



District and Municipal Court Management Association Executive Board Meeting

Tuesday, September 17th, 2024 - 10:00 AM

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

Join Zoom Meeting:
<https://wacourts.zoom.us/j/85916261910>

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 • July 16, 2024	Candace Enders, Secretary	10:15
4.	Treasurer's Report	Juanita Sifuentes, Treasurer	10:20
5.	Law Day	Courtney White, Bothell Municipal	10:25
6.	Liaison Reports • DMCJA • AOC CSD Liaison • CLJ-CMS • AOC Project Updates Hope Card, Re:Search, PTR • MPA • DOL • Blake	Representatives • Judge Jeffrey Goodwin • Angie Autry • Angie Autry • Lauren Dodson, Lillian Hawkins, Amanda Hiles, Yvonne Jones • Regina Alexander, Melisa Patrick • Carla Weaver, DMCMA Committee Liaisons • Sharon Fogo	10:30

7.	Standing Committee Reports <ul style="list-style-type: none"> • Education & Conference • Technology • Membership • Legislative • Long Range Planning • By Laws / Policy & Procedure • Courts Helping Courts • Diversity, Equity & Inclusion 	Chair, Co-Chair <ul style="list-style-type: none"> • Amy Knutsen, 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
8.	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
9.	New Business Old Business	Frankie Peters, President	12:00
10.	Adjourn	Frankie Peters, President	12:10

Next Board Meeting – Tuesday, November 19, 2024 @ 10:00am

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

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

Officers Present:

President	Frankie Peters
Past President	Trish Kinlow
President Elect	Therese Murphy
Vice President	Mary Beth Phillips
Treasurer	Juanita Sifuentes
Secretary	Candace Enders

Members & Attendees Present:

1. Alenka Beganovic	29. Jodi Stephens
2. Alisa Hill	30. John Witter
3. Amanda Hiles	31. Kati Dorman
4. Amy Harte	32. Kristi Schorn
5. Amy Knutsen	33. Lisa Winnett
6. Andy McSeveney	34. Marianne Boggie
7. Angie Autry - AOC	35. Marrissa Williams
8. Annalisa Mai	36. Michelle Petrich
9. Brian Gleason	37. Mickey Zitkovich
10. Bryan Farrell	38. MiHa Kapaki
11. Carla Weaver - DOL	39. Molly Martin
12. Carol Landwehr	40. Nikki Meister
13. Carolyn Miller	41. Omar Games
14. Christina Rauenhorst	42. Patrick Wells
15. Cynthia Davis	43. Regina Alexander-MPA
16. Dave Lucas	44. Renee Honey
17. Dee Morrill	45. Robyn Dunham
18. Ellen Attebery	46. Sharon Whittaker
19. Elizabeth Porras	47. Sherri Hansen
20. Gail Cannon	48. Sonia Ramirez
21. Holly Haddenham	49. Stacy Colberg
22. Jamie Kambich	50. Stephanie Cantu
23. Jane Edmonds	51. Suzanne Elsner
24. Jeanne Englert	52. Tami Bennett
25. Jeffrey Goodwin - DMCJA	53. Tawnya Parks
26. Jen Crossen	54. Tracey Smith
27. Jennifer Smith	55. Uneek Maylor
28. Jina Cusimano	56. Valerie Marino

Call to Order: President Frankie Peters calls the meeting to order at 10:06 am.

Opening Introductions: Introductions completed.

Adoption of Agenda: Trish Kinlow makes motion to approve the agenda. Mary Beth Phillips seconds the motion. Motion passed.

Approval of Minutes: March 19th, 2024 meeting minutes presented. Mary Beth moves to approve the minutes. Trish seconds the motion. Motion passed.

Treasurer's Report: Treasurer's report presented. Trish moves to approve the treasurer's report. Mary Beth seconds the motion. Motion passed.

2025 Budget presented. Amy Knutsen moved to approve the 2025 budget. Candace Enders seconds the motion. Motion passed.

Liaison Reports:

DMCJA: Vice President Jeffrey Goodwin present from DMCJA and talks about the upcoming year. The next board meeting is scheduled for August 9th.

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

2023 Legislation House Bill 1457 - Motor Carriers Restroom Violations are going to start being issued by the Department of Health in the near future. They are currently working through their internal processes and procedures.

Photo enforced tickets - Make sure your tickets have been updated with the new language and that after AOC approval, the new version has been sent to your vendor. If courts hear of new photo enforced tickets being planned, those tickets also must have the new language required in the bill from this year. Also, please submit an eService request for assistance as soon as you hear a new one is coming so AOC can start the onboarding process with you. Each new type of law must go through the onboarding process and include testing of the vendor's coding for the new law.

