



Board for Judicial Administration (BJA) Meeting

Friday, September 19, 2014 (9 a.m. – Noon)

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 Thomas Bjorgen
Judge Harold Clarke III
Ms. Callie Dietz
Judge Janet Garrow
Judge Kevin Korsmo (by phone)
Judge Michael Lambo
Judge John Meyer
Judge Sean O'Donnell
Justice Susan Owens
Judge Ann Schindler
Judge Laurel Siddoway (by phone)
Judge Scott Sparks
Judge David Steiner

Guests Present:

Mr. Jeff Amram (by phone)
Mr. Jim Bamberger
Ms. Ishbel Dickens
Ms. Suzanne Elsner
Ms. Ruth Gordon
Mr. Pete Peterson (by phone)

Public Present:

Ms. Jeri Adams
Mr. Tom Goldsmith
Mr. Chris Hupy

AOC Staff Present:

Mr. John Bell
Ms. Beth Flynn
Mr. Steve Henley
Ms. Shannon Hinchcliffe
Mr. Dirk Marler
Ms. Mellani McAleenan

July 18 BJA Meeting Minutes

It was moved by Judge Sparks and seconded by Judge O'Donnell to approve the July 18 BJA meeting minutes. The motion carried.

BJA Public Trust and Confidence Committee Appointment

Ms. Dickens stated that she is very pleased that Ms. Catherine Brown is interested on serving on the BJA Public Trust and Confidence Committee and that she is available to step in. She has a lot of experience in the public sector.

It was moved by Judge Sparks and seconded by Judge Meyer to appoint Ms. Catherine Brown to the BJA Public Trust and Confidence Committee. The motion carried.

BJA Standing Committee Member Appointments

The standing committee charters were amended to include the committee members and chairs and they do not need to be approved again. All of the proposed standing committee members

and chairs were reviewed and if additional names were known, they were announced as each committee membership was reviewed.

It was moved by Judge Schindler and seconded by Judge O'Donnell to approve all of the BJA standing committee and chair appointments. The motion carried.

BJA Budget Allocations

Ms. Hinchcliffe stated that she attempted to fit the BJA budget into the meeting schedule and standing committee staff do not know what the best meeting schedule is yet because they do not know the scope of the work each committee will be doing.

The recommendation from staff is to meet two months on and one off. That is kind of how it is done anyway currently since meetings are canceled when there is not enough on the agenda. This proposed schedule makes it easier to plan. Lunches were included in the cost of that scenario and it also included special January meeting for the State of the Judiciary Address which is every other year. There may not be much pre-planned business at the January meetings but they will focus on one or two items along with the State of the Judiciary and legislative issues.

Basically, every committee was funded to their request in the budget recommendation except for the Policy and Planning Committee. The BJA will have an allocated spot for 30-45 minutes on the agenda for partners to present information to the BJA and that can help offset some of the Policy and Planning Committee outreach travel costs.

Ms. Hinchcliffe will assess the budgets/spending at the beginning of each year and reallocate the funding as needed.

Ms. Hinchcliffe asked the BJA how they would like to do their Board business and meetings. The new schedule would not begin until the beginning of the year so the BJA can work on the proposed schedule this fall.

It was moved by Judge Garrow and seconded by Judge Alicea-Galvan to adopt a two months on, one month off meeting schedule and to adopt the proposed BJA budget. The motion carried.

GR 31.1 Forms

Mr. Bell reported that there are three more GR 31.1 forms for the BJA's review. The forms are model forms and each court can revise them to fit their needs. The following forms were presented for the BJA's review:

- Public Records Officer Job Description
- Managing Electronic Records and Emails of Employees
- Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1

Approval of the forms will be added to the October BJA meeting agenda.

The Core Workgroup chairs have met with the Board for Court Education regarding GR 31.1 training and the next presentation related to GR 31.1 is scheduled for the upcoming Annual Conference next week.

2013 Trial Court Improvement Account Report

Ms. McAleenan gave an overview of how the Trial Court Improvement Accounts (TCIA) were created in 2005 by the Washington State Legislature. The BJA and the Administrative Office of the Courts (AOC) felt it was very important to report to the Legislature on how the TCIA funding was used. As part of AOC's budget cuts several years ago, AOC stopped producing this report. Ms. McAleenan decided to produce the report again this year. While the report has not been completed since 2009, information about TCIA funding has been collected from the courts each year.

The Trial Court Improvement Accounts were to be developed and funded in amounts equal to that received from the state for partial reimbursement of district and qualifying municipal court judges' salaries. The local government could not supplant their existing budget. At the county level it can be spent at the superior or district court level.

2008 was the first year that the TCIA program was fully funded at about \$6 million per biennium. It is estimated that an additional \$9 million is going to local governments through fees. There are 53 qualifying jurisdictions receiving TCIA funds. The number of qualifying jurisdictions has increased over the years as municipal courts have converted from an appointed municipal court judge to an elected judge. The funding does not increase when courts are added.

