

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, February 15, 2019
9:00 - 10:30 A.M**

Conference Call

Board for Judicial Administration Membership



VOTING MEMBERS:

Chief Justice Mary Fairhurst, Chair
Washington State Supreme Court

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

Judge Doug Federspiel
Superior Court Judges' Association
Yakima County Superior Court

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

Judge Gregory Gonzales
Superior Court Judges' Association
Clark County Superior Court

Judge Dan Johnson
District and Municipal Court Judges Association
Lincoln County District Court

Judge David Kurtz
Superior Court Judges' Association
Snohomish County Superior Court

Judge Robert Lawrence-Berrey
Court of Appeals, Division III

Judge Linda Lee
Court of Appeals, Division II

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

Judge David Mann
Court of Appeals, Division I

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

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

Judge Michael Scott
Superior Court Judges' Association
King County Superior Court

Justice Charles Wiggins
Washington State Supreme Court

NON-VOTING MEMBERS:

Paula Littlewood, Executive Director
Washington State Bar Association

Judge Samuel Meyer, President-Elect
District and Municipal Court Judges' Association
Thurston County District Court

William Pickett, President
Washington State Bar Association


Dawn Marie Rubio
State Court Administrator

Judge Laurel Siddoway, Presiding Chief Judge
Court of Appeals, Division III

Judge Kitty Ann van Doorninck, President-Elect
Superior Court Judges' Association
Pierce County Superior Court

The **Mission** of the Board for Judicial Administration is to provide leadership and develop policy to enhance the judiciary's ability to serve as an equal, independent, and responsible branch of government.

The **Vision** of the Board for Judicial Administration is to be the voice of the Washington State courts.

 <p>WASHINGTON COURTS</p>	<p>Board for Judicial Administration (BJA) Friday, February 15, 2019 (9 a.m. – 10:30 a.m.) Conference Call 877-820-7831 Passcode: 459581</p>	
AGENDA		
<p>1. Call to Order Welcome and Introductions</p>	<p>Judge Judy Rae Jasprica</p>	<p>9:00 a.m.</p>
<p>2. BJA Leadership Goals Discussion: BJA Communication Plan <i>Action: review recommendations for approval in March</i></p>	<p>Judge Rebecca Robertson Jeanne Englert</p>	<p>9:05 Tab 1</p>
<p>3. Standing Committee Reports Budget and Funding Committee</p> <ul style="list-style-type: none"> • Legislative Budget Update • Supplemental Budget Process: An overview of the process and timeline <p>Court Education Committee</p> <p>Legislative Committee</p> <ul style="list-style-type: none"> • Legislative Update <p>Policy and Planning Committee</p>	<p>Judge Mary Logan Ramsey Radwan Ramsey Radwan</p> <p>Judge Judy Rae Jasprica</p> <p>Judge Kevin Ringus Dory Nicpon</p> <p>Judge Rebecca Robertson</p>	<p>9:20 Tab 2</p>
<p>4. BJA Task Forces Update Court Security Task Force</p> <p>Court System Education Funding Task Force</p> <p>Interpreter Services Task Force</p>	<p>Judge Rebecca Robertson/Penny Larsen Jeanne Englert</p> <p>Jeanne Englert</p>	<p>9:55 Tab 3</p>
<p>5. BJA Ad Hoc Committees Committee Composition</p> <ul style="list-style-type: none"> • <i>Action: review for approval in March</i> <p>BJA Rules and Bylaws</p> <ul style="list-style-type: none"> • Review suggested changes 	<p>Jeanne Englert</p>	<p>10:05 Tab 4</p>
<p>6. November 16, 2018 Meeting Minutes <i>Action: Motion to approve the minutes of the November 16, 2018 meeting</i></p>	<p>Judge Judy Rae Jasprica</p>	<p>10:15 Tab 5</p>

7. Public Trust and Confidence Committee <i>Action: Appointment of New Members</i>	Judge Judy Rae Jasprica	10:15 Tab 6
8. Information Sharing Roundtable Meeting review BJA Business Account	Judge Judy Rae Jasprica	10:20 Tab 7
9. Adjourn	Judge Judy Rae Jasprica	10:30
Persons with a disability, who require accommodation, should notify Jeanne Englert, at 360-705-5207 or Jeanne.englert@courts.wa.gov 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 meetings:

- March 15, 2019 - AOC SeaTac Office**
- May 17, 2019 - AOC SeaTac Office**
- June 14, 2019 - AOC SeaTac Office**
- September 20, 2019 - AOC SeaTac Office**
- October 18, 2019 - AOC SeaTac Office**
- November 15, 2019 – AOC SeaTac Office**

The leadership goals of the Board for Judicial Administration are 1) Speaking with a Unified Voice; 2) Court Communication; 3) Committee Coordination; and 4) Committee Composition.

Tab 1



February 6, 2019

TO: Board for Judicial Administration

FROM: BJA Policy and Planning Committee

RE: BOARD FOR JUDICIAL ADMINISTRATION COMMUNICATION PLAN

Purpose

The purpose of this memo is to address the BJA's goal of improving court communication and to make recommendations to the BJA for adoption and implementation.

