

# DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

July 9, 2020 10:00 a.m.  
Zoom  
Board Meeting Minutes

### Officers Present:

President	Patti Kohler
Past President	Dawn Williams
President Elect	Kris Thompson
Vice President	Ellen Attebery
Treasurer	Judy Ly
Secretary	Maryam Olson

### Members & Attendees Present:

1. Teresa Ake	15. Brian Gleason	29. Michelle Petrich
2. Angie Autry – AOC	16. Melody Guenther	30. Paulette Revoir
3. Marianne Boggie	17. Sherri Hansen	31. Kristi Schorn
4. Maggie Bravo	18. Amy Harte	32. Kathy Seymour
5. Tiffany Brooks – DOL	19. Katy Henricksen	33. Tracey Smith
6. Clint Casebolt	20. Sally Jacobsen	34. Crystal Sweet
7. Krissy Chapman	21. LaTricia Kinlow	35. Jennifer Wagner
8. Tami Cochran	22. Kathryn Koehler	36. Carla Weaver – DOL
9. Stacy Colberg	23. Diane MacKenzie	37. Patrick Wells
10. Jennifer Creighton	24. Michael Malone	38. Sharon Whittaker
11. Vicky Cullinane – AOC	25. Deannie Martin	39. Bonnie Woodrow
12. Suzi Elsner	26. Uneek Maylor	40. Margaret Yetter
13. Jane Fisher	27. Catherine Palermo	41. Mickey Zitkovich
14. Lea Garner	28. Frankie Peters	

**Call to Order:** The meeting called to order by President Patti Kohler.

**Adoption of Agenda:** No objections to agenda. Dawn Williams makes motion to adopt the agenda; Margaret Yetter seconds the motion. Agenda adopted.

**Approval of Minutes:** Dawn Williams sent in amendments to the minutes – corrections made. Margaret Yetter moves to approve the minutes; seconded by Ellen Attebery. Minutes deemed approved w/changes.

**Treasurer Report:** Judy Ly reports on the 2020-2021 budget. Budget is same as last year – including the increase for the annual conference and added courts helping courts funding. Scholarship fund remains at \$4000. Uneek Maylor advised there may be a need to increase the budget for the web site – yet waiting to hear from the vendor. Judy reports there is \$30,000 in the bank that is not included in the presented budget. Current balance as of today is \$111,242.97. Dawn Williams motions to adopt the 2020-2021 budget: Paulette Revoir seconds the motion. Budget is adopted. Judy will send out the final copy.

## Liaison Reports:

**DMCJA Liaison:** Commissioner Rick Leo not available – no report.

**AOC ISD/JISC:** Vicky Cullinane reports contract negotiations for the CLJ CMS is not complete but very close.

**AOC CSD Liaison:** Angie Autry reports the ITG 62 has been completed – to automate DCXT for court. The original ITG was asking for everything including local codes to be included – yet this was not included. Courts will only need to add the bars codes for local codes. Waiting for new bars codes to come out to make sure all works. Change in the ITG was approved by DMCMA tech committee. AOC is working with DMCMA on the upcoming fall webinars and are in the planning stages.

**MPA:** No report.

**DOL:** Carla Weaver reports she and Tiffany Brooks are not available on Fridays due to mandatory furloughs. Work hours are 7:30 – 4:00 Monday through Thursday. DOL is starting to open some offices by appointment only. DOL website has the offices that are opening and hours available. Best way to get a hold of Carla and Tiffany is by e-mail. Please e-mail both. Tiffany advises private driver testing offices can perform testing.

**Eastern WA Manager's Mtg:** Krissy Chapman reports the next meeting is tentatively set for August 7 potentially in Lincoln County – no other report.

## Standing Committee Reports

**Conference:** Margaret Yetter reports no updates on conference.

**Education:** Ellen Attebery reports committee met on June 25<sup>th</sup> – meeting went very well – discussed the fall regionals in October via Zoom. Angie Autry reports on the topics to be covered:

- JIS accounting – ask an expert/accounting screens by Jen Burnam – get questions to her ahead of time.
- WSP changes to PCN going to TCN #'s
- Person Business Rules summary – what are they for
- Changing mindset – getting ready for change – letting go of “that’s how we’ve always done it” – led by Jennifer Wagner – will have a panel of experts for Q&A session.
- Sneak peak of Odyssey navigator – show what it will look like
- E-filing – what it will look like and how it will function

Ellen advised the sessions will be recorded for viewing again. Will continue to discuss webinars via Zoom. Looking at holding monthly education meetings – please respond to survey on monthly availability. Next meeting is July 23 @ noon. Paulette asks about in-person regionals – Ellen advises all meetings via Zoom for now – Margaret advises the sessions will be every Thursday in October @11.

**Technology:** Uneek Maylor reports on package secured for website with vendor for just under \$1000. This includes 8 custom design pages, interactive banners, ability for gallery, payments. Yet must be updated by us. Trying to negotiate service and maintenance. Looking to see if anyone is interested in joining the committee. Uneek will send out an e-mail soon. Vicky Cullinane would like to be included in tech meetings. Trish Kinlow requests to increase the budget for the website by \$1,000. Margaret advises there is \$3000 in the conference technology line – will change the line to technology only. Trish Kinlow moves to amend the technology fund to combine all technology line items into one for a total of \$4,300 – including the conference technology and the public web domain. Kathy Seymour seconds the motion. Ellen Attebery asks about maintenance – if we can update our own site w/o the extra cost. Uneek advises due to full demands on us all in our work, there is not enough time to dedicate to this. Judy requests if possible, to have both options – to have it done for us by the vendor, and that we can maintain ourselves if needed –

Uneek advises this is possible. Paulette Revoir recommends adding a timeframe in the contract for the expectation of when services updates need to be done.

**Membership:** Mickey Zitkovich reports membership numbers are at 196. No further report.

**Legislative:** Kathy Seymour and Maryam Olson have no report.

**Long Range Planning:** Kris Thompson reports on working on changing an ad hoc person on the West side for the regionals. Margaret Yetter advises we should talk about education in the future – maybe scheduling a meeting in August or September and having a backup plan if conference is not possible next year. Dawn Williams reports that the discussion about the code of conduct violations was not completed. Patti would like anyone to share any information you have on this. Paulette will contact the National Center to get guidance from them. Patti reached out to NACM – no information on actions taken due to violations.

**Bylaws/Policy and Procedures:** Kris Thompson advises a discussion will happen after this board meeting.

### State Committee Reports

**BJA Court Security Task Force:** Suzi Elsner reports the court security committee will meet on July 23<sup>rd</sup> to finalize budget requests with regards to courts complying with security rules. Suzi will have a report after that meeting.

**BJA:** Dawn Williams reports most discussions are about how courts are functioning in these times and court security task force and the need to reduce spending estimates. They have some funding for court education but will not pursue the budget package for the next biennium but explore alternate revenue sources. On 8/25 – tentative date set for court recovery summit – which is a 2-year task force.

**Court Management Council:** Dawn Williams reports there will be a special session – but no information on when that will be. They are looking at single judge courts and in the event the Judge becomes incapacitated – what the courts would do. Clean Slate Act is going to be reintroduced in the legislature. AOC is putting together the fiscal note on that which will be pricey. Many questions on how the courts will be processing this. Care packages including masks are being sent from AOC, they include hand sanitizer. The SeaTac meeting location is closed until October for now.

**BJA Court Education Committee:** Margaret Yetter reports meeting monthly. Starting in May - \$100,000 in CEC funds are put towards scholarships. 31 have been awarded – only \$10,000 used. Most are to attend on-line ICM course. 3 – Superior Court; 3- County Clerks; 1 – Juvenile Courts; 18 – District Courts; 6 – Municipal Courts. DMCJA Spring program was turned into a virtual program. DMCMA may look at this for next years conference if we can't do it in-person. AOC has an RFI for a mobile even application – similar to NACM's app for conferences. 4 vendors responded – hoping to have that for the future.

**Public Trust & Confidence:** Judy Ly no longer on this committee – Patti will find out who is on the committee. No report today.

**Data Dissemination Committee:** Paulette Revoir has no report.

**Rules Committee:** Patti Kohler reports JISC Rule 13 introduced to the Judges – there was an issue with the sanctions piece – will review/revise it and return it back to the committee. Paulette Revoir asks about what the objections were – no specifics on them. Next meeting will be in July.

**Gender and Justice Commission:** Lillian Hawkins not present – no report.

**Interpreter Commission:** Frankie Peters reports on the priority shift due to the pandemic. There was an open forum with interpreters across the state – good opportunity to hear from the interpreters and the issues they have been facing and encouraging communication between them and the courts. Also discussing Zoom vs in-person hearings and understanding what courts are working with and the resources and that these changes need to be long term. Courts and interpreters are becoming more comfortable with remote hearings. Also working on general rule amendments – specifically 11.4 – clarifying team interpreting and time requirements for sign interpreters and spoken languages as well as adding language to 11.3 – specific to telephonic interpreting and expanding it to video interpreting – another long-term change. Trish Kinlow reports 11.3 is being looked at to include virtual or video interpreting.

**Pattern Forms:** Kathy Seymour reports of updated forms: DV NCO; Judgment and Sentence – adding notice to DOL regarding conviction resulting in revocation of CPL; Plea of Guilty attachment for offender registration. Committee just approved the Contempt Order which will be coming out.

**JIS Codes:** Patsy Robinson not present – no report. Kathy Seymour reports there is a JIS Codes committee meeting next week.

**CLJ/CMS PSC:** Paulette Revoir reports the negotiations with Tyler are coming to an end and are not stalled. CUWG and project steering committee have been meeting via Zoom – the draft schedule is drafted – yet not released until completed. Asking courts to continue working on data cleanup. Courts helping courts has funds available if you need help.

**JISC:** Paulette Revoir reports on the equipment replacement fund – used to help courts with expense of computer replacements. Report sent to list serve includes the priority of funding in AOC. The equipment replacement fund is at the bottom of the list and the fund is short by \$856,000. AOC came up with how the equipment replacement funding could be distributed. There was some disagreement on that distribution. King County produced another version of how the funding can be distributed. Both tables are provided in the report. It is highly likely there will not be funding in the future for equipment replacement. Arguments are that smaller jurisdiction courts may not be getting CARES funding and have tighter budgets - they would need the equipment funding more. Differences in both versions were discussed. Neither of the proposals passed. Looking for something in the middle. Feedback is needed from the courts that will be affected.

Vicky Cullinane advises AOC should not be funding the equipment as JIS is not the only function of these computers as it was originally created for. There is a discussion that if the money is not spent by the next revenue forecast – the money would not be there for any courts. It is important to make a decision quickly. AOC's proposal would only leave out King County courts – depending on the size of the courts. Larger courts would have other funding options. If courts are not on the list – either they do not participate, or it is not the cycle in which their equipment is replaced.

Judy Ly asked about scanner funding. Margaret confirms there is no funding for scanners.

Trish Kinlow asks about where the funding for replacement comes from – this is from the JIS fund. If a court is not using JIS – should they not get any funding? Vicky Cullinane states that is in discussions. Margaret Yetter advises courts are still contributing to that pot of money. Brian Gleason suggest focusing the funding on the Eastern WA courts where the funding is not available. Paulette would like any comments on this to be sent to her and Margaret. JIS policy speaks to accessing and updating JIS for the funding. Kathy Seymour asks that Paulette re-send the proposals and ask courts if they rely on this funding for their equipment. Vicky adds that in the decision point there is a chart on what JISC voted on for prioritization. There are competing interest and Superior Courts have heavily lobbied for the funding. It will be important for limited jurisdiction courts to do the same. JIS funding has been raided in the past by the legislature and it could happen again. It's important to contact legislatures about keeping this funding.

### **New Business**

Patti Kohler would like to keep the set board meeting dates – but asking if monthly board meetings would work for everyone. Patti will send out a survey on availability of members monthly and times available. Paulette suggests open discussion meetings to share ideas on how we are all functioning during this pandemic after meetings.

Open discussion ensues on how courts are functioning and how to proceed with jury trials.

**Adjourn:** Patti Kohler adjourns meeting at 12:00 pm. Next meeting is August 27, 2020 @8:30 a.m.

Respectfully submitted, Maryam Olson, Secretary

DRAFT