

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

September 27, 2022 10:00 a.m.
Zoom
Board Meeting Minutes

Officers Present:

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

Members & Attendees Present:

1. Alisa Hill
2. Andrea Belanger
3. Angie Autry AOC
4. Arsenio Escudero AOC
5. Beth Biehn
6. Candace Enders
7. Carla Weaver DOL
8. Carol Landwehr
9. Chris Stanley AOC
10. Courtney White
11. Cynthia Davis
12. Dany Gaines
13. Deanie Martin
14. Dee Morrill
15. Ellen Attebery
16. Frankie Peters
17. Gail Cannon
18. Heather Dean
19. Jen Crossen - MPA
20. Jennefer Johnson
21. Jennifer Wagner - AOC
22. Jerrie Davies
23. John Witter

24. Judge Michelle Gelsen
25. Judy Ly
26. Kathy Seymour
27. Kati Dorman
28. Kelly Fields
29. Krista Corbin Diaz
30. Kristi Schorn
31. Lacie DeWitt
32. Pamela – LFP
33. Latricia Kinlow
34. Leslie Christensen
35. Margaret Yetter
36. Marianne Boggie
37. Marina Konstantinova
38. Maryam Olson
39. Michael Visger
40. Michelle Petrich
41. Judge Michelle Ghelsen
42. Mickey Zitkovich
43. Nikki Meister
44. Pam Haley
45. Pasty Robinson
46. Paty Gutierrez

47. Rachel Johnson
48. Renee Honey
49. Robyn Dunham
50. Ryan Grimes DOL
51. Serena Daigle
52. Sharon Swanson AOC
53. Sherri Hansen
54. Stacy Colberg
55. Stephanie Metcalf
56. Suzanne Larsen Elsner
57. Tracy Jeffries
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Call to Order: President Ellen Attebery calls the meeting to order at 10:00 am.

Introductions: Completed

Adoption of Agenda: Agenda accepted as updated with new co-

Approval of Minutes: Minutes are accepted as written.

Treasurer's Report: The checking register book balance as of September 20, 2022 has \$45,692.48.

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

Liaison Reports:

DMCJA: Judge Michelle Ghelson reports for Judge Karl Williams – The judges worked on hosting a legislative outreach with 10 court houses across the state. These courthouses hosted the legislators that included tours and conversations on what the courts need in currently and in the future. This is hopefully will help with lobbying efforts in the future. The topics focused on courthouse security and therapeutic courts. We did receive feedback from the legislators about how to be able to obtain the funding needed. The plan is to have this program completed yearly with different trial courts.

The DMCJA is working with the chief justice about the rules that are coming out without comments right now. There is work to make sure that comments are able to be made, especially for changes that are affecting the lower courts.

Judge Ghelson thanks the members of the DMCMA for all of the hard work that the court management does.

The DMCJA is going to have a Facebook page, the judges will be requesting content for the DMCJA Facebook page. DMCJApUBLICOUTREACH@gmail.com

Commissioner Leo and Judge Short are working on having a fair shopper program for the courts. Similar to a secret shopper program that is used for retailers. The DMCJA is working on being able to get feedback about the courthouses and where there is a chance for growth.

The public outreach committee has placed on Inside Washington Courts a tool kit for judges to be able to have some tools for being able to do outreach.

AO CSD Liaison: Angie Autry – There is a new trial court legal services team that is being offered to assist judges or administrators in legal research.

Court managers of the year nominations are due on Friday September 30th.

Looking for a volunteer from district court for the fee waiver process review.

eService center has been updated. AOC is working on getting the older answers updated into the new system. If you need an answer published, they can be prioritized, just enter a new ticket and those will be worked on. AOC is expecting all of them published in the next couple months.

The DOL Forum minutes have been published in the eService answer. These forums have been very successful and we are seeing a reduction in the repeat questions and the DUI reports are starting to be reported correctly. Since the topics and questions are starting to dwindle, there is talk about going quarterly. Members are in agreement with Forum going quarterly.

The parking e-ticket roll out is starting for all the courts that have put in request for using sector for parking tickets. AOC is looking at having the roll out completed in about two months.

GR22 has been updated and takes effect 9/2022. GR22 now has language that includes access to therapeutic courts. This will effect limited jurisdiction courts that have therapeutic courts. This rule limits what documents that are filed with therapeutic courts are public record.

