



**District and Municipal Court Management Association
Executive Board Meeting
Tuesday, March 19, 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.	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"> January 16, 2024 Meeting Minutes (Attached) 	Candace Enders, Secretary	10:10	
4.	Treasurer's Report <ul style="list-style-type: none"> Treasurer's Report (Attached) 	Juanita Sifuentes, 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 Meja , AOC Regina Alexander, Melisa Patrick Carla Weaver - DOL, Patsy Robinson, Kris Thompson, Sherri Hansen Sharon Fogo, Blake Bureau	10:30	

6.	<p>Standing Committee Reports</p> <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 	<p>Margaret Yetter & Amy Knutson Margaret Yetter & Bryan Farrell Ellen Attebery & Andrew McSeveney Mickey Zitkovich Kathy Seymour & Maryam Olson Frankie Peters & Therese Murphy Frankie Peters & Therese Murphy Dee Morrill & LaTricia Kinlow Misty Robison Regional Directors</p>	11:30	
7.	<p>State Committee Reports</p> <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 • Gender & Justice Commission • Minority & Justice Commission • Interpreter Commission • Pattern Forms • JIS Codes • JISC • CLJ/CMS Project Steering Committee 	<p>LaTricia Kinlow LaTricia Kinlow & Frankie Peters Margaret Yetter</p> <p>Patricia Gutierrez Suzanne Elsner Frankie Peters Bryan Gleason</p> <p>Paulette Revoir</p> <p>LaTricia Kinlow LaTricia Kinlow LaTricia Kinlow Analisa Mai Vacant – Need a representative. Patsy Robinson Paulette Revoir & Margaret Yetter Frankie Peters, Margaret Yetter & Suzanne Elsner</p>	12:30	

9.	New Business Interpreter Scheduling System Workgroup Summit 2.0 Old Business:	LaTricia Kinlow LaTricia Kinlow	1:15	
10.	Adjourn	LaTricia Kinlow, President		

Next meeting- Annual Business Meeting During the Conference

DRAFT

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

January 16th, 2024 10:00 a.m.
Hybrid – Tukwila Justice Center
Board Meeting Minutes

Officers Present:

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

Members & Attendees Present:

1. Alisa Hill	27. Marrissa Williams
2. Amy Knutsen	28. Mary Beth Phillips
3. Andrea Belanger	29. Melissa Patrick
4. Andy McSeveney	30. Mickey Zitkovich
5. Angie Autry - AOC	31. MiHa Kapaki
6. Annalisa Mai	32. Misty Robison
7. Brian Gleason	33. Molly Martin
8. Bryan Farrell	34. Nikki Meister
9. Carla Weaver - DOL	35. Okhwa Lewis
10. Christina Rauenhorst	36. Omar Gamez
11. Courtney White	37. Paty Gutierrez
11. Cynthia Davis	38. Patsy Robinson
12. Dee Morrill	39. Paulette Revoir
13. Dexter Mejia - AOC	40. Rachel Johnson
14. Holly Haddenham	41. Regina Alexander - MPA
15. Jamie Kambich - AOC	42. Renee Honey
16. Jennifer Smith	43. Robyn Dunham
17. Jennifer Wagner - AOC	44. Ryan Grimes - DOL
18. Jina Cusimano	45. Sharon Whittaker
19. John Witter	46. Sherri Hansen
20. Juanita Sifuentes	47. Sonia Ramirez
21. Justin Ward	48. Stacie Scarpaci - MPA
22. Kanani Johnson	49. Stacy Colberg
23. Kelly Fields	50. Tracey Smith
24. Kris Thompson	51. Tracy Jeffries
25. Kristi Schorn	52. Valerie Marino
26. Margaret Yetter	

Call to Order: President Trish Kinlow calls the meeting to order at 10:07 am.

Opening Introductions: Introductions completed.

