, and to develop and implement a successful strategy to obtain adequate state and funding for interpretation services statewide.

III. Authorization:

General Rule 11, Court Interpreters, WCR
Board for Judicial Administration Rule 1, WCR

IV. Charge or Purpose:

The purpose of the BJA Language Interpretation Funding Task Force is to create and implement a strategy to secure adequate funding for court interpretation services statewide by empirically quantifying the demand and costs of interpreter services, identifying current efforts and best practices to meet the demand, and specifying the need and justification for state funding. The task force will submit a budget proposal for the 2019/2021 biennium and propose a strategy to advocate for and support the budget proposal.

V. Activities:

The task force shall:

- Identify and quantify the current demand for and costs of interpreter services statewide using empirically research methods.
- Analyze the state and local funding for interpreter services.
- Review past budget proposals for interpreter services.
- Identify current efforts used to meet the demand for interpreter services and develop best practices that would optimize use of resources to provide services.
- Develop and submit a budget proposal for the 2019/21 biennium justified by quantitative empirical evidence.
- Develop a legislative strategy to successfully obtain adequate state and local funding for interpreter services.

The task force shall provide a report along with budget proposal at a time that conforms with the 2019/21 budget schedule.

This charter shall expire on June 30, 2019.

VI. Entities to Consult/Coordinate with:

- The Washington Supreme Court Interpreter Commission,
- The Superior Court Judges Association,
- The District and Municipal Court Judges Association,
- The Administrative Office of the Courts,
- The Washington Center for Court Research,
- The Washington Associations of Counties,
- The Association of Washington Cities,
- The Washington State Minority and Justice Commission,
- The Office of Civil Legal Aid,
- The Office of Public Defense,
- The Washington Association of Prosecuting Attorneys,
- The Access to Justice Board,
- The BJA Legislative Committee, and
- The BJA Policy and Planning Committee.

VII. Requested Staff Support:

The task force shall be provided supported by:

- Staff to the BJA, the BJA Policy and Planning Committee, the BJA Legislative Committee, and BJA administrative support;
- Staff to the Supreme Court Interpreter Committee; and,
- The Washington Center for Court Research

VIII. Membership:

Chairs:

- Justice Steven Gonzales for the Interpreter Commission
- Judge Michael Downes for the Superior Court Judges Association
- TBD, for the District and Municipal Court Judges Association

Representatives:

- Washington State Minority and Justice Commission
- Washington State Coalition for Language Access
- Washington Association of Counties
- Association of Washington Cities
- Office of Civil Legal Aid
- Office of Public Defense
- Washington Association of Prosecuting Attorneys
- Director of Legislative Relations for the Administrative Office of the Courts

IX. Budget:

Support for travel and meeting expenses shall be provide from funds allocated to the BJA by the Administrative Office of the Court. Assuming three in-person meetings at \$1000 per a budget request of \$3000 can be anticipated.

Tab 4

BJA BUDGET AND FUNDING COMMITTEE AOC BUDGET REDUCTION CRITERIA

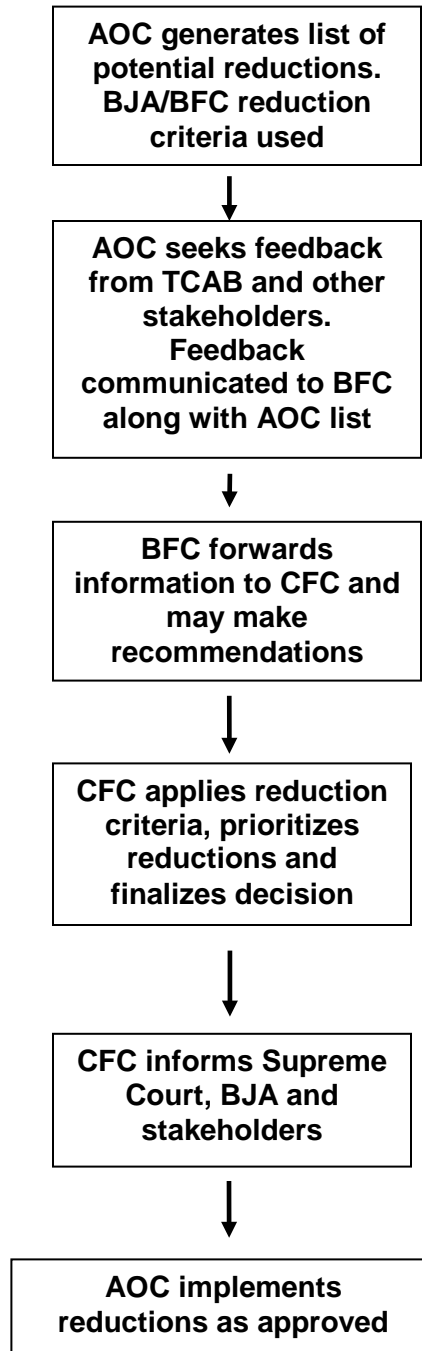
Preface:

A sizeable portion of the Administrative Office of the Courts' budget cannot be reduced due to several factors including, but not limited to, constitutional provisions, statutory provisions, statewide federal cost allocation rules and executed legal agreements. Funds allocated to superior court judges' salary and benefits, Becca/Truancy pass through funding, central service and revolving fund costs and lease payments are a few examples. The budget allocation for items exempted from reduction will be identified and removed from consideration prior to any reduction exercise.