Local governments can save their money to spend on something large or they can spend it every year. The report included in the meeting materials contains information about how the different jurisdictions are spending the funds.

The AOC will continue to produce the report in the future and hopes to make it less cumbersome to gather the data for the courts and for AOC staff in the future.

BJA Committee Recommendations

Ms. Hinchcliffe stated she would like the BJA to take action on these recommendations at the October meeting. The recommendations are an attempt to memorialize the conversations about these committees during the interim period. Judge Jean Rietschel and Justice Mary Fairhurst were invited to today's meeting but were unable to attend. They will also be invited to next month's meeting.

BJA Education Committee Funding Structure

Mr. Marler stated this presentation is a follow-up to the discussion that started during the last meeting regarding the Board for Court Education (BCE) budget and how much money would be needed for the administrative costs for the BJA Court Education Committee.

The BCE operates under Court Order #25700-B-330 and it is expected the duties will transition to the BJA Court Education Committee (CEC).

Historically, the budget has been part of the AOC maintenance budget and it carries forward from biennium to biennium. The Annual Fall Judicial Conference budget has historically been a separate budget.

At the beginning of the biennium the BCE Budget Committee analyzes trends and needs regarding expenditures, attendance, and cost per attendee. The BCE then divides the budget among the various programs. The current fiscal year allotment is \$312,500 total for the training/education programs.

Some of the costs that will need to be considered are:

- The BCE has three advisory committees: Mandatory Continuing Judicial Education Committee, Judicial College Trustees, and Presiding Judges' Education Committee. Some of those committees may continue to incur expenses during the transitions.
- There should be an orientation for new CEC members.
- The CEC does not yet know how often the new committee is going to meet and what those costs will be. It will be important for the committee to have sufficient resources to position themselves well in order to move forward.

The staff recommendation is to allocate \$4,000 for the CEC for fiscal year 2015.

Responses to Request for External Committee Charters

Behind Tab 8 are all of the committee charters that have been submitted to the BJA. Judge Sparks reported that the BJA Committee Unification Workgroup work is done and he does not have any suggestions to where this information should go in the future. Ms. Hinchcliffe stated that in general, she realizes that judicial officers may not automatically use this information as a resource. She will let the AOC committee staff know where this information is located so they can use it in support of their organization's work. If steps are taken to do more with the information than publish it, the BJA will need to reach out to everyone who submitted their information to let them know how the information will be used differently.

Administrative Manager's Report

As reported previously, the BJA Web site redesign has been put on hold and will be completed in the future. Ms. Hinchcliffe reviewed other jurisdictions' judicial council Web sites and the BJA's Web site is very good at providing information but improvements can be made.

There will be a Board orientation next month and they will also take a group photo. The photo will be used on the BJA Web site and in a BJA members' guide for onboarding future BJA members.

A BJA Work Plan is being developed along with short-term strategic campaign initiatives. Ms. Hinchcliffe and Mr. Henley have been working with the NCSC to try to determine some projects the BJA may be interested in working on.

It was moved by Judge Lambo and seconded by Judge Meyer to adjourn the meeting. The motion carried.

Recap of Motions from the September 19, 2014 meeting

Motion Summary	Status
Approve the July 18, 2014 BJA meeting minutes	Passed
Appoint Catherine Brown to the BJA Public Trust and Confidence Committee	Passed
Approve the BJA standing committee chair and committee member appointments	Passed
Approve the proposed BJA budget and adopt a two months on, one month off meeting schedule	Passed
Adjourn the meeting	Passed

Action Items from the September 19, 2014 meeting

Action Item	Status
<u>July 18, 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>Public Trust and Confidence Committee Appointment</u> <ul style="list-style-type: none"> Send letter of appointment to Catherine Brown 	Done
<u>BJA Standing Committee Member Appointments</u> <ul style="list-style-type: none"> Update BJA standing committee rosters will members Create BJA Standing Committee listservs Notify AOC staff of committee members and listserv e-mail address Send letter of appointment to each committee member and chair 	Done Done Done Done
<u>BJA Budget Allocations</u> <ul style="list-style-type: none"> Send budget amounts to Fiscal for allocation Notify BJA standing committee staff of their budget amount Create meeting schedules for approval at the October meeting 	Done Done Done
<u>GR 31.1 Forms</u> <ul style="list-style-type: none"> Add as an action item to October BJA meeting agenda 	Done
<u>BJA Committee Recommendations</u> <ul style="list-style-type: none"> Add to October BJA meeting agenda Invite Judge Rietschel to the October BJA meeting Invite Justice Fairhurst to the October BJA meeting 	Done Done Done
<u>BJA Administrative Manager's Report</u> <ul style="list-style-type: none"> Add Board orientation to the October BJA meeting agenda 	Done