



JUDICIAL COUNCIL OF CALIFORNIA

EXECUTIVE AND
PLANNING COMMITTEE

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EXECUTIVE AND PLANNING COMMITTEE

MINUTES OF OPEN MEETING

Thursday, October 25, 2018

12:10 to 1:10 p.m.

Teleconference

Committee Members Present: Hon. Douglas P. Miller (Chair), Hon. Marla O. Anderson, (Vice-chair), Hon. Stacy Boulware Eurie, Hon. Samuel K. Feng, Hon. Harry E. Hull, Jr., Hon. Dalila C. Lyons, Hon. Gary Nadler, Hon. David M. Rubin, Mr. Patrick M. Kelly, Ms. Gretchen Nelson, and Mr. Michael M. Roddy

Committee Staff Present: Ms. Millicent Tidwell and Ms. Amber Barnett

Staff Present: Ms. Karene Alvarado, Mr. Chris Belloli, Ms. Deidre Benedict, Ms. Jessica Craven Goldstein, Ms. Roma Cheadle, Ms. Maureen Dumas, Ms. Marcela Eggleton, Ms. Audrey Fancy, Mr. Patrick Farrales, Mr. Michael Giden, Ms. Diana Glick, Ms. Kristin Greenaway, Mr. Bruce Greenlee, Ms. Angela Guzman, Mr. Jason Haas, Mr. Cory Jasperson, Ms. Mary Ann Koory, Ms. Maria Lira, Mr. Robert Lower, Mr. Edward Metro, Ms. Susan McMullan, Ms. Kristi Morioka, Ms. Donna Newman, Ms. Anne Ronan, Ms. Leah Rose-Goodwin, Ms. Jamie Schechter, Ms. Christy Simons, Mr. Jagan Singh, Mr. David Smith, Ms. Laura Speed, Mr. Zlatko Theodorovic, Mr. Catrayel Wood, Ms. Martha Wright, and Ms. Josely Yangco-Frona

OPENING MEETING

Call to Order and Roll Call

The chair called the meeting to order at 12:10 p.m. and committee staff took roll call.

Approval of Minutes

The committee voted to approve the following minutes:

- August 28 and September 11, 2018, Executive and Planning Committee open meeting
- August 30, 2018, Executive and Planning Committee action by e-mail
- October 3, 2018, Executive and Planning Committee closed meeting

DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-2)

Item 1

Subordinate Judicial Officer Conversion – Request from the Superior Court of Los Angeles County (Action Required)

Review request from the Superior Court of Los Angeles County to convert five vacant subordinate judicial officer positions to judgeships.

Action: The committee voted to approve the request from the Superior Court of Los Angeles County to convert five vacant subordinate judicial officer positions to judgeships.

Item 2

Agenda Setting for the November 29–30, 2018 Judicial Council meeting (Action Required)

Review draft reports and set the agenda for the Judicial Council meeting in November.

Action: The committee reviewed draft reports and set the agenda for the Judicial Council meeting in November.

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 12:44 p.m.

Approved by the advisory body on _____.



Minutes of Action by E-mail Between Meetings for
Executive and Planning Committee

E-mail Proposal

As part of setting the agenda for Judicial Council meetings, the Executive and Planning Committee was asked to review three reports—Family and Juvenile Law Forms: Technical Changes (new consent item); Judicial Branch Administration: Strategic Plan for Technology; and Judicial Council: 2019 Legislative Priorities, (two discussion items) and approve them to be included on the November 30 Judicial Council business meeting agenda.

The committee also reviewed a subordinate judicial officer request from the Superior Court of Los Angeles County for conversion of one vacant subordinate judicial officer position to a judgeship.

Notice

On November 8, 2018, a notice was posted advising that the Executive and Planning Committee was proposing to act by email between meetings under California Rules of Court, rule 10.75(o)(1)(B).

Action Taken

The members voted unanimously to approve three items for the November 30, 2018, Judicial Council business meeting agenda and the subordinate judicial officer conversion request from the Superior Court of Los Angeles County.

Approved by the advisory body on .

Trial Court Budget Advisory Committee
Annual Agenda¹—2019
Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Jonathan B. Conklin, Superior Court of Fresno County
Lead Staff:	Ms. Brandy Sanborn, Manager, Budget Services, Judicial Council
Committee's Charge/Membership: Rule 10.64(a) of the California Rules of Court states the charge of the Trial Court Budget Advisory Committee, which is to make recommendations to the council on the preparation, development, and implementation of the budget for trial courts and provides input to the council on policy issues affecting trial court funding. Rule 10.64(b) sets forth additional duties of the committee. The Trial Court Budget Advisory Committee currently has 24 members. The attached term of services chart provides the composition of the committee.	

