

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, FEBRUARY 21, 2020
9:00 A.M.**

**AOC SEATAC OFFICE
18000 INTERNATIONAL BOULEVARD, SUITE 1106
SEATAC, WASHINGTON**

Board for Judicial Administration Membership

2019-2020



VOTING MEMBERS:

Chief Justice Debra Stephens, Chair
Washington State Supreme Court

Judge Gregory Gonzales, Member Chair
Superior Court Judges' Association
Clark County Superior Court

Judge Tam Bui
District and Municipal Court Judges'
Association
Snohomish County District Court

Judge Doug Federspiel
Superior Court Judges' Association
Yakima County Superior Court

Justice Steven González
Washington State Supreme Court

Judge Dan Johnson
District and Municipal Court Judges'
Association Lincoln County District Court

Judge David Kurtz
Superior Court Judges' Association
Snohomish County Superior Court

Judge Robert Lawrence-Berrey
Court of Appeals, Division III

Judge Linda Lee
Court of Appeals, Division II

Judge Mary Logan
District and Municipal Court Judges'
Association Spokane Municipal Court

Judge David Mann
Court of Appeals, Division I

Judge Samuel Meyer, President
District and Municipal Court Judges'
Association
Thurston County District Court

Judge Kevin Ringus
District and Municipal Court Judges'
Association Fife Municipal Court

Judge Michael Scott
Superior Court Judges' Association
King County Superior Court

Judge Kitty Ann van Doorninck, President
Superior Court Judges' Association
Pierce County Superior Court

NON-VOTING MEMBERS:

Terra Nevitt, Interim Executive Director
Washington State Bar Association

Judge Michelle Gehlsen, President-Elect
District and Municipal Court Judges'
Association
King County District Court

Rajeev Majumdar, President
Washington State Bar Association

Dawn Marie Rubio
State Court Administrator

Judge J. Robert Leach,
Presiding Chief Judge
Court of Appeals, Division III

Judge Judith Ramseyer, President-Elect
Superior Court Judges' Association
Pierce County Superior Court

The **Mission** of the Board for Judicial Administration is to provide leadership and develop policy to enhance the judiciary's ability to serve as an equal, independent, and responsible branch of government.

The **Vision** of the Board for Judicial Administration is to be the voice of the Washington State courts.



Board for Judicial Administration (BJA)

Friday, February 21, 2020 (9 a.m. – noon)

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

AGENDA

1. Call to Order Welcome and Introductions	Chief Justice Debra Stephens Judge Gregory Gonzales	9:00 a.m.
2. Gender and Justice Commission Information sharing	Justice Sheryl Gordon McCloud Justice Steven González Kelley Amburgey-Richardson	9:05 Tab 1
3. Interpreter Commission Information sharing	Justice Steven González Robert Lichtenberg	9:40
4. BJA Task Forces Court Security Court System Education Funding	Judges Rebecca Robertson and Sean O'Donnell/Penny Larsen Jeanne Englert	10:00 Tab 2
5. Washington State Association of Counties Information sharing	Scott Hutsell Eric Johnson	10:25 Tab 3
Board Picture and Break		10:35
6. Standing Committee Reports Budget and Funding Committee • Legislative Session Update Court Education Committee Legislative Committee • Legislative Session Update Policy and Planning Committee	Judge Mary Logan Ramsey Radwan Judge Gregory Gonzales Judge Kevin Ringus Dory Nicpon Judge Michael Scott	10:50 Tab 4
7. BJA Communication plan update	Jeanne Englert	11:15 Tab 5
8. November 15, 2019 Meeting Minutes Action: Motion to Approve the Minutes of the November 15, 2019 Meeting	Chief Justice Debra Stephens	11:20 Tab 6
9. Public Trust & Confidence Committee Action: Motion to approve committee membership	Chief Justice Debra Stephens	11:25 Tab 7

<p>10. Information Sharing Discussion: What is one success, challenge, or lesson learned in 2019? What is one priority you hope to move forward in 2020?</p> <p>CMC Annual Report https://inside.courts.wa.gov/index.cfm?fa=controller.showCmcPage Roundtable Meeting Review BJA Business Account Statement</p>	<p>Chief Justice Debra Stephens Judge Greg Gonzales</p>	<p>11:30 Tab 8</p>
<p>11. Adjourn</p>		<p>12:00</p>
<p>Persons who require accommodations should notify Jeanne Englert at 360-705-5207 or jeanne.englert@courts.wa.gov to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.</p>		

- Next meetings:** **March 20, 2020 - AOC SeaTac Office**
May 8, 2020 - AOC SeaTac Office
June 19, 2020 - AOC SeaTac Office
September 18 - AOC SeaTac Office
October 16 - AOC SeaTac Office
November 20 - AOC SeaTac Office

TAB 1

Washington State Supreme Court Gender and Justice Commission

COMMISSION MEMBERS

Honorable Sheryl Gordon McCloud, Chair
Washington State Supreme Court

Honorable Marilyn G. Paja, Vice Chair
Kitsap County District Court

Honorable Anita Crawford-Willis
Seattle Municipal Court

Honorable Josie Delvin
Benton County Clerk

Honorable Rebecca Glasgow
Court of Appeals, Division II

Honorable Steve González
Washington State Supreme Court

Ms. Gail Hammer
Gonzaga University School of Law

Ms. Elizabeth Hendren
Northwest Justice Project

Ms. Grace Huang
API Institute on Gender-Based Violence

Honorable Eric Z. Lucas
Snohomish County Superior Court

Honorable Maureen McKee
King County Superior Court

Ms. Heather McKimmie
Disability Rights Washington

Honorable Rich Melnick
Court of Appeals, Division II

Ms. Erin Moody
Eleemosynary Legal Services

Ms. Riddhi Mukhopadhyay
Sexual Violence Law Center

Dr. Dana Raigrodski
University of Washington School of Law

Ms. Jennifer Ritchie
Washington Women Lawyers

Honorable Jacqueline Shea-Brown
Benton Franklin Superior Courts

Honorable Cindy K. Smith
Suquamish Tribal Court

Ms. Sonia M. Rodriguez True
True Law Group. P.S.

Ms. Victoria L. Vreeland
Vreeland Law PLLC

February 11, 2020

The Honorable Debra Stephens, Chair
The Honorary Gregory Gonzalez, Member Chair
Board for Judicial Administration

Re: Anti-Harassment Model Policy

Dear Board for Judicial Administration Chairs & Members:

The Conference of Chief Justices (CCJ) and Conference of State Court Administrators (COSCA) have expressed renewed interest in addressing sexual harassment in the courts. The Conference of Chief Justices passed a resolution encouraging state judicial branches to “establish procedures for recognizing and responding to harassment and harassment complaints.” We know that this issue is relevant in Washington State and addressing it at all court levels is essential.

In 2018, the Board for Judicial Administration (BJA) charged the Gender and Justice Commission (GJC) with developing a model anti-sexual harassment policy for Washington Courts. As the Supreme Court Commission dedicated to promoting gender equality in the judicial system, the GJC was well-positioned to complete this task. Today, we are pleased to share the results of our efforts over the past year plus -- a well-researched and vetted final draft of a model policy -- with you. Commission members Justice Steven González and Ms. Erin Moody, along with Judge Beth Andrus, lead this effort for us.

In line with our approach to other policy work, the GJC determined that it was necessary to incorporate not only sexual harassment, but all forms of workplace harassment into the model policy. We believe it is equally important for courts to prevent and respond to these other forms, such as racial harassment.

We look forward to hearing your feedback on the model policy. We are committed to working with you on next steps to disseminate this resource in our state.

In addition to the model policy, we want to share news about a related project. As many of you know, the Commission is currently in the midst of a new study of the nature and impact of gender bias in Washington state courts.

February 11, 2020

Page 2

This study has a particular focus on how race and poverty impact women when they access the courts, participate in legal proceedings, or work in the court environment, and the consequences they experience once they leave the courthouse.

