

# **BOARD FOR JUDICIAL ADMINISTRATION**



**WASHINGTON  
COURTS**

## **MEETING PACKET**

**Board for Judicial Administration and  
Court Management Council Joint Meeting  
FRIDAY, February 17, 2023  
9:00 A.M.**

**VIDEOCONFERENCE**

# Board for Judicial Administration Membership

## 2022–2023



### **VOTING MEMBERS:**

**Chief Justice Steven González**, Chair  
Washington State Supreme Court

**Judge Tam Bui**, Member Chair  
District and Municipal Court Judges' Association  
Snohomish County District Court

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**Judge Alicia Burton**  
Superior Court Judges' Association  
Pierce County Superior Court

**Judge Anne Cruser**  
Court of Appeals, Division II

**Judge Jennifer Forbes**, President  
Superior Court Judges' Association  
Kitsap County Superior Court

**Judge Marilyn Haan**  
Superior Court Judges' Association  
Cowlitz County Superior Court

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

**Judge Rick Leo**, President  
District and Municipal Court Judges' Association  
Snohomish County District Court

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

**Judge David Mann**  
Court of Appeals, Division I

**Justice Raquel Montoya-Lewis**  
Washington State Supreme Court

**Judge Rebecca Pennell**  
Court of Appeals, Division III

**Judge Rebecca Robertson**  
District and Municipal Court Judges' Association  
King County District Court

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

**Judge Jacqueline Shea-Brown**  
Superior Court Judges' Association  
Benton/Franklin Superior Court

### **NON-VOTING MEMBERS:**

**Judge Sam Chung**, President-Elect  
Superior Court Judges' Association  
King County Superior Court

**Dan Clark**, President  
Washington State Bar Association

**Judge George Fearing**  
Presiding Chief Judge  
Court of Appeals, Division III


**Judge Jeffrey Smith**, President-Elect  
District and Municipal Court Judges' Association  
Spokane County District Court

**Terra Nevitt**, Interim Executive Director  
Washington State Bar Association

**Dawn Marie Rubio**  
State Court Administrator

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><b>Board for Judicial Administration (BJA)</b>  <b>February 17, 2023 (9 a.m. – 11:00 a.m.)</b></p> <p>Zoom Meeting</p>	
<p><b>AGENDA</b></p>		
<p><b>1. Call to Order</b>  <b>Welcome and Introductions</b></p>	<p>Judge Tam Bui  Chief Justice Steven González</p>	<p>9:00 a.m.</p>
<p><b>2. Presentation: Washington State Racial Justice Consortium</b>  Information sharing and recommendations  <a href="#">Racial Justice Consortium Action Plan</a></p>	<p>Cynthia Delostrinos Johnson  Frank Thomas</p>	<p>9:05  Tab 1</p>
<p><b>3. Small Group Discussions</b>  Discuss the following questions and briefly report back to the larger Board. Please assign a notetaker and send notes to <a href="mailto:jeanne.englert@courts.wa.gov">jeanne.englert@courts.wa.gov</a></p> <p><b>Discussion Questions:</b></p> <ol style="list-style-type: none"> <li>1. Of the recommendations, what two should the BJA prioritize to help move the branch forward and why? <ul style="list-style-type: none"> <li>• Improved data collection</li> <li>• Language access</li> <li>• Keeping families together (culture change in child welfare)</li> <li>• Alternatives to Incarceration and community-based services</li> <li>• Eliminate court fines and fees</li> <li>• Greater transparency and examination of pretrial and sentencing</li> <li>• More resources and access to reentry services</li> </ul> </li> <li>2. What are actionable steps the BJA could take to advance these priorities?</li> <li>3. What challenges do you anticipate and what are strategies to overcome them?</li> </ol>	<p>Cynthia Delostrinos Johnson  Frank Thomas</p>	<p>9:25</p>
<p><b>Break</b></p>		<p>10:10</p>

<p><b>4. BJA Task Forces</b></p> <p>Alternatives to Incarceration</p> <p>Court Security</p> <p>Remote Proceedings</p>	<p>Judge Mary Logan/Jeanne Englert</p> <p>Judge Rebecca Robertson/ Penny Larsen</p> <p>Penny Larsen</p>	<p>10:20 Tab 2</p>
<p><b>5. Standing Committees</b></p> <p>Budget and Funding Committee</p> <p>Court Education Committee</p> <p>Legislative Committee</p> <p>Policy and Planning Committee</p>	<p>Judge Mary Logan/ Chris Stanley</p> <p>Judge Tam Bui/Judith Anderson</p> <p>Judge Michael Scott/Brittany Gregory</p> <p>Judge Rebecca Robertson/ Penny Larsen</p>	<p>10:35 Tab 3</p>
<p><b>6. Minutes approval</b> Motion: Approve November 18, 2022 minutes</p>	<p>Judge Tam Bui</p>	<p>10:45 Tab 4</p>
<p><b>7. Information Sharing</b> BJA Business Account Summary</p>	<p>Judge Tam Bui</p>	<p>10:50 Tab 5</p>
<p><b>8. Adjourn</b></p>		<p>11:00</p>
<p>Persons who require accommodations should notify Jeanne Englert at 360-705-5207 or <a href="mailto:jeanne.englert@courts.wa.gov">jeanne.englert@courts.wa.gov</a> 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.</p>		

**Next meetings:**  
**March 17, 2023 – 9:00 – 12:00 - Zoom**  
**May 19, 2023 – 9:00 – 12:00 - TBD**  
**June 16, 2023 – 9:00 – 12:00 - TBD**

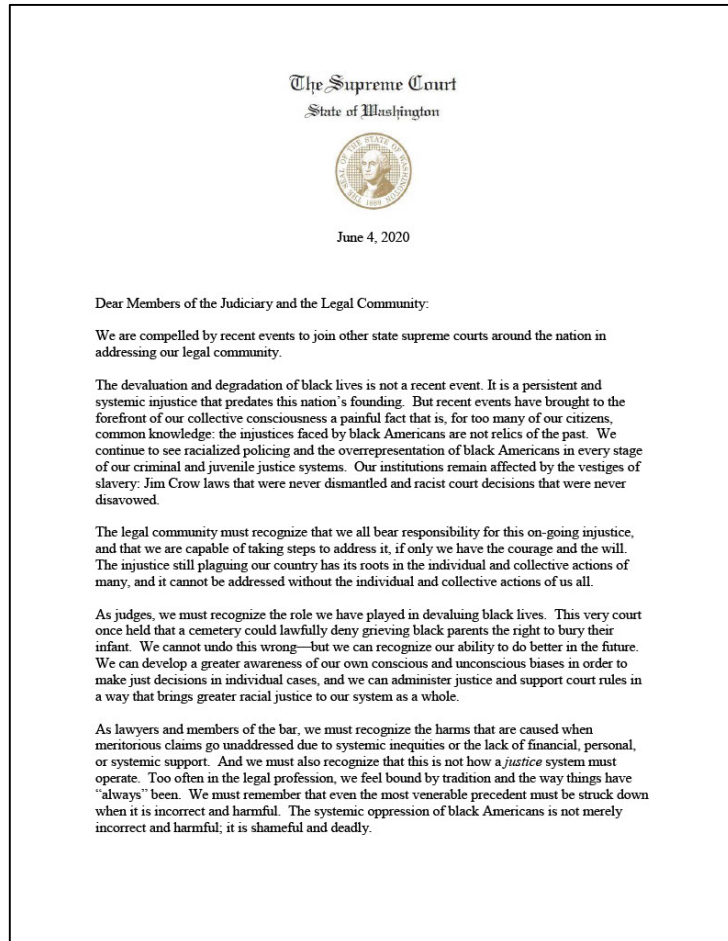


*Ensuring Fairness, Equity and  
Justice in Every Instance,  
in Every Courthouse*