- Will the reduction adversely impact an activity that meets a constitutional, statutory or court rule mandate?
- Will the reduction adversely impact the Principal Policy Goals?
- Will the reduction adversely impact a BJA resolution?
- Does the activity further AOC's mission, goals and/or objectives?
- What would be the programmatic consequences if the reduction were implemented?
 - Will the reduction impact the activity such that the remaining funding is insufficient to produce the intended outcome? Will remaining funding maintain an adequate level of service?
 - How will the reduction be perceived by the public? Legislature? Stakeholders?
 - Will the reduction shift costs to another organization(s) including local government?
- Have previous reductions been taken in this area?
- If the reduction were to occur are there funding or other alternatives?
- Is there research or data that supports reduction or exemption/exclusion from reduction?

Budget Reduction Flowchart/Process

Across-the-board reduction



This process can only be fully utilized if time permits. In the event that time is of the essence a streamlined approach will be taken.

AOC-Administrative Office of the Courts

BFC-Budget and Funding Committee

BJA-Board for Judicial Administration

CFC-Court Funding Committee

TCAB-Trial Court Advocacy Board

Tab 5

Superior Court Judges' Association Report to the Board for Judicial Administration

The Superior Court Judges' Association has been very active over the past year. Projects include:

- Successful negotiation with the Supreme Court and AOC for a full time SCJA senior policy analyst resulted in the hiring of Intisar Surur. She has been working on issues critical to the SCJA, including pretrial justice, courthouse security, and judicial education. A second policy analyst will be hired by July 1, 2018.
- Review of over 200 bills, with testimony and direct contact with legislators on crucial issues resulted in an overhaul of truancy procedures and clarification when a judge may be disqualified, removing “affidavit of prejudice” language.
- Examination of judicial officers’ service on committees similar to a cost-benefit analysis is being conducted. A survey will be sent soon to measure the time and energy expenditure compared to the benefits accrued to SCJA and the justice system. SCJA judicial officers currently serve on nearly 200 committees, workgroups, task forces, and commissions.
- Coordination with DMCJA and the Minority and Justice Commission on Pretrial Reform Task Force led to the inaugural meeting to be held June 22, 2017. The Task Force will examine:
 - pretrial services provided to people accused of crimes;
 - best practices for assessing risk related to pretrial release or detention decisions; and
 - data collection to inform the first two topics.
- Successful education programming for both in-person and online training was evidenced by strong evaluations and attendance. This year’s spring conference saw several nationally known speakers; next year’s conference will be state-centered, focusing on issues families face in the justice system.
- Revision of the Title 16 Guardian ad Litem Training Curriculum is underway in collaboration with the National Council of Family and Juvenile Court Judges. The current curriculum was created in 2007. A broad stakeholder group is involved to ensure the best product possible.
- New officers were installed April 25, 2017: President Sean O’Donnell, President-Elect Blaine Gibson, Immediate Past President Michael Downes, Secretary Joe Wilson, and Treasurer Bryan Chushcoff.

Tab 6



June 6, 2017

TO: Board for Judicial Administration Members

FROM: Judge Judy Rae Jasprica, BJA Court Education Committee Chair
Judge Douglas J. Fair, BJA Court Education Committee Co-Chair

RE: Court Education Committee Report

I. Work in Progress

The Court Education Committee will meet June 19, 2017, with Dr. Martin and Association and Commission Education Committee representatives to further the work from the CEC Retreat in March to identify common areas of education and training. Judge Douglas Fair and Judge Joseph Burrowes, Co-Chairs of the BJA Court System Education Funding Taskforce are also attending.

Re-appointed CEC Biennial Budget review committee: Judge Judy Rae Jasprica, Judge Douglas Fair, Justice Debra Stephens, and Mr. Dirk Marler. Once an education biennial budget is established this sub-committee will meet to determine past spending trends of all the groups, review education programming proposals, and establish FY18 and FY19 education budgets for each group.

Appointed to Presiding Judge and Administrator Education Committee: Judge Gary Libey, Whitman County Superior Court, and Judge Nancy McAllister, Pacific County District Court – South, and re-appointed Ms. Paula Holter-Mehren, Ferry/Pend Oreille/Stevens Counties Juvenile Court.