We have teams of experts conducting extensive research on twenty-seven priority topics (*see enclosed materials*), and we are implementing four pilot projects. One of the pilot projects is a survey on workplace harassment (e.g. harassment based on gender, sexual orientation, race/ethnicity, etc.) in the courthouse. This pilot project was proposed by the same committee that developed the model policy, as a way to better understand harassment in Washington State courts. Dr. Arina Gertseva with the Washington State Center for Court Research is leading the development and administration of this survey.

We bring this to your attention because it presents a unique opportunity. Collecting survey data before the model policy is rolled out would provide baseline data. Baseline data is valuable as it would allow us to better understand the impacts of the model policy moving forward. Should you be interested, we could coordinate our timeline for conducting the survey with dissemination of the model policy.

We look forward to sharing more details about the policy and survey with you during our presentation on February 21st. Thank you for the opportunity to share our work with the BJA.



Justice Sheryl Gordon McCloud
Chair, Gender and Justice Commission



Judge Marilyn G. Paja
Vice Chair, Gender and Justice Commission

cc: Jeanne Englert, Manager, Board for Judicial Administration

Enclosures (2)

MODEL ANTI-HARASSMENT POLICY

Purpose for Offering Model Anti-Harassment Policy to Washington Courts

The Gender and Justice Commission strongly encourages all courts in the State of Washington to adopt a written anti-harassment policy that informs all of its employees, including Judicial Officers, that harassment will not be tolerated; defines and provides examples of harassment and other prohibited conduct; outlines a procedure for employees to report harassment; and encourages all employees, not just targets of harassment, to report misconduct.

The Commission also encourages all courts to assure that complaints will be handled as confidentially as possible, guarantee that employees who report harassment will not suffer adverse job consequences as a result, and require supervisors or managers within the court to report suspected harassment.

Finally, the Commission asks each court to implement the policy in a meaningful way, ensuring that supervisors and managers become familiar with the policy and review it on a regular basis, and that all employees are regularly trained on its provisions.

While the Commission offers this proposed model anti-harassment policy, it understands that the laws in each local jurisdiction may vary. Each court should review these local laws to ensure that any final policy adopted by your court complies with these legal requirements. Citation to authorities within the model policy are as of the date of creation of the model policy and should be updated as needed.

Model Anti-Harassment Policy

Statement of Purpose

The _____ Court (the Court) is committed to maintaining an environment of respect, dignity, and equal employment opportunity for all people who work in the Court. This policy is essential to that commitment, and it is the responsibility of [*supervisors, the Court Clerk, Court Administrator, and Judicial Officers*] and all employees to comply with and promote its provisions. A violation of this policy by an employee or volunteer may result in disciplinary action, up to and including dismissal from employment.

Everyone who works in the Court has the right to fair and equal treatment, regardless of age (40 years or older); sex (including pregnancy); marital status; sexual orientation; gender identity; race; creed; color; national origin; honorably discharged veteran or military status; the presence of any actual or perceived sensory, mental, or physical disability or the use of a trained dog guide or

service animal by a person with a disability; unless based upon a bona fide occupational qualification;¹ or genetic information.²

Definitions

The Court seeks to eliminate all harassment because any act of harassment undermines the integrity and quality of the workplace and is unfair to any employee or volunteer who experiences it.

Harassment is unwelcome language or conduct that targets a person or group of people because of their age (40 years or older); sex (including pregnancy); marital status; sexual orientation; gender identity; race; creed; color; national origin; honorably discharged veteran or military status; the presence of any actual or perceived sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability; unless based upon a bona fide occupational qualification; or genetic information.

Harassment becomes unlawful when the unwelcome language or conduct becomes a condition of continued employment or is severe or pervasive enough that a reasonable person would consider intimidating, hostile, or abusive.

Harassment can take many forms. Some examples include:

- Offensive jokes, comments about a person's body, degrading language, or slurs;
- Demeaning or sexually suggestive photos or videos shared through social media, email, or text message;
- Unwanted touching, offensive gestures, or blocking a person's movement.

Sexual harassment is a form of harassment that is sexual in nature. Sexual harassment includes, but is not limited to:

- Unwelcome comments, jokes, suggestions, or derogatory remarks of a sexual nature
- Inappropriate or unwelcome physical contact such as pats, squeezes, deliberately brushing against someone's body, or impeding or blocking a person's normal movement
- Posting sexually suggestive or derogatory pictures, cartoons, or drawings at one's workstation or in common areas, or sending them through email or text messages
- Unwelcome sexual advances or pressure for sexual favors
- Basing employment decisions (such as promotions, evaluations, or assignments) or access to court services on a person's acquiescence in the sexually harassing conduct

¹ RCW 49.60.040(7)(a) & (26), .180; 49.44.090; *Hegwine v. Longview Fibre Co., Inc.*, 162 Wn.2d 340, 172 P.3d 688 (2007).

² 42 U.S.C. 2000ff-1(a)(1).

Harassment, including sexual harassment, becomes unlawful when the unwelcome language or conduct becomes a condition of continued employment or is severe or pervasive enough that a reasonable person would consider intimidating, hostile, or abusive.

Harassment can occur in a variety of circumstances. The harasser can be a supervisor, a supervisor in another area, a co-worker, or a non-employee. Anyone can be unfairly affected by severe or pervasive harassment, whether they are the intended target of the harassment or not. And unlawful harassment may occur even if the target or others affected by the harassment do not miss work or lose any wages as a result.

If you are unsure whether conduct or language qualifies as “harassment,” you can and should report it.

Retaliation is any action by court personnel that punishes an employee who in good faith reports harassment, provides information to personnel investigating a claim of harassment, or testifies in a proceeding related to a claim of harassment, or that discourages employees from doing any of these things. Retaliation will not be tolerated.

Retaliation can include isolation at work, transfer to a less desirable position, demotion in title or job duties, dismissal, discipline, suspension, failure to hire or promote, negative performance reviews, exclusion from work-related events, or threatening or hostile behavior.

A Judicial Officer is anyone who is authorized to perform judicial functions, including an officer such as a magistrate, court commissioner, part-time judge, or judge pro tem.

Procedures for Reporting, Investigating and Resolving Incidents of Harassment

All employees have a responsibility to create a work environment that promotes dignity and respect. That is why the Court expects employees and volunteers to report harassment and retaliation immediately. If you are a supervisor who witnesses or knows about harassment, we expect you to immediately report that behavior and take steps to prevent its reoccurrence. We ask all employees, volunteers, and supervisors to follow the procedures described below, as applicable.

Reporting

If you are an employee or volunteer and you experience harassment, you should tell the harasser to stop, if you are comfortable doing so, and / or immediately report the harassment to *[their] [any] supervisor or [other designated party, such as the Court’s HR department, the Administrative Office for the Court, or designated court personnel]*, or any Judicial Officer, either orally or in writing. You should use the same reporting procedures if you experience retaliation.

If you are a supervisor and you become aware of harassment or retaliation, you must take immediate steps to prevent the behavior from reoccurring and must promptly notify *[designated person or office for receiving complaints, e.g., HR department, AOC, or designated court*

personnel]. If you fail to do so, you may be subject to corrective / disciplinary action up to and including dismissal. You have this reporting responsibility, even where the alleged harasser is a not a Court employee.

If you experience harassment or retaliation by a Judicial Officer, you may, in addition to following the procedures outlined in this policy, report the behavior to the Commission on Judicial Conduct.

You may also file a complaint with the Washington State Human Rights Commission or the Equal Employment Opportunity Commission.

Outside Contact Information

If you believe you have faced discrimination, harassment and/or retaliation, you have a right to file a discrimination, harassment, and/or retaliation complaint with an outside federal, state, or local agency. Below is the contact information for the agencies that cover Washington State.

Federal

Equal Employment Opportunity Commission: 1-800-669-4000
1-844-234-5122 (ASL Video Phone); www.eeoc.gov.

State

Washington Human Rights Commission: 1-800-233-3247; www.hum.wa.gov.