# The Washington State Racial Justice Consortium

# The Supreme Court's Call to Action



*“The legal community must recognize that we all bear responsibility for this on-going injustice, and that we are capable of taking steps to address it, if only we have the courage and the will.”*

*The injustice still plaguing our country has its roots in the individual and collective actions of many, and it cannot be addressed without the individual and collective actions of us all.”*

# Creation of the Racial Justice Consortium

Flowing from the Court's Call to Action, the Racial Justice Consortium was created:

- Over 55 members from judges, attorneys, to court staff, law schools, community advisors and those with lived experience.
- With the goal of building a roadmap to justice, in each and every instance, in every courthouse in Washington.



# The Racial Justice Consortium's Focus

- Cultivating Spaces of Belonging
- Child Welfare and Dependency
- Youth Justice System
- Sentencing
- Legal Financial Obligations
- Re-entry

## RACIAL JUSTICE CONSORTIUM

1

**SPRING  
2021**

Grounding  
Ourselves in  
Belonging

2

**SUMMER  
2021**

Building  
Knowledge and  
Awareness in  
Different Contexts

3

**EARLY FALL  
2021**

Applying the Racial  
Equity Toolkit  
Framework

4

**LATE FALL  
2021**

Knowledge to  
Action: Identifying  
Priorities

5

**WINTER  
2022**

Setting Outcomes  
and Involving Key  
Stakeholders

6

**SPRING  
2022**

Determining  
Strategies for  
Change and  
Structures of  
Accountability

A Roadmap for Our Work Together

# Action Plan

Racial Justice Consortium Action Plan, 2022,

<https://racialjusticeconsortium.net/our-action-plan>

## Washington State Racial Justice Consortium



2022 | ACTION PLAN  
DRAFT v.1

RacialJusticeConsortium.net

# Reform Area - Belonging

- **Make courthouses more humanizing and accessible.**
  - *Wayfinding Signage at Courthouses*
  - *Culturally Diverse Artwork*
  - *Court Greeters or Navigators*
- **Make documentation more accessible.**
  - *Use Plain Language in Forms and Instructions*
  - *Offer Documents in Multiple Languages*
- **Remove barriers to accessing the court and community resources.**
  - *Offer Community Resources at Courthouses*
  - *Hold Court in the Community*
  - *Provide Self-Help Portals*

# Reform Area – Child Welfare and Dependency

- **Advocate for legal reforms to prioritize family connections and allow for more flexible care arrangements.**
  - Implement Keeping Families Together Act (HB 1227) – Effective July 21, 2023
- **Prioritize family preservation, family supports, and family connection (even with removal).**
- **Address the capacity of court players to reduce or eliminate racial bias in implementing services and procedures.**
  - Reduce judicial rotations to ensure continuity in dependency cases.
  - More training for judicial officers around the dependency system, trauma, and child development.

# Reform Area – Youth Justice

- Examine youth systems to ensure that they are designed around more recent brain science specific to ACES and youth development.
  - *Intervention instead of punishment*
  - *More community-centered practices, coordination with school systems and access to diversion for all youth.*
  
- Reduce the use of detention and change probation practices to divert more youth out to community partnerships.
  - *Offer more alternatives for youth in the community that are focused on restoration and rehabilitation*
  
- Examine the ways the juvenile justice system reinforces expectations of adult systems.

# Reform Area - Sentencing

- Expand the use of more incentive-based and diversion models to address behavior and the underlying needs of individuals.
  - *Move away from systems based on punishment.*
  - *Expand community courts and therapeutic courts that help to address the root causes of behavior.*
  
- Expand successful rehabilitative elements of juvenile courts to adult courts.
  - *Utilize evidence-based programs such as the juvenile probation risk-needs-responsivity model.*
  - *Incorporate integrated treatment models that engage one's family and/or community.*
  
- Interrogate the ways that plea bargains are efficient tools in upholding systemic racism.
  - There is little data on prosecutors' contributions to the disproportionality of people of color in the system.

# Reform Area – LFOs

- Eliminate LFOs, except victim restitution, which needs to be tailored to the circumstances of individual victims and defendants.
- Eliminate incarceration as a penalty for nonpayment.
- Eliminate LFOs for juveniles altogether.



# Reform Area – Re-entry

- Work to expunge criminal records for youth and adult populations.
- Before release, provide a reentry "tool kit" and a corresponding navigator.
  - *“Tools” include how to access housing, education, and employment in the community, as well as culturally responsive services.*
- Before release, provide incarcerated individuals an opportunity to engage in comprehensive, shared family support sessions or trainings.

# Momentum on RJC Action Plan

- Presented Action Plan to the public and stakeholder groups
- Judicial Branch entities' prioritization of racial justice reform included in strategic planning
- Continued work integrating lived experts in program design and policy making
- Alignment with national best practices
- AOC Inclusion Team



# Alignment With Legislation

- **Child Welfare and Dependency**

- **SB 5124** – *Supporting guardianships and voluntary placement with nonrelative kin.*
- **HB 1204/ SB 5426** – *Implementing the Family Connections program.*

- **Youth Justice**

- **HB 1324** – *Concerning the scoring of prior juvenile offenses in sentencing range calculations.*
- **HB 1325** – *Allowing qualifying persons serving long sentences committed prior to reaching 25 years of age to seek review for possible release from incarceration.*
- **SB 5434/ HB 1440** – *Concerning the jurisdiction of juvenile court.*

- **Sentencing**

- **SB 5502** – *Ensuring access to substance use disorder treatment.*

- **LFOs**

- **HB 1169** – *Concerning legal financial obligations.*
- **HB 1492** – *Providing relief for persons affected by State v. Blake.*
- **HB 1432/ SB 5474** – *Concerning juvenile justice.*

# 2023 Judicial Branch Budget Alignment

- **Belonging**

- Language Access (Translation of Forms and LAP Staffing Support)
- Disability Justice Task Force
- Court FAIR Project (DMCJA)
- Self-Help Pilots

