



District and Municipal Court Management Association **Annual Business Meeting** **Wednesday May 18, 2022 8:00AM**

ZOOM Meeting

Board Meeting Zoom Link:

<https://wacourts.zoom.us/j/97738083988?pwd=Ly9CTIB1STdaQ0ZySFpkcEVzUnR0QT09>

Dial in: +1 253 215 8782 US (Tacoma) Meeting ID: 977 3808 3988 Passcode: 466496

AGENDA

Item	Agenda Item		
1.	<ul style="list-style-type: none"> • Call to Order • Pledge of Allegiance • Welcome and Introductions • Recognition of Past Presidents • In Remembrance 	Kris Thompson, President	
2.	Adoption of Agenda	Kris Thompson	
3.	Approval of Annual Minutes <ul style="list-style-type: none"> • May 21, 2021, Annual Board Meeting Minutes (Attached) 	Maryam Olson, Secretary	
4.	Treasurer's Report <ul style="list-style-type: none"> • Treasurer's Report 	Judy Ly, Treasurer	
5.	New Business <ul style="list-style-type: none"> • ByLaws Changes 	Ellen Attebery and Trish Kinlow	
6.	Standing Committee Reports <ul style="list-style-type: none"> • Conference- written • Education - written • Technology • Membership - written • Legislative - written • Long Range Planning- written • By Laws/Policy and Procedures • Courts Helping Courts 	Margaret Yetter & Dawn Williams Margaret Yetter & Ellen Attebery Uneek Maylor Mickey Zitkovich Kathy Seymour & Maryam Olson Ellen Attebery Ellen Attebery & Trish Kinlow Paulette Revoir	
7.	Certification of Regional Directors	Kris Thompson	
8.	Election of Officers	Kris Thompson	
9.	Out-going President Presentation	Dawn Williams	

10.	Out-going President Remarks Passing of the Gavel	Kris Thompson		
11.	Introduction of New President	Judge Andrea Beall		
12.	New President Remarks	Ellen Attebery		
13.	New Business - continued Technology - Presentation Website/award subcommittee/DMCMA emails	Kris Thompson Uneek Maylor and Kanani Johnson		
14.	Old Business	Kris Thompson		
15.	Adjourn	Kris Thompson		

Next meeting- Business meeting, Tuesday July 19, 2022

Location

***All meetings will be hybrid:**

Tukwila Justice Center

15005 Tukwila International Blvd

Tukwila, WA 98188

Free public parking for the Justice Center is located north side of the facility across the street, behind the corner convenience store.

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DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

May 21, 2021

Zoom

Annual Business Meeting Minutes

Officers Present:

- | | |
|-----------------------------------|-----------------------------------|
| 1. Patti Kohler, President | 3. Ellen Attebery, Vice President |
| 2. Kris Thompson, President Elect | 4. Past President, Dawn Williams |
| 5. Judy Ly, Treasurer | 6. Maryam Olson, Secretary |

Call to Order: The meeting called to order by President Patti Kohler.

Welcome and Introductions: President Patti Kohler welcomes all members present and special guest, Judge Robinson from Colfax Municipal Court.

Approval of 2020 Minutes: Minutes from the 2020 Annual Business meeting were submitted by Secretary Maryam Olson. Mickey Zitkovich makes a motion to approve the minutes, Krissy Chapman seconds the motion. Meeting minutes are approved.

Treasurer Report: Treasurer's report submitted by Treasurer Judy Ly. Kris Thompson makes a motion to approve the treasurers report, Dawn Williams seconds the motion. Treasurer's report is approved.

Standing Committees

Conference/Education Committee: Margaret Yetter reports that there were many education sessions done this past year in lieu of the cancelling of the 2020 Annual Conference – Margaret thanks the Education Committee as well as AOC with all their help. Update on ARLJ 14 – the committee worked with Judge Goodwin from DMCJA Rules Committee the last couple of months fine tuning it. It got approved at the DMCJA board meeting in May and is being sent to the Supreme Court.

Legislative Committee: Report was provided in the packet.

Membership Committee: Report was provided in the packet.

By Laws/Policy and Procedures: Kris Thompson sent an item regarding travel reimbursement to Patti Kohler – this will be addressed at the first meeting in July.

