

# **BOARD FOR JUDICIAL ADMINISTRATION**



**WASHINGTON  
COURTS**

## **MEETING PACKET**

**FRIDAY, MAY 16, 2025  
9:00 A.M.**

**VIDEOCONFERENCE**

# Board for Judicial Administration Membership

## 2024–2025



### ***VOTING MEMBERS:***

**Chief Justice Debra Stephens**, Chair  
Washington State Supreme Court

**Judge Alicia Burton**, Member Chair  
Superior Court Judges' Association  
Pierce County Superior Court

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**Judge Andrea Beall**  
District and Municipal Court Judges' Association  
Puyallup Municipal Court

**Judge Tam T. Bui**  
District and Municipal Court Judges' Association  
Snohomish County District Court

**Judge George Fearing**  
Court of Appeals, Division III

**Judge Kristin Ferrera**, President  
Superior Court Judges' Association  
Chelan County Superior Court

**Judge Rebecca Glasgow**  
Court of Appeals, Division II

**Judge John Hart**  
District and Municipal Court Judges' Association  
Whitman County District Court

**Judge David Mann**  
Court of Appeals, Division I

**Justice Raquel Montoya-Lewis**  
Washington State Supreme Court

**Judge Donald Richter**  
Superior Court Judges' Association  
Pacific County Superior Court

**Judge Rebecca Robertson**  
District and Municipal Court Judges' Association  
King County District Court

**Judge Diana N. Ruff**  
Superior Court Judges' Association  
Benton/Franklin Superior Court

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

**Judge Karl Williams, President**  
District and Municipal Court Judges' Association  
Pierce County District Court

### ***NON-VOTING MEMBERS:***

**Sunitha Anjilvel**, Acting President  
Washington State Bar Association

**Judge Anita Crawford-Willis**, President-Elect  
District and Municipal Court Judges' Association  
Seattle Municipal Court

**Judge Cindy Larsen**, President-Elect  
Superior Court Judges' Association  
Snohomish County Superior Court

**Terra Nevitt**, Executive Director  
Washington State Bar Association

**Dawn Marie Rubio**  
State Court Administrator

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, May 16, 2025 (9 a.m. – 12:00 p.m.)

### AGENDA

<b>1. Call to Order</b>  Welcome and Introductions  Member Responsibilities	Chief Justice Debra Stephens Judge Alicia Burton	9:00am Tab 1
<b>2. Presentation of Current Court Projects</b>  Pre-trial Services  Juvenile Justice  Accessibility in the Courts  Public Engagement and Court Education  Facilitated breakout room discussions	Lillian Hawkins/Yvonne Jones  Judge Alicia Burton  Joslyn Nelson  Scott Hillstrom/ Nicole Ack  Melissa Hernandez	9:05am Tab 2
<b>Break</b>		10:05am
<b>3. BJA Task Forces</b>  Alternatives to Incarceration  Remote Proceedings	Judge Mary Logan/Judge Katie Loring/Laurie Louise Sale  Judge Rogers/Judge Gerl/Laurie Louise Sale	10:15am
<b>4. Committees</b>  Budget and Funding Committee  Court Education Committee  Legislative Committee  Policy and Action Committee <i>Motion: Approve Charter Amendments</i> <i>Motion: Approve co-chairs for the Workplace Antiharassment Task Force</i>  Court Security Committee	Judge Diana Ruff/ Chris Stanley  Judge Tam Bui/Scott Hillstrom  Judge Rebecca Glasgow/ Brittany Gregory  Judge Michael Scott/Melissa Hernandez  Judge O'Donnell/Kyle Landry	10:20am Tab 3
<b>5. Minutes approval</b> <i>Motion: Approve the March 21, 2025 meeting minutes</i>	Judge Alicia Burton	10:55am Tab 4

<b>6. Information Sharing</b>	Judge Alicia Burton	11:00am Tab 5
<b>7. Adjourn</b>		11:15am
Persons who require accommodations should notify Melissa Hernandez at <a href="mailto:Melissa.Hernandez@wa.courts.gov">Melissa.Hernandez@wa.courts.gov</a> 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.		
<b>Next meetings: <i>Location TBD if not listed</i></b> <ul style="list-style-type: none"> <li>June 13, 2025, 8:30am-1:00pm, In-Person Judicial Leadership Summit</li> </ul>		



### BJA Member Responsibilities

1. Materials are provided ahead of the meetings and members are responsible for reviewing all materials prior to the BJA Meeting understanding that these materials provide context for meeting discussions and voting items.
2. BJA members who represent an association are responsible for reporting information gleaned from BJA committee meetings and monthly BJA meetings back to their respective associations to include: materials shared prior to the BJA meeting, key takeaways from meeting presenters, and results of motions that were proposed during the meeting.
3. All questions and discussions regarding materials and motions should be asked and answered prior to the motion passing.
4. If a BJA member representing an association is not available, they are able to appoint a proxy for the meeting. A proxy is responsible for completing all of the aforementioned duties and represent the same court level as the member they are covering—the proxy cannot be an existing voting member.

