

Court Executives Advisory Committee
Annual Agenda¹—2020

Approved by the Executive and Planning Committee: **REVISED TBD**

I. COMMITTEE INFORMATION

Chair:	Ms. Nancy CS Eberhardt, Court Executive Officer, Superior Court of San Bernardino County
Lead Staff:	Ms. Donna Ignacio, Senior Analyst, Trial Court Leadership
Committee's Charge/Membership: <p>Under rule 10.48(a) of the California Rules of Court, the Court Executives Advisory Committee (CEAC) is charged with making recommendations to the council on policy issues affecting the trial courts. In addition to this charge, rule 10.48(b) sets forth the additional duties of the committee.</p> <p>Per rule 10.48(c), CEAC consists of the court executive officers from the 58 California superior courts. Rule 10.48(d) establishes the Executive Committee of CEAC. The Executive Committee consists of 18 members.</p> <p>The current committee roster is available on the committee's web page.</p>	

¹ The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and Judicial Council staff resources.

Subcommittees/Working Groups²:

1. TCPJAC/CEAC Joint Legislation Subcommittee
2. TCPJAC/CEAC Joint Rules Subcommittee
3. TCPJAC/CEAC Joint Technology Subcommittee
4. CEAC Child Support Services Subcommittee
5. CEAC Judicial Branch Statistical Information System Subcommittee
6. CEAC Nominations Subcommittee
7. CEAC Records Management Subcommittee
8. CEAC Trial Court Financial Policies Subcommittee (*NEW*)
9. CEAC Ad Hoc Working Group on the California Department of Justice Senate Bill (SB) 384 Implementation
10. CEAC Ad Hoc Working Group on Court Appointed Dependency Counsel – Title IV-E Program (*New*)
11. CEAC Ad Hoc Working Group on Court Security Services for the Trial Courts
12. CEAC Ad Hoc Working Group on Interpreter Payment Policy
13. CEAC Ad Hoc Working Group on Standards of Judicial Administration
14. CEAC Ad Hoc Working Group on Trial Court Facilities

² California Rules of Court, rule 10.30(c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ³	
1.	Project Title: Trial Court Financial Policies Subcommittee (New)	Priority² ⁴ Strategic Plan Goal⁵ II, III
<p>Project Summary⁶: Through the Trial Court Financial Policies Subcommittee, CEAC will work with Branch Accounting and Procurement (BAP) to review and identify needed revisions to the <i>Trial Court Financial Policies and Procedures Manual (TCFPPM)</i>.</p> <p>Pursuant to the California Rules of Court, rule 10.84, the Judicial Council of California is required to adopt financial policies and procedures for the superior courts. The TCFPPM was established in 2001 which set out a system of fundamental internal controls that enable the superior courts to monitor their use of public funds, provide consistent and comparable financial statements, and demonstrate accountability. Annually, the manual is reviewed, and any suggested updates are submitted to the Judicial Council for approval. Throughout the year, BAP works with representatives from various courts to compile and draft recommendations for the next version of the manual. Prior to presentation to the Judicial Council, statute requires the recommendations be routed to all trial courts, the Department of Finance, and the State Controller’s Office for review.</p> <p>The subcommittee will review and comment on proposed recommendations. Subcommittee input will guide which compiled recommendations will be further vetted, and the final verbiage to be circulated for comment before going to the Judicial Council.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Trial Court Leadership and Branch Accounting and Procurement staff.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>		

³ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁴ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

⁵ Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

⁶ A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects ³	
2.	Project Title: CEAC Ad Hoc Working Group on Court Appointed Dependency Counsel – Title IV-E Program (New, One-Time)	Priority 2 ⁷ Strategic Plan Goal ⁸ II, IV
<p>Project Summary⁹: CEAC, through an ad hoc working group, will provide operational guidance to Center for Families, Children & the Courts (CFCC) as they work with the California Department of Social Services (CDSS) on the interbranch agreement, program requirements, and invoicing procedures required by the plan to reimburse the judicial branch for qualified, court-appointed dependency counsel expenditures through federal title IV-E matching funds.</p> <p>Status/Timeline: 2020.</p> <p>Fiscal Impact/Resources: Trial Court Leadership and CFCC staff.</p> <p>Internal/External Stakeholders: CDSS.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee.</p>		