- **Child Welfare and Dependency**

- Family Treatment Court Team
- Study on Effectiveness of CASAs

- **Sentencing**

- DMCJA Treatment Courts
- Data for Justice

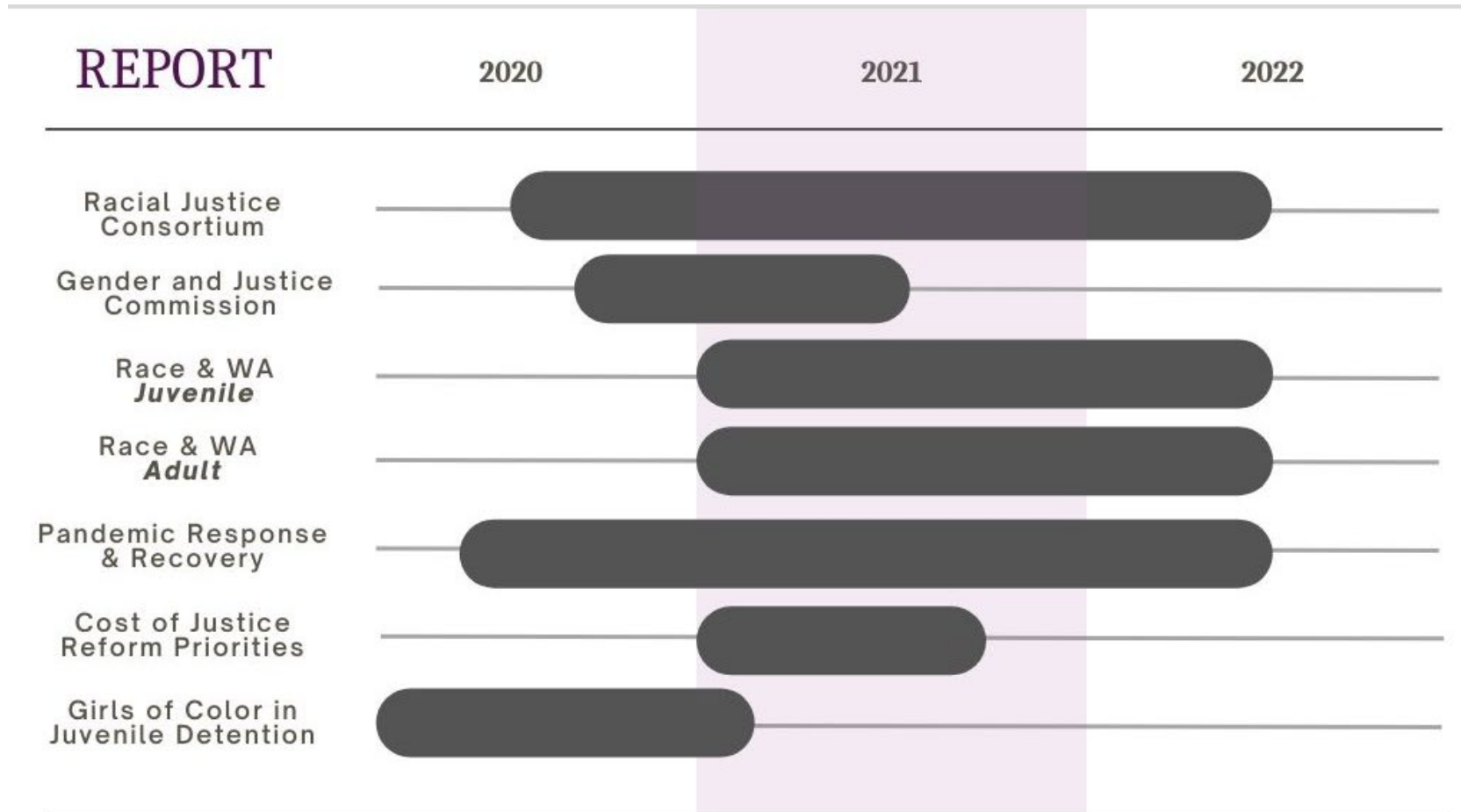
- **LFOs**

- Fully Fund JIS Account

# Areas of Alignment

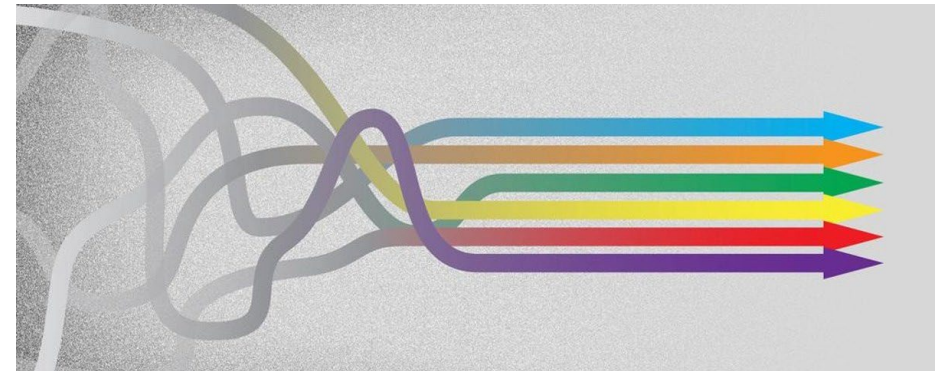


# Report Timelines



# Alignment of Recommendations

- Improve Data Collection
- Language Access
- Keeping Families Together
- Eliminate Court Fines and Fees
- Greater Transparency and Examination of Pretrial and Sentencing
- More Resources for Reentry Services



# Discussion Questions

- 1. Of the recommendations, what two should the BJA prioritize to help move the branch forward, and why?**
  - *Improve Data Collection*
  - *Language Access*
  - *Keeping Families Together*
  - *Eliminate Court Fines and Fees*
  - *Greater Transparency and Examination of Pretrial and Sentencing*
  - *More Resources for Reentry*
- 2. What are actionable steps the BJA could take to advance these priorities?**
- 3. What challenges do you anticipate, and what can we do to overcome them?**



**TO:** Chief Justice Gonzalez

**FROM:** Cynthia Delostrinos

**DATE:** 9/28/22

**RE:** Alignment of Report Recommendations

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At the request of the Chief Justice, the Office of Court Innovation staff, with the help of former WSCCR Equity Researcher Dr. Lisette Garcia, conducted a comparative analysis of reform recommendations that were included within a series of reports assessing the Washington State courts in their delivery of equitable justice with a particular focus on race, gender, and access to justice issues.

The purpose of the analysis was to find where the reports' recommendations were aligned, thereby assisting the Chief Justice in identifying commonality amongst the various recommendations. By identifying these areas of alignment, we will be able to focus on strategies that can be pursued collectively among the report authors who all have an interest in seeing recommendations move forward towards action.

Specifically, Office of Court Innovation staff focused on how other recent system-wide reports align with the recommendations in the Racial Justice Consortium Action Plan, as the team was already tasked with formulating an implementation plan for the RJC. The following reports were included in this analysis:

- 2020 - **Girls of Color in Juvenile Detention in Washington State** (Minority and Justice Commission)
- 2021 – **How Gender and Race Affect Justice Now** (Gender and Justice Commission)
- 2021 – **The Cost of Justice: Reform Priorities of People with Court Fines and Fees** (Minority and Justice Commission)
- 2022 – **Racial Justice Consortium Action Plan** (The Racial Justice Consortium)
- 2022 – **Report on Race and the Juvenile Legal System** (Task Force on Race and the Criminal Justice System 2.0)
- 2022 – **Report on Race and the Adult Legal System** (Task Force on Race and the Criminal Justice System 2.0)
- 2022 - **Reimagining Our Courts: Pandemic Response to Recovery Lead Courts into the Future** (Board for Judicial Administration – Court Recovery Task Force)

## **PROCESS**

All reports were reviewed and recommendations from each report were identified and recorded. Staff then grouped the recommendations based on the common issue area that they address. The following were the issue areas identified:

- Equity, Access, and Inclusion
- Child Welfare and Dependency
- Juvenile Justice

- LFO's: Fines and Fees
- Pretrial and Sentencing
- Detention and Incarceration
- Reentry
- Data and Research
- Education

As recommendations were grouped, a separate list was made to inventory each of the recommendations and match them across the reports. Recommendations were then moved into an excel document and the matching process was carried over and refined. A recommendation may appear in the overall excel file more than once if it is relevant in more than one grouping.