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. Fiscal Planning Subcommittee
2. Funding Methodology Subcommittee
3. Revenue and Expenditure Subcommittee
4. Outcomes Ad Hoc Subcommittee (*New*) – *To develop a reporting requirement or survey regarding the use and expenditure of the \$75 million new funding in 2018–19 as well as the \$47.8 million and the \$19.1 million previously approved in July.*
5. Joint Facilities Costs Ad Hoc Subcommittee (*New*) – *In collaboration with members of the Court Facilities Advisory Committee and the Trial Court Facility Modification Advisory Committee, as appropriate, evaluate how to include in the Workload-based Allocation and Funding Methodology, unfunded facilities-related costs for court-funded leases and debt service.*
6. Interpreter Ad Hoc Subcommittee (*formerly a working group*) – *To focus on developing a methodology for allocations from the Trial Court Trust Fund Court Interpreter Program (0150037) in the event of a funding shortfall and review existing methodologies.*

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: 2018–19 New Funding Outcomes	Priority 2⁴
<p>Project Summary⁵: Part of the charge of the committee pursuant to rule 10.64. The project originated at the Judicial Council September 21, 2018, business meeting to develop a reporting requirement or survey regarding the use and expenditure of the \$75 million new funding in 2018–19 as well as the \$47.8 million and the \$19.1 million previously approved in July. The expected outcome is to report back to the Judicial Council with information relative to budget snapshots submitted for the funding advocacy efforts for 2018–19.</p> <p>Status/Timeline: Targeted completion date for initial survey results is April of 2019.</p> <p>Fiscal Impact/Resources: Budget Services staff.</p> <p>Internal/External Stakeholders: External stakeholders include the trial courts.</p> <p>AC Collaboration: None.</p>		
2.	Project Title: Joint Facilities Costs	Priority 2⁴
<p>Project Summary: Part of the charge of the committee pursuant to rule 10.64. The project originated from a Trial Court Budget Advisory Committee Funding Methodology Subcommittee meeting held on July 12, 2018, as it relates to review of all trial court funding sources relative to funding need. Expected outcome is to have this item reviewed and determined what counts towards court funding need.</p> <p>Status/Timeline: Targeted completion date of March 2019 for 2019–20 implementation.</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 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
	<p><i>Fiscal Impact/Resources:</i> Budget Services and Facilities Services staff.</p> <p><i>Internal/External Stakeholders:</i> External stakeholders include the trial courts.</p> <p><i>AC Collaboration:</i> None.</p>

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#	Ongoing Projects and Activities	
1.	Project Title: State Trial Court Improvement and Modernization Fund and Trial Court Trust Fund Allocations	Priority 1⁴
<p>Project Summary: Part of the charge of the committee pursuant to rule 10.64. The project originated as a result of structural shortfalls identified in the Improvement and Modernization Fund (IMF) and Trial Court Trust Fund (TCTF). The Trial Court Budget Advisory Committee Revenue and Expenditure Subcommittee will review 2019–20 allocations from the IMF and TCTF to ensure consistency with the Judicial Council goals and objectives and propose solutions to address any structural shortfall in either fund. The expected outcome is to assist the council in ensuring solvency of the IMF and TCTF.</p> <p>Status/Timeline: Ongoing (allocations for 2019–20 will be approved by July 2019).</p> <p>Fiscal Impact/Resources: Budget Services staff as well as multiple other Judicial Council office staff that have programs funded from the IMF and/or TCTF.</p> <p>Internal/External Stakeholders: Various Judicial Council offices with programs funded from the IMF and/or TCTF, and external stakeholders include trial courts and service providers.</p> <p>AC Collaboration: Various advisory bodies that have programs in these funds provide recommendations regarding funding and program priorities.</p>		
2.	Project Title: Workload-based Allocation and Funding Methodology	Priority 2⁴
<p>Project Summary: Part of the charge of the committee pursuant to rule 10.64. In April 2013, the Judicial Council approved the Workload-based Allocation and Funding Methodology (WAFM) for use in allocating the annual state trial court operations funds with the understanding that ongoing technical adjustments will continue to be evaluated and submitted to the Judicial Council for approval. Amendments to the annual work plan going beginning 2018–19, including annual updates, were presented to the Trial Court Budget Advisory Committee on July 31, 2018, and approved. Expected outcome is an improvement to the WAFM to more accurately capture WAFM-related funding needs of the trial courts.</p> <p>Status/Timeline: Ongoing</p> <p>Fiscal Impact/Resources: Budget Services staff including Budget Management and Court Research.</p>		