⁷ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

⁸ Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

⁹ A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects³	
3.	Project Title: CEAC Ad Hoc Working Group on the California Department of Justice Senate Bill (SB) 384 Implementation (One-Time)	Priority 2⁷ Strategic Plan Goal⁸ IV
<p>Project Summary⁹: CEAC, through an ad hoc working group, will consult with the California Department of Justice (DOJ) on the implementation of Senate Bill 384, <i>Sex offenders: registration: criminal offender record information systems</i>. The DOJ seeks to learn of courts' current processes and case management systems and receive input on matters of special concern to courts. The working group will share potential issues that should be considered when crafting this statewide process.</p> <p>Status/Timeline: 2020.</p> <p>Fiscal Impact/Resources: Trial Court Leadership and Legal Services staff.</p> <p>Internal/External Stakeholders: DOJ.</p> <p>AC Collaboration: None.</p>		
4.	Project Title: CEAC Ad Hoc Working Group on Court Security Services for the Trial Courts (One-Time)	Priority 2⁷ Strategic Plan Goal⁸ IV, VI
<p>Project Summary⁹: CEAC, through an ad hoc working group, will assess the statewide scope of a growing problem concerning inadequate sheriff staffing levels in the trial courts or potential reduction of current security staffing levels by the sheriff. This working group is also charged with analyzing solutions and developing recommendations, for CEAC's approval, regarding court security services for the trial courts. In recent years, and in an increasing number of courts, county sheriff's offices have provided fewer officers than set forth in the courts' MOUs. In addition, courts that have opened new and large court facilities have experienced the same decline in court security services. Because these decreased levels of sheriffs services have significant implications for the safety of judicial officers, court employees, and the public, CEAC has determined that it is essential to begin assessing the statewide scope of this problem and to develop recommendations.</p> <p>Status/Timeline: 2020.</p> <p>Fiscal Impact/Resources: Budget Services, Trial Court Leadership, Legal Services, and Security Operations.</p> <p>Internal/External Stakeholders: California State Association of Counties, California State Sheriffs' Association, and Department of Finance.</p>		

#	New or One-Time Projects³	
	<i>AC Collaboration:</i> Court Security Advisory Committee, Judicial Branch Budget Committee, Trial Court Budget Advisory Committee, and Trial Court Presiding Judges Advisory Committee (TCPJAC).	
5.	Project Title: CEAC Ad Hoc Working Group on Interpreter Payment Policy (One-Time)	Priority 2⁷ Strategic Plan Goal⁸ IV
<p>Project Summary⁹: CEAC, through an ad hoc working group, will assess the existing “Payment Policies for Contract Court Interpreters” policy and develop recommendations for recent audit findings related to independent contractor interpreter reimbursement claims.</p> <p>Status/Timeline: 2020.</p> <p>Fiscal Impact/Resources: Trial Court Leadership, Legal Services, Human Resources, and Audit Services staff.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Court Interpreters Advisory Panel.</p>		
6.	Project Title: CEAC Ad Hoc Working Group on Standards of Judicial Administration (One-Time)	Priority 2⁷ Strategic Plan Goals⁸ IV, VI
<p>Project Summary⁹: CEAC, through an ad hoc working group and in consultation with TCPJAC (as needed), will review the existing Standards of Judicial Administration and recommend additions, deletions, and/or revisions to performance measures to improve the branch’s ability to communicate the trial courts’ objectives and uniform performance measures to each other, other branches of government, and the public. This effort seeks to expand existing performance measures that focus solely on time to disposition to include broader access measures (e.g., potential standards for self-help center hours, clerks’ office hours, etc.). This project was conceived to assist with developing responses to Department of Finance inquiries regarding how increased and decreased funding impacts trial court operations and services.</p> <p>Status/Timeline: 2020.</p> <p>Fiscal Impact/Resources: Trial Court Leadership staff.</p> <p>Internal/External Stakeholders: None.</p>		