The current State Justice grant ends June 30, 2017. Final financial and project reports will be submitted.

The Court Education Committee is pursuing a second State Justice Institute grant to continue the work generated via the first SJI grant.

II. Short-term Goals

The CEC plans to continue work on strategic priorities:

- Focus on 1) developing a coordinated approach to providing education and training; 2) clarifying the role of the CEC as the coordinator; and 3) establishing a knowledge repository for all court personnel.
- Working on developing a 3-5 year plan to increase the availability and access of education and training for all court personnel.

III. Long-term Goals

- Continue to plan and develop court system education with consultant.
- Develop a stable and adequate funding source for court education and work with the BJA Court System Education Funding Task Force.
- Develop an in-state Judicial Education Leadership Institute.

IV. SJI Tasks (tasks may be modified as needed and additional tasks identified)

- Form an assessment and planning team to conduct a needs assessment and visioning session. - **Completed**
- Identify effective court learning and education approaches. - **Completed**
- Formulate a comprehensive 3-5 year learning and education strategic agenda. – In progress
- Implement improved education function governance, align learning, and education activities among court committees, associations, and commissions. – In progress
- Begin to implement reengineering learning and education function priorities.
- Prepare two versions of a roadmap for learning and education improvement in the Washington State courts. – **Due June 30, 2017**



June 8, 2017

TO: Board for Judicial Administration Members
FROM: Judge Janet Garrow, Policy and Planning Committee
RE: REPORT OF POLICY AND PLANNING COMMITTEE

The Policy and Planning Committee met last on May 19 immediately following the BJA meeting.

BJA Strategic Initiatives

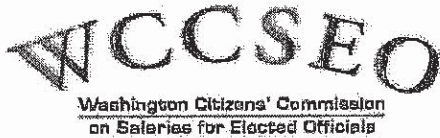
The Committee has made revisions to both strategic initiative charters reviewed by the BJA at its meeting on May 19. These revisions are summarized in a memorandum to BJA members dated June 8, 2017, entitled "BJA Strategic Initiative Charters." This memorandum is included in the June 16 meeting materials.

The PPC requests that the BJA adopt the Court System Education Funding Task Force charter, and also that the Board amend the previously adopted Interpreter Services Funding Task Force charter with the revised language.

Meeting Schedule

Effective in July the Committee will have a substantially different membership as well as a new chair. Assuming the task force charters are adopted, the current Committee has completed all of its planned work. The Committee has elected to cancel its June meeting. The organizational/orientation meeting of the reconstituted Committee is scheduled for September 15, following the BJA meeting scheduled for that date.

Tab 7



February 24, 2017

The Honorable G. Scott Marinella
President
District & Municipal Court Judges' Association
PO Box 7
Dayton, WA 99328-1355

Re: Salary Commission's Budget

Dear Judge Marinella:

The constitution grants sole salary setting for the statewide elected officials to the Commission. Additionally, RCW 43.03.310 (2) states, "Except as provided otherwise in RCW 43.03.305 and this section, the commission shall be solely responsible for its own organization, operation, and action and shall enjoy the fullest cooperation of all state officials, departments, and agencies." Clearly this cooperation has not and is not happening.

The Commission's budget has been reduced, starting in 2008, to a level that is no longer sustainable. Due to these cuts, the commission must minimize its constitutionally mandated salary setting process for 2017 and may be forced to entirely cancel our salary setting for 2019. This will directly impact 515 elected officials and will cause a trickle-down effect to hundreds more who use the salaries we set to establish other salaries.

The Commission:

- No longer has office space and both part-time employees are operating out of their residences.
- In June, the Commission will again lose the second part-time staff person and will be solely operated by one part-time person.
- No travel funds to enable the Commission to travel around the state to gain citizen input.
- State records are vulnerable.

A supplemental budget request in 2015 was not funded. The Commission again submitted a 2017-19 budget request through the Office of Financial Management. The Governor's Budget only includes a small portion of this request. As currently funded, the part-time staff will not be able to carry out the responsibilities and will make the Washington Citizens' Commission on

The Honorable G. Scott Marinella
February 24, 2017
Page 2

Salaries for Elected Officials effectively inoperable. We urge the addition of \$58,300 to the current budget request.

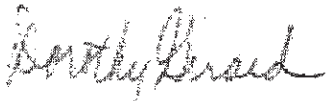
Here is a Commission budget history:

Biennium	Appropriation	Dollar Change	Reason
2007-2009	381,000		
2009-2011	361,000	-20,000	Across the board cut
2011-2013	327,000	-34,000	Across the board cut
2013-2015	308,000	-19,000	Across the board cut
2015-2017	331,000	+23,000	Central service costs

We request your support of the budget request and simply wanted to make you aware of the dire predicament of the Commission.

