

# DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

November 29, 2022 10:00 a.m.

Zoom

Board Meeting Minutes

## Officers Present:

President	Ellen Attebery
Past President	Kris Thompson
President Elect	LaTricia Kinlow
Vice President	Jennefer Johnson - Not Present
Treasurer	Judy Ly
Secretary	Serena Daigle

## Members & Attendees Present:

1. Angie Autry - AOC
2. Arsenio Escudero - AOC
3. Barbara Demory
4. Bonnie Woodrow
5. Brittini Rogers
6. Candace Enders
7. Carla Weaver
8. Dee Morrill
9. Diane Dill
10. Dulce Diaz
11. Ellen Attebery
12. Gail Cannon
13. Heather Dean
14. Jen Crossen
15. Jennifer Wagner
16. John Witter
17. Judy Ly
18. Julia
19. Kanani Johnson
20. Kathryn Koehler
21. Kathy Seymour
22. Kati Dorman
23. Kelly Fields

24. Kris Thompson
25. Leslie Christensen
26. Lillian Hawkins
27. Margaret Yetter
28. Michael Visger
29. Mickey Zitkovich
30. Molly Martin
31. OMC
32. Pam McConville
33. Pasty Robinson
34. Paty Gutierrez
35. Renee Honey
36. RJ
37. Robyn Dunham
38. Serena Daigle
39. Sharon Whittaker
40. Sherri Hansen
41. Stacy Colberg
42. Stacy Scarpaci
43. Stephanie Metcalf
44. Suzanne Larsen Elsner
45. Tessa Clements
46. Therese Murphy

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

**Opening Introductions:** Gratitude video and introductions completed.  
[https://www.youtube.com/watch?v=zSt7k\\_q\\_qRU](https://www.youtube.com/watch?v=zSt7k_q_qRU)

**Adoption of Agenda:** Agenda accepted

**Approval of Minutes:** Minutes are accepted as amended with edits.

**Treasurer's Report:** The check register book balance as of November 22, 2022 is \$42659.94.

Judy is requesting \$1500 to be added to the technology budget line item. Requesting the money be moved from the spring conference line item.

Lillian Hawkins makes motion to move \$1500 from spring conference to technology. Patsy Robinson seconds. Discussion ensues. Motion passes by vote of the members.

Mickey moves to approve the treasure's report. Suzi Elsner seconds the motion. Motion passes by vote of the members.

#### **Liaison Reports:**

**DMCJA:** Judge Williams not present – no report.

**AOC CSD Liaison:** Angie Autry – Parking tickets on Sector update. There were some issues getting the laws over to State Patrol. The parking laws and parking code tables are more complex with transferring the information. The onboarding process will not be able to be automated. AOC will be working with the courts who are in line to use Sector for parking tickets. Courts will need to clean up the parking table in the PRK VIO table making sure all the violations match what is current in the FPSU screen.

Legislative updates – Protection Orders in Superior Court will be available to view by Judicial Officers. There will be a new security profile for judicial officers.

5226 – Changing the FTA screen and the data exchange with DOL. There will be a reason required for why the FTA is being issued by the court.

Beginning January 1, 2023 paper tickets that are issued by LEAs are required to be updated to the new layout and approved by AOC prior to being implemented. This includes any parking tickets or photo-enforced tickets.

1412 – LFO bill, changes the RCW for finding a defendant indigent. If there are forms that list the RCW they will need to be updated. The RCW can be found in the e-service portal.

5531 – Revised unclaimed property act bill. Language was removed allowing courts to retain overpayments of \$10 or less. Remember to update your court profile by 01/02/2023 to reflect zero dollar amount of overpayments.

**AOC ISD/JISC:** Arsenio Escudero -

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

As part of the HB 1320/1901, the WA Legislature mandated a mechanism for all the judicial officers statewide to be able to view Protection Order related documents. Two deadlines have been set for this mandate. By January 1, 2023 all the 39 Superior Courts should be able to share protection order documents with all judicial officers statewide. The same functionality for the Courts of Limited Jurisdiction is required to be in place by 2026. The end goal is that by 2026 – any protection order filed in any court, will be available to any judge working in any court. A 20-member technical workgroup was put together to discuss and provide solutions to the question of how to provide judicial officers statewide with access to protection order documents and data from superior courts and courts of limited jurisdiction.

The updates are:

- a. Protection Order Document Image share (PODS) project is well underway.
- b. Development work for PODS Proxy is completed.
- c. QA Testing for PODS Proxy is underway.
- d. Development work for JABS changes is completed
- e. QA Testing for JABS changes are underway.
- f. Tyler API change request have been reviewed by AOC and approved for Tyler to move forward for making the changes.
- g. Pierce County has approved their staff to work on PODS connection to the AOC Proxy.
- h. AOC technical and business staff are in conversation with Pierce county to clarify the business requirements.

**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 in order to close case files. This ITG is currently pending endorsement by the DMCMA Endorsement group.

**MPA:** Stacie Scarpaci – there might be a potential liability with the Tyler systems allowing probations departments in other jurisdictions to view probation documents. This could be a conflict of HIPPA. Another concern is the possibility of negligence if multiple jurisdictions are monitoring a defendant where one jurisdiction is aware of a violation while another department is not.

Requesting all behavior health reports being report be confidential. Basically, remove the therapeutic requirement to make the document confidential.

**DOL:** Carla Weaver – The federal audit was completed; the state came in at 94% compliance. While the 94% is still in the green, we used to be in the 98% rate, and we should be closer to the 98% range.