Investigation

The Court will promptly investigate a complaint of harassment or retaliation under this policy. The object of an investigation shall be to determine (1) whether harassment, as defined in this policy, has occurred; and (2) what corrective / disciplinary action, if any, should be taken.

Scope. Investigations will vary according to the nature and complexity of the underlying complaint. They may be informal or formal, depending on the circumstances, and may include, but are not limited to, interviewing witnesses and gathering relevant evidence. All Court employees and volunteers shall cooperate with investigations conducted under this policy.

Objectivity. Investigations will be objective and will not be conducted by any person having an interest in the outcome. An investigation may be conducted either by designated court personnel or by an outside entity. In any investigation, both the reporting party and the subject of the report have a right to be timely notified as to (1) the identity of the designated investigator(s) and (2) the outcome of the investigation.

Confidentiality. In any investigation, every reasonable effort will be made to maintain the confidentiality of the reporting party, the subject of the complaint, and any participating witnesses. Absolute confidentiality cannot be guaranteed in an investigation but identifying information will be shared with witnesses and other parties outside the investigating body only on a “need to know” basis.

The Court expects staff and others who learn of a report of harassment to minimize disruption and stress in the workplace by refraining from gossip and speculation about the report, the persons involved, the investigation, or its resolution.

At any time during the process, if the harassment continues, recurs, or if retaliation occurs, you should immediately contact [*the person designated to investigate the incident*].

Resolution

If the Court determines that a report of harassment is substantiated, [*name of decision-maker or decision-making body*] will determine the appropriate corrective / disciplinary action, up to and including dismissal.

After completion of the investigation and necessary personnel action, [*insert designated representative*] may provide follow-up to affected individuals, witnesses, or staff, considering the nature of the conduct and the circumstances of each case.

Prohibition on Retaliation

Retaliation is strictly prohibited. If you engage in retaliation, you will be subject to disciplinary action, up to and including dismissal.

Dissemination and Publication of Policy

A copy of this policy will be disseminated to all Court employees and volunteers and will be included in the orientation materials given to each new Court employee.

The policy will be published on the Court's website and will be available in paper format from [*insert custodian of policy, i.e., Court Administrator, Court Clerk*].

Training

All supervisors, including [*Court Clerk, Court Administrator,*] and Judicial Officers, must attend training at least once every [*insert number*] years. All other employees must attend training at least once every [*insert number*] years.

For new employees and new supervisors, training should be completed within [*insert time period, i.e., the first month*] of employment or within [*insert time period, i.e., the first month*] of becoming a supervisor.

Washington State Supreme Court Gender and Justice Commission

Gender Justice in the Courts Study Priority Topics

1. Gender impact of barriers to getting into court, including:

- Litigants' financial barriers such as user fees, costs of legal representation, childcare and travel to and from the courthouse.
- Litigants' communication barriers in matters such as obtaining domestic violence protective orders, participating in family law hearings, and interacting with GAL and CASA representatives.
- Immigration status barriers that may be preventing complainants and witnesses from coming to court.
- Barriers to jury service such as low juror pay, lack of childcare, etc., that contributes to lack of diversity in juries.

2. Gender impact in court proceedings and court workplace, including:

a. Gender impact in civil proceedings as they relate to:

- Violence; domestic violence and sexual assault.
- Family Law including divorce, maintenance, property division, custody, and child support.
- Economic consequences including fee awards and wrongful death.
- Workplace sexual harassment and discrimination.

b. Gender impact in criminal proceedings as they relate to:

- Increased criminalization and incarceration of women pre- and post- conviction.
- Increased criminalization and incarceration of men pre- and post- conviction and the consequences for women.
- Exceptional sentence availability.
- Commercial sexual exploitation.

c. Gender impact for juveniles as they relate to:

- Shifts in juvenile law focus such as limiting judicial discretion.
- Effects of treatment.
- Commercial sexual exploitation of children.

d. Treatment of lawyers, litigants, witnesses, victims, judges, and court personnel:

- Courtroom treatment of litigants, witnesses, victims, legal professionals, jurors, and other court personnel.
- Credibility of women in the courtroom.
- Acceptance of women in legal and judicial communities.
- Court personnel practices and procedures, including their application to GALs and guardians.
- Representation of women as ADR neutrals.

3. Impact of Gender Bias on Consequences After Leaving the Courthouse including:

- Legal financial obligations.
- Collateral consequences for incarcerated parents.
- The burden of mass incarceration on remaining heads of households.
- The availability of gender responsive programming and use of trauma informed care in DOC and court ordered programs.
- The consequences of sexual assault in jail or prison.
- Treatment of domestic violence perpetrators.
- The impact of a criminal background on access to services.

TAB 2



February 21, 2020

TO: Board for Judicial Administration Members
FR: Judge Sean O'Donnell and Judge Rebecca Robertson
Co-Chairs, BJA Court Security Task Force
RE: REPORT OF THE COURT SECURITY TASK FORCE

The court security task force concluded the needs assessment of courts with less than full-time entry screening at public entrances in January. Over 100 courts responded to the survey and produced the data needed to estimate the costs of security equipment and services for courts to meet the seven minimum standards of GR 36. The estimate for equipment is approximately \$2.5 million for magnetometers, infrastructure projects to implement screening, hand wands, weapon lock boxes, security cameras, duress alarms and notification systems. The estimate for services (excluding costs of entry screening staff) is approximately \$575,000 and includes security audits for approximately 200 courts, four regional trainings for all courts, and the annual labor costs for a court security coordinator and fiscal staff at AOC to implement the program and provide technical assistance to all courts.

The task force is using the cost estimate data to develop a funding strategy which prioritizes courts' access to funds over four years. Shared sites with two court levels and no entry screening at public entrances are prioritized first and apportioned the largest portion of funding received. All other courts without entry screening would be next in the prioritization of projects, using the remaining portion of funds received.

The task force will not be including the labor costs of entry screeners in the funding request recommendation for the BJA. We considered a phase down model of shared costs in which state funding for labor would be phased out over four years and picked up by local governments. Instead, the task force will concentrate on developing resources to support courts without full entry screening to work with their local governments to cover the labor costs of entry screening.

The task force funding strategy and cost estimates will be submitted to the BJA for discussion and approval at the March 20, 2020, meeting. The budget decision package is being drafted and will be submitted to the AOC.

Other work in progress includes conducting a survey on courthouse security from the perspective of the advocate community and developing a communication plan to support the advocacy campaign that will begin this summer.



February 21, 2020

TO: Board for Judicial Administration Members
FROM: Judge Douglas Fair and Judge Joseph Burrowes, Co-Chairs
RE: Court System Education Funding Task Force Report

Legislative Update:

Task Force members, Justices, and other stakeholders have been reaching out to legislators about the Court Education Budget Request.

Task Force members and allies (meetings that we know about) have met with 23 Senators and 52 Representatives in person. Additionally, 18 legislators have been contacted by letters/email.

Generally speaking, legislators have been receptive of the online education budget request. Approximately 1/3 of legislators expressed support for the request. The remaining legislators were receptive but non-committal.

Thank you to everyone who reached out to or met with legislators!

The Task Force meets in April to review session activities and determine next steps.

