



Board for Judicial Administration (BJA) Meeting

Friday, June 20, 2014 (9 a.m. – Noon)

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

MEETING MINUTES

BJA Members Present:

Judge Kevin Ringus, Member Chair
Judge Veronica Alicea-Galvan
Judge Harold Clarke III
Ms. Callie Dietz
Judge Janet Garrow
Judge Jill Johanson (by phone)
Judge Linda Krese
Judge Michael Lambo
Ms. Paula Littlewood
Judge John Meyer (by phone)
Judge Sean O'Donnell
Justice Susan Owens
Mr. Patrick Palace
Judge Jeffrey Ramsdell
Judge Ann Schindler
Judge Laurel Siddoway (by phone)
Judge Scott Sparks
Judge David Steiner

Guests Present:

Mr. Jim Bamberger
Judge Thomas Bjorgen
Judge Bryan Chushcoff
Ms. Suzanne Elsner
Justice Mary Fairhurst
Mr. Michael Fenton
Ms. Ruth Gordon
Mr. Paul Sherfey (by phone)

Public Present:

Mr. Tom Goldsmith

AOC Staff Present:

Mr. John Bell
Mr. David Elliott
Ms. Beth Flynn
Mr. Steve Henley
Ms. Shannon Hinchcliffe
Ms. Renée Lewis
Mr. Dirk Marler

BJA Public Trust and Confidence Committee Video

Justice Fairhurst reported that the BJA Public Trust and Confidence Committee created a video, in conjunction with TVW, regarding myths and misperceptions about the Washington Courts (http://www.youtube.com/watch?v=mMj3_vdLjJ4). They reviewed issues identified on surveys to determine what topics to include in the video and they actually spoke with people on the street in the video.

GR 31.1 Report

Mr. Bell presented what he said is the first batch of many model forms the BJA will be receiving regarding GR 31.1. He asked that the BJA review the forms as model policies, not policies that will be set in stone. They will go to courts and judicial branch agencies and can be adapted to how the courts/agencies operate. The GR 31.1 Implementation Committee hopes to have everything completed by the end of the year and have training by the first part of next year. They would like GR 31.1 to become effective by June 2015. The model forms for review are:

- Internal Administrative Records Policy
- Obtaining Administrative Records

- Request for Inspection
- Response to Request
- Tracking Log
- Invoice

Please review the model forms and they will be on the July BJA meeting agenda for approval. If you have questions, contact Mr. Bell.

There was a question regarding how these forms are being vetted through the various associations and it was explained that each association has a representative on at least one of the various GR 31.1 workgroups that are reviewing the forms.

Minutes

It was moved by Judge Ramsdell and seconded by Judge Garrow to approve the May 16, 2014 BJA meeting minutes. The motion carried.

Misdemeanant Corrections Budget Request

Ms. Dietz stated that during the May meeting, it was suggested that this could possibly be funded through the Justice Reinvestment Taskforce. Ms. Dietz said that the Chief Justice requested that the Governor appoint a member of the District and Municipal Court Judges' Association (DMCJA) and a jail manager to the Justice Reinvestment Taskforce.

Judge Alicea-Galvan reported that for the Misdemeanant Corrections funding request the Administrative Office of the Courts (AOC) would design the grant criteria and within that, determine how best to measure success. The Adult Static Risk Assessment (ASRA) is not essential but it is one of the tools that can be used. If the ASRA is not used, a proposal needs to be included in the court's funding request regarding how to engage in these activities. The FTE will be an AOC employee.

The intent, and the hope is, that if courts can intervene at this level, it will help with recidivism and courts will have the tools to determine if it is working.

Judge Alicia Galvan moved and Judge Ramsdell seconded to move this budget request forward. The motion carried with Judge Sparks and Judge Johanson opposed and Judge Garrow and Justice Owens abstaining.

Budget Request Prioritization

Ms. Lewis stated that this is an opportunity to review, discuss and prioritize the budget requests. Each voting BJA member needs to complete the prioritization sheets before the break and they will be tallied during the break. The June revenue forecast was released and has increased a small amount but there continues to be a slow economic recovery.

The following were discussed:

- How does the Supreme Court evaluate the budget requests? The state budget situation is taken into consideration and all information regarding a budget request is evaluated.
- Is there any further budget information regarding the salary increase? The salary survey is in process and will take about five months total. At this point in time it is unknown how the salary survey will turn out and there is no way to estimate a budget amount without the results of the salary survey.
- It would be helpful to know if there is a protocol or a set list of items appropriate for this process.

The BJA prioritized the budget requests in the following order:

1. Trial Court Funding for Language Access
2. Employee Salary Adjustment
3. Telephonic Interpreting
4. CASA Restoration and State CASA Funding
5. Family and Juvenile Court Improvement Program (FJCIP) Expansion
6. Juvenile Court and Juvenile Detention Alternatives Initiative (JDAI) Staff
7. Misdemeanant Corrections

The Supreme Court Budget Committee meets on July 14 and 30. The budget is due to the Legislature in early October.