#	Ongoing Projects and Activities	
	<p>Internal/External Stakeholders: External stakeholders include trial courts.</p> <p>AC Collaboration: The Workload Assessment Advisory Committee oversees the Resource Assessment Study model which feeds into WAFM.</p>	
3.	Project Title: Court-Appointed Dependency Counsel Funding	Priority 2⁴
4.	Project Title: Child Support Commissioner and Family Law Facilitator (AB 1058) Funding	Priority 2⁴
	<p>Project Summary: Part of the charge of the committee pursuant to rule 10.64. The project originated from a Judicial Council meeting in April 2015 as a recommendation from the Family and Juvenile Law Advisory Committee, with an original targeted completion date of December 2017 for 2018–19 implementation (which has since been pushed out another year to 2019–20 and 2022–23 implementation, respectively). In collaboration with the Family and Juvenile Law Advisory Committee, the Workload Assessment Advisory Committee, and representatives from the California Department of Child Support Services (DCSS), the AB 1058 Funding Allocation Joint Subcommittee will work on the development of a workload-based funding methodology for the AB 1058 program originally developed in 1997. There has been a recommendation made to the Trial Court Budget Advisory Committee on October 18, 2018, and will be presented to the council at its November 29–30, 2018, business meeting as it relates to a family law commissioner methodology. The work will still</p>	

#	Ongoing Projects and Activities	
	<p>be continued by the Family and Juvenile Law Advisory Committee, with input from the Trial Court Budget Advisory Committee, as it relates to a family law facilitator methodology for 2022–23 implementation. The expected outcome is to appropriately allocate funds based on workload per a Judicial Council December 2016 report.</p> <p><i>Status/Timeline:</i> Targeted completion is fiscal year 2021–22 for 2022–23 implementation for the family law facilitator methodology.</p> <p><i>Fiscal Impact/Resources:</i> Budget Services and Center for Families, Children, & the Courts staff.</p> <p><i>Internal/External Stakeholders:</i> Internal stakeholders include Center for Families, Children, & the Courts, and external stakeholders include trial courts and DCSS.</p> <p><i>AC Collaboration:</i> Family and Juvenile Law Advisory Committee and the Workload Assessment Advisory Committee.</p>	
5.	<i>Project Title: Interpreter Funding Methodology</i>	<i>Priority 2⁴</i>
	<p><i>Project Summary:</i> Part of the charge of the committee pursuant to rule 10.64. The project originated due to the declining fund balance in the TCTF Court Interpreter Program (0150037), and the Trial Court Budget Advisory Committee Interpreter Funding Working Group was established to develop a methodology for allocations from the Court Interpreter Program in the event of a funding shortfall and to review existing methodologies. That working group has been dissolved, and the charge is now with the Interpreter Ad Hoc Subcommittee. The expected outcome is to appropriately allocate funds in the event of a shortfall, and to update the methodology for reimbursing and/or allocating funds as deemed appropriate.</p> <p><i>Status/Timeline:</i> Targeted completion date for the shortfall methodology is April 2019 for reimbursements in 2019–20. Targeted completion date for reviewing existing methodologies is fiscal year 2019–20 for a possible 2020–21 implementation.</p> <p><i>Fiscal Impact/Resources:</i> Budget Services and Court Operations staff.</p> <p><i>Internal/External Stakeholders:</i> External stakeholders include the trial courts.</p> <p><i>AC Collaboration:</i> None.</p>	

III. LIST OF 2018 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Workload-based Allocation and Funding Methodology (WAFM)</p> <p>The Trial Court Budget Advisory Committee Funding Methodology Subcommittee WAFM allocation recommendation for 2018–19 was approved by the Judicial Council at its January 12, 2018, business meeting. Project continues into the 2019 agenda.</p>
2.	<p>Court-Appointed Dependency Counsel Funding</p> <p>The Small Court Dependency Workload Working Group made a recommendation to the Judicial Council in May 2017 as it relates to a Bureau of Labor Statistics adjustment for two fiscal years (2017–18 and 2018–19). The working group sunsetted on May 19, 2017. The Center for Families, Children, & the Courts brought forward various options for recommendation to the Trial Court Budget Advisory Committee Funding Methodology Subcommittee on October 18, 2018. The Funding Methodology recommendation will be presented to the Trial Court Budget Advisory Committee on December 13, 2018, for recommendation to the Judicial Council at its March 14–15, 2019, business meeting. Project continues into the 2019 agenda.</p>
3.	<p>Child Support Commissioner and Family Law Facilitator (AB 1058) Funding</p> <p>The Trial Court Budget Advisory Committee heard a recommendation on a commissioner methodology from the Joint AB 1058 Funding Methodology Subcommittee on October 18, 2018. Project continues into the 2019 agenda.</p>
4.	<p>State Trial Court Improvement and Modernization Fund (IMF) and Trial Court Trust Fund (TCTF) Allocations</p> <p>The Trial Court Budget Advisory Committee Revenue and Expenditure Subcommittee made 2018–19 IMF and TCTF recommendations to the Trial Court Budget Advisory Committee and Judicial Council in May, July, and September of 2018. Project continues into the 2019 agenda.</p>
5.	<p>Interpreter Funding Methodology</p> <p>The Trial Court Budget Advisory Committee made a recommendation to the Judicial Council and that was adopted on September 21, 2018, to use TCTF fund balance to cover an anticipated shortfall in 2018–19. The project continues into the 2019 agenda.</p>