TAB 3



WASHINGTON
STATE ASSOCIATION
of COUNTIES

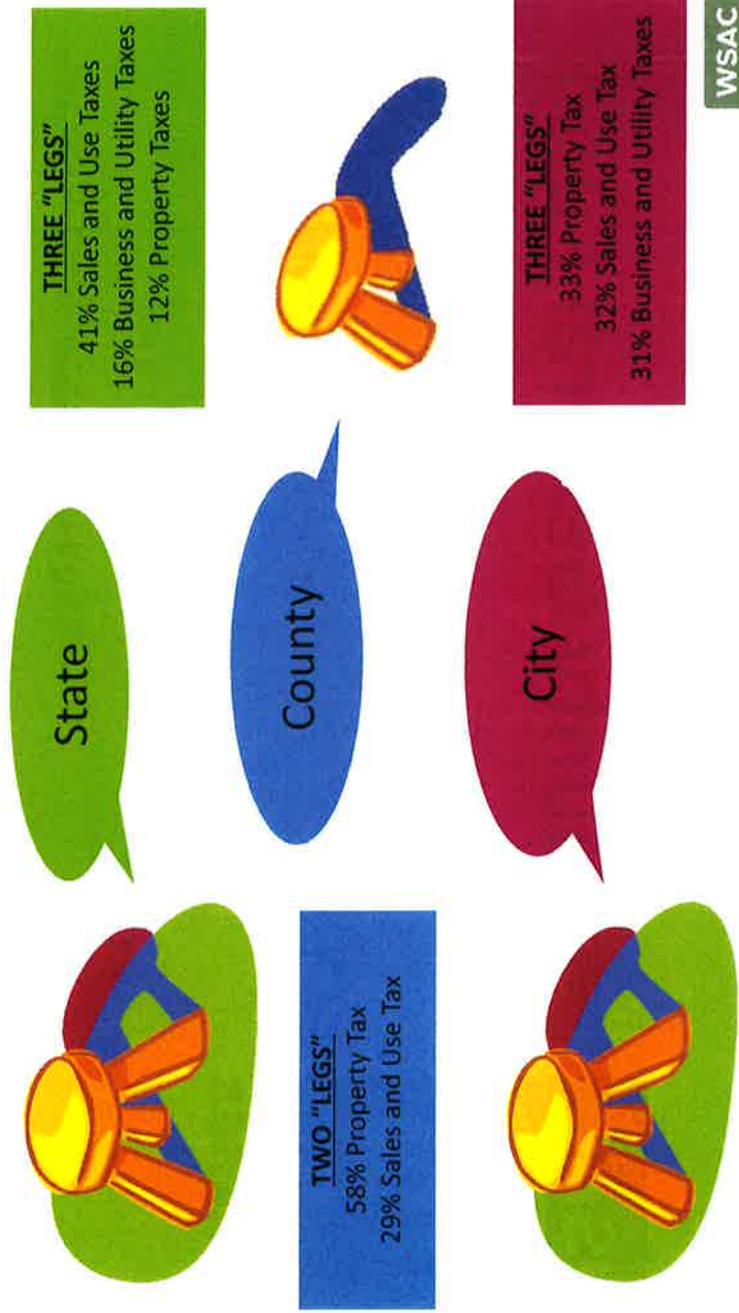
County General Fund Limitations

Board of Judicial Administration
February 2020

The Honorable Scott Hutsell
Lincoln County Commissioner
Immediate Past President

Eric Johnson, Executive Director

General Fund Tax Revenue Comparison

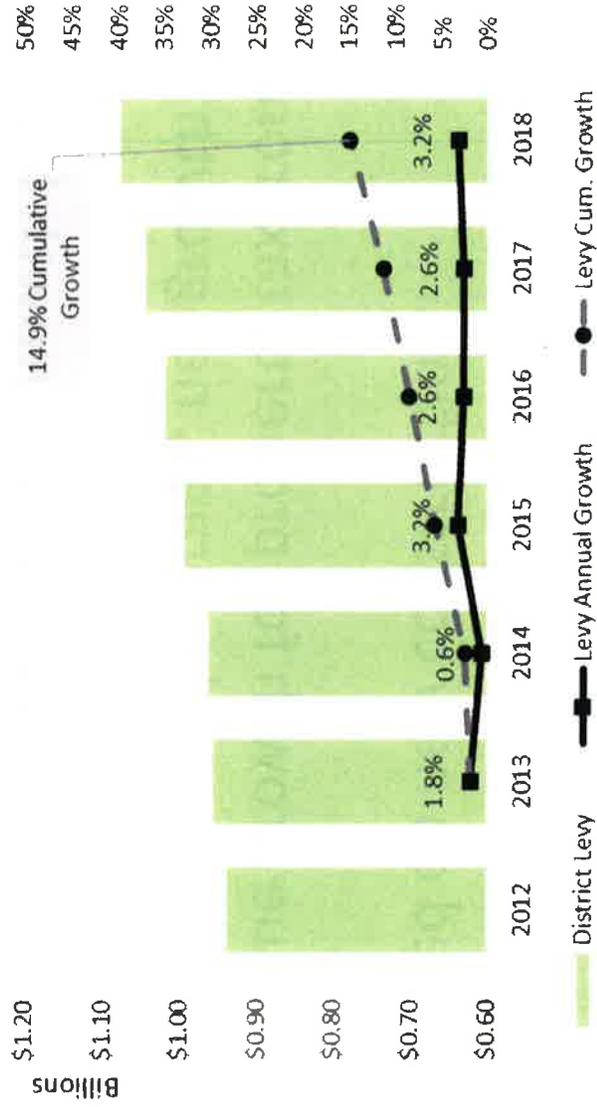


County General Fund Property Tax Levy

- County property tax levy growth capped at 1%, plus taxes levied on new construction.
- Net revenue growth for property tax from 2012-2018 is 2.3% annual average, net growth of 15%.
- CPI-U Seattle plus population growth for 2012-2018 is 3.53% annual average, net growth of 24.77%

County General Fund Property Tax Levy

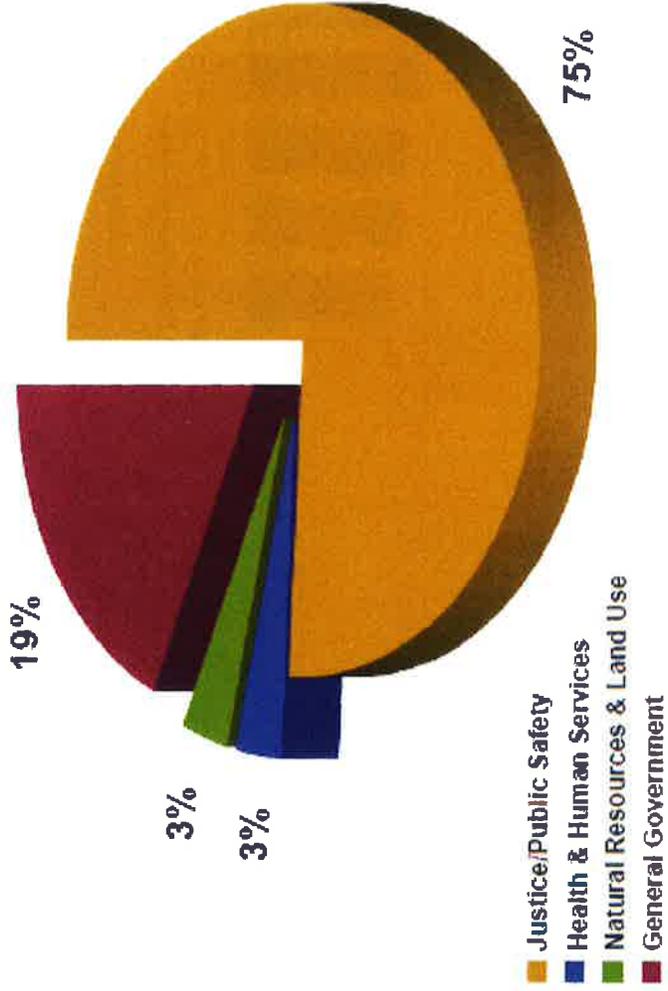
County Property Tax Levy
2012-2018



Source: DOR Property Tax Statistics

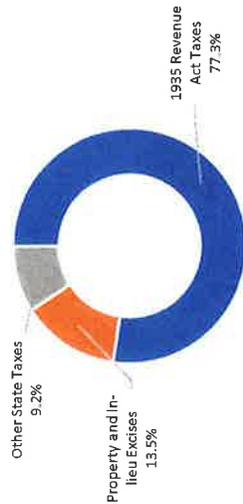
County General Fund Property Tax Levy

Current Expense



State vs County Primary General Revenue Sources

State Tax Revenue Sources
2018



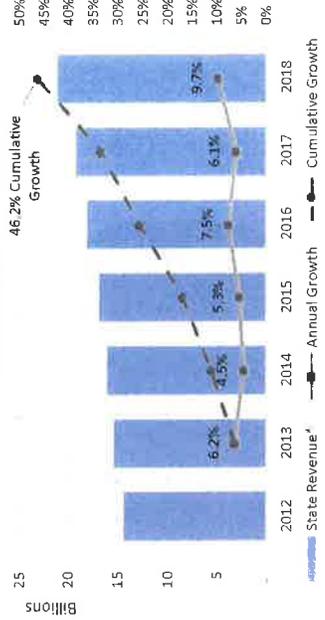
■ 1995 Revenue Act Taxes ■ Property and In-lieu Excises ■ Other State Taxes
*Source: DOR Tax Statistics - Table 4