Technology Committee: Uneek Maylor reports that the vendor has not been working on the website. Uneek has been in contact with management and a deadline has been set of 72 hours that the website will be built in. The hold-up was not having a logo built – it didn't have a clear background on it. Current logo was sent with clear background. More information will be given at the next meeting.

Special Acknowledgments: Patti Kohler thanks standing committee chairs and co-chairs: Conference Committee – Margaret Yetter and Dawn Williams; Education Committee – Margaret Yetter and Ellen Attebery; Membership Committee – Mickey Zitkovich; Legislative Committee – Kathy Seymour and Maryam Olson; Technology Committee – Uneek Maylor. Patti also thanks the Regional Directors - Central East Director – Diana MacKenzie; Central West

Director – Amy Knutsen; Northwest Director – Mickey Zitkovich; Northeast Director Terri Cooper; Southwest Director Maryam Olson; Southeast Director Krissy Chapman.

President's Award: Patti Kohler recognizes Lillian Hawkins and LaTricia Kinlow as recipients of the President's Award with their achievements for the work on the Silence = Acceptance – this is the biggest achievement for DMCMA education as it has not only reached courts of limited jurisdiction, but judges and other associations. Lillian Hawkins thanks Patti and everyone on their work on this program. LaTricia Kinlow thanks Patti and everyone for their support on this. Patti Kohler thanks the staff at King County District Court for their support in assisting Lillian and LaTricia.

Certification of Regional Directors: Patti Kohler advises that the president elect – Kris Thompson has appointed the regional directors from each region. Patti acknowledges the 2021- 2022 regional directors: Central East – Mary Beth Phillips; Central West – Amy Knutsen; Northwest – Mickey Zitkovich; Northeast – Sherri Hansen; Southwest – Maryam Olson; Southeast – Krissy Chapman. Kris Thompson motions to certify the selected regional directors. Jennefer Johnson seconds the motion. The motion is carried.

Election of Officers: Patti Kohler announces candidates for each position and requests any nominations from the floor. No contested elections this year, based on bylaws, will call for unanimous vote.

Secretary: Serena Daigle from King County District Court nominated. After hearing no further nominations from the floor, Othniel Palomino makes a motion to close, and a unanimous vote be cast for Serena Daigle for Secretary. Lillian Hawkins seconded motion. The motion is carried.

Treasurer: Judy Ly from Pierce County District Court nominated. After hearing no further nominations from the floor, Lea Garner makes a motion to close, and a unanimous vote be cast for Judy Ly for Treasurer. Dawn Williams seconded motion. The motion is carried.

Vice President: LaTricia Kinlow from Tukwila Municipal Court nominated. After hearing no further nominations from the floor, Mickey Zitkovich makes a motion to close, and a unanimous vote be cast for LaTricia Kinlow for Vice President. Patrick Wells seconded motion. The motion is carried.

President Elect: Ellen Attebery from Puyallup Municipal Court nominated. After hearing no further nominations from the floor, Margaret Yetter makes a motion to close, and a unanimous vote be cast for Ellen Attebery for President Elect. Serena Daigle seconded motion. The motion is carried.

President: Kris Thompson from Whitman County District Court who served as President Elect this year will automatically advance to the office of President for the 2021-2022 term.

Installation of the Officers: Judge Robinson administers the Oath of Office to newly elected officers and regional directors present.

Outgoing President Presentation: Dawn Williams presents Patti Kohler with an award for her dedicated service as the president of DMCMA. Dawn thanks Patti for her work and dedication and wish's her luck in her upcoming retirement. Patti states she is retiring November 30, 2021. She will attend the conference in Spokane in 2022. She thanks everyone for their hard work and adaptability through the challenging times.

Introduction of New President: Patti Kohler passes the gavel to incoming President, Kris Thompson. Kris accepts her position as DMCMA President, addresses members and gives her remarks.

Patti Kohler thanks her leadership team at the King County District Court for allowing her to be the President of DMCMA and all their support.

New/Old Business: Model Court Administrator Draft – LaTricia Kinlow gives a background on the job description of the model court administrator being outdated. The group working on the draft were LaTricia Kinlow, Ellen Attebery, Kris Thompson, Krissy Chapman, Serena Daigle and Jennefer Johnson for it to become a statewide model. DMCMA must approve it and then it is sent to BJA for consideration and approval. Jennefer Johnson adds that the model was created by looking across the US and not just WA State as many duties were those we are doing as well and thus creates a broader description. Serena Daigle adds this will bring the level of administration to where it should be and equal across the executive branch. Ellen Attebery thanks all administrators for their hard work. This description will help for succession planning and what the focus needs to be. We need to reflect the work we do. Kathy Seymour makes a motion to adopt the model court administrator job description. Dawn Williams seconds the motion. The motion carries.

