

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

January 21st, 2025 10:00 a.m.

Meeting held via ZOOM

Board Meeting Minutes

Officers Present:

President	Frankie Peters
Past President	Trish Kinlow
President Elect	not present
Vice President	Mary Beth Phillips
Treasurer	Juanita Sifuentes
Secretary	Candace Enders

Members & Attendees Present:

1. Alisa Hill	33. Maria Gomez
2. Amanda Watts	34. Marianne Boggie
3. Amy Harte	35. Marina Martinez
4. Amy Knutsen	36. Marissa Davis
5. Andy McSeveney	37. Maryam Olson
6. Annalisa Mai	38. Matthew Roth
7. Brian Gleason	39. Melissa Patrick
8. Bryan Farrell	40. MiHa Kapaki
9. Carla Weaver - DOL	41. Molly Martin
10. Carol Landwehr	42. Nikki Meister
11. Courtney White	43. Okhwa Lewis
12. Cynthia Davis	44. Omar Gamez
13. Dexter Mejia - AOC	45. Patrick Wells
14. Diane Dill	46. Patsy Robinson
15. Elizabeth Porras	47. Peggy Hintz
16. Ellen Attebery	48. Penny Larsen - AOC
17. Gail Cannon	49. Rachel Johnson
18. Holly Haddenham	50. Regina Alexander-MPA
19. Jake Wiebusch	51. Robyn Dunham
20. Jane Edmonds	52. Rose Carter
21. Jennifer Smith	53. Sharon Fogo - AOC
22. Jina Cusimano	54. Sonia Ramirez
23. Justin Ward	55. Stacie Scarpaci - MPA
24. Kati Dorman	56. Stacy Colberg
25. Katy Henricksen	57. Suzanne Elsner
26. Kristi Schorn	58. Tami Bennett
27. Kyle Wohlenhaus - DOL	59. Tawnya Parks
28. Lacie Dewitt	60. Uneek Maylor
29. Lauren Pilnick - AOC	61. Valerie Marino
30. LeAnne Benek	62. Yanna Filippidis
31. Lillian Hawkins - AOC	63. Yvonne Jones - AOC
32. Margaret Yetter	

Call to Order: President Frankie Peters calls the meeting to order at 10:03 a.m.

Opening Introductions: Introductions completed.

Adoption of Agenda: Margaret Yetter makes motion to approve the agenda. Amy Knutsen seconds the motion. Motion passed.

Approval of Minutes: December 10th, 2024, meeting minutes presented. Margaret moves to approve the minutes. Mary Beth Phillips seconds the motion. Motion passed.

Treasurer's Report: Frankie notes treasurer's report will not be presented today. Some items still need to be reviewed and looked at regarding budget. Treasurer's report will be addressed at next board meeting.

Liaison Reports:

DMCJA: No report.

AOC CSD Liaison: No report.

CLJ-CMS: Dexter Mejia present from AOC. The next courts to go live will be in spring/summer, however they do not have official dates at this time. Margaret Yetter notes AOC will be reaching out to courts for volunteers to help with future go live events.

Dexter notes they have secured a vendor (Gardner) to analyze how person records are managed at a statewide level.

AOC Project Updates: Lillian Hawkins present from AOC. She advises they have hired a new Blake Refund Business System Analyst that replaced Tammy Bayard.

Yvonne Jones gives an update regarding the Pre Trial Services Program.

Lauren Pilnick gives an update regarding the Hope Card Program.

Sharon Fogo gives an update on the Blake Refund Bureau.

MPA: Regina Alexander present from MPA. The MPA conference is scheduled for April 28th - 30th, 2025 in Lake Chelan and registration information will be out soon.

Melissa Patrick advises the conference fee has been raised, it will be \$275 for members and \$325 for early registration nonmembers. 5 scholarships will be available for members.

The next probation academy is scheduled for September 8th – 19th, 2025.

Trish Kinlow addresses the academy and how MPA prepares and staffs it, the CJTC is only providing the space. Trish suggests the academy be moved from the CJTC and should fall under AOC. Melissa notes it would require legislative changes for this to occur. Frankie notes this will be addressed at the next Summit meeting.

DOL: Carla Weaver present from DOL. They have a new staff member, Kyle Wohlenhaus, that has joined the law and justice department.

Carla notes they are receiving questions about processes in JIS. She reminds everyone that DOL cannot help with these types of questions, and they are forwarded to AOC.

DOL offers training on DIAS. If a court wants a training session, they can reach out to law and justice to arrange individual court training.

DOL is updating their drive system and will have an outage effective 5:00 p.m. Thursday February 13th to Tuesday 8:00 a.m. February 18th. All external customers will not be able to access data. A follow up email will be sent out with further details.

Standing Committee Reports

Conference & Education: Amy Knutsen present and confirms the conference will be held at Suncadia in Cle Elum. The conference dates are set for May 18th – 21st, 2025. Due to budget constraints, the incidentals will not be covered this year by DMCMA.

Technology: No report.

Membership: Frankie reports on behalf of Sherri Hansen. 173 applications for membership have been received for 2025.

Legislative: Patrick Wells present and advises they are in week 2 of the long session. An email will start going out weekly regarding bills of interest that are highlighted.

Long Range Planning, By Laws/Policy and Procedures: No report.

Courts Helping Courts: Frankie reports on behalf of Dee Morrill and reminds everyone that the Court Helping Courts request form is available on the DMCMA website.

Diversity, Equity & Inclusion: No report.

State Committee Reports

BJA & Court Management Council: No report.

BJA Court Education Committee: Margaret Yetter present and advises they have been working on reviewing their charter. They also had discussion about incidental fees and a savings account that AOC has had where extra incidental fees have been compiling for years. The decision was made to send every association back their money.

BJA Public Engagement & Education Committee: Frankie reports that the committee is working on prioritization for the upcoming year.

BJA Court Security: Suzanne Elsner present and advises they last met on December 19th. One of their discussions was regarding continued funding for rural courts.

BJA Legislative Committee: Frankie reports they continue to have frequent meetings. One of the bills that will be introduced is about court centralization. The other bill is regarding interpreters. It would require courts to pay interpreter costs for all classes ordered by the judge.

BJA Alternatives to Incarceration: Brian Gleason present and advises their committee should be wrapping up soon and they are making final recommendations.

Data Dissemination Committee: No report.

Interbranch Advisory Committee: Trish present and advises about the last committee meeting in December.

GR 34 Rules Committee: Kati Dorman present and advises about the rules currently available for comment.

Gender & Justice Commission: No report.

Minority & Justice Commission: Trish advises the last meeting was canceled and the upcoming meeting will be next month.

Trish talks about the IREACH training session and gives a shout out to all the commissions for sponsoring.

Interpreter Commission: Annalisa Mai present and thanks the courts that participated in the translation protocol survey.

AOC is still working on an interpreter scheduling system. Business analysts are currently gathering requirements to ensure all court needs are addressed.

Trish inquires if the commission has talked about usage of certified/registered interpreters from out of state. Annalisa is unaware of any discussion regarding this topic. She will bring it up at the next meeting.

Pattern Forms: Frankie reports that most updates have been to district court forms. No further report.

JIS Codes: Patsy Robinson advises at last meeting only superior court codes were addressed. No further report.

JISC: Frankie reports that there is not a lot of changes as far as JISC. More to come in the future.

CLJ/CMS PSC: No report.

New Business: No report.

Old Business: No report.

Frankie Peters adjourned the meeting at 11:53 a.m.

Respectfully submitted, Candace Enders, Secretary