County Tax Revenue Sources
2018



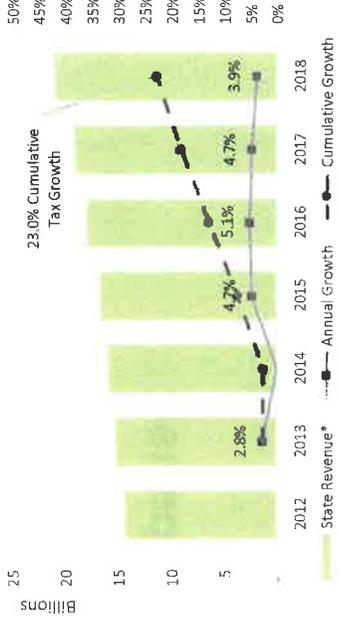
■ Property Tax ■ Sales Tax
*Source: DOR Tax Statistics

State Tax Revenue Growth
FY2012-FY2018



*Source: DOR Tax Statistics - Table 4

County Tax Revenue Growth
FY2012-FY2018



*Source: DOR Tax Statistics - Table 4



Eric Johnson

Executive Director

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2020 LEGISLATIVE SESSION

Increased Funding for Trial Court Public Defense

Justice by Geography

The constitution ensures a defendant's right to counsel in misdemeanor and felony prosecutions. The state's financial contribution to the constitutional right for effective legal representation can only be described as wholly inadequate. Despite the Legislature's continued recognition of the state's obligation that "effective legal representation must be provided for indigent persons...consistent with the constitutional requirements of fairness, equal protection, and due process," our state has failed to make progress toward funding this obligation. See RCW 10.101.005.

It is crucial for the Legislature to understand that the absence of state revenue, for such an obvious state mandate delegated to counties, leaves counties with no other option than to cut from other public health and safety services provided to our shared communities. **Please support state funding for trial court public defense services.**

"Given the existing low level of state funding and the increased costs identified to date, the State should increase the funding levels to cities and counties for public defense."

- House Judiciary Workgroup on Misdemeanor Public Defense Costs in Washington State, 2014

4%

Washington State's contribution of the total amount spent for trial court public defense services

Trial court public defense services suffer from the effects of justice by geography just as education did prior to McCleary. Having varying degrees of funding and resources for these services is inequitable.

\$54M

Increase in counties' costs for providing trial court public defense services from 2008-2017 (50%)

Counties desperately need the state to back up its stated commitment for the constitutional right to effective legal representation with real money. Counties cannot continue to fund trial court public defense services alone. In order to continue effective access to justice, the Legislature must fund the full cost of trial court public defense services – **an additional \$320 million in the next biennium.**

Current Funding Structure:

- Washington counties pay over 96% of the cost of trial court public defense services (\$160M /year)
- The state pays less than 4% (\$6M /year)
- This is an unbalanced approach to funding our justice system
- Washington State is the one of the lowest contributors nationally to public defense

Growing Requirements of Counties:

- The legislature and the Supreme Court have required counties to adopt new caseload standards for public defenders
- Counties have worked hard to take incremental steps to reach staffing levels consistent with the new standards, but costs have skyrocketed
- Nationally there are 23 states that fully fund public defense and another 9 states that fund more than 50%

Juliana Roe, Policy Director
(360) 489-3012 | jroe@wsac.org

📍 206 Tenth Ave SE Olympia, WA 98501

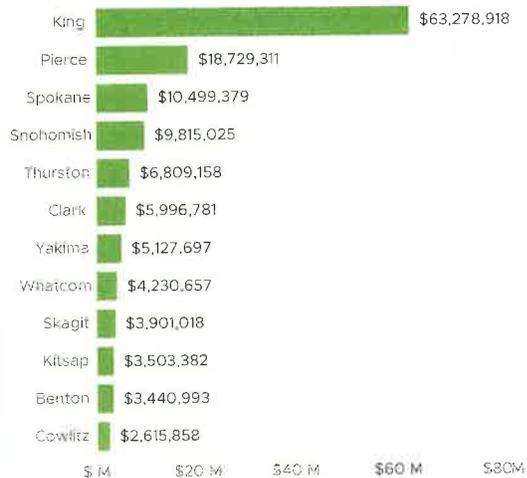
☎ (360) 753-1886

🌐 www.wsac.org

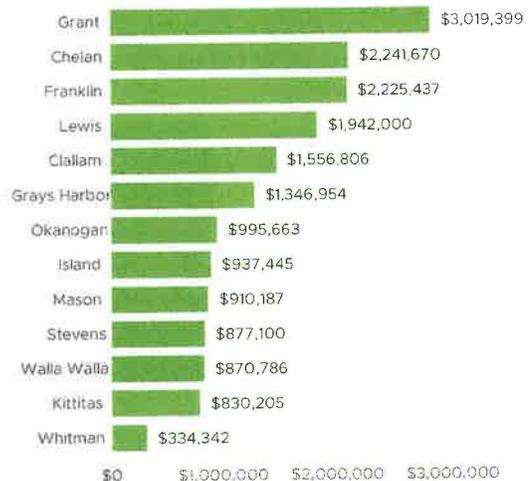


County Public Defense Spending (2018)

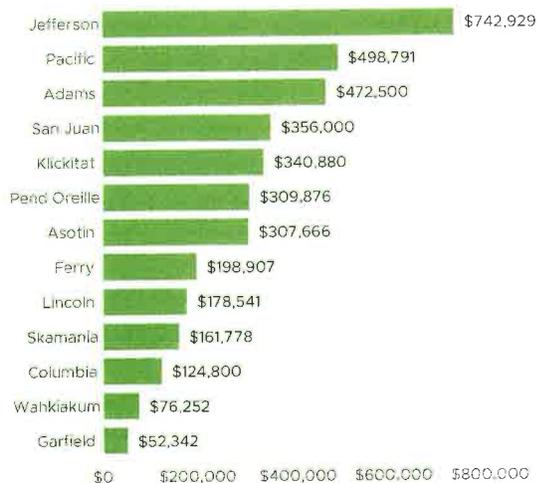
Public Defense Spending County Pop. > 100,000



Public Defense Spending County Pop. 40,000 to 100,000



Public Defense Spending County Pop. < 40,000



2021-2023 Budget Development, Review and Submittal Schedule

MONTH	TASK	DUE DATE
February 2020	AOC distributes budget instructions and associated materials. <u>BJA meeting.</u> Present schedule <u>JISC meeting.</u> Present schedule	February 2020 February 21, 2020 February 28, 2020
February 2020 March 2020	Budget instruction letter from Chief Justice distributed AOC staff assist with budget request development	TBD
April 2020	JISC Meeting	April 24, 2020
May 2020	BJA Meeting	May 8, 2020
June 2020	<u>Branch budget requests are due to AOC</u>	June 5, 2020
June 2020	BFC vets state general fund budget proposals that flow through AOC and presents to BJA	June 2020 (wk of June 8)
June 2020	<u>BJA meeting.</u> BFC presents state general fund budget requests that flow through AOC to BJA	June 19, 2020
June 2020	JISC meeting	June 26, 2020
July/Aug 2020	<u>Branch stakeholders present proposals to CFC</u>	TBD
July/Aug 2020	BFC recommends priorities to BJA	July/Aug 2020 (7/13-7/17 or 7/20-7/24)
September 2020	BJA makes priority recommendation to CFC	September, 18 2020
September 2020	CFC makes priority recommendation to SCBC.	September 21-25
September 2020	SCBC Reviews CFC recommendations.	Sept. 28-Oct 2
October 2020	<u>Admin. En Banc.</u> Priority recommendations presented to Supreme Court; Supreme Court approves final budget	October 7, 2020
October 2020	Branch budget transmitted	October 2020
January 2021	Legislature convenes	January 11, 2021