AOC ISD/JISC: Arsenio Escudero -

SB 5226

AOC is working with the Washington State Patrol to implement program changes to criminal citations and notice of infractions so that a test ticket printed from SECTOR can be reviewed/approved by the Uniform Infraction and Citation Committee and ready for testing by AOC and the Department of Licensing. AOC is also working with the Department of Licensing to finalize new FTA codes that work for all the impacted Courts including Seattle Municipal Court and King County District Court. Criminal Citation changes, as required by ESHB 1504 legislation, will likely be implemented along with ESSB 5226 changes on January 1, 2023.

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.

AOC will be implementing a solution to achieve the mandate with the following features:

1. JABS will be the Viewer for the protection order documents
2. Protection order documents from King Superior, Pierce Superior, 22 Superior Courts that are using the Odyssey Document Management System (DMS) and 15 Superior Courts that are on Odyssey but have their own DMS, will be shared across all the 39 counties
3. The AOC EDR team will build a “proxy” or “brokering” mechanism to control the traffic for these requests to go between JABS and the various DMSs to “fetch” the document images and “provide” them back to JABS to display
4. AOC will not store or retain any documents retrieved via this process
5. Tribal and Military courts are not in-scope for this go-around for the January 1, 2023 deadline.

ITG 1340 - Enterprise Integration Platform and Ext API

This ITG has gone through the JISC for approval and has been approved and is designated JISC priority #3 on the prioritization matrix. A decision package has also been submitted to fund this ITG. Once I have further updates on the Decision Package and/or this ITG, I will communicate it at a future meeting.

ITG 1345 - Integration of OCourt platform into the new CLJ-CMS

This is a high priority request. AOC has completed the analysis of ITG 1345. This request has been approved by the CLJ Court Level User Group (CLJ-CLUG) and prioritized as priority #3 on the CLJ-CLUG priority matrix and will move forward to the CIO for approval. This request is dependent on ITG 1340 attaining funding, having dedicated resources, and beginning implementation.

ITG 1323 – County Code Information

This was a request to add the court's county code to the court's Official/Organization (OFO) Record so that it could be added to the Collection Agency Assignment (CAA) report. It was recommended by the CLJ Court Level User Group that this ITG not move forward due to the update not being available to courts transitioning to Enterprise Justice.

Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

The October 2022 implementation of Enterprise Justice, eFile & Serve, and Enterprise Supervision for the pilot courts will be delayed until 2023.

While not ideal, this delay will ultimately prove beneficial for the project and our CLJs. Our ultimate goal is to ensure a high-quality product rollout as soon as possible. We do not wish to sacrifice functionality for speed of implementation, and our Pilot Court leaders continue to affirm their support by stating they would prefer to see this project delivered correctly rather than too quickly.

MPA: Jen Crossen - Another successful academy session. There are thirty people who graduated with the MPA academy. There are discussion about having some training days for DMCMA and MPA to collaborate about the needs for both associations.

The MPA has an opening for audio and visual, please reach out to Jen Crossen if you have a person that would be a good fit for this role with the MPA.

Trish Kinlow reminds the DMCMA members to please send your probation officers to the academy and the additional trainings that are offered by the MPA.

Stephanie Metcalf reminds those small courts to send a clerk or the person who is doing the court monitored work for those cases. The information that was obtained was really valuable.

IRLJ 11 states that a person from the court has to attend the academy. (READ IRLJ 11)

** Possible regional training topic - MPA training for compliance clerks and small courts without probation departments.

DOL: Carla Weaver – The issue of using the out of state DUI codes is dropping. Thank you for talking with your staff about using the correct DUI codes.

Bill 5526 will require some changes on the DIAS system. There will either be trainings or information at the DOL Forums. As of January 1st criminal and traffic moving violations will be reported with a second prong of FTAppear, FTPay, FTComply, or FTRespond. Make sure to read 5526 FTAs are changing to UTCs aka unresolved traffic citations.

When ordering an FTA the system will require the clerks to select a reason code.

The automated systems have been refined by AOC, so they will still work.

The DMCMA Board is recommending that all courts attend a DOL Forum meeting in either November, December, or January.

FYI – The moving violation WAC will be updated there will be some violations adding to what is a moving violation. The criminal and traffic infractions will also be better defined. There will be a public hearing regarding this update as well.

