



Board for Judicial Administration (BJA) Meeting

Friday, October 17, 2014 (9 a.m. – Noon)

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

MEETING MINUTES

BJA Members Present:

Judge Kevin Ringus, Member Chair
Judge Veronica Alicea-Galvan
Judge Thomas Bjorgen
Judge Bryan Chushcoff
Ms. Callie Dietz
Judge Janet Garrow
Judge Judy Rae Jasprica
Judge Michael Lambo
Judge John Meyer
Judge Sean O'Donnell
Judge Jeffrey Ramsdell
Judge Ann Schindler
Judge Laurel Siddoway
Judge David Steiner

Public Present:

Mr. Tom Goldsmith

Guests Present:

Mr. Jeff Amram (by phone)
Mr. Jim Bamberger
Ms. Ishbel Dickens
Ms. Suzanne Elsner
Ms. Ruth Gordon
Mr. Pete Peterson (by phone)
Mr. Cory Sbararo

AOC Staff Present:

Ms. Judith Anderson
Mr. John Bell
Ms. Beth Flynn
Mr. Steve Henley
Ms. Shannon Hinchcliffe
Mr. Dirk Marler
Ms. Mellani McAleenan
Ms. Regina McDougall

Governance Essentials

Mr. Sabararo facilitated a discussion with the BJA members regarding the role of the BJA, the BJA's strengths and weaknesses and next steps for the BJA.

September 19 BJA Meeting Minutes

It was moved by Judge Lambo and seconded by Judge O'Donnell to approve the September 19 BJA meeting minutes. The motion carried.

GR 31.1 Forms

It was moved by Judge O'Donnell and seconded by Judge Lambo to approve the following GR 31.1 forms: Public Records Officer Job Description, Managing Electronic Records and Emails of Employees, and Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1. The motion carried.

Mr. Bell stated that the GR 31.1 documents that were going to be discussed later in the meeting need more work and will be removed from the agenda and brought back for discussion during a future BJA meeting.

BJA Committee Recommendations

The BJA committee recommendations were discussed during the September BJA meeting and are on the agenda this month for action.

BJA Best Practices Committee: The recommendation is to create a task force to wrap up the committee's past work and publish the results, make recommendations about whether to pursue unfinished business, evaluate and determine whether CourTools can be used to fulfill required BJA duties, and determine the need for an ad hoc committee to respond to emerging issues.

Judge Garrow reported that she had a conversation with Judge Jean Rietschel who is chair of the BJA Best Practices Committee. The committee has not met for awhile and creating a task force might not be the most efficient way to wrap up the work of the committee. It might be better to have Judge Rietschel work with Administrative Office of the Courts (AOC) staff to finish the work of this committee. Ms. Hinchcliffe will discuss this idea with Judge Rietschel and AOC staff and bring the information back to a future BJA meeting.

BJA Public Trust and Confidence Committee: The recommendation is that the BJA Public Trust and Confidence Committee will be moved under the BJA Policy and Planning Committee. That will require an amendment to the Policy and Planning Committee charter.

It was moved by Judge Ringus to go forward with moving the BJA Public Trust and Confidence Committee under the BJA Policy and Planning Committee. The motion carried.

Trial Court Operations Funding Committee: The recommendation is to have the BJA Budget and Funding Committee review the Trial Court Operations Funding Committee (TCOFC) functions and determine if they should be retained, given to the Trial Court Advisory Board (TCAB) or re-distributed within the BJA Budget and Funding Committee.

It was moved by Judge Ringus to have the BJA Budget and Funding Committee discuss the duties of the Trial Court Operations Funding Committee with the Trial Court Advocacy Board and bring this item back to a future BJA meeting. The motion carried.

2015 BJA Meeting Schedule

Ms. Hinchcliffe explained that the 2015 BJA meeting times were extended to 12:30 p.m. to give time for justice partners to come into the meetings for presentations and also for the BJA committees to present information as needed. The number of meetings has been cut back but there needs to be enough time in the meetings for discussions.

There was some concern about the meeting time because of afternoon calendars. It was suggested that the meetings begin at 8:30 a.m. but that also conflicted with some morning calendars.

The 2015 BJA meeting schedule will be on the next meeting agenda for action.

It was moved by Judge Alicea-Galvan and seconded by Judge Lambo to adjourn the meeting. The motion carried.

Recap of Motions from the October 17, 2014 meeting

Motion Summary	Status
Approve the September 19, 2014 BJA meeting minutes	Passed
Approve the following GR 31.1 forms: Public Records Officer Job Description, Managing Electronic Records and Emails of Employees, and Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1 forms	Passed
Go forward with moving the BJA Public Trust and Confidence Committee under the BJA Policy and Planning Committee	Passed
Have the BJA Budget and Funding Committee and the Trial Court Advisory Board discuss the Trial Court Operations Funding Committee (TCOFC) and determine which entity will pick up each of the TCOFC duties and then bring a recommendation back to the December BJA meeting for a decision	Passed
Adjourn the meeting	Passed

Action Items from the October 17, 2014 meeting

Action Item	Status
<u>September 19, 2014 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
<u>Governance Essentials</u> <ul style="list-style-type: none"> Add recap to November BJA meeting agenda 	Done
<u>BJA Committee Recommendations</u> <ul style="list-style-type: none"> Have the Policy and Planning Committee draft language to amend their charter which memorializes the relationship with the BJA Public Trust and Confidence Committee and both committees should agree before language is forwarded to the Board Notify Justice Mary Fairhurst and Margaret Fisher of the decision of the BJA regarding the BJA Public Trust and Confidence (PT&C) Committee and work with the PT&C Committee on language for the Policy and Planning Committee charter Discuss the work of closing out the BJA Best Practices Committee with Judge Rietschel and Mr. David Elliott Add the Trial Court Operations Funding Committee and the BJA Best Practices Committee decisions to a future BJA meeting agenda 	Done Done
<u>2015 BJA Meeting Schedule</u> <ul style="list-style-type: none"> Add to November BJA meeting agenda for action 	Done
<u>GR 31.1 Forms</u> <ul style="list-style-type: none"> Add October forms as a discussion item to November BJA meeting agenda 	Done