

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) Meeting Friday, February 21, 2025 (9 a.m. – 12:00 p.m.)

AGENDA

BJA Members Present:

Chief Justice Debra Stephens
Judge Alicia Burton, Member Chair
Judge Tam Bui
Judge Andrea Beall
Judge George Fearing
Judge Kristin Ferrera
Judge Rebecca Glasgow
Judge John Hart
Judge Cindy Larsen
Judge David Mann
Terra Nevitt
Judge Donald Richter
Judge Rebecca Robertson
Judge Diana Ruff
Dawn Marie Rubio
Judge Karl Williams

Guests Present:

Jeff Adams
Jenny Durkan
Tim Fitzgerald
Margeaux Green
Jessica Humphreys
Judge Carolyn Jewett
Justice Sheryl McCloud
Frankie Peters

Kevin Plachy
Sara Robbins
Commissioner Karl Triebel

Administrative Office of the Courts (AOC) Staff Present:

Nicole Ack
Scott Ahlf
Kelley Amburgey-Richardson
Heidi Green
Brittany Gregory
Melissa Hernandez
Scott Hillstrom
Laura Jones
Kyle Landry
Penny Larsen
Allison Lee Muller
Stephanie Oyler
Haily Perkins
Christopher Stanley
Caroline Tawes
Lorrie Thompson

Call to Order

Welcome and Introductions

Judge Burton called the meeting to order at 9:01 a.m. She welcomed Chief Justice Stephens back to the BJA meetings.

Chief Justice Stephens told the participants they have an opportunity to look at the governing BJA documents, and reminded the participants the BJA is the body that helps the judicial branch self-govern, speak with one voice, and shares information. This is the meeting where important decisions are made and

participants can share that information with the associations and organizations they represent.

Immigration Enforcement in and Around Courthouses

This is the first opportunity for the BJA to address what we know about the federal Executive Orders (EO) that affect courthouses and court work. Chief Justice Stephens would like to give an update and hear comments. It will also be helpful to understand how funding concerns are being addressed.

There was an EO yesterday that affects any entity spending federal money that promotes illegal immigration. The judicial branch will have to study the EO more closely. The approach the branch is taking is to emphasize we have good state laws that ensure courts are open to all. Under state law, sheriff deputies can't be deputized by Federal immigration agents. Chief Justice Stephens, Justice Yu, and Dawn Marie Rubio met with representatives from the Governor's office and the Office of the Attorney General. There is no reason to escalate conversations with Homeland Security until there is an issue.

There is a reporting form for gathering information and providing that information to AOC regarding any civil arrest activity at court facilities. It is important to report any behavior by immigration authorities that are not compliant with state law. There will be a practical education webinar on this issue as well as sessions at the spring conferences.

There is a document on the Washington Courts resource page ([Washington State Courts - Supreme Court - Immigration Enforcement in and Around Courthouses](#)) that reviews the structure of Immigration and Customs Enforcement (ICE). Understanding the structure is helpful to orient yourself. AOC has requested an informal opinion from the Attorney General to offer advice to our courts. AOC is requesting more specific guidance between complying with state law and current enforceable federal policy. It is important to have a conversation with whomever contracts with security in your courthouse about the terms of the EO, interim guidance, terms of the statute, and what information collecting will look like. Courthouses should have a designated representative on these issues.

BJA Task Forces

Alternatives to Incarceration Task Force

The Task Force will have a report at the March BJA meeting.

Remote Proceedings Workgroup

The Workgroup will have a report at the March BJA meeting.

BJA Standing Committees

Budget and Funding Committee (BFC)

The BFC worked closely with associations to make the best available budget reductions and were able to come to an agreement on the most palatable reductions.

The budget revision memo was included in the meeting materials. The request is a \$12.5 million biennial reduction, or a 25% reduction in a four-year request. New requests were cut while retaining top priorities. Changes include a \$4 million cut to the education package. Reductions include eliminating the new court leadership/management program, the new Courts of Limited Jurisdiction administrators' academy, the new Improving Access to Justice program, the Institute for New Court Employees, two FTEs in education, reducing additional funding for direct costs for existing events, pro tem funding for the District and Municipal Court Judges' Association spring conference, and additional funding for audio/video and live streaming. Six decision packages were cut entirely because they were for new funding to expand existing AOC services.