BJA Meeting Schedule	JISC Meeting Schedule	Revenue Forecast Schedule
February 21, 2020	February 28, 2020	February 19, 2020
March 20, 2020	April 24, 2020	N/A
May 8, 2020	N/A	N/A
June 19, 2020	June 26, 2020	June 17, 2020
September 18, 2020	August 28, 2020	September 23, 2020
October 16, 2020	October 23, 2020	N/A
November 20, 2020	December 4, 2020	November 18, 2020

Abbreviations:

- AOC-Administrative Office of the Courts
- BJA-Board for Judicial Administration
- JISC-Judicial Information Systems Committee
- BFC-Budget and Funding Committee (standing committee of BJA)
- SCBC-Supreme Court Budget Committee
- CFC-Court Funding Committee comprised of SCBC, BFC and 3 judicial members of JISC



February 12, 2020

TO: Board for Judicial Administration Members

FROM: Judge Gregory M. Gonzales, BJA Court Education Committee Chair
Judge Douglas J. Fair, BJA Court Education Committee Co-Chair

RE: Court Education Committee Report

The CEC continues to work with representatives from the Office of Court Business & Technology Integration (OCBTI) on the reconfiguration of education resources on Inside Courts.

Mr. Dirk Marler and Ms. Pam Dittman completed three focus groups with Presiding Judges and Administrators across the state. They have analyzed the comments and will disseminate a survey asking for input on the information gathered at the focus groups to Presiding Judges and Administrators that were unable to attend. This information will be utilized to develop regional educational programs.

The CEC identified and responded to the tasks from the BJA leadership summit. The Committee will have a report to the BJA in June.

The CEC created a CourtEdInfo listserv that connects all the education committee members at all court levels who utilize CEC funding. The intent is to provide a quick method for all education committees and their members to disseminate information on faculty, venues or request help to identify faculty to meet their needs. The introduction of the listserv included a copy of the Judicial Education Leadership Institute Guide which can be used by the education committees to provide guidance on sound adult education principles. This collaborative tool is one of the strategic priorities for the CEC. The District and Municipal Court Management Association's Education Committee has scheduled time with the AOC education team to conduct a two-day faculty development workshop for their committee members and will utilize the guide during the program.

The CEC remains committed to the work of the Court System Funding Taskforce. Ms. Anderson disseminated targeted emails to education committee members, past and present, at all levels of the court, asking them to contact their local representatives and specific legislators from their district asking them to support CEC online funding request. Ms. Englert scheduled numerous meetings between judicial officers and key legislators.

The CEC and AOC are drafting a profile/job description for the FTE responsible for developing online education. The CEC is developing a broad implementation plan for online education in order to be prepared if online education is funded.

The CEC approved a “Going Green” policy that encourages all stakeholders to use as few printed materials as possible when conducting educational programs. The Judicial College materials were all online and the AOC printed only items that were necessary. The Annual Conference Committee has committed to going green as have the other Associations. A “ghost” website, outside of Inside Courts, has been developed for those who do not have a RACFID so that they can also access materials. These users include retired judges, tribal judges, and international guests.

The Education Team is in the process of securing an Articulate license which will aid the team in quickly and easily developing online education.

Work in Progress

Request for Information on an event management system is being finalized and will be disseminated to vendors. The Event Management System will be available via a device application and will replace the need for the “ghost” website and further decrease the necessity of printing. All education participants will have access to the application on any device and will be able to review and download materials, as well as access the general packet, evaluations, and anything else conference related.

Ongoing Goals

- Support the Court System Education Funding Taskforce
- Implement a CEC hosted webinar.
- Develop a strategic plan for online education with no additional funding.
- Review RFI on off-the-shelf event management systems.

Long-term Goals

- Work with the BJA Court System Education Funding Taskforce on adequate and sustainable court education funding.
- Implement strategies and priorities identified in the CEC Roadmap and update as needed.



February 21, 2020

TO: Board for Judicial Administration (BJA) Members
FROM: Judge Kevin Ringus, BJA Legislative Committee Chair
Dory Nicpon, AOC Associate Director, Judicial and Legislative Relations
RE: BJA Legislative Committee Report and Legislative Session Update

During the legislative session, the BJA Legislative Committee convenes weekly calls to discuss pending legislation. For the 2020 legislative session, the Committee adjusted the format of the weekly agenda to facilitate greater intra-branch information sharing about the bills of most profound judicial interest or impact. In the new format, the perspectives of court levels and court entities (i.e., court administrators and, through staff, the Supreme Court Commissions) are explicitly invited. Each Thursday evening, staff who support the various court levels, associations, and entities are requested to share the bills of greatest interest or concern. Those bills appear on the agenda for discussion the following Monday afternoon.

In an even-numbered year, the bills introduced but not passed in the prior odd-numbered (long) session are reintroduced and viable. Legislators may introduce entirely new bills as well. In the 2020 session, there have been an extraordinary number of new bills: 1,164 new bills in the first ten days of the short session.

A small team at AOC reviews each new bill, determines whether AOC should analyze and track it, and assigns the necessary analysts. For bills with concerning language or significant impacts, escalation protocols are used to inform legislative or fiscal engagement.

2020 Legislative Session

New bills of interest to the judiciary this session include:

[2567/6522](#) (Courts/arrests): This bill restricts civil arrest of an individual going to, or returning from, a court facility. Except in specific circumstances, it prohibits judges, court staff, prosecutors, and prosecutors' staff from: 1) inquiring into, or collecting, immigration or citizenship information; and 2) providing non-publicly available personal information to federal Immigration and Customs Enforcement (ICE), or notifying ICE of an individual's presence at court facilities. The bill requires court personnel to collect information regarding state and federal law enforcement officers and actions at courthouses, and report the information to the Administrative Office of the Courts (AOC) to publish it.

[2793](#) (Vacating convictions/Clean Slate Act): Beginning July 1, 2022, this bill requires the AOC to send sentencing courts periodic reports of convictions that may meet statutory criteria for vacation. Sentencing courts must conduct hearings to review vacation-eligibility of convictions identified in the periodic AOC report. If the court does not vacate the conviction upon administrative review, then the court must set the conviction for contested hearing. The AOC must report certain information about convictions that it identified as potentially eligible for vacation, convictions reviewed by sentencing courts pursuant to the act, convictions vacated at an administrative review hearing, convictions set for a contested hearing, or convictions vacated at a contested hearing. By December 1, 2020, the AOC must evaluate data availability and changes to data availability, laws, etc. as may improve the reliability of the periodic reports that is must send sentencing courts under the bill.

[6438/2703](#) (Public Records Act/courts and court offices): This bill modifies the definition of “agency” for purposes of the Public Records Act (PRA) to include a court and an office within the judicial branch. It modifies the definition of “public record” for purposes of the PRA to include a “court case files and judicial records.” NOTE: The Senate version of this bill received a public hearing, but did not advance out of committee by the applicable cutoff date. The House version did not receive a public hearing. So, it appears that this bill will not advance.

[6287](#) (Guardianship/conservatorships [UGA trailer bill]): This bill makes adjustments to the Uniform Guardianship, Conservatorship, and Other Protective Arrangements Act (UGA), which was enacted in 2019 and scheduled to take effect on January 1, 2021.

[5450](#) (Adding superior court judges): This bill was introduced at the request of the BJA to add two superior court judge positions: one in Clark County and one in the tri-county judicial district for Ferry, Pend Oreille, and Stevens Counties.