Trial Court Presiding Judges Advisory Committee (TCPJAC)
Annual Agenda¹—2019
Approved by the Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Gary Nadler, Presiding Judge, Superior Court of Sonoma County
Lead Staff:	Mr. Cliff Alumno, Senior Analyst, Trial Court Leadership
Committee's Charge/Membership: <p>Rule 10.46(a) of the California Rules of Court states the charge of the Trial Court Presiding Judges Advisory Committee (TCPJAC), which is to contribute to the statewide administration of justice by monitoring areas of significance to the justice system and making recommendations to the Judicial Council on policy issues affecting the trial courts. In addition to this charge, rule 10.46(b) sets forth the additional duties of the committee.</p> <p>Per rule 10.46(c), the TCPJAC is comprised of the presiding judges of all 58 superior courts. Additionally, rule 10.46 (d) establishes an Executive Committee consisting of the committee chair, vice-chair, and members in the following categories:</p> <ul style="list-style-type: none">(a) All presiding judges from superior courts with 48 or more judges;(b) Two presiding judges from superior courts with 2 to 5 judges, who are elected by the members in this court category;(c) Three presiding judges from superior courts with 6 to 15 judges, who are elected by the members in this court category; and(d) Four presiding judges from superior courts with 16 to 47 judges, who are elected by the members in this court category. <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 the 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

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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.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ³	
1.	Project Title: Provide Input to CEAC During Its Review of the Standards of Judicial Administration to Clarify and Improve Access to Justice Measures (One-Time)	Priority 2⁴
<p>Project Summary: As needed, provide input to the Court Executives Advisory Committee (CEAC) as it reviews the existing Standards of Judicial Administration and recommends additions, deletions, and/or revisions to performance measures. CEAC is conducting this review 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 would seek 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 as a way 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: Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: CEAC.</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 A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	Ongoing Projects and Activities³	
1.	Project Title: TCPJAC/CEAC Joint Legislation Subcommittee	Priority 1⁴
<p>Project Summary⁵: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Governmental Affairs and Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: CEAC.</p>		
2.	Project Title: TCPJAC/CEAC Joint Rules Subcommittee	Priority 1⁴
<p>Project Summary⁵: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Legal Services and Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: CEAC and RUPRO.</p>		

#	Ongoing Projects and Activities³	
3.	Project Title: Legislative Advocacy of Increased Funding for the Trial Court Trust Fund	Priority 1⁴
<p>Project Summary⁵: Develop strategies on how presiding judges can strengthen their role and be better prepared to both advocate for and assist the Judicial Council, including Governmental Affairs, in advocating for increased funding to the Trial Court Trust Fund.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Governmental Affairs, Budget Services, and Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: Superior courts.</p> <p>AC Collaboration: CEAC and the Judicial Branch Budget Committee.</p>		
4.	Project Title: TCPJAC/CEAC Joint Technology Subcommittee	Priority 2⁴
<p>Project Summary⁵: The TCPJAC/CEAC Joint Technology Subcommittee (JTS) reviews and provides, on an as-needed basis, 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. 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: Legal Services, Information Technology, and Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: CEAC.</p>		

#	Ongoing Projects and Activities³	
5.	<i>Project Title: Serve as a Resource</i>	<i>Priority 2⁴</i>
<p><i>Project Summary⁵:</i> Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to development of recommendations for council action.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> Judicial Council and Trial Court Leadership.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> CEAC.</p>		