If you would like to meet with the Chair or the Executive Director of the Commission, please contact Teri Wright at (360) 556-2744 or Teri.Wright@salaries.wa.gov.

Sincerely,



Dorothy Gerard
Chair



Teri Wright
Executive Director

~~cc: David Schumacher, Executive Director, OFM~~

Commissioners of the Citizens' Commission on Salaries for Elected Officials



**WASHINGTON
COURTS**

Superior Court Judges' Association

Michael T. Downes, President
Snohomish County Superior Court
3000 Rockefeller Ave, MS 502
Everett, WA 98201-4046
(425) 388-3075

Sean Patrick O'Donnell
President Elect
King County Superior Court
516 3rd Ave, Rm C-203
Seattle, WA 98104-2361
(206) 477-1501

Harold D. Clarke, III,
Immediate Past President
Spokane County Superior Court
1116 W Broadway Ave
Spokane, WA 99260-0350
(509) 477-5717

Bruce I. Weiss, Secretary
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Bryan E. Chushcoff, Treasurer
Pierce County Superior Court
930 Tacoma Ave S, Rm 334
Tacoma, WA 98402-2108
(253) 798-7574

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Seattle, WA 98104-2361
(206) 477-1605

Susan K. Serko
Pierce County Superior Court
930 Tacoma Ave S, Rm 334
Tacoma, WA 98402-2108
(253) 798-3646

March 29, 2017

Ms. Dorothy Gerard, Chair
Ms. Teri Wright, Executive Director
Washington Citizens' Commission on Salaries for Elected Officials
PO Box 43120
Olympia, WA 98504-3120

Dear Ms. Gerard and Ms. Wright,

Chief Justice Mary Fairhurst and I are in receipt of your February 24, 2017, letter regarding the budget for the Washington Citizens' Commission on Salaries for Elected Officials. I write on behalf of both of us. We know the importance of the work your Commission does and every elected judge in Washington benefits from it. All judges should be represented in any strategies developed to address the dire circumstances you speak of in your letter. Therefore, we are referring this matter to the Board for Judicial Administration, which is charged with providing effective leadership to the state courts and developing policy to enhance the administration of the court system in Washington State.

Thank you for alerting us to this situation.

Sincerely,

Michael T. Downes
SCJA President-Judge

cc: SCJA Board Members
Chief Justice Mary Fairhurst
Ms. Misty Butler
Ms. Janet Skreen

n:\programs & organizations\scja\president's correspondence\downes\citizens commission on salaries ltr 2017 03 29.docx



**WASHINGTON
COURTS**

District and Municipal Court Judges' Association

President
JUDGE G. SCOTT MARINELLA
Columbia County District Court
535 Cameron St
Dayton, WA 99328-1279
(509) 382-4812

President-Elect
JUDGE SCOTT K. AHLF
Olympia Municipal Court
900 Plum St SE
PO Box 1967
Olympia, WA 98507-1967
(360) 753-8312

Vice-President
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JUDGE KAREN DONOHUE
Seattle Municipal Court
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JUDGE DOUGLAS J. FAIR
Snohomish County District Court
(425) 744-6804

JUDGE MICHAEL FINKLE
King County District Court
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JUDGE MICHELLE K. GEHLSSEN
Bothell Municipal Court
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JUDGE MICHAEL J. LAMBO
Kirkland Municipal Court
(425) 587-3179

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Snohomish County District Court
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JUDGE SAMUEL G. MEYER
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JUDGE DOUGLAS B. ROBINSON
Whitman County Dist. Court
(509) 397-5297

JUDGE CHARLES D. SHORT
Okanogan County District Court
(509) 422-7170

JUDGE TRACY A. STAAB
Spokane Municipal Court
(509) 625-4400

April 6, 2017

Ms. Dorothy Gerard, Chair
Ms. Teri Wright, Executive Director
Washington Citizens' Commission on Salaries for Elected Officials
PO Box 43120
Olympia, WA 98504-3120

RE: Salary Commission's Budget Support

Dear Ms. Gerard and Ms. Wright:

The District and Municipal Court Judges' Association (DMCJA) offers support for Washington Citizens' Commission on Salaries for Elected Officials' (WCCSEO's) budget request. As DMCJA President, I appreciate that you made me aware of the dire predicament of the Commission. As this is a critical matter, I have shared your request for support letter dated February 24, 2017 with the DMCJA Board of Governors.

According to 1986 c 155 § 3, the original purpose of WCCSEO is "to establish proper salaries for [elected] officials, thus removing political considerations in fixing the appropriateness of the amount of such salaries." Thus, the DMCJA has a vested interest in the sustainability of the Citizens' Commission on Salaries for Elected Officials, as our judges would like to earn wages that are not impacted by politics but instead based on merit.

