



District and Municipal Court Management Association Executive Board Meeting Tuesday, January 16, 2024 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"> November 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 Dino Traverso, CPA	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 Dexter Meja , AOC Regina Alexander, Melisa Patrick Carla Weaver - DOL, Kathy Seymour, Patsy Robinson, Kris Thompson, Sherri Hansen Jamie Kambich, AOC	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 • Regional Reports 	Margaret Yetter & Amy Knutson Margaret Yetter (need a co-chair) Ellen Attebery & Andrew McSeveney Mickey Zitkovich Kathy Seymour & Maryam Olson Frankie Peters & Therese Murphy Frankie Peters & Therese Murphy Dee Morrill & LaTricia Kinlow Misty Robison (need a co-chair) Regional Directors	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 Project Steering Committee 	LaTricia Kinlow LaTricia Kinlow & Frankie Peters Margaret Yetter Patricia Gutierrez Suzanne Elsner Frankie Peters Vacant – need a representative Paulette Revoir LaTricia Kinlow Andrea Belanger Vacant – need a representative LaTricia Kinlow Analisa Mai Kathy Seymour Patsy Robinson Paulette Revoir & Margaret Yetter Frankie Peters, Margaret Yetter & Suzanne Elsner	12:30	

9.	New Business Old Business:		1:15	
10.	Adjourn	LaTricia Kinlow, President		

Next meeting- Business meeting, Tuesday, March 19th @ 10:00 AM

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

September 19th, 2023 10:00 a.m.

Hybrid – Tukwila Justice Center

Board Meeting Minutes

Officers Present:

President	LaTricia Kinlow
Past President	Ellen Attebery
President Elect	Frankie Peters
Vice President	Therese Murphy
Treasurer	Bonnie Woodrow
Secretary	Candace Enders

Members & Attendees Present:

1. Adam Keller	22. Marianne Boggie
2. Andy McSeveney	23. Maritza Plazola
3. Angie Autry - AOC	24. Melissa Patrick
4. Anita Crawford-Willis	25. Michelle Petrich
5. Ashley Lipford	26. Mickey Zitkovich
6. Courtney White	27. Okhwa Lewis
7. Cynthia Davis	28. Paty Gutierrez
8. Dee Morrill	29. Paulette Revoir
9. Dexter Mejia - AOC	30. Rachel Johnson
10. Elizabeth Porras	31. Regina Alexander - MPA
11. Gail Cannon	32. Renee Honey
12. Jamie Kambich - AOC	33. Robyn Dunham
13. Jen Crossen	34. Ryan Grimes - DOL
14. Jennifer Wagner - AOC	35. Sharon Whittaker
15. Jessica Cash	36. Sherri Hansen
16. John Witter	37. Stacie Scarpaci
17. Katie Magill	38. Stacy Colberg
18. Kristi Schorn	39. Suzanne Elsner
19. Lacie Dewitt	40. Tawyna Parks
20. Lillian Hawkins	41. Uneek Maylor
21. Lisa Winnett	42. Valerie Marino

Call to Order: President Trish Kinlow calls the meeting to order at 10:00 am.

Opening Introductions: Introductions completed.

Adoption of Agenda: Frankie Peters makes motion to approve the agenda, Bonnie Woodrow seconds the motion. Motion passed.

Approval of Minutes: July 18th, 2023, meeting minutes presented. Bonnie Woodrow moves to approve the minutes. Frankie Peters seconds the motion. Motion passed.

Treasurer's Report: Frankie Peters moves to approve the treasurer's report. Lillian Hawkins seconds the motion. Motion passed.

Liaison Reports:

DMCJA: Judge Anita Crawford-Willis present and advises the next DMCJA board meeting is tomorrow. The meeting will be held at the end of the fall Judicial Conference. They will be focusing on the 2024 budget and what their future priorities will be. She acknowledges that the DMCJA appreciates the hard work of the DMCMA, and they want to support us as much as they can.

Trish notes she will be present in person for the DMCJA board meeting tomorrow and Frankie will be present for the meeting online. Trish will discuss at the board meeting the CLJ Leadership Summit that will be held in person at the Tukwila Justice Center on October 27th. The summit is being led by the Presidents of the DMCJA (Judge Smith), DMCMA (Trish Kinlow) and MPA (Lindsey Buntin). This will be a time for the executive leaders of our state associations to come together to discuss ways we can enhance, encourage, and improve working relationships in the courts of limited jurisdiction throughout the state. An email will be sent out this week to all elected officers, standing committee chair and co-chairs and regional directors with registration information. It will be free and an in person only event. No Zoom option will be available.

AOC CSD Liaison: Angie Autry present and reports on the following:

Parking Tickets in Sector: All municipal courts that previously requested to have their parking tickets issued using SECTOR have had their laws sent to WSP. They are still waiting for WSP to work out how to do parking tickets in SECTOR for district courts.

Legislation: The legislation changes for 1715 will be in effect in JIS starting October 2nd.

There is one new case condition code for 5440 that takes effect October 1st (which is a Sunday, so October 2nd). That code is DR1 for Driver's privileges revoked for 1 year, for use when a person found not competent to stand trial, that was charged with a serious traffic offense, that is undergoing restoration treatment and the prosecutor requests the revocation. The order will not automatically be transmitted to DOL, it will need to be manually reported.

VRV Onboardings: There are currently 5 VRV onboardings in progress and one more coming per one of the vendors they are working with. It is a long process, and they appreciate everyone's patience.