Ryan and Carla have the “law and justice” email back and will be answering emails from that email. There is not a law and justice phone number, currently if someone calls that number, it is transferred to the DOL Customer Service Department.

**Eastern WA Mgr. Meeting:** Sherri Hansen – No report

### **Standing Committee Reports**

**Conference:** The dates for the 2023 conference are May 7-10<sup>th</sup>. Save the date will include the hotel for people to be able to sign up. Still working on the save the date and the hotel information sent out. The main focus has been getting the town halls completed in December.

**Education:** Margaret Yetter – Working on the curriculum of ARLJ14 Academy. There are two town halls that will be conducted in December. The mandatory education will be 15 hours completed within three years. The spring conference will be the first academy. We are hoping to offer financial assistance to all the administrators that fall into the requirement of attending the academy within the next year or two. The academy will also count toward the continuing education.

**Technology:** Kanani Johnson – Several of the board members have access to the emails through Microsoft 365. The association has a membership with Jot Forms for completing surveys and allowing membership to be completed online.

The website is well underway. Technology committee hopes to launch by the next meeting. The association also now has a square account.

**Membership:** Mickey Zitkovich – A group of members have been working on a new electronic application. Big shout out to Kanani for working on this form. We will be sending it out soon for next year's membership.

**Legislative:** Kathy Seymour – Meeting was held on October 14<sup>th</sup>. Focus was on protection orders and failure to appear.

**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 and should have draft available to the membership in March.

**Courts Helping Courts:** Dee Morrill – Extremely busy this year. Big shout out embracing this committee. There have been a couple of asks for the group, this committee has blown up and requests are coming in through various channels. If you need a request, please have them send the initial request or inquiries to the President of the DMCMA and those requests will be forwarded to the committee.

Courts helping courts, has historically helped with operations, so if the request is outside of this scope, we will get people pointed in the right direction for help.

**DEI:** Lillian Hawkins – The committee has been meeting and has several great ideas. The committee has drafted a charter. The committee meets every third Monday of the month. There will be notifications sent to everyone to advise when the meetings are scheduled, and all are welcome.

The DEI Charter presented to the members. LaTricia Kinlow moves to approve the DEI Charter, Ellen Attebery seconds. Motion passes by vote of the members.

LaTricia Kinlow was selected to conduct a tiny chat on empathetic management. The video can be viewed at the following link:

[https://vimeo.com/775864199?embedded=true&source=video\\_title&owner=11964368](https://vimeo.com/775864199?embedded=true&source=video_title&owner=11964368)

**Blake Project:** Sharon Swanson reports on the Blake reimbursement project. AOC is working on making the bit reports automated as there is information that AOC will need monthly. There are training videos that are being worked on to give information on how to run the bit reports.

### **State Committee Reports**

**BJA:** Ellen Attebery - Combined meeting with the CMC meeting. Trish reported that Ellen received the 2022 Court Manager of the Year Award.

There was discussion regarding the challenges that the courts are having with securing interpreters and being in compliance with the Language Access Plans. There were more discussions regarding providing interpreters for court mandated programs like victims panel or other court mandated classes. This is an ongoing conversation and will be addressed again at the next meeting.

ARLJ 14 standard were approved.

**CMC:** Ellen Attebery - See above.

**BJA Court Education Committee:** Margaret Yetter – the DMCMA received additional funding for the first academy.

**BJA Public Trust & Confidence:** Paty Gutierrez – There is work on changing the committee name. The committee has been renamed to the Public Engagement and Education Committee.

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

**Data Dissemination Committee:**

**Rules Committee:** Andrea Belanger – No Report

**Gender and Justice:** Lillian Hawkins – No Report

**Minority and Justice:** Trish Kinlow – Reminder that the National Consortium on Racial and Ethnic Fairness in the Courts will be held in Washington.

**Interpreter Commission:** Jennefer Johnson – No report

**Pattern Forms:** Kathy Seymour – There will be pattern forms for the petition and order regarding Legal Financial Obligations.

**JIS Codes:** There are new codes coming out for both the CLJs and Superior Court. There will be a large list coming out with some new codes and codes that are being removed.

A number of codes are being released for Protection Orders,

**JISC:** Margaret Yetter – Chris Stanley gave a verbal budget report.

**CLJ/CMS PSC:** Margaret Yetter – No new go live date. The concerns that the MPA brought up are being addressed as well.

**BJA Legislative:** Serena Daigle – Just had the start up meeting. Will be meeting weekly starting in January.

**New Business:** Trish and Ellen went to Eastern Washington to speak with some of the smaller courts. One of the biggest concerns is the income disparities of court positions. Ex. There are court employees who are employed full time and on state assistance. The DMCMA is looking at hiring an HR consultant to assist with a statewide wage comparable for court positions. This independent assessment will be the first step for court management in educating the executive branch of the income disparities that exists.

UP Program – Trish Kinlow gives information on the Unified Payment Program aka: UPP. This program allows for a defendant who has LFO's with multiple different courts to make one low payment. These payments are then disbursed out to the participating courts. UPP program has been successful in King County thus, the program is being expanded to any court that would like to be added to the program. Contact Trish if you would like more information or would like to participate in the program.

Text reminders - Ellen has been contacted about the text reminder program at Puyallup. She has contracted with NCourt and has seen positive results from having the program.

**Good of the order:** None

**Old Business:** None

Meeting Adjourned at 12:27 PM

Respectfully submitted, Serena Daigle, Secretary