Etickets Not Processed in ETP - AOC identified a glitch in ETP after a court reported an eTicket as showing on their Unprocessed eTicket Report but not in their Find eTickets screen. To keep that from happening again, AOC set up a report to automatically ping the database daily for unprocessed eTickets over a few days old. AOC will be reaching out to all courts that were affected by this.

Etickets Not Received – A number of courts reported missing tickets in the last few months where in the back office of SECTOR they don't exist, but the person was served. This mostly happens in shared vehicles where an officer tries to save their ticket to a thumb drive. WASPC is sending a communication to provide the recommended best processes to prevent tickets from disappearing.

Etickets - Failing to process – If an attachment title is too long, ETP cannot load, and it will get stuck. 126 is the title length maximum.

SECTOR Parking Tickets Project - WSP should go into production next week.

SECTOR Replacement Project - The new program, TraCS, is being set up to use the exact same ticket format and eTicket messaging process currently in place. It is a new product for the officers to use to generate the tickets. It will be rolled out across the state over time, similar to the CLJ-CMS project, so both programs will be in use for some time. Frankie inquired about roll out schedule – no official schedule just yet.

CLJ-CMS: Angie Autry reports on behalf of Judge Ahlf. Angie gives a reminder about the next outreach sessions in August and November. She also gives reminders of the next online demos. Frankie encourages everyone to attend.

Jamie Kambich from AOC advises that Tyler Technologies will be rebranding Odyssey Portal (Document, Hearing, Case and Person data viewer) to a new solution called re:Search. End of support for Odyssey Portal will be the end of 2025. Both CLJ and Superior Court will share the same re:Search technology unlike the case management system where CLJ will have their own version and Superior Court has their own. AOC will reach out to court partners to in the coming months to begin their work. They believe it will require 4 sessions 90 minutes each with court partners.

MPA: Regina Alexander present from MPA. Next board meeting is scheduled for July 22nd. Next probation academy is 9/9/2024 – 9/20/2024.

DOL: Carla Weaver present from DOL. Carla advises that Ryan Smith left DOL 6/16 and to longer send him emails. Carla asks all emails to be sent to lawandjusticesupport@dol.wa.gov

DIAS reminder – DOL must be notified when there is a change of Admin on a DIAS account. If not done, account will be suspended. Also, if a user leaves the court, they must be removed from DIAS by the Admin.

BLAKE: Sharon Fogo not present. Jamie Kambich from AOC reports on her behalf. Iteration 4 of the project is complete, and the formal project is complete. Work will continue with the AOC support team to address enhancements, fixes and assist courts with uploading court data.

Trish Kinlow asked a question about dismiss vs. vacate and how the court should handle the notification to WSP. Jamie will have Sharon look into this and reach back out to Trish.

OFFICE OF COURT INNOVATION: Jeanne Englert present and reports out on the newer programs in the last 3 years and team structure. She started as the Associate Director on July 1st. OCI helps identify and assist in implementing innovative and promising practices that can better serve individuals and courts across the state. The four teams are broken up as follows:

Equity & Access: program focusing on addressing the needs of self-represented persons (SRPs) and court users from communities that have been historically marginalized and oppressed.

Behavioral Health: providing technical assistance, SIM facilitation, and training around therapeutic courts and funding. Contact TJ Grace if you haven't heard from the BHP team about your SFY25 contract tj.grace@courts.wa.gov

Supreme Court Commissions: Minority and Justice, Interpreter and Language Access, Gender and Justice, Tribal Courts State Consortium.

Family Youth Justice Programs – Coordinate and provide technical assistance and trainings to Court Improvement projects, Family treatment courts. Sponsored Hope Science Training and Space.

Trish talks about the interpreter reimbursement program and notes some courts are not including all of their interpreter instances when they have run out of reimbursement money. She reminds courts to enter all interpreter instances so it can be an accurate portrayal of the interpreter costs your court paid for the quarter. Therese Murphy notes if you have unusual high interpreter cost to reach out to AOC for options.

Standing Committee Reports

Conference & Education: Amy Knutsen present and encourages anyone interested in joining the Conference & Education committee to send her an email. The next meeting is scheduled for August 22nd.

Technology: Andy McSeveney present and gives updates on the DMCMA website. All committees have been updated. Ellen notes photos have been added to the conference page. They are continuing to look at updating best practices.

Membership: Suzanne Elsner present. She is setting up a meeting with former chair Mickey Zitkovich. Trish asks technology to be included in meeting. No other updates at this time.

Legislative: Patrick Wells present and advises the committee is exploring several issues to take up in the next legislative session. Those issues include: Disqualification of a Judge, increasing the civil jurisdiction limit in district court and small claims filed in the wrong venue.

