



District and Municipal Court Management Association Executive Board Meeting

Tuesday, July 16, 2024 - 10:00 AM

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

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

AGENDA

Item	Agenda Item		Approximate Time
1.	Welcome and Introductions	Frankie Peters, President	10:00
2.	Adoption of Agenda	Frankie Peters, President	10:10
3.	Approval of Minutes • March 19, 2024	Candace Enders, Secretary	10:15
4.	Treasurer's Report • Adoption of 2024-2025 Budget	Juanita Sifuentes, Treasurer	10:20
5.	Liaison Reports • DMCJA • AOC CSD Liaison • CLJ-CMS • Office of Court Innovation • MPA • DOL • Blake	Representatives • Judge Anita Crawford-Willis • Angie Autry • Scott Ahlf, Amanda Hiles, Jamie Kambich • Jeanne Englert • Regina Alexander, Melisa Patrick • Carla Weaver, DMCMA Committee Liaisons • Sharon Fogo	10:30
6.	Standing Committee Reports • Education & Conference • Technology • Membership • Legislative • Long Range Planning • By Laws / Policy & Procedure • Courts Helping Courts • Diversity, Equity & Inclusion	Chair, Co-Chair • Amy Knutson, Margaret Yetter • Ellen Attebery, Andrew McSeveney • Suzanne Elsner, Sherri Hansen • Patrick Wells, Maryam Olsen • Therese Murphy, Mary Beth Phillips • Therese Murphy, Mary Beth Phillips • Dee Morrill, LaTricia Kinlow • Misty Robison, Kris Thompson	11:00

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 	Representatives <ul style="list-style-type: none"> • Frankie Peters • Frankie Peters, Therese Murphy • Margaret Yetter • Desiree Ochocinski • Suzanne Elsner • Frankie Peters • Raylene Heutink, Brian Gleason • Paulette Revoir • LaTricia Kinlow • Andrea Belanger • LaTricia Kinlow • LaTricia Kinlow • Annalisa Mai • Justin Shifflett • Patsy Robinson, Valerie Marino, Deannie Martin • Paulette Revoir, Margaret Yetter • Margaret Yetter, Suzanne Elsner, Frankie Peters 	11:30	
8.	New Business Old Business	Frankie Peters, President	12:00	
9.	Adjourn	Frankie Peters, President	12:10	

Next Board Meeting – Tuesday, September 17, 2024 @ 10:00am

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

March 19th, 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	Therese Murphy
Treasurer	Juanita Sifuentes
Secretary	Candace Enders

Members & Attendees Present:

1. Alisa Hill	26. MiHa Kapaki
2. Amy Harte	27. Misty Robison
3. Amy Knutsen	28. Molly Martin
4. Andrea Belanger	29. Monica Dinius
5. Angie Autry - AOC	30. Nikki Meister
6. Bryan Farrell	31. Omar Gamez
7. Carol Landwehr	32. Patrick Wells
8. Christina Rauenhorst	33. Paty Gutierrez
9. Courtney White	34. Patsy Robinson
10. Cynthia Davis	35. Paulette Revoir
11. Damita Beleford	36. Regina Alexander – MPA
12. Dee Morrill	37. Renee Honey
13. Diane Dill	38. Robin Zimmerman – AOC
14. Gail Cannon	39. Sharon Fogo – AOC
15. Holly Haddenham	40. Sharon Whittaker
16. Jennefer Johnson - AOC	41. Sherri Hansen
17. Jennifer Smith	42. Stacie Scarpaci – MPA
18. Justin Ward	43. Stacy Colberg
19. Kara Lesarge	44. Suzanne Elsner
20. Kelly Fields	45. Tammy Bayard – AOC
21. KrisThompson	46. Tawnya Parks
22. Margaret Yetter	47. Tiziana Giazzi
23. Marrissa Williams	48. Tracey Smith
24. Melissa Patrick	49. Uneek Maylor
25. Mickey Zitkovich	50. Valerie Marino

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

Opening Introductions: Introductions completed.

Adoption of Agenda: Frankie Peters makes motion to approve the agenda. Therese Murphy seconds the motion. Motion passed.

Approval of Minutes: January 16th, 2024 meeting minutes presented. Margaret Yetter moves to approve the minutes. Frankie Peters seconds the motion. Motion passed.

Treasurer's Report: Treasurer's report presented. Therese Murphy moves to approve the treasurer's report. Ellen Attebery seconds the motion. Motion passed.

Liaison Reports:

DMCJA: No report.

AOC CSD Liaison & AOC ISD/JISC Business: Angie Autry present from AOC and reports on the following topics:

Fircrest-Ruston Go Live – They went live yesterday with the new CLJ-CMS products, including Defendant Access. They've been doing their regular court processes, entering paper tickets for parking, receiving their eTickets, and helping the public. They'll have their first court days tomorrow and Thursday.