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III. LIST OF 2018 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>TCPJAC/CEAC Joint Legislation Subcommittee. Remained active throughout 2018, holding 13 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations to PCLC on 27 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2018, the subcommittee meeting schedule will be set according to the PCLC’s 2019 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 to recommend proposals for the future consideration.</p>
2.	<p>TCPJAC/CEAC Joint Rules Subcommittee. Remained active throughout 2018 to, on behalf of the TCPJAC and CEAC, provided review and input on behalf of the TCPJAC and CEAC, and submit comments on rules, standards, and form proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2019 and meet as needed.</p>
3.	<p>TCPJAC/CEAC Joint Technology Subcommittee. The subcommittee has reviewed and provided formal comments on rule proposal SPR18-37, related to remote access of court records. The subcommittee will continue to meet in 2019.</p>
4.	<p>Law Enforcement Body Cameras: New Judicial Resource Network (JRN) Reference Page. In July 2018, the TCPJAC/CEAC Joint Working Group to Assess Issues Related to the Body Cameras Worn by Law Enforcement completed its charge by establishing a new resource page on JRN related to local court policies governing body cameras worn by law enforcement while at the court. This page is linked in the News & Reference section under “California Trial Court Administration and Planning.” The direct link to the new page is http://jrn.courts.ca.gov/reference/body-worn-camera-policies.htm. The joint working group was charged to 1) assess issues relating to the presence of body-worn cameras brought into the court by officers appearing on legal matters; 2) review and recommend policies and procedures for trial courts; and 3) determine other related issues that may arise as the working group delves into this subject. During March 2018, the court executive officers were asked to provide local policies that their courts may have and were willing to share. These policies are now available on JRN as resources for courts that have not yet established local policies. As these courts, establish local policies, they are asked to contact TCPJAC lead staff if they would like their court’s policies added to the resource page.</p>
5.	<p>Proposal to Amend Penal Code Section 808 to include “court commissioners” within the definition of “magistrate.” In 2017, TCPJAC requested that a proposal be developed to expand the pool of judicial officers who are authorized to perform magistrate duties, provide courts with greater flexibility to equitably address judicial workloads, and increase access to justice. The Judicial Council sponsored AB 745 (Reyes), which would have authorized the presiding judges of the Superior Courts of Riverside and San Bernardino Counties to allow court commissioners to perform specified criminal magistrate duties until January 1, 2021. In January 2018, the bill died pursuant to article IV, section 10(c) of the California Constitution.</p>

#	Project Highlights and Achievements
6.	<p>Educational Opportunities. TCPJAC and CEAC leadership collaborated with Judicial Council staff to provide 24 educational breakout sessions on 12 key areas of court operations as part of the January and August 2018 TCPJAC/CEAC Statewide Business Meetings. The topics of the educational breakout sessions included: Pretrial Detention and Release Reform: Report and Recommendations to the Chief Justice; Budget Advocacy; Overview of Court Budgeting; WAFM – Current and Future Status; Court/County Funding Responsibilities Regarding Court Security Court Technology Trends; Court Financial Reporting; Pre-Trial Services: Best Practices; Facilities: How to Make a Successful Maintenance or Modification Request; Audits: Survival Guide; and Innovations in Specialty and Collaborative Courts. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.</p>
7.	<p>Resource for Presiding Judges and Court Executive Officers for Responding to Emergency Situations. In December 2018, the TCPJAC/CEAC Joint Emergency Response Working Group completed its charge by establishing a new resource page on JRN related to local court responses to emergency situations in their counties. This page is linked in the Programs & Administration under “Emergency Response and Security.” The direct link to the new page is http://jrn.courts.ca.gov/reference/XXX.htm. The joint working group was charged to develop a resource to assist presiding judges and court executive officers with responding to emergency situations. The resource page includes information and local court resources that could be considered before, during, and after an emergency situation. Other courts are encouraged to contact Joint TCPJAC/CEAC lead staff if they would like their local court resources added to the page.</p>

Court Executives Advisory Committee (CEAC)
Annual Agenda¹—2019

Approved by the Executive and Planning Committee (E&P): **[Date]**

I. COMMITTEE INFORMATION

Chair:	Mr. Michael Roddy, Court Executive Officer, Superior Court of San Diego County
Lead Staff:	Mr. Corey Rada, 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 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 Ad Hoc Working Group on Court Security Services for the Trial Courts
9. CEAC Ad Hoc Working Group on Standards of Judicial Administration
10. CEAC Ad Hoc Working Group on the California Department of Justice Senate Bill (SB) 384 Implementation (*New*)
11. CEAC Ad Hoc Working Group on Interpreter Payment Policy (*New*)
12. 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: CEAC Ad Hoc Working Group on Court Security Services for the Trial Courts (One-Time)	Priority 2⁴
<p>Project Summary⁵: 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: 2019.</p> <p>Fiscal Impact/Resources: Budget Services, Judicial Council and 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> <p>AC Collaboration: Court Security Advisory Committee, Judicial Branch Budget Committee, Trial Court Budget Advisory Committee, and Trial Court Presiding Judges Advisory Committee (TCPJAC).</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 A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	New or One-Time Projects³	
2.	Project Title: CEAC Ad Hoc Working Group on Standards of Judicial Administration (One-Time)	Priority 2
	<p>Project Summary: 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: Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: TCPJAC.</p>	
3.	Project Title: CEAC Ad Hoc Working Group on Interpreter Payment Policy (One-Time)	Priority 2
	<p>Project Summary: 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: 2019.</p> <p>Fiscal Impact/Resources: Judicial Council and Trial Court Leadership, Legal Services, Human Resources, Language Access Services, and Audit Services.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Court Interpreters Advisory Panel.</p>	