The matching process allowed the staff to identify areas of alignment, which we define as recommendations that matched across multiple reports.

### **AREAS OF ALIGNMENT**

The Office of Court Innovation has identified the following areas as having the greatest alignment across the multiple reports:

- **Improved Data Collection** - There is a need for more inclusive, disaggregated demographics and more consistent standards for capturing data.
- **Language Access** – Court forms, documents, and instructions must be translated. Access to court certified and registered interpreters is necessary for ensuring full access to the courts.
- **Keeping Families Together** – In the child welfare and dependency realm, there needs to be a shift in culture towards supporting and preserving family connections and keeping families together. Also a focus on how support is provided to parents who are incarcerated.
- **Alternatives to Incarceration and Community-Based Services** – There is a persistent call for more alternatives to incarceration/detention and a push for more community-based services.
- **Eliminate Court Fines and Fees** – Courts should be moving away from imposing and collecting fines and fees and we should end the practice of criminalizing non-payment.
- **Greater Transparency and Examination of Pretrial and Sentencing** – There is a need for more transparency around both criminal pretrial and sentencing processes, which can be accomplished through data collection and examination to identify specific areas for reform.
- **More resources for reentry services** – Increase access to services to help vacate, seal, and expunge records. Increase resources for programs, both during incarceration and after returning to the community, that support successful transitions.

### **NEXT STEPS**

We believe that there will be opportunities in the upcoming 2023 legislative session to support policy and budget requests that will help move forward the areas of alignment stated above. We would like to communicate the areas of alignment to the authors of the reports and work with them and their stakeholders on an advocacy strategy focused on identifying and communicating where the

opportunities are to advocate for policies and budget requests as they move through the legislative process.

Because we have limited staff resources in the Office of Court Innovation, the support we have will be focused on tracking key legislation and budget priorities and communicating to partners where there are opportunities to advocate for the above recommendations.

# LEGISLATIVE SESSION UPDATE

## WASHINGTON STATE RACIAL JUSTICE CONSORTIUM

### *Racial Justice Consortium Recommendations*

#### Sentencing

1. Expand the use of more incentive-based diversion models to address behavior and the underlying needs of individuals.
2. Expand successful rehabilitative elements of juvenile courts to adult courts.
3. Interrogate the ways that plea bargains are efficient tools in upholding systemic racism.

#### Child Welfare & Dependency

1. Advocate for legal reforms to prioritize family connections and allow more flexible care arrangements.
2. Prioritize family preservation, family supports, and family connection (even with removal).
3. Address the capacity of court players to reduce or eliminate racial bias in implementing services and procedures.

#### Youth Justice

1. Examine youth systems to ensure that they are designed around more recent brain science specific to ACES and youth development.
2. Reduce the use of detention and change probation practices to divert more youth out to community partnerships.
3. Examine the ways the juvenile justice system reinforces expectations of adult systems.

#### Legal Financial Obligations

1. Eliminate LFOs, except victim restitution, which needs to be tailored to the circumstances of individual victims and defendants.
2. Eliminate incarceration as a penalty for nonpayment.
3. Eliminate LFOs for juveniles altogether.

#### Reentry

1. Work to expunge criminal records for youth and adult populations.
2. Before release, provide a reentry "tool kit" and a corresponding navigator.
3. Before release, provide incarcerated individuals an opportunity to engage in comprehensive, share family support sessions or trainings.

\*The Belonging Recommendations have not been included here since no bills discussed in this document pertain to belonging in courthouses.

# LEGISLATIVE SESSION UPDATE

## WASHINGTON STATE RACIAL JUSTICE CONSORTIUM

Below you will find a list of bills that are relevant to the recommendations made by the Racial Justice Consortium (RJC) as of February 2023. The bills listed here are ones that have shown progress within the legislative process. We are tracking several other bills, but are only listing those that we believe are most aligned with the recommendations. If you have suggestions for other bills that should be listed, please let us know!

### Child Welfare & Dependency

- SB 5124:** Aligns in part with all three recommendations by allowing for voluntary placement of children outside of parental custody, giving deference and priority to the preferences of the parent over foster care custody
- HB 1204/ SB 5426:** Aligns with Recommendation 2 by implementing the Family Connections Program allowing parents and caregivers to make self-referrals to the program for additional resources.

### Youth Justice

- HB 1324:** Aligns with Recommendations 1 and 3 by codifying the inherent rehabilitative capacity of youth and severing the exacerbating effect of disparate juvenile justice involvement for adult court. Bill achieves this by ending the practice of rolling over juvenile offenses in the calculation of adult sentencing.
- HB 1325:** Aligns with Recommendation 1 by allowing for possible resentencing for those incarcerated before the age of 25, thus better codifying what we know about the impact of young adult brain science on decision-making and its implications on rehabilitative capacity through natural maturation.
- SB 5434/ HB 1440:** Aligns with Recommendation 1 by changing the ages of juvenile court to better align with evidence-based understanding of juvenile brain development, including the lack of executive decision-making capacity for pre-adolescent children and the lack of full maturation of decision-making capacity until 25. Accomplishes this by changing age of juvenile jurisdiction to 14-20.

### Sentencing

- SB 5502:** Slightly promotes Sentencing Recommendation 2 by providing substance use disorder treatment services to individuals prior to their transfer to graduated reentry programs, thereby focusing on more rehabilitative goals often aligned with juvenile court or other targeted therapeutic courts.

# LEGISLATIVE SESSION UPDATE

## WASHINGTON STATE RACIAL JUSTICE CONSORTIUM

### Legal Financial Obligations

- HB 1169: Would achieve Recommendation 1 by eliminating mandatory VPA and DNA fee and replacing with state funded resources. Restitution would remain intact.
- HB 1492: Would expand satisfaction of Recommendation 1 by eliminating Blake-related outstanding LFO debt for adults.
- HB 1432/ SB 5474: Would achieve LFO Recommendation 3 by functionally eliminating LFOs in juvenile court. Would also render all outstanding LFOs assigned in juvenile court null and void.

### Reentry

- SB 5134: Roughly aligns with Recommendation 2 by requiring DOC to develop an individualized discharge plan with reentry services one year prior to discharge and increases gate money from \$40 to \$300.

