



District and Municipal Court Management Association
Annual Business Meeting Agenda
May 22, 2017
Semiahmoo Resort
Blaine, Washington

Call to Order	Paulette Revoir
Pledge of Allegiance	
Welcome and Introductions	
Recognition of Past Presidents	
Approval of 2016 Business Meeting Minutes	Stacie Colberg and Sonia Ramirez
Treasurer's Report	Judy Ly
New Business	Paulette Revoir
Standing Committee Reports	Committee Chairs
Special Acknowledgements	Paulette Revoir
President's Award	
Election of Officers	
Certification of Regional Directors	
Installation of Officers	Honorable Judge Judy Jasprica
Outgoing President Presentation	Linda Baker
Outgoing President Remarks	Paulette Revoir
New President Remarks	Cynthia Marr
Old Business	Paulette Revoir
Adjourn	



District and Municipal Court Management Association

Past Presidents

Linda Baker	2015-2016	Cathy Grindle	1989-1990
Suzanne Elsner	2014-2015	Virgil Hulsey	1988-1989
Aimee Vance	2013-2014	Le Sanchez	1987-1988
LaTricia Kinlow	2012-2013	Kathy Lohmeyer	1986-1987
Lynne Campeau	2011-2012	Neri Zenk	1984-1985
Peggy Bednared	2010-2011	Kathi Johnston	1983-1984
Jeri Cusimano	2009-2010	Sandy Hyde	1982-1983
Joe McGuire	2008-2009	Karen Wick	1981-1982
Kathy Seymour	2007-2008	Tony Susinski	1980-1981
Telma Hauth	2006-2007	Melanie Gain	1979-1980
Margaret Yetter	2005-2006	Gordon Shibstad	1978-1979
Renee Townsley	2004-2005	Court Fawver	1977-1978
Janet Sweeney	2003-2004	Lorraine Nelson	1976-1977
Joan Ferebee	2002-2003	Patricia Coleman	1975-1976
Nancy Jewett	2001-2002	Marjorie Wood	1974-1975
Jill O'Cain	2000-2001	Virginia Grace	1973-1974
Tricia Crozier	1999-2000	Ruth Siegfried	1972-1973
Linda Storck	1998-1999	Myrtle Muckey	1971-1972
Patty King	1997-1998	Bea Boone	1970-1971
Lois Eaden	1996-1997		
Linda Bell	1995-1996		
Tom Dowling	1994-1995		
Carol Wilson	1993-1994		
Jackie Roberts	1991-1993		
Jill Koepf	1990-1991		

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

May 16, 2016

Davenport Grand Hotel – Spokane, Washington

Annual Board Meeting Minutes

Officers Present:

- | | | |
|-------------------------------------|-----------------------------------|------------------------------|
| 1. Linda Baker, President | 3. Cynthia Marr, Vice President | 5. Bonnie Woodrow, Treasurer |
| 2. Paulette Revoir, President Elect | 4. Suzanne Elsner, Past President | 6. Stacy Colberg, Secretary |

Call to Order: The meeting was called to order at 12:38 PM by President Linda Baker.

Welcome and Introductions: President Baker welcomes all members present with acknowledgment to Paulette Revoir's family and also her judge, Judge Stephen Moore.

Recognition of DMCMA Past Presidents: Linda Baker acknowledges Past Presidents in attendance.

Approval of Minutes: Minutes from the 2015 Annual Business meeting submitted by Secretary Mickey Zitkovich deemed approved as written.

Treasurer's Report: A written report for July, 2015 through June, 2016 filed by Treasurer Bonnie Woodrow deemed approved. Bonnie Woodrow requests the DMCMA equipment inventory be tabled to the next board meeting.

New Business

There was no new business reported.

Standing Committee Reports:

Conference: Written report submitted.

Education: Written report submitted.

Legislation: Written report submitted. Kathy Seymour stated one correction to the report is forthcoming under DOL/Traffic EHB1918 which has the wrong description listed on the report. The correction will be emailed to the membership next week.