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

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

Treasurer's Report: Bonnie Woodrow is present and reports out on the January 2nd treasurer's report. Trish notes Bonnie will no longer be serving as treasurer and the Executive Board has voted and approved Juanita Sifuentes as the new treasurer. Juanita is present and introduced.

Margaret Yetter moves to approve the treasurer's report. Ellen Attebery seconds the motion. Motion passed.

Liaison Reports:

DMCJA: Trish notes Judge Crawford-Willis is unable to appear for today's meeting, however has provided the following written report: HB-2152 and SB 6008 - DMCJA is planning to support the bills that will change the terminology used for mental health courts. The change would be Unable to proceed vs our current term not competent. Our lobbyist does not believe the bill will be heard this session. The other thing I want to report is Judge Smith mentioned in our meeting that we are starting the planning for the next summit.

DMCJA, MPA and DMCMA are working on the Summit 2.0 to take place in March. Trish notes the DMCJA conference is upcoming, and President Judge Smith would like the associations to have more of a presence at each other's conference.

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

Parking Tickets in SECTOR - No update from WSP on how long before they will have the issues with district court resolved. WSP met with AOC on the possible solution in early December. AOC will continue to report out on this issue until it's resolved.

VRV – 6 to 7 new or ongoing onboardings. One is changing vendors, which is the first time for AOC. They will be working out that process and documenting it as they go. They have had vendors or jurisdictions pushing to get things into production before the court has had a chance to do their testing; AOC will not allow them to go into production until all parties have signed off on it doing so. It can take anywhere from a month or two, to a year, depending on a lot of factors. Please share that information with your jurisdictions if they let you know they are looking to do a new photo enforced ticket type. Even if you have one existing, any new one must go through the same onboarding process.

Reminder - When you hear of a new photo enforced ticket happening in your jurisdiction and you want them to be filed electronically with the court, AOC will need two eService incidents, 1 to notify that it's happening and 1 to submit the ticket for approval. Some vendors do a different ticket for each type of violation, so each one should be submitted. Changing vendors would require both as well.

Next DOL-AOC Open Forum is February 21.

AOC ISD/JISC Business: Dexter Mejia present from AOC. He advises they are continuing to support Tacoma Municipal Court and that there are a couple of issues from GO LIVE they are still working on. They are also re-evaluating the implementation plan. This will be further discussed at the next Project Steering Committee meeting.

The outreach plan for the 2024 calendar year is addressed. The first tentative informational dates for the eastside are March 26th in Spokane and March 28th in Walla Walla.

The integration project is addressed. The vendor scoring results should be posted by end of this week.

A meeting with the Personal Business Rules Advisory Committee is set for February 1st.

MPA: Regina Alexander present and gives reminders regarding upcoming conferences. APPA conference is February 25th-28th in Seattle and MPA conference is April 29th-May 1st in Vancouver. Next MPA meeting is January 22nd.

Melissa Patrick notes Mindy Breiner and Therese Murphy are leading a committee to work on ARLJ 11 revisions.

Reminder given that membership dues for 2024 are currently open. The forms can be completed and paid online.

DOL: Carla Weaver present from DOL and advises on the following:

Blake Code VU: This code was created for Blake related cases (vacated unconstitutional), however does not get transmitted to DOL electronically for removal on U18 & U21 cases. Any removal of U18 & U21 cases from DOL due to Blake will need to be submitted via DIAS using "remove conviction" form.

DIAS Application: Reminder - the vehicle violation section in DIAS is not instantaneous.

Racing Law: January 1st, new racing law went into effect. Racing will now be treated the same as reckless driving based on the law. Per RCW 46.20.285(7), If there are 3 incidents of racing or reckless driving combined, the driver will receive a one year revocation.

DOL/AOC Forum: Questions and answer resources from previous forums can be found on the AOC website. <https://customerservices.courts.wa.gov/support/solutions/articles/72000563964-dol-aoc-open-forum-sessions>

BLAKE: Jamie Kambich present from AOC. He advises that as of last Friday they have received 934 applications from Blake impacted individuals. Of those 934 applications, AOC has given 691 checks for refunds.