## TAB 2





# Board for Judicial Administration Pretrial Services Update

Yvonne Jones, MSOD, Sr Court Program Analyst  
Colby Brewer, Sr. Court Program Analyst

Friday March 21, 2025



# Objective

- Background
- Current Projects
- Upcoming



# Background

- Pretrial Reform Task Force (2017)
- AOC Pretrial Project (2023)



## Pretrial Reform Task Force Final Recommendations Report



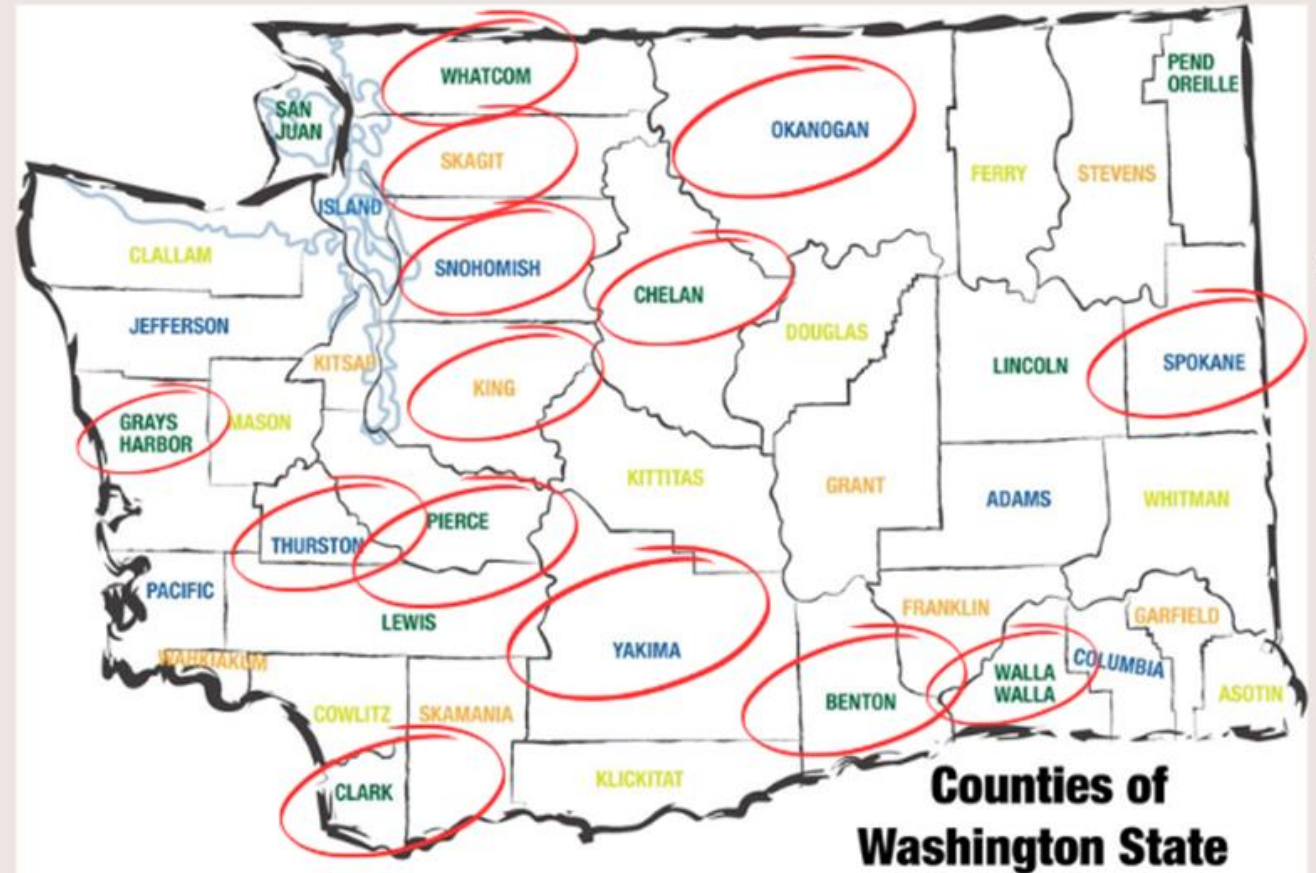
## Awardee Sites:

- Skagit County District and Municipal Court
- Snohomish County District Court
- Edmonds Municipal Court
- Everett & Marysville Municipal Court
- Snohomish Superior Court
- Cheney Municipal Court
- Thurston County Pretrial Services
- Walla Walla Court Services
- Walla Walla District Court
- Whatcom County Superior Court
- Yamika County Pretrial Services



## Awardee Sites Continued:

- Benton County District Court
- Chelan County Superior Court
- Battleground Municipal Court
- Franklin County District Court
- Grays Harbor District Court
- Redmond Community Court
- Okanogan County Clerks Office
- Bonney Lake Municipal
- Sumner Municipal Court



# Overview of Pretrial Strategies and Scope of Work

- FTE
- Training
- Text and Email notifications
- Educational Videos
- Electronic Monitoring
- ORAS certifications
- Trauma Kits
- Equipment and Technology
- Internship



# **Pretrial Strategies and Scope of Work: (1<sup>st</sup> Round of Funding)**

- **Snohomish OPD (GPS services)**
- **Walla Walla District Court (Expand program, GPS monitoring)**
- **Whatcom County Superior Court (Expand program)**
- **Battleground Municipal Court (GPS services)**
- **Sumner Municipal Court (GPS services)**
- **Bonney Lake Municipal Court (GPS services)**

# Pretrial Strategies and Scope of Work (2<sup>nd</sup> Round of Funding)

- **Skagit** (Training and expand menu of services)
- **Snohomish District** (Launch Pretrial Pilot under Probation)
- **Everett and Marysville** (Training and expand menu of services)
- **Thurston** (Pretrial Conference Registration)
- **Okanogan Clerks Office** (Upgrade technology, staff training)
- **Yakima** (Site visit from APPR TA providers)
- **Redmond Municipal Court** (Training)
- **Cheney Municipal** (Risk Assessment Training)
- **Grays Harbor** (Launch Pretrial pilot under Probation)
- **Spokane District** (Training and expand menu of services)
- **Chelan Superior Court** (Training and expand menu of services)

# Recent & Upcoming:

- Additional FTE/Colby Brewer
- Pretrial Interest Meeting\*
  - Launch Pretrial Teams Channel
  - Launch Pretrial Listserv
  - Launch Pretrial Network and Mentoring



# Where do we go next?



### TAB 3





May 16, 2025

**TO:** Board for Judicial Administration (BJA) Members  
**FROM:** Judge Rebecca Glasgow, BJA Legislative Committee Chair  
Brittany Gregory, AOC Associate Director, Judicial and Legislative Relations  
**RE:** BJA Legislative Committee Report

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### **2025 Legislative Engagement**

Sunday, April 27 was the last day of the regular session.

Implementation planning took place at the beginning of last week and AOC staff are underway with the various tasks that need to be completed.

### **2025 Agency Request Legislation**

Updates to 2025 Agency Request legislation are summarized below:

**E2SHB 1174:** Court Interpreter Statutory Revisions ([RCW 2.43](#)) (Representative Strom Peterson)

- This bill requests changes to Washington statute ([RCW 2.43](#)) to be compliant with Federal Department of Justice policy interpretation of Title VI prohibiting a court from imposing interpreter costs on parties in all court proceedings and court-managed programs; update statutory verbiage in order to align with the operations conducted by AOCs Court Interpreter Program and industry best practices; and to provide better access to the courts and court services for individuals regardless of their ability to communicate in English.
- Signed by the Governor; Chapter 55 of the 2025 Session Laws

### **Other Bills or Proposals Considered**

During the 2025 legislative session the Legislative Committee discussed proposals with impacts to the judicial system, including bills related to AI in courts, court centralization, the attorney shortage, juvenile resentencing, legal financial obligations, judicial discretion, and the creation of a new civil protection order for impaired driving.

*Bills the Legislative Committee discussed:*

- **ESHB 1113:** Concerning accountability and access to services for individuals charged with a misdemeanor (Farivar)
  - Did not pass out of policy committee in opposite chamber this session

