

**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=Ly9CTIB1STdaQ0ZySFpkcEVzUnROQT09>  
Dial in: +1 253 215 8782 US (Tacoma) Meeting ID: 977 3808 3988 Passcode: 466496

**AGENDA**

Item	Agenda Item		Approximate Time	
1.	<b>Welcome and Introductions</b>	LaTricia Kinlow, President	10:00	
2.	<b>Adoption of Agenda</b>	LaTricia Kinlow, President		
3.	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>November 21, 2023 Meeting Minutes (Attached)</li> </ul>	Candace Enders, Secretary	10:10	
4.	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>Treasurer's Report (Attached)</li> </ul>	Bonnie Woodrow, Treasurer Dino Traverso, CPA	10:20	
5.	<b>Liaison Reports</b> <ul style="list-style-type: none"> <li>DMCJA</li> <li>AOC CSD Liaison</li> <li>AOC ISD/JISC Business Liaison</li> <li>MPA</li> <li>DOL</li> <li>Blake</li> </ul>	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.	<p><b>Standing Committee Reports</b></p> <ul style="list-style-type: none"> <li>• Conference</li> <li>• Education</li> <li>• Technology</li> <li>• Membership</li> <li>• Legislative</li> <li>• Long Range Planning</li> <li>• By Laws/Policy and Procedures</li> <li>• Courts Helping Courts</li> <li>• Diversity, Equity &amp; Inclusion</li> <li>• Regional Reports</li> </ul>	<p>Margaret Yetter &amp; Amy Knutson  Margaret Yetter (<b><i>need a co-chair</i></b>)  Ellen Attebery &amp; Andrew McSeveney  Mickey Zitkovich  Kathy Seymour &amp; Maryam Olson  Frankie Peters &amp; Therese Murphy  Frankie Peters &amp; Therese Murphy  Dee Morrill &amp; LaTricia Kinlow  Misty Robison (<b><i>need a co-chair</i></b>)  Regional Directors</p>	11:30	
7.	<p><b>State Committee Reports</b></p> <ul style="list-style-type: none"> <li>• BJA</li> <li>• Court Management Council</li> <li>• BJA Court Education Committee</li> <li>• BJA Public Engagement</li> <li>• BJA Court Security Task Force</li> <li>• BJA Legislative Committee</li> <li>• BJA Alternatives to Incarceration</li> <li>• Data Dissemination Committee</li> <li>• Interbranch Advisory Committee</li> <li>• GR 34 Rules Committee</li> <li>• Gender &amp; Justice Commission</li> <li>• Minority &amp; Justice Commission</li> <li>• Interpreter Commission</li> <li>• Pattern Forms</li> <li>• JIS Codes</li> <li>• JISC</li> <li>• CLJ/CMS Project Steering Committee</li> </ul>	<p>LaTricia Kinlow  LaTricia Kinlow &amp; Frankie Peters  Margaret Yetter</p> <p>Patricia Gutierrez  Suzanne Elsner  Frankie Peters  <b><i>Vacant</i></b> – need a representative</p> <p>Paulette Revoir  LaTricia Kinlow</p> <p>Andrea Belanger  <b><i>Vacant</i></b> – need a representative  LaTricia Kinlow  Analisa Mai  Kathy Seymour  Patsy Robinson  Paulette Revoir &amp; Margaret Yetter  Frankie Peters, Margaret Yetter &amp; Suzanne Elsner</p>	12:30	

9.	<b>New Business</b>  <b>Old Business:</b>		1:15	
10.	<b>Adjourn</b>	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 2<sup>nd</sup>.

There is one new case condition code for 5440 that takes effect October 1<sup>st</sup> (which is a Sunday, so October 2<sup>nd</sup>). 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 23<sup>rd</sup>. Training starts next week, and it is for approximately 4 weeks. The last day for pilot courts in JIS is October 18<sup>th</sup> at 5 p.m. They will still have a viewable option in JIS, however cannot enter data after October 18<sup>th</sup>. 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 23<sup>rd</sup>.

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 29<sup>th</sup> – May 1<sup>st</sup> in Vancouver. She also advises of the American Probation and Parole Association Conference February 25<sup>th</sup> – 28<sup>th</sup> 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 3<sup>rd</sup> 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 – 8<sup>th</sup> 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 27<sup>th</sup>, to Lillian Hawkins [Lillian.Hawkins@DMCMA.org](mailto:Lillian.Hawkins@DMCMA.org) no later than Friday October 6<sup>th</sup> so they can be relayed to Trish for discussion.

The next DEI meeting is October 16<sup>th</sup>, and all are welcome. DEI meets the 3<sup>rd</sup> 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 25<sup>th</sup>. 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 20<sup>th</sup>.

**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 1<sup>st</sup>, 2024. The next brown bag lunch session is scheduled for October 11<sup>th</sup>. If interested or any questions, reach out to Courtney White at [courtney.white@bothellwa.gov](mailto: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