

Court Executives Advisory Committee
Annual Agenda¹—2021

Approved by the Executive and Planning Committee: [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: 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. 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. The current committee roster is available on the committee's web page.	

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 the Judicial Council staff resources.

Subcommittees/Working Groups²:

1. TCPJAC/CEAC Joint Legislation Subcommittee
2. TCPJAC/CEAC Joint Rules Subcommittee
3. CEAC Child Support Services Subcommittee
4. CEAC Judicial Branch Statistical Information System Subcommittee
5. CEAC Nominations Subcommittee
6. CEAC Records Management Subcommittee
7. CEAC Trial Court Financial Policies Subcommittee
8. CEAC Ad Hoc Working Group on the California Department of Justice Senate Bill 384 Implementation

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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.

Meetings Planned for 2021³ (Advisory body and all subcommittees and working groups)

Joint TCPJAC/CEAC and CEAC Statewide Meetings:

- February 10, 2021 (webinar)
- August 12-13, 2021 (in-person, location TBD)

Joint TCPJAC/CEAC and CEAC Executive Committee Meetings:

- April 28, 2021 (in-person, Sacramento)
- October 27, 2021 (in-person, Sacramento)

Specific subcommittee/working group meeting dates are to be determined at this time. Meeting occurrences are estimates for 2021 and may be subject to change.

TCPJAC/CEAC Joint Legislation Subcommittee – 15 teleconferences

TCPJAC/CEAC Joint Rules Subcommittee – 5 teleconferences

CEAC Child Support Services Subcommittee – 5 teleconferences

CEAC Judicial Branch Statistical Information System Subcommittee – 5 teleconferences

CEAC Nominations Subcommittee – 6 teleconferences

CEAC Records Management Subcommittee – 3 teleconferences

CEAC Trial Court Financial Policies Subcommittee – 3 teleconferences

CEAC Ad Hoc Working Group on the California Department of Justice Senate Bill 384 – 3 teleconferences

Check here if exception to policy is granted by Executive Office or rule of court.

Assistant court executive officers are permitted to attend and be reimbursed for travel expenditures to statewide meetings in addition to members of the Court Executives Advisory Committee.

³ Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: CEAC Ad Hoc Working Group on the California Department of Justice Senate Bill 384 Implementation (One-Time)	Priority 2⁵ Strategic Plan Goal⁶IV
<p>Project Summary⁷: CEAC, through an ad hoc working group, will consult with Criminal Justice Services and Information Technology on the implementation of SB 384, <i>Sex offenders: registration: criminal offender record information systems</i>. The California Department of Justice (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: 2021.</p> <p>Fiscal Impact/Resources: Criminal Justice Services, Information Technology, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: DOJ.</p> <p>AC Collaboration: None.</p>		

⁴ 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.

⁵ 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.

⁶ Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

⁷ A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	Ongoing Projects and Activities⁴	
1.	Project Title: TCPJAC/CEAC Joint Legislation Subcommittee	Priority 1⁵ Strategic Plan Goal⁶ II, III
<p>Project Summary⁷: 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 Legislation Committee.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Governmental Affairs and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: TCPJAC and Legislation Committee.</p>		
2.	Project Title: TCPJAC/CEAC Joint Rules Subcommittee	Priority 1⁵ Strategic Plan Goal⁶ II, III, IV
<p>Project Summary⁷: 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 Committee concerning the overall rule making process.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Legal Services and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Service.</i></p>		

#	Ongoing Projects and Activities⁴	
	<p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: TCPJAC, Rules Committee, and various advisory bodies.</p>	
3.	Project Title: CEAC Child Support Services Subcommittee	Priority 2⁵
	<p>Strategic Plan Goal⁶VII</p> <p>Project Summary⁷: Through the Child Support Services Subcommittee, CEAC will work in consultation with the Judicial Council Center for Family, Children & the Courts (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> <p>Fiscal Impact/Resources: CFCC, Trial Court Leadership, and Research and Evaluation staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</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>	

#	Ongoing Projects and Activities ⁴	
4.	Project Title: Judicial Branch Statistical Information System Subcommittee	Priority 2⁵
	Strategic Plan Goal⁶III	
<p>Project Summary⁷: 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</p>		
<p>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 2021, this work is anticipated to be extensive. The subcommittee will continue its review of 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 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 subcommittee will conduct this work in collaboration with the Information Technology Advisory Committee (ITAC) Data Analytics Workstream.</p>		
<p>Strengthening Data Governance Principles for JBSIS Reporting</p>		
<p>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>		
<p>The following are areas of ongoing work or planned for the upcoming year:</p>		
<ul style="list-style-type: none"> • Continue and complete the review of 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, and produce recommendations for Judicial Council review; • 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 (carries over from last annual agenda); and • Provide ongoing input to Judicial Council’s Audit Services on JBSIS filing audit. 		