Membership: Maryam Olson filed a written report of 178 members and 110 courts.

Technology: No report filed.

Special Acknowledgments: Phil Zitzelman and Paige Dieckman were applauded for their hard work and organizing the conference. Retiree Joan Ferebee was acknowledged and thanked for her years of service.

Standing Committee Co-Chairs

Conference – Margaret Yetter and Lynne Campeau

Technology – Cynthia Marr

Education – Margaret Yetter and Dawn Nelson

Membership – Maryam Olson

Legislative – Kathy Seymour and Jennefer Johnson

Linda Baker also thanked the current officers: Past President Suzanne Elsner, President Elect Paulette Revoir, Vice President Cynthia Marr, Treasurer Bonnie Woodrow, and Secretary Stacy Colberg.

President's Award: Linda thanked and recognized Lynne Campeau for her outstanding service and dedication to DMCMA and for being so valuable to this association.

Election of Officers: Linda announced candidates for each position and requested any nominations from the floor.

Secretary: Sonia Ramirez from Yelm Municipal Court nominated. After hearing no further nominations from the floor, Maryam Olson makes a motion to close and a unanimous vote be cast for Sonia Ramirez for Secretary. Howard Delaney seconded motion. The motion carried.

Treasurer: Judy Ly from Pierce County District Court nominated. After hearing no further nominations from the floor, Michael Malone makes a motion to close and a unanimous vote be cast for Judy Ly for Treasurer. Joan Ferebee seconded motion. The motion carried.

Vice President: Margaret Yetter from Kent Municipal Court nominated. After hearing no further nominations from the floor, Lynne Campeau makes a motion to close and a unanimous vote be cast for Margaret Yetter for Vice President. Kathy Seymour seconded motion. The motion carried.

President Elect: Cynthia Marr from Pierce County District Court nominated. After hearing no further nominations from the floor, Aimee Vance makes a motion to close and a unanimous vote be cast for Cynthia Marr for President Elect. Margaret Yetter and Cathy Pashon seconded motion. The motion carried.

President: Paulette Revoir from Lynwood Municipal Court who served as President – Elect this year will automatically advance to the office of President for the 2016 - 2017 term.

Certification of Regional Directors: Linda acknowledged and thanked the current regional directors for very successful regional trainings.

2016-2017 Regional Directors: Central East - Diana MacKenzie, Central West – Dawn Nelson, Northwest – Mickey Zitkovich, Northeast – Terri Cooper, Southwest – Maryam Olson, Southeast – Krissy Anderson. Paulette Revoir motioned to certify the selected regional directors. Patsy Robinson seconded the motion. The motion carried.

Installation of Officers: Judge Stephen Moore administered the Oath of Office to newly elected officers and regional directors present.

Outgoing President Presentation: Suzanne Elsner presented Linda Baker with an award for her dedicated service as the president to the DMCMA.

Introduction of New President: Linda Baker passes the gavel to incoming President Paulette Revoir. Linda Baker addresses audience and remarks on upcoming year as president. Judge Stephen Moore introduces and congratulates President Paulette Revoir. Paulette Revoir accepts her position as DMCMA President.

Old Business: None reported.

Linda Baker moved to adjourn. Cathy Pashon seconded. The motion carried, meeting adjourned at 1:21 PM.

Stacy Colberg
2016 DMCMA Secretary

Committee Report:
Submitted By:
Date Submitted:

Treasurer Report
Judy Ly
5/22/2017

Report Narrative:

The Budget vs Actual report dated May 12, 2017 is attached for Board approval.

The checking register balance as of May 12, 2017 is \$70,687.20

Committee Contact Name: Judy Ly
E-Mail: jly@co.pierce.wa.us

Thank you.