Additional Update: The Courts of Limited Jurisdiction Clerk's Manual, is still available online on Inside Courts under Court Resources > Manuals, however it hasn't been updated in quite a while. The legal team at AOC is working through it to look for statute and court rule updates needed; however, they are identifying questions in content they have and need assistance with. They will be compiling their questions and reaching out to the DMCMA to help make sure the manual is up to date and accurate

AOC ISD/JISC Business: Dexter Mejia present and reports that the go live date is set for October 23rd. Training starts next week, and it is for approximately 4 weeks. The last day for pilot courts in JIS is October 18th at 5 p.m. They will still have a viewable option in JIS, however cannot enter data after October 18th. He advises that Gig Harbor Municipal Court decided to step down from the pilot go-live due to connectivity issues discovered during the User Acceptance Testing activities. Upon analysis of the issue, it was identified that the local network at Gig Harbor was not allowing all the traffic from Enterprise Justice through due to some unencrypted information. Gig Harbor IT flagged and cited that the unencrypted information poses a security risk to their network and prefers that all information sent to their local network be encrypted end-to-end. AOC and Tyler Technologies analyzed in detail the concerns brought forward by Gig Harbor IT. Tyler recommended whitelisting Enterprise Justice as an approved application with Gig Harbor's firewall. Whitelisting is a common cyber security strategy that allows approved entities in an index pass through a network while blocking unidentified entities or unrecognized data. At this time, Gig Harbor IT is unable to implement the recommendation and as a result the court elected to step down as one of the pilot courts. Gig Harbor will move forward to identify a solution and join the implementation in Phase 6. The project team discussed the matter with the rest of the pilot courts Fircrest/Ruston Municipal, Tacoma Municipal, and Pierce County District and all will continue on the path of go-live on October 23rd. To minimize this type of risk in our future rollouts, the project is planning for a more proactive outreach and communications strategy focusing in with the IT stakeholder groups that support our courts and making sure the technical requirements are understood. Stacy Colberg, Gig Harbor Court Administrator, confirms her IT department only had an issue with the Enterprise Justice piece, not the eFile or eSupervision programs. She indicates her IT will be creating a separate network for the court, which will have its own firewall. Dexter advises the Enterprise Integration Platform Project has been delayed getting the solicitation out to the vendors. This is due to limited resources at AOC. It should be published by the end of next week. Susie Elsner, on behalf of the Project Steering Committee, recommends the pilot courts keep track of best practices of working without JIS for the courts with future roll out dates.

MPA: Regina Alexander present and advises of the next MPA Conference April 29th – May 1st in Vancouver. She also advises of the American Probation and Parole Association Conference February 25th – 28th in Seattle.

Melissa Patrick advises there are currently 30 attendees at the MPCA Academy. There were 5 individuals who had to be waitlisted and unable to attend. Melissa reminds everyone to enroll staff early when registration opens as spots are limited and the academy is only once a year.

Melissa notes membership dues are not being raised for 2024 and remain the same at \$40 per person, \$350 for a 11+ team and there is also middle tier price.

DOL: Ryan Grimes reports DOL has been working on business rules as 5440 is set to begin on 10/1. DOL will have communication out to the courts next week on how it will work and look like.

BLAKE: Jamie Kambich present and acknowledges communications should be better regarding Blake between the courts and AOC. Jamie is unable to answer any policy questions today however, can take any of those questions back to Chris Stanley at AOC and report back.

Trish notes there is an appeal process for courts that are denied a refund for their A-19 extraordinary expenses. If it gets denied, send the denial to Trish and she will forward it to Chris Stanley until a formal process is implemented.

Jamie discusses the 3 different Blake access portals. The clerk portal is where the court would upload their data and check status of the record. The AOC portal is to manage the Blake impacted individual and the

refund request. The public portal is for the impacted individual to search by name and/or case number to see if they qualify for a refund and make request for refund.

Jamie advises that Jennefer Johnson has created training videos with step-by-step instructions. She has helped 21 courts upload data to the portal so far.

Kristi Schorn inquires the following questions: Can the AOC BIT report be updated to ONLY include vacated cases (no dismissals) and to include all Blake related RCW's? Would the 3rd party costs added via the Blake clerk portal, such as bond forfeiture payments, be mailed by AOC? How is AOC communicating Blake to the public, via flyers, social media? Jamie will take back these questions to his team and respond.

Jamie notes discussion has been raised about additional staff being able to access the Blake clerk portal. The court must send this request using the Inside Courts Manage User ID Form. AOC will send email correspondence about this process very soon. The link to access the clerk portal is now available on Inside Courts under Court Resources.

Standing Committee Reports

Conference: No Report.

Education: Lillian Hawkins present and reports that the committee is in the process of developing a survey to our membership regarding needs surrounding staff conferences and regionals. She also indicates they are exploring utilizing AOC's Learning Management System (LMS) as a resource for online learning for our members.

The tentative date for the 2024 annual conference is May 5 – 8th more to come.

The next Education Committee meeting is 10/19/23 from 11:45-1 pm. All our welcome.

Technology: Andy McSeveney reports out on the NCSC Court Technology Conference attended by himself and co-chair Ellen Attebery last week in Phoenix. Some of the topics included Artificial Intelligence, simultaneous interpretation, hybrid/telework environments & remote proceedings. Ellen talked about the use of the Chat GPT function and how she has utilized it for memos, evaluations, job descriptions and interview questions. However, she also warns of the danger around it and the authenticity. Other takeaways from the conference were regarding digital evidence and the streamlined electronic search warrant process.

Ellen shares her computer screen and displays the current DMCMA website. She goes through the main screen and the calendar page. The board meeting packets are now available on the website.

Membership: Mickey Zitkovich present and does not have anything to report. Trish reminds everyone there was a vote and it was approved to increase dues to \$250 effective 1/1/2024.

Trish notes there was a discussion at the last education retreat regarding if someone has to be a member of the DMCMA to be on the Admin Listserve. They did find out that Tracy Dugas from AOC is responsible for this account and only adds members to the Admin Listserve and if a court wants someone added, they must notify Tracy of the name/email address. Trish's concern is nonmembers having the same access as a member. Trish

would like to keep it as is, you must be a member to be on the listserve. Mickey believes all Administrators are on the listserve whether they are a member or not. Trish indicates there needs to be further discussion on this and will reach out to Tracy, Mickey, Frankie and Therese to arrange a meeting.

Legislative: No report.

Long Range Planning: Frankie Peters present and advises Long Range Planning will be meeting today after the board meeting.

By Laws/Policy and Procedures: Frankie advises they are currently going through the By Laws/Policy and Procedures and identifying where they can ensure consistency between the two and then provide recommended changes, more to come.

Courts Helping Courts: Dee Morrill reports that CHC continues to be extremely busy. CHC would like to be able to support the needs of the courts with the CLJ/CMS pilot go live, so please reach out.

Dee asks Trish about the mentorship program and involving the Regional Directors. Trish indicates there will be further conversation about this at the Long-Range Planning Meeting today.

Trish notes Court Helping Courts is going to be an official standing committee upon signing of the oath by Judge Anita Crawford-Willis in person with Dee. Trish inquires if anyone has any objections to making Courts Helping Courts a standing committee (no objections).

Diversity, Equity & Inclusion: Lillian reports that the DEI has extended their meeting invitations to NACM and MPA liaisons. This has brought great collaboration and conversation to the meetings. At their last meeting they discussed community outreach and recruiting. They also discussed pay equity within the court.

Lillian notes to email her any DEI related issues that need to be addressed from your court for the CLJ Summit on October 27th, to Lillian Hawkins Lillian.Hawkins@DMCMA.org no later than Friday October 6th so they can be relayed to Trish for discussion.

The next DEI meeting is October 16th, and all are welcome. DEI meets the 3rd Monday of each month from 2-3 pm. Please check the DMCMA website for meeting details and info.

State Committee Reports

BJA: Trish attended the last BJA meeting. The main focus was on the upcoming years budget. Trish notes a survey went out to all Administrators regarding harassment and needs to be completed. If you did not receive it, please send Trish an email and she will forward it to you.

Court Management Council: Trish reports at the last meeting they spoke about the Better Together conference held in June. They were pleased with the attendance and the outcome of the conference. They are going to try and have another conference in 2024, however need to make sure the budget is there for it. Trish let them know to be aware next time about National conferences and to make sure there are no conflicts with the dates. The CMC want to do a State of the State address for Washington state, similar to what NCSC has done, more to come on that.

There was an amendment to the by laws to allow the Supreme Court Administrator to join the CMC. Ashley Lipford, the Supreme Court Administrator, will be a member moving forward. Ashley was present in person and introduced.

Trish notes entries for Court Manager of the Year have been extended to this Friday.

AOC had 40 new hires and they are expanding their HR and Fiscal departments. 45 courts received therapeutic court grants.

BJA Court Education Committee: No Report.

BJA Public Engagement & Education Committee: Paty Gutierrez reports the committee last met on August 25th. Paty notes they have created 3 sub-committees. The three sub-committees are: Civic/Education, Staff/Judges and Community Engagement/Collaborations.

The next meeting will be October 20th.

BJA Court Security Task Force: Susie Elsner present and advises they are waiting for a decision from the BJA on becoming a permanent task force. Trish indicates it was an overwhelming yes from the BJA in regards to it becoming a standing committee and they will be moving forward with keeping the Court Security Task Force in tack.

BJA Legislative Committee: No Report.

BJA Alternatives to Incarceration: No Report

Data Dissemination Committee: No Report.

Interbranch Advisory Committee: Trish reports the next meeting is this Friday.

GR 34 Rules Committee: No Report.

Gender & Justice Commission: Lillian reports that the GJC completed a Gender Justice Study in 2021 which identified the impact of gender bias on access to justice focusing on the intersection of gender & race, poverty, and other identities. Lillian identified the recommendations from the study and how the DMCMA can help reach these goals.

Minority & Justice Commission: No Report.

Interpreter Commission: Trish notes Analisa Mai has been nominated for the vacant position.

Pattern Forms: Bonnie Woodrow present and advises there is a meeting tomorrow.

JIS Codes: No Report.

JISC: No Report.

CLJ/CMS PSC: Frankie advises they are advocating for advanced and open communication with all courts to make sure they are aware what is coming down the road.

District and Municipal Court Management Association
Annual Board Meeting Agenda – September 19, 2023

Bonnie inquires if an amended schedule has been given for future go live phases. Frankie states he does not have that information currently.

New Items:

Law Day Committee: Courtney White reports that there is a sub-committee working on Law Day for May 1st, 2024. The next brown bag lunch session is scheduled for October 11th. If interested or any questions, reach out to Courtney White at courtney.white@bothellwa.gov

New King County Superior Court Clerk – Trish notes Catherine Cornwall is the new King County Superior Court Clerk.

Old Business: Ellen addresses the model job descriptions. Templates will be added in the future to the DMCMA website.

Voting Items: Frankie Peters moves to make Courts Helping Courts a standing committee. Ellen Attebery seconds the Motion. Motion passed.

12:48 p.m. – Trish Kinlow adjourns the meeting.

Respectfully submitted, Candace Enders, Secretary

Committee Report:
Submitted By:
Date Submitted:

Treasurer Report
Bonnie Woodrow
1-2-2024

Report Narrative:

The Budget vs Actual Report dated January 2, 2024, is attached for Board approval. The checking register balance as of January 2, 2023, is \$65,784.99.

Respectfully submitted,

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

District and Municipal Court Management Association

Budget vs. Actuals

July 2023 - June 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
Membership Dues	19,317.23	50,000.00	-30,682.77	38.63%
Regionals				
Fall Regionals	0.00	2,000.00	-2,000.00	0.00%
Spring Regionals	0.00	2,000.00	-2,000.00	0.00%
Total Regionals	\$ 0.00	\$ 4,000.00	-\$ 4,000.00	0.00%
Reimbursed Expenses	944.61	0.00	944.61	
Total Income	\$ 20,261.84	\$ 54,000.00	-\$ 33,738.16	37.52%
Expenses				
Awards	0.00	1,100.00	-1,100.00	0.00%
Board Meeting Expenses	374.01	1,400.00	-1,025.99	26.72%
Courts Helping Courts (Highways to Hedges)	70.86	2,000.00	-1,929.14	3.54%
Education				
Education - Academy	0.00	0.00	0.00	
Education - Annual Conference	0.00	10,000.00	-10,000.00	0.00%
Education - Regionals	500.00	4,000.00	-3,500.00	12.50%
Education - Retreat Meals	153.55	0.00	153.55	
Education - Staff Conference	0.00	0.00	0.00	
Total Education	\$ 653.55	\$ 14,000.00	-\$13,346.45	4.67%
Flowers & Cards	124.55	600.00	-475.45	20.76%
Liability Insurance	0.00	1,500.00	-1,500.00	0.00%
Long Range Planning Committee	0.00	500.00	-500.00	0.00%
Membership Committee	0.00	100.00	-100.00	0.00%
Miscellaneous Expenses	744.00	0.00	744.00	
NACM				
NACM Annual (July)	2,900.43	4,500.00	-1,599.57	64.45%
NACM Mid Year (February)	0.00	2,000.00	-2,000.00	0.00%
Total NACM	\$ 2,900.43	\$ 8,000.00	-\$ 5,099.57	36.26%
President Expense		700.00	-700.00	0.00%
Better Together CLJ Summit	2,403.15	3,500.00	-1,096.85	68.66%
Total President Expense	\$ 2,403.15	\$ 1,200.00	\$ 1,203.15	200.26%
Scholarship Committee	995.00	1,000.00	-5.00	99.50%
Technology	4,331.25	10,000.00	-5,668.75	43.31%
CTC (September)	2,584.58	3,200.00	-615.42	80.77%
eCourt Conference (December)	0.00	0.00	0.00	
Total Technology	\$ 6,915.83	\$ 13,200.00	-\$ 6,284.17	52.39%
Travel Expenses	989.84	3,300.00	-2,310.16	30.00%
Treasurer Expenses	2,419.65	5,800.00	-3,380.35	41.72%
Total Expenses	\$ 18,590.87	\$ 53,700.00	-\$ 35,109.13	34.62%

Tuesday, Jan 02, 2024 12:20:00 PM GMT-8 - Accrual Basis

District and Municipal Court Management Association

DMCMA Bank Account, Period Ending 12/31/2023

RECONCILIATION REPORT

Reconciled on: 01/02/2024

Reconciled by: bwoodrow@rentonwa.gov

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	51,163.14
Checks and payments cleared (11)	-1,280.81
Deposits and other credits cleared (4)	15,962.66
Statement ending balance	65,844.99

Uncleared transactions as of 12/31/2023	-2,271.00
Register balance as of 12/31/2023	63,573.99

Details

Checks and payments cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/26/2023	Check	VP5PF-ZW5WP	Therese Murphy	-381.49
12/04/2023	Check	DB4550	Envision Design Solutions, Inc	-60.00
12/04/2023	Check	DB4550	Good to Go	-5.50
12/04/2023	Check	DB0362	Good to Go	-5.50
12/12/2023	Check	DB5909	Microsoft	-158.55
12/13/2023	Check	VP5QD-JBX48	Mary Beth Phillips	-145.41
12/13/2023	Check	kdni7pgo9	Trish Kinlow	-85.35
12/13/2023	Check	VP5Q8-F99C6	Mary Beth Phillips	-150.65
12/13/2023	Check	p4wp7br74	ellen attebery	-73.36
12/21/2023	Check	DB5909	Microsoft	-165.45
12/26/2023	Check		Intuit QuickBooks	-49.55

Total	-1,280.81
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Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/06/2023	Deposit		Square Inc	2,760.45
12/18/2023	Deposit			10,694.61
12/18/2023	Deposit		Kitsap County District Court	500.00
12/28/2023	Deposit		Square Inc	2,007.60

Total	15,962.66
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Additional Information

Uncleared checks and payments as of 12/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/27/2023	Check	VQLY8-1QM2P	Humble & Davenport Insuranc...	-1,371.00
12/27/2023	Check	VQLXX-4PBFQ	Dino Traverso, PLLC	-900.00

Total	-2,271.00
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MANAGEMENT ASSOCIATION
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for December 1, 2023 to December 31, 2023

Account number: 0000 [REDACTED]

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

Account summary

Beginning balance on December 1, 2023	\$51,163.14
Deposits and other credits	15,962.66
Withdrawals and other debits	-1,280.81
Checks	-0.00
Service fees	-0.00
Ending balance on December 31, 2023	\$65,844.99

of deposits/credits: 5

of withdrawals/debits: 11

of items-previous cycle¹: 0

of days in cycle: 31

Average ledger balance: \$57,230.44

¹Includes checks paid, deposited items and other debits

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SSM 08 23 0008B | 5822183

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Deposits and other credits

Date	Description	Amount
12/13/23	Square Inc DES:SQ231213 ID:T36YKSP87KZ06G1 INDN:District and Municipal CO ID:9424300002 CCD	2,760.45
12/18/23	KITSAP COUNTY DES:WD FIN PRO ID:11425 INDN:DMCMA TREASURER CO ID:2916001348 CCD PMT INFO:INV-MEMBER-CHECKPYMT-2023-0303INV-MEMBER -CHKPYMT-2023-0302\	500.00
12/19/23	Deposit	5,944.61
12/19/23	Deposit	4,750.00
12/28/23	Square Inc DES:SQ231228 ID:T3GXGSA6C03FEK INDN:District and Municipal CO ID:9424300002 CCD	2,007.60

Total deposits and other credits

\$15,962.66

Withdrawals and other debits

Date	Description	Amount
12/13/23	Zelle payment to Ellen Attebery for "Mileage Reimbursement - Highways to Hedges 12-1"; Conf# p4wp7br74	-73.36
12/13/23	Zelle payment to LaTricia Kinlow Conf# kdni7pgo9	-85.35
12/20/23	Therese Murphy Bill Payment	-381.49
12/20/23	Mary Beth Phillips Bill Payment	-150.65
12/20/23	Mary Beth Phillips Bill Payment	-145.41
12/26/23	INTUIT * DES:QBooks Onl ID:3743210 INDN:DISTRICT AND MUNICIPAL CO ID:0000756346 CCD	-49.55

Card account # XXXX XXXX XXXX 0362

12/04/23	CHECKCARD 1202 WSDOT GOOD TO GO 866-936-8246 WA 24240523336700487443039 CKCD 4784 XXXXXXXXXXXXX0362 XXXX XXXX XXXX 0362	-5.50
----------	---	-------

Subtotal for card account # XXXX XXXX XXXX 0362

-\$5.50

Card account # XXXX XXXX XXXX 4550

12/04/23	CHECKCARD 1201 IN *ENVISION DESIGN SOL 253-9736095 WA 24692163336109528729141 RECURRING CKCD 7372 XXXXXXXXXXXXX4550 XXXX XXXX XXXX 4550	-60.00
----------	---	--------

12/04/23	CHECKCARD 1202 WSDOT GOOD TO GO 866-936-8246 WA 24240523336700487487986 CKCD 4784 XXXXXXXXXXXXX4550 XXXX XXXX XXXX 4550	-5.50
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Subtotal for card account # XXXX XXXX XXXX 4550

-\$65.50

continued on the next page

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SSM-08-22-0108.B | 4878896

Withdrawals and other debits - continued

Date	Description	Amount
Card account # XXXX XXXX XXXX 5909		
12/12/23	CHECKCARD 1213 NNT MSFT *<E02 MSBILLINFO WA 00000000000000000847149 RECURRING CKCD 5045 XXXXXXXXXXXXX5909 XXXX XXXX XXXX 5909	-158.55
12/21/23	CHECKCARD 1222 NNT MSFT *<E06 MSBILLINFO WA 00000000000000000108311 RECURRING CKCD 5045 XXXXXXXXXXXXX5909 XXXX XXXX XXXX 5909	-165.45
Subtotal for card account # XXXX XXXX XXXX 5909		-\$324.00
Total withdrawals and other debits		-\$1,280.81

Service fees

The Monthly Fee on your primary Business Advantage Fundamentals Banking account was waived for the statement period ending 11/30/23. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ✓ \$250+ in new net purchases on a linked Business debit card has been met
- ✓ \$5,000+ combined average monthly balance in linked business accounts has been met
- ✓ Become a member of Preferred Rewards for Business has been met

For information on how to open a new product, link an existing service to your account, or about Preferred Rewards for Business please call 1.888.BUSINESS or visit bankofamerica.com/smallbusiness.

Daily ledger balances

Date	Balance (\$)	Date	Balance (\$)	Date	Balance (\$)
12/01	51,163.14	12/18	54,035.33	12/21	63,886.94
12/04	51,092.14	12/19	64,729.94	12/26	63,837.39
12/12	50,933.59	12/20	64,052.39	12/28	65,844.99
12/13	53,535.33				

**DISTRICT AND MUNICIPAL COURT
MANAGEMENT ASSOCIATION**

**REPORT ON AGREED-UPON
PROCEDURES**

November 30, 2023

606 Oakesdale Ave. SW, Suite 204
Renton, Washington 98057



Dino W. Traverso PLLC
Certified Public Accountants
www.dwtpllc.com

Phone: (425) 264-0165
Fax: (425) 264-0167

Independent Accountants' Report
On Applying Agreed-Upon Procedures

To the Board of Directors
District and Municipal Court Management Association
Tacoma, Washington

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and Management of the District and Municipal Court Management Association, solely to assist you in determining the validity of information contained in your QuickBooks files. The District and Municipal Court Management Association is responsible for all entries contained in its records. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purposes.

The procedures and the associated findings are as follows:

Vouching to Source Documents from Entries in QuickBooks

1. We randomly selected ten transactions from the detailed transaction listing for the fiscal year ending June 30, 2023. We vouched these items to bank statements and to the source documents to confirm that these transactions were appropriately reflected in the books of account.

Items selected to vouch to source documents are identified as follows:

1. Check number 5981 dated 09/12/2022
2. Check number 5985 dated 10/11/2022
3. Deposit dated 10/22/2022
4. Check number 5989 dated 12/22/2022
5. Deposit dated 01/09/2023
6. Deposit dated 01/25/2023
7. Debit card purchase dated 02/10/2023
8. Debit card purchase dated 03/31/2023
9. Deposit dated 04/13/2023
10. Deposit dated 05/15/2023

The transactions were vouched to the source documents, except for the following:

- a. Debit card purchase dated 02/10/2023 was recorded in the amount of \$661.36 in the detailed transaction listing, however the amount on the receipt was \$661.35.



Tracing to QuickBooks Entries from Source Documents

1. We randomly selected ten transactions from the source documents provided in the binders and paperwork for the fiscal year ending June 30, 2023. We traced these items to bank statements and to the information contained in the books of account to confirm these transactions were appropriately recorded.

Items selected to trace to the books of account are identified as follows:

- A. Debit card purchase dated 09/30/2022
- B. Deposit dated 10/06/2022
- C. Debit card purchase dated 12/06/2022
- D. Deposit dated 01/09/2023
- E. Debit card purchase dated 01/31/2023
- F. Deposit dated 02/15/2023
- G. Debit card purchase dated 03/27/2023
- H. Deposit dated 04/13/2023
- I. Deposit dated 05/17/2023
- J. Debit card purchase dated 06/21/2023

We found no exceptions as a result of the procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the financial information contained in the books of account. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors and Management of the District and Municipal Court Management Association and is not intended to be and should not be used by anyone other than these specified parties.

November 30, 2023
Renton, Washington

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

November 21st, 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	Therese Murphy
Treasurer	Not Present
Secretary	Candace Enders

Members & Attendees Present:

1. Adam Keller	24. Marrissa Williams
2. Amy Knutsen	25. Mary Currin
3. Andrea Belanger	26. Mary Beth Phillips
4. Andy McSeveney	27. Melissa Patrick
5. Angie Autry - AOC	28. Michelle Petrich
6. Anita Crawford-Willis - DMCJA	29. Mickey Zitkovich
7. Annalisa Mai	30. MiHa Kapaki
8. Brian Gleason	31. Misty Robison
9. Carol Landwehr	32. Nikki Meister
10. Daina Trainer	33. Okhwa Lewis
11. Dexter Mejia - AOC	34. Paty Gutierrez
12. Gail Cannon	35. Patsy Robinson
13. Jamie Kambich - AOC	36. Regina Alexander - MPA
14. Jen Crossen	37. Renee Honey
15. Jennifer Smith	38. Robyn Dunham
16. John Witter	39. Ryan Grimes - DOL
17. Julie Espinoza	40. Sherri Hansen
18. Kathy Koehler	41. Stacie Scarpaci - MPA
19. Katy Henricksen	42. Suzanne Elsner
20. Kelly Fields	43. Tawyna Parks
21. Kristi Schorn	44. Tracey Smith
22. Lacie Dewitt	45. Uneek Maylor
23. Margaret Yetter	46. Valerie Marino

Call to Order: President Trish Kinlow calls the meeting to order at 10:03 am.

Opening Introductions: Introductions completed.

Adoption of Agenda: Ellen Attebery makes motion to approve the agenda, Patsy Robinson seconds the motion. Motion passed.

Approval of Minutes: September 19th, 2023 meeting minutes presented. Frankie Peters moves to approve the minutes. Melissa Patrick seconds the motion. Motion passed.

Treasurer's Report: Therese Murphy addresses the treasurer's report on behalf of Bonnie Woodrow. Trish shares that Bonnie was able to connect with our accountant Dino and he said our books looked great. She notes we need to look at getting an audit of our books, however it will be expensive. Bonnie will give an update on this at the next board meeting.

Frankie Peters moves to approve the treasurer's report. Patsy Robinson seconds the motion. Motion passed.

CLJ Summit Update: Trish gave an update on the CLJ Leadership Summit held on October 27th. It was a great turn out, with great response and participation. Executive leaders from MPA, DMCJA and DMCMA came together and brought about robust conversations. Some important conversations discussed were: recognizing and supporting probation, Presiding Judge/Court Administrator/Court Employee relationships and requirements for bench placement. Another CLJ Leadership Summit will be planned around the end of the 1st quarter.

Liaison Reports:

DMCJA: Judge Anita Crawford-Willis present and advises that DMCJA will be putting forth a legislative proposal this year recommending some changes to terms related to incompetency. They will be requesting to change incompetent to inability to proceed.

A big THANK YOU is given to the DMCMA members who helped during the You've Been Served events held in some courthouses in September.

The Secret Shopper Project is discussed, which is similar to the Fair Court Project that they tried and failed to get the legislature to fund this year. They are going to continue to explore a partnership with one of the universities to conduct a statewide project. They recently met with them to discuss details how they can work together. DMCMA will be asked to be a stakeholder in setting up the tool that is utilized to review court processes.

The Spring conference is scheduled to be held on June 2nd – 5th at the Tulalip Resort in Marysville.

The Public Outreach Committee has been hosting lunch time events to help courts start a Law Day, which is going to be in May. If anyone is interested in participating, please reach out to Tracy Dugas tracy.dugas@courts.wa.gov

The mentorship program is discussed. The DMCJA is looking to broaden this program.

AOC CSD Liaison: Angie Autry present and reports on the following:

Parking Tickets in SECTOR - WSP believes they have a solution to the issue preventing District Courts from being able to utilize the parking ticket feature. They will be meeting with them next week to discuss the solution, so hopefully soon they will be able to onboard those courts that are still on the wait list.

E2SSB 5440 - The Pattern Forms Committee has created new forms for this bill when the 1 year revocation of a defendant's license is ordered and restored. Those were the new docket/event codes that were sent out yesterday. For courts using JIS, these are not meant to be in lieu of the case condition code DR1 meant for tracking when one of these orders are entered and when the condition is terminated or completed, but they can be used in the docket to indicate the order was filed. When using Enterprise Justice, entry of the event code allows you to

indicate the order was entered and the status on the event can indicate when the condition is terminated or completed.

The next DOL-AOC Open Forum is scheduled for December 20th. Ellen asks about the FTA fee removal process due to court error. Ryan Grimes from DOL speaks on the issue and confirms they are working on a solution.

Update on TMC Go Live - The first go live at Tacoma Municipal Court went better than what they could have planned for. Huge thank you to the Tacoma team! Their attitudes, patience and willingness to shift gears as needed helped make it a success. Everything learned during this experience with Tacoma will help better prepare to help the remaining pilot courts. Michelle Petrich, Tacoma Court Administrator, present and thanks the association and other court administrators that reached out to her personally ahead of and after the go live date for support. She also thanks AOC and Tyler for all of their support during the go live.

Ellen asks Angie two questions regarding Enterprise Justice:

Q: Any issues with warrants showing active for Tacoma cases in JABS? **A:** JABS will currently show the warrant on the bottom half of the screen but there was an issue identified coming from the EDR and AOC is working with the EDR team to get it to display at the top half.

Q: Are amended charges no longer showing? **A:** The charges show the same way Superior Court charges show. The top half of the screen will show current charges only. When you click on the specific case, the summary tab is displayed below and it will show the history of the charges.

Angie advises that BAC/THC is currently recorded at case level, not the charge level in JIS. A case with DUI and DWLS 3rd shows the BAC next to both charges in JABS. Additionally, it's only 1 BAC allowed per case. If a prosecutor files a complaint with 2 DUI's that occurred within the allowed time frame to have both cited on one charging document, you would only be able to record one BAC/THC level for both charges. In Enterprise Justice you can report what the BAC was at the time of the citation, as well as what it is at the final disposition (if it's been reduced) so the historical data is maintained as well as the final one that needs reported to DOL and it's connected to an individual charge not the case. She inquires if this court level would support an ITG request to enhance the Enterprise Data Repository to allow the BAC/THC level to be associated with a charge and allow the recording of both the original and the final reading so future cases will show appropriately in JABS, in reporting needs. Frankie confirms DMCMA does support this. Angie advises they will submit the ITG request to the DMCMA CLUG for review to start the process.

AOC ISD/JISC Business: Dexter Mejia present from AOC. He reports they are working with Pierce County District Court to capture the issues remaining and the team has begun analyzing that. They also will be talking with Fircrest/Ruston Municipal Court to determine a new go live date. Starting in 2024, AOC will be holding informational sessions across the state at different locations. 8 hub locations have been selected, starting with session one end of March with Spokane and Walla Walla. Second session will be in May at locations in Chelan, King and Snohomish. Third session in August at locations in Thurston, Yakima and Clark County. He would like for the sessions to be in person. They are still working out details of the venues, per diem and costing. Following the informational session, they will be holding system demonstrations. These are a separate event that will follow the informational session and will be done remotely. AOC will not have enough staff to have at every court location when they have their go live date. Carol from Battle Ground Municipal Court inquires if Tacoma Municipal staff could help with other courts going live or any other resources. Dexter says AOC would be in close proximity, if not at the court during the go live. Frankie notes Long Range Planning will be discussing this issue at their meeting today.

Brian Gleason inquires if there is anyway that courts can get advance technical specs to show their IT departments. Dexter says yes, they can provide that information.

Margaret Yetter mentions that they have a proposal for their conference in May from AOC to do an update on the new CLJ CMS, however we want to expand on that and have Dexter do the first informational session there. Dexter says he would be happy to be there and target any other conferences.

Trish notes she will contact Dexter offline to partner on this working through our regional directors.

Carol asks if a court can attend regional trainings that are not in their specific region. The answer is yes, courts can attend trainings not in their specific regions.

Mickey asks if there is an updated map of the timeline of the regions. Dexter indicates there is not an updated timeline, however they are working on it. They hope to have the updated timeline in March.

MPA: Regina Alexander present and reminds everyone the next MPA conference is April 29th – May 1st at the AC Marriott in Vancouver. The registration will be open in January. Another conference that would be valuable for probation officers to attend is the national APPA conference held at the Hyatt in Seattle February 25th – 28th.

Melissa Patrick present and advises of an Executive Summit for community leaders taking place in Seattle February 23rd – 24th. She will send out further information to the DMCMA listserv tomorrow. She also notes the MPA voted as a board to sponsor an item or activity at the APPA conference. MPA also chose two members to be a part of the DEI committee, Regina Alexander and Dae'Janae Anderson. The MPA dues are not being raised for 2024, however may need to be raised in the future. She also notes conference fees will need to be increased due to the costs of the AC Marriott in Vancouver.

Margaret discusses CEC funding for MPA. CEC has additional funds this year and they have been allocated across the board. Money was not allocated specifically to MPA and the main reason for that is because they have vendors at their conference. There is a draft proposal to request funding as there are additional funds available. Margaret suggests MPA talk amongst their group about what their conference would look like if their conference was funded by CEC, which would mean they would not have vendors. What would that really cost? Margaret would be willing to work with MPA to prepare a proposal to present to the CEC. Further discussion is had regarding the importance of having vendors at the MPA conference. Regina will take back this information to the association and reach out to Margaret to start the collaboration.

DOL: No report.

BLAKE: Jamie Kambich present and gives staffing updates. Jenefer Johnson will no longer be working on the Blake project and will be moving to a permanent position at AOC. The Blake project position is still funded through June 2025 and the job will be posted. Once someone is hired, Jenefer will help with the transition into the position. Sharon Swanson is longer with the AOC. The refund Blake manager position is currently vacant and posted. Sharon Fogo has been identified as the lead of the Blake refund program until further notice and the vacated manager position is filled.

One change that is now available in the clerk portal is the ability to change the dollar amount. A reason will have to be entered for auditing purposes.

For the court administration email that is being used when uploads have been completed, if you would like to have a generic email for your court, please send a front desk ticket and it will be processed.

They are currently working on the clerk portal user having the capacity to delete when uploading a record in error. You would have to delete one at a time. If you have a bulk of records to delete, submit a ticket for help.

They will be adding a 3rd party button on the AOC portal. This will give the ability to identify 3rd party refunds. This is still in the design phase. Frankie notes courts that are going to proceed with this option need to make sure to have business process/procedures in place before certifying these amounts.

Manual refund request process is discussed. How is a person in prison able to submit a request for a refund when they don't have access to technology? Hard copy application request is addressed and how that would be uploaded into the system. Carol notes most incarcerated individuals do have internet access and asks if they contacted DOC to have this posted in all the Washington state prisons. Jamie said there has been outreach via DOC and it is still occurring. Carol also asks about reaching the homeless. Jamie will take that question back to the Blake team.

Margaret inquires about how many refunds they have issued so far. Jamie does not know the number, however will report back at the next meeting.

A-19 process is discussed. The completed form needs to be emailed to payables@courts.wa.gov

Questions asked previously and answered: **Q:** Can we remove dismissal codes from the report? **A:** Yes. Please reach out to Jenefer to get that removed. **Q:** Can we also add the RCW's to the report? **A:** Yes. Please reach out to Jenefer to get that done. **Q:** Is AOC mailing 3rd party costs to the 3rd party vendor? **A:** All 3rd party costs are going back to the impacted individual, however Jamie notes more discussion is needed on this topic.

2 updates from Sharon Fogo are given by Jamie: She encourages any CLJ courts that need her to send their case lists again to please let them know. She is happy to resend them. She also wanted to mention anyone who wants postcards to hand out to Blake impacted individuals to contact Robin Zimmerman at Robin.Zimmermann@courts.wa.gov

Standing Committee Reports

Conference & Education: Margaret Yetter present and advises they met this morning. They should have a facility in place that is in Airway Heights called Northern Quest. It should be big enough to hold the academy and the conference. Still working out all the details. Several proposals were submitted for education sessions. Pam Dittman will send out another reminder today for any other ideas for the upcoming conference. The conference dates will be May 19th – 22nd. By the next meeting they should have a really good rough outline of the conference and costs associated. Margaret notes there are 15-20 max individuals for the academy and their expenses will be covered. There is approximately \$25,000 funding in the CEC specifically for the academy. There is \$50,000 for our conference, which was an increase as AOC had additional money.

Technology: Ellen Attebery present and talks about the two step process for paying membership dues online. There is the membership application itself and then the payment submittal. Any difficulties, please email Mickey Zitkovich mickeyz@burlingtonwa.gov.

CLJ Jotform staffing serving is addressed. Ellen is proposing to send this out to the listserv to capture the updated information that AOC has online but hoping in a way that is more useful to us. It would be a resource, so when you are going to your council or government entity to ask for more staff when you are comparing how many supervisor levels you have or probation officers you have, you can have that data. You also will be able to attach your job descriptions or salary schedule, anything you think would be useful, however not required. Ellen asks if there is any objection by the association to this being sent out? Trish asks Ellen to send the proposed form to the executive group to review first before sending out.

Membership: Mickey present and reminds everyone that when filling out the membership application, please fill out your annual salary, not your hourly or monthly. Also include your range if you are not paid a flat amount each year.

Legislative: No report.

Long Range Planning: Frankie Peters present and advises Long Range Planning will be meeting today after the board meeting. He thanks everyone who sent in responses for the continuity of operations. They will be discussing how Courts Helping Courts can offer support in the near future and long time future with the new CMS.

By Laws/Policy and Procedures: No report.

Courts Helping Courts: Trish notes they continue to receive requests from courts and they appreciate it. There is now a more streamlined process where a form is completed and it gets sent automatically to the CHC team. The team then reaches out to the court for more specific details about what their needs are and Dee schedules a meeting. One additional feature is now the regional director is added to the distribution list with the court requesting assistance.

Diversity, Equity & Inclusion: Misty Robison present and advises that the next meeting is December 18th.

Trish advises that Regina Alexander and Dae'Janae Anderson (MPA), have joined the DEI Committee.

State Committee Reports

BJA & Court Management Council: Trish advises they had a meeting on November 17th. The RFP for the integration platform went out in September. Several bids have been submitted and the announcement on the selection is scheduled for December. At the meeting, Trish reported out on the CLJ summit. CMC made an amendment to the Court Administrator model description to include the academy. There is continued concern about recruitment, retention and succession planning in our courts. CMC sponsored earlier this year and late last year, several roundtables to have discussions around this topic. All court levels are affected. CMC is looking at having a committee put together to at succession planning as a statewide education opportunity, more to come on this. There is a plan to have another Better Together, Presiding Judge/Court Administrator conference. Trish is going to ask that they ask that they are intentional with this and include all of the leadership team, including Probation.

Kristi Schorn was awarded the 2023 Court Manager of the year.

BJA Court Education Committee: Margaret advises that every association received additional money this year. The intent is that they provide live streaming of all conferences.

BJA Public Engagement & Education Committee: No report.

BJA Court Security Task Force: Suzanne Elsner present and advises they will be meeting in December, however have not set a date. They did attend the BJA/CMC meeting on Friday and posed 3 security questions to the group for discussion. They will take back that feedback and use it as a guidance/direction for the committee.

Trish brings up that during the meeting she kept continuously hearing a big focus on Judges and security. She really wants to stress that security needs should not only focus on Judges but all other court personnel that are receiving threats, for example Probation.

BJA Legislative Committee: No report.

BJA Alternatives to Incarceration: Trish notes we are looking for a replacement for this committee. Suzie advises she would like to volunteer to take over this committee.

Data Dissemination Committee: No report.

Interbranch Advisory Committee: Trish notes meeting is next month and she will have an update at our next meeting.

GR 34 Rules Committee: Frankie reports out for Andrea Belanger.

The Judges are discussing GR 41 (remote hearings and judicial discretion), IRLJ 2.6 (scheduling hearings), IRLJ 7.6 (probation issues), ARLJ 11 (probation department), GR 19 (video hearing standards).

Snohomish County Judge Matthew Baldock has joined the DMCJA rules committee.

Judges may be looking for courts who have been negatively impacted by new requirements to have hearings set with minimal notice. If you feel your court has been negatively impacted, email Andrea at Andrea.Belanger@kingcounty.gov

Therese Murphy shares what she is working on with probation rule ARLJ 11. She proposed at the summit that it be completely re-written. She has reached out to the president of the MPA to set up a meeting.

Gender & Justice Commission: No report.

Minority & Justice Commission: No report.

Interpreter Commission: Annalisa Mai is the representative for this committee and submitted a written report. Trish reports out for Annalisa.

There is an I Speak booklet that is available. The booklet is designed to help court staff identify the languages court users need interpreters for. It includes over 70 languages. Updates have been made to the multilingual poster including additional languages and formatting improvements. 8 more languages have been added. The interpreter brochure trifolds are now available for courts to order, and it caters to interpreters that are interested in becoming certified.

Court Interpreter Program update – In June they held a certified oral exam session for previous exam candidates who were in the near pass category and for those who missed the exam last fall. Total of 3 candidates took the exam and passed. The languages are Portuguese, Russian and Spanish. Additionally, the program held an introductory to interpreting webinar session for those not in the process of court interpreting. Over 150 people attended the event.

Interpreter compensation study – The workgroup is soliciting a vendor to assist with a comprehensive analysis of interpreter services and compensation structures. It aims to address challenges in providing language access in Washington courts. The goal is to recommend a fair and equitable pay scale for courts along with improvement strategies.

Pattern Forms: No report.

JIS Codes: Patsy Robinson present and addresses several new event codes and collection codes being requested mostly since the onboarding of the new CMS. The next meeting will be held in January.

JISC & CLJ/CMS PSC: Margaret reports from AOC that a new CUWG member for DMCMA is needed as Raelene King has moved to superior court.

New Items:

Introductions of Regional Reports: Trish will be scheduling a meeting with the regional directors. They want to encourage meetings with their regions and provide feedback about what is happening in their region.

Old Business:

Model Job Description: Ellen notes there are drafted versions available on the DMCMA website.

Melissa Patrick moves to adjourn the meeting. Frankie seconds. Motion passed. Trish adjourns the meeting at 12:26 p.m.

Respectfully submitted, Candace Enders, Secretary