Court Communication - Communication will help keep each other informed, offering expertise and support, and eliminating the duplication of efforts. Open and honest communication should be encouraged to assure that issues or problems are identified and resolved.

BJA Court Communication

Effective court communication is important for several reasons. The Washington court system is decentralized, meaning that there is no central source of governance. Outside of court rule, each court and court level is able to administer their courts and identify system improvements how they deem most appropriate for their needs. This approach emphasizes the value placed on local independence. Recognizing the value of local independence, but respecting the importance of collaboration, there is value in the BJA being aware of issues and improvements taking place across the state.

The BJA is the only place in the judiciary where every level of court is represented and where those voices come together to be heard. Its influence is based on the value of being a forum in which judiciary information can be shared and compiled. The compilation of court system issues and improvements can facilitate the combining of resources, reduce the duplication of efforts, and support statewide strategic planning.

Recommendations

The Policy and Planning Committee's (PPC) requests that the BJA identify which recommendations they would like to formally adopt to achieve the BJA's goal of improving branch communication.

Court Coordination

- A judicial leadership meeting will be held biennially with the intent of sharing information and identifying ways to collaborate on improvement efforts.
- BJA tables at Conferences when requested.
- The BJA Standing committees are used as a way to develop a collaborative approach for system coordination and improvement.
 - Members of the branch, who are not members of the BJA, can bring policy issues that impact the courts to the PPC for consideration.
 - Utilize the Policy and Planning Committee's Policy Assessment Criteria for reviewing new initiatives/requests brought to the BJA.

Communication Sharing

- BJA meetings are used as a forum for BJA entities to share issues affecting the courts.
- BJA members are responsible to report back on BJA work to their respective boards, benches and conferences.
- Share the BJA meeting materials, in advance, to identified association/committee listservs and include a statement about contacting the association/committee BJA liaison with any questions.
- An annual report of BJA accomplishments is published and distributed statewide.
- BJA will explore additional opportunities to share information about the branch structure, judicial organizations, and the BJA's role, such as during Judicial College.
 - BJA may send out periodic emails sharing the AOC Activity Report and a quick summary of the BJA meeting with links to the full minutes.
- The Full Court Press will periodically highlight the work of the BJA.
- The BJA website will be reviewed and revised annually to allow better access to information.

Tab 2

JUDICIAL BRANCH BUDGET DEVELOPMENT TIMELINE 2020 Supplemental Budget
February – May 2019
<ul style="list-style-type: none"> • 2019-2021 biennial budget approved by legislature. • Present schedule to BJA and JISC (2/15/19 & 2/22/19). • Distribute 2020 supplemental budget instructions. • 2020 supplemental SGF list presented at the May 17, 2019 BJA meeting. • Decision packages <u>that impact AOC due May 1, 2019 (list to 5/17/19 BJA & 6/28/19 JISC).</u> • Decision packages <u>that do not impact AOC due May 31, 2019.</u>
June - July 2019
<ul style="list-style-type: none"> • BJA Budget and Funding Committee meeting. • Court Funding Committee meeting. • 2020 SGF supplemental list approved at the June 21, 2019 BJA meeting. • 2020 JIS supplemental list reviewed/approved at the June 28, 2019 JISC meeting. • June 21, 2019 BJA meeting; June 25, 2019 revenue forecast; June 28, 2018 JISC meeting. • Supreme Court Budget Committee meetings. • <u>All</u> final decision packages <u>due July 12, 2019.</u>
August 2019
<ul style="list-style-type: none"> • Decision packages are finalized. • August 23, 2019 JISC meeting.
September 2019
<ul style="list-style-type: none"> • Present 2020 supplemental budget to Supreme Court for approval (September 4, 2019). • Final branch supplemental budget request forwarded to the legislature.

2020 Budget Development, Review and Submittal Process

The budget development, review and submittal process developed for the 2018 supplemental and 2019-2021 biennial budget will continue for those requests that impact the Administrative Office of the Courts.

Highlights of the process include:

- There will not be a branch presentation for the 2020 supplemental budget requests.
- Requests will initially be sent to the Budget and Funding Committee (BFC) via AOC.
- The Budget and Funding Committee may seek clarifying information from the proponents.
- The Budget and Funding Committee may make priority recommendations.
- The Budget and Funding Committee will present the requests to the BJA for discussion and input.
- Input from the BJA and BFC will be transmitted to the Court Funding Committee.
- The Court Funding Committee is comprised of the following members:
 - Supreme Court Budget Committee (5 members),
 - BJA Budget and Funding Committee (3 members) and,
 - Representatives from the Judicial Information Systems Committee (3 members).
- The Court Funding Committee will be briefed regarding the recommendation made by the BFC and BJA.
- Results will be forwarded to the Supreme Court Budget Committee (SCBC).
- The SCBC will make the final recommendation to the full court.
- The results will be communicated to the BJA, JISC and other stakeholders.

