



District and Municipal Court Management Association Executive Board Meeting

Tuesday, January 21st, 2025 - 10:00 AM

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 • Dec. 10, 2024	Candace Enders, Secretary	10:15
4.	Treasurer's Report	Juanita Sifuentes, Treasurer	10:20
5.	Liaison Reports • DMCJA • AOC CSD Liaison • CLJ-CMS • AOC Project Updates • MPA • DOL	Representatives • Judge Jeffrey Goodwin • Angie Autry • Angie Autry • Lillian Hawkins • Regina Alexander • Carla Weaver, DMCMA Committee Liaisons	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 Knutsen, Bryan Farrell • Ellen Attebery, Andrew McSeveney • Sherri Hansen, Kati Dorman • 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 • BJA • Court Management Council • BJA Court Education Committee	Representatives • LaTricia Kinlow, Frankie Peters • Frankie Peters, Therese Murphy • Margaret Yetter	11:30

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

Next Board Meeting – Tuesday, March 18, 2025 @ 10:00am

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

December 10th, 2024 10:00 a.m.

Meeting held via ZOOM

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. Alisa Hill	30. Lauren Dodson - AOC
2. Andy McSeveney	31. Margaret Yetter
3. Angie Autry - AOC	32. Marina Martinez
4. Brian Gleason	33. Marissa Davis
5. Bryan Farrell	34. Marianne Boggie
6. Carol Landwehr	35. Melissa Patrick
7. Courtney White	36. MiHa Kapaki
8. Carol Landwehr	37. Misty Robison
9. Courtney White	38. Molly Martin
10. Dave Lucas	39. Nikki Meister
11. Dawn Marie Rubio - AOC	40. Okhwa Lewis
12. Dee Morrill	41. Omar Gamez
13. Ellen Attebery	42. Patsy Robinson
14. Gail Cannon	43. Paulette Revoir
15. Heather Villalobos	44. Peggy Hintz
16. Jake Wiebusch	45. Penny Larsen - AOC
17. Jane Edmonds	46. Rachel Johnson
18. Jeffrey Goodwin - DMCJA	47. Renee Honey
19. Jen Crossen	48. Regina Alexander-MPA
20. Jennifer Smith	49. Robyn Dunham
21. Jennifer Wagner - AOC	50. Rose Carter
22. Jina Cusimano	51. Sherri Hansen
23. John Witter	52. Sonia Ramirez
24. John Witter	53. Suzanne Elsner
25. Justin Ward	54. Tammy Bayard - AOC
26. Kara Lesarge	55. Tara Chatman - AOC
27. Katelyn Wyborney	56. Tawnya Parks
28. Kristi Schorn	57. Yvonne Jones - AOC
29. Laura Blacklock - AOC	

Call to Order: President Frankie Peters calls the meeting to order at 10:05 a.m.

Opening Introductions: Introductions completed.

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

Approval of Minutes: September 17th, 2024, meeting minutes presented. Two corrections to the minutes noted. Margaret Yetter moves to approve the minutes. Suzanne Elsner seconds the motion. Motion passed.

Treasurer's Report: Treasurer's report presented. Margaret moves to approve the treasurer's report. Patsy Robinson seconds the motion. Motion passed.

Frankie addresses motion from the Education Committee. Bryan Farrell present and advises the committee is currently planning the DMCMA conference in May and are needing additional funds for swag. The Education Committee is requesting \$7000. No objections noted. Margaret moves to approve request. Ellen Attebery seconds the motion. Motion passed.

Liaison Reports:

Dawn Marie Rubio present from AOC. She addresses the statewide AOC outage in November. She advises Penny Larsen at AOC has now been assigned to provide direct staff support to DMCMA and MPA. Trish Kinlow inquires if AOC is considering an AMBER alert type system. Dawn Marie says yes, AOC is looking into ways they can use their Evergreen system in the future in absence of the listserv going down.

DMCJA: Judge Jeffrey Goodwin present from DMCJA. The DMCJA are moving forward with the leadership committee. They are also looking at hiring a retired judicial officer to help with onboarding. Judge Goodwin talks about the Fair Court Project, a grant funded project that would evaluate procedural fairness throughout the courts in Washington.

CLJ-CMS: Angie Autry from AOC reports on behalf of Dexter Mejia. They are still working on the integration platform.

On the CLJ-CMS project, the early adopters event went great for week one. Some courts needed additional support after the go live and the AOC outage period.

They are working on rescheduling the outreach sessions that were canceled during the outage.

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

SECTOR Parking Tickets Project - They are currently working on uploading the laws for District Courts.

Legislative Updates - Pre-filed bills have started to be reviewed by AOC.

AOC Project Updates: Yvonne Jones from AOC presents on the Pretrial Services Program. They have identified 6 pilot sites, 3 are Municipal Courts and 3 are District Courts.

Frankie inquires if these services will be extended to probation/post disposition. Yvonne advises that this is something they have been discussing and will be brainstorming.

Lauren Dodson from AOC presents on the Hope Card Protection Order Program. They will have 2 final information sessions coming up. The program is launching January 1, 2025.

Lauren gives update regarding the ITG 1377 request. The request was for a “convictions only” tab in JABS. She advises that the request is in progress.

MPA: Regina Alexander present from MPA and advises that probation dues have officially increased for 2025. The next conference is scheduled for April 28th - 30th in Lake Chelan.

DOL: No report.

BLAKE: No report from AOC. Trish Kinlow advises there is a committee called the Blake Administrative Process Committee. This committee would help courts that need assistance processing Blake related cases.