Outreach Sessions - The first two Outreach Sessions happen next week, Tuesday in Spokane and Thursday in Walla Walla. The session will have system demos, will talk about technology requirements, and things to do to get ready to go live. More sessions are being scheduled in the coming months in different areas of the state.

Trish emphasizes how important it is that your judges attend these sessions.

Project Team - Four Business Analysts were promoted to Senior Business Analysts to help with making daily decisions and coordinating work for the team. AOC was able to hire 4 back-fills for those positions, so 4 additional BA's and they had 1 opening already so a total of 5 new staff will be hired. They should be on the team by May to start learning the programs.

Legislation - The AOC team are currently reviewing all of the bills passed for impacts. The one that has the most impact is Engrossed Substitute House Bill 2384 on photo enforced tickets going into effect June 6th. This bill allows for additional types of photo tickets, but it also adds language to what needs to be on the tickets effective in 90 days from the end of session. That means: If you currently have one or more photo enforced ticket your court receives, you are going to have to communicate the need for the update to your vendor, they'll need to provide new versions with that language for approval, and then submit them to AOC for re-approval. The new version must be used on the effective day of the bill. There are also changes to allow "other appointed" people to approve infractions; any jurisdiction deciding to utilize this option need to notify the court immediately, before they start, so AOC can work with you on how to enter them into JIS as they will require an "LEA" code and an "Officer Number" in the system to get the tickets to enter properly. Finally, there are now limits to the total fine on certain violations, capped at \$145 but doubled in a school zone. Any jurisdiction with a penalty higher will have to take it back to their local council to review and adjust the penalty amounts before the effective date of the bill and work with AOC to get the updated laws in JIS. Communication will go out soon about this bill and the tasks needed for current photo tickets, so courts have the language that needs added to start this process.

Additionally, Angie will be working with Carla Clark at DOL to schedule a legislation webinar to cover all the bills with impacts to the CLJ courts. It will be held in May, prior to the effective date of the bills, but it will likely be after the conference.

Parking Tickets in SECTOR – They are still waiting on WSP to resolve the issues that prevent District Courts from being able to onboard. They believe they have the first step resolved and it's almost ready for testing, hopefully in the next month or so the issues will all be resolved, before they have to stop doing updates to SECTOR for their replacement project. One note: They have received a question from a few different courts asking why these parking tickets aren't coming through electronically. Please remember, AOC agreed to proceed with this functionality of issuing tickets from SECTOR but could not agree to setting up a new electronic connection for them with most courts on JIS, because it would have required a lot of staff time AOC didn't have available - SECTOR tickets come through to ETP, but these cannot because they are against a vehicle not a person like those tickets. That is why AOC said the court's had to agree to accept the 8 1/2 x 11 paper tickets from SECTOR before officers are allowed to do so. Once our courts are all on Enterprise Justice and off JIS, and the SECTOR replacement project is complete, AOC can do the transition to electronically received tickets. Your court does not have to allow them, some have decided not to.

DOL-AOC Open Forum - Next session is April 17th.

MPA: Regina Alexander present and gives a reminder of the next MPA Conference April 29th – May 1st in Vancouver, WA. The next APPA Conference will be in Indianapolis June 28th.

Melissa Patrick notes a total of 94 individuals are registered for the conference and 8 have applied for scholarships. MPA will only be able to grant 5 of the applicants for scholarships. Registration is still open.

Melissa Patrick brings up a request from a MPA board member that AOC needs to prioritize getting active probation departments on board with the new case management system. They request AOC advocate for members that have been quoted very high amounts to start using/transferring to Tyler Supervision now.

DOL: Patsy Robinson present and advises they last met on March 4th. She notes many courts have not been reporting properly and Carla Weaver will be reporting out on this in the future. The next meeting is on May 6th.

BLAKE: Sharon Fogo present from AOC. She advises 106 courts have submitted case information for defendants to search for their name for a refund. They have paid out 1,066 cases so far in the amount of approximately 1.5 million dollars.

Robin Zimmerman present from AOC and shares information on communications regarding the Blake Bureau Refund page.

Standing Committee Reports

Conference & Education: Bryan Farrell present and advises that the academy registration went out last week. The spring conference registration will be going out end of this week. The registration fee will be around \$200. Also, one night's lodging will be covered. They are looking for someone to assist with the budget presentation and the GR31 discussion.

Technology: Ellen Attebery present and advises AOC will be setting up the app for the spring conference/academy. It will be similar to the NACM app. Ellen notes if anyone has issues with the member portal, to please reach out to her for assistance.