### *Hyperlinks to Bill Landing Page*

Youth Justice	<a href="#"><u>1324</u></a>	<a href="#"><u>1325</u></a>	<a href="#"><u>5434</u></a>
Legal Financial Obligations	<a href="#"><u>1169</u></a>	<a href="#"><u>1432</u></a>	<a href="#"><u>1492</u></a>
Child Welfare & Dependency	<a href="#"><u>1204</u></a>	<a href="#"><u>5124</u></a>	
Sentencing	<a href="#"><u>5502</u></a>		
Reentry	<a href="#"><u>5134</u></a>		

If you have any questions, feedback, or would like assistance in your advocacy, please contact [RacialJusticeConsortium@courts.wa.gov](mailto:RacialJusticeConsortium@courts.wa.gov)

**TAB 2**



February 17, 2023

## RE: Alternatives to Incarceration Task Force Report

*The goal of this strategic initiative is for pre-trial and post-sentencing incarceration alternatives to be uniformly available to courts throughout the state regardless of the court's resources and the person's ability to pay.*

The Task Force met January 24.

Two workgroups have been meeting since November and shared draft survey questions and other information gathering ideas.

- 1) **Diverse Voices:** develop plan and incorporate feedback from individuals with lived experience and those impacted by incarceration/justice system.

The workgroup: Identified who we may want specific feedback from in either a survey, interview, or focus group format; identified organizations to reach out to help with information gathering; and started prioritizing the questions to ask. Feedback was solicited at the Task Force meeting through small group discussions. Members shared what they would ask someone who was formerly incarcerated or released pretrial/post-conviction to better understand the impacts incarceration/release had on them (such as access to services, family relationships, etc.). Responses will be used to help build the surveys.

- 2) **Assessment and Information Gathering:** survey and gather information on alternatives across the state.

The workgroup shared a draft survey with Task Force members to gather feedback and additional ideas. The purpose of this survey is to: identify jurisdictions that have pretrial and post-conviction adult alternatives to incarceration; determine what services they provide and how they are funded; and to gain insight into what is working and what is needed.

The next meeting is March 29.





February 17, 2023

**TO:** Board for Judicial Administration (BJA) 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

The Court Security Task Force provided the advocacy communication materials to court association listservs and members of the task force to distribute to justice partners. The materials are located here [BJA 2023 Legislative Communications Toolkit webpage](#).

The Task Force Co-Chairs have approximately 13 meetings with key legislators scheduled in February. The intent of these meetings is to describe the need, explain the shared cost model and highlight Task Force efforts to get the support of local governments in small rural counties.

A letter of support for the funding request was drafted for the Boards of County Commissioners in several rural counties that the Task Force and local judges met with in August, 2022. To date, two of the six counties have signed letters addressed to the fiscal committees to show there is local government support for court security funding. Contact was also made with the Washington Association of Counties (WSAC) to garner support from their members.

Task Force members will be checking in with staff to report on their follow-up advocacy activities by the end of February. A meeting will be scheduled in early March for the just in time advocacy efforts that will be needed to get the funding request into the final budget.



February 17, 2023

## **Remote Proceedings Work Group Report**

The Work Group met on February 9 to discuss a work plan and timeline for the court rules project and view the preliminary data from the Survey of Courts Remote Proceedings Practices.

### Court Rules Project

The Work Group has formed subgroups by areas of practice in matters of criminal, civil, juvenile, family law, and dependency. The work that addresses Court Rules with implications for remote proceedings will be completed in two phases. In Phase 1, subgroups will provide recommendations for amendments and new proposals of Court Rules that have broad consensus among stakeholders. In Phase 2, subgroups will address the Court Rules in which there is some disagreement among stakeholders. The subgroups meetings will begin in March, after input from judicial associations has been received. An outline of the work and timeline will be finalized by Work Group members by the end of February.

### Remote Proceedings Guidelines

The Work Group has a Best Practices subgroup to evaluate the best practices identified by local and national sources and present their recommendations for what to include in the voluntary guidelines.

The Work Group conducted a survey of Presiding Judges and Administrators regarding courts' remote proceedings practices in December 2022. The survey measures the prevalence of remote proceedings and the preferences, needs and challenges of courts moving forward. The results of this survey will be used to develop guidelines for conducting remote proceedings in the most accessible and efficient manner possible. A total of 123 respondents participated and a summary report and presentation will be available in the Spring of 2023.

**TAB 3**



February 17, 2023

**TO:** Board for Judicial Administration Members

**FROM:** Judge Tam T. Bui, BJA Court Education Committee Chair  
Judge Douglas J. Fair, BJA Court Education Committee Assistant-Chair

**RE:** Court Education Committee Report

The Court Education Committee (CEC) submitted the proposed ARLJ 14 Standards – Supreme Court Order NO. 25700-A-1450 to the Supreme Court Rules Committee. The Supreme Court Rules committee have approved the standards effective January 1, 2023.

Presiding Judges of the District and Municipal Court have identified at least one designee from their court pursuant to ARLJ 14 requirements. DMCMA representatives are contacting courts who have not made their designation. A record has been generated for each designee to track their Continuing Administrator Education Credits (CAE) until the website can be built.

The DMCMA is dedicating their Spring Program to the first “Academy” for new administrators. Their focus will be to make sure all new administrators with 4 years or less experience attend the program as outlined in ARLJ 14. Their Academy is scheduled for May 7-10, 2023. They anticipate over 60 new administrators to attend the Academy. The program is also open to all administrators seeking CAE credits.

The AOC Education Team conducted the 2023 Judicial College. There were 60+ participants which included tribal judges and a visiting judge from Japan. Participants were required to take pre-requisite courses within the Learning Management System prior to coming to the in-person 5-day program. After a brief respite, the 2023 Judicial College participants attended two days of virtual programming. We would like to recognize the Deans of the College, Judge Laura Riquelme (SCJA), and Judge John Hart (DMCJA), and the AOC Education Team, led by Ms. Pam Dittman, for their outstanding dedication and development of the 2023 Judicial College.

The Learning Management System has over 200 registered users. There are three storyboards out for review: *General Rule 34*, *Anger to Authenticity: Keeping Order Within* (JASP), and *Court Security*. There are two modules in the production stage which are being developed as required by Chapter 7.105 RCW. *Procedural Justice* and *Coercive Control* are in various stages of development. There are two other Chapter 7.105 RCW modules that are in the preliminary stage of development: *Gender-Based Violence* and *Requirements for the Surrender of Weapons*.

The Education Team continues to find ways to build collaboration on educational content within the AOC. Currently the team is helping AOC's Human Resource department in developing eLearning courses for AOC personnel as well as helping them re-imagine their New Employee Orientation (NEO). Dr. Scott Hillstrom developed and produced a 2-minute promotional video for the AOC's Trial Court Legal Services entitled *Legal Research Services*.

The AOC Education Team is in full development mode for all the spring programs that occur between now and June. Registration information has been disseminated for the Appellate and the County Clerks' Spring Programs that occur in March. The CEC approved a "going green" policy back in January 2020 which committed the CEC to reduce the education and training carbon footprint and to reduce printing costs so limited funding could be allocated elsewhere. Starting with the in-person 2023 Judicial College, the AOC Education Team is utilizing a link to house registration information, a listing of educational courses, housing and reimbursement information, and more. The site is then populated with all the materials for each course and opened a week prior to the event.

### **Work in Progress**

The Court Education Committee has finished Phase II of their Strategic Positioning Plan. Members identified trends impacting the need for court education and training. They rated those trends and identified three goals and now are refining the goals. They will begin to list areas to focus on under each goal and develop action plans.



