



**Board for Judicial Administration (BJA) Meeting  
Friday, May 17, 2019 (9 a.m. – 12 p.m.)**

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

**MEETING MINUTES**

**BJA Members Present:**

Chief Justice Mary Fairhurst  
Judge Judy Rae Jasprica, Member Chair  
Judge Doug Federspiel  
Judge Gregory Gonzales  
Judge Dan Johnson  
Judge Robert Lawrence-Berrey (by phone)  
Judge Mary Logan  
Judge David Mann  
Judge Judith Ramseyer (by phone)  
Judge Kevin Ringus  
Dawn Marie Rubio  
Judge Michael Scott  
Judge Laurel Siddoway (by phone)  
Justice Charles Wiggins (by phone)

**Guests Present:**

Jim Bamberger  
Sophia Byrd McSherry  
Pam Hartman-Beyer (by phone)  
Sonya Kraski  
Joanne Moore  
Dawn Williams  
Margaret Yetter

**Public Present:**

Page Carter

**Administrative Office of the Courts  
(AOC) Staff Present:**

Jeanne Englert  
Sharon Harvey  
Penny Larsen  
Dirk Marler  
Dory Nicpon  
Ramsey Radwan  
Caroline Tawes

Call to Order

Chief Justice Fairhurst called the meeting to order at 9:00 a.m. The members introduced themselves.

Supreme Court Presentation

Chief Justice Fairhurst presented information on the Supreme Court, including the number of case filings and the duties of the justices. She encouraged the BJA members to listen to the State of the Judiciary address as it sets the tone for the judicial branch and how it relates to other branches of government.

Standing Committee Reports

**Budget and Funding Committee (BFC):** Judge Logan said the lack of funding in the budget for the Court System Education Funding Task Force was disappointing but they

will continue to ask for funding. The Interpreter Services Task Force request was funded. Mr. Radwan reviewed the biennial budget information distributed at the meeting.

**Court Education Committee (CEC):** The Court System Education Funding Task Force received no funding. Judge Jasprica hopes the BJA will continue supporting the Task Force. Because conferences often occur near the end of the fiscal year, the CEC added clarifying language to its bylaws to require reimbursements requests be submitted within 30 days of completion of the conference, or by June 30, whichever is first. The CEC progress report was included in the meeting materials.

**Legislative Committee (LC):** Staff reviewed nearly 3,000 bills during the legislative session and are now working on implementation. Nearly one third of the bills had impact on or were of interest to the courts. AOC staff are reviewing 137 bills for implementation. The Uniform Guardian Act (UGA) bill and the bill regarding the Washington State Bar Association (WSBA) were discussed.

**Policy and Planning Committee (PPC):** The PPC met in March and is exploring BJA membership diversity.

#### Office of Public Defense (OPD)

Joanne Moore reviewed the history and mission of the OPD. The 2017 OPD Annual Report was included in the meeting materials. Chief Justice Fairhurst asked about the possibility of sharing training resources and information with the CEC. There was a discussion on collaborating on training and funding.

#### BJA Task Force Updates

The kick off for the Court Security Task Force was on April 24. The Task Force would like to make sure the incident report log on Inside Courts is current and complete. The Task Force plans to meet online in addition to two in-person meetings each year.

The Court System Education Funding Task Force and the Interpreter Services Funding Task Force will both meet on June 10 to evaluate activities and determine next steps. There was a brief discussion on the legislative funding strategy. Justice Wiggins volunteered to participate in future outreach efforts.

Jeanne Englert distributed a survey that requested feedback on Task Force work and activities in 2018. Members were asked to complete the survey and return it by the end of the meeting or by email. Additional information will be shared at the June meeting after the Task Forces meet.

### BJA Ad Hoc Committees

A red-lined copy of the BJA Rules (BJAR) and of the BJA Bylaws that included recommended edits, as well as a copy of each with the changes accepted, were included in the meeting materials. If the Rules are approved at this meeting they will go through the rules process.