The 2020 legislative session is scheduled to end on March 12, 2020. The default effective date for bills enacted during the 2020 session is June 11, 2020.

BJA Legislative Committee Next Activities

In addition to continuing to engage with legislators regarding pending legislation, the BJA Legislative Committee will begin preparations for legislative implementation and advancement of any BJA request legislation for the 2021 session.



February 21, 2020

TO: Board for Judicial Administration (BJA) Members
FROM: Judge Michael Scott, Chair, Policy and Planning Committee
RE: REPORT OF POLICY AND PLANNING COMMITTEE

The Policy and Planning Committee (PPC) met on November 15, 2019, and conducted an online meeting on January 23, 2020.

Status of BJA Strategic Initiative Process:

The PPC continues to gather information on creating a new task force on therapeutic courts. The DCMJA Therapeutic Court Committee indicated that they do not support the need for the task force, as they are working on legislation and support the AOC budget request for a Behavioral Health/Therapeutic Courts Coordinator. The SJCA Therapeutic Court Committee has a new chair and Judge Ramseyer will follow up to gauge their interest in a task force. If the SCJA Committee's recommendation is that a task force is not needed, the PPC will solicit proposals from the courts and justice partners for new strategic initiatives this summer.

Committee Work Plan Update:

1. Develop recommendations to BJA for approaching the adequate funding issue.

The November 2019 meeting was devoted to reviewing the Justice in Jeopardy (JIJ) initiative with colleagues Ramsey Radwan and Judge Federspiel of the Budget and Finance Committee. We learned that the judicial branch presented revenue generating options to the legislature, which resulted in additional funding via increased filing fees. This will be an issue that future adequate funding efforts will need to consider. We also discussed the importance of having a marketing plan and messaging that highlight efficiencies and returns on investments as well as documenting funding needs with data.

The January 23, 2020 meeting was a discussion on next steps, including whether a standing committee or task force would be the best structure to develop a systemic approach to adequate funding. We determined that more information from courts would be helpful in order to better understand the scope and nature of the problem. The next PPC meeting will focus on whether conducting a survey similar to the 2010 survey done by the JIJ Implementation Committee would be a good way to learn about the funding

challenges courts are facing now. In the 2010 report, judicial officers and administrators were asked open ended questions about how funding cuts affected court functioning and their ability to administer justice. It would be interesting to see if there is any pattern in the funding concerns expressed over the last 10 years.

2. Develop recommendations to the BJA to increase board diversity as requested at the March 2019 meeting.

Preliminary work was done last spring. At the February meeting, we will work on a product that BJA members can present to associations to assist in the recruitment of new members. The plan is to present the recommendations to the BJA at the March or May 2020 meeting.

3. Develop recommendations to BJA regarding the feasibility of a central pool of law clerks to support rural and low-resourced courts, an idea generated at the 2019 Judicial Leadership Summit. Research will begin in the spring of 2020. Dirk Marler will be invited to participate in this work item. SCJA is also interested in this idea and Penny Larsen will work with Crissy Anderson, the AOC SJCA coordinator, on researching the viability of implementing a program.



Court Communication

Effective court communication is important for several reasons. The Washington court system is decentralized, meaning that there is no central source of governance. Outside of court rule, each court and court level is able to administer their courts and identify system improvements how they deem most appropriate for their needs. This approach emphasizes the value placed on local independence. Recognizing the value of local independence, but respecting the importance of collaboration, there is value in the BJA being aware of issues and improvements taking place across the state.

The BJA is the only place in the judiciary where every level of court is represented and where those voices come together to be heard. Its influence is based on the value of being a forum in which judiciary information can be shared and compiled. The compilation of court system issues and improvements can facilitate the combining of resources, reduce the duplication of efforts, and support statewide strategic planning.

The purpose of the Court Communication Plan is to help keep each other informed, offer expertise and support, and eliminate duplication of efforts. Open and honest communication should be encouraged to assure that issues or problems are identified and resolved.

BJA Court Communication Plan

Court Coordination

- A judicial leadership summit will be held biennially with the intent of sharing information and identifying ways to collaborate on improvement efforts.
- BJA tables at Conferences when requested.
- The BJA Standing committees are used as a way to develop a collaborative approach for system coordination and improvement.
 - Members of the branch, who are not members of the BJA, can bring policy issues that impact the courts to the PPC for consideration.
 - Utilize the Policy and Planning Committee's Policy Assessment Criteria for reviewing new initiatives/requests brought to the BJA.

Communication Sharing

- BJA meetings are used as a forum for BJA entities to share issues affecting the courts.
- BJA members are responsible to report back on BJA work to their respective boards, benches and conferences.
- Share the BJA meeting materials, in advance, to identified association/committee listservs and include a statement about contacting the association/committee BJA liaison with any questions.
- An annual report of BJA accomplishments is published and distributed statewide.
- BJA will explore additional opportunities to share information about the branch structure, judicial organizations, and the BJA's role, such as during Judicial College.
 - BJA may send out periodic emails sharing the AOC Activity Report and a quick summary of the BJA meeting with links to the full minutes.
- The Full Court Press will periodically highlight the work of the BJA.
- The BJA website will be reviewed and revised annually to allow better access to information.

BJA Approved 2/15/2019



**Board for Judicial Administration (BJA) and
Court Management Council (CMC) Joint Meeting**
Friday, November 15, 2019, 9:00 a.m. – 12:00 p.m.
AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

DRAFT MEETING MINUTES

BJA Members Present:

Chief Justice Mary Fairhurst
Judge Greg Gonzales, Member Chair
Judge Doug Federspiel
Judge Michelle Gehlsen
Judge Dan Johnson
Judge Robert Lawrence-Berrey
Judge Linda Lee
Judge David Mann (by phone)
Judge Sam Meyer
Rajeev Majumdar
Terra Nevitt
Judge Kevin Ringus
Dawn Marie Rubio
Judge Michael Scott
Justice Debra Stephens
Judge Kitty-Ann VanDoorninck

CMC Members Present:

Derek Byrne
Susan Carlson
Patti Kohler
Frank Maiocco
Kim Morrison (by phone)
Brooke Powell (by phone)
Dennis Rabidou
Jane Severin (by phone)
Dawn Williams
Margaret Yetter

Guests Present:

Esperanza Borboa
Vonnie Diseth
Judge Kristin Ferrera
Pamela Harman-Beyer (by phone)
Jennefer Johnson
Judge Lisa Leone
Judge Rebecca Robertson
Kyle Sciuchetti
Fona Sugg
Tristen Worthen

Public Present:

Page Carter

Administrative Office of the Courts

(AOC) Staff Present:

Crissy Anderson
Judith Anderson
Jeanne Englert
Sharon Harvey
Penny Larsen
Dirk Marler
Dory Nicpon
Caroline Tawes

Call to Order

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

Judicial Information System Committee (JISC)

Vonnie Diseth presented a review and update on the JISC. The materials were included in the meeting packet, and addressed the major accomplishments of the JISC, the information technology governance process, and a review of current JISC projects.

Court Management Council (CMC)

Dawn Marie Rubio reviewed the mission of the CMC and an update on current projects. She also presented the Court Manager of the Year Award. The 2019 award winners were Jennefer Johnson, Des Moines Municipal Court Administrator, and Fona Sugg, Chelan County Superior Court Administrator.

Associations represented on the CMC gave reports. The Association of Washington Superior Court Administrators (AWSCA) is working on their spring conference curriculum. Some of the spring conference sessions will be joint sessions with the Superior Court Judges' Association (SCJA). The AWSCA Legislative Liaison is working with other legislative committees, and is engaged in conversations regarding the implementation of weapons surrender legislation.

The District and Municipal Court Management Association (DMCMA) regional trainings on implicit bias were well-received. The 2020 regional trainings will focus on change management and data cleanup, as well as celebration of the 50th anniversary of the DMCMA.