- [2SHB 1125](#): Providing judicial discretion to modify sentences in the interest of justice (Simmons)
  - Did not pass out of fiscal committee in chamber of origin this session
- [E2SHB 1218](#): Concerning persons referred for competency evaluation and restoration services (Farivar)
  - Did not pass out of fiscal committee in opposite chamber this session
- [SHB 1252](#): Concerning pretrial release (Davis)
  - Did not pass out of chamber of origin this session
- [2SHB 1274](#): Concerning retroactively applying the requirement to exclude certain juvenile convictions from sentencing (Stearns)
  - Did not pass out of policy committee in chamber of origin this session
- [HB 1362](#): Creating a gambling treatment diversion court pilot program to be conducted by the administrative office of the courts (Stearns)
  - Did not pass out of fiscal committee in chamber of origin this session
- [SHB 1380](#): Allowing objectively reasonable regulation of the utilization of public property (Gregerson)
  - Did not pass out of chamber of origin this session
- [2SHB 1399](#): Modernizing, harmonizing, and clarifying laws concerning sheriffs, chiefs, and police matrons (Goodman)
  - Did not pass out of chamber of origin this session
- [HB 1426](#): Creating a civil protection order to prevent impaired driving (Davis)
  - Did not pass out of policy committee in chamber of origin this session
- [SHB 1460](#): Concerning protection order hope cards (Griffey)
  - This is a fix bill for the Hope Card Program. AOC worked with Representatives Griffey and Davis to ensure the program defined in statute accurately reflects the current capabilities of AOC to implement and administer the program.
  - AOC testified in support
  - Delivered to the Governor
- [SHB 1592](#): Concerning public defense services (Peterson)
  - Did not pass out of fiscal committee in chamber of origin this session
- [ESHB 1620](#): Concerning limitations in parenting plans (Taylor)
  - This bill amends provisions on dispute resolution in child custody cases. Changes provisions regarding parenting plan limitations that a court may order. Changes guidelines for judges on ordering decision-making authority between parents or guardians. Amends provisions on dispute resolution in child custody cases. Adds new provisions for limitations in parenting plans involving a parent or someone they reside with who has committed a sex offense against a child.
  - Signed by the Governor; Chapter 166 of the 2025 Session Laws
- [SHB 1671](#): Protecting personal data privacy (Kloba)
  - Did not pass out of fiscal committee in chamber of origin this session
- [HB 1752](#): Concerning concurrent jurisdiction for courts of limited jurisdiction over juvenile misdemeanor offenses (Duerr)
  - Did not pass out of policy committee in chamber of origin this session

- [ESHB 1829](#): Concerning tribal warrants (Lekanoff)
  - This bill makes multiple modifications to procedures for certified and noncertified tribes under the Tribal Warrants Act.
  - Delivered to the Governor
- [E2SSB 5745](#): Concerning legal representation under the involuntary treatment act (Dhingra)
  - This bill addresses requirements and procedures for appointment of defense counsel under the Involuntary Treatment Act (ITA). Allows the Office of Public Defense to provide appointed counsel under the ITA at the request of the Health Care Authority upon request of a county for individuals detained at a state facility. Defines "state facilities" and specifies that the Attorney General is responsible for representing state facilities in ITA proceedings.
  - Delivered to the Governor
- [SJM 8006](#): Concerning the limited license legal technician program (Torres)
  - Did not pass out of opposite chamber this session

*Bills the BJA has taken a position on:*

- [HB 1007](#): Concerning requisites of notice in small claims actions (DMCJA Request Legislation – Low)
  - This bill requires a notice of claim for small claims to state that failure to appear may, rather than will, result in a default judgment against the defendant.
  - BJA voted to support – signed in pro
  - Signed by the Governor; Chapter 34 of the 2025 Session Laws
- [2SHB 1207](#): Concerning superior court clerk fees (SOS Request Legislation – Thai)
  - This bill creates an additional \$50 surcharge for certain filing fees collected by clerks of superior courts. \$30 to go to the Judicial Stabilization Trust Account and \$20 to go to various accounts outside of the judiciary.
  - BJA voted to oppose – testified in opposition
  - Delivered to the Governor
- [EHB 1219](#): Concerning the interbranch advisory committee (Taylor)
  - This bill extends the sunset date for the Interbranch Advisory Committee to January of 2031.
  - BJA voted to support – signed in pro
  - Delivered to the Governor
- [SHB 1909](#): Establishing the court unification task force (Taylor)
  - Did not pass out of fiscal committee in chamber of origin this session
  - BJA voted to support – testified in support of the interbranch engagement
- [SB 5021](#): Concerning retention of court exhibits (Clerk Request Legislation - Wagoner)
  - This bill is requesting a change in the statute regarding retention of court exhibits – amending from the current six-year retention period to five years.
  - BJA voted to Support – signed in pro
  - Signed by the Governor; Chapter 107 of the 2025 Session Laws

### **BJA Legislative Committee Next Steps**

The Board for Judicial Administration (BJA) will begin soliciting proposals for the 2026 legislative session this month. The proposals will be due in July. The solicitation is sent to the following individuals, associations, committees and commissions; Presidents and Co-Chairs are responsible for distributing or arranging distribution to their respective groups:

- Court of Appeals Presiding Judge
- Superior Court Judges' Association President
- District and Municipal Court Judges' Association President
- Supreme Court Commission Chairs
- BJA Committee/Work Group/Task Force Chairs
- Court Management Council Chairs
- State Court Administrator
- Supreme Court Administrator
- Association of Washington Superior Court Administrators President
- District and Municipal Court Management Association President
- Washington Association of Juvenile Court Administrators President
- Appellate Clerks

## Judge Janet Helson



## Biography

Judge Helson joined the King County Superior Court bench on May 4, 2015. She assumed the position previously occupied by Judge Kimberly Prochnau, who retired earlier in the year.