**It was moved by Judge Ringus and seconded by Judge Johnson to approve the BJA Rules as revised. The motion carried unanimously with Justice Wiggins abstaining.**

**It was moved by Judge Ringus and seconded by Judge Jasprica to approve the BJA Bylaws as revised. The motion carried unanimously with Justice Wiggins abstaining.**

Amendment dates in each document will be updated.

The members discussed the open enrollment proposal for BJA committee assignments. Jeanne Englert asked the members to discuss this information at their court level by May 30 so that any changes can be approved at the June 14 BJA meeting.

Judge Ringus pointed out that, under the required membership for the Legislative committee, "BJA Member Chair" should be listed behind "Membership also includes..."

### Judicial Leadership Summit 2018 Follow Up

Four questions from the 2018 Judicial Leadership Summit were included in the meeting materials for further discussion. The BJA members broke into four groups that each discussed one question. Ideas from the groups included:

Question 1: How do courts plan for turnover of judicial officers and administrators?

- It depends on the size of the court;
- some courts have a mentoring program;
- there should be a systematic way to deliver materials from the Judicial College to judges who start between Judicial College programs.

Question 2: How do you integrate new judicial officers and court administrators into the specific court culture/environment?

- Integration shadowing, pro tem pamphlets, etc.;
- more education regarding GR 29, especially at the Judicial College;
- establish working relationships with the sheriff's office, police department, and other partners regarding the court's role.

Question 3: How do you recruit and retain judicial officers and court administrators?

- Think about talent and diversity;
- recruit from inside, looking at desire and ability.

Question 4: How are new judicial officers and court administrations trained?

- Court orientation and training for new judicial officers;
- how could this be captured for other courts and states?

#### BJA Business Account

**It was moved by Judge Ringus and seconded by Judge Jasprica to remove Dory Nicpon as signer on the BJA Business Account and retain Jeanne Englert and Dirk Marler as signers on the BJA Business Account. The motion carried unanimously.**

**It was moved by Judge Scott and seconded by Judge Jasprica to approve the revised policies and procedures for the BJA Business Account. The motion carried unanimously.**

#### March 15, 2019 Meeting Minutes

**It was moved by Judge Jasprica and seconded by Judge Ringus to approve the March 15, 2019 BJA meeting minutes. The motion carried unanimously.**

#### Information Sharing

The DMCJA Board Retreat is this weekend.

Judge Logan and Dawn Marie Rubio will be attending the 2019 Conference of Chief Justices (CCJ)/Conference of State Court Administrators (COSCA) Western Region Summit next week with representatives from all trial court levels.

Jeanne Englert reminded the members that the June meeting will begin at 8:30 a.m. and will be held in the meeting room on the Lower Plaza level.

Judge Scott has been talking to jurors about fast and slow thinking and will provide that information to the BJA members.

The Clerks' Conference is in Spokane from June 24–27. Sonya Kraski's last day as a clerk will be December 31, 2019.

Dawn Williams will become the District and Municipal Court Management Association (DMCMA) president at the DMCMA conference next week.

The Access to Justice Conference is June 14–16 in Spokane.

Other

There being no further business, the meeting was adjourned at 11:58 a.m.

**Recap of Motions from the May 17, 2019 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the BJA Rules as revised.	Passed
Approve the BJA Bylaws as revised.	Passed
Remove Dory Nicpon as signer on the BJA Business Account and retain Jeanne Englert and Dirk Marler as signers on the BJA Business Account.	Passed
Approve the revised policies and procedures for the BJA Business Account.	Passed
Approve the March 15, 2019 BJA meeting minutes.	Passed

**Action Items from the May 17, 2019 Meeting**

<b>Action Item</b>	<b>Status</b>
Members were asked to complete a survey requesting feedback on BJA meetings and activities in 2018 and return it to Jeanne Englert by the end of the meeting or by email. A report will be available at the June meeting.	Done
Jeanne Englert asked the members to discuss the open enrollment proposal for BJA committee assignments at their court level by May 30 so this proposal can be voted on at the June 14 BJA meeting.	
<u>March 15, 2019 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