

# 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 27<sup>th</sup>. 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 1<sup>st</sup> 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 2<sup>nd</sup> – 5<sup>th</sup> 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](mailto: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 any way 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 29<sup>th</sup> – May 1<sup>st</sup> 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 25<sup>th</sup> – 28<sup>th</sup>.

Melissa Patrick present and advises of an Executive Summit for community leaders taking place in Seattle February 23<sup>rd</sup> – 24<sup>th</sup>. 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 3<sup>rd</sup> party button on the AOC portal. This will give the ability to identify 3<sup>rd</sup> 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](mailto: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 3<sup>rd</sup> party costs to the 3<sup>rd</sup> party vendor? **A:** All 3<sup>rd</sup> 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](mailto: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 19<sup>th</sup> – 22<sup>nd</sup>. 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](mailto: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 18<sup>th</sup>.

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 17<sup>th</sup>. 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](mailto: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