Judge Helson started her career with two federal court clerkships, the second of which brought her to Seattle to clerk for Judge Betty Fletcher on the Ninth Circuit Court of Appeals. She then spent four years as a staff attorney at Evergreen Legal Services and eight years as the Regional Director of Columbia Legal Services. While her practice at legal services focused on family law and domestic violence cases, she worked with colleagues on a wide range of legal issues affecting low-income clients. After 12 years at legal services, Judge Helson spent over 10 years in private practice with Skellenger Bender, where she continued her work in the area of family law. Judge Helson earned her bachelor's degree from Harvard/Radcliffe Colleges, where she majored in government with a focus on international relations, and earned her law degree from UC Berkeley (Boalt) School of Law. She has been active in the community, volunteering with Legal Voice, as a soccer coach with Mount Baker/Lakewood Soccer Club, with QLaw, and with a number of bono programs that provide family law services to low income clients.



# Ms. LaTricia (Trish) Kinlow

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LaTricia Kinlow serves as the Judicial Branch Administrator for the Tukwila Municipal Court where she supports Judge Kimberly A. Walden and provides leadership to the Tukwila Municipal Court Team. She has worked in the public sector for over 35 years. She currently serves as the Immediate Past President of the Washington State District and Municipal Court Management Association (DMCMA) participating on various committees: Education, Long Range Planning, ARLJ 14, Technology, Courts-Helping-Courts/Mentorship to name a few. She represents or has represented the association on other state commissions and associations such as the Washington State Gender & Justice

Commission, Interpreter Commission, Minority & Justice Commission, MJCOM Legal Financial Obligation (LFO) Committee, Court Education Committee (CEC), Court Education Funding Taskforce, Interbranch Advisory Committee, District and Municipal Court Judges' Association (DMCJA), Misdemeanor Probation Association (MPA), the Court Media Workgroup, Blake Workgroup, Blake Forms Subcommittee, and the Blake Communications & Outreach Subcommittee.

Ms. Kinlow is known for her ability to bring people together and have tough conversations with a focus of finding solutions that encourages all parties to work together. She introduced and hosted two summits for the three state associations representing the Courts of Limited Jurisdiction. Her philosophy is that when we all work together, we improve access to justice and the public's trust and confidence in the judicial system. To do this, we must do it together.

LaTricia is a local and national court educator. She is part of the Domestic Violence education team for the Center for Justice Innovation located in New York. She has facilitated sessions at the request of the National Juvenile and Family Court Judges' Association, the Idaho Administrative Office of the Courts, and the Idaho Elections Conference. Some of the local training she has provided includes Snohomish County District Court, Skagit Valley Courts of Limited Jurisdiction, Yakima District Court, Tacoma Municipal Court, King County District Court and for the City of Gig Harbor.

LaTricia has an extensive background in customer service, not only from her experience in the courts, but also from her work in major corporations such as Nordstrom, Macy's (formerly Bon Marche) and Lane Bryant. She prides herself in creating a court environment where satisfying customers' needs while maintaining the integrity of the organization is the primary goal. Trish is a leader, educator, motivational speaker, facilitator, forward thinker, and enjoys encouraging people to do greater work. She is so passionate about this work, last year she launched her business: People Encouraging People. For more information about Ms. Kinlow, visit her website: <https://www.latriciak.com>



## Board for Judicial Administration (BJA)

### POLICY AND ACTION STANDING COMMITTEE CHARTER

#### I. Committee Title

Policy and Action Committee

#### II. Authority

Board for Judicial Administrative Rules (BJAR 3)

#### III. Charge or Purpose

The charge and purpose of the Policy and Action Committee is to create and manage a process of engagement and coordination within the judicial branch around policy matters affecting the courts of Washington, to identify and analyze priority issues, and to develop and recommend strategies and action items to address those issues. In doing so the standing committee will work to advance the mission, vision, and principal policy goals of the BJA.

