



## **Board for Judicial Administration (BJA) Meeting**

**Friday, June 19, 2015 (9 a.m. – Noon)**

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

### **MEETING MINUTES**

#### **BJA Members Present:**

Judge Kevin Ringus, Member Chair  
Judge Thomas Bjorgen  
Judge Bryan Chushcoff  
Judge Harold Clarke III  
Ms. Callie Dietz (by phone)  
Judge Michael Downes  
Judge Janet Garrow  
Judge Marilyn Haan  
Judge Michael Lambo  
Judge J. Robert Leach  
Judge G. Scott Marinella (by phone)  
Justice Susan Owens  
Judge Ann Schindler  
Judge Laurel Siddoway  
Judge Scott Sparks

#### **Guests Present:**

Ms. Kathy Brack (by phone)  
Judge James Lawler (by phone)  
Ms. Susie Parker (by phone)

#### **Public Present:**

Mr. Bret Haggerty  
Mr. Samuel Haggerty  
Mr. Christopher Hupy

#### **AOC Staff Present:**

Ms. Misty Butler  
Ms. Vonnie Diseth  
Ms. Beth Flynn  
Mr. Steve Henley  
Mr. Dirk Marler  
Ms. Mellani McAleenan (by phone)  
Mr. Ramsey Radwan

Judge Ringus called the meeting to order.

#### May 15, 2015 Meeting Minutes

**It was moved by Judge Garrow and seconded by Judge Haan to approve the May 15, 2015 BJA meeting minutes. The motion carried.**

#### 2015-17 BJA Member Chair

**It was moved by Judge Clarke and seconded by Judge Lambo to elect Judge Sparks as the 2015-17 BJA Member Chair. The motion carried.**

#### Superior Court Case Management System (SC-CMS) Go Live Report

Ms. Diseth shared photos of the successful SC-CMS Go Live in Lewis County. There were war rooms at Lewis County and at the Administrative Office of the Courts (AOC) in Olympia to monitor what was going on and to communicate between the two locations during the Go Live. Support teams will be in place for the next two weeks (on site and at AOC) to ensure everything is going smoothly.

Judge Lawler let everyone know how smooth this is going and he stated that Odyssey is really nice and easy to navigate. He handled a domestic violence calendar using Judge Edition on Monday morning and he did not have to open a hard file. By Wednesday, he told the Clerk not

to bother pulling the hard files. He had a criminal calendar yesterday and it was a little more difficult because he had to navigate between Odyssey and Judge Edition to set future hearings but he commented that the difficulty was because of his inexperience using the software and it will get easier. So far, it has been an easy transition.

Ms. Parker added that the calendaring part of it is a little tricky when first looking at it but she got used to it quickly. One day into the implementation and she was ready to get rid of the paper calendar. They had some long days and a lot of prep but the prep should get easier as they go along with the implementation.

Ms. Brack reported that they have had their ups and downs but for the most part the staff is feeling really good about the product. There are a few kinks that need to be worked out but there are no show stoppers. She thinks they will be doing really well next week.

Judge Clarke thanked them for all for their work on the SC-CMS Project and for being the pilot court.

Ms. Dietz stated that the SC-CMS Project absolutely could not have had a better pilot county. The folks at Lewis County went above and beyond throughout this project and she thanked them for all the work they did to make this happen.

Ms. Diseth said the Odyssey system itself is running very well. Lewis County is using the integrated document management system. The case replication between Odyssey and JIS is working fine. There were no show stoppers or major issues but there are little things that come up and they are fixed as they are discovered. There are some issues with party replication (it keeps the person data in sync between Odyssey and JIS). There was an issue with the JIS replication into Odyssey which was causing some duplication of records so it was turned off during the Go Live and some workarounds were put in place. There are a number of things AOC is fixing before going forward with the three early adopter courts. Other than that, it has been a very successful Go Live. Ms. Diseth is very proud of the team.

There was a question regarding the need for dual entry and Ms. Diseth explained that it is not necessary. There was also a question about how the old data was input into Odyssey and Ms. Diseth explained that it was converted, reviewed, cleaned up, and added to the new system.

The early adopter counties (Franklin, Thurston and Yakima superior courts and clerks) go live in November.

#### BJA Standing Committee Assignments for 2015-16

A roster of BJA standing committee assignments was distributed in the meeting materials.

#### Budget Update and Supplemental Budget Timeline

The 2016 supplemental budget timeline was distributed in the meeting materials.

Mr. Radwan reported that budget negotiations with the state Legislature are not going as well as anticipated. Rumor has it that there will be a third special session at the end of June because they will not complete their work during the second session.

Mr. Radwan has heard that the final judicial branch budget will not be as bad as the Senate version but that is all relative. If the AOC operating budget is cut by \$4 million instead of \$10 million, it is still a very large cut. The judicial branch budget request has support in the House and by Democrats in the Senate. The judicial branch is just hanging on waiting for the Legislature to make their budget decisions. In the meantime, a lot of time and resources have been used to complete the contingency plans in the event that the budget is not passed by June 30.

Mr. Radwan apologized for the short turnaround in the 2016 supplemental budget timeline. His recommendation is to hold supplemental budget requests to technical requests, caseload needs or to correct mistakes in the budget. The Office of Financial Management (OFM) is not even thinking about the supplemental budget yet. OFM's instructions to executive branch agencies at this point are that they should not submit any funding proposals in 2016 unless they are caseload related. Mr. Radwan recommends that the judicial branch take a similar approach.