#	Ongoing Projects and Activities⁴	
	<p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Audit Services, Information Technology, Trial Court Leadership, and Court Research staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: Superior courts and case management system vendors.</p> <p>AC Collaboration: None.</p>	
5.	Project Title: CEAC Nominations Subcommittee	Priority 1⁵
	<p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Executive and Planning Committee and various advisory bodies receiving nominations.</p>	

#	Ongoing Projects and Activities⁴	
6.	Project Title: CEAC Records Management Subcommittee	Priority 2⁵
		Strategic Plan Goal⁶ III
	<p>Project Summary⁷: 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 2021 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 – 2021.</p> <p>Fiscal Impact/Resources: Information Technology, Trial Court Leadership, and Legal Services staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Possible consultation with ITAC and Probate Mental Health Advisory Committee.</p>	
7.	Project Title: CEAC Trial Court Financial Policies Subcommittee	Priority 2⁵
		Strategic Plan Goal⁶ II, III
	<p>Project Summary⁷: Through the Trial Court Financial Policies Subcommittee, CEAC will work with Judicial Council’s Branch Accounting and Procurement (BAP) to review and identify needed revisions to the <i>Trial Court Financial Policies and Procedures Manual</i> (TCFPPM).</p> <p>Pursuant to the California Rules of Court, rule 10.804, 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, the rule 10.804(1)(b) requires that the amendments to the manual be made available to the superior courts, the Department of Finance, and the State Controller’s Office for comment.</p>	

#	Ongoing Projects and Activities⁴	
	<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 BAP staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	
8.	<p>Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches</p>	<p>Priority 2⁵</p> <p>Strategic Plan Goal⁶II</p>
	<p>Project Summary⁷: 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><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	

#	Ongoing Projects and Activities⁴	
9.	Project Title: Serve as a Resource	Priority 2⁵
<p>Project Summary⁷: 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><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Respective advisory bodies.</p>		

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II. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Educational Opportunities. TCPJAC and CEAC leadership collaborated with Judicial Council staff to conduct eight business meetings in 2020. These meetings covered topics including budget priorities, legislative updates, information technology updates, emergency preparedness and response, court operations, and COVID-19 pandemic planning and response. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers. CEAC also shared and discussed the <i>Budget Impact Toolkit</i>—a newly created resource that includes various budget reduction strategies to assist with local planning for the upcoming budget shortfall.</p>
2.	<p>TCPJAC/CEAC Joint Legislation Subcommittee. Remained active throughout 2020, holding 11 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations to the Legislation Committee on 30 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2020, the subcommittee meeting schedule will be set according to the Legislation Committee’s 2021 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 2020, on behalf of the TCPJAC and CEAC, and reviewed 44 rule proposals throughout the course of the year. The subcommittee provided comment on 16 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2021 and meet as needed.</p>
4.	<p>Child Support Services Subcommittee. The subcommittee reviewed the current Plan of Cooperation and submitted changes which affect timelines and requirements as a result of the COVID-19 pandemic. The subcommittee provided feedback on Family and Juvenile Law Advisory Committee recommendations related to budget reductions to the AB 1058 Program. The subcommittee also provided input to CFCC on the 24th Annual AB 1058 Child Support Training Conference schedule and content.</p>
5.	<p>JBSIS Subcommittee. The subcommittee has made considerable progress on its 2020 objectives, including an extensive review of JBSIS data elements to determine which should continue to be collected and which were no longer needed, based on a set of agreed-upon review principles. The subcommittee reviewed the civil, small claims, family law, and juvenile (September 2020 planned) data elements and will continue this review into 2021. The subcommittee recommended, and the Judicial Council adopted, a proposal to add a new data collection category to improve felony disposition reporting. The subcommittee also reviewed and discussed various data reporting questions to help improve the consistency of JBSIS data reporting.</p>
6.	<p>Nominations Subcommittee. Before the 2020 nominations cycle was postponed, 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>
7.	<p>Records Management Subcommittee. The subcommittee is working on updates on the TCRM to include legislatively mandated updates and best practices for court records.</p>
8.	<p>CEAC Ad Hoc Working Group on Court Appointed Dependency Counsel – Title IV-E Program. Over the past year, the working group has assisted CFCC staff in developing a process that would meet federal requirements and improve the quality of representation in child welfare proceedings in California. This included providing comments on the scope of work, contract templates and invoicing process.</p>

#	Project Highlights and Achievements
9.	<p>CEAC Ad Hoc Working Group on Interpreter Payment Policy. The working group revised and updated the Payment Policies for Contract Court Interpreters. The changes recommended by the working group include an increase to the daily compensation rates and standardized travel reimbursements rates in accordance with the Judicial Council Financial Policies and Procedures Manual. The proposed recommendations will be considered by the Judicial Council in January 2021.</p>
10.	<p>CEAC Ad Hoc Working Group on Trial Court Facilities. In August 2020, the working group created the <i>Public Safety Power Shutoff Preparedness and Continuity of Operations Recommendations</i>. The document includes issues and impacts to trial courts and considerations resulting from Public Safety Power Shutoffs and provides guidance for the direct impacts to trial courts resulting from wildfires and smoke from wildfires, as well as how the Judicial Council can collaborate with trial courts.</p>
11.	<p>Pandemic Continuity of Operations Resource Guide. In May 2020, the Judicial Council of California launched the Pandemic Continuity of Operations Working Group, consisting of presiding judges and court executives, to collect best practices and publish a framework to help the state’s 58 superior courts address interrupted services amidst the COVID-19 pandemic. In June 2020, the working group, in collaboration with Judicial Council staff contributors, published the Pandemic Continuity of Operations Resource Guide. This tool serves as a resource guide to assist trial courts with navigating the COVID-19 pandemic while maintaining ongoing modifications to public health restrictions from the state, counties, and cities.</p>