The Policy and Action Committee shall:

1. Create and maintain the BJA Strategic Initiative Process
  - a. Solicit proposals from the court community that address priority issues affecting the judicial system
  - b. Evaluate and rank proposals using established criteria
  - c. Draft recommendations for the BJA for adoption of initiatives
  - d. Manage the development of adopted initiatives into Task Forces or Work Groups to achieve the goals of the initiative
2. Identify actionable items that support the mission and goals of the BJA
  - a. Develop strategies to implement projects generated from Judicial Leadership Summits
  - b. Gather information and prepare analysis and recommendation reports for emerging or urgent policy issues as *directed by the BJA*
  - c. Evaluate policy research recommendations submitted by judicial partners for consideration and support by the Board for Judicial Administration .
3. Present recommendations to the BJA for action or referral regarding priority issues.

4. Develop plan to address adequate funding issues as needed.
5. Maintain the BJA resolution process as outlined in the resolution guidelines listed in the member guide and on the BJA website.

**IV. Policy Area**

The committee is authorized to research and make recommendations regarding any area of policy affecting the courts of Washington which is within the plenary authority of the BJA.

**V. Expected Deliverables or Recommendations**

The Policy and Action Committee will produce written and oral reports for committee work projects under Section III.

**VI. Membership**

The Chief Justice and Member Chair shall nominate for the Board's approval the chair and members of the committee. The chair will serve a two-year term and rotate between the SCJA and the DMCJA.

Committee members will be represented from the following and selected based on a process established by their respective associations or court level which considers demonstrated commitment to improving the courts, racial and gender diversity as well as geographic and caseload differences.

The Board for Judicial Administration, by majority vote of the representative members may appoint the following members:

Chief Justice

SCJA President-Elect

DMCJA president-Elect

one appellate court judge,

two superior court judges,

two district court or municipal court judges,

one member from Association of Washington Superior Court Administrators

one member from District and Municipal Court Management Association

one member from Washington Association of Juvenile Court Administrators

the Executive Director of The Washington State Bar or designee, and

one at-large member (optional). All members of the Policy and Action Committee shall be voting members regardless of voting status on the full body.

**VII. Terms**

The terms of committee members shall not exceed two years. The Board may reappoint members of the committee to one additional term. The terms of the SCJA President Elect and DMCJA President Elect shall coincide with their term and seat as President Elect of their organizations. The terms of BJA members shall coincide with their term and seat on the BJA. Terms will begin on July 1 and end on June 30.

**VIII. Other Branch Committees Addressing the Same Topic**

There are several existing committees within the branch created to address policy in specific subject matter areas or functions. The Policy and Action Committee has a uniquely general assignment concerning any policy matter that affects the judicial branch. The Policy and Action committee shall endeavor to coordinate efforts with other committees.

**IX. Other Branch Committees with Which to Partner**

The Policy and Action Committee will conduct its work in consultation with the other standing committees of the BJA.

The Policy and Action Committee will communicate and collaborate with other judicial branch committees and external justice agencies when necessary to achieve BJA goals.

Branch committees and entities include:

- Washington Supreme Court
- Court of Appeals
- Superior Court Judges' Association
- District and Municipal Court Judges' Association
- Washington Courts Center for Research
- Access to Justice Board
- Gender and Justice Commission
- Minority and Justice Commission
- Tribal State Court Consortium
- Office of Public Defense
- Office of Civil Legal Aid

Other entities include:

- Office of the Governor
- Washington State Legislature
- Washington State Bar Association
- Washington Association of Prosecuting Attorneys
- Washington Association of Criminal Defense Attorneys
- Washington State Association for Justice
- Washington State Association of Counties

- Association of Washington Cities
- Washington State Association for Municipal Attorneys
- Probation Associations

**X. Reporting Requirements**

The Policy and Action Committee shall provide a monthly report of activities to the BJA coordinator and present to the BJA, status updates of ongoing projects and final and interim project reports.

**XI. Duration/Review Date**

The standing committee will review charter every three years to ensure that it is functioning consistent with its charge, producing deliverables and that the mission and goals of the BJA are being advanced. The first review should occur in 2018 and reoccur every three years thereafter.

*Adopted: July 18, 2014*

*Amended: September 19, 2014*

*September 18, 2015*

*March 18, 2016*

*May 18, 2018*

**November 16, 2023**





May 9, 2025

**TO:** Board for Judicial Administration (BJA) Members  
**FR:** Judge Michael Scott, Chair, Policy and Action Committee (PAC)  
**RE:** MOTION TO APPROVE AMENDMENTS TO BJA-PAC CHARTER

**Summary of Revisions:**

- Updated the Charge or Purpose to include the PAC will recommend strategies and action items to address priority issues.
- Clarified PAC's role in policy research recommendations: Evaluate policy research recommendations submitted by judicial partners for consideration and support by the Board for Judicial Administration.
- Updated the recipient of PAC activity reports from the BJA Manager to the updated role of BJA coordinator

These revisions were made with the purpose of clarifying PAC's role within the BJA. Historically, PAC will oversee the strategic initiative and resolution processes of the BJA. In the last year, PAC worked on priority issues that are typically not within the guidelines for regular PAC work. We hope to this will clarify that PAC will help identify priority issues and make recommendations to address those issues rather than work on them during the regular PAC meetings.

PAC's next request for Proposal process will begin in January 2026. The RFP process is a normal part of PAC's oversight of the BJA strategic initiative process and is intended to support targeted project development aligned with the Board's goals and priorities.



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  - a. Develop plans-strategies-and-to implement projects generated from Judicial Leadership Summits
  - b. Gather information and prepare analysis and recommendation reports for emerging or urgent policy issues as *directed by the BJA*
  - ~~c. Collaborate with justice partners to conduct short term implementation projects related to policy research recommendations. Evaluate policy research recommendations submitted by judicial partners for consideration and support by the Board for Judicial Administration .~~
- ~~3. Present recommendations to the BJA for action or referral regarding priority~~

issues.

4.3. Develop plan to address adequate funding issues as needed.

5.4. Maintain the BJA resolution process as outlined in the resolution guidelines listed in the member guide and on the BJA website.

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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, March 21, 2025 (9 a.m. – 12:00 p.m.)

### AGENDA

#### BJA Members Present:

Judge Alicia Burton, Member Chair  
Judge Tam Bui  
Judge Andrea Beall  
Judge Kristin Ferrera  
Judge John Hart  
Judge Cindy Larsen  
Judge David Mann  
Judge Donald Richter  
Judge Diana Ruff  
Dawn Marie Rubio  
Judge Micheale Scott  
Judge Karl Williams

#### Guests Present:

Jeff Adams  
Linnea Anderson  
Omar Gamez  
Monica Gillum  
Judge Carolyn Jewett-Platts  
Frankie Peters  
Judge Jim Rogers  
Susan Speiker  
Commissioner Karl Triebel

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

Nicole Ack  
Scott Ahlf  
Colby Brewer  
Jeanne Englert  
Heidi Green  
Brittany Gregory  
Lillian Hawkins  
Melissa Hernandez  
Scott Hillstrom  
Yvonne Jones  
Penny Larsen  
Allison Lee Muller  
Stephanie Oyler  
Haily Perkins  
Lauren Pilnick  
Christopher Stanley  
Caroline Tawes  
Lorrie Thompson

#### Call to Order

#### Welcome and Introductions

Judge Burton called the meeting to order at 9:03 a.m.

The meeting participants observed a moment of silence in honor of Lisa Blakeney, Ferry County District Court staff member, who died under tragic circumstances.

#### Member Responsibilities

Judge Burton reviewed the bullet points under Tab 1 in the meeting materials.

## **BJA Task Forces**

### **Alternatives to Incarceration Task Force**

The Task Force was intended to sunset on June 30, 2025 and is requesting an extension. Work has been delayed due to staff transitions and delayed meetings. The Task Force is developing deliverables for the BJA, conference presentations, and bench cards on sentencing alternatives. They are currently working on a full Task Force report. A report was included in the meeting materials.

**It was moved by Judge Beall and seconded by Judge Scott to extend Alternatives to Incarceration Task Force through the end of 2025. The motion passed unanimously.**

### **Remote Proceedings Workgroup**

The Workgroup proposed amendments to court rules for Superior Courts have all been adopted except for the amendments to GR 30, which will be sent to the Supreme Court Rules Committee.

There was a budget package proposal for courtroom technology that was cut during the last budget update. Judge Rogers hopes the BJA will consider future recommendations for counties that cannot afford technology. It is important for rural counties to have access to technology as it has been noted that many judges from smaller courts are currently purchasing technology out of pocket for remote proceedings.

There will be a Hybrid Courtroom Technology Roundtable on August 22, 2025; this will be after the Remote Proceedings Work Group sunsets on June 30, 2025.

The Workgroup is working on a final report and a bench card to assist judicial officers during remote proceedings. The Workgroup continues to work with the Chief Justice to retire emergency orders.

Judge Rogers thanked everyone for their support during the process.

A report was included in the meeting materials.

## **BJA Standing Committees**

### **Budget and Funding Committee (BFC)**

The BFC has no updates, but continues to work hard on BJA budget requests. The Senate and House budgets are expected to be released on Monday, March 24, 2025. There will be a Ways and Means Committee and House Appropriations Committee meeting immediately following the Tuesday budget release. Chief Justice Stephens, Dawn Marie Rubio, Christopher Stanley, and Brittany Gregory are prepared to testify. There may be a request for judges to testify. More information will be available next week.

The most recent revenue forecast dropped \$500 million, but is generally flat and not as bad as anticipated.

### **Court Education Committee (CEC)**

The CEC requested that the BJA approve changes to the CEC charter set forth in the meeting materials.

Judge Bui reviewed the background of the motion. Several meeting participants had questions about how voting and non-voting membership was defined, the kind of items the CEC votes on, and the criteria for CEC membership. Meeting participants requested additional time to review and understand the charter amendments.

**It was moved by Judge Ruff and seconded by Judge Beall to table the motion to approve changes to the CEC charter. The motion passed with two abstentions and eight in favor of tabling the charter approval.**

The charter amendments will be discussed again at the May BJA meeting or at a later meeting.

#### **Legislative Committee**

The Legislative Committee report was included in the meeting materials.

Brittany Gregory has engaged in conversations on the public perception of the judicial branch, which has recently received some negative press. Efforts to enhance public opinion include the Bench Bar Press hosting an event on May 30, 2025. All BJA members were encouraged to attend. There has also been an increase in the number of podcasts and *Full Court Press* publications. Members were encouraged to contact Brittany Gregory if they hear any negative comments.

AOC recently hosted Lunch with Lawyers, and the Members of Color Caucus may be invited to attend the May BJA meeting.

Brittany Gregory can answer questions.

#### **Policy and Action Committee (PAC)**

The PAC met in February and discussed the next steps in the Workplace Harassment Project. Ongoing work includes updating their charter and proposing an amendment later this year.

#### **Court Security Committee**

A report was included in the meeting materials. Please contact Kyle Landry if there are questions.

#### **Hope Card Update**

Lauren Pilnik, Program Coordinator at AOC, reviewed the Hope Card Program information included in the meeting materials. She thanked the BJA for the opportunity to present the information.

#### **Pretrial Services**

Yvonne Jones and Colby Brewer, both Senior Court Program Analysts at AOC, presented an update on pretrial services funding and projects. Their report was included in the meeting materials.

Judge Burton thanked them for the presentation.

#### **Minutes Approval**

**It was moved by Judge Ferrera and seconded by Judge Ruff to approve the February 21, 2025, meeting minutes as written. The motion passed with one abstention and nine votes in favor.**

#### **Information Sharing**

**Judge Burton:** Anyone interested in the May 30, 2025, Bench Bar Press event may contact Brittany Gregory or Wendy Ferrell. There will be an email sent about event specifics. Judge Rogers is having conversations with Chief Justice Stephens about the COVID emergency orders. The Court is considering them.

**Judge Ruff:** Thanked the AOC staff who coordinated and organized the Mock Trial in Pierce County

Competition. She recommended volunteering for the event next year. She also thanked the Pierce County judges and staff for opening their courtrooms for the event.

**Scott Ahlf:** Thanked Chief Justice Stephens, Justice Yu, and Judge Diaz for their presentation last Wednesday on immigration enforcement in and around courthouses. The event was well attended. There will be additional meetings, and a one-page information sheet is planned.

### **Adjourn**

The meeting adjourned at 10:24 a.m.

### **Recap of Motions from the March 21, 2025 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Extend Alternatives to Incarceration Task Force through the end of 2025.	passed
Table the motion to approve changes to the CEC charter.	passed
Approve the February 21, 2025, meeting minutes as written.	passed

### **Action Items from the March 21, 2025 Meeting**

<b>Action Item</b>	<b>Status</b>
The CEC charter amendments will be discussed again at the May BJA meeting or a later meeting.	
Members of Color Caucus may be invited to attend May BJA meeting.	
<u>February 21, 2025 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

## **Board of Judicial Administration - Monthly Meeting Schedule (2025-2026)**

**Meeting Time:** 9:00am-12:00pm

**Location:** Zoom

**Mode:** Virtual unless listed otherwise

### **2025 Schedule**

- **September 12, 2025 (2<sup>nd</sup> Friday)**
- **October 17, 2025**
- **November 21, 2025 (Proposed in-person Meeting—Joint CMC Meeting)**

### **2026 Schedule**

- **February 20, 2026**
- **March 20, 2026**
- **May 15, 2026**
- **June 12, 2026**

### **Note:**

- There will be **no meetings** in **December 2025, January 2026, April 2026, July 2026, or August 2026.**

This schedule is subject to change based on board requirements or special circumstances. A meeting agenda and any related materials will be sent out prior to each scheduled meeting.