Washington State judges should be represented in any strategies developed to address these dire circumstances. For this reason, our Association will refer this matter to the Board for Judicial Administration, which is comprised of all court levels. Again, thank you for alerting the DMCJA to this situation. We are in support of your budget request.

Sincerely,

Judge G. Scott Marinella
DMCJA President

cc: Chief Justice Mary Fairhurst
Board for Judicial Administration, c/o Misty Butler ✓
Ms. Sharon Harvey, AOC Staff



July 9, 2017

Ms. Dorothy Gerard, Chair
Ms. Teri Wright, Executive Director
Washington Citizens' Commission on Salaries for Elected Officials
PO Box 43120
Olympia, WA 98504-3120

Re: Salary Commission's Budget Support

Dear Ms. Gerard and Ms. Wright:

The Board for Judicial Administration (BJA) offers support for the Washington Citizens' Commission on Salaries for Elected Officials' (WCCSEO) 2017-2019 budget request. The critical need for sufficient and sustainable funding was brought to our attention from the District and Municipal Court Judges' Association and the Superior Court Judges' Association.

The BJA was established to adopt policies and provide strategic leadership for the courts at large. Its membership is representative of the Supreme Court, the Court of Appeals, superior courts, and district and municipal courts. Biennially the WCCSEO studies the relationship of salaries to the duties of judges and fixes their salary statewide. This is vital work in ensuring that elected officials' salaries are not impacted by politics, but instead are based on merit. Judges in Washington State benefit from your efforts and support what you need to complete your work.

Sincerely,

Chief Justice Mary Fairhurst
Chair, BJA

Judge...
Member Chair, BJA

Tab 8

FILED
JUN - 1 2017
WASHINGTON STATE
SUPREME COURT

THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE EXPEDITIOUS
ADOPTION OF THE PROPOSED AMENDMENT
TO BJAR 2 — COMPOSITION

)
)
)
)
)

ORDER

NO. 25700-A-1185

The Board for Judicial Administration, having recommended the expeditious adoption of the proposed amendment to BJAR 2 — Composition, and the Court having considered the amendments and comments submitted thereto, and having determined that the proposed amendments will aid in the prompt and orderly administration of justice;

Now, therefore, it is hereby

ORDERED:

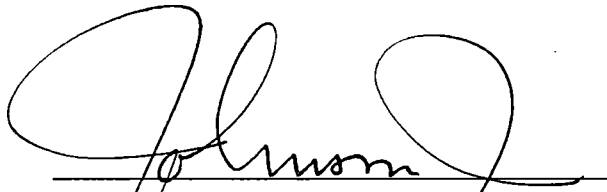
- (a) That the amendment as attached hereto is adopted.
- (b) That the amendment will be published expeditiously in the Washington Reports and will become effective upon publication.

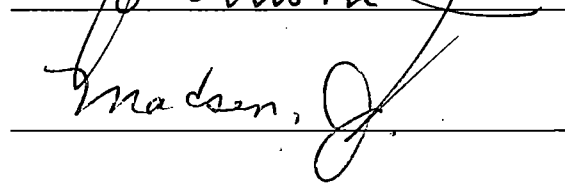
Page 2

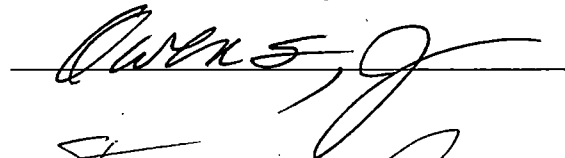
ORDER

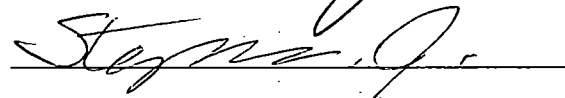
IN THE MATTER OF THE EXPEDITIOUS ADOPTION OF THE PROPOSED
AMENDMENT TO BJAR 2 — COMPOSITION

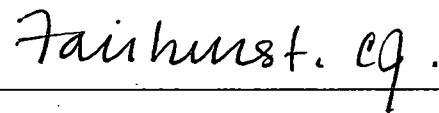
DATED at Olympia, Washington this 1st day of June 2017.