These cuts may not be enough. The Judicial Branch may be obligated to reduce the base budget in some manner, and Christopher Stanley has additional cuts that are not reflected in the meeting materials. Those additional cuts, if required, will not impact AOC services or existing staff or affect executing the mission of the Judicial Branch.

It was moved by Chief Justice Stephens and seconded by Judge Ruff to approve revised budget requests. The motion passed unanimously.

Judge Burton thanked the BFC members.

Court Education Committee (CEC)

The CEC is continuing to work on their governing documents. Amendments to their charter were approved. Their policy documents will be addressed next. The CEC voted to add a member from the Misdemeanant Probation Association. The CEC is reviewing their strategic plan, priorities, vision, and mission.

Legislative Committee

This legislative session has many challenges, including new legislators, a tight budget, and a lot of big bills with large fiscal notes. Brittany Gregory thanked Christopher Stanley for his budget work.

All BJA request legislation has made it through the policy cutoff date. Brittany Gregory reviewed the status of the BJA request legislation and other bills of interest to the BJA or courts. A summary was included in the meeting materials.

Judge Burton thanked Brittany Gregory and Judge Glasgow for their work on the Legislative Committee.

Policy and Action Committee (PAC)

Presentation: Gender and Justice Commission on Workplace Harassment

The PAC began the initial process of beginning a project with the Workplace Harassment Survey from the Gender and Justice Commission (GJC).

Judge Glasgow discussed the proposed charter of a BJA Workplace Antiharassment Task Force, included in the meeting materials. She discussed the key findings of the 2021 Workplace Harassment study and pilot project recommendations, and asked that the Task Force oversee development and implementation of a long-term anti-bias/anti-harassment training plan for the Judicial Branch.

The focus would be on data-based research and measurable outcomes. Membership would include organizations across the Judicial Branch. There was a discussion on including a court management professional as a co-chair and adding a member from the Washington Association of Prosecuting Attorneys or the Office of the Attorney General for a legal perspective. Suggestions for other members are welcome.

It was moved by Judge Burton and seconded by Judge Bui to adopt workplace anti-harassment as a strategic initiative and approve a taskforce to focus on workplace harassment. The motion passed unanimously.

Court Security Committee

Kyle Landry submitted the BJA Court Security Committee Annual Report, included in the meeting materials. The Committee established four priorities. Personal security for judicial officers and court staff may be addressed through the Secretary of State to address a confidentiality program.

Funding is difficult, particularly for rural courts. The Committee submitted two budget requests to address this.

There is a new incident and threat reporting form that will improve data collection. The data may be used for funding or security improvements. There is limited access to the data submitted in the form.

Incident Reporting <https://inside.courts.wa.gov/apps/securityform/>;

Threat Reporting <https://inside.courts.wa.gov/apps/threatform/index.cfm>;

Incident Data Charts <https://inside.courts.wa.gov/apps/securityform/charts.cfm>)

There is an ongoing need to support court staff with continued training opportunities.

The Committee is happy to take on projects as they come up.

Public Engagement and Education Committee (PEEC)

The PEEC requested approval of three new members Justice Raquel Montoya-Lewis, Karen Bowen, and Yvette Perrantes. Information about each nominee was included in the meeting materials.

It was moved by Judge Glasgow and seconded by Judge Robertson to approve the new PEEC members. The motion passed unanimously.

Approval of 2025–26 BJA Meeting Schedule

It was moved by Judge Burton and seconded by Chief Justice Stephens to approve the 2025–26 BJA meeting schedule. The motion passed unanimously.

Adoption of Statement of Principles Around Artificial Intelligence (AI)

Washington State Bar Association (WSBA) Presentation

Included in the meeting materials was the AI Statement of Principles. This is not a governance document but a commitment to values. The WSBA created an AI Task Force with representatives from practices across the state, as well as judicial and law school representatives. There will be a full program on AI at the Annual Judicial Conference in fall 2025. Jenny Durkan, Margeaux Green, and Kevin Plachy from the WSBA presented the work of the Task Force.