Margaret Yetter thanks Pam Dittman and all of AOC for helping with all the on-line education and all the work they have done.

Pam Dittman reminds all to do their evaluations.

Patti Kohler adjourns the meeting.

Respectfully Submitted,
Maryam Olson
2020 DMCMA Secretary

Committee Report:
Submitted By:
Date Submitted:

Treasurer Report
Judy Ly
5/18/2022

Report Narrative:

The Budget vs Actual report dated May 17, 2022 is attached for Board approval.

The checking register balance as of May 17, 2022 is \$61,229.11.

Thank you.

Treasurer Contact: Name: Judy Ly
E-Mail: judy.ly@piercecountywa.gov
Phone: (253) 798-2974

District and Municipal Court Management Association
Budget vs Actual
July 2021 through June 2022

	Jul '21 - Jun ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Conference				
Spring Conference	1,875.00	40,000.00	-38,125.00	4.7%
Staff Conference	0.00	0.00	0.00	0.0%
Total Conference	1,875.00	40,000.00	-38,125.00	4.7%
Membership Dues	31,250.00	30,000.00	1,250.00	104.2%
Regionals				
Fall Regionals	0.00	5,000.00	-5,000.00	0.0%
Spring Regionals	0.00	3,000.00	-3,000.00	0.0%
Total Regionals	0.00	8,000.00	-8,000.00	0.0%
Total Income	33,125.00	78,000.00	-44,875.00	42.5%
Gross Profit	33,125.00	78,000.00	-44,875.00	42.5%
Expense				
Awards	0.00	500.00	-500.00	0.0%
Board Meeting Expenses	0.00	1,800.00	-1,800.00	0.0%
Courts Helping Courts	540.95	5,000.00	-4,459.05	10.8%
Education - Regionals	6,000.00	8,000.00	-2,000.00	75.0%
Education - Retreat	0.00	1,000.00	-1,000.00	0.0%
Education - Spring Conference	36,402.88	38,000.00	-1,597.12	95.8%
Education - Staff Conference	2,000.00	2,400.00	-400.00	83.3%
Flowers & Cards	320.97	500.00	-179.03	64.2%
Legislation Committee	0.00	200.00	-200.00	0.0%
Liability Insurance	1,308.00	1,300.00	8.00	100.6%
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	2,200.00	-2,200.00	0.0%
NACM	7,263.78	8,500.00	-1,236.22	85.5%
President Expense	808.62	1,000.00	-191.38	80.9%
Procedures Committee	0.00	200.00	-200.00	0.0%
Scholarship Committee	0.00	0.00	0.00	0.0%
Secretary Expenses	0.00	200.00	-200.00	0.0%
Technology	2,796.79	4,300.00	-1,503.21	65.0%
Travel Expenses	0.00	0.00	0.00	0.0%
Treasurer Expenses	1,260.00	1,800.00	-540.00	70.0%
Website	0.00	0.00	0.00	0.0%
Total Expense	58,701.99	78,000.00	-19,298.01	75.3%
Net Ordinary Income	-25,576.99	0.00	-25,576.99	100.0%
Net Income	-25,576.99	0.00	-25,576.99	100.0%



DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the District and Municipal Court Management Association. This is a non-profit organization.

ARTICLE II

PURPOSE

The purpose of this Association shall be to:

- Increase court management proficiency and improve court services.
- Encourage the exchange of practical knowledge and information relating to judicial administration.
- Promote and build a quality education and training system [with an equitable and inclusive lens](#).
- Strive for standardization of procedures.
- Coordinate efforts with various Associations to enact or improve laws affecting courts.

ARTICLE III

MEMBERS AND MEETINGS OF MEMBERS

1. MEMBERSHIP Each court location should have at least one member of the DMCMA. The membership classes of the Association shall be as follows:

MEMBER - Any person employed by a court of limited jurisdiction in any management position is eligible for membership upon the payment of dues in accordance with the provisions of Article III, Section 3. Voting is according to Article VIII.