February 17, 2023

**TO:** Board for Judicial Administration (BJA) Members  
**FROM:** Judge Michael Scott, BJA Legislative Committee Chair  
Brittany Gregory, AOC Associate Director, Judicial and Legislative Relations  
**RE:** BJA Legislative Committee Report

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2023 Legislative Session

The legislature has resumed normal operations. The House and Senate are meeting in person, but allow for remote testimony.

Friday, February 17 is the last day for bills to be voted out of their policy committees, unless the bill is in the House fiscal committees, Senate Ways & Means Committee, or Transportation committees.

Friday, February 24 is the last day for bills to be voted out of the House fiscal committees, Senate Ways & Means Committee, or Transportation committees.

Wednesday March 8 is the house of origin cutoff. Bills must be voted out of their chamber of origin by 5pm. Bills will then have to repeat the same process in the opposite chamber.

BJA Request Legislation This Session

All BJA request legislation has passed out its policy committees. The most up-to-date versions of those bills are included in the meeting materials.

- **[HB 1023](#)- Eliminating wiretap authorization reporting to the administrative office of the courts**
  - **Summary:** This bill will increase court efficiency by eliminating AOC and the Chief Justice's reporting requirements for wiretap authorizations. It takes on average 100 hours of staff time to compile the information for the report as the courts do not naturally track this information as part of the judicial process. The information that can be shared in the court's report is limited and is not being used to inform how the authorizations work. The originating agency will still be required to maintain in-depth information on wiretapping authorizations, and that information can be shared upon records request.
  - Referred to House Rules Committee

- **[HB 1102](#)- Concerning judge pro tempore compensation**
  - **Summary:** This bill will address the pay disparity that exists for retired Superior Court Judges and Supreme Court Justices when they return to pro tem in a Superior Court. Currently, retired Superior Court judges and Supreme Court Justices make 60% of what is paid to private attorneys who serve as pro tems. Retired Superior Court judges are the most qualified individuals to help address the sizeable case backlog that exists in many Superior Courts across Washington State as they require less training than other pro tems.
  - Passed out of House (96-0-2); Referred to Senate Law & Justice Committee
- **[SB 5003](#)- Increasing the number of district court judges in Snohomish county**
  - **Summary:** The bill will change the number of District Court Judges in Snohomish County in statute from eight to nine. According to US Census data, Snohomish County's population has grown by over 15% in the past 10 years, and no new district court judicial positions have been created to address the increase. Please also note that there is no fiscal impact for the legislature with this bill, the Snohomish County Council funds the position, and they have already voted and approved.
  - Passed out of Senate (49-0); Referred to House Civil Rights & Judiciary Committee
- **[SB 5128 \(HB 1598\)](#)- Concerning jury diversity**
  - **Summary:** This is an omnibus bill with 4 subproposals aimed at increasing jury diversity by removing barriers to jury service. Barriers such as juror pay, dependent or child care, and electronic service of jury summons. This bill also continues pertinent data collection regarding juror demographics in Washington and forms a workgroup to study the potential implementation of a childcare voucher assistance program or jurors.
  - Heard in Senate Ways & Means Committee, executive session pending

#### Other Legislation of Interest This Session

The focus this legislative session has been on bills addressing homelessness ([SB 5197](#) and [SB 5707](#)), eliminating legal financial obligations ([HB 1432/SB 5474](#) and [HB 1492](#)), and implementing the *Blake* decision ([HB 1415](#), [SB 5035](#), [SB 5536](#), [SB 5467](#), and [SB 5624](#)). There has also been legislation proposed to strengthen protection for domestic violence victims, in part by requiring that electronic monitoring with victim notification be put in place in all courts and amending the civil order protection statute ([HB 1715](#)).

Bills that the BJA has supported include:

- **[SB 5046](#)- Concerning postconviction access to counsel**
  - **Summary:** This bill directs the director of the Office of Public Defense to administer additional state-funded services for appellate and postconviction indigent defense. It requires counsel to be appointed at state expense to indigent persons filing a first, timely personal restraint petition; for petitions authorized by the Legislature; or if a final decision of an appellate court creates an ability to challenge a conviction or

sentence. This bill also clarifies when counsel may be appointed at state expense to file or prosecute second or subsequent personal restraint petitions or other collateral attacks. Tasking the Office of Public Defense to study the barriers to providing postconviction counsel to indigent persons.

- Heard in Senate Ways & Means Committee, executive session pending
- [SB 5347](#)- Concerning access to abstract driving records
  - **Summary:** This bill authorizes the Department of Licensing to provide an abstract of the full driving record, and all alcohol related offenses to an alcohol or drug assessment or treatment agency for an individual who has applied for evaluation or treatment. It permits probation officers and probation clerks employed by a court to provide an abstract driving record to a treatment agency. This bill also permits courts to waive production and copying fees for the abstract driving records of indigent persons.
  - Passed out of Senate Law & Justice Committee (10-0-1); Referred to Senate Rules Committee
- [SB 5155](#)- Concerning the court of appeals
  - **Summary:** The bill removes certain language from state law addressing the administrative matters of the Court of Appeals for: providing that panels of judges in the first division are to be comprised of judges as directed by the chief judge of that panel; and providing for the transfer of judges or cases between divisions as directed by the Chief Justice of the State Supreme Court.
  - Placed on Senate floor calendar
- [SB 5392](#)- Concerning overpayments for certain matters
  - **Summary:** The bill re-enacts language repealed in the Revised Uniform Unclaimed Property Act of 2022. It permits courts to retain overpayments in amounts of \$10 or less in connection with any litigation, including traffic, criminal, and noncriminal matters. Overpayments shall be remitted by the clerk of the court to the local treasurer for deposit in the Local Current Expense Fund.
  - Passed out of Senate Law & Justice Committee (10-0-1); Referred to Senate Rules Committee

#### BJA Legislative Committee Next Activities

The BJA Legislative Committee will continue to engage with legislators regarding pending legislation and the advancement of any BJA request legislation.







**Board for Judicial Administration (BJA) and Court Management Council (CMC) Joint Meeting**  
**Friday, November 18, 2022, 9:00 a.m. – 12:00 p.m.**  
Videoconference

**DRAFT MEETING MINUTES**

**BJA Members Present:**

Chief Justice Steven González, Chair  
Judge Tam Bui, Member Chair  
Judge Alicia Burton  
Judge Samuel Chung  
Judge Jennifer Forbes  
Judge Dan Johnson  
Judge Mary Logan  
Judge David Mann  
Justice Raquel Montoya Lewis  
Terra Nevitt  
Judge Rebecca Pennell  
Judge Rebecca Robertson  
Judge Michael Scott  
Judge Jeff Smith

**Guests Present:**

Jim Bamberger  
Sophia Byrd-McSherry  
Ashley Callan  
Judge Mike Diaz  
Raymond Duran  
Judge Angelle Gerl  
Bob Lichtenberg  
Rob Mead  
Judge Michael Scott  
Judge Kevin Ringus  
Gabriel Villarreal

**CMC Members Present:**

Ellen Attebery  
Tim Fitzgerald  
LaTricia Kinlow  
Erin Lennon  
Tammie Ownbey  
Tori Peterson  
Tristen Worthen

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

Crissy Anderson  
Judith Anderson  
Jeanne Englert  
Heidi Green  
Kyle Landry  
Penny Larsen  
Dirk Marler  
Allison Lee Muller  
Stephanie Oyler  
Haily Perkins  
Christopher Stanley  
Caroline Tawes

Call to Order

Chief Justice González called the meeting to order at 9:00 a.m. and welcomed the participants. Dirk Marler introduced the CMC members.

