



District and Municipal Court Management Association Executive Board Meeting Tuesday, July 18th, 10:00 AM

In-person:

Tukwila Justice Center
15005 Tukwila International Blvd
Tukwila, WA 98188

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		Approximate Time	
1.	Welcome and Introductions	LaTricia Kinlow, President	10:00	
2.	Adoption of Agenda	LaTricia Kinlow, President		
3.	Approval of Minutes <ul style="list-style-type: none"> March 21, 2023 Meeting Minutes (Attached) 	Candace Enders, Secretary	10:10	
4.	Treasurer's Report <ul style="list-style-type: none"> Treasurer's Report (Attached) 	Bonnie Woodrow, Treasurer	10:20	
5.	Liaison Reports <ul style="list-style-type: none"> DMCJA AOC CSD Liaison AOC ISD/JISC Business Liaison MPA DOL Blake 	DMCJA- Judge Anita Crawford-Willis Angie Autry, AOC Arsenio Escudero Regina Alexander, Melisa Patrick Carla Weaver - DOL, Kathy Seymour, Patsy Robinson, Kris Thompson, Sherri Hansen Jennefer Johnson	10:30	

6.	Standing Committee Reports <ul style="list-style-type: none"> • Conference • Education • Technology • Membership • Legislative • Long Range Planning • By Laws/Policy and Procedures • Courts Helping Courts • Diversity, Equity & Inclusion 	Margaret Yetter & Amy Knutson Margaret Yetter & Lillian Hawkins Ellen Attebery & Andrew McSeveney Mickey Zitkovich Kathy Seymour & Maryam Olson Frankie Peters & Therese Murphy Frankie Peters & Therese Murphy Dee Morrill & LaTricia Kinlow Lillian Hawkins & Misty Robison	11:30	
7.	State Committee Reports <ul style="list-style-type: none"> • BJA • Court Management Council • BJA Court Education Committee • BJA Public Engagement • BJA Court Security Task Force • BJA Legislative Committee • BJA Alternatives to Incarceration • Data Dissemination Committee • Interbranch Advisory Committee • GR 34 Rules Committee • Gender & Justice Commission • Minority & Justice Commission • Interpreter Commission • Pattern Forms • JIS Codes • JISC • CLJ/CMS PSC 	LaTricia Kinlow LaTricia Kinlow & Frankie Peters Margaret Yetter Patricia Gutierrez Suzanne Elsner Frankie Peters Raylene Heutink Paulette Revoir LaTricia Kinlow Andrea Belanger Lillian Hawkins LaTricia Kinlow Vacant Kathy Seymour Patsy Robinson Paulette Revoir & Margaret Yetter Frankie Peters, Margaret Yetter & Suzanne Elsner	12:30	

9.	New Business Court Signage Honorary Board Member – Kanani Johnson DMCJA’s Modification of GR 11.3 (Attached) Western Region Conference of Chief Judges – Request for Speakers 2023-2024 Highways & Hedges Schedule Old Business: Model Job Description – Court Clerks	Ellen Attebery Ellen Attebery LaTricia Kinlow LaTricia Kinlow LaTricia Kinlow Ellen Attebery		
10.	Adjourn	LaTricia Kinlow, President		

Next meeting- Business meeting, Tuesday September 19, 2023

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. Marrissa Williams
5. Angie Autry – AOC	33. Matthew Roth
6. Annalisa Mai	34. Melissa Patrick - MPA
7. Bonnie Woodrow	35. Michael Visger
8. Brittini 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 queue 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

District and Municipal Court Management Association
Annual Board Meeting Agenda – November 29, 2022

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

District and Municipal Court Management Association
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Committee Report:	Treasurer Report
Submitted By:	Bonnie Woodrow
Date Submitted:	07/10/2023

Report Narrative:

The Budget vs Actual report dated July 10, 2023, is attached for Board approval.

The checking register balance as of June 30, 2023, is \$59,353.98.

Respectfully submitted,

Treasurer Contact:	Name:	Bonnie Woodrow
	E-Mail:	bwoodrow@rentonwa.gov
	Phone:	(425) 430-6531

2:37 PM
07/10/23

District and Municipal Court Management Association
Budget Proposal
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	
Income		
Membership Dues	50,000.00	*Proposed increase to \$250 effective 1/1/24
Regionals		
Fall Regionals	2,000.00	
Spring Regionals	2,000.00	
Total Regionals	<u>4,000.00</u>	
Total Income	<u>54,000.00</u>	
Expense		
Awards	1,100.00	*DMCMA Awards
Board Meeting Expenses - meals	1,400.00	
Courts Helping Courts	2,000.00	
Education		
Academy		
Annual Conference	10,000.00	
Regionals	4,000.00	
Retreat - meals	300.00	
Staff Conference	0.00	
Flowers & Cards	600.00	
Liability Insurance	1,500.00	
Long Range Planning Committee	500.00	
Membership Committee	100.00	
Miscellaneous Expenses	0.00	
NACM		
NACM Annual (July)	6,000.00	
NACM Mid Year (February)	2,000.00	
President Expense	1,200.00	
Scholarship Committee	1,000.00	
Technology	10,000.00	*Additional expense for App design
eCourt Conference (December)	3,200.00	
CTC (September)		
Travel Expenses	3,300.00	
Treasurer Expenses	5,800.00	*Requesting full audit
Website	0.00	
Total Expense	<u>54,000.00</u>	
Net Income	<u><u>0.00</u></u>	

1:52 PM
07/10/23

District and Municipal Court Management Association
Budget vs Actual
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Conference	3,279.18	40,000.00	-36,720.82	8.2%
Membership Dues	34,197.37	30,000.00	4,197.37	113.99%
Regionals	0.00	0.00	0.00	0.0%
Total Income	<u>37,476.55</u>	<u>70,000.00</u>	<u>-32,523.45</u>	<u>53.54%</u>
Gross Profit	37,476.55	70,000.00	-32,523.45	53.54%
Expense				
Awards	679.22	500.00	179.22	135.84%
Board Meeting Expenses	635.70	1,800.00	-1,164.30	35.32%
Courts Helping Courts	885.14	5,000.00	-4,114.86	17.7%
Education - Regionals	110.98	0.00	110.98	100.0%
Education - Retreat	259.68	1,000.00	-740.32	25.97%
Education - Spring Conference	513.01	38,890.00	-38,376.99	1.32%
Education - Staff Conference	0.00	0.00	0.00	0.0%
Flowers & Cards	270.07	500.00	-229.93	54.01%
Legislation Committee	0.00	0.00	0.00	0.0%
Liability Insurance	1,339.00	1,310.00	29.00	102.21%
Long Range Planning Committee	110.55	500.00	-389.45	22.11%
Membership Committee	0.00	100.00	-100.00	0.0%
Miscellaneous Expenses	0.00	0.00	0.00	0.0%
NACM	8,850.81	8,000.00	850.81	110.64%
President Expense	991.64	1,000.00	-8.36	99.16%
Procedures Committee	0.00	200.00	-200.00	0.0%
Reconciliation Discrepancies	805.57			
Scholarship Committee	995.00	1,000.00	-5.00	99.5%
Secretary Expenses	0.00	200.00	-200.00	0.0%
Technology	6,592.06	5,800.00	792.06	113.66%
Travel Expenses	631.89	2,400.00	-1,768.11	26.33%
Treasurer Expenses	1,540.00	1,800.00	-260.00	85.56%
Website	0.00	0.00	0.00	0.0%
Total Expense	<u>25,210.32</u>	<u>70,000.00</u>	<u>-44,789.68</u>	<u>36.02%</u>
Net Ordinary Income	<u>12,266.23</u>	<u>0.00</u>	<u>12,266.23</u>	<u>100.0%</u>
Net Income	<u>12,266.23</u>	<u>0.00</u>	<u>12,266.23</u>	<u>100.0%</u>

GR 11.3**REMOTE INTERPRETATION**

(a) Interpreters may be appointed to provide interpretation via audio only or audiovisual communication platforms for ~~non-evidentiary~~remote proceedings. For ~~evidentiary~~in-person proceedings, the interpreter shall appear in person unless the court makes a good cause finding that an in-person interpreter is not practicable. The court shall make a preliminary determination on the record, on the basis of the testimony of the person utilizing the interpreter services, of the person's ability to participate via remote interpretation services.

(b) Chapters 2.42 and 2.43 RCW and GR 11.2 must be followed regarding the interpreter's qualifications and Code of Professional Responsibility for Judiciary Interpreters.

(c) In all remote interpreting court events, both the LEP individual and the interpreter must have clear audio of all participants throughout the hearing. In video remote court events, the person with hearing loss and the interpreter must also have a clear video image of all the participants throughout the hearing.

(d) If the telephonic or video technology does not allow simultaneous interpreting, the hearing shall be conducted to allow consecutive interpretation of all statements.

(e) The court must provide a means for confidential attorney-client communications during hearings, and allow for these communications to be interpreted confidentially.

(f) To ensure accuracy of the record, where practicable, courts should provide relevant case information and documents to the interpreter, in advance of the hearing, including but not limited to:

(i) Copies of documents furnished to other participants such as complaints, guilty pleas, briefs, jury instructions, infraction tickets, police reports, etc.

(ii) Names of all participants such as the parties, judge, attorneys, and witnesses.

(iii) If not practicable to provide documents in advance, courts should allow time for the interpreter to review documents or evidence when necessary for accurate interpretation.

(g) Written documents, the content of which would normally be interpreted, must be read aloud by a person other than the interpreter to allow for full interpretation of the material by the interpreter.

(h) Upon the request of a party, the court may make and maintain a recording of the spoken language interpretations or a video recording of the signed language interpretations made during a hearing. Any recordings permitted by this subparagraph shall be made and maintained in the same manner as other audio or video recordings of court proceedings.

(i) When using remote interpreter services in combination with remote legal proceedings, courts should ensure the following: the LEP person or person with hearing loss is able to access the necessary technology to join the proceeding remotely; the remote technology allows for confidential attorney-client communications, or the court provides alternative means for these communications; the remote technology allows for simultaneous interpreting, or the court shall conduct the hearing using consecutive interpretation and take measures to ensure interpretation of all statements; translated instructions on appearing remotely are provided, or alternative access to this information is provided through interpretation services; audio and video feeds are

clear; and judges, court staff, attorneys, and interpreters are trained on the use of the remote platform.