Budget requests concerning the Supreme Court, State Law Library, Court of Appeals, Office of Public Defense and Office of Civil Legal Aid will be processed as they have in the past. Information regarding the budget requests that move forward will be reported to the Court Funding Committee, BJA, stakeholders and full court.

JISC budget requests, once approved by JISC, will be routed to/through the BFC (generally informational unless there is a state general fund component/request). The request information will be presented to the BJA and then move to the Court Funding Committee for ratification or possible modification.

2019 Budget/Session Schedule

MONTH	ACTIVITY	DATE
January 2019	Legislature convenes	January 14, 2019
January 2019	Revenue Forecast & Budget Outlook	January 23, 2019
February 2019	Policy Committee Cutoff	February 22, 2019
March 2019	Fiscal Committee Cutoff (except NIB bills)	March 1, 2019
March 2019	House of Origin Cutoff	March 13, 2019
March 2019	Revenue Forecast	March 20, 2019
April 2019	Policy Committee Cutoff-Opposite House	April 3, 2019
April 2019	Fiscal Committee Cutoff-Opposite House (except NIB)	April 9, 2019
April 2019	Opposite House	April 17, 2019
April 2019	Last Day of Regular Session	April 28, 2019

NIB-Necessary to Implement the Budget

BJA Meeting Schedule	JISC Meeting Schedule	Revenue Forecast Schedule
N/A	N/A	January 23, 2019
February 15, 2019	February 22, 2019	N/A
March 15, 2019	N/A	March 20, 2019
N/A	April 26, 2019	N/A
May 17, 2019	N/A	N/A
June 21, 2019	June 28, 2019	June 25, 2019
N/A	August 23, 2019	N/A
September 20, 2019	N/A	September 25, 2019
October 18, 2019	October 25, 2019	N/A
November 15, 2019	N/A	November 20, 2019
N/A	December 6, 2019	N/A



February 6, 2019

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

Work in Progress

On November 28 - 29, 2018 the CEC conducted a Judicial Education Leadership Institute (JELI) for CEC members and other Association education committee members. Administrative Office of the Courts (AOC) Court Education Services Educators facilitated discussions on adult education principles, the science of learning, needs assessments, writing course goals and objectives, organizing and sequence content, retention and engagement techniques, and the importance of evaluations. The education committee members in attendance have taken the information back to their committees and are implementing the information while planning future educational programming.

Ms. Anderson attended the December 7, 2018 BJA Education Funding Task Force Meeting where strategies were finalized for outreach to judicial officers and administrators asking them to contact their local legislators regarding the need for additional education/training funds. Ms. Anderson disseminated numerous emails to judicial officers, education committees, and others who had been involved or are currently involved in developing or delivering education and training.

On January 8, 2019 the CEC met via conference call and topics included debriefing the JELI program. The CEC is going to create a streamlined orientation packet utilizing the JELI materials which can be used for new CEC members and Association education committee members. They also continued discussion on developing more online options. The CEC reviewed and approved proposed changes to the CEC policy. The proposed changes updated the version inherited from the Board for Court Education.

The 2019 Judicial College was held January 27 - February 1, 2019 with 70 new judicial officers in attendance, making it the highest number in Judicial College history. Due to the increased attendance and increasing costs in general, the Judicial College expenses will go over budget. The CEC has discussed this and any budget underruns from all the CEC programs will go toward covering the overages.

The CEC continues to review other policies and procedures.

Short-term Goals

- Possible CEC hosted webinar before the end of the fiscal year.
- Development of strategic plan for online education.
- Status report from CEC to participants of the 2017 CEC retreat.

Long-term Goals

- Continue to implement strategies and priorities identified in the CEC Roadmap.
- Update Roadmap.



February 15, 2019

TO: BJA Members
FROM: Judge Kevin Ringus, BJA Legislative Committee Chair
Dory Nicpon, AOC Associate Director, Judicial and Legislative Relations
RE: BJA Legislative Committee Report

The BJA Legislative Committee has convened weekly conference calls since the 2019 legislative session began on January 14, 2019.

As of the preparation of this report, over 1,800 bills have been introduced. In addition to the review undertaken separately by each level of court, a small team within the Administrative Office of the Courts (AOC) screens all bill introductions and identifies bills that require analysis and tracking. As of the preparation of this report, AOC was actively tracking nearly 600 bills, many of which are lengthy and contemplate significant changes in public policy.

The introduction of so many bills is consistent with anytime:

- 1) One political party has a significant majority in both legislative branch chambers;
- 2) The legislature has many newly-elected members;
- 3) There is a positive revenue forecast; and
- 4) There is a long (odd-numbered year) legislative session.