AI may be one of the most disruptive technologies ever seen. Task Force members reviewed aspects of legal practice that may be affected, as well as access to justice and education. The Task Force is starting to form recommendations, and expects to have a draft report in two months. The Task Force surveyed legal practitioners throughout the state about their use of and attitudes toward technology. The results will be finalized as a stand-alone report.

Kevin Plachy summarized the survey results. Details were included in the meeting materials.

The survey was sent to 10,000 WSBA members across the state and 516 members responded. The highest concerns in legal practice were incomplete or inaccurate data, and potential violation of ethical and professional standards. There is a lack of understanding about how AI processes and stores data. Small firms use AI much less than in-house and large firms. There is interest in training and tools, continuing legal education events, and WSBA resources.

Technology is moving so quickly it is difficult to find what is available. The Task Force would like to prepare, take advantage of the positive aspects of AI, and provide some guidance on the technology. The survey will

be a good starting point to understand the use of AI.

The Task Force has no final recommendations. As an initial step, the BJA was asked to adopt the statement of principles included in the meeting materials. The statement communicates to the public and legal community that we have a framework informed by ethics and transparency and accountability, and will be cautious and focus on core values.

It was moved by Chief Justice Stephens and seconded by Judge Burton to adopt the statement of principles around AI for the BJA.

There was a friendly amendment to edit the first paragraph of the statement to add “avoids compounding bias.”

It was moved by Chief Justice Stephens and seconded by Judge Burton to adopt the statement of principles around AI with the addition of “avoids compounding bias” for the BJA. The motion passed unanimously.

A corrected version of the statement of principles will be sent to Melissa Hernandez to circulate.

Jenny Durkan thanked Chief Justice Stephens and the BJA for considering this issue. Chief Justice Stephens thanked the presenters for their information.

Approve Signers for the BJA Dues Account

There has been a transition in BJA staffing and the signatories on the BJA Business Account need to be changed. The BJA needs to officially approve the change, and the minutes need to be signed by the co-chairs to transfer the signing authority. Brittany Gregory and Scott Ahlf will be the new signatories.

It was moved by Judge Robertson and seconded by Judge Burton to change the signatories for the BJA Business Account to Brittany Gregory and Scott Ahlf. The motion passed unanimously.

Minutes Approval

It was moved by Judge Ruff and seconded by Judge Beall to approve the November 15, 2024, meeting minutes as written. The motion passed with one abstention.

Information Sharing

Chief Justice Stephens reminded participants of the June 13, 2025, Leadership Summit. Key legislators will also be invited. The summit will be a good opportunity to build themes and topics for collaborative discussions. More information will be sent.

Kyle Landry said that GovDelivery is best way to receive up-to-date information on the status of federal funding sources (<https://public.govdelivery.com/accounts/WADOC/subscriber/new>).

Dawn Marie Rubio reminded the participants that the lease for the AOC SeaTac office expires at the end of March 2025. Also, AOC staff will be relocating to larger building nearby to accommodate agency growth. Most staff will move in October 2025. The AOC data center will remain in the same building.

Commissioner Triebel reminded the participants that today is the last day to complete the Disability Justice

Task Force survey. Judge Burton reminded everyone that today is also the last day to participate in the belonging survey.

The next BJA meeting is March 16, 2025.

Adjourn

The meeting adjourned at 11:47 a.m.

Recap of Motions from the February 21, 2025 Meeting

Motion Summary	Status
Approve revised budget requests.	Passed
Adopt workplace anti-harassment as a strategic initiative and approve a taskforce to focus on work place harassment.	Passed
Approve a new PEEC members.	Passed
Approve the 2025–26 BJA meeting schedule.	Passed
Adopt the statement of principles around AI with the addition of “avoids compounding bias” for the BJA.	Passed
Change the signatories for the BJA Business Account to Brittany Gregory and Scott Ahlf. Minutes Approval	Passed
Approve the November 15, 2024, meeting minutes as written.	Passed

Action Items from the February 21, 2025 Meeting

Action Item	Status
A corrected AI statement of principles will be sent to Melissa Hernandez for circulation, and will be made available to all courts.	Done
<u>November 15, 2024 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