The Washington Association of Juvenile Court Administrators (WAJCA) is working on a legislative agenda, a retreat calendar, and investigating research- and data-driven decisions. There has been a lot of personnel turnover, and the WAJCA is considering how to move forward.

The Washington State Association of County Clerks (WSACC) is also preparing their legislative agenda and preparing for their spring and summer conferences.

The Court of Appeals is moving forward with their Electronic Case Management System (ECMS) and OnBase. The next steps include a fully-electronic court and implementing a public information system. Each division of the Court of Appeals held a 50th anniversary celebration.

Susan Carlson announced there will be a reception at the Temple of Justice in honor of Chief Justice Fairhurst's retirement. Justice Stephens will be sworn in as the next Chief Justice on January 6, 2020. The new justice has not been appointed. The Supreme Court has been working with the Court of Appeals on the inmate e-filing project.

Judicial Leadership Summit (JLS) Follow-up

The participants separated into small groups to discuss four questions from the JLS. After a discussion, the groups reported back.

1. Briefly describe a court operational/facility process or practice that could be more efficient.

- a lack of resources makes court security difficult;
- funding is needed from the state;
- a security resource expert at AOC would be helpful;
- a law enforcement person for training of court personnel would be helpful.

Challenges include:

- not creating barriers to access while improving security.

Markers to indicate improvements are working:

- is security better or more present?
- before and after surveys or secret shoppers.

Shared experiences include:

- challenges in movement of prisoners in a courthouse;
- more dialog about lack of resources;
- focus on easy fixes.

2. Briefly describe a document or records management process or practice that you encounter in your court that could be more efficient. As a group, decide on one efficiency and answer the questions below.

Focusing on records management efficiency, the group discussed the pilot juvenile probation program in Kitsap County.

- an off-the-shelf product was moved into the Odyssey system, which was lower cost and reduced duplication;
- Odyssey has better reports, and data entry errors and paper files were eliminated;
- there are case management inefficiencies and duplication of work.

Potential challenges include:

- the cost of implementing and maintaining the system;
- potential security issues.

3. Briefly describe a case flow or case management process that you encounter in your court that could be more efficient. As a group, decide on one efficiency and answer the questions below.

This group focused on automation with the OCourt system.

Inefficiencies include:

- forms and fields are not customizable. Changes to the forms take time;
- customization would be expensive.

Challenges include:

- cost;
- how OCourt will work with the state case management system .

4. Briefly describe an issue related to self-represented litigants that you encounter which could be more efficient. As a group, decide on one efficiency and answer the questions below.

Two groups discussed this question.

Inefficiencies include:

- the public's lack of knowledge;
- the challenge of distinguishing legal advice from legal information;
- self-represented litigants slow the process;
- self-represented litigants and court staff become frustrated.

Resources to improve the process include:

- funding; possibly counties could share resources;
- limited license legal technicians;
- courses for the public on how to go to court;
- technology such as web sites, a video with basic information, a public service announcement or frequently asked questions, and a public access computer in the court.

Washington State Bar Association (WSBA) Structure Workgroup

Chief Justice Fairhurst thanked Dory Nicpon and Margaret Shane for their work on the WSBA Structure Workgroup. Dory Nicpon reviewed the history of the Workgroup and the recommendations to the Supreme Court that were supported by a majority of the Workgroup. There will be two-hour work sessions on November 21 and 22 where the recommendations and the Supreme Court's decisions will be presented to the Senate Law and Justice Committee and the House Civil Rights and Judiciary Committee.

Justice Stephens clarified that the Legislature requested a report from the Workgroup, not a position. Although it may appear that the Supreme Court is divided, they are committed to working with the WSBA and interested parties.

Standing Committee Reports

Budget and Funding Committee (BFC): No report.

Court Education Committee (CEC): The CEC voted to approve the online education budget submission. Online education budget request toolkits are available online for anyone who wishes to use them in discussions with legislators. The annual Faculty Development program was held in November. The online education resources and

webinars on Inside Courts will be revamped. This project is expected to take six to eight months.

Legislative Committee (LC): The intra-branch discussion on artificial intelligence and algorithmic tools has been postponed. Dory Nicpon reviewed the possible budget impacts of Initiative 976.

Policy and Planning Committee (PPC): The PPC is focused on therapeutic courts. Members will reach out to the SCJA and DMCJA therapeutic court committees to make sure there is no duplication of efforts. The PPC is updating its work plan, including a focus on adequate and stable funding. Next year, the PPC will address BJA diversity, and will share that information with the BJA next March or May. They will also be exploring the idea of a central pool of law clerks and will coordinate with the SCJA.

BJA Task Force Updates

Court Security Task Force: The Court Security Task Force Report is continuing to poll courts with no front entrance security. The Task Force is also polling a sample of courts regarding their court security budget. Justice González will join the Task Force.

Court System Education Funding Task Force: The Legislative Toolkit and other information is available online, along with updated versions of the talking points and questions and answers. Jeanne Englert will send a widely-broadcast e-mail with this information once the judicial branch budget has been submitted to the legislature.

Public Trust and Confidence Committee

The Public Trust and Confidence Committee submitted nominations for three positions. Information on the nominees was included in the meeting materials.

It was moved by Judge Ringus and seconded by Judge Scott to approve the three nominations, Renea Campbell, Chris Gaddis, and Fé Lopez, for membership in the Public Trust and Confidence Committee. The motion carried unanimously.

October 18, 2019 Meeting Minutes

The October 18, 2019, BJA meeting minutes were deemed approved by Chief Justice Fairhurst.

Information Sharing

- Judge Gonzales thanked Chief Justice Fairhurst for her engaging and inspiring leadership. Many other BJA members echoed these thoughts.

- Judge Federspiel updated the BJA members on Judge Michael McCarthy's health.

Other

There being no further business, the meeting was adjourned at 11:59 a.m.

Recap of Motions from the October 18, 2019 Meeting

Motion Summary	Status
Approve the all three nominations for membership in the Public Trust and Confidence Committee. The motion carried unanimously.	Passed

Action Items from the November 15, 2019 Meeting

Action Item	Status
Next year, the PPC will address BJA diversity, and will share that information with the BJA next March or May.	
Jeanne Englert will send a widely-broadcast e-mail with information about the Court System Education Funding Task Force Legislative Toolkit once the education budget request has been submitted.	
<u>October 18, 2019 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

TAB 7

Committee: **Public Trust and Confidence Committee**

Nominee: Patricia Gutierrez

Nominee Title: King County District Court Coordinator

Nominee Address: 8601 160th Ave NE

Redmond, WA 98052

Nominee Email: Patricia.Gutierrez@kingcounty.gov

Nominee Phone: 206-477-2123

Nominated by: DMCMA
(i.e. SCJA, DMCJA, etc.)

Term Begin Date: January 1, 2020

Term End Date: December 31, 2021

Has the nominee served on the PTC Committee in the past? Yes_____ No X

If yes, please indicate how many terms and dates:

Additional information you would like the BJA to be aware of regarding the nominee:

Please send completed form to:

Margaret Fisher
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170
margaret.fisher@courts.wa.gov

BJA BUSINESS ACCOUNT
FOURTH QUARTER 2019 SUMMARY

OCTOBER - DECEMBER 2019			
ITEM	WITHDRAWALS	DEPOSITS	BALANCE
BEGINNING BALANCE			\$6141.95
TOTAL EXPENDITURES	\$176.22		
TOTAL DEPOSITS		\$0.00	
ENDING BALANCE			\$5965.73

BJA BUSINESS ACCOUNT
FOURTH QUARTER 2019 ACTIVITY DETAIL

DATE	CK #	TO	FOR	AMOUNT	CLEARED
10/14/2019	3792	CAROLINE TAWES	REIMBURSEMENT/GIFT FOR CJ FAIRHURST	26.22	YES
11/18/2019	3793	JEANNE ENGLERT	REIMBURSE FOR RETIREMENT GIFT	150.00	YES
				\$176.22	

DEPOSIT DATE	AMOUNT
TOTAL FOURTH QUARTER DEPOSITS	\$0