#	New or One-Time Projects³	
	<i>AC Collaboration:</i> TCPJAC.	
7.	Project Title: CEAC Ad Hoc Working Group on Trial Court Facilities (One-Time)	Priority 2⁷ Strategic Plan Goal⁸ VI
<p>Project Summary⁹: Through the ad hoc working group, CEAC will:</p> <ul style="list-style-type: none"> • Review and provide, on an as needed basis, early court executive officer input on facility related proposals and recommendations that have a direct impact on court operations; and • Discuss strategies and best practices for courts facing delayed court construction projects and provide input, as appropriate, to the Court Facility Advisory Committee (CFAC) on advocacy efforts. <p>The working group will also provide input and feedback on various facility issues being addressed by the Trial Court Facility Modification Advisory Committee (TCFMAC) and CFAC. The working group is charged with providing preliminary feedback on facility proposals on behalf of CEAC. Input on more substantive facility policy decisions will first be vetted by the subcommittee and then presented CEAC for final review.</p> <p>Status/Timeline: 2020.</p> <p>Fiscal Impact/Resources: Facilities Services and Trial Court Leadership staff.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Possible consultation with CFAC and TCFMAC.</p>		

# Ongoing Projects and Activities ³	
1.	<i>Project Title:</i> TCPJAC/CEAC Joint Legislation Subcommittee
	<i>Priority 1</i>⁷
<i>Strategic Plan Goal</i>⁸ II, III	
<p><i>Project Summary</i>⁹: The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) is charged with developing, reviewing, commenting, and making recommendations on proposed legislation to establish new or amend existing laws. The subcommittee monitors proposed and existing legislation that has a significant operational or administrative impact on the trial courts. The subcommittee also reviews proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts and recommend proposals for future consideration by the Policy Coordination and Liaison Committee (PCLC).</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Governmental Affairs and Trial Court Leadership staff.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> TCPJAC and PCLC.</p>	
2.	<i>Project Title:</i> TCPJAC/CEAC Joint Rules Subcommittee
	<i>Priority 1</i>
<i>Strategic Plan Goal</i> II, III, IV	
<p><i>Project Summary:</i> The TCPJAC/CEAC Joint Rules Subcommittee (JRS) is charged with developing, reviewing, and providing input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and Judicial Council forms to improve the efficiency or effectiveness of the trial courts. The subcommittee focuses on those proposals that may lead to a significant fiscal or operational impact on the trial courts. Additionally, the subcommittee makes recommendations to the Rules and Projects Committee (RUPRO) concerning the overall rule making process.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Legal Services and Trial Court Leadership staff.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> TCPJAC, RUPRO, and various advisory bodies.</p>	

#	Ongoing Projects and Activities³	
3.	Project Title: TCPJAC/CEAC Joint Technology Subcommittee	Priority⁷ 2
		Strategic Plan Goal⁸ IV
<p>Project Summary⁹: The TCPJAC/CEAC Joint Technology Subcommittee (JTS) reviews and provides early presiding judge and court executive officer input on court technology proposals and recommendations that have a direct impact on court operations. The subcommittee also provides input and feedback on various technology issues being addressed by the Judicial Council Technology Committee and the Information Technology Advisory Committee (ITAC). The subcommittee is charged with providing preliminary feedback on technology proposals on behalf of the TCPJAC and CEAC. Input on more substantive technology policy decisions will first be vetted by the subcommittee and then presented to the TCPJAC and CEAC for final review.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Information Technology, Trial Court Leadership, and Legal Services staff.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: TCPJAC and ITAC.</p>		
4.	Project Title: CEAC Child Support Services Subcommittee	Priority⁷ 2⁷
		Strategic Plan Goal⁸ VII
<p>Project Summary⁹: Through the Child Support Services Subcommittee, CEAC will work in consultation with CFCC to provide information about significant fiscal and/or operational impacts on trial courts regarding proposed policy or operational changes by the program or the Department of Child Support Services (DCSS). In addition, the subcommittee will develop comments and/or recommendations (for CEAC's approval) concerning recommendations proposed by the Workload Assessment Advisory Committee regarding the development of Assembly Bill (AB) 1058 data for the Judicial Branch Statistical Information System (JBSIS). The subcommittee will also convene to address any other critical issues related to the Plan of Cooperation (POC) and AB 1058 that might arise in the interim.</p> <p>In response to issues that arose with the 2015 DCSS model POC, CEAC formed an ad hoc working group to meet with State DCSS representatives and CFCC staff to discuss and resolve concerns prior to the POC's distribution to the trial courts and local child support agencies. CEAC requested that this former ad hoc working group be converted to a subcommittee to review future model POC. The subcommittee will meet annually in spring on an ongoing basis.</p> <p>Status/Timeline: Ongoing.</p>		