Key dates in the 2016 supplemental budget timeline are:

- By the end of June, instructions will be distributed
- Preliminary budget requests that impact AOC are due July 24
- Preliminary budget requests that do not impact AOC are due July 31
- Budget requests will be distributed to the BJA during their August 21 meeting for discussion
- The BJA will make recommendations regarding budget requests to the Supreme Court Budget Committee during their September 18 meeting

If there is no budget by June 30, the supplemental budget timeline will remain the same.

Mr. Radwan is working with Judge Schindler on criteria for the Budget and Funding Committee which will be implemented for the 2017-19 budget process. That budget process will begin in January 2016.

If there is no state operating budget by June 30, AOC employees will be furloughed and the agency will enact the contingency plan.

#### State Budget Contingency Plan

Ms. Dietz stated that contingency planning takes a great deal of time to develop. This is complicated by the fact that the trial and appellate courts would still be operating in a state government shutdown. AOC leadership updated the communication plan that was used in 2013 in the event that it is needed this year. E-mails have been sent to AOC staff about once a week to keep them informed. Information will be sent to all presiding judges and court administrators today letting them know what AOC's plans are in the event of a government shutdown. If there is a shutdown, AOC will operate on a week by week basis. AOC will maintain the IT systems, help desk/customer service, and human resources and payroll staff to process payroll for

superior court and appellate court judges. The AOC leadership will rotate days they are in the office. If there is no budget by June 26, AOC staff will cancel all meetings and conference calls on July 1 and 2. If the state goes into shutdown mode, Ms. Dietz will let courts know which staff are working, what their function is, and how to contact them. Any meetings scheduled July 6-11 will be considered unchanged unless there is no budget by July 2 and if that happens, those meetings will also be canceled. The AOC leadership will be on call.

### Legislative Report

Ms. McAleenan reported that the Legislature is almost finished with the second special session. They passed a few court-related bills in the first special session but they have not done much this second special session. The Senate will try to pass the Skagit County District Court bill. If it passes in the Senate, it will have to go into the House and that is where the problem was during the regular session.

The Court Management Council rule passed and it is effective September 1 so the rule and law do not match but the court rule will trump statute. They will try to get the Legislature to pass that bill next year.

### Standing Committee Reports

**Budget and Funding Committee:** Judge Schindler reported that the Budget and Funding Committee will meet in July to work on criteria for the biennial budget.

**Court Education Committee:** A written report was included in the meeting materials.

**Policy and Planning Committee:** Materials were included in the meeting materials. Judge Sparks gave an overview of the July 5 Policy and Planning Committee forum. The purpose of the forum was to ask justice system partners to identify issues that the Committee could work on in the future. The Committee will narrow down the issues and present them to the BJA for consideration.

### Trial Court Improvement Account Report

Ms. McAleenan stated that last year was the first time a Trial Court Improvement Account (TCIA) report was published since 2009 because of budget cuts. Senate Bill 5454 money is distributed to cities/counties for trial court improvement and the report provides information about how the funds are spent. This year, Ms. McAleenan and her assistant plan to continue to send out the request for information. It is in SurveyMonkey form instead of paper so it should be a more efficient way to gather the information. The request for information will continue to be sent as a BJA request. By consensus, the BJA approved the request to gather the TCIA data.

### Travel Reimbursement for Annual Conference

Justice Owens gave an overview of the funding situation for the Annual Conference. She stated that if the budget is okay, judges will be reimbursed as indicated in the conference flyer (three nights' lodging for judges who live 50 miles or more from Seattle and King County meal rates). The conference fee is \$100 and there are a lot of really good programs.

BJA Administrative Manager's Report

Ms. Butler said she is working on strengthening the communication and collaboration between the BJA standing committees. She is also developing a work plan for the BJA and the BJA Co-Chairs are helping with that. The plan was distributed in the meeting materials.

A BJA Orientation/Member's Guide is being developed for new members but it will also be beneficial to experienced members. The guide will be distributed in September.

Ms. Butler is working to schedule visits to each of the BJA members to gather input on ways the BJA can be improved. In addition to visiting with the BJA members, she would like to sit in on some cases while she is at each court.

Other Business

The next BJA meeting is scheduled for August 21.

Judge Ringus passed the Member Chair gavel to Judge Sparks.

**It was moved by Judge Haan and seconded by Judge Garrow to adjourn the meeting.**

**Recap of Motions from the June 19, 2015 meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the May 15, 2015 BJA meeting minutes.	Passed
Elect Judge Scott Sparks as the 2015-17 BJA Member Chair.	Passed
Adjourn the meeting.	Passed

**Action Items from the June 19, 2015 meeting**

<b>Action Item</b>	<b>Status</b>
<u>May 15, 2015 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
<u>2015-17 BJA Member Chair</u> <ul style="list-style-type: none"> <li>• Order signature stamp for Judge Sparks</li> </ul>	In Process
<u>BJA Committee Assignments</u> <ul style="list-style-type: none"> <li>• Create and mail BJA standing committee appointment letters</li> </ul>	Done
<u>2016 Supplemental Budget</u> <ul style="list-style-type: none"> <li>• Add to August BJA meeting agenda</li> <li>• Add to September BJA meeting agenda</li> </ul>	Done
<u>Trial Court Improvement Account Report</u> <ul style="list-style-type: none"> <li>• Send survey</li> </ul>	Done