HONORARY MEMBER- Any person in the field of court administration whom the organization wishes to recognize for outstanding achievements may become a member of this class of membership. A person becomes an honorary member after nomination by a member and a majority vote approval of the Executive Board. All past Presidents that have retired or left DMCMA are honorary members of this association. Honorary members shall not hold office and shall not vote, but they may serve on committees. They shall not pay dues.

2. APPLICATION FOR MEMBERSHIP Applications for membership shall be submitted to and approved by the Executive Board in accordance with the classifications and requirements set forth in Section 1. The Executive Board may delegate such approval to the Membership chair.

3. SUBSTITUTION OF MEMBERSHIP When public funds have been expended for payment of dues for an individual and such individual leaves his or her position; another manager within the same court may become a member upon approval of the Membership chair as directed by the Executive Board. Said member shall be credited with any prorated unused portion of dues paid. Said membership shall be subject to the provisions of Section 1 herein.

4. TERMINATION OF MEMBERSHIP The Executive Board, by affirmative vote of two thirds of its members, may suspend or expel any member for cause after an appropriate hearing.

5. REINSTATEMENT AFTER TERMINATION Upon written request signed by a member terminated pursuant to Article III, and filed with the Secretary, the Executive Board may, by the affirmative vote of two-thirds of the members of the Executive Board, reinstate such terminated member to membership upon such terms as the Executive Board may deem appropriate.

6. DUES ~~Each~~ **DUES** Each court may enroll as many members as it deems appropriate, subject to the provision of Article III, Section 1. Dues are to be established annually by the Executive Board. The dues for the following year shall be published on the DMCMA website. Membership expires on December 31 of each year. If dues are not received by March 1, the member shall be removed from the membership role.

7. BUSINESS MEETINGS ~~The~~ **MEETINGS** ~~The~~ business meeting for the general membership shall be held annually prior to July 1st.

8. EXECUTIVE BOARD MEETINGS Executive Board meetings shall be called by the President at such times and places, as the President shall determine. Board members shall be notified by email through the DMCMA listserv at least fourteen (14) days prior to the meeting.

9. SPECIAL MEETINGS The President may call a special meeting of the officers to act on behalf of the Association in an emergency; PROVIDED THAT all officers are duly notified of the date, time, and place of said meeting. Said meeting may be by telephone conference or e-mail provided that a written record of the meeting is kept for publication or inspection by the general membership.

ARTICLE IV **EXECUTIVE BOARD**

The Executive Board shall consist of:

- Officers of the Association;
- the Regional Directors
- , and the Chairperson(s) of the standing committees.

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The President of the Association shall be the chair of the Executive Board. A majority of the Board membership shall be necessary to constitute a quorum for the transaction of official business. Executive Board Members are required to attend all board meetings and long-range planning meetings. Absences must be reported prior to the meeting to the President of the Association. The Executive Board shall exercise only such power and control as are necessary and consistent with these bylaws.

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ARTICLE V **OFFICERS**

1. NUMBER The officers of this Association shall be: President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President. These officers must be Members in good standing.

2. ELECTION, TERM OF OFFICE, AND QUALIFICATIONS The terms of office shall be one year. All officers, with the exception of the President and Immediate Past President, shall be elected by ballot at the annual meeting. The office of President will not be voted upon by the membership unless the President-Elect is unable to serve.

Any member in good standing is eligible to be nominated for office. Any member may submit nominees for office to the Nominations Committee for consideration.

The Term of office shall commence on July 1st following each election.

3. VACANCIES Should a vacancy occur in any office except that of President, the Executive Board, by majority vote, shall appoint a member to complete the unexpired term. Should a vacancy occur in the office of President, the President-Elect shall succeed to the presidency, complete the unexpired term, and have the option to serve his or her own term as President.

4. PRESIDENT The President shall have active executive management of the operation of the Association, subject to the control of the Executive Board. The President shall preside at all meetings of the members and at all meetings of the Executive Board. The President shall discharge all the duties incumbent upon the presiding officer, and perform such other duties as these bylaws provide or the Executive Board may prescribe. The President shall be the Ex-Officio member of all standing committees and shall report to the Executive Board, advising them on all Association business transacted. The President shall provide for an audit annually and the examination of the Association records and accounts.