#	Ongoing Projects and Activities³	
	<p>Fiscal Impact/Resources: CFCC, Trial Court Leadership, and Research and Evaluation staff.</p> <p>Internal/External Stakeholders: DCSS.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee, Trial Court Budget Advisory Committee, and Workload Assessment Advisory Committee.</p>	
5.	Project Title: Judicial Branch Statistical Information System Subcommittee	Priority 2⁷
	<p>Strategic Plan Goal⁸ III</p> <p>Project Summary⁹: CEAC will continue to provide oversight responsibility over Judicial Branch Statistical Information System (JBSIS) through the JBSIS Subcommittee. JBSIS is authorized through California Rules of Court, rule 10.400, and CEAC has oversight responsibility of JBSIS as defined in rule 10.48, which governs CEAC.</p> <p>The subcommittee identified the following projects:</p> <p>Ongoing Review and Revisions of JBSIS Reporting Standards CEAC will continue to review and seek input from courts on the recent revisions to the filing definitions and recommend additional revisions as needed. CEAC will also identify additional areas in JBSIS for review that will be important for branchwide budget advocacy efforts, monitoring court operations, and workload analysis. For 2020, this work is anticipated to be extensive. The JBSIS Subcommittee will review all JBSIS non-filings data in an effort to better match the quantity of data collection with the ability for courts and the branch to ensure a level of data integrity and quality. The JBSIS Subcommittee anticipates developing recommendations to better reflect the current trends in data analytics, with a focus on producing highly reliable data in a consistent and uniform fashion statewide. The JBSIS Subcommittee will conduct this work in collaboration with the ITAC Data Analytics Workstream.</p> <p>Strengthening Data Governance Principles for JBSIS Reporting The <i>JBSIS Implementation Manual</i> currently contains the data standards, definitions, reporting rules, and technical specifications for JBSIS reporting. The CEAC JBSIS Subcommittee will work on adding new components to the JBSIS manual that will document some of these new data governance principles for JBSIS to provide greater transparency and confidence in JBSIS data. The JBSIS Subcommittee will also provide input to the Judicial Council’s Statistics and Information Unit as they develop additional procedures and guidance for courts as part of their regular JBSIS reporting.</p>	

#	Ongoing Projects and Activities³	
	<p>The following are areas of ongoing work or planned for the upcoming year:</p> <ul style="list-style-type: none"> • Review all JBSIS non-filings data in an effort to better match the quality of data collection with the ability for courts and the branch to ensure a level of data integrity and quality; • Create a public database with ongoing JBSIS Q&A and technical assistance provided by the Judicial Council’s Court Research for greater transparency and consistency in guidance provided to courts; and • Provide ongoing input to Judicial Council’s Audit Services on JBSIS filing audit. <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Audit Services, Information Technology, Trial Court Leadership, and Court Research staff.</p> <p><i>Internal/External Stakeholders:</i> Superior courts and case management system vendors.</p> <p><i>AC Collaboration:</i> None.</p>	
6.	Project Title: Project Title: CEAC Nominations Subcommittee	Priority 1⁷
	<p>Strategic Plan Goal⁸ I</p> <p><i>Project Summary⁹:</i> Pursuant to California Rules of Court, rule 10.48(e)(2), the Executive Committee of CEAC must review and recommend to the council’s Executive and Planning Committee candidates for the following:</p> <ul style="list-style-type: none"> • Members of CEAC’s Executive Committee; • Nonvoting court administrator members of the council; and • Members of other advisory committees who are court executives or judicial administrators. <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Trial Court Leadership staff.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> Executive and Planning Committee and various advisory bodies receiving nominations.</p>	