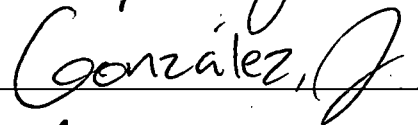


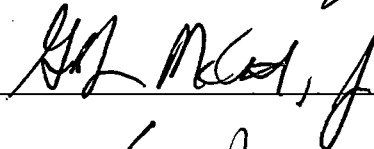


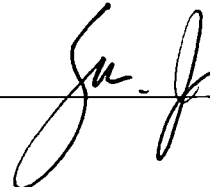












BJAR 2
COMPOSITION

(c) *Terms of Office.*

(1) Of the members first appointed, one justice of the Supreme Court shall be appointed for a two-year term; one judge from each of the other levels of court for a four-year term; one judge from each of the other levels of court and one Washington State Bar Association member for a three-year term; one judge from the other levels of court and one Washington State Bar Association member for a two-year term; and one judge from each level of trial court for a one-year term. Provided that the terms of the District and Municipal Court Judges' Association members ~~whose terms begin on July 1, 2010 and July 1, 2011~~ shall be for two years which begin on July 1, 2017 shall be for less than a full term, two years, and shall thereafter be for a term of four years and the terms of the Superior Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2013 shall be for two years each. Thereafter, voting members shall serve four-year terms and the Washington State Bar Association members for three-year terms commencing annually on ~~June~~ July 1. The Chief Justice, the President Judges and the Administrator for the Courts shall serve during tenure.

Tab 9

BOARD FOR JUDICIAL ADMINISTRATION RULES (BJAR)

TABLE OF RULES

Rule

Preamble

- 1 Board for Judicial Administration
- 2 Composition
- 3 Operation
- 4 Duties
- 5 Staff

BJAR
PREAMBLE

The power of the judiciary to make administrative policy governing its operations is an essential element of its constitutional status as an equal branch of government. The Board for Judicial Administration is established to adopt policies and provide strategic leadership for the courts at large, enabling the judiciary to speak with one voice.

[Adopted effective January 25, 2000.]

BJAR 1
BOARD FOR JUDICIAL ADMINISTRATION

The Board for Judicial Administration is created to provide effective leadership to the state courts and to develop policy to enhance the administration of the court system in Washington State. Judges serving on the Board for Judicial Administration shall pursue the best interests of the judiciary at large.

[Amended effective October 29, 1993; January 25, 2000.]

BJAR 2
COMPOSITION

- (a) Membership. The Board for Judicial Administration shall consist of judges from all levels of court selected for their demonstrated interest in and commitment to judicial administration and court improvement. The Board shall consist of five members from the appellate courts (two from the Supreme Court, one of whom shall be the Chief Justice, and one from each division of the Court of Appeals), five members from the superior courts, one of whom shall be the President of the Superior Court Judges' Association, five members of the courts of limited jurisdiction, one of whom shall be the President of the District and Municipal Court Judges' Association, two members of the Washington State Bar Association (non-voting) and the Administrator for the Courts (non-voting).
- (b) Selection. Members shall be selected based upon a process established by their respective associations or court level which considers demonstrated commitment to improving the courts, racial and gender diversity as well as geographic and caseload differences.
- (c) Terms of Office.
 - (1) Of the members first appointed, one justice of the Supreme Court shall be appointed for a two-year term; one judge from each of the other levels of court for a four-year term; one judge from each of the other levels of court and one Washington State Bar Association member for a three-year term; one judge from the other levels of court and one Washington State Bar Association member for a two-year term; and one judge from each level of trial court for a one-year term. Provided that the terms of the District and Municipal Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2011 shall be for two years and the terms of the Superior Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2013 shall be for two years each. Thereafter, voting members shall serve four-year terms and the Washington State Bar Association members for three-year terms commencing annually on June 1. The Chief Justice, the President Judges and the Administrator for the Courts shall serve during tenure.
 - (2) Members serving on the BJA shall be granted equivalent pro tempore time.

[Amended effective October 29, 1993; February 16, 1995; January 25, 2000; June 30, 2010.]

BJAR RULE 3
OPERATION

(a) Leadership. The Board for Judicial Administration shall be chaired by the Chief Justice of the Washington Supreme Court in conjunction with a Member Chair who shall be elected by the Board. The duties of the Chief Justice Chair and the Member Chair shall be clearly articulated in the by-laws. Meetings of the Board may be convened by either chair and held at least bimonthly. Any Board member may submit issues for the meeting agenda.

(b) Committees. Ad hoc and standing committees may be appointed for the purpose of facilitating the work of the Board. Non-judicial committee members shall participate in non-voting advisory capacity only.

(1) The Board shall appoint at least four standing committees: Policy and Planning, Budget and Funding, Education, and Legislative. Other committees may be convened as determined by the Board.

(2) The Chief Justice and the Member Chair shall nominate for the Board's approval the chairs and members of the committees. Committee membership may include citizens, experts from the private sector, members of the legal community, legislators, clerks and court administrators.

(c) Voting. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Eight voting members will constitute a quorum provided at least one judge from each level of court is present. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

[Adopted effective January 25, 2000; amended effective September 1, 2014.]