Long Range Planning: No report.

By Laws/Policy and Procedures: No report.

Courts Helping Courts: Dee Morrill not present, however was on meeting earlier. Dee sent chat reminding courts to reach out if they are in need of help. Trish confirms this and reminds everyone that the Courts Helping Courts committee is always here to help you.

Diversity, Equity & Inclusion: Misty Robison not present. Trish notes the committee has more participants, including some from MPA & DMCJA.

State Committee Reports

BJA: No report.

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

BJA Court Education Committee: No report.

BJA Public Engagement & Education Committee: No report.

BJA Court Security: Suzie Elsner advises last meeting was on June 28th. One million in grants were finalized for security. Suzie confirms they are no longer a task force and are now a formal committee.

BJA Legislative Committee: No report.

BJA Alternatives to Incarceration: Brian Gleason reports on the funding packet submitted to AOC.

Data Dissemination Committee: No report.

Interbranch Advisory Committee: Trish present and reports out on the purpose of the committee and the importance of all 3 branches being represented.

GR 34 Rules Committee: No report.

Gender & Justice Commission & Minority & Justice Commission: Trish advises meeting will be next month. No other updates at this time.

Interpreter Commission: Annalisa Mai present and gives update on the translation committee. Proposed amendment to GR 11.3 regarding remote interpretation is addressed. The next meeting is scheduled for September 27th.

Pattern Forms: No report.

JIS Codes: Valerie Marino present and advises new codes will be coming out for Enterprise Justice. No new codes for JIS at this time.

JISC: No report.

CLJ/CMS PSC: Trish stresses the importance of judges attending the new CLJ/CMS workshops. The DMCJA board will also be reminded to attend the trainings.

New Items: Trish advises DMCMA submitted a budget package to BJC requesting an AOC support person.

No other new items to report.

Old Business: None

Amy Knutsen moves to adjourn the meeting. Christina Rauenhorst seconds. Motion passed. Frankie adjourns the meeting at 12:02 p.m.

Respectfully submitted, Candace Enders, Secretary

DRAFT

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

**Treasurer Report
Juanita Sifuentes
08/05/24**

Report Narrative:

The Budget vs Actual report dated September 5, 2024, is attached for Board approval. The check register balance as of September 5, 2024, is \$76,508.18.

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 2024 - June 2025

	Total			% of Budget
	Actual	Budget	over Budget	
Income				
Membership Dues	0.00	50,000.00	-50,000.00	0.00%
Total Income	\$ 0.00	\$ 50,000.00	-\$ 50,000.00	0.00%
Gross Profit	\$ 0.00	\$ 50,000.00	-\$ 50,000.00	0.00%
Expenses				
Awards	0.00	1,100.00	-1,100.00	0.00%
Board Meeting Expenses	0.00	1,400.00	-1,400.00	0.00%
Courts Helping Courts	0.00	2,000.00	-2,000.00	0.00%
Education - DEI Training	0.00	15,000.00	-15,000.00	0.00%
Education - Retreat Meals	0.00	500.00	-500.00	0.00%
Flowers & Cards	0.00	600.00	-600.00	0.00%
Liability Insurance	0.00	1,500.00	-1,500.00	0.00%
Membership Committee	0.00	100.00	-100.00	0.00%
Miscellaneous Expenses	0.00	500.00	-500.00	0.00%
NACM	0.00	0.00	0.00	
NACM Annual (July)	2,102.06	4,500.00	-2,397.94	46.71%
NACM Mid Year (February)	0.00	2,000.00	-2,000.00	0.00%
Total NACM	\$ 2,102.06	\$ 6,500.00	-\$ 4,397.94	32.34%
President Expense	0.00	200.00	-200.00	0.00%
Better Together CLJ Summit	0.00	3,500.00	-3,500.00	0.00%
Total President Expense	\$ 0.00	\$ 3,700.00	-\$ 3,700.00	0.00%
Scholarship Committee	495.00	1,000.00	-505.00	49.50%
Technology	781.60	5,000.00	-4,218.40	15.63%
CTC (September)	0.00	3,200.00	-3,200.00	0.00%
Total Technology	\$ 781.60	\$ 8,200.00	-\$ 7,418.40	9.53%
Travel Expenses	1,548.89	3,100.00	-1,551.11	49.96%
Treasurer Expenses	99.28	4,800.00	-4,700.72	2.07%
Total Expenses	\$ 5,026.83	\$ 50,000.00	-\$ 44,973.17	10.05%
Net Operating Income	-\$ 5,026.83	\$ 0.00	-\$ 5,026.83	#####
Net Income	-\$ 5,026.83	\$ 0.00	-\$ 5,026.83	#####