Court Management Council (CMC)

Brief overview and update

Dirk Marler presented an overview and history of the CMC. Recent CMC projects include finalizing major changes to and modernizing the model Court Administrator Job Description and hosting a series of roundtable webinars to address issues and

challenges with court staff recruitment, retention, and succession. The CMC is planning to do additional workshops and roundtables on succession planning. A presentation a year ago on whether GR 34 was correctly understood and applied led to CMC designating representatives to work with AOC Distance Learning Program Coordinator Scott Hillstrom to use existing materials to create a GR 34 tutorial. The program should be available to judicial officers and court system personnel in January.

#### Presentation of Court Manager of the Year Award

Dirk Marler presented the 2022 Court Manager of the Year Award to Ellen Attebery, Court Administrator for Puyallup and Milton Municipal Courts. Ellen Attebery was nominated by Judge Andrea Beall.

#### CMC Association Updates

##### Association of Washington Superior Court Administrators (AWSCA)

The AWSCA is working with the Superior Court Judges' Association (SCJA) on GR 22 training for law enforcement to prioritize protection orders. The training should be available at the beginning of 2023.

##### District and Municipal Court Management Association (DMCMA)

The DMCMA is moving forward with the ARLJ 14 mandatory education for court administrators. The Court Administrators' Academy is required as part of ARLJ 14, and the first academy will be at the spring DMCMA conference. The DMCMA will be discussing a strategic plan, part of which will be succession planning.

##### Washington Association of Juvenile Court Administrators (WAJCA)

The WAJCA is working on a juvenile service academy. At a recent board retreat they finalized their equity statement and are working with the Department of Children, Youth, and Families (DCYF) on an MOU regarding parents who won't pick up their children from detention. They are also assisting DCYF on a report to the Legislature on room confinement and isolation.

##### Washington State Association of County Clerks (WSACC)

The WSACC presented to the Supreme Court on GR 31. Work continues on GR 31. The WSACC is working with the Northwest Justice Project and Civil Legal Aid on GR 22, and are working with AOC to make viewing of protection orders available to judges statewide.

#### Court of Appeals

The public access project went live in September, making civil and criminal case information available to the public. Division III recently traveled to Yakima for oral arguments.

#### Supreme Court

The Supreme Court is currently working on relocating operations. They moved out of the Temple of Justice in July to a temporary location. Erin Lennon thanked Kyle Landry

for his work on the move. Oral arguments will resume in January in the new location. The Supreme Court has resumed traveling oral arguments. Work continues on language access issues.

#### Interpreter and Language Access Commission

Judge Diaz, chair of the Interpreter and Language Access Commission (ILAC) reviewed the mission of the ILAC and the importance of language access plans. The ILAC has three committees: the Discipline Committee, the Education Committee, and the Issues Committee. A Translation Committee will be added soon.

The COVID crisis created opportunities such as the use of remote and hybrid interpreting, and it is necessary to try to balance new needs with the need for due process. The ILAC is reviewing the current state of interpreting in court community, and have created a Strategic Planning Committee to review and identify short- and long-term strategic goals. The goals will be voted on early next year.

#### Small Group Discussions

The members meet in breakout rooms for small group discussions to discuss the following questions:

- What are your court's top priorities around language access for the next 2 years?
- What language access needs are your court struggling with?
- What is working the best to ensure language access in proceedings/hearings?
- What have you done to successfully address language access for remote proceedings/hearings?

Discussion topics included:

- Make an effort to work with court administrators. Document translation practices and discuss what proceedings should not be remote;
- How does a court provide reliable access to interpreters?
- Translated forms and the challenges associated with them were discussed. There is no real guidance on translation. They discussed the requirements of finding the right person to translate court forms and the cost of doing that. This may be difficult for many courts;
- Funding for interpreters and translation was discussed. There are issues with the reliability of scheduling interpreters, especially in rural areas. Virtual interpreting is good but has its limits. What is the budget impact of returning to live translation? Resources and equipment in the courtroom to allow interpreters to meet with clients;
- There are courts who use a Zoom tool for remote translation;
- There needs to be a Court of Appeals take on translation services, primarily documents. What do they need and what makes sense? Should there be a Court of Appeals task force on this?
- There should be an opportunity to collaborate with the translation community;

- Availability is an issue. It is hard to get interpreters into court. Will remote interpreters be allowed once the emergency rule goes away?
- The interpreter and client need to be in person together;
- The requirements for interpreter pay continue to change; courts are competing. There is a challenge providing interpreters for court-ordered programs as most programs are in the evening. Who is responsible if the program is canceled?
- Some counties have not had trouble finding interpreters for some languages. The need for remote interpreters may be greater if there is a large variety of languages;
- One priority of Spokane Superior Court is court form translation. One of the frustrations is that the court forms change so frequently it is hard to justify the expense;
- There are costs to keeping up with legislative changes regarding interpretations;
- There are cultural differences between the west side of the State and the east side. On the east side of the State courts are not experiencing challenges with interpreters appearing in person;
- There is an issue of equal access for providing interpreting services;
- Focus interpretation services on the core key documents that any litigant needs. Are there standards on which language needs to be available for interpretation immediately?
- Documents that notify individuals of deadlines and access steps could be translated. Some documents could be stock translated;
- Currently, there is a shortage of AOC court certified/registered interpreters in the state. AOC needs to recruit and credential more in-state interpreters to meet the rise in demand for interpreters to appear in person;
- More in-state Korean interpreters are needed. Currently, there are only four active AOC court-certified Korean interpreters in the state shared among 39 counties. There are other languages where courts struggle to find interpreters;
- Interpreters should be permitted to appear remotely when an in-person interpreter appearance is not feasible. The pool of interpreters is not restricted to local state interpreters but nationwide when interpreters can appear remotely.

Judge Diaz thanked Chief Justice González, Judge Bui, and Bob Lichtenberg.

#### BJA Task Forces and Work Groups

##### Alternatives to Incarceration Task Force

The Task Force met yesterday and had a presentation on alternative programs by the Department of Corrections and Thurston, Yakima, and Walla Walla Counties on ways courts address alternatives to incarceration.

The Task Force will have four workgroups, including an assessment/information gathering and a diverse voices workgroup.

### Court Security Task Force

Information for the next legislative session is being gathered, including talking points. The Task Force will continue to advocate for court security funding.

### Remote Proceedings Work Group

The Work Group met October 26, 2022. The Work Group will have three stages: 1. An assessment phase, including a survey for judges and court administrators; 2. Collecting guidelines from across the country; and 3. Looking at court rules. Questions about the work may be sent to Penny Larsen.

