

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

July 18th, 2023 10:00 a.m.
Hybrid – Tukwila Justice Center
Board Meeting Minutes

Officers Present:

President	Trish Kinlow
Past President	Ellen Attebery
President Elect	Frankie Peters
Vice President	Not Present
Treasurer	Bonnie Woodrow
Secretary	Candace Enders

Members & Attendees Present:

1. Adam Keller	24. Lillian Hawkins
2. Amy Harte	25. Lisa Winnett
3. Andrea Belanger	26. Margaret Yetter
4. Andrew McSeveney	27. Marianne Boggie
5. Angie Autry - AOC	28. Marrison Williams
6. Brian Gleason	29. Mary Beth Phillips
7. Carla Weaver - DOL	30. Melissa Patrick
8. Carol Landwehr	31. Michael Visger
9. Courtney White	32. MiHa Kapaki
10. Cynthia Davis	33. Molly Martin
11. Dee Morrill	34. Nikki Meister
12. Jane Edmonds	35. Okhwa Lewis
13. Jen Crossen	36. Patsy Robinson
14. Jodi Stephens	37. Regina Alexander - MPA
15. John Witter	38. Renee Honey
16. Kati Dorman	39. Robyn Dunham
17. Katy Henriksen	40. Ryan Grimes – DOL
18. Kellie Earlie	41. Sherri Hansen
19. Kelly Fields	42. Suzanne Elsner
20. Kristi Schorn	43. Tessa Clements - AOC
21. Lacie Dewitt	44. Tracy Dugas - AOC
22. Lea Garner	45.. Uneek Maylor
23. Leslie Christensen	46. Valerie Marino

Call to Order: President Trish Kinlow calls the meeting to order at 10:05 am.

Opening Introductions: Introductions completed.

Adoption of Agenda: Margaret Yetter makes motion to approve the agenda, Ellen Attebery seconds the motion.

Approval of Minutes: March 21st, 2023 meeting minutes presented. Frankie Peters moves to approve the minutes. Bonnie Woodrow seconds the motion. Motion passed.

Treasurer's Report: Bonnie Woodrow shares the treasurer's report. The checking register balance as of June 30, 2023 is \$59,353.98.

Bonnie presents the proposed 2023 -2024 budget.

Margaret Yetter makes motion to approve the treasurer's report and the 2023 – 2024 budget. Ellen Attebery seconds the motion. Motion passed.

Bonnie Woodrow makes motion to upgrade to the online version of QuickBooks. Frankie Peters seconds the motion. Motion passed.

Liaison Reports:

DMCJA: Judge Williams not present. Tracy Dugas present from AOC and advises email has been sent out regarding the upcoming 20% increase in the judges dues.

AOC CSD Liaison & AOC ISD/JISC Business: Angie Autry present and notes at the last board meeting in March they replaced Arsenio Escudero with Dexter Mejia. He will be present for all future meetings.

Angie reports they have started user acceptance training and testing by our pilot courts this week on the Enterprise Justice and E-file and Serve programs. The testing should take about 3 weeks. Next week they will begin training on Enterprise Supervision. The pilot go live date should be set shortly thereafter.

Sector parking ticket project is addressed. The last 13 Municipal Court laws have been reviewed and are ready to go to State Patrol. They have put in a request to their data warehouse team to see if they can get all 13 done at the same time or if they need to break them up. They plan on getting them over to State Patrol within the next week. If you are sitting in one of the request queues, your court will be receiving a notice from Crystal very soon when they are uploaded at State Patrol and officers can start citing those parking tickets using Sector. Angie notes they will be paper tickets, not electronic. AOC is still waiting on a resolution for having the ability to file through Sector for District Court.

More legislative changes coming up. The next effective date for bills is July 23, 2023. These mostly consist of the surrender of firearms violations. They will be covering the bills in tomorrow's DOL/AOC open forum. Angie notes the surrender of firearms violations and sanctions impact are going to be delayed. There will be some changes to the civil judgement screen to allow the recording of violations and sanctions. It should be available mid-August.

There will be a new code effective October 1st, 2023 in regards to license privileges for a person who is cited for a serious traffic offense and is found not competent to stand trial and is ordered to complete restoration treatment.

July 19th is the next AOC/DOL forum. They will go into more detail about the legislation going into effect July 23rd.

MPA: Regina Alexander present with no report. Melissa Patrick advises that registration is open for the Probation Academy in September. The academy will be in person.

DOL: Carla Weaver present and discusses new changes in DIAS. There will be two different ADR's available in DIAS. There will be one specifically for an alcohol/drug assessment and one for court/law enforcement.

Starting in October, the court will be able to go into DIAS and note that the person is incompetent and DOL will take the 1 year action against the driving privilege.

DOL does not recognize the code VU for Blake related cases. DOL is working to get it added. As of right now, if a Blake related case needs to be removed from the abstract, the court must submit a record removal through DIAS.

BLAKE: Jennefer Johnson not present. Trish Kinlow present and advises she spoke with Jamie from AOC at the recent NACM conference regarding creating an automatized process for Blake related cases. Trish will reach out to Chris Stanley who oversees the Blake refund bureau to further inquire about an automatized process.

Kristi Schorn gives update regarding Blake portal testing. Testing has been going well, however some breaks have occurred. The go live date is still set for July 30th.

Standing Committee Reports

Conference/Education: Margaret Yetter reports that the academy was a success.

The next education retreat is Thursday July 27th at 8:30 a.m. in person at Tukwila Municipal Court. Margaret shares items that will be discussed at the retreat.

Technology: Trish Kinlow advises that Kanani Johnson and Uneek Maylor will no longer be on the Technology committee. Trish notes appreciation for all of their hard work and thanks them. Kanani no longer works for the court and now works for the executive branch. She has been voted in as an honorary member and will still help with DMCMA technology as a consultant and with the awards program.

Ellen Attebery and Andy McSeveney are the new Technology chair and co-chair. Ellen advises that the website has been updated. The goal is for the website to be where you will find all information - the academy, courts helping courts, conference information, etc. Ellen notes if you see any errors or have suggestions regarding improving the website, to please let her or Andy know. They are also working on utilizing Jotforms and other ways to become more efficient.

Ellen advises they are working on an app for the next conference.

Margaret inquires if we can send Ellen and Andy to the Court Technology Conference in Phoenix September 12th - 14th, 2023, if we have the budget. Andy advises he submitted for a scholarship, however, has not heard back.

Membership: Trish reports for Mickey Zitkovich – talks about the link that is available on our website for membership.

Trish reminded everyone that there is a proposal to increase in dues to \$250 effective January 1, 2024. There hasn't been an increase since 2010.

Legislative: No report.

Long Range Planning: Trish Kinlow advises that Frankie Peters and Therese Murphy are the new co-chairs.

By Laws/Policy and Procedures: Trish advises that the By Laws were approved at the annual meeting.

Trish notes many changes were made to the Policy and Procedures and is ready to be adopted. The increase in dues to \$250 per year is included in the changes.

Margaret Yetter moves to approve the changes to the Policy and Procedures Manual. Frankie Peters seconds the motion. Motion passes.

Courts Helping Courts: Dee Morrill present and thanks everyone for their help and support. The CHC has received a large number of requests for mentors. The program needs more definition of what the CHC is and revamping the program. Dee notes if your court has submitted an application for mentorship or to be a mentor, there is a delay in replying due to the high volume of requests.

Trish advises she will be scheduling a special meeting with the Regional Directors to discuss how they can help connect people to mentors.

Diversity, Equity & Inclusion: Lillian Hawkins present and reports last meeting was May 15th and there was a great turnout and discussion. At the meeting they had an exercise on implicit bias. Bob Lichtenberg from the Interpreter Commission also presented. The next meeting is scheduled for August 21st from 2 – 3 p.m. The Zoom link will go out next week.

Lillian notes if any courts are having any challenges in regards to interpreters or questions about interpreters, to reach out to the Interpreter Commission.

State Committee Reports

BJA: Trish reports that herself and Frankie Peters attended the BJA leadership summit on June 16th. It was led by the Chief Justice. The topics discussed were the state of our courts and the relationships in our courts. Diversity, equity and inclusion within the courts was also discussed, with a focus on inclusion.

Court Management Council: Trish advises this meeting was canceled and will be rescheduled.

BJA Court Education Committee: Margaret Yetter reports that she is now the co-chair. The budget is being reviewed for the CEC and a line item will be added for the academy.

BJA Public Engagement & Education Committee: No report.

BJA Court Security Task Force: Susie Elsner reports they held their final meeting as the committee is scheduled to end. At the meeting they voted for their chair and co-chair to go back to BJA and ask it to become a permanent standing committee.

Email sent out June 30th regarding court security funding for small and rural courts. 2 million dollars was able to be secured in funding. It will be a million dollars for each funding period.

Reminder to continue reporting your security incidents on Inside Courts. This can be found under Court Resources – Security.

BJA Legislative Committee: No Report.

BJA Alternatives to Incarceration: No Report

Data Dissemination Committee: No Report.

Interbranch Advisory Committee: Trish advises this is a committee that the Chief Justice put together with the legislative and executive branches. At the last meeting they focused on budget.

The goal is to continue this relationship to talk about our interactions with each other and talk about the impact of legislative changes on the courts.

GR 34 Rules Committee: Andrea Belanger reports the committee has not met recently. Andrea shares the GR 34 eLearning module the workgroup developed. The direct link for the module can be found at [GR 34: Waiver of Fees on the Basis of Indigency - Overview | Rise 360 \(articulate.com\)](#)

Gender & Justice Commission: No Report.

Minority & Justice Commission: Trish reports the committee was very instrumental with assisting with the national conference on race and ethnic fairness in the courts. Both Trish and Ellen attended the conference. A great documentary “Who We Are” by Jeffery Robinson was shown with meaningful discussion after.

Trish talks about youth and law forums that are happening throughout the region. She will be reaching out to various Court Administrators in King County to participate in the youth and law forum. Frankie encourages courts to reach out to their local schools to come visit their courthouse and have discussions. Robyn Dunham offers idea for getting the community/kids involved by getting on the advisory board of your local school(s). Lillian Hawkins shares that King County has an outreach program, where Judges and staff are going out into the community at different festivals and events and it has been great.

Interpreter Commission: No report.

Pattern Forms: No report.

JIS Codes: No report.

JISC: Margaret reports on last meeting in June. She indicated that Dexter Mejia from AOC gave an update on the issues with all of the person records going into a new case management system. He requested to form a sub-committee to work on the person records and that was approved. There was also a Blake project overview given to the committee.

CLJ/CMS PSC: Frankie advises next meeting is 1st week of August. They are currently doing user acceptance training. Margaret notes at the next meeting the go live date should be solidified for the pilot courts.

New Items: Ellen reports on court signage. She is currently working with AOC on translating signs at her court into multiple languages and using common symbols that are used internationally. She inquires why this is not happening globally, instead of court by court since we all use similar terminology. Ellen notes the interpreter reimbursement program compensates 100% for translating signs.

Trish confirms Kanani Johnson has been made an honorary board member.

Trish talks about DMCJA’s modification of GR 11.3. This is in regard to a push for interpreters to appear in person. Judges are concerned interpreters are not showing in person for hearings they believe are critical for in person interpretation. Trish would appreciate any feedback to report back to the DMCJA.

Trish advises that the Western Region Conference of Chief Judges is upcoming and they are looking for speakers.

2023-2024 Highway & Hedges schedule – Trish notes Ellen did a great job with this and she will continue on as president. Trish will include Frankie and Therese and also reach out to the MPA president to confirm they will continue to join. Margaret notes we have mugs that were for the academy that arrived late. She suggests taking the mugs on future road trips and disperse to academy attendees.

Old Business: Ellen addresses the model job descriptions. In regards to the Court Administrator model job description, there was a motion made to update the mandatory education requirements from ARLJ 14 and it will be formally addressed in September. The proposed court clerk model job description is discussed and needs to be further looked at to make it more generic.

Katie Dorman from Airway Heights lets everyone know that a Marshallese Interpreter, that is widely used in the state, passed away over the weekend.

12:01 p.m. – Trish Kinlow adjourns the meeting.

Respectfully submitted, Candace Enders, Secretary