

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

March 21, 2023 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	Not Present
Secretary	Maryam Olson in for Serena Daigle

Members & Attendees Present:

1. Adam Keller	29. Margaret Yetter
2. Alisa Hill	30. Marianne Boggie
3. Amy Harte	31. Marina Konstantinova
4. Andrea Belanger	32. Marrison Williams
5. Angie Autry – AOC	33. Matthew Roth
6. Annalisa Mai	34. Melissa Patrick - MPA
7. Bonnie Woodrow	35. Michael Visger
8. Brittni Rogers	36. Michelle Petrich
9. Candace Enders	37. Mickey Zitkovich
10. Carla Weaver – DOL	38. MiHa Kapaki
11. Carol Landwehr	39. Molly Martin
12. Courtney White	40. Norma Allain
13. Cynthia Davis	41. Okhwa Lewis
14. Deannie Martin	42. Patsy Robinson
15. Dee Morrill	43. Peggy Hintz
16. Dexter Mejia - AOC	44. Robyn Dunham
17. Frankie Peters	45. Ryan Grimes – DOL
18. Jane Edmonds	46. Sally Jacobsen
19. Jennifer Wagner – AOC	47. Sharon Whittaker
20. Jerrie Davies	48. Sherri Hansen
21. Jodi Stephens	49. Sonia Ramirez
22. John Witter	50. Stacy Colberg
23. Kanani Johnson	51. Tawnya Parks
24. Kathy Koehler	52. Therese Murphy
25. Kathy Seymour	53. Tracy Dugas – AOC
26. Kelly Fields	54. Tracy Jeffries
27. Kimberly Howells	55. Uneek Maylor
28. Krista Corbin Diaz	56. Valerie Martin
29. Kristi Schorn	57. Whitney Eischen

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

Opening Introductions: Introductions completed.

Adoption of Agenda: Margaret Yetter makes motion to approve the agenda, MiHa Kapaki seconds the motion.

Approval of Minutes: November 29, 2022, amended minutes presented. January 17, 2023, minutes amended to add Sherri Hansen as present for the meeting. Margaret Yetter moves to approve both amended minutes. Kathy Seymour seconds the motion.

Treasurer's Report: Trish Kinlow moves to approve the treasurer's report. Margaret Yetter seconds the motion.

Liaison Reports:

DMCJA: Judge Williams not present – no report.

AOC Associate Director: Dexter Mejia present and will be AOC representative at DMCMA and DMCJA meetings for anything CLJ/CMS project related. Working through solution validation activities – full on testing of system. 1st layer of testing done internally by project team; 2nd layer of testing done by pilot courts. 62 priority issues came up on March 2nd testing which has delayed the pilot courts. Should be resolved by April 21st. Pilot courts should resume activities sometime in May. Then pilot go live date will be set.

Trish Kinlow asks about integration platform for oCourt. Dexter advised waiting for funding by legislature – hopefully in July. Preparing planning meetings with oCourt and Tyler together.

Trish Kinlow asks about integration with nCourt. Angie Autry advises nCourt is not currently in que to be integrated.

Ellen Attebery asks about text messaging and collection process reports. Angie advised there will be text notifications, e-notices, texting feature in supervision module. Reports will be similar to JIS in that they will be sent to the collection agency when run. Ellen adds that AOC will be showing a demo of the platform at the Academy.

Trish asks about automatic payments applying to cases from the collection agency. Angie confirms this. Question about multiple cases on one time pay from different jurisdictions – Angie advises this will not be a function due to reconciliations that need to be done in each jurisdiction.

Sally asks about VRV. Angie advised VRV is accounted for. Ellen asks about credit card payments at front counter. Angie advised there will be terminals at the front counter to run them through. Trish asks about the credit card fees – Angie does not have that information yet will get that information to the association.

Margaret Yetter asks about given an update at the Academy. Angie confirms this can be done.

AOC CSD Liaison: Angie Autry reports they are working through the process of parking tickets through Sector. The biggest hold up is the law table clean up process. Angie is asking those

that have VRV – photo enforced, parking tickets to make sure the extended response time is on the new tickets. Please work with vendors to get this done. Uneek Maylor adds for courts to review the ordinance that may also need to be change with the new time frames. Angie also advised to check on delinquent fees for parking tickets.

FTA auto-selection job was stopped to make sure the reason codes were correct. Random reasons will not be picket, will generate on a report for review. All testing has been successful. Will submit report by April 3rd to start the process again.

April 19th is the next AOC/DOL forum – open to all staff.

Two new tabs on the help courts website – 1 – New Employees tab for onboard resources; 2 – Communications tab for release notes and business communications.

MPA: Stacie Scarpaci is no longer the liaison for DMCMA – Melissa Patrick covering today – new liaison will be announced. MPA conference April 24 – April 26 at Campbells in Chelan. Received funding from CEC for regional training. MPA will allocate budget for outgoing training for MRT. Probation academy in September 2023.

DOL: Carla Weaver present and requests to get questions in early for the DOL forum. FTA's were not being adjudicated from December 23, 2022 through December 18, 2022. With the help of AOC, have been going through the reports to get them done. They should all be worked out now.

To contact AOC, the law and justice e-mail is now open, please send e-mails to that address and not to Carla and Ryan. Please use lawandjusticesupport@dol.wa.gov to send questions. Make sure you give the drivers information when asking questions. Give name and DOB and driver's license numbers.

Margaret Yetter discusses the Academy and focusing on requirements for DOL for new administrators.

With accumulation of tickets, in order to reinstate license – must take a driver's course. Individual court's driving courses will not meet the requirements of DOL unless they meet the criteria. There is a list of providers for driving courses – there are 5 right now that qualify – on DOL's website. Link for the driving courses: <https://www.dol.wa.gov/driverslicense/safe-driving-courses.html>

Law table updates – DOL gets a list from AOC – takes time to get them in the system – not instantaneous.

Effective July 1 – DOL will have new temporary license plates – made of special paper that won't be damaged. – no longer on back window, will go where the license plate should be – front and back. There will be a bar code included on the plate. Will be testing with different photo enforcement to make sure they work with them.

AOC – Follow up updates from Dexter Mejia – Pacific and Algona Municipal Courts have successfully consolidated with King County District Court. Data will be available through JABS.

HB1320/1901 – Mandating all judicial officers to be able to view protection order documents. On January 1, 2023 – system available for Superior Courts and working on tribal courts. Clark

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and Klickitat still working it. By January 1, 2026 – CLJ's protection order documents will be available for viewing.

Standing Committee Reports

Conference/Education: Margaret Yetter reports on the first Academy in May. 114 people have registered – 68 people are required to attend. Not enough rooms, so priority will be given to those who are mandated to attend.

The agenda is based on a curriculum that will be repeated every year. Great sessions including mentorship and networking sessions. There will be assigned seating the first couple of days.

\$20,000 from DMCJA – covering registration for 68 mandatory attendees. May go over by \$9,000. Margaret makes motion for DMCMA to cover this overage up to \$10,000. Jennefer Johnson asks if our budget has the capacity to cover this. Margaret confirms there is capacity. Trish Kinlow seconds the motion.

Technology: Uneek Maylor reports that the website is ready to go live. Will be meeting with each committee to get information for their pages and confirmation of boards and chairs. If anyone would like to be part of the technology committee, let Uneek know. Kanani Johnson reports on implementing awards categories every year. Awards forms and processes are finalized, just working on the content updates and presenting the winners at the Academy. Ellen asks to start thinking of persons you want to recognize and give gratitude to. Please respond to Uneek regarding committee information and bio's for pages.

Membership: Ellen reports for Mickey Zitkovich - membership numbers are at 137 total courts; 14 non-member courts; 214 total DMCMA members. 5 members submitted applications and are still awaiting payments.

Legislative: Kathy Seymour reports on monitoring 140 bills to see if they will be forwarded to the governor for signatures. Trish Kinlow asks about the overpayment correction bill. Kathy sent the information in the chat:

SM 5392 March 21st scheduled for public hearing in the House committee on civil rights & Judiciary at 10:30 (subject to Change) March 24th Scheduled for executive session in the House Committee on civil Rights and & Judiciary at 10:30 am (subject to change)

Ellen thanks all who went on and supported that bill.

Long Range Planning/By Laws Policy: Trish Kinlow gives special shout out to Margaret, Ellen, Uneek, and Kanani – thanks for all the work on the policy and procedures manual to understand roles and responsibilities. Trish will send out to all for your review. By Laws final draft will be voted on at the annual meeting, also hoping the policy and procedures will be reviewed at the annual meeting. Ellen adds this will help those coming into a new role on a committee to understand what the expectations are and what they are responsible for. Uneek advises even if you are not on any of these committees, please still review them.

Courts Helping Courts: Dee Morrill reports CHC is very busy. Shout out given to Kanani for getting the form ready to go – if anyone needs help, the form will be sent out. Dee is very thankful to chair the committee and asks to ask for help when needed. Trish adds this committee is only as good as the support it gets. The association has stepped up and they are

very grateful. Please submit forms early before the Academy so that they have time to respond and help.

Diversity, Equity & Inclusion: Trish Kinlow reports on the National Consortium conference and requesting funding to send the co-chairs to the conference which is in Seattle at the Motif Hotel. Margaret makes motion to fund Lillian and Misty to attend the conference. Ellen seconds the motion. Motion approved. Trish reports that Jefferey Robinson will be speaking as well as having a question/answer session.

BJA: Ellen reports on discussions about the challenges courts have with requests for disability access – GR33. Need for ongoing education on physical and mental disabilities and complying with requests and what the requirements are. It's important to have the conversations with ongoing new court administrators. Also, at the meeting it was asked what the priorities were – court security, remote proceedings, staffing level issues. Ellen reiterated the Income disparities among court personnel and management. This is a barrier to retain employees, hiring employees. Some court employees in the State do not make enough money and need to be on State's assistance. Same issues at the Superior Court level. Will continue to keep looking at strategies to move forward.

Court Management Council: Trish Kinlow reports the main discussion is recruitment, retention, and succession planning. Planning to host round table discussions. Dawn Marie Rubio will have some planning strategies at the April CMC meeting.

BJA Court Education Committee: Margaret Yetter reports on the process to request a hardship waiver for the Academy. Right now, we are following the same process as Judicial College. You must submit your request in writing, and it will be forwarded to the CEC. The Judicial College went over budget \$10,000. It was moved and approved to cover the overage with CEC funds. There has been talk about possibly having Erin Jones present for all court levels. Trish asks how to stress the importance of bringing back the court administrator/presiding judge session. Margaret advised Pam and Dirk at AOC are working on that as it is a budgeted item. Margaret will check with Pam and Dirk on this. Trish adds it should be offered to all levels of court leadership and not just administrators and PJ's. All persons need to be treated with dignity and respect – we need to protect our teams. Uneek asks about adding to the Judicial College – discussion about communication and relationship with all staffing levels. Trish adds it should be discussed with DMCJA and adding this to the Judicial College sessions.

BJA Public Engagement & Education Committee: No report.

BJA Court Security Task Force: No Report.

Data Dissemination Committee: No Report.

Rules Committee: Andrea Belanger reports they have been meeting every two weeks. Judge Caroline Jewett was added to the group. Reminder to Court Administrators – rule books for Judges may not have all the current changes listed. Would like to include hyperlinks in the updates so always up to date. If anything is printed out, will have to verify it's the newest copy. There may be an emergency stay of CRLJ 7.6 – discussion on requiring parties to appear in person, rather than the language of just appearing. Working on new language. Next meeting is March 28th. Please reach out for any information.

Gender & Justice Commission: No Report.

Minority & Justice Commission: Trish reports the main focus is on the National Consortium – already discussed this.

Interpreter Commission: Jennefer Johnson reports working on the National Consortium conference as well. Would like to schedule a meeting with the interpreter coordinators and discuss training and what is needed – including District, Municipal, and Superior Courts. Also, discussions on availability of interpreters – in state or out of state – ongoing discussions.

Pattern Forms: Kathy Seymour discusses will work on forms in May and June.

JIS Codes: Kathy Seymour reports will be meeting in April.

JISC: No report.

CLJ/CMS PSC: No report.

BJA Legislative Committee: No report.

New Items: Ellen reports this Monday she and Trish – will be on the Highway and Hedges tour – going to Gray’s Harbor to have table conversation with outlying courts. Ellen will send out a reminder e-mail.

Survey for alternatives to incarceration went out, please fill it out – either yourself or probation officer.

Question on the listserve about online training for new clerks – AOC sent out an e-mail about the information on the website. Jennefer Johnson asks if there is a hybrid or virtual training? Margaret advises there is no plan for AOC to do that at this time with CLJ/CMS project.

Ellen will send out a follow up e-mail to committee chairs to confirm active members on the committee. Please look through the list and confirm with Ellen. Margaret emphasizes the importance of a complete list as there will be a big push at the Academy to get involvement from members.

Trish Kinlow reads a thank you letter from Linda Hagert, retired Court Administrator from Yakima Municipal Court.

Annual board meeting in person in May – Executive Board Members and Standing Committee Chairs/Co-Chairs are expected to be present.

12:18 p.m. – Ellen Attebery adjourns the meeting.

Respectfully submitted, Maryam Olson, Secretary

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