Interim Standing Committee Charters

Budget and Funding Committee: Judge Krese reported that the BJA Interim Budget and Funding Committee took the approach of wanting their charter to be short and simple and set forth its area of responsibility. They want to coordinate efforts for long-term funding and review and make recommendations regarding BJA budget requests. They also want to make sure the Committee uses the mission, core functions, BJA resolutions, and Principal Policy Goals of the Washington State Judicial Branch as criteria for budget requests. All budget requests would be funneled through the Budget and Funding Committee. When the requests make it to the full BJA they will be in a complete package.

The Budget and Funding Committee is recommending that the Trial Court Operations Funding Committee (TCOFC) be abolished and consideration is being given to have the Trial Court Advocacy Board (TCAB) serve in that function to review initial requests and screen them with their recommendations coming to the Budget and Funding Committee.

Court Education Committee: Justice Owens stated that the Court Education Committee fine-tuned their proposal and included additional members. The Board for Court Education (BCE) wants to meet with the Interim Court Education Committee to discuss some concerns they have with the charter and discuss the transition from the BCE to the Court Education Committee.

Legislative Committee: Judge Sparks reported that the Legislative Committee's charter is ready for approval.

Policy and Planning Committee: Judge Ringus stated that the Policy and Planning Committee will solicit campaign initiatives and vet them through the Committee and submit recommendations to the full BJA to determine which item(s) to sponsor. The Committee will also prioritize campaigns.

They have talked to the BJA Best Practices Committee Chair and discussed a transition plan. The Policy and Planning Committee's recommendation will likely be that the Best Practices Committee in its current form should wrap up their work to date and publish it in a meaningful way.

The charters will be on the July BJA meeting agenda for action.

Court Reform and Regional Courts Report

Ms. Hinchcliffe stated that a report regarding the history of regional courts was requested last September by the BJA Chair and the request followed a National Center for State Courts study that the BJA reviewed last year. A history of Washington State's regionalization reforms is outlined in the report: *Court Reform and Regional Courts: A Review and Analysis of Reform Efforts in Washington's Courts of Limited Jurisdiction*.

One thing requested to be included in the report were the concerns of the courts of limited jurisdiction (see page 4 of the report). There were a number of them and they ebb and flow and shift over time. There was no consensus of what the main concern is because it varied depending on who was asked. Everyone had a different answer to that question. The likelihood of success in implementing a top down approach regarding regional courts reform is low because of a lack of funding and political momentum.

A range of next steps were listed (beginning on page 9) for the BJA's consideration.

Judge Garrow thanked Ms. Hinchcliffe and Mr. Henley for pulling all of this together. It is invaluable, especially for members of the BJA, to know the history and what has been identified. It will inform the BJA's decisions as they work on this.

Judge Lambo moved and Judge Ramsdell seconded to table the report. The motion carried.

BJA Administrative Manager's Report

Ms. Hinchcliffe reported that the Supreme Court signed the order to amend BJAR 3 effective September 1. A copy of the order was included in the meeting materials. Also included in the meeting materials are copies of letters sent to members of the US Senate and Congress regarding Senate Bill 445 – Local Courthouse Safety Act. They are a refresh of previous requests to sponsor the bill.

Ms. Hinchcliffe will be checking in with committee chairs and staff later this month regarding committee charters. They were contacted a few months ago asking for their charters which was one of the recommendations of the BJA Committee Unification Workgroup. The charters that have been received will be included in a future BJA meeting packet.

Other Business

Judge Ringus thanked Judge Johanson and Judge Krese for their service to the BJA.

Judge Ramsdell moved and it was seconded to adjourn the meeting. The motion carried.

Recap of Motions from the June 20, 2014 meeting

Motion Summary	Status
Approve the May 16, 2014 BJA meeting minutes	Passed
Move the misdemeanor corrections budget request forward	Passed with Judges Sparks and Johanson opposed and Judge Garrow and Justice Owens abstaining.
Move to table the Court Reform and Regional Courts Report	Passed

Action Items from the June 20, 2014 meeting

Action Item	Status
<u>May 16, 2014 BJA Meeting Minutes</u> <ul style="list-style-type: none"> • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials 	Done Done
<u>GR 31.1 Report</u> <ul style="list-style-type: none"> • Add as an action item to July BJA meeting agenda 	Done
<u>Budget Prioritization</u> <ul style="list-style-type: none"> • Notify budget requestors of the outcome 	MSD is responsible for this
<u>Interim Standing Committee Charters</u> <ul style="list-style-type: none"> • Add as action item to the July BJA meeting agenda 	Done
<u>BJA Administrative Manager's Report</u> <ul style="list-style-type: none"> • Add committee charters received so far to the July BJA meeting agenda 	Done