



## Board for Judicial Administration (BJA) Meeting

Friday, August 21, 2015 (9 a.m. – Noon)

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

### MEETING MINUTES

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

Chief Justice Barbara Madsen, Chair  
Judge Scott Sparks, Member Chair  
Judge Thomas Bjorgen  
Judge Bryan Chushcoff  
Ms. Callie Dietz  
Judge Marilyn Haan (by phone)  
Judge J. Robert Leach  
Judge G. Scott Marinella  
Judge Sean O'Donnell  
Justice Susan Owens (by phone)  
Judge Kevin Ringus  
Judge Laurel Siddoway (by phone)  
Judge David Steiner

#### **Guests Present:**

Mr. Jeff Amram (by phone)  
Ms. Linda Baker  
Mr. Jim Bamberger  
Ms. Ruth Gordon  
Ms. Sophia Byrd McSherry

#### **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 Sparks called the meeting to order.

Judge Sparks recognized Judge Ringus for his service as the BJA Member Chair from June 2013 through June 2015. Chief Justice Madsen explained the amount of work required of the Member Chair and thanked Judge Ringus for his commitment to the BJA. She appreciated working with Judge Ringus and valued his wisdom and counsel. Judge Ringus stated that he learned a lot about the organization during the last two years and if an opportunity to be Member Chair arises he encouraged the BJA members to do it.

#### June 19, 2015 BJA Meeting Minutes

An error was pointed out in the section of the minutes regarding the Trial Court Improvement Account Report on page 4. The bill number should be 5454.

**It was moved by Judge Chushcoff and seconded by Judge Ringus to approve the June 19 BJA meeting minutes with the revision to the bill number. The motion carried.**

#### BJA Member Guide/Goals

Ms. Butler stated that some of the ideas proposed during last year's BJA governance retreat were to create a member guide and have a member orientation. Ms. Butler distributed recently drafted member guides to all the BJA members. The guide is to help members understand their roles and responsibilities. Please do not hesitate to let Ms. Butler know ways it could be improved. It is an annual document and will be updated and distributed yearly.

Judge Sparks shared some of his goals as Member Chair. He has two goals specific to him and three that he hopes he can be instrumental in helping the BJA achieve.

The goals he set for himself are: 1. He will set the agenda in a manner that will ensure the BJA meets its mission. 2. He will run the meetings in an efficient, open manner to ensure the mission of the BJA is met.

The goals he set for the BJA are: 1. Make sure everybody understands their role. Every person's voice is important. Everyone needs to contribute. Each BJA member's role is important to the BJA and to the standing committees they serve on. 2. Have the standing committees collaborate together and ensure that the state judiciary as a whole is a functioning body of government. 3. Assist in developing BJA initiatives.

#### Administrative Office of the Courts Presentation

Ms. Dietz, Mr. Marler, Mr. Radwan and Ms. Diseth gave a presentation about the Administrative Office of the Courts (AOC) to the BJA. The presentation was included in the meeting materials. The function of the AOC divisions and offices were outlined during the presentation.

Ms. Dietz wrapped up the presentation by stating there will never be enough time, money or staff to do everything AOC staff would like to do. AOC staff work very collaboratively and communicate with each other because a house divided cannot stand. Ms. Dietz has worked over the last few years to break down silos so staff can more effectively work together to get the work done. Change is not easy and the major challenge AOC has is to be relevant so staff can focus on helping courts to remain relevant. AOC wants to be efficient in the way staff provide services to courts and the public.

#### 2016 Supplemental Budget Request Summary

Mr. Radwan explained that there are no new funding requests. AOC is asking the Legislature to honor their agreement on the Information Networking Hub (INH). AOC is also requesting State General Fund maintenance requests to cover the payment of unemployment compensation invoices and to correct errors in the computations used to implement information technology savings.

There are three Judicial Information System Account requests. Only one will most likely stay on the list and there may be a new one. The requests will be discussed at the Judicial Information System Committee (JISC) meeting next week.

Mr. Radwan would like the BJA to approve the budget requests as submitted. The dollar amounts might change a little prior to the next meeting.

The BJA should give input/feedback on the JISC budget requests but the JISC will be deciding on these.

### Legislative Process Report

Ms. McAleenan reviewed the Legislative Development Timeline that was included in the BJA Member Guide. She reported that a few of the items are a little late this year because of the multiple special sessions. The Trial Court Improvement Account report will be completed in September. The BJA Legislative Committee has not yet discussed ideas to develop into legislation.

Ms. McAleenan has been discussing possible court tours for legislators, and she is also setting up tours with the state prisons. In addition, Representative Laurie Jenkins would like the House Judiciary Committee to tour some therapeutic courts, which Ms. McAleenan is coordinating.

### BJA Dues Notice

Ms. Butler stated that the BJA dues notice will be sent to all judicial officers soon. The last dues notice response rate was 55-60% and it was about 70% prior to that.

It was suggested that a due date might help with the response rate as well as highlighting the information about the dues rate being the same since 1992.

By consensus, the BJA members agreed that the notice should be sent.

### Standing Committee Reports

**Budget and Funding Committee:** Judge Chushcoff reported that the committee met several times after the June BJA meeting and has determined what would be important in analyzing budget requests. They will submit their budget request criteria at the September meeting.

**Court Education Committee:** A written report was submitted and included in the meeting materials. Chief Justice Madsen reported that the Supreme Court signed the order sunsetting the Board for Court Education.

**Policy and Planning Committee:** Judge Sparks stated that the committee had their forum on June 5 with all the justice system partner liaisons. A list of justice system liaisons was included in the meeting materials. Mr. Henley compiled data from the liaisons on issues of interest to them. Mr. Henley stated that in a decentralized system, the committee wants to work more closely with the partners on areas of concern. By September, they should have a narrow list of issues. The committee will revisit the BJA's mission, vision and goals during 2016.

**Legislative Committee:** Judge O'Donnell stated that Ms. McAleenan covered everything for their committee earlier in the meeting.

### BJA Administrative Manager's Report

Ms. Butler will be meeting with members of the BJA in the next few months. She has already met with a few, she has some meetings scheduled and she will be scheduling more meetings.

Other Business

There will be a BJA member picture taken at the next meeting.

The BJA Public Trust and Confidence Committee's Myths & Misperceptions video is a finalist for the National Association of Telecommunications Officers and Advisors Government Programming Award in the public education category. The video will take first, second or third place nationally.

Chief Justice Madsen mentioned that AOC staff have been marvelous in helping roll out the McCleary order in a way that is consumable to the public. Ms. Wendy Ferrell and her staff did a terrific job in making that easy to understand.

There being no further business the meeting was adjourned.

**Recap of Motions from the August 21, 2015 meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the June 19, 2015 BJA meeting minutes.	Passed

**Action Items from the August 21, 2015 meeting**

<b>Action Item</b>	<b>Status</b>
<u>June 19, 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>Office of Trial Courts</u> <ul style="list-style-type: none"><li>• Add to September BJA meeting agenda</li></ul>	Done
<u>BJA Dues Notice</u> <ul style="list-style-type: none"><li>• Send notice to judges</li></ul>	Done