#	Ongoing Projects and Activities³	
7.	Project Title: Project Title: Project Title: CEAC Records Management Subcommittee	Priority 2⁷
		Strategic Plan Goal⁸ III
	<p>Project Summary⁹: Through the Records Management Subcommittee, CEAC will continue to develop and publish updates to the <i>Trial Court Records Manual</i> (TCRM), with a focus on ensuring that content reflects current law and promoting best practices. The subcommittee will monitor the progress of proposed 2020 Judicial Council-sponsored legislations, other legislation affecting court records management, and relevant amendments to the California Rules of Courts.</p> <p>Status/Timeline: TCRM Updates – Ongoing. Government Code sections 68152(a)(6) and 68153 – 2020.</p> <p>Fiscal Impact/Resources: Information Technology, Trial Court Leadership, and Legal Services staff.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Possible consultation with ITAC and Probate Mental Health Advisory Committee.</p>	
8.	Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches	Priority 2⁷
		Strategic Plan Goal⁸ II
	<p>Project Summary⁹: CEAC will conduct outreach with the legislature with a focus on legislative staff in both the local districts and in the Capitol. This effort will entail the development of outreach materials for court executive officers and perhaps educational sessions with legislative staff to educate them on the judicial branch budget and the fiscal/operational needs of the trial courts. CEAC will also seek to strengthen communication with the executive branch and with the Department of Finance in particular. It will do so in consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Judicial Council’s Administrative Director; Trial Court Leadership, Budget Services, and Governmental Affairs staff.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	

#	Ongoing Projects and Activities ³	
9.	Project Title: Serve as a Resource	Priority 2 ⁷
<p>Project Summary⁹: Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Respective Judicial Council divisions.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Respective advisory bodies.</p>		

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III. LIST OF 2019 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Educational Opportunities. TCPJAC and CEAC leadership collaborated with Judicial Council staff to provide 15 effective practices and peer education sessions on 10 key areas of court operations as part of the January and August 2019 TCPJAC/CEAC Statewide Business Meetings. The topics of the breakout sessions included: Pretrial Pilot Program: Introduction of Selected Pilot Courts and Probation Partners; Budget Priorities; Language Access and Court Interpreters Program; Temporary Assigned Judges Program: Update and Discussion of Best Practices; Data Analytics in the Judicial Branch; Strategies to Address Potential Budget Shortfall; Best Practices for Operating in the E-Filing/Paper on Demand Environment; Mental Health Diversion Update; Information Security Outreach Program; and Emergency Preparedness and Response. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.</p>
2.	<p>TCPJAC/CEAC Joint Legislation Subcommittee. Remained active throughout 2019, holding 16 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations to PCLC on 45 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2019, the subcommittee meeting schedule will be set according to the PCLC's 2020 meeting schedule. The subcommittee will continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts, and recommend proposals for future consideration.</p>
3.	<p>TCPJAC/CEAC Joint Rules Subcommittee. Remained active throughout 2019, on behalf of the TCPJAC and CEAC, and reviewed 52 rule proposals throughout the course of the year. The subcommittee provided comment on 18 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2020 and meet as needed.</p>
4.	<p>Child Support Services Subcommittee. The subcommittee was instrumental in reviewing materials and training for an optional alternative time reporting methodology called Rolling Time Studies, which is designed to balance the need for court staff to accurately track their time to ensure that federal funding is used only for its intended purpose against the administrative burden associated with documenting and reporting 100 percent each court staff's time. In 2019, nine trial courts began testing and two trial courts fully implemented the Rolling Time Studies for trial court staff to track and report time working on the AB 1058 Program. This alternative time reporting methodology was negotiated between the Judicial Council and DCSS as part of the corrective action plan as a result of program audits.</p>
5.	<p>JBSIS Subcommittee. Data Quality Standards: The subcommittee created guidelines for courts on how and when to report and amend JBSIS data. These guidelines were approved by CEAC at the February 2019 meeting and was approved by the Judicial Council on May 17, 2019.</p>
6.	<p>Nominations Subcommittee. During the 2019 nominations cycle, the subcommittee identified, assessed, and recommended court executive/judicial administrator candidates for membership on the Judicial Council, CEAC Executive Committee, and other advisory bodies.</p>

#	Project Highlights and Achievements
7.	Records Management Subcommittee. The subcommittee is working on updates on the TCRM to include standards and best practices for electronic court records maintained as data in case management systems.
8.	CEAC Ad Hoc Working Group on Trial Court Facilities. In July 2019, the working group submitted comments on behalf of CEAC on the draft <i>Facilities Funding Responsibilities between Judicial Council and Superior Courts</i> . The document includes operating guidelines to help guide TCFMAC and Judicial Council staff with respect to determining responsibility for the funding of various trial court facility matters.

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