

# DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

September 17th, 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	Not Present
Treasurer	Juanita Sifuentes
Secretary	Candace Enders

## Members & Attendees Present:

1. Alisa Hill	36. Lillian Hawkins - AOC
2. Amanda Hiles	37. Lisa Winnett
3. Amy Harte	38. Margaret Yetter
4. Amy Knutsen	39. Maritza Martinez
5. Andy McSeveney	40. Maryam Olson
6. Angie Autry - AOC	41. Matthew Roth
7. Annalisa Mai	42. Melissa Patrick
8. Bryan Farrell	43. MiHa Kapaki
9. Carla Weaver - DOL	44. Misty Robison
10. Carol Landwehr	45. Nikki Meister
11. Charlotte Lewis	46. Norma Allain
12. Christina Rauenhorst	47. Okwha Lewis
13. Courtney White	48. Omar Gamez
14. Cynthia Davis	49. Patrick Wells
15. Dee Morrill	50. Patsy Robinson
16. Ellen Attebery	51. Peggy Hintz
17. Elizabeth Porras	52. Rachel Johnson
18. Erin Wheeler	53. Regina Alexander-MPA
19. Gail Cannon	54. Renee Honey
20. Heather Dean	55. Robyn Dunham
21. Holly Haddenham	56. Sharron Fogo - AOC
22. Jake Wiebusch	57. Sherri Hansen
23. Jane Edmonds	58. Sonia Ramirez
24. Jeffrey Goodwin - DMCJA	59. Stacie Scarpaci - MPA
25. Jennefer Johnson	60. Stacy Colberg
26. Jennifer Smith	61. Suzanne Elsner
27. Jessica Cash	62. Tammy Bayard
28. Jina Cusimano	63. Tara Chatman - AOC
29. John Witter	64. Tawnya Parks
30. Julie Espinoza	65. Tonya Smith
31. Justin Ward	66. Tracy Jeffries
32. Katy Henrickson	67. Uneek Maylor
33. Kristi Schorn	68. Valerie Marino
34. Lauren Dodson - AOC	69. Yvonne Jones - AOC
35. LeAnne Benek	

**Call to Order:** President Frankie Peters calls the meeting to order at 10:08 am.

**Opening Introductions:** Introductions completed.

**Adoption of Agenda:** Trish Kinlow makes motion to approve the agenda. Ellen Attebery seconds the motion. Motion passed.

**Approval of Minutes:** July 16th, 2024, meeting minutes presented. Trish moves to approve the minutes. Margaret Yetter seconds the motion. Motion passed.

**Treasurer's Report:** Treasurer's report presented. Margaret moves to approve the treasurer's report. Amy Knutsen seconds the motion. Motion passed.

**Law Day:** Courtney White present and reminds everyone of the Brown Bag Work Sessions with the DMCJA Public Outreach Subcommittee that have started. She advises that May 1<sup>st</sup> is typically Law Day. If anyone is interested or has questions, they can reach out to Courtney at [courtney.white@bothellwa.gov](mailto:courtney.white@bothellwa.gov).

### **Liaison Reports:**

**DMCJA:** Judge Jeffrey Goodwin present from DMCJA. He advises that ARLJ 11, the MPA rule regarding probation, will be going to the Supreme Court Rules Committee as it was approved by the DMCJA board.

The DMCJA is moving towards a leadership committee. They are hoping to have this committee up and running by December. The focus will be on on access to leadership training and judicial onboarding. They are also going to develop cohorts around the state of smaller groups of judicial officers.

The Supreme Court will be adopting the remote proceedings rule. There was a remote proceedings workgroup that evaluated all the existing court rules and amended them to better implement the remote proceedings practices the courts have been using since Covid.

The DMCJA Public Outreach Committee has started up with Law Day as talked about earlier by Courtney White.

**CLJ-CMS:** Angie Autry from AOC reports on behalf of Dexter Mejia. They are currently working on the integration platform. They are developing the final version of the business requirement documentation.

On the CLJ-CMS project, they started early adopter court training yesterday and it will run through mid-October. Go live date is scheduled for October 27<sup>th</sup>. AOC will be reaching out to other courts in the next 2 months about future roll out dates.

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

SECTOR Parking Tickets Project - They hope to have it in production for district courts by early October.

Etickets Not Received – They are still having reports of some courts not receiving Etickets. AOC has set up a process with state patrol to compare how many tickets they have that were sent each week and AOC compares it to what they have received.