#	New or One-Time Projects ³	
4.	Project Title: CEAC Ad Hoc Working Group on the California Department of Justice Senate Bill (SB) 384 Implementation (One-Time)	Priority 2
<p>Project Summary: 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: Judicial Council and Trial Court Leadership and Legal Services.</p> <p>Internal/External Stakeholders: DOJ.</p> <p>AC Collaboration: None.</p>		

#	Ongoing Projects and Activities ³	
1.	<p>Project Title: TCPJAC/CEAC Joint Legislation Subcommittee</p> <p>Project Summary: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Governmental Affairs and Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: TCPJAC.</p>	Priority 1
2.	<p>Project Title: TCPJAC/CEAC Joint Rules Subcommittee</p> <p>Project Summary: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Legal Services and Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: TCPJAC and RUPRO.</p>	Priority 1

3.	Project Title: CEAC Child Support Services Subcommittee	Priority 2
<p>Project Summary: Through the Child Support Services Subcommittee, CEAC will work in consultation with the Center for Families, Children & the Courts (CFCC) and the Department of Child Support Services (DCSS) to review and comment on future iterations of the model Plans of Cooperation (POCs) between the trial courts and DCSS. 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 POCs. The subcommittee will meet annually in Spring on an ongoing basis.</p> <p>The additional work charged to the subcommittee includes providing input on the language in the agreements between DCSS and the Judicial Council that could have a significant fiscal and/or operational impact on the trial courts. Additionally, 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 POCs and AB 1058 that might arise in the interim.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Judicial Council and Trial Court Leadership, and Research and Evaluation Unit.</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>		
4.	Project Title: TCPJAC/CEAC Joint Technology Subcommittee	Priority 2
<p>Project Summary: 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. The subcommittee is charged with providing preliminary feedback</p>		

	<p>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; Judicial Council and Trial Court Leadership; and Legal Services.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: TCPJAC.</p>	
5.	<p>Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches</p>	<p>Priority 2</p>
	<p>Project Summary: 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, Judicial Council and Trial Court Leadership, Budget Services, and Governmental Affairs.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	

6. Project Title: CEAC Ad Hoc Working Group on Trial Court Facilities	Priority 2
<p>Project Summary: Through the Ad Hoc Working Group on Trial Court Facilities, 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: 2019.</p> <p>Fiscal Impact/Resources: Facilities Services, and Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Possible consultation with CFAC and TCFMAC.</p>	
7. Project Title: CEAC Records Management Subcommittee	Priority 2
<p>Project Summary: Through the Records Management Subcommittee, CEAC will continue to develop and publish subsequent updates to the Trial Court Records Manual (TCRM) with a focus on sections concerning electronic records and promoting best practices. It will also continue to review and make recommendations on various statutes and rules governing trial court records management.</p> <p>The subcommittee identified the following projects:</p> <ul style="list-style-type: none"> • Develop and publish subsequent updates to the TCRM with a focus on sections concerning electronic records and promoting best practices 	

- Review and develop standards and best practices for electronic court records maintained as data in case management systems. Determine whether statutory and rule changes may be required to authorize and implement the maintenance of court records in the form of data.
- Review and develop additional guidelines on the contents of indexes and electronic registers of action remotely accessible by the public for inclusion in the TCRM to provide clarity and consistency among courts statewide. Currently, courts from different jurisdictions have varying practices on what to include in the electronic registers of action that are remotely accessible by the public.
- Determine the need to propose amendments to Government Code section 68152 to clean up the records retention statutes. The technical amendments will include fixing statutory conflicts regarding the retention of original wills and codicils, retention of Prop 47 petitions, retention of criminal realignment filings, and retention periods for family and juvenile cases.
- Develop best practices in maintaining original paper court records. Provide guidance on whether certain court records should be maintained in paper form. Several courts have approached Legal Services office with questions about specific types of court records that the original paper document need to be retained for policy reasons.
- Develop additional guidelines for exhibits management.
- Monitor the progress of proposed 2019 Judicial Council-sponsored legislations.

Status/Timeline: TCRM Updates – Ongoing. Government Code sections 68152(a)(6) and 68153 – 2019.