Chief Justice González said the COVID Emergency Orders have been lifted and replaced with an interim order from the Supreme Court. The Interim Order will be in effect until further orders are issued. Dirk Marler was asked to form a work group to evaluate electronic signature orders. Chief Justice González asked everyone to read through the provisions in the interim order and let him know what provisions need to continue and, if so, how.

### Standing Committee Reports

#### Budget and Funding Committee

The revenue forecast that will be published this afternoon is expected to be flat. The Legislature will have about \$4 billion available for the budget. The Judicial Branch budget request is \$105 million, and there are many competing requests. This budget cycle is a return to a normal budget cycle and there is no cause for concern. Chris Stanley and Brittany Gregory will reach out to coordinate communication efforts with the Legislature.

#### Court Education Committee (CEC)

A CEC report is included in the meeting materials. The Learning Management System (LMS) continues to be developed, and the 2023 Judicial College materials will be in the LMS.

The ARLJ 14 proposed standards are included in the meeting materials. The main focus is on standards based on the National Association of Court Managers core competencies, ethics, and DEI training. The focus of the training is on how to support a court and a judge, provide the foundation an administrator needs for a court to comply with all court rules, and how an administrator may find resources and support.

There is some dedicated funding for the first academy.

**It was moved by Judge Bui and seconded by Chief Justice González to approve the proposed ARLJ 14 Standards. The motion carried unanimously.**

### Legislative Committee

The Legislative Committee will begin regular meetings in January.

The proposal to eliminate reporting requirements for RCW 9.73.120 will be sponsored by Representative Amy Walen and the updated language will be sent to stakeholders.

Senator John Lovick is the sponsor for the proposal for the additional judge in Snohomish County District Court. The Snohomish County Council voted to fund the additional judge.

The Superior Court pro tempore compensation proposal will be sponsored by Representative Jamila Taylor.

The jury diversity package will be sponsored by Representative David Hackney. There are four subproposals in this package: 1. The Minority and Justice Demographic Survey; 2. Funding to analyze the existing data on childcare for jurors or piloting a childcare voucher program in two jurisdictions; 3. Options for increasing juror pay include through employer contribution, increasing the pay \$125/day, or phasing in a pay increase; 4. Addition of an e-mail jury service summons.

The House of Representatives will hold a Law School for Legislators on January 4, 2023, which will be followed by a lunch reception hosted by AOC.

#### Policy and Planning Committee (PPC)

The PPC hosted the Gender and Justice Commission Implementation Committee at the October meeting. From the Workplace Harassment Study recommendations, the PPC agreed to establish a list of resources on workplace harassment training and to conduct a brief survey of court administrators and Presiding Judges to ask which courts have adopted an anti-harassment policy.

At today's meeting, the PPC will finalize the plan to implement recommendations from their local funding survey and come up with ideas on how to move forward with information on local funding.

#### Information Sharing

There were no further questions on the Interim COVID Orders.

The next Interbranch Advisory Committee will be on December 12, 2022, at 1:00 p.m. via Zoom.

The Public Records Exemptions Accountability Committee (Sunshine Committee) request for input from the BJA on whether complaints to the Commission on Judicial Conduct (CJC) against judicial officers should remain confidential was discussed at the September 16, 2022, BJA meeting. The BJA deferred to the CJC director and judicial members.

### BJA Bylaws and Rules

A red-lined version of the recommended changes to the BJA Bylaws is included in the meeting materials. Changes included Article 3 nomenclature for the Court of Appeals; shared authority language in Article 6; a slight change in language from telephone conferences to remote meetings in Article 8; and added flexibility in designating a proxy in Article 13.

**It was moved by Chief Justice González and seconded by Judge Forbes to approve the proposed changes to the BJA Bylaws from an ad hoc committee. The motion carried unanimously.**

### October 21, 2022 Minutes

**The October 21, 2022 meeting minutes were passed by consensus.**

### Information Sharing

- Chief Justice González announced the Supreme Court is moving downstairs to another temporary facility and will start hearing cases in person at that location in January. There will be limited seating. The Supreme Court has resumed traveling court.
- Judge Scott said there is a crisis in behavioral health services, especially in the criminal justice system. Would this be an appropriate topic for the Interbranch Advisory Committee? Chief Justice González will raise the question with the co-chair of the Committee.
- Judge Robertson said there is an issue with prosecutors not appearing at arraignment, apparently due to a resource issue. Are other courts having this problem? Does there need to be a draft rule proposal mandating their appearance? Judge Johnson solved a similar problem a few years ago by meeting with the stakeholders.
- Judge Mann said they will invite visiting judges from the other divisions of the Court of Appeals.
- Judge Pennell will be visiting Division 1 soon. She appreciated that Justice Stephens came to Yakima last week for investiture for Judge True in Yakima County.

The meeting was adjourned at 11:13 pm

### **Recap of Motions from the November 18, 2022, Meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the proposed ARLJ 14 Standards.	Passed
Approve the proposed changes to the BJA Bylaws from an ad hoc committee.	Passed
Approve the October 21, 2022 meeting minutes.	Passed



**Action Items from the November 18, 2022, Meeting**

<b>Action Item</b>	<b>Status</b>
<u>October 21, 2022 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



**BJA BUSINESS ACCOUNT**  
FOURTH QUARTER 2022 SUMMARY

<b>OCTOBER-NOVEMBER-DECEMBER ACTIVITY SUMMARY</b>			
<b>ITEM</b>	<b>WITHDRAWALS</b>	<b>DEPOSITS</b>	<b>BALANCE</b>
<b>BEGINNING BALANCE</b>			<b>\$11,374.96</b>
<b>TOTAL EXPENDITURES</b>	<b>\$297.02</b>		<b>-297.02</b>
<b>TOTAL DEPOSITS</b>		<b>\$0.00</b>	<b>0.00</b>
<b>ENDING BALANCE</b>			<b>\$11,077.94</b>

**NOTE:** NO ACTIVITY TOOK PLACE IN THE THIRD QUARTER OF 2022.

**BJA BUSINESS ACCOUNT**  
 FOURTH QUARTER 2022 ACTIVITY DETAIL

<b>DATE</b>	<b>CK #</b>	<b>TO</b>	<b>FOR</b>	<b>AMOUNT</b>	<b>CLEARED</b>
10/11/2022	3810	TAGS TROPHIES	INNOVATING JUSTICE AWARDS	196.92	YES
	3811	- VOID -		0	
12/08/2022	3812	TAGS TROPHIES	INNOVATING JUSTICE AWARDS	100.10	YES
				297.02	

<b>DEPOSIT DATE</b>	<b>AMOUNT</b>
	\$0.00

<b>LEGISLATIVE EVENT EXPENSES – JANUARY 2023</b>					
<b>DATE</b>	<b>CK #</b>	<b>TO</b>	<b>FOR</b>	<b>AMOUNT</b>	<b>CLEARED</b>
01/03/2023	3813	BAYVIEW CATERING	RECEPTION - CATERING	\$1219.31	YES
01/04/2023	3814	DES – FACILITY	RECEPTION VENUE	319.00	No
01/04/2023	3815	BAYVIEW CATERING	RECEPTION - CATERING	1328.13	No
01/09/2023	3816	DES – FACILITY	RECEPTION VENUE	317.00	No
<b>PAYMENTS ISSUED TO DATE</b>				<b>\$3183.44</b>	