BJAR 4
DUTIES

(a) The Board shall establish a long-range plan for the judiciary;

(b) The Board shall continually review the core missions and best practices of the courts;

(c) The Board shall develop a funding strategy for the judiciary consistent with the long-range plan and RCW 43.135.060;

(d) The Board shall assess the adequacy of resources necessary for the operation of an independent judiciary;

(e) The Board shall speak on behalf of the judicial branch of government and develop statewide policy to enhance the operation of the state court system; and

(f) The Board shall have the authority to conduct research or create study groups for the purpose of improving the courts.

[Adopted effective January 25, 2000.]

BJAR 5
STAFF

Staff for the Board for Judicial Administration shall be provided by the Administrator for the Courts.

[Adopted effective January 25, 2000.]



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BOARD FOR JUDICIAL ADMINISTRATION BYLAWS

ARTICLE I

Purpose

The Board for Judicial Administration shall adopt policies and provide leadership for the administration of justice in Washington courts. Included in, but not limited to, that responsibility is: 1) establishing a judicial position on legislation; 2) providing direction to the Administrative Office of the Courts on legislative and other administrative matters affecting the administration of justice; 3) fostering the local administration of justice by improving communication within the judicial branch; and 4) providing leadership for the courts at large, enabling the judiciary to speak with one voice.

ARTICLE II

Membership

Membership in the Board for Judicial Administration shall consist of the Chief Justice and one other member of the Supreme Court, one member from each division of the Court of Appeals, five members from the Superior Court Judges' Association, one of whom shall be the President; five members from the District and Municipal Court Judges' Association, one of whom shall be the President. It shall also include as non-voting members two members of the Washington State Bar Association appointed by the Board of Governors; the Administrator for the Courts; and the Presiding Chief Judge of the Court of Appeals, the President-elect judge of the Superior Court Judges' Association and the President-elect judge of the District and Municipal Court Judges' Association.

ARTICLE III

Officers and Representatives

The Chief Justice of the Supreme Court shall chair the Board for Judicial Administration in conjunction with a Member chair. The Member chair shall be elected by the Board and shall serve a two year term. The Member chair position shall be filled alternately between a voting Board member who is a superior court judge and a voting Board member who is either a district or municipal court judge.

ARTICLE IV

Duties of Officers

The Chief Justice Chair shall preside at all meetings of the Board, performing the duties usually incident to such office, and shall be the official spokesperson for the Board. The Chief Justice chair and the Member chair shall nominate for the Board's approval the chairs of all committees. The Member chair shall perform the duties of the Chief Justice chair in the absence or incapacity of the Chief Justice chair.

ARTICLE V

Vacancies

If a vacancy occurs in any representative position, the bylaws of the governing groups shall determine how the vacancy will be filled.

ARTICLE VI **Committees**

Standing committees as well as ad hoc committees and task forces of the Board for Judicial Administration shall be established by majority vote.

Each committee shall have such authority as the Board deems appropriate.

The Board for Judicial Administration will designate the chair of all standing, ad hoc, and task force committees created by the Board. Membership on all committees and task forces will reflect representation from all court levels. Committees shall report in writing to the Board for Judicial Administration as appropriate to their charge. The Chair of each standing committee shall be asked to attend one BJA meeting per year, at a minimum, to report on the committee's work. The terms of standing committee members shall not exceed two years. The Board for Judicial Administration may reappoint members of standing committees to one additional term. The terms of ad hoc and task force committee members will have terms as determined by their charge.

ARTICLE VII **Executive Committee**

There shall be an Executive Committee composed of Board for Judicial Administration members, and consisting of the co-chairs, a Judge from the Court of Appeals selected by and from the Court of Appeals members of the Board, the President Judge of the Superior Court Judges' Association, the President Judge of the District Municipal Court Judges' Association, and non-voting members to include one Washington State Bar Association representative selected by the Chief Justice, President-elect judge of the Superior Court Judges' Association, President-elect judge of the District and Municipal Court Judges' Association and the Administrator for the Courts.

It is the purpose of this committee to consider and take action on emergency matters arising between Board meetings, subject to ratification of the Board.

The Executive Committee shall serve as the Legislative Committee as established under BJAR 3(b)(1). During legislative sessions, the Executive Committee is authorized to conduct telephone conferences for the purpose of reviewing legislative positions.

ARTICLE VIII **Regular Meetings**

There shall be regularly scheduled meetings of the Board for Judicial Administration at least bi-monthly. Reasonable notice of meetings shall be given each member.

ARTICLE IX **Special Meetings**

Special meetings may be called by any member of the Board. Reasonable notice of special meetings shall be given each member.

ARTICLE X **Quorum**

Eight voting members of the Board shall constitute a quorum provided each court level is represented.