Washington is going to be audited by the FMCFA, so anticipate the 10 day reporting being brought up.

Funding has been approved to hire another person for the Law and Justice division of DOL. There will be three people working in that department.

Eastern WA Mngr. Meeting: Sherri Hansen – No report

Standing Committee Reports

Conference: The dates for the 2023 conference are May 7-10th. The save the date will include the hotel for people to be able to sign up.

Education: Margaret Yetter ARLJ 14 has been passed and the education committee is working on an administrator academy. The proposal right now is that the first academy be held during the spring conference. We are working on some webinars for people to attend in getting the word out about ARLJ 14.

Jenn Johnson has been working with King County FEEMA NIMs certification. There will be links sent out of how to attend this training. Think about sending your judge to these trainings as well.

Technology: Uneek Maylor - No Report

Membership: Mickey Zitkovich – Trying to collect the information from the bottom of the DMCMA yearly application. Applications will be sent in October for the 2023 membership. Trish Kinlow reports that technology is working on setting up the square account. Judy reports that hopefully will have the square account set up in the next couple of weeks.

Trish Kinlow asks that members please remember to include your salary information. There are a number of administrators who are in discussions with the executive branch regarding salaries and need to have that information for their discussions.

Legislative: A written report was sent out on the list serve.

Long Range Planning/By Laws Policy: Trish Kinlow – Next meeting will be November 9th.

Courts Helping Courts: Dee Morrill – Thanks Trish and Suzi for stepping in while Dee was out. The committee has been very busy and is proving to be successful.

DEI: No Report

State Committee Reports

BJA: Ellen Attebery

CMC: Ellen Attebery please reach out to Ellen if you are interested in the fee waiver task force.

BJA Court Education Committee: Margaret Yetter – There have been approvals of some Aoc is working on internal discussions about allocating funding for education. MPA has requested that DMCMA for educational funding. CEC Scholarship money is available for all court employees. If the probation department falls under the court, those CEC scholarships are available to the probation employees. MPA requested \$6000 yearly for their regional training. If funds are reallocated, Margaret will be moving for the money being allocated to the MPA.

BJA Public Trust & Confidence: Paty Gutierrez

BJA Court Security Task Force: Ellen - requesting 5 million to continue with security. There is a task force regarding the emergency orders and what needs to remain as orders that were initiated during the pandemic start to lift Frankie Peters reports that the proposals have been sent to the Chief Justice were based around keeping a status quo. There wasn't any intent on changing anything at this time. There is a proposal about getting rule 3.4 updated to include virtual hearings.

Data Dissemination Committee:

Rules Committee: Vacant

Gender and Justice: Lillian Hawkins no report

Minority and Justice: Trish Kinlow – the committee is helping with the Youth and Law program will be held at the Tukwila Justice Center. As soon as the registration is open, Trish will be sending the link to the DMCMA group.

Interpreter Commission: Jennefer Johnson – Report completed by a Seattle law student has been completed and focused on using interpreters outside of Washington State. Some of the concerns of the commission is that people will be utilizing interpreters outside of Washington State instead of those located in Washington.

Pattern Forms: Kathy Seymour no report

JIS Codes: No Report

JISC: No Report

CLJ/CMS PSC: Margaret Yetter – Pilot courts have been delayed, a decision about the new date will be made in November. There are two ITG request that have been approved. An integration platform developed and then OCourt will be the first to be integrated.

BJA Legislative: Serena Daigle - The meeting dates are being finalized and once done members will be notified of those meetings.

New Business: AOC reports out about the Blake decision and process. Right now AOC is reimbursing the counties and soon the municipalities. The plan that the refund bureau with AOC will be issuing refunds to the individuals.

As of now, there has not been a best practice for issuing the refunds. Snohomish District Court isn't processing the refund through JIS. Pierce County District Court has been issue refunds through JIS.

Request for Blake information to be on the next agenda.

Good of the order:

Old Business:

Jennefer Johnson – Juan Padilla will be able to work with DMCMA as an HR Consultant for salary analysis and negotiations with the executive branch and completing some HR Training. Suggestion of tabling this topic pending the draft contract being sent to members for review. Request that Judy research where the money can be pulled from.

Meeting Adjourned at 12:49 PM

Respectfully submitted, Serena Daigle, Secretary