Fiscal Impact/Resources: Information Technology, Judicial Council and Trial Court Leadership, and Legal Services.

Internal/External Stakeholders: None.

AC Collaboration: Possible consultation with Information Technology Advisory Committee; and Probate Mental Health Advisory Committee.

8. **Project Title: Judicial Branch Statistical Information System Subcommittee**

Priority 2

Project Summary: CEAC will continue to provide oversight responsibility over 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.

The subcommittee identified the following projects:

Ongoing Review and Revisions of JBSIS Reporting Standards

The CEAC JBSIS Subcommittee recently updated the filing definitions in JBSIS in order to ensure that consistent, comparable, and accurate JBSIS data is being reported from all courts. CEAC decided to focus first on the filing definitions in JBSIS because of their use in the Resource Assessment Study model and, by extension, the Workload-based Allocation and Funding Methodology. These revised JBSIS filing definitions were approved by the Judicial Council in January 2018 and have an effective date of July 1, 2018.

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. This work would include an evaluation of the appropriate types and amount of data that should be collected in JBSIS.

The following are areas of ongoing work or planned for the upcoming year:

- Disposition definitions and categories; and
- Case aging definitions and categories.

Strengthening Data Governance Principles for JBSIS Reporting

The *JBSIS Implementation Manual* 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 Research and Evaluation Unit as they develop additional procedures and guidance for courts as part of their regular JBSIS reporting.

The following are areas of ongoing work or planned for the upcoming year:

- Recommend data validation procedures for courts in JBSIS reporting;
- Provide guidelines to courts for how/when to report and amend JBSIS data;
- Implement a new JBSIS Dispute Resolution Process;
- 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.

Status/Timeline: Ongoing.

Fiscal Impact/Resources: Audit Services, Information Technology, Judicial Council and Trial Court Leadership, and Court Research.

Internal/External Stakeholders: Superior courts and case management system vendors.

	<i>AC Collaboration:</i> None.	
9.	Project Title: Review and Recommend Court Administrator Candidates for Membership on the Judicial Council, CEAC Executive Committee, and Other Advisory Bodies	Priority 1
<p>Project Summary: 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: Judicial Council and Trial Court Leadership.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Executive and Planning Committee and advisory bodies receiving nominations.</p>		
10.	Project Title: Serve as a Resource	Priority 2
<p>Project Summary: 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>		

III. LIST OF 2018 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Educational Opportunities. TCPJAC and CEAC leadership collaborated with Judicial Council staff to provide 24 educational breakout sessions on 12 key areas of court operations as part of the January and August 2018 TCPJAC/CEAC Statewide Business Meetings. The topics of the educational breakout sessions included: Pretrial Detention and Release Reform: Report and Recommendations to the Chief Justice; Budget Advocacy; Overview of Court Budgeting; WAFM – Current and Future Status; Court/County Funding Responsibilities Regarding Court Security Court Technology Trends; Court Financial Reporting; Pre-Trial Services: Best Practices; Facilities: How to Make a Successful Maintenance or Modification Request; Audits: Survival Guide; and Innovations in Specialty and Collaborative Courts. 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 2018, holding 13 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations to PCLC on 27 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2018, the subcommittee meeting schedule will be set according to the PCLC’s 2019 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 to recommend proposals for the future consideration.</p>
3.	<p>TCPJAC/CEAC Joint Rules Subcommittee. Remained active throughout 2018 to, on behalf of the TCPJAC and CEAC, provide review and input on behalf of the TCPJAC and CEAC, and submit comments on rules, standards, and form proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2019 and meet as needed.</p>
4.	<p>TCPJAC/CEAC Joint Technology Subcommittee. The subcommittee has reviewed and provided formal comments on rule proposal SPR18-37, related to remote access of court records. The subcommittee will continue to meet and be active in 2019.</p>
5.	<p>Law Enforcement Body Cameras: New Judicial Resource Network (JRN) Reference Page. In July 2018, the TCPJAC/CEAC Joint Working Group to Assess Issues Related to the Body Cameras Worn by Law Enforcement completed its charge by establishing a <u>new resource page</u> on JRN related to local court policies governing body cameras worn by law enforcement while at the court. This page is linked in the <u>News & Reference section</u> under “California Trial Court Administration and Planning.” The direct link to the new page is http://jrn.courts.ca.gov/reference/body-worn-camera-policies.htm. The joint working group was charged to 1) assess issues relating to the presence of body-worn cameras brought into the court by officers appearing on legal matters; 2) review and recommend policies and procedures for trial courts; and 3) determine other related issues that may arise as the working group delves into this subject. During March 2018, the court executive officers were asked to provide local policies that their courts may have and were willing to share. These policies are now available on JRN as resources for courts that have not yet established local policies. As these courts establish local policies, they are asked to contact TCPJAC lead staff if they would like their court’s policies added to the resource page.</p>
6.	<p>Child Support Services Subcommittee. The Judicial Council is in the second year of this two-year contract with DCSS and reviewed proposed changes to the Plans of Cooperation between the trial courts and DCSS. The subcommittee reviewed draft contracts for the AB1058 Child Support Commissioners and Family Law Facilitators for fiscal year 2018–19. The subcommittee will continue to meet and be active in 2019 in regard to annual review of proposed contract changes.</p>