5. PRESIDENT-ELECT AND VICE-PRESIDENT In the absence of the President, the President-Elect and Vice-President in order of rank, shall assume the duties of the President. They shall also assume such other duties as are assigned by the President or the Executive Board.

6. SECRETARY The Secretary shall keep the minutes of all meetings of the Association and of the Executive Board. Following the annual meeting, the Secretary shall deliver all Association property and records for the previous year to the incoming Secretary.

7. TREASURER The Treasurer shall collect, receive, and have custody of all funds of the Association general budget, and shall deposit such funds in a bank approved by the Executive Board. The Treasurer shall make a financial report to the officers and board members of the Association at each Executive Board meeting and shall make a report to the Association at the annual general meeting. The Treasurer shall submit the records for audit whenever required by the President. The Treasurer shall assume such duties in connection with the work of the Treasurer as shall be designated, specified, or assigned by the Executive Board. Following the annual meeting, the outgoing Treasurer shall deliver to the incoming Treasurer all financial records. The outgoing and incoming Treasurer shall be responsible for the preparation of an annual budget for approval of the Executive Board at the first meeting following the annual conference. The Treasurer shall advise the President on the authorized expenditure of funds and report the same to the Executive Board.

8. IMMEDIATE PAST PRESIDENT The Immediate Past President shall serve as a member of the Executive Board so that the Association may continue to benefit from the experience and knowledge gained during his or her term as President.

ARTICLE VI

REGIONAL DIRECTORS

1. APPOINTMENT AND TERM OF OFFICE Regional Directors shall be members in good standing and appointed by the President-Elect annually from regions designated by the Executive Board. The names of those appointed shall be submitted to the membership at the annual meeting for certification. Their term of office shall be one year, commencing on the July 1st after the meeting at which they are ~~certified.~~ certified. ~~The Regional Directors shall be responsible for planning and implementing, in conjunction with the Education Committee, the regional education programs in each region.~~

~~**2. DUTIES** The Regional Directors shall be members of the Executive Board. The Regional Directors shall be responsible for planning and implementing, in conjunction with the Education Committee, the regional education programs in each region. In addition, the Directors are to represent and express the views of the membership of their respective regions to the Executive Board.~~

ARTICLE VII

STANDING COMMITTEES

1. COMMITTEES The President, as hereinafter provided, shall appoint the chair of the standing committees and all other committees as necessary. All committee chairs must be members in good standing. The chair of the following standing committees shall be appointed at or immediately after each Annual Meeting to serve commencing July 1st. Standing committees shall be composed of members of the Association in good standing appointed by the chair of each of the respective committees. The chairs have the authority to create sub-committees as needed. Each chair shall report to the Executive Board. The Association shall have the following standing committees:

- A. Bylaws/Policy
- B. Conference
- C. Technology
- D. Education
- E. Membership
- F. Legislative

G. Manual for Courts of Limited Jurisdiction

G-H. Diversity, Equity, & Inclusion

- A. **BYLAWS/POLICY** The Chair and the committee shall review the bylaws of this Association as to their practicality and application. The committee shall also review the needs of the Association for amending or adding to the bylaws and policies.
- B. **CONFERENCE** The committee shall be responsible for all aspects of court conferences that are unrelated to education. These shall include but are not limited to: hotel contract negotiations, budgeting, accounts payable/receivable, meal planning, and social activities.
- C. **TECHNOLOGY** The committee shall be responsible for the publication of Association news, committee reports and distribution to the members. The committee shall be responsible for developing, maintaining and enhancing the capabilities of the DMCMA website.
- D. **EDUCATION** The committee shall be responsible for planning and development of educational programs.
- E. **MEMBERSHIP** The committee shall be responsible for recruiting new members, maintaining membership rolls, and carrying out decisions of the Executive Board relative to eligibility for membership in the Association. The chair shall also be responsible for assuring that each person voting at the annual meeting is qualified to vote pursuant to these bylaws.
- F. **LEGISLATIVE** The committee shall work with the Judges and Court Associations to monitor legislation as directed by the Executive Board. The co-chairs shall be responsible for keeping the Executive Board advised of pending legislation.

G. **MANUAL FOR COURTS OF LIMITED JURISDICTION** The committee shall periodically, in conjunction with the legal staff of the AOC, review and update the Manual for Courts of Limited Jurisdiction.