ARTICLE XI **Voting**

Each judicial member of the Board for Judicial Administration shall have one vote. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

ARTICLE XII **Amendments and Repeal of Bylaws**

These bylaws may be amended or modified at any regular or special meeting of the Board, at which a quorum is present, by majority vote. No motion or resolution for amendment may be considered at the meeting in which they are proposed.

Approved for Circulation--7/27/87
Amended 1/21/00
Amended 9/13/00
Amended 5/17/02
Amended 5/16/03
Amended 10/21/05
Amended 03/16/07

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BOARD FOR JUDICIAL ADMINISTRATION

PROCESS AND GUIDELINES FOR RESOLUTION REQUESTS

The Board for Judicial Administration (Board) was established to adopt policies and provide strategic leadership for the courts at large, enabling the Washington State judiciary to speak with one voice. To fulfill these objectives, the BJA may consider adopting resolutions on substantive topics relating to the administration of justice.

Resolutions may be aspirational in nature, support a particular position, or serve as a call to action. Resolutions may support funding requests, but do not stand alone as a statement of funding priorities or indicate an intent by the Board to proactively seek funding. Resolutions are not long-term policy statements and their adoption does not establish the Board's work plan or priorities.

The absence of a Resolution on a particular subject does not indicate a lack of interest or concern by the Board in regard to a particular subject or issue.

In determining whether to adopt a proposed resolution, the Board shall give consideration to the following:

- Whether the Resolution advances the Principal Policy Objectives of the Judicial Branch.
- The relation of the Resolution to priorities delineated in existing strategic and long range plans.
- The availability of resources necessary to properly act upon the resolution.
- The need to ensure the importance of resolutions adopted by the Board is not diluted by the adoption of large numbers of resolutions.

In order to ensure timely and thorough consideration of proposed resolutions, the following guidelines regarding procedure, form and content are to be followed:

- Resolutions may be proposed by any Board member. The requestor shall submit the resolution, in writing, with a request form containing a brief statement of purpose and explanation, to the Associate Director of the Board for Judicial Administration.
- Resolutions should not be more than two pages in length. An appropriate balance must be struck between background information and a clear statement of action. Traditional resolution format should be followed. Resolutions should cover only a single subject unless there is a clear and specific reason to include more than one subject. Resolutions must be short-term and stated in precise language.

- Resolutions must include a specific expiration date or will automatically expire in five years. Resolutions will not be automatically reviewed upon expiration of their term, but may be reviewed upon request for reauthorization. Resolutions may be terminated prior to their expiration date as determined by the Board.
- The Associate Director shall refer properly submitted resolutions to appropriate staff, and/or to an appropriate standing committee (or committees) for review and recommendation, or directly to the Board's Executive Committee, as appropriate. Review by the Board's Executive Committee will precede review by the full Board membership. Such review may be done via e-mail communication rather than in-person discussion when practical. Resolutions may be reviewed for style and content. Suggestions and comments will be reported back to the initiating requestor as appropriate.
- The report and recommendation of the Executive Committee shall be presented to the BJA membership at the next reasonably available meeting, at which time the resolution may be considered. Action on the proposed resolution will be taken in accordance with the BJAR and bylaws. The Board may approve or reject proposed resolutions and may make substantive changes to the resolutions.
- Approved resolutions will be numbered, maintained on the Board for Judicial Administration section of the Washington Courts website, and disseminated as determined by the Board for Judicial Administration.

**PRINCIPAL POLICY OBJECTIVES
OF THE WASHINGTON STATE JUDICIAL BRANCH**

1. **Fair and Effective Administration of Justice in All Civil and Criminal Cases.** Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary's duty to maintain the highest level of public trust and confidence in the courts.
2. **Accessibility.** Washington courts, court facilities and court systems will be open and accessible to all participants regardless of cultural, linguistic, ability-based or other characteristics that serve as access barriers.
3. **Access to Necessary Representation.** Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interest at stake in civil judicial proceedings should have meaningful access to counsel.
4. **Commitment to Effective Court Management.** Washington courts will employ and maintain systems and practices that enhance effective court management.
5. **Appropriate Staffing and Support.** Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.

BOARD FOR JUDICIAL ADMINISTRATION

RESOLUTION REQUEST COVER SHEET

(INSERT PROPOSED RESOLUTION TITLE HERE)

SUBMITTED BY: (INSERT NAME HERE)

(1) **Name(s) of Proponent(s):**

(2) **Spokesperson(s):** (List who will address the BJA and their contact information.)

(3) **Purpose:** (State succinctly what the resolution seeks to accomplish.)

(4) **Desired Result:** (Please state what action(s) would be taken as a result of this resolution and which party/-ies would be taking action.)

(5) **Expedited Consideration:** (Please state whether expedited consideration is requested and, if so, please explain the need to expedite consideration.)

(6) **Supporting Material:** (Please list and attach all supporting documents.)