Jamie shares on behalf of Sharon Fogo (manager of Blake Refund Bureau) that you now have the ability to go back into individual cases to update or adjust an amount.

New features upcoming in March:

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1. The court payment issuance report will be available.
2. Automation to be implemented for when the Blake impacted individual has a zero amount. The individual will be prompted to contact the court.
3. Court staff will be able to delete a case if it is uploaded in error. Bulk case deletion will require a service ticket for deletion.
4. Blake impacted individuals will be able to send AOC a note via the portal.
5. A notice will be given when a refund has been approved.
6. Paper applications functionality to become available.
7. Submittal of 3rd party orders and payment being disbursed functionality.

Standing Committee Reports

Conference & Education: Margaret Yetter present and advises that Lillian Hawkins is no longer co-chair of Education and Bryan Farrell has now taken over that role. Next conference is May 19th-22nd at Northern Quest in Airway Heights. Information regarding live streaming is forthcoming. The academy will run at the same time and location as the conference.

Technology: Ellen Attebery present and advises that the Jotform for membership is currently not working. Issue should be resolved soon. Meeting packets will be available on the DMCMA website. The first digital newsletter should hopefully launch this week. Cisco vendor contacted for a conference app and will mirror the NACM app.

Andy McSeveney talks about Zoom interpretation feature and costs associated. Trish notes she reached out to Tae Yoon at the Interpreter Reimbursement Program regarding reimbursement. Currently waiting to get back to her with more information.

House Bill 2006 is discussed. Possibility of full reimbursement for interpreter services, more to come regarding this bill.

Membership: Mickey Zitkovich present and confirms the issue regarding the online Jotform for membership. Hopefully will be resolved by later today or tomorrow. Trish reminds everyone to enter their salary range when completing the membership application.

Legislative: No report.

BJA Legislative Committee: Frankie Peters present and advises next meeting is today at noon. He mentions different house bills that will be discussed.

Long Range Planning: No report. Trish notes there will not be a meeting today.

By Laws/Policy and Procedures: No report.

Courts Helping Courts: Dee Morrill present and gives huge shoutout to the Regional Directors for taking on role of coordination for the mentorship program.

Reminder if you help another court through Courts Helping Courts and you incur travel related expenses that there is a DMCMA travel reimbursement form on the DMCMA website under forms.

Diversity, Equity & Inclusion: Misty Robison present and thanks Lillian Hawkins for being co-chair, however Lillian will no longer be on committee. They are now seeking a new co-chair. No other updates at this time.

Regional Reports: Trish talks about Highways and Hedges program. They met recently with the Poulsbo region and King County region. These meetings are in person only.

State Committee Reports

BJA: No report.

Court Management Council: Trish notes they are continuing to work on succession planning and training.

BJA Court Education Committee: Margaret present and advises that all the associations received extra CEC funds for live streaming this year.

BJA Public Engagement: Paty Gutierrez present and advises they have been working on updating the website for their committee. Website currently has outdated information. Next meeting is this Friday.

BJA Court Security Task Force: Trish addresses concerns of escalation on attacks on not just Judges but the prosecutor and probation team. Great concern noted about this. All court staff needs protection.

BJA Legislative Committee: Already addressed by Frankie during Standing Committee Reports.

BJA Alternatives to Incarceration: No report. Position is vacant, need representative.

Data Dissemination Committee: No report.

Interbranch Advisory Committee: No report.

GR 34 Rules Committee: Andrea Belanger advises next meeting is today. No further report.

Gender & Justice Commission: No report. Position is vacant, need representative.

Minority & Justice Commission: No report.

Interpreter Commission: Annalisa Mai present and gives update from meeting held in December. During FY2024 the Interpreter Reimbursement program had 13 additional courts join. In 2023 the total amount reimbursed to the courts was 3.8 million. AOC has requested funding to conduct an analysis for procuring a statewide interpreter scheduling system. The funding is for FY2024/2025.