Recommendations Against Resuspension – They have received many questions about this topic. This will be addressed at the next AOL/DOL forum. Angie notes there is an EService answer to this question and to let staff know.

**OFO Records** – Please remind your staff these are statewide records and used by not only court staff, but also law enforcement agencies, collection agencies and other government departments. If you are using these on cases, the address should stay as the contact info for that company or agency. It shouldn't be changed to an address for an attorney that is representing them. If there is money owing to that party, best practice is to have a separate record, like restitution recipients.

**Using Fields Improperly in JIS** – There has been a larger increase in the last few years of fields in JIS being used improperly for things that are not related to what the field is for. Please remind staff about the proper usage of field lines.

**AOC Project Updates - Hope Card, Re: Search, PTR:** Lillian Hawkins present from AOC. She is leading the Court Consulting and Technical Assistance Team. This is a brand-new team with AOC. The team is individually introduced. The main areas where they support courts are: customized court consulting, technical assistance and court programs & best practices.

The current projects/lines of business for the team are:

- Hope Card
- PTR Services
- ReSearch-Requirements and Stakeholding
- Legislative Review Process-Impacts to AOC & Courts
- Blake-Technical Assistance
- JABS & JIS Link – Enhancements, Maintenance & Operations
- Court Consolidation
- Jury Source
- Learning Management System (LMS) Requirements

Lauren Dodson from AOC presents on the Hope Card Protection Order Program. The program is launching January 1, 2025. It will provide a durable, laminated wallet-sized card so the full document doesn't need to be carried. It is a voluntary, opt-in participation and no cost to the court user. These cards are for the 5 main types of civil protection orders: domestic violence, vulnerable adult, sexual assault, anti-harassment & stalking. The process for issuing cards on confidential or sealed cases is still in development.

Trish Kinlow inquires if the Hope Cards can be issued for no contact orders on criminal cases. Lauren advises they are only for civil cases at this time.

Yvonne Jones from AOC presents on the Pretrial Services Program. There are nine pilot sites, however the names of those sites have not been released at this time. There is a 4-part webinar series that was offered in June and is still available to watch. Please reach out to Yvonne for the link. [Yvonne.Jones@courts.wa.gov](mailto:Yvonne.Jones@courts.wa.gov). The next Pretrial Summit is scheduled for September 26, 2024.

**MPA:** Regina Alexander present from MPA. The probation academy is currently in week 2.

MPA is currently looking at increasing their membership fees. The last increase was in 2016. The fees are currently \$40 for an individual, \$200 for 6-10 members and \$375 for 11+ members. They are looking at a 20% increase.

The next conference is scheduled for April 28<sup>th</sup> - 30<sup>th</sup> in Lake Chelan and the next board meeting is October 21<sup>st</sup>.

Melissa Patrick present and gives a shout out to Mindy Breiner who devotes 2 weeks of her time for the probation academy each year. Mindy also advocated for a larger class size this year, which resulted in 36 attendees being able to participate. MPA's Education and Training are looking at recording their training sessions to increase attendance/participation. They are also looking conference speaker ideas, so if there is anything DMCMA would like their probation staff to learn at the annual conference, please share with Regina or Melissa and they will pass it along.

Trish addresses the issue of possibly moving the probation academy from the Criminal Justice Training Center. This will be another summit topic that will be discussed.

**DOL:** Carla Weaver present from DOL and reports on the following:

Recommendations Against Resuspension – DOL receives many questions on this topic and they cannot honor every single request received on these. The driver must do their part which is to go and get their license when they are eligible. If they do not go and get their license, the recommendation against resuspension is not honored.

DOL Liaison Committee – They have not met in a very long time. Carla would like to arrange a meeting soon with the team. Frankie will reach out to Carla to arrange a meeting.

Deferred Prosecutions – When a deferred prosecution is completed, please do not remove it from the DOL record. These stay on the record for life. It is a permanent record.

Carla stresses the importance of the DOL/AOC open forums. She encourages court staff to attend.

**BLAKE:** Sharon Fogo present from AOC. They have paid out over 3 million dollars and uploaded almost 60,000 cases. They have processed 3,255 applications and of those applications 2,555 have successfully received their refunds.

Trish notes she received confirmation from Chris Stanley that if you allow your staff to help another jurisdiction with Blake cases, you can use the reimbursement money for extraordinary expenses.