H. **DIVERSITY, EQUITY & INCLUSION** The committee shall promote the values of inclusion and equity and shall periodically, in conjunction with the Education Committee, review and offer suggestions for continued training or updates to the Associations By-laws, Policies or Procedures.

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ARTICLE VIII

Voting

In any vote to be taken at the annual meeting, only one (1) vote per court location or division will be counted. The single vote for each court location or division must be cast by a member in good standing, currently employed by that court location or division. A court location or division must have at least one (1) member to be eligible to cast a vote. The election of officers of the Association shall be by ballot at the annual meeting if there is a contested election. If the election is uncontested, a call for unanimous vote may be made by any member in good standing. Proxy or absentee ballots will be provided upon request. All votes shall be decided by a simple majority unless otherwise provided in these bylaws. Any member in good standing may move for a roll call vote on any issue, except the election of officers, whereupon the Secretary shall call the roll alphabetically by court and shall thereafter tally and record the result.

ARTICLE IX

ORDER OF BUSINESS

The rules contained in the current edition of "Robert's Rules of Order" shall govern all meetings of the Association consistent with these bylaws.

ARTICLE X

Amendments

The bylaws may be amended at the annual meeting of the Association by a majority vote of the members present, provided that copies of the proposed amendments are given in writing to all members before such meeting.

(Revised June, 1996)

(Revised March 1999)

(Revised March 2001)

(Revised May 8, 2001)

(Revised May 19, 2004)

(Revised May 19, 2005)

(Revised March 8, 2006)

(Revised June 4, 2007)

(Revised October 28, 2008)

(Revised May 18, 2009)

(Revised May 22, 2012)

(Emergency Revision January 15, 2013)

(Revised May 21, 2013)

[\(Revised May 18, 2022\)](#)

Committee Report:
Submitted By:
Date Submitted:

Education & Conference
Margaret Yetter & Ellen Attebery
May 12, 2022

Fall Regional

DMCMA continued our focus on Diversity, Equity and Inclusion and presented a live workshop “**Courageous Conversations**” in October 2021. Four sessions were presented by Dr. Caprice Hollins

Session description: *We have different experiences and perspectives on race depending on our racial identity. This often leads to tension and conflict in cross cultural interactions. Typical ways in which we engage in everyday conversations don't necessarily work when talking about race or interacting across cultures. In this workshop participants learn seven tools to guide them in having effective conversations about race, racism, and race relations, adapted from the work of Glenn Singleton.*



2022 Annual Conference was our 2nd Virtual Spring Program – May 16 -20, 2022

Our virtual conference was presented daily from 8:00am – 12:30pm.

Sessions included:

Journey to Change; Traveling with Agitators, Adversaries & Allies, Judge Songhai Armstead
Leading with the Presence of Mind, Pierre Quinn
Racial Impact Assessment Tool & Customer Service, Michael Roosevelt

You are NOT Alone: Courts Helping Courts and GR 29

WSP Submitting Criminal History Record Information

Tools for Successful Court Reorganization & Position Reclassifications, Juan Padilla

We held two Zoom roundtables to discuss Coming out of the Pandemic and Therapeutic Courts

CLJ-CMS Project Update

New Manager's Forum

Legislative and DOL Updates.

Committee Report:
Submitted By:
Date Submitted:

DMCMA Membership Report
Mickey Zitkovich
May 12, 2022

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 2022

Members	206
Number of Courts	110

Committee Contact Name: Mickey Zitkovich
E-mail: mickeyz@burlingtonwa.gov

COMMITTEE MEMBERS

Chair – Mickey Zitkovich
Suzanne Elsner
Yanna Filippidis

Committee Report: **Legislation**
Submitted By: **Kathy Seymour and Maryam Olson**
Date Submitted: **May 12, 2022**

Report Narrative:

This year was the short session for the Legislation Committee and wrapped up on time.
The main bills of interest are:

HB 1412 – Addressing Legal Financial Obligations, effective 1/1/2023
HB 1630 – Establishing Restrictions on the Possession of Weapons in Certain Locations, effective 6/09/2022
ESHB 1705 – Concerning Ghost Guns, effective 7/01/2022
HB 1825 – Single Judge Courts, effective 6/09/2022
SHB 1901 – Civil Protection Orders, effective 7/01/2022
SHB 1961 – Name Change Fee Waivers, effective 7/01/2022
ESSB 5490 – Interbranch Advisory Committee, effective 6/09/2022, expires on 1/01/2026
ESSB 5531 – Revised Uniform Unclaimed Property Act, effective 1/01/2023
SB 5612 – Ensuring Domestic Violence Victims and Survivors of Victims Have the Opportunity to Make a Statement, effective 6/09/2022
ESSB 5628 – Concerning Cyber Harassment, effective 6/09/2022, except sections 8, 9, 11, 13, and 15 (7/01/22)

Committee Contact Name: Kathy Seymour, Maryam Olson, Jennefer Johnson,
Patrick Wells and Judy Ly

E-Mail: seymourk@ci.bonney-lake.wa.us
 molson@ci.olympia.wa.us
 jjohnson@desmoinswa.gov
 Patrick.wells@kingcounty.gov
 judy.ly@piercecountywa.gov

Thank you.

Committee Report:
Submitted By:
Date Submitted:

Long Range Planning
Ellen Attebery
May 13, 2022



Long Range Planning committee meets to set long term goals that outlines the path for DMCMA's future. Our current focus is to develop a strategic plan that will define our objectives and action plan laying out the framework to help us achieve those goals.

Current objectives:

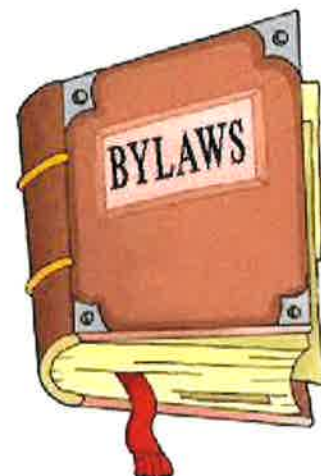
- Developing Succession Requirements
 - Onboarding checklist for Executive Board Members and Committee Chairs;
- Improving communication of information about the association to its members;
- Establishing a matrix for management and clerk court competencies for future education-
 - ARLJ – developing education curriculum for Court Managers;
 - Regionals;
 - Annual Conference;
 - On going trainings;
- Updates to our Bylaws;
- Updates to our Policies & Procedures;
- Enhancing - Courts Helping Courts by creating a database of retired Court Administrators and Mentors;
- Drafting form letter to DMCJA to be presented to the new president of the judges' association to inform him/her/they/them of what our association does, our accomplishments, and how they can support us.



Committee Report:
Submitted By:
Date Submitted:

Bylaws Policy & Procedures
Ellen Attebery
May 13, 2022

Bylaws define how members must govern themselves during meetings, the frequency of meetings and even where to hold meetings. Bylaws lay out the guidelines for how and when meetings are announced and essentially help to ensure that meetings are constructive and productive.



*Bylaws have been amended to reflect organization changes. If approved will reflect the addition of a new committee:

DIVERSITY, EQUITY & INCLUSION

*Attached for vote

Policies & Procedures



Policies answer questions about what members should do and why they should do it. Our procedures lay out the instructions on how our policies should be followed.



YES, amendments have been made and a working copy has been previously distributed for comment. A final version will be shared at the next board meeting.



District and Municipal Court Management Association

2022-23 Board Meeting Schedule

Board Meetings will begin at **10:00 AM**

*Education Committee meets at 8:30, **prior** to the Board Meetings,*

*Long Range Planning Committee meets immediately **after** the Board Meetings*

Tuesday, July 19, 2022 – Tukwila Justice Center*

Tuesday, September 27, 2022 – Tukwila Justice Center*

Tuesday, November 29, 2022 – Tukwila Justice Center*

Tuesday, January 17, 2023 – Tukwila Justice Center*

Tuesday, March 21, 2023 – Tukwila Justice Center*

Tuesday, May TBD, 2023 – Annual Conference*

Location

***All meetings will be hybrid:**

Tukwila Justice Center

15005 Tukwila International Blvd

Tukwila, WA 98188

Free public parking for the Justice Center is located north side of the facility across the street, behind the corner convenience store.

Board Meeting Zoom Link:

<https://wacourts.zoom.us/j/97738083988?pwd=Ly9CTlB1STdaQ0ZySFpkcEVzUnR0QT09>

Dial in: +1 253 215 8782 US (Tacoma) Meeting ID: 977 3808 3988 Passcode: 466496