



**Board for Judicial Administration (BJA) Meeting  
Friday, March 15, 2019 (9 a.m. – 12 p.m.)**

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

**MEETING MINUTES**

**BJA Members Present:**

Judge Judy Rae Jasprica, Member Chair  
Judge Doug Federspiel  
Judge Blaine Gibson  
Judge Gregory Gonzales  
Judge Dan Johnson  
Judge Robert Lawrence-Berrey (by phone)  
Paula Littlewood  
Judge Mary Logan  
Judge David Mann  
Judge Samuel Meyer  
Bill Pickett  
Judge Kevin Ringus  
Judge Rebecca Robertson  
Dawn Marie Rubio  
Judge Michael Scott  
Judge Laurel Siddoway  
Justice Charles Wiggins (by phone)  
Margaret Yetter

**Guests Present:**

Jim Bamberger  
Laurie Garber  
Sonya Kraski (by phone)

**Public Present:**

Page Carter

**Administrative Office of the Courts  
(AOC) Staff Present:**

Jeanne Englert  
Stephanie Happold (by phone)  
Sharon Harvey  
Penny Larsen  
Dirk Marler  
Ramsey Radwan  
Caroline Tawes

Call to Order

Judge Jasprica called the meeting to order at 9:00 a.m. The members were welcomed and introduced themselves. Judge Jasprica welcomed Judge Scott to his first meeting and thanked Judge Gibson for his service. Judge VanDoorninck will be the next President of the Superior Court Judges' Association (SCJA). Judge Jasprica also noted that this is Paula Littlewood's last meeting and thanked her for her service.

Report on the Technology Assisted Forms Project

Laurie Garber, from the Northwest Justice Project, reported on the Technology Assisted Forms Project. There are two goals of the project: to translate family law forms into plain language, and to automate those forms. These forms will be free and accessible for family law litigants. The project has been overseen by a subcommittee of the Access to Justice (ATJ) Board and stakeholders have participated in user testing. The forms have been bundled so the correct forms are presented to users at the correct time in the process.

### Judicial Leadership Proposal

The discussion of future judicial leadership summits began with last year's Judicial Leadership Summit, which was held to discuss judiciary priorities and needs. A proposal was submitted to continue with leadership summits, jointly sponsored by Chief Justice Fairhurst and the BJA. The summits would be held every two years, and all BJA members would be invited.

**It was moved by Judge Ringus and seconded by Judge Logan to approve the Judicial Leadership Summit proposal included in the meeting materials. The motion carried.**

### BJA Leadership Goals

The goal of the BJA Communication Plan is to improve communication among court levels. Ten recommendations from the Policy and Planning Committee (PPC) were included in the meeting packet.

**It was moved by Judge Ringus and seconded by Judge Gonzalez to approve all the PPC communication plan proposed activities included in the meeting materials. There was a friendly amendment by Judge Logan to change "judicial leadership meeting" to "judicial leadership summit" in the first recommendation. The friendly amendment was accepted and the motion carried.**

### Standing Committee Reports

**Budget and Funding Committee (BFC):** Ramsey Radwan reviewed the proposed budget process and timeline presented at the February BJA meeting. The 2020 supplemental budget is generally used for corrections, not new programs or enhancements. He will keep the BJA members informed of any timeline changes.

**It was moved by Judge Gibson and seconded by Judge Robertson to approve the 2020 Supplemental Budget Process. The motion carried.**

**Legislative Budget update:** The first version of the State budget will be released around March 21. Chief Justice Fairhurst sent a letter to the chairs of the legislative budget committees regarding the importance of funding for the Judicial Information System (JIS) budget from the General Fund.

**Court Education Committee (CEC):** A progress report will be presented at the May 2019 BJA meeting outlining the work of the committee and a plan for the future. The CEC is reviewing conference evaluations and discussing a better way to use and

publish that information. Continuing Judicial Education (CJE) reports are available. Planning for spring programs is underway.

**Legislative Committee (LC):** In addition to the LC report included in the meeting materials, Judge Ringus said 2,080 bills have been analyzed by AOC staff. About half of those moved past the March 1 deadline to pass out of the fiscal committee in its chamber of origin. Staff continue to monitor bills.

**Policy and Planning Committee (PPC):** The PPC worked on the Court Communication Plan and continues to identify future policy priorities and needs.

**BJA Task Forces:** The kick off for the Court Security Task Force will be in April. There will be more information on the Court Security Task Force at the next BJA meeting.

The Education and Interpreter Task Forces continue to implement their communication campaigns. Chairs of the Task Forces have met with over 50 legislators. There are also a number of individuals and stakeholders who have reached out to legislators. Both task forces met this week to discuss strategies for the budget publication in March. The task forces will meet again in June to evaluate the next steps. An additional year has been approved for the terms of both task forces.

### Court of Appeals Presentation

Judge Siddoway presented information on the history of the Court of Appeals and discussed the workload of each division. Judge Siddoway also discussed General Rule (GR) 14.1, adopted a few years ago to allow citation of unpublished opinions.

If funding is available, the Court of Appeals would like to develop an Appellate Court Record System as an extension of the Electronic Content Management System (ECMS). The new ECMS allows all appellate courts to access documents and easily transfer cases. The appellate courts also have a portal for electronic filings. Inmates at the Walla Walla Correctional Facility may file electronically, and the Court of Appeals would like to extend this function to other facilities.

Judge Siddoway discussed Rules of Appellate Procedure (RAP) 2.5 which gives appellate judges discretion to review errors not presented in the trial court.