### **Standing Committee Reports**

**Conference & Education:** Amy Knutsen present and advises at the last education meeting they reviewed the evaluations from the spring conference. The next conference dates are tentatively May 18<sup>th</sup> – 21<sup>st</sup>,

**Technology:** Andy McSeveney present and gives updates on the JOT submission forms on the DMCMA website. Ellen notes if a form is not working for someone, to please send an email to her and Andy. The membership form is almost ready to be launched and go live. If anyone wants to add to the technology committee newsletter that is sent out periodically, please share with Ellen or Andy. There is a DMCMA LinkedIn account if you want to follow.

Andy notes in the near future they will be having another technology meeting and to have any staff that is really interested in technology to join. It's a great opportunity to participate in the association.

**Membership:** Suzanne Elsner present. They met with former chair Mickey Zitkovich before her retirement date to update everything new with membership. Reminders will be sent out shortly. Suzanne notes she will need a replacement on the membership committee and has spoken to Frankie and Sherri Hansen about this.

**Legislative:** Patrick Wells present. The DMCJA met last Friday and discussed some of the following: a request to amend certain mental health terms in RCW 10.77, changes in language in the small claims notice and a couple of proposals to the BJA to correct the malicious mischief language. They also want to amend RCW 7.80 so the time to respond to civil infractions matches the same type of response for traffic/non-traffic infractions.

The proposals going to the DMCJA Board of Governors are regarding: disqualifications of a judge, increasing the district court civil jurisdiction limit from 100,000 to 250,000 and small claims being filed in the wrong venue.

Patrick notes the legislature event, You've Got Served, will be hosted at 11 locations.

**Long Range Planning:** No report.

**By Laws/Policy and Procedures:** No report.

**Courts Helping Courts:** Dee Morrill present and notes they have received a few requests for mentorship. Trish notes if you are needing support when going to the new CMS, as soon as you receive notification that your court is queued up, submit your request for staff support if you feel you need it.

**Diversity, Equity & Inclusion:** Misty Robison present and notes they are meeting monthly. The committee is actively developing their strategic plan.

### State Committee Reports

**BJA:** No report.

**Court Management Council:** Frankie notes they are continuing to work on the tool kit and it's in development.

**BJA Court Education Committee:** Margaret Yetter present and advises they met last week. The budget is the main topic right now. They do not have the extra funds this year like the last 2 years. The National Association of Presiding Judges & Court Executive Officers Conference will be hosted in Bellevue next year in August.

**BJA Public Engagement & Education Committee:** No report.

**BJA Court Security:** Suzanne present and advises they are putting 2 legislative priority requests in front of the BJA on Friday. First is to request to continue the security funding so smaller cities and counties can request grants to help them implement the security standards. The second is to expand the judicial privacy through the Secretary of State Confidentiality Program.

**BJA Legislative Committee:** No report.

**BJA Alternatives to Incarceration:** Brian Gleason not present. Trish shares that the next meeting is October 7<sup>th</sup>.

**Data Dissemination Committee:** No report.

**Interbranch Advisory Committee:** Trish present and notes the next meeting is at the end of this month.

**GR 34 Rules Committee:** No report.

**Gender & Justice Commission:** Trish advises that at the last meeting on Friday, they talked about training, especially related to domestic violence and the forms.

**Minority & Justice Commission:** Trish advises the next meeting is this Friday, however it may be moved as it's the same time as the BJA meeting. They are working on education proposals. The next Youth and Law forum for King County is November 2<sup>nd</sup> at the Tukwila Community Center.

**Pattern Forms:** No report.

**Interpreter Commission:** Annalisa Mai present and advises the commission is meeting next week. Nothing further to report.

**JIS Codes:** Patsy Robinson present and no new codes for JIS at this time. Next meeting is October 8<sup>th</sup>.

**JISC:** No report.

**CLJ/CMS PSC:** Margaret Yetter present and advises the Project Steering Committee will be working on getting a group of court personnel to help with future installations and roll outs of the new CMS as AOC does not have enough staffing to go around. They would like to get at least 1 representative from each court and also a representative from probation, if you have that department. They are still looking into funding. An email will be sent out via the listserv regarding this.

**New Items:** Amy Knutsen reports on the Person Business Rules Advisory Committee. They are revamping the JIS Person Business Rules. They have renamed it to the Statewide Person Record Rules. There have been many discussions about being able to link records with the different case management systems being used. They also are discussing how to offer training to new clerks.

No other new items to report.

Frankie Peters adjourned the meeting at 12:12 p.m.

Respectfully submitted, Candace Enders, Secretary