#	Project Highlights and Achievements
7.	JBSIS Subcommittee. The subcommittee drafted a new JBSIS Dispute Resolution Process to standardize any responses to disagreements on JBSIS filings definitions. This proposal received CEAC approval at the August 2018 Statewide TCPJAC/CEAC meeting, which will be submitted for the council’s consideration during the November 30, 2018 meeting, with the understanding that additional technical updates may be added before the report is submitted to the council.
8.	Nominations Subcommittee. During the 2018 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 committees.
9.	Records Management Subcommittee. The subcommittee is working on updates to the TCRM; reviewing statutes and rules pertaining to the content of registers of action and indexes to determine whether amendments are necessary; and developing guidelines on the content of indexes and electronic registers to ensure clarity and consistency. Additionally, the subcommittee is reviewing proposed legislation on the handling of original wills as court records, in collaboration with the Probate and Mental Health Advisory Committee.
10.	CEAC Ad Hoc Working Group on DOJ SB 384 Implementation. The CA DOJ is requesting input from the superior courts’ in establishing statewide policies and developing the technology infrastructure needed to meet the various components of SB 384 via ongoing statewide stakeholder meetings.
11.	Resource for Presiding Judges and Court Executive Officers for Responding to Emergency Situations. In December 2018, the TCPJAC/CEAC Joint Emergency Response Working Group completed its charge by establishing a new resource page on JRN related to local court responses to emergency situations in their counties. This page is linked in the Programs & Administration under “Emergency Response and Security.” The direct link to the new page is http://jrn.courts.ca.gov/reference/XXX.htm . The joint working group was charged to develop a resource to assist presiding judges and court executive officers with responding to emergency situations. The resource page includes information and local court resources that could be considered before, during, and after an emergency situation. Other courts are encouraged to contact Joint TCPJAC/CEAC lead staff if they would like their local court resources added to the page.



JUDICIAL COUNCIL OF CALIFORNIA

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MEMORANDUM

Date

December 5, 2018

Action Requested

Approve Staff Recommendation

To

Members of the Executive and Planning
Committee

Deadline

December 13, 2018

From

Judicial Council staff
Leah Rose-Goodwin, Manager
David Smith, Senior Research Analyst
Office of Court Research
Budget Services

Contact

David Smith
415-865-7696 phone
david.smith@jud.ca.gov

Subject

Conversion of One Vacant Subordinate
Judicial Officer Position in the Superior Court
of Napa County

Executive Summary

Office of Court Research staff recommend that the Judicial Council's Executive and Planning Committee confirm the conversion of one vacant subordinate judicial officer (SJO) position in the Superior Court of Napa County. The court has notified council staff of this vacancy and has requested that the position be converted to a judgeship. Confirming this request for an SJO conversion is consistent with established council policy of improving access to justice by providing constitutionally empowered judges who are accountable to the electorate in matters that are appropriately handled by judges.

Recommendation

Office of Court Research staff recommend that the Executive and Planning Committee (E&P) confirm the conversion of one vacant SJO position in the Superior Court of Napa County. The vacancy is the result of the elevation of the commissioner serving in this position to a judgeship

on December 4, 2018. The conversion will take effect on the date on which E&P approves the court's request.

Council staff also recommend that E&P acknowledge that the Superior Court of Napa County may treat this converted position as a position that the court may temporarily fill until a judge is named and sworn to fill it.

Relevant Previous Council Action

The 2002 report of the Subordinate Judicial Officer Working Group led the Judicial Council to sponsor legislation to restore an appropriate balance between judges and SJOs in the trial courts. The 2002 report found that many courts had created SJO positions out of necessity in response to the dearth in the creation of new judgeships during the 1980s and 1990s. As a result, many SJOs were working as temporary judges. This imbalance between judges and SJOs was especially critical in the area of family and juvenile law.¹

In 2007, the Judicial Council approved a methodology for evaluating the workload appropriate to SJOs relative to the number of SJOs working in the courts. In the same year, the Legislature passed Assembly Bill 159 (Stats. 2007, ch. 722), which adopted the Judicