



District and Municipal Court Management Association Executive Board Meeting Tuesday, November 21, 2023 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"> September 19, 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 Dexter Mejia, 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 	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 - <i>*Special update from Pilot Court</i> 	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 – Analisa Mai nominated Kathy Seymour Patsy Robinson Paulette Revoir & Margaret Yetter Frankie Peters, Margaret Yetter & Suzanne Elsner – <i>Tacoma Municipal Court</i>	12:30	

9.	New Business Introduction of Regional Reports Old Business: Model Job Description – Court Clerks	LaTricia Kinlow Ellen Attebery	1:15	
10.	Adjourn	LaTricia Kinlow, President		

Next meeting- Business meeting, Tuesday, January 16th @ 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
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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:

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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.

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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

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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.

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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.

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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.

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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

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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.

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



District and Municipal Court Management Association Long Range Planning Meeting Tuesday, November 21, 2023, 12:30 PM

In-Person: Tukwila Justice Center
15005 Tukwila International Blvd
Tukwila, WA 98188

Zoom:

<https://wacourts.zoom.us/j/97738083988?pwd=Ly9CTIB1STdaQ0ZySFpkcEVzUnR0QT09>

Dial in: +1 253 215 8782 US (Tacoma) Meeting ID: 977 3808 3988 Passcode: 466496

Members
11/21 Present

Chair: Frankie Peters – President Elect
Co-Chair: Therese Murphy – Vice President
LaTricia Kinlow – President, Central (King), &
Courts Helping Courts
Bonnie Woodrow – Treasurer
Candace Enders – Secretary
Ellen Attebery – Immediate Past President &
Technology
Mary Beth Philips – Central (East)
Amy Knutsen – Central (West) & Conference
Mickey Zitkovich – Northwest & Membership

Sherri Hansen – Northeast
MiHa Kapaki – Southwest
Kelly Fields – Southeast
Uneek Maylor – Technology
Margaret Yetter – Education & Conference
Lillian Hawkins – Education & DEI
Suzanne Elsner – Membership
Kathy Seymour – Legislative
Maryam Olsen - Legislative
Dee Morrill – Courts Helping Courts
Misty Robison - DEI

AGENDA

Item	Agenda Item		Approximate Time	
1.	Welcome and Introductions	Frankie Peters, President-Elect	12:30	
2.	Ongoing Goals - Updates	Group Discussion	12:35	
3.	New Goals	Frankie Peters, President-Elect	12:50	
4.	Courts Helping Courts – Subcommittee(s)	Group Discussion	1:00	
5.	Model COOP – Work Group	Group Discussion	1:20	
6.	Action Items	Frankie Peters, President-Elect	1:40	
7.	Adjourn	Frankie Peters, President-Elect	1:45	

Next meeting - Tuesday, January 16th @ 12:30 PM

Committee Report:
Submitted By:
Date Submitted:

Treasurer Report
Bonnie Woodrow
11/13/2023

Report Narrative:

The Budget vs Actual report dated November 13, 2023, is attached for Board approval.

The checking register balance as of November 13, 2023, 2023, is \$49,377.10.

Respectfully submitted,

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

District and Municipal Court Management Association

Budget vs. Actual

July 2023 - June 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
Membership Dues	3,303.18	50,000.00	-46,696.82	6.61%
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%
Total Income	\$ 3,303.18	\$ 54,000.00	-\$ 50,696.82	6.12%
Expenses				
Awards	0.00	1,100.00	-1,100.00	0.00%
Board Meeting Expenses	243.42	1,400.00	-1,156.58	17.39%
Courts Helping Courts	0.00	2,000.00	-2,000.00	0.00%
Education				
Academy	0.00	0.00	0.00	
Annual Conference	0.00	10,000.00	-10,000.00	0.00%
Regionals	0.00	3,000.00	-3,000.00	0.00%
Retreat - Meals	153.55	300.00	-146.45	51.18%
Staff Conference	0.00	0.00	0.00	
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	0.00	0.00	0.00	
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%
President Expense		700.00	-700.00	0.00%
CLJ Summit	2,403.15	3,500.00	-1,096.85	68.66%
Procedures Committee	0.00	0.00	0.00	
Scholarship Committee	995.00	1,000.00	-5.00	99.50%
Secretary Expenses	0.00	0.00	0.00	
Technology	3,683.25	10,000.00	-6,316.75	36.83%
eCourt Conference (December)		0.00	0.00	
CTC (September)	2,584.58	3,200.00	-615.42	80.77%
Travel Expenses	142.58	2,800.00	-2,657.42	5.09%
Treasurer Expenses	49.55	5,800.00	-5,750.45	0.85%
Website	0.00	0.00	0.00	
Total Expenses	\$ 13,280.06	\$ 54,000.00	-\$ 40,719.94	24.59%
Net Income	-\$ 9,976.88	\$ 0.00	-\$ 9,976.88	



I am excited as the Misdemeanant Probation Association (MPA) President to share insight into our organization, hopefully then gaining further support from you and your agency. The MPA was originally formed by misdemeanor probation directors in 1971 as the Misdemeanant Corrections Association. The association had several purposes:

- **Achieve statewide coordination of misdemeanor services**
- **Develop a uniform database for evaluation and informational purposes**
- **Promote formalized training for misdemeanor personnel**
- **Provide information on misdemeanor services to the community**
- **Encourage the utilization of community resources for offenders**

The name officially changed in 2018 to reflect more accurately who and what we are but the purpose and our goal have never changed. We continue to provide training, education, resource sharing and coordination of misdemeanor supervision services for our members. Our annual conference brings speakers from around the county specializing in areas that directly impact probation. Last year, our topics included toxicology reports and how to understand urinalysis testing information and best practices in therapeutic courts.

The MPA provides an academy that provides attendees' current evidence-based and best practice skills and resources to ensure cohesion, support, and insight that allow graduates the ability to be change agents in their clients' lives. These networking and education opportunities help and develop working relationships with other probation members across the state. We also provide a listserv that our members use to seek out information or introduce a training opportunity. The association has developed Building Bridges. The program allows department/agencies to reach out for help and seasoned probation officers will assist with their needs.

We currently have around 300 members belonging to approximately 61 departments/agencies. The purpose of this letter is to inform you of the opportunities and information your jurisdiction may not be receiving by not being a member. As the President, I am surrounded by a great team who believes in this association and would love to see continual growth and development. Please reach out with any questions or concerns. Thank you fellow DMCMA and DMCJA members for taking the time to read this letter.

Sincerely,

Lindsey Buntin
MPA President
Lindsey.Buntin@co.kittitas.wa.us