BJA Legislative Priorities

The BJA identified its priorities for 2019 to include:

Court Technology Projects: The judicial branch is successfully implementing major modernization projects for all court levels and needs continued funding to deliver the projects and support them after delivery. **STATUS: AOC staff continue to engage with members and staff from the House Appropriations Committee and the Senate Ways and Means Committee to ensure the decision packages submitted are understood and supported.**

Language Access/Interpreter Services: Courts need adequate funding for qualified interpreters to maximize courthouse efficiency and ensure access to justice for individuals who are deaf, hearing impaired, or who have limited English proficiency. **STATUS: Judicial officers who chaired or participated in the BJA Interpreter Task Force, and AOC staff, have been meeting with members regarding the decision package submission. BJA's Program Manager has also facilitated letters of support to members from judicial partners, advocates, and other constituencies.**

Education for Judges and Court Staff: Adequate funding is needed for timely and relevant training of judicial officers and court personnel. Such training provides information about implicit bias, cultural competence, best practices in court operations, and changes that impact the judiciary. **STATUS: Judicial officers who chaired or participated in the BJA Interpreter Task Force, and AOC staff, have been meeting with members regarding the decision package submission. BJA's Program Manager has also facilitated letters of support to members from judicial partners, advocates, and other constituencies.**

Family and Juvenile Court Improvement: Early father identification and staff oversight of dependency cases improves outcomes for children and families. Funding is needed to expand the proven strategies of the FJCIP courts. **STATUS: AOC staff continue to engage with members and staff from the House Appropriations Committee and the Senate Ways and Means Committee to ensure the decision package submitted is understood and supported, as well as leverage partnerships with the Department of Children, Youth, and Families to garner support for the decision package.**

Guardianship Services: With growing populations of seniors and vulnerable individuals, funding is needed for additional public guardians and creation of a regional guardianship monitoring program to support courts in their oversight of guardians. Statutory amendment is needed to adjust the services offered by public guardians. **STATUS: The House Civil Rights and Judiciary Committee convened a public hearing on HB 1329 (Concerning the methods of services provided by the office of public guardianship.) on January 30. As of the preparation of this report, this bill is schedule for executive session on February 8.**

Courthouse Security: Funding and coordination is needed to ensure everyone visiting a courthouse can do so in a safe and secure environment. **STATUS: AOC staff have discussed this as a next Task Force within the BJA.**

Domestic Violence Data: A statutory refinement to domestic violence definitions is needed to facilitate more specific data collection and to distinguish between intimate partner violence and non-intimate partner violence in order to improve risk assessments. **STATUS: The House Public Safety Committee held a work session on the report developed by the domestic violence work groups convened pursuant to**

HB 1163 (2017), which addressed this definition change need. After a public hearing on HB 1517 (Concerning domestic violence.), Representative Goodman indicated that he will include the definition split in a substitute version of HB 1517.

Traffic Fine Consolidation and Relicensing Program: Judicial support and implementation is needed for a program proposed by the Attorney General to consolidate fines that an individual has incurred in multiple jurisdictions and restore driving privileges. **STATUS: At the request of the Office of the Attorney General, HB 1489/SB 5575 (Traffic LFO consolidation.) has been introduced in each chamber of the legislature and contemplates that AOC will created a program.**

Superior Court Judge Positions: Statutory adjustment is needed for an additional superior court judge in Clark County and an additional superior court judge in the tri-county judicial district for Ferry, Pend Oreille, and Stevens Counties. **STATUS: The Senate Law and Justice Committee had a public hearing on SB 5450 on January 29 and passed a substitute version out of committee on January 31. The substitute version stripped the additional superior court position for Clark County from the bill. Statements during executive action suggested this was because Clark County's local match may not be supported by their local legislative authority. AOC staff have outreached again to secure budget commitments from Clark, Ferry, Stevens, and Pend Oreille Counties as further support for the bill.**

Other Legislative Discussions

Uniform Guardianship, Conservatorship, and Protective Arrangements Act (UGCPAA): There appears to be legislative interest in Washington's adoption of the UGCPAA. Reacting to certain of the concerns expressed in the House Civil Rights and Judiciary Committee, the Senate Law and Justice Committee conducted a public hearing on a substitute version.

New Hope Act: Representative Drew Hansen sponsored a bill called the New Hope Act (HB 1041), which: 1) modifies the process for an offender to receive a certificate of discharge once the offender has completed supervision, met all sentencing requirements, and paid all restitution; and 2) expands the circumstances in which an offender may have a conviction vacated.

Mental/Behavioral Health: Several recent committee work sessions and public policy discussions concern mental and behavioral health issues, increasing demand for mental health services and the *Trueblood* settlement.



February 6, 2019

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

The Policy and Planning Committee (PPC) met in November 2018. The main items on the agenda were reviewing the draft BJA communication plan and discussing ideas for sharing court trends, needs and innovations occurring nationally and at all levels of Washington State Courts.

PPC provided feedback on the BJA Communication Plan at the meeting and further information was provided via email. The comments have been incorporated into the draft and the recommendations are presented to the BJA for consideration and adoption.

The PPC decided to look at other issues that may impact courts that do not necessarily rise to the level of a task force. The PPC discussed a process that can be used to identify and collect court trends, needs and/or innovations across Washington Courts. The PPC will then consider which criteria can be used to assess policy issues at the March 15 meeting. The goal is to create a structured process for vetting policy issues that the PCC wants to present to the BJA for review and approval and include in their work plan.