Membership: Mickey notes the nominations for the 2024 awards have been sent out and they are due this Friday. Also, the declaration of candidacy and declaration of interest for the DMCMA positions have been sent out to all DMCMA members. The DMCMA membership list and salary range will be posted to the website shortly.

Legislative: Patrick Wells present and advises to look out for the AOC legislative impact report that will be released. Patrick speaks on House Bill 1493 regarding impaired driving. It will allow a participant to apply for a second Deferred Prosecution.

Long Range Planning: No report.

By Laws/Policy and Procedures: No report.

Courts Helping Courts: Dee Morrill present and advises all requests for assistance have been fulfilled. If you have submitted a request and not heard anything, please re-submit your request online.

Diversity, Equity & Inclusion: Misty Robison present and advises the committee hasn't met since last year and they are looking to reinvigorate and focus their efforts. The committee is making connections with MPA, DMCJA and NACM and the Court Equity and Access Committee. They also look forward to working with the education committee.

Regional Reports: No report.

State Committee Reports

BJA: Trish advises she attended the last BJA meeting on Friday. They reported out that the 50 plus million dollars of the Blake funding went unused. The legislative branch reallocated 20 million to fund AOC's requests. If associations want to request budget money, per Chris Stanley at AOC, there is a cover sheet we can use to request funds. Trish notes the line staff conference is an event we have not had in many years and this could be a budget request we could make to fund the conference.

Court Management Council: Trish reports they are still working on the succession plan training.

BJA Court Education Committee: Margaret advises they have been reviewing their policy and standards for this committee. Also, an ICM scholarship policy is being discussed.

BJA Public Engagement & Education Committee: No report.

BJA Court Security Task Force: Suzie Elsner present and advises they are meeting next today. They will be discussing security training.

BJA Legislative Committee: No report.

BJA Alternatives to Incarceration: No report.

Data Dissemination Committee: Paulette Revoir present and advises they last met on February 23rd. They are looking to amend the data share agreement that individuals sign to receive JIS data.

Interbranch Advisory Committee: Trish advises the committee is still ongoing. They have found that it works so much better for the budget process when all 3 branches are present.

GR 34 Rules Committee: No report.

Gender & Justice Commission: No report.

Minority & Justice Commission: No report.

Interpreter Commission: Analisa Mai not present. Written report attached to meeting minutes.

Pattern Forms: No report.

JIS Codes: Patsy advises that the next meeting is April 9th. No other reports.

JISC & CLJ/CMS PSC: Paulette advises the last JISC meeting discussed legislative updates and the CLJ/CMS updates.

Margaret notes a decision is still pending to allow Pierce County District Court to go live with their probation system only.

Paulette requests at the next steering committee meeting they address the few courts that have reached out to Tyler about contracting with them to use the standalone product until they move forward with the statewide solution. They have been quoted a restaging fee of close to \$42,000.

Jennifer Wagner from AOC advises that their executive sponsors did meet internally with project leadership to talk about the concerns that have been brought forth. The project leadership is looking at scheduling a meeting with Tyler.

New Items:

Interpreter Scheduling System Workgroup – Trish notes herself and Bryan Farrell are on this committee. AOC received funding to do a requirements gathering and they are looking at possibly building an online interpreter scheduling system or contract with a vendor. More information to come.

Summit 2.0 – Next meeting is this Friday at Tukwila Justice Center.

Frankie moves to adjourn the meeting. Ellen seconds. Motion passed. Trish adjourns the meeting at 11:59 a.m.

Respectfully submitted, Candace Enders, Secretary

From: Mai, Annalisa <Annalisa.Mai@kingcounty.gov>

Sent: Monday, March 18, 2024 1:29 PM

To: Trish Kinlow <Trish.Kinlow@TukwilaWA.gov>; frankie.peters@co.thurston.wa.us
<frankie.peters@co.thurston.wa.us>

Subject: RE: Upcoming Board Meeting - 03/19/2024

Hello Trish and Frankie,

I hope you had a wonderful sunny weekend. I wanted to give you a heads up about my attendance for the DMCMA meeting tomorrow. Due to conflicting schedules with other meetings that I cannot miss, it is unlikely that I will be able to attend the board meeting. I would like to share some information with you in case you believe it should be shared with the board.

Unfortunately, I was unavailable and unable to attend the last ILAC meeting in February. As the meeting minutes are not yet available, I do not have any updates from the commission to provide at the moment. I do have information to share from the Disciplinary and Translation Committees.

Disciplinary Committee:

- During the last meeting in February, the committee reviewed the interpreters currently out of compliance and approved a 30-day extension as proposed by AOC.
- As of 2/21/24, there are 47 non-compliant interpreters, and sixteen interpreters have submitted an extension request.
- The 30-day extension will allow interpreters to maintain their credentials until 3/31/24, providing them with additional time to meet the requirements. If they fail to comply by 3/31, their credentials will be suspended for 3 months until 6/30/24. If interpreters fail to comply and submit a reinstatement request, their credential will be revoked.
- This extension will enable interpreters to continue accepting jobs with the courts, thereby minimizing the number of interpreters facing sanctions that could impact court operations.
- The committee will continue to review and discuss proposed changes to the policy for future cycles during the next committee meeting.

Translation Committee:

- The committee has finalized the new charter and approved it for presentation at the ILAC meeting. However, I'm uncertain whether it has been approved by the commission.
- The committee has started reviewing the existing protocol for translators and is in the early stages of creating a new one, as the current protocol can create barriers for translators. Committee members will look at other states' protocols to compare and learn new strategies that will make the process simple.

Thank you for understanding.

Annalisa Mai

Business Analyst - IT
206-477-1759

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

**Treasurer Report
Juanita Sifuentes
07/08/24**

Report Narrative:

The Budget Proposal report dated June 25, 2024 is attached for Board approval.

The Budget vs Actual report dated July 8, 2024, is attached for Board approval. The check register balance as of July 8, 2024, is \$81,305.51.

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		
	Budget	over Budget	% of Budget
Income			
Conference	0.00	0.00	
Spring Conference	0.00	-452.57	
Total Conference	\$ 0.00	-\$ 452.57	
Membership Dues	50,000.00	1,204.29	102.41%
Regionals	0.00	0.00	
Fall Regionals	2,000.00	-2,000.00	0.00%
Spring Regionals	2,000.00	-2,000.00	0.00%
Total Regionals	\$ 4,000.00	-\$ 4,000.00	0.00%
Reimbursed Expenses	0.00	944.61	
Total Income	\$ 54,000.00	-\$ 2,303.67	95.73%
Gross Profit	\$ 54,000.00	-\$ 2,303.67	95.73%
Expenses			
Awards	1,100.00	-71.85	93.47%
Bank Service Charges	0.00	-30.00	
Board Meeting Expenses	1,400.00	-931.07	33.50%
Courts Helping Courts	2,000.00	-1,875.80	6.21%
Education - Annual Conference	10,000.00	-8,932.27	10.68%
Education - Regionals	3,000.00	-2,500.00	16.67%
Education - Retreat Meals	0.00	153.55	
Flowers & Cards	600.00	-368.25	38.63%
Liability Insurance	1,500.00	-1,500.00	0.00%
Long Range Planning Committee	500.00	-500.00	0.00%
Membership Committee	100.00	-100.00	0.00%
Miscellaneous Expenses	0.00	744.00	
NACM	0.00	0.00	
NACM Annual (July)	4,500.00	1,994.38	144.32%
NACM Mid Year (February)	2,000.00	-2,000.00	0.00%
Total NACM	\$ 6,500.00	-\$ 5.62	99.91%
President Expense	700.00	96.45	113.78%
Better Together CLJ Summit	3,500.00	-277.25	92.08%
Total President Expense	\$ 4,200.00	-\$ 180.80	95.70%
Scholarship Committee	1,000.00	-5.00	99.50%
Technology	10,000.00	-4,448.95	55.51%
CTC (September)	3,200.00	896.80	128.03%
Total Technology	\$ 13,200.00	-\$ 3,552.15	73.09%
Travel Expenses	3,100.00	131.52	104.24%
Treasurer Expenses	5,800.00	-2,482.78	57.19%
Total Expenses	\$ 54,000.00	-\$ 22,006.52	59.25%
Net Operating Income	\$ 0.00	\$ 19,702.85	

Monday, Jul 08, 2024 04:59:48 PM GMT-7 - Accrual Basis

District and Municipal Court Management Association Budget Proposal 2025

	Budget
Membership Dues	50,000.00
Total Income	\$ 50,000.00
Expenses	
Awards	1,100.00
Board Meeting Expenses	1,400.00
Courts Helping Courts	2,000.00
Education - DEI Training	15,000.00
Education - Retreat Meals	500.00
Flowers & Cards	600.00
Liability Insurance	1,500.00
Membership Committee	100.00
Miscellaneous Expenses	500.00
NACM	0.00
NACM Annual (July)	4,500.00
NACM Mid Year (February)	2,000.00
Total NACM	\$ 6,500.00
President Expense	200.00
Better Together CLJ Summit	3,500.00
Total President Expense	\$ 3,700.00
Scholarship Committee	1,000.00
Technology	5,000.00
CTC (September)	3,200.00
Total Technology	\$ 8,200.00
Travel Expenses	3,100.00
Treasurer Expenses	4,800.00
Total Expenses	\$ 50,000.00