District and Municipal Court Management Association

Budget vs Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Conference				
Spring Conference	12,528.96	40,000.00	-27,471.04	31.3%
Staff Conference	-71.73			
Total Conference	12,457.23	40,000.00	-27,542.77	31.1%
Membership Dues	27,000.00	30,000.00	-3,000.00	90.0%
Regionals	3,950.00	8,000.00	-4,050.00	49.4%
Total Income	43,407.23	78,000.00	-34,592.77	55.7%
Gross Profit	43,407.23	78,000.00	-34,592.77	55.7%
Expense				
Awards	107.91	500.00	-392.09	21.6%
Bank Service Charges	0.00	0.00	0.00	0.0%
Board Meeting Expenses	1,179.55	2,500.00	-1,320.45	47.2%
Bylaws & Policy Committee	0.00	200.00	-200.00	0.0%
Education - Regionals	0.00	8,000.00	-8,000.00	0.0%
Education - Retreat	0.00	1,000.00	-1,000.00	0.0%
Education - Spring Conference	6,100.00	30,000.00	-23,900.00	20.3%
Education - Staff Conference	817.49	2,500.00	-1,682.51	32.7%
Flowers & Cards	361.92	500.00	-138.08	72.4%
Legislation Committee	0.00	200.00	-200.00	0.0%
Liability Insurance	1,192.00	1,200.00	-8.00	99.3%
Long Range Planning Committee	0.00	1,000.00	-1,000.00	0.0%
Membership Committee	0.00	100.00	-100.00	0.0%
Miscellaneous Expenses	0.00	200.00	-200.00	0.0%
NACM	6,623.60	8,500.00	-1,876.40	77.9%
President Expense	282.05	1,000.00	-717.95	28.2%
Procedures Committee	0.00	200.00	-200.00	0.0%
Publications (website)	0.00	300.00	-300.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Scholarship Committee	1,000.00	5,000.00	-4,000.00	20.0%
Secretary Expenses	0.00	200.00	-200.00	0.0%
Technology Conference	0.00	3,000.00	-3,000.00	0.0%
Travel Expenses	5,018.98	8,000.00	-2,981.02	62.7%
Treasurer Expenses	1,010.00	1,900.00	-890.00	53.2%
Website	0.00	2,000.00	-2,000.00	0.0%
Total Expense	23,693.50	78,000.00	-54,306.50	30.4%
Net Ordinary Income	19,713.73	0.00	19,713.73	100.0%
Net Income	19,713.73	0.00	19,713.73	100.0%

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

2016-2017 Technology Committee Report

Submitted by: Cynthia Marr and Lynne Campeau

Committee Members: Aimee Vance, Cynthia Marr, Lynne Campeau, Kathy Seymour, Kris Thompson, Ann Dahlgren and Rhiannon O'Neill

This year the Technology Committee had limited activity as the CLJ-CMS project has become the Association's greatest priority. The CLJ-CMS project is moving along on time and as expected. Evaluators for this project were selected in November. In December, evaluators were tasked with scoring the written proposals submitted by vendors. In February, evaluators viewed and scored vendor demonstrations. Most recently, the evaluators had on-site visits with courts who utilize the products of the vendors. The Steering Committee expects to announce an apparent successful vendor in June of this year.

Committee Report:
Submitted By:
Date Submitted:

DMCMA Membership Report
Maryam Olson
May 9, 2017

REPORT NARRATIVE

REGULAR MEMBER (\$150.00)	Any person employed by a Court of Limited Jurisdiction as the Chief Executive Officer, Administrator, or Manager is eligible for Regular Membership upon the payment of annual dues.
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Membership Committee Report