Standing Committee Reports

Conference & Education: Bryan Farrell present and reports on their retreat from last week. The next conference dates are tentatively set for May 18th – 21st, The venue has not been officially secured, however should be selected by January.

Technology: Andy McSeveney present and highlights the work the technology committee did during the AOC outage. Ellen Attebery present and talks about an association named CITOC. It’s a collaborative association that works with your IT department that focuses on court technology. She will provide more information in the DMCMA newsletter.

Membership: Sherri Hansen present and advises membership has received around 100 Jot forms back.

Legislative: Frankie reports on behalf of Patrick Wells. Next DMCJA Legislative meeting is set for this Friday. The legislative session begins on January 13th.

Long Range Planning: Therese Murphy present and advises next meeting is today. They will be reviewing the Long Range Planning Committee description. They will also be identifying projects they will be working on. Ellen inquires if Long Range Planning is a standing committee or is it under By Laws. This will be further discussed at the meeting today.

By Laws/Policy and Procedures: No report.

Courts Helping Courts: Dee Morrill present and reminds everyone Courts Helping Courts is available to help any courts that need assistance.

Diversity, Equity & Inclusion: Misty Robison present and advises they continue to work on comprehensive strategic planning. She advises they were recently a co-sponsor for an in-person training regarding the intersectionality of race and DV.

State Committee Reports

BJA & Court Management Council: Frankie notes the last meeting combined BJA & Court Management Council. Court Manager of the Year was awarded to Paul Daniels and Linda Ridge.

BJA Court Education Committee: Margaret Yetter present and advises at the last meeting they discussed budget. No further report.

BJA Public Engagement & Education Committee: No report.

BJA Court Security: Suzanne Elsner present and encourages courts to report security incidents on Inside Courts. Trish inquires if the committee has looked at putting together a security training for the courts, for example active shooter training. Suzanne will take this back to committee to discuss.

BJA Legislative Committee: No report.

BJA Alternatives to Incarceration: Brian Gleason present and advises they will be meeting in their subcommittees to work on establishing priority lists of what to recommend.

Data Dissemination Committee: No report.

Interbranch Advisory Committee: Trish present and advises that the message being shared regarding funding is that we will be entering difficult times. AOC continues to do a great job advocating on behalf of the courts. Trish notes there is discussion coming up again about the idea of moving to a Unified Court System.

GR 34 Rules Committee: No report.

Gender & Justice Commission: No report.

Minority & Justice Commission: Trish advises they have been working on education proposals.

Pattern Forms: No report.

Interpreter Commission: No report.

JIS Codes: No report.

JISC: Paulette Revoir present and encourages others to review the PowerPoint emailed by Frankie detailing the AOC outage. She notes at the last JISC meeting they spoke about the budget and the serious deficient the state is facing. They also addressed establishing a permanent person record subcommittee.

CLJ/CMS PSC: No report.

New Business: No report.

Old Business: No report.

Frankie Peters adjourned the meeting at 11:56 a.m.

Respectfully submitted, Candace Enders, Secretary

DRAFT

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

**Treasurer Report
Juanita Sifuentes
01/08/25**

Report Narrative:

The Budget vs Actual report dated January 8, 2025, is attached for Board approval. The check register balance as of January 8, 2025, is \$103,838.14.

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

	Actual	Budget	over Budget	% of Budget
Income				
Conference	220.00	0.00	220.00	
Total Conference	\$ 220.00	\$ 0.00	\$ 220.00	
Membership Dues	27,004.34	57,000.00	-29,995.66	47.38%
Total Income	\$ 27,224.34	\$ 57,000.00	-\$ 29,775.66	47.76%
Expenses				
Awards	0.00	1,100.00	-1,100.00	0.00%
Bank Service Charges	0.00	0.00	0.00	
Board Meeting Expenses	47.69	1,400.00	-1,352.31	3.41%
Courts Helping Courts	0.00	2,000.00	-2,000.00	0.00%
Education				
Education - Annual Conference	133.99	7,000.00	-6,866.01	1.91%
Education - DEI Training	103.52	15,000.00	-14,896.48	0.69%
Education - Regionals	0.00	0.00	0.00	
Education - Retreat Meals	0.00	500.00	-500.00	0.00%
Total Education	237.51	22,500.00	-22,262.49	1.06%
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				
NACM Annual (July)	1,828.71	4,500.00	-2,671.29	40.64%
NACM Mid Year (February)	0.00	2,000.00	-2,000.00	0.00%
Total NACM	\$ 1,828.71	\$ 6,500.00	-\$ 4,671.29	28.13%
President Expense	-338.37	200.00	-538.37	-169.19%
Better Together CLJ Summit	0.00	3,500.00	-3,500.00	0.00%
Total President Expense	-\$ 338.37	\$ 3,700.00	-\$ 4,038.37	-9.15%
Scholarship Committee	495.00	1,000.00	-505.00	49.50%
Technology	2,344.80	5,000.00	-2,655.20	46.90%
CTC (September)	0.00	3,200.00	-3,200.00	0.00%
Total Technology	\$ 2,344.80	\$ 8,200.00	-\$ 5,855.20	28.60%
Travel Expenses	3,103.85	3,100.00	3.85	100.12%
Treasurer Expenses	1,826.52	4,800.00	-2,973.48	38.05%
Total Expenses	\$ 9,545.71	\$ 57,000.00	-\$ 47,454.29	16.75%
Net Income	\$ 17,678.63	\$ 0.00	\$ 17,678.63	