

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

January 17, 2023 10:00 a.m.
Zoom
Board Meeting Minutes

Officers Present:

President	Ellen Attebery
Past President	Kris Thompson
President Elect	Trish Kinlow
Vice President	Jennefer Johnson
Treasurer	Judy Ly
Secretary	Not Present

Members & Attendees Present:

1. Amy Hart
2. Analisa Mai
3. Angie Autry - AOC
4. Arsenio Escudero - AOC
5. Barbara Demory
6. Bonnie Woodrow
7. Bryan Farrell
8. Carol Landwehr
9. Carla Weaver
10. Courtney White
11. Cynthia Davis
12. Deannie Martin
13. Diane Dill
14. Ellen Attebery
15. Frankie Peters
16. Gail Cannon
17. Jennefer Johnson
18. Jerrie Davies
19. Jodi S.

20. John Witter
21. Judy Ly
22. Kanani Johnson
23. Kathryn Koehler
24. Kathy Seymour
25. Katy Henriksen
26. Kelly Fields
27. Kim Ward
28. Kimberly Howells
29. Kris Thompson
30. Kristi Schorn
31. Lacie DeWitt
32. LaTricia Kinlow
33. Leslie Christensen
34. Lisa Hardy
35. Lillian Hawkins
36. Melissa Patrick
37. Margaret Yetter
38. Michael Visger

39. Michelle Petrich
40. MiHa Kapaki
41. Mickey Zitkovich
42. Misty Robinson
43. Molly Martin
44. Pam Haley
45. Pasty Robinson
46. Peggy Hintz
47. RJ
48. Robyn Dunham
49. Ryan Grimes
50. Sharon Whittaker
51. Stacy Scarpaci
52. Stephanie Metcalf
53. Tracy Dugas
54. Uneek Maylor
55.
56.
57.

Call to Order: President Ellen Attebery calls the meeting to order at 10:00 am.

Opening Introductions: introductions completed.

Adoption of Agenda: Agenda accepted.

Approval of Minutes: November meeting minutes tabled.

Treasurer's Report: The check register book balance as of January 17th, 2023 is \$49,675.72.

Margaret Yetter moves to approve the treasure's report. Kris Thompson seconds the motion. Motion passes by vote of the members.

Liaison Reports:

DMCJA: Judge Williams not present – Ellen reports that with King County District Court being on another system, criminal histories may not be complete when a person has a name change. This is the beginning of conversations of how to fix this issue.

The DMCJA has been advised of the town hall and reminded to assign a designee for their court to be compliant with ARLJ 14.

AOC CSD Liaison: Angie Autry – Parking tickets on Sector update. Now that 5226 is completed AOC working with WSP on updating the parking laws in sector. Officers have been able to start writing electronic parking tickets.

For courts that want to utilize this parking. Please make sure that the PRK VIO screens are current with old laws end dated and new laws added. Laws are sent to WSP to be updated and mapped for officers to be able to use sector. Crystal with AOC is working on a couple of courts every couple weeks.

Suggestion to run current local laws in the bit reports and filter it down to parking. Comparing the list to the laws listed in PRK VIO screen.

Legislative updates –updates made with no issues.

There were some issues with entering the date and time for the criminal NCOs. If the time was entered on the criminal NCOs a fatal error was occurring in JIS. The work around for now is to not enter the time on the criminal NCOs.

AOC received information about a violator copy with old language being given to a defendant after the first of the year. Though the violator copy that was submitted through sector showed the updated language. Please keep an eye out, and if you come across a similar situation let AOC know. This issue has been reported and escalated to WSP.

The DOL/AOC open forum is planning to transition to bimonthly and having those session held on the even months.

AOC ISD/JISC: Arsenio Escudero -

Protection Order Document Sharing – House Bill 1320/1901 (ITG #1344)

This process went smoothly. If there are any issues being able to see the protection orders documents on JABS, please reach out and let Arsenio know.

ITG 1338 – Store and Provide Access to Historical RightNow Ticket Data

This ITG is to archive RightNow tickets information. This request was made to help streamline research time. AOC is working to create requirements for this ITG, which will be integrated into an analysis.

ITG 1351 – Enhance New DOL Feed to Include Date of Death Information

This ITG would allow for courts to have date of death information as part of future DOL records person matching to close case files. This ITG is currently pending endorsement by the DMCMA Endorsement group.

Discussion ensued on the process of approving and ITG (IT Governance) Request. The request is submitted and then goes to 1 of 12 different endorsement groups. Once the endorsement group says yes that request should proceed, then there is an analysis completed. The analysis includes costs and man hours to complete the request. The analysis is shared with the endorsement group and then a final approval by the endorsement group. After that the request is worked on and the system updated.

There has been some confusion about who should be approving the endorsement of ITGs that come to the DMCMA group for endorsement. Discussion ensued and a decision that the Technology Committee will be the endorsement group for the DMCMA. Currently on the committee is Kanani Johnson, Uneek Maylor, Kris Thompson and Courtney White.

Ellen Attebery moves to endorse ITG 1351, this would enhance the case management system in JABS to show the information of a defendant's deceased date to correlate somehow with the national death registry so the courts can proceed with closing of cases. Kanani Johnson seconds. Motion passes by vote of the members.