Tab 3



February 6, 2019

TO: Board for Judicial Administration Members
FR: Judge Sean O'Donnell and Judge Rebecca Robertson
Co-Chairs, BJA Court Security Task Force
RE: REPORT OF THE COURT SECURITY TASK FORCE

Chairs were appointed to the Task Force in December. The Task Force is making good progress in recruiting members. Several judicial officers and security experts have agreed to serve and organizations are in the process of submitting their appointments. We anticipate having a good mix of approximately 20 - 24 participants comprised of stakeholders and members of the court community representing large and small courthouses from across the state.

The Task Force Kickoff is April 23, 2019. At the first meeting we will: discuss the work plan, create work groups, discuss expectations and review project timelines.

The work plan aligns with the deliverables in the charter and is structured as a four stage model: Needs Assessment, Data Evaluation, Proposal Development and Implementation Plan. Work has begun on the needs assessment. The data from the SCJA and DCMJA court security surveys is available, as well as the incident reporting log data located on Inside Courts. We expect that we will have preliminary data to share at the kick off meeting.



February 2, 2019

TO: Board for Judicial Administration Members
FROM: Judge Douglas Fair and Judge Joseph Burrowes, Co-Chairs
RE: REPORT OF COURT SYSTEM EDUCATION FUNDING TASK FORCE

BJA Strategic Initiative

Legislative Session is in full swing and the Task Force has been busy. The Task Force continues to refine the message around increased education funding by stressing the need for timely and accessible training for all court personnel, especially for small and rural courts.

Here's what's been happening:

- 1) The Task Force chairs and members are busy meeting with legislators in Olympia and contacting them by phone. After next week we will have contacted or met with most of the legislators on the Senate and House budget and justice committees.
- 2) Chief Mary Fairhurst shared the BJA Task Forces' Funding Priorities during the State of the Judiciary which was presented before a joint session of the Senate and House.
- 3) BJA sponsored a luncheon for new legislators and a legislative reception. Task Force funding priorities were shared at both events.
- 4) Emails have gone out to many individuals and groups asking them to contact their local legislators.
- 5) The BJA CEC has also sent out many targeted emails to education supporters asking them to reach out to legislators.
- 6) A template letter of support that organizations can use to contact legislators will be distributed mid-February.
- 7) [The Legislative Communications Toolkit](#) is on the website.



February 2, 2019

TO: Board for Judicial Administration Members
FROM: Justice Steven González, Judge Sean O'Donnell, and Judge Andrea Beall, Co-Chairs
RE: INTERPRETER SERVICES FUNDING TASK FORCE UPDATE

BJA Strategic Initiative

Legislative Session is in full swing and the Task Force has been busy. We have received generally positive responses for increased interpreter funding during our meetings.

Here's what's been happening:

- 1) The Task Force chairs are busy meeting with legislators in Olympia. They have contacted or met with most of the legislators on the Senate and House budget and justice committees.
- 2) Chief Mary Fairhurst shared the BJA Task Forces' Funding Priorities during the State of the Judiciary which was presented before a joint session of the Senate and House.
- 3) BJA sponsored a luncheon for new legislators and a legislative reception. Task Force funding priorities were shared at both events.
- 4) Senator Hasegawa is circulating a letter of support for signatures from all of the attendees of the Legislative PoC Summit who unanimously agreed to support increased funding for court interpretation as part of their legislative agenda.
- 5) Emails have gone out to many individuals and groups asking them to contact their local legislators.
- 6) The Task Force continues to outreach to advocacy organizations and ask for their help.
- 7) Interpreters United shared interpreter materials during their Lobby Day on January 25.
- 8) A template letter of support will be distributed that organizations can use to contact legislators. These will be sent out in mid-February.
- 9) [The Legislative Communications Toolkit](#) is on the website.

Tab 4



To: BJA Membership

From: BJA Committee Composition Ad Hoc Committee

Date: February 15, 2019

Re: BJA Leadership Goal: Committee Composition Recommendations

Purpose

The Board for Judicial Administration (BJA) changed the standing committees' structures several years ago and asked an Ad Hoc Committee to evaluate how current standing committee compositions are working and make recommendations for any identified changes. The Ad Hoc Committee collected information from several Board conversations and feedback from current committee chairs.

Findings and Recommendations

- 1) Overall, committee membership structures are working well. The Policy and Planning Committee (PPC) broadened their membership last year based on committee needs by expanding membership to administrators. The Court Education (CEC), Legislative and the Budget and Funding Committees will maintain their membership as is. **The Ad Hoc Committee recommends that all committees review their charters and recommend changes for BJA approval as needed.**
- 2) Standing committee chairs should continue to be BJA members. The CEC has co-chairs, one BJA member and one non-BJA member, which works for their committee. **The Ad Hoc Committee recommends that the standing committees continue to have BJA member chairs.**
- 3) The Ad Hoc Committee explored whether or not a BJA member, especially in a president-elect position, should be able to designate another person from their level of court to participate in their assigned committee. There may be situations where this could work on the CEC and PPC committees but not on the Legislative or Budget and Funding Committees. Designees will be considered under special circumstances, for example if the individual has a local standing commitment at the same time of the meetings or some other meeting conflict. Designees must participate for the whole membership term. **The Ad Hoc Committee recommends that BJA members, especially in president-elect**



positions, may request that a designee assume their position on the standing committees for their full term if approved by the standing committee chair.

- 4) In practice, new BJA members tend to volunteer for the committee that their colleague was on. **The Ad Hoc Committee recommends that the BJA consider having one “open enrollment” period in June 2019 whereby members can switch committees to ensure committee membership is aligned with a member’s skills and interests.** Moving forward, new members will be given an opportunity to participate on committees of their choice when there are openings.
- 5) This committee briefly discussed recruitment and diversity of BJA and committee membership. **The Ad Hoc Committee recommends that the BJA and committees explore this topic as it pertains to their needs and membership.**

Tab 5



Board for Judicial Administration (BJA) Meeting
Friday, November 16, 2018 (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 Judy Rae Jasprica, Member Chair
Judge Doug Federspiel
Judge Blaine Gibson
Judge Gregory Gonzales
Pam Hartman-Beyer
Judge Dan Johnson
Judge David Keenan
Judge David Kurtz
Judge Robert Lawrence-Berrey (by phone)
Judge Linda Lee (by phone)
Judge Mary Logan (by phone)
Judge David Mann
Judge Samuel Meyer (by phone)
Bill Pickett
Judge Kevin Ringus
Judge James Rogers
Judge Laurel Siddoway (by phone)
Judge Kitty-Ann van Doorninck
Justice Charles Wiggins
Margaret Yetter

Guests Present:

Jim Bamberger
Judge Douglas Fair
Judge Sean O'Donnell

Public Present:

Page Carter

Administrative Office of the Courts (AOC) Staff Present:

Crissy Anderson (by phone)
Jeanne Englert
Stephanie Happold
Sonya Kraski (by phone)
Penny Larsen
Dirk Marler
Ramsey Radwan
Caroline Tawes

Call to Order

Chief Justice Fairhurst called the meeting to order at 9:01 a.m. The members were welcomed and introduced themselves. Englert introduced new AOC staff member Penny Larsen, Senior Court Program Analyst for the BJA.

BJA Leadership Goals

Englert reviewed a BJA workgroup discussion about current committee composition. The BJA changed the standing committees' structures several years ago and wanted to evaluate how the committees' composition is working and if the BJA needs to do anything differently.

The majority of the BJA activities occur in the four standing committees. Generally, members said that the committees are structured well. The group agreed that BJA members should serve on at least one standing committee.

There may be situations where a designee could be assigned to ensure adequate representation of all court levels on standing committees when there is a required committee position, such as an association President-elect, especially if that person already has existing time commitments. This would not work for the Budget and Funding Committee (BFC) and the Legislative Committee (LC). A designee may make sense for the Court Education Committee (CEC) or the Policy and Planning Committee (PPC) if there is a required committee position. The workgroup should reconvene to: (1) discuss designee options and solicit feedback from the committees where this may be an issue and/or could work; (2) review member terms on the BJA and on committees (if a member is on BJA then that members should be on a committee for three years); (3) discuss recruitment and diversity needs.

Access to Justice (ATJ) Board Update

Judge Keenan reviewed the background and current work of the ATJ Board. The two objectives of the ATJ Board are to promote, develop, and implement policy around civil legal aid, and to act as a convener of alliance providers of civil legal aid. The goals of the ATJ Board are driven by the 2015 Civil Legal Needs Study Update. Bamberger will send a link to the Washington Race Equity & Justice Initiative (REJI) to Englert for posting. Bamberger suggested inviting REJI staff to make a presentation to BJA.

Interpreter Task Force Presentation

Judge O'Donnell said the Interpreter Task Force is embracing the ATJ Board principles, and that is a perfect example of how the ATJ Board and the BJA can partner going into the upcoming legislative session. Funds for the state Interpreter Reimbursement Program have not been adjusted in years. The survey sent this year by the Interpreter Task Force obtained data that supports the request of \$2.1 million to allow more courts to access reimbursement funds. Judge O'Donnell reviewed the one-page information sheet and asked the BJA members to use the information sheet to support the funding request. He thanked Englert for her help in developing the materials.

The handout will be finalized by December 1. BJA members should contact Englert if they have any feedback or changes to the information in the next week.

Standing Committee Reports

Budget and Funding Committee (BFC): Discussion at the last BFC meeting included making infrastructure a priority. Radwan said the 2020 supplemental budget process will begin in a few months.

Court Education Committee (CEC): The Judicial Education Leadership Institute (JELI) is scheduled for November 28–29, and 22 participants are registered. Additional information was included in the meeting packet.

Legislative Committee (LC): The LC received three legislative proposals for the upcoming session: 1) to expand the service methods the Office of Public Guardianship can offer; 2) to improve the definition of domestic violence; and 3) a request from last year regarding consolidation of traffic fines and the relicensing program. There are two counties that have requested an additional judge based on those counties' Judicial Needs Estimate (JNE). Letters from those counties were included in the meeting materials. More information will be needed from the counties before the BJA can draft legislation.

The BJA unified message was discussed, and the final version is “Justice for All Matters.”

Chief Justice Fairhurst announced that there are interviews for the Associate Director, Legislative and Judicial Relations position at AOC on Monday. District, superior, and appellate court levels will be represented on the interview panel, as well as AOC. If no one is hired, a contractor will be hired for the upcoming legislative session.

It was moved by Judge Jasprica and seconded by Judge Ringus to approve the unified message of “Justice for All Matters,” and to amend the legislative agenda to include the judicial position requests provided there is local funding support and interest in having the Legislative Committee advocate for them. Both motions carried.

Judge Ringus thanked Englert, AOC staff member Sondra Hahn, and the AOC Public Information Office for their work on the legislative information sheets.

Chief Justice Fairhurst is not sure if there will be a State of the Judiciary address this year, but, if so, it will be in January. Her staff is currently reviewing dates for a BJA Legislative reception, also in early January. There might be a BJA meeting scheduled on the same day as the reception.

Policy and Planning Committee (PPC): No additional report.

Strategic Initiatives

The Policy and Planning Committee recommended the BJA approve four strategic initiative recommendations:

1. Extend the current charters for the Court System Education Funding Task Force and the Interpreter Services Funding Task Force for one year, with the option of

extending the charters for an additional year after that, if necessary. The current charters end in 2019;

2. As the next strategic initiative, create a Court Security Task Force to begin in January or February of 2019 and end June 30, 2021;

And if funds and resources become available (in order of priority):

3. Create a Therapeutic Court Planning and Development Task Force;
4. Create a statewide coordination of therapeutic services in the justice system.

There is currently a budget request to hire an AOC staff member to coordinate the therapeutic courts effort.

Two other proposals were not prioritized by the PPC. A proposal to develop a plan to bring the Judicial Information System Committee (JISC) and its functions under the BJA was not prioritized because the two groups have different areas of expertise and membership. The Unrepresented Litigants proposal was not prioritized because the PPC felt the ATJ had existing infrastructure to better address these issues. Although the BJA does not have the resources to support this proposal, the BJA can collaborate with the ATJ to support these goals.

It was moved by Judge Ringus and seconded by Judge Rogers to maintain the current task forces with extended charters, to create a Court Security Task Force, and, if funds are available, create a Therapeutic Court Planning and Development Task Force and a statewide coordination of therapeutic services in the justice system. The motion carried.

It was moved by Judge Jasprica and seconded by Justice Wiggins to approve the draft Court Security Task Force charter included in the meeting materials. The motion carried.

Budgeting During the Legislative Session

Radwan reviewed the 2019 Budget/Session schedule and deadlines included in the meeting materials. The revenue forecast on January 23, 2019, will include the projected fund balance, including the Governor's budget items. The March 20 revenue forecast will include the budgets from the Legislature. State revenues are up but so are costs. Radwan discussed statistics on Judicial Impact fiscal notes, including how many fiscal notes AOC produced in the 2018 legislative session and a history of fiscal note volume by state agency. The fiscal notes that AOC produces are posted online, usually within a few days. Radwan will send a link to the fiscal notes page to the BJA members.

Education Task Force

Judge Fair said a survey of judges, clerks, court administrators, and other stakeholders on what is needed for court system education showed an issue with training access for small and rural courts. These courts often cannot attend conferences where education is generally provided, and they need a better delivery system. The survey also revealed a delay in new judicial officers and court personnel receiving critical training when they start their jobs. Outreach materials were distributed at the meeting, including a one-page information sheet, talking points, and a question and answer sheet. Judge Fair asked the BJA members to speak with legislators and share this information.

Judge Jasprica thanked the Court System Education Funding Task Force for focusing on funding education while the Court Education Committee focuses on education. She thanked both the Task Force and BJA members.

Judicial Leadership Summit Follow Up

A memo from Chief Justice Fairhurst summarizing the questions and themes of the June 2018 Judicial Leadership Summit was included in the meeting materials. Chief Justice Fairhurst would like to identify the next steps and future focus, and questions for the next steps were included in the meeting materials. She asked for thoughts from the BJA members. Englert said that other BJA presentations will be scheduled in the next 18–24 months to allow time for in-depth discussions on questions raised during the Judicial Leadership Summit. Chief Justice Fairhurst liked the format of small groups assigned to discuss one question and then report out. She suggested at the next BJA meeting forming two or three small groups as a pilot.

Public Trust and Confidence Committee

Jean Kang has been nominated for appointment to the Public Trust and Confidence Committee.

It was moved by Chief Justice Fairhurst and seconded by Judge Ringus to approve the nomination of Jean Kang to the Public Trust and Confidence Committee. The motion carried.

October 19, 2018 Meeting Minutes

It was moved by Judge Johnson and seconded by Chief Justice Fairhurst to approve the October 19, 2018 BJA meeting minutes. The motion carried, with Judge Rogers abstaining.

BJA Business Account

It was moved by Judge Jasprica and seconded by Judge Ringus to remove Brady Horenstein as an account signer for the BJA business account. The motion carried.

Information Sharing

Happold introduced herself as the new Principal Analyst in Legal Services at AOC.

Yetter said 95 people attended the District and Municipal Court Management staff conference at the end of October.

Harman-Beyer announced that Thurston County is working with AOC on restoring \$250,000 in impact fees to Thurston County.

Justice Wiggins announced November 15 was the final day for oral arguments at the Supreme Court.

Chief Justice Fairhurst said Dawn Marie Rubio will join AOC on Monday as the State Court Administrator designate. The new Reporter of Decisions is Sam Thompson, who will begin on December 1. Chief Justice Fairhurst is going to serve as the chair of the Supreme Court Work Group on Washington State Bar Association (WSBA) Structure. She will provide more information.

Other

There being no further business, the meeting was adjourned at 12:05 p.m.

Recap of Motions from the September 21, 2018 Meeting

Motion Summary	Status
Approve the unified message of "Justice for All Matters," and to amend the legislative agenda to include the Judicial Needs Estimates and have an ongoing agreement that the Legislative Committee may advocate for them.	Passed
Approve maintaining the current task forces with extended charters, creating a Court Security Task Force, and, if funds are available, creating a Therapeutic Court Planning and Development Task Force and a statewide coordination of therapeutic services in the justice system.	Passed
Approve the draft Court Security Task Force charter included in the meeting materials.	Passed
Approve the nomination of Jean Kang to the Public Trust and Confidence Committee.	Passed

Motion Summary	Status
Approve the removal of Brady Horenstein as an account signer for the BJA business account.	Passed
Approve the October 19, 2018 BJA meeting minutes. The motion carried.	Passed

Action Items from the November 16, 2018 Meeting

Action Item	Status
Bamberger will send a link to the Washington Race Equity & Justice Initiative (REJI) to Englert for posting. Bamberger suggested inviting REJI staff to make a presentation to BJA.	
The Interpreter and Education Task Force one-page information sheets will be finalized by December 1. BJA members should contact Englert if they have any feedback or changes to the information.	
Radwan will send a link to the fiscal notes page to the BJA members.	Done
Chief Justice Fairhurst would like to identify the next steps and future focus from the June 2018 Judicial Leadership Summit. Chief Justice Fairhurst liked the format of small groups assigned to discuss one question and then report out and suggested at the next BJA meeting forming two or three small groups as a pilot.	
<u>October 19, 2018 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

Tab 6

**Board for Judicial Administration
Nomination Form for BJA Committee Appointment
Two-Year Appointment**

BJA Committee: Public Trust & Confidence

Nominee Name: Cecily Hazelrigg-Hernandez

Nominated By: Court of Appeals
(i.e. SCJA, DMCJA, BCE, etc.)

Term Begin Date: 1/1/2019

Term End Date: 12/31/2020

Has the nominee served on this subcommittee in the past? Yes No

If yes, how many terms have been served and dates of terms: _____

Additional information you would like the BJA to be aware of regarding the nominee:

Please send completed form to:

Jeanne Englert
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170
jeanne.englert@courts.wa.gov

Tab 7

BJA BUSINESS ACCOUNT
FOURTH QUARTER 2018 SUMMARY

OCTOBER-DECEMBER 2018			
ITEM	WITHDRAWALS	DEPOSITS	BALANCE
BEGINNING BALANCE			\$11,929.23
SALARY COMMISSION TESTIMONY	\$341.08		
TOTAL EXPENDITURES	\$341.08		
TOTAL DEPOSITS		\$360.00	
ENDING BALANCE			\$11,948.15

BJA BUSINESS ACCOUNT
FOURTH QUARTER 2018 ACTIVITY DETAIL

DATE	CK #	TO	FOR	AMOUNT	CLEARED
11/2/2018	3774	J. SIDDOWNAY	TESTIMONY, SALARY COMMISSION	\$341.08	YES
				\$341.08	

DEPOSIT DATE	AMOUNT
10/12	195.00
12/24	165.00
TOTAL FOURTH QUARTER DEPOSITS	\$360.00

LEGISLATIVE LUNCHEON AND RECEPTION EXPENSE
JANUARY 2019

DATE	CK #	TO	FOR	AMOUNT	CLEARED
1/9/2019	3776	BAYVIEW CATERING	LEGISLATIVE LUNCHEON	\$627.58	YES
1/9/2019	3777	ELYSE'S CATERING	LEGISLATIVE RECEPTION	1537.22	YES
1/15/2019	3778	ELYSE'S CATERING	LEGISLATIVE RECEPTION	1927.11	YES
1/17/2019	3779	ELYSE'S CATERING	LEGISLATIVE RECEPTION	559.96	YES
1/23/2019	3780	HOWARD'S DRY CLEANING	LEGISLATIVE EVENTS	277.70	NO
				\$4929.57	