Total Membership 2017

Members	177
Number of Courts	111

Committee Contact Name: Maryam Olson
E-mail: molson@ci.olympia.wa.us

COMMITTEE MEMBERS

Chair - Maryam Olson
Suzanne Elsner
Bonnie Woodrow

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

2016-2017 Annual Education Committee Report

Submitted by: Dawn Williams and Margaret Yetter

2016 Staff Conference (in lieu of Fall Regionals)

The Staff Conference was held at the Great Wolf Lodge on October 17-18 and was a great success. Ninety-four court staff from across the state gathered in Grand Mound, Washington, for two days of information, resource sharing, and education. The program began with a session titled *Civility Skills: Understanding the Impact of Bias on Civility in the Law and What to Do About It*. Mr. Timothy Jaasko-Fisher presented an entertaining and interactive program that analyzed civility in the workplace, and addressed implicit bias in a manner that was different from previous experiences. Monday afternoon featured a session titled *Courthouse Security*, with Chief Marshal Elisa Sansalone, who explored issues in courthouse security, active shooter training, and answered questions on resources for increasing safety in the courtroom. Tuesday morning kicked off with Ms. Reiko Callner and Mr. Dirk Marler presenting on *Ethical Challenges and Solutions for Court Staff*. This session involved significant interaction with participants, and challenged them to look at ethical concerns that they may encounter at the workplace. After a brief overview with Ms. Vicky Cullinane on the upcoming CLJ-CMS project, the program concluded with the *Department of Licensing and Administrative Office of the Courts Update* with Ms. Carla Weaver and Ms. Michelle Pardee.

2017 Spring Regionals

The regionals were presented by the Gender and Justice Commission and were held in seven locations across the state. 155 court staff registered for the sessions that looked at the ways in which court staff can best respond to members of the public who may have experienced trauma. It began with an overview of sexual violence, including misconceptions about victims and perpetrators, then moved into a section on the neurobiology of trauma and how trauma impacts victim behavior. The afternoon session connected the information learned to practical scenarios that court staff may encounter, before wrapping up with specific content related to Sexual Assault Protection Orders (SAPOs) and the differences among the protection order options in Washington State.

As always, please submit any training topic requests to the education co-chairs.

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

2016-2017 Annual Conference Committee Report

Submitted by: Margaret Yetter and Lynne Campeau

Committee Members: Trish Kinlow, Aimee Vance and Dawn Williams

The **2016 DMCMA Annual Conference** was held May 15-18, 2016 at the Davenport Grand Hotel in Spokane, Washington.

The conference opened with the plenary session, *Civics & All Things Legislative*.

Ms. Mellani McAleenan detailed the state legislative process. The Honorable Judge Kimberly Walden gave us a fun-filled refresher in civics by way of the Jeopardy game.

Ms. Renee Balodis-Cox offered practical tips to identify common symptoms of mental illness, to communicate effectively with litigants who are symptomatic or are in behavioral crisis, and to refer to appropriate resources.

"Access to Administrative Records and Disclosure," was facilitated by Ms. Sara Di Vittorio from Snohomish County, and was designed to help administrators navigate through the GR 31.1.

Ms. Marilynne Beard, Deputy City Manager for the City of Kirkland, spoke about budget processing and shared with us the best budget practices as viewed from the executive branch.

"DOL/AOC Update" hosted by Ms. Carla Weaver, Ms. Vicky Cullinane, Ms. Michelle Pardee, and Ms. Yvonne Pettus.

Our closing plenary was entitled *"Roadkill on the Information Highway: Public Employees' Rights, Responsibilities & Liabilities on the Internet."* Ms. Val Van Brocklin provided court managers and leaders with what they need to do to get ahead of the technology and legal curve, and, most importantly, get employees thinking before they "click."

There were 105 conference attendees.

2017 Annual Management Conference is being held at the Semiahmoo Resort in Blaine, WA.

Candidate for President

Cynthia Marr

Analytic Support Manager, Pierce County District Court

Cynthia Marr has worked for Pierce County District Court for over 21 years. She is currently the Analytic Support Manager and manages the technical resources and special projects for the District Court. Prior to her appointment in 2002, she served Pierce County District Court in various capacities for 8 years, including 4 years as Administrative Services Manager.

Ms. Marr is a long serving member of the Washington State District and Municipal Court Management Association. She is currently the President-Elect, serves on the CLJ-CMS Project Steering Committee, Long Range Planning Committee and is a member of the DMCMA Endorsing Committee and the MCLUG. Ms. Marr has worked on the BJA Best Practices Committee and the Judicial Needs Workgroup. Ms. Marr has served as the DMCMA representative to the Superior Court CMS-CUWG.

