



Board for Judicial Administration (BJA) Meeting
Friday, August 16, 2013 (9:00 a.m. – 11:30 a.m.)
AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:

Chief Justice Barbara Madsen, Chair
Judge Kevin Ringus, Member Chair
Judge Veronica Alicea-Galvan
Judge Vickie Churchill
Ms. Callie Dietz
Judge Stephen Dwyer
Judge Janet Garrow
Judge Judy Rae Jasprica
Judge Jill Johanson
Judge Kevin Korsmo
Judge Linda Krese
Justice Susan Owens (by phone)
Judge Kimberley Prochnau (by phone)
Judge Ann Schindler
Judge Charles Snyder
Judge Scott Sparks

Guests Present:

Ms. Ishbel Dickens
Judge Deborah Fleck
Ms. Sonya Kraski
Mr. Paul Sherfey (by phone)
Ms. Aimee Vance
Judge Chris Wickham

Public Present:

Mr. Tom Goldsmith
Mr. Christopher Hupy
Mr. Mark Mahnkey

AOC Staff Present:

Ms. Beth Flynn
Mr. Steve Henley
Mr. Dirk Marler
Ms. Mellani McAleenan
Mr. Ramsey Radwan

Judge Ringus called the meeting to order.

Judge Ringus thanked Judge Fleck for her many years of service to the BJA and presented her with a Temple of Justice print. He said there is not a meeting he has been to that Judge Fleck was not a part of. Judge Fleck has always made an impact on the BJA and any other group she has been a part of. Judge Fleck said she enjoyed working with judges around the state and all levels of court and they accomplished a lot and enjoyed many successes. Judge Churchill said she has never met anyone who works harder than Judge Fleck, has more of a strategic look on how the whole process fits together, and she really cares. Chief Justice Madsen said she has served almost as many years as Judge Fleck on the BJA and Judge Fleck is the hardest working person she has ever had the pleasure of working with. She will be missed as a very integral part of this Board.

Chief Justice Madsen presented Judge Wickham with a clock for his service as the Member Chair. She thanked Judge Wickham for having a strategic outlook and seeing the big picture and appreciates his gentle spirit and collaborative mind. Judge Ringus presented Judge Wickham with a Temple of Justice print for his service to the BJA. Judge Wickham thanked everyone for being patient with him and allowing him to move things along on the BJA and he really appreciated being on the BJA.

July 19, 2013 Meeting Minutes

It was moved by Judge Garrow and seconded by Judge Churchill to approve the July 19, 2013 BJA meeting minutes with the correction of the spelling of Judge Krese's name. The motion carried.

GR 31.1 Timeline

Mr. Radwan stated that all 27 members have agreed to be on the GR 31.1 committees. The Core Work Committee will be the first to meet and will begin their work in August.

In September it is anticipated that each of the committees will meet to review their timelines, expectations and charter and determine how they want to run the meetings.

The timeline is fairly vague from October on because the groups will need to decide how they want to proceed and the timeline can come back to the BJA or be posted online.

It is anticipated that most of the work will be completed in nine to ten months and there are three months built into the plan for roll-out and training.

It was moved by Judge Garrow and seconded by Judge Jasprica to approve the GR 31.1 timeline as presented. The motion carried.

Administrative Office of the Courts Orientation

Ms. Dietz provided an overview of the Administrative Office of the Courts. AOC was established in 1957 through RCW 2.56 to serve the judicial branch in carrying out its constitutional mission to provide equal justice under the law. The AOC supports Washington's courts by providing administrative, technological, financial, education, program, and research services.

The AOC consists of four divisions: Administrative, Information Services, Judicial Services, and Management Services.

Ms. Dietz explained that the Administrative Division provides overall leadership to the AOC including planning, direction and coordination of agency operations, intergovernmental relations and communications, public relations and human resources. The Administrative Division contains the following services:

- Public Information
- Human Resources
- Board for Judicial Administration
- Policy, Planning and Legislative Relations

Ms. Diseth reported that the Information Services Division provides support to the courts through the development, operation, and maintenance of the Judicial Information System (JIS) covering superior, district, municipal, juvenile and appellate courts in addition to support of over 16,000 users of JIS data (judicial officers, court staff, county clerks, attorneys, law enforcement and private sector businesses). The Information Services Division contains the following services:

- Policy and Planning
- ISD Infrastructure
- IT Strategy and Architecture
- Project Management Office and IT Quality Assurance
- Data and Development
- IT Operations
- Superior Court Case Management System (SC-CMS) Project

Mr. Marler stated the Judicial Services Division provides comprehensive professional and technical support to the state's courts in the areas of policy and governance support, direct service programs, judicial education, legal services, research and association support. The Judicial Services Division provides the following direct services to courts:

- Court Level and Commission Services
- Association, Board and Committee Support
- Customer Service
- JIS Education
- Judicial Education
- eService Center
- Guardian Program
- Interpreter Program
- Legal Services
- Court Research
- Court Business Office

Mr. Radwan explained that the Management Services Division provides integrated budget planning, asset management, accounting, procurement, revenue monitoring and analysis and contract management along with administrative and technical financial assistance to the states' trial courts. Management Services Division support includes:

- Creating comprehensive annual financial statements for AOC, the Supreme Court, Court of Appeals, and Office of Civil Legal Aid (OCLA) with combined annual expenditures exceeding \$114 million.
- Advising the State Law Library and Office of Public Defense (OPD) through the annual financial closing process.
- Managing financial activities of the AOC, Supreme Court, Court of Appeals, State Law Library and OCLA.
- Monitoring and forecasting over \$75 million in biennial revenue and monitoring over \$275 million of biennial revenue collections.
- Facilitating development of judicial branch biennial and supplemental budgets (total combined biennial budget of \$297 million).
- Managing and distributing approximately \$80 million in state funding to courts for judicial salaries, CASAs, processing truancy petitions, interpreter reimbursement, juvenile and family court services.
- Producing more than 1.8 million pages of legal briefs, through the AOC Copy Center, for the Supreme Court and Court of Appeals in the 12 months ending August 2012.
- Providing public records and risk management services to the AOC, courts and judicial branch agencies as needed; continuity planning to ensure courts will be served following a crisis.

Ms. Diseth gave a brief update on the SC-CMS Project. A contract with Tyler Technologies was signed on July 26 for the SC-CMS program and work will begin after Labor Day. Ten counties submitted applications to be pilot courts.

She also gave an update on IT security. AOC issued an Request for Qualifications and Quotations (RFQQ) and bring in an IT security consultant to assist with strengthening AOC's security. It was reissued because the original RFQQ did not provide enough response time. AOC received five responses to the most recent RFQQ. Interviews with top vendors will occur between August 20 and 22. AOC is currently recruiting for an IT security officer. An IT security team has been meeting weekly and has identified a list of changes that need to be made to strengthen AOC's IT security. Some of the changes will impact court users and AOC will develop a communications plan to make sure everyone is aware of the new changes.

Ms. Dietz outlined some of the challenges facing AOC:

- Aging Information Technology Systems
- Staffing
- Demand vs. Supply
- Competing Priorities
- Visibility/Transparency
- Credibility

Ms. Dietz is still visiting courts. She has visited 15 counties and she has more visits scheduled for this month. She will try to get to the rest of the counties by the end of this year.

BJA Structure Workgroup Recommendations

Judge Ringus stated that it was directed by the BJA during the July meeting to put this on the agenda for action.

Judge Garrow moved and Judge Schindler seconded that the BJA adopt the BJA restructure proposal with an amendment that the number of members be 15. For lack of an affirmative vote from the superior court judges the motion died. Voting against were judges Johanson, Korsmo, Owens, Churchill, Krese, Prochnau, Snyder, and Sparks.

Judge Sparks moved and Judge Churchill seconded that the work of the BJA Reorganization Workgroup cease. The motion passed with Justice Owens abstaining.

Chief Justice Madsen asked the members of the BJA for ideas on where we go from here. Several members were hoping for a smaller Board. Several would like to let this sit for now. Others would like to figure out what the BJA's role is before moving forward on a restructure. When going forward in the future it needs to be done more slowly and done in a different way with more buy-in. Other members suggested that a focus on court funding be a priority of the BJA but it was noted that it is not just about court funding because courts could get all the money they want but without policy, it does no good. The BJA should be setting the policy. It was suggested that the BJA already has the framework to make some of the suggested changes. In addition, it was mentioned that the BJA should be working on substantive things

that affect the courts. Future efforts at a restructure should require input from the judiciary as a whole.

There being no further business Judge Snyder moved and Judge Schindler seconded to adjourn the meeting. The motion carried.

Recap of Motions from August 16, 2013 meeting

Motion Summary	Status
Approve the July 19, 2013 BJA meeting minutes with the revisions requested by Judge Krese.	Passed
Approve the GR 31.1 timeline.	Passed
Adopt the BJA Restructure proposal with an amendment that the number of members be 15.	The motion failed for lack of an affirmative vote from the superior court judges. Those voting against were Judge Johanson, Judge Korsmo, Justice Owens, Judge Churchill, Judge Krese, Judge Prochnau, Judge Snyder, and Judge Sparks
Cease the work of the BJA Reorganization Workgroup.	Passed with Justice Owens abstaining.

Action Items from the August 16, 2013 meeting

Action Item	Status
<u>July 19, 2013 BJA Meeting Minutes</u> <ul style="list-style-type: none"> • Make correction to spelling of Judge Krese's name • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials 	Done Done Done
<u>GR 31.1 Implementation Work Group</u> <ul style="list-style-type: none"> • The timeline was approved so move forward 	In Progress
<u>AOC Overview</u> <ul style="list-style-type: none"> • Send the percentage of statewide cases that are not being entered into JIS system for Seattle Municipal Court to the BJA members 	In Progress