MPA: Stacie Scarpaci – Registration for the probation conference is open. It will be in person and will be in Chelan, April 24th through 26th.

DOL: Carla Weaver – Matthew with DOL is introduced who will be working with Carla and Ryan. Please start utilizing the law and justice email account.

There were a number of courts who switched management/administrators who were the DIAS contract signer. When signer left without designating new person the contracts expired and that court's DIAS account was suspended. Reminder, if the court is switching administrators, please remember to update the DIAS accounts. Ryan and Carla can't fix the DIAS accounts, must go through the DOL Data Services.

Eastern WA Mgr. Meeting: Sherri Hansen – No report

Standing Committee Reports

Conference: The dates for the 2023 conference are May 7-10th.

Education: Margaret Yetter – Continuing work on the curriculum for the ARLJ14 Academy. The goal is to have all of the designees who are required to go to the academy this year be able to attend. We also want all of the other administrators who want to attend be able to attend as well. Right now there will be priority given to those designees who must attend under the ARLJ 14

rule. The sign-up form is going out and if you have questions, please let a member of the Education Committee know.

Technology: Kanani Johnson – There has been some confusion on who is all on the Tech Committee, if you are interested please reach out. The team could really use help. We are working on the website, social media accounts, and other projects.

The project of getting the DMCMA Board and Committee Chairs access to teams and email through the DMCMA is up and running. Kanani is working on getting a team together on how to utilize tracking the documents and decisions through the Teams software program.

Membership: Mickey Zitkovich – The new membership form has been working great. Thank you to the Technology Committee.

Legislative: Kathy Seymour – The first day the house and senate filed almost 200 bills each. The HB5002 is on the radar. It is focusing on lowering the BAC to .05. HB5032 will be focusing on changing the history of prior DUIs. The last bill on focus is the HB5347 will be dealing with history of prior offenses. It will also have language on who can provide the abstract for treatment agencies.

5392 concerning overpayments has added a section authorizing the courts to keep any overpayment up to \$10.

If you need to update JIS for not keeping overpayments, the code is CPFM.

Long Range Planning/By Laws Policy: Trish Kinlow – Working on the accountability pieces and successions in the executive positions. We want to be able to set the newest people taking over leadership roles to be successful. We are working on the bylaws to address the holes and should have draft available to the membership in March.

We are looking into working with an HR consultant for a statewide salary comp study done on behalf of the CLJs to review the income disparities such as courts that have employees making less than minimum wage. The quote received from Padilla Consulting is \$75K. There has been discussion about looking into obtaining grants and partnering for with the DMCJA for financing this project. We think this is important so that the employees of the Judicial Branch are making fair wages.

Courts Helping Courts: LaTricia Kinlow – Extremely busy this year. Big shout out embracing this committee. Working on a form for streamlining the requests that this committee has been receiving. There have been a lot of requests lately.

DEI: Lillian Hawkins – The charter was approved. The committee hasn't met yet this year, but the meeting will be February 6th. A Zoom link will be sent out for people to attend.

Special Guest Angela Silva with Collaborative Partners Initiative – We are available to help share opportunities for funding. The DMCJA is funding us and so there is no cost to you all. If you would like to be on the distribution list please send an email to Angela or Tracy asilva@thecpin.com
tengels@thecpin.com

State Committee Reports

BJA: Ellen Attebery - No Report

CMC: Ellen Attebery - There are conversations about how to keep staff in the courts. We are going to have to work on educating the public on the how the court contributes to public safety.

BJA Court Education Committee: Margaret Yetter – the DMCMA received an extra \$30k for the spring conference.

BJA Public Trust & Confidence: Paty Gutierrez – No Report.

BJA Court Security Task Force: Suzi Elsner – No Report.

Data Dissemination Committee: Paulette Revoir– No Report

Rules Committee: Andrea Belanger – No Report

Gender and Justice: Lillian Hawkins – No Report

Minority and Justice: Trish Kinlow – Gearing up for the National Consortium on Racial and Ethnic Fairness in the Courts conference. This will be held May 21st through May 24th in Seattle.

Margaret Yetter moves for DMCMA to pay for the two DEI c-chairs to attend the conference. Motion withdrawn pending the costs of the conference.

Interpreter Commission: Jennefer Johnson – Working on trying to put together a training for the superior and district court staff on ordering interpreters.

Pattern Forms: Kathy Seymour – No Report.

JIS Codes: Patsy Robinson – No Report.

JISC: Margaret Yetter – No Report

CLJ/CMS PSC: Margaret Yetter – There should be a new go live date being announced shortly. Angie Autry reports that the delivery dates have been hit by Tyler. Working on setting up a date for solution validating. After that, the go live date can be set.

BJA Legislative: Serena Daigle – No Report

New Business: None

Good of the order: There were some of the court administrators that were able to attend Chief Gonzalez's State of the Court. We would like to remind our association that if you can go next year please try to attend with your judges.

Old Business: Margaret requests that the March agenda have a spot to report on Blake updates.

Meeting Adjourned at 11:52 AM

Respectfully submitted, Serena Daigle, Secretary

DRAFT