Ms. Marr hold a B.B.A from the University of Cincinnati.

Candidate for Vice President

Dawn Williams

Court Administrator, Bremerton Municipal Court

Dawn is the Administrator for Bremerton Municipal Court. She started as a clerk in 2003, then served as supervisor until she was promoted to her current position in 2011. She manages a staff of 5 clerks and has 1 full-time judge and 1 part-time commissioner. Dawn has been an active member of DMCMA and Regional Director since 2011. In 2017, she became Co-Chair of the Education Committee and joined the Conference Committee.

Prior to accepting a position in Bremerton, Dawn worked at Pierce County District Court 2 in Gig Harbor until it closed then did a brief stint at Pierce County District Court 1. She was also employed at the Port Orchard Municipal Court prior to that. She has done work in both criminal and civil spanning from data entry to courtroom clerk as well as probation monitoring. Her professional career began with the King County Prosecutor's Office in Seattle where she worked in both the felony fraud and district court units from 1991-1994.

Candidate for President – Elect

Margaret Yetter

Court Administrator, Kent Municipal Court

Margaret is the Court Administrator of the Kent Municipal Court. She began her career with the courts of limited jurisdiction in 1985 with King County District Court where she worked for eleven years. Margaret has served as a board member of the Washington State District and Municipal Court Management Association (DMCMA) in many roles, including President, Vice President, Secretary and Treasurer. Margaret dedicates herself to the education of court employees through her work with DMCMA Education and Conference Committees as well as the BJA Court Education Committee. She has served as mentor to new court employees and court administrators across the state, and has presented at the Institute for New Court Employees and Attorney Training for Services as Pro Tem: District and Municipal Court.

Candidate for Treasurer

Judy Ly

Customer and Administrative Services Manager, Pierce County District Court

Judy obtained her BBA in Accounting from Pacific Lutheran University. She has worked in the accounting field for over 20 years. For 10 of those years, she worked for a nationwide distribution company as a Regional Controller. She worked for the WA State Auditor's Office for five years before coming to the courts. During her work in the private industry and at the State Auditor's Office, she also owned and operated the Jade Palace Restaurant, this included all accounting functions. Judy has also volunteered as the Treasurer for the Parent Teacher's Association and as a CASA for several years. Judy began working for the Pierce County District Court as the Customer and Administrative Services Manager in January of 2014.

During her time at the court she has completed the following ICM certification courses; Managing Human Resources; Managing Court Financial Resources; Fundamental Issues of Caseload Management; Court Performance Standards: CourTools; Purposes and Responsibilities of Courts. She continues to seek areas to increase knowledge and apply her accounting skills. She currently serves as DMCMA Treasurer as well as serving as representative on the Trial Court Advocacy Board (TCAB) and DMCJA-CLJ Fiscal Note Input Committees.

Candidate for Secretary

Sonia S. Ramirez

Court Administrator, Yelm Municipal Court

Sonia began her legal field career 17 years ago as a legal assistant for a private Family & Criminal Law Office in Texas and remained in the private attorney sector for the next 6 years. After moving to Washington in 2005, she began her court career with Thurston County District Court as a Clerk I and moved up to a Clerk II shortly after that. After 2 ½ years with Thurston County, Sonia joined the Tumwater Municipal Court as Court Clerk where she served for 6 years. Tumwater Municipal Court services were then transferred to Thurston County District Court giving Sonia the opportunity in October 2014 to join the City of Yelm where she gladly accepted the position of Court Administrator. Sonia has worked in the courts for the past 11 years and enjoys it very much.

Sonia is a DMCMA member in good standing and currently hold the position of Secretary. She attends the Institute of Court Management trainings annually and looks forward to obtaining her Court Management Certification. With over 11 years working for the courts, Sonia believes and knows she is the right person to continue in the position of Secretary.