Annalisa recently joined the translation committee. Once the charter is finalized, they will focus on developing a translation protocol for document translation.

Trish notes that AOC has put together an interpreter scheduling work group. Trish and Bryan Farrell have joined the committee, more to come. Any suggestions are appreciated and will be shared at future meetings.

Pattern Forms: No report.

JIS Codes: Patsy Robinson present and advises last meeting was January 9th. New request codes by Superior Court and a lot of new event codes from the new case management system. No new codes for JIS. Next meeting is April 9th.

JISC: Paulette Revoir reports out on the last meeting. A new DMCJA member that was appointed was Judge Bouffiou.

CLJ/CMS PSC: Frankie Peters talks about the need for a district court in the pilot stages and what that will look like.

Margaret notes that next time they meet with AOC they should have an updated phase role out timeline.

Trish reminds courts to share the IT requirements for the new CMS with your IT department now, not during onboarding.

Kristi Schorn notes the IT requirement did not include the security network requirements. Jennifer Wagner from AOC advises that this will be addressed and made clear in the future. Margaret suggests that when AOC receives an IT requirement question from a court, to share the question and answer with the listserv.

Trish reminds everyone that the first informational session for Spokane is March 26 and Walla Walla March 28th. If you need Courts Helping Courts to assist for coverage to attend these informational sessions, please reach out now.

Trish adjourns the meeting at 12:13 p.m.

Respectfully submitted, Candace Enders, Secretary

**Committee Report:
Submitted By:
Date Submitted**

**Treasurer Report
Juanita Sifuentes
03/05/24**

Report Narrative:

The Budget vs Actual report dated March 3, 2024, is attached for Board approval. The check register balance as of March 5, 2024, is \$80,615.98.

Respectfully submitted,

Treasurer Contact: Name: Juanita Sifuentes
E-Mail: Juanita.sifuentes@co.yakima.wa.us
Phone: (509)312-1569

District and Municipal Court Management Association
Budget vs. Actuals
 July 2023 - June 2024

	Total			% of Budget
	Actual	Budget	over Budget	
Income				
Membership Dues	38,350.71	50,000.00	-11,649.29	76.70%
Regionals	0.00	0.00	0.00	
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	\$ 39,295.32	\$ 54,000.00	-\$ 14,704.68	72.77%
Gross Profit	\$ 39,295.32	\$ 54,000.00	-\$ 14,704.68	72.77%
Expenses				
Awards	0.00	1,100.00	-1,100.00	0.00%
Board Meeting Expenses	468.93	1,400.00	-931.07	33.50%
Courts Helping Courts	124.20	2,000.00	-1,875.80	6.21%
Education - Annual Conference	0.00	10,000.00	-10,000.00	0.00%
Education - Regionals	500.00	3,000.00	-2,500.00	16.67%
Education - Retreat Meals	153.55	0.00	153.55	
Education - Staff Conference	0.00	0.00	0.00	
Flowers & Cards	231.75	600.00	-368.25	38.63%
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	0.00	0.00	0.00	
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	\$ 6,500.00	-\$ 3,599.57	44.62%
President Expense	0.00	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	\$ 4,200.00	-\$ 1,796.85	57.22%
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	3,587.03	10,000.00	-6,412.97	35.87%
CTC (September)	4,096.80	3,200.00	896.80	128.03%
Total Technology	\$ 7,683.83	\$ 13,200.00	-\$ 5,516.17	58.21%
Travel Expenses	1,187.91	3,100.00	-1,912.09	38.32%
Treasurer Expenses	3,118.75	5,800.00	-2,681.25	53.77%
Website	0.00	0.00	0.00	
Total Expenses	\$ 20,511.50	\$ 54,000.00	-\$ 33,488.50	37.98%
Net Operating Income	\$ 18,783.82	\$ 0.00	\$ 18,783.82	
Net Income	\$ 18,783.82	\$ 0.00	\$ 18,783.82	