### BJA Ad Hoc Committees

**Committee Composition:** Jeanne Englert reviewed the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials. Judge Jasprica clarified that the open enrollment period in recommendation 4 was after association elections and before the BJA July term begins. Jeanne Englert clarified that

in recommendation 3 the designee would be in the position on the standing committee for an entire year.

**It was moved by Judge Ringus and seconded by Judge Robertson to approve all the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials. The motion carried.**

**BJA Rules and Bylaws:** The idea behind an overall review of the Rules and Bylaws is to match current practices, to avoid repetition, to clarify and streamline, and move issues to where it makes the most sense. Chief Justice Fairhurst, Judge Gibson, and Judge Johnson worked on the changes with Jeanne Englert. The plan is to review and discuss the recommendations today and vote on the recommendations at the May BJA meeting. Rule changes will be voted on by the BJA and then processed through the Supreme Court rules procedure.

In Bylaws, Article VIII, there is an “and” missing between District Municipal.

Judge Jasprica questioned Article II of the Bylaws, which states “members serve four year terms unless specified otherwise.” She wondered where this issue might be specified, especially for the Court of Appeals which has no Bylaws. More discussion may be needed on this issue. Jeanne Englert said broader language was added to accommodate varying tenures and allow flexibility, but more specificity may be necessary. Language suggested for Article III was “unless otherwise stated herein, members serve no more than four-year terms unless their governing body determines otherwise.”

There was a discussion on whether one-year terms would affect continuity. Members will review their association’s bylaws and send that information to Jeanne Englert. Members were asked to review all the suggested changes and send comments to Jeanne Englert by April 15 in preparation for a vote at the May meeting.

**Membership Recruitment and Diversity Considerations:** Judge Jasprica asked about ways for associations to look at diversity, including geographic, urban versus rural, and court size diversity. The members discussed what associations can do to make conscious nominations to the BJA. Suggestions included adding an at-large member and a member of the public. Judge Jasprica would like to discuss this again next spring, possibly as part of a larger discussion about inclusion. Judge Robertson will ask the PPC to review the committee composition work and further discuss diversity and recruitment needs and possible efforts and report back to the BJA with this information.

BJA Committee Chair Nominations

**It was moved by Judge Robertson and seconded by Judge Gibson to approve the nomination of Judge Gregory Gonzales as the BJA Co-Chair and CEC Chair for 2019–2021. The motion carried.**

**It was moved by Judge Gibson and seconded by Judge Gonzales to approve the nomination of Judge Michael Scott as the PPC Chair for 2019–2021. The motion carried.**

#### February 15, 2019 Meeting Minutes

**It was moved by Judge Robertson and seconded by Judge Gibson to approve the February 15, 2019 BJA meeting minutes. The motion carried.**

#### Information Sharing

Judge Robertson gave an update on judicial independence efforts regarding municipal court judicial positions.

Paula Littlewood thanked everyone for their work on the BJA. Judge Jasprica thanked Paula Littlewood for her contributions to the BJA.

Judge Gonzales announced the recent passing of retired Judge Koss.

Judge Siddoway said there are celebrations planned for the Court of Appeals 50<sup>th</sup> anniversary.

Dawn Marie Rubio said this was her first face to face BJA meeting and would like suggestions about how AOC can provide service to the BJA and the associations.

Judge Gibson said the SCJA is focusing on legislation including mediation legislation, the Uniform Guardian Act, and a valid court order issue in juvenile courts. Judge Jasprica thanked Judge Gibson for this service on BJA.

Judge Federspiel discussed the relationship between state and tribal judges.

Sonya Kraski announced the Clerks' Spring Conference in Leavenworth next week. Dawn Marie Rubio will be joining them.

#### Other

There being no further business, the meeting was adjourned at 11:35 p.m.

#### **Recap of Motions from the March 15, 2019 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the Judicial Leadership Summit proposal included in the meeting materials.	Passed
Approve all the PPC communication plan proposed activities included in the meeting materials. There was a friendly amendment by Judge Logan to change “judicial leadership meeting” to “judicial leadership summit” in the first recommendation. The friendly amendment was accepted.	Passed
Approve the 2020 Supplemental Budget Process.	Passed
Approve all the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials.	Passed
Approve the nomination of Judge Gregory Gonzales as the BJA Co-Chair and CEC Chair for 2019–2021.	Passed
Approve the nomination of Judge Michael Scott as the PPC Chair for 2019–2021.	Passed
Approve the February 15, 2019 BJA meeting minutes.	Passed

**Action Items from the March 15, 2019 Meeting**

<b>Action Item</b>	<b>Status</b>
A progress report on the Court Education Committee (CEC) will be presented at the May 2019 BJA meeting outlining the work of the committee and a plan for the future.	
The plan for BJA Rules and Bylaws is to review and discuss the recommendations today and vote on the recommendations at the May BJA meeting. Rule changes will be voted on by the BJA and then processed through the Supreme Court rules procedure. Members will review their association’s Bylaws and send that information to Jeanne Englert. Comments on the changes should be sent to Jeanne Englert by April 15 in preparation for a vote at the May meeting.	
For membership recruitment and diversity considerations, Judge Jasprica asked about ways for associations to look at diversity, including geographic, urban versus rural, and court size diversity. The PPC will review the committee composition work and further discuss diversity and recruitment needs and possible efforts and report back to the BJA with this information.	

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<b>Action Item</b>	<b>Status</b>
<u>February 15, 2019 BJA Meeting Minutes</u> <ul style="list-style-type: none"><li>• Post the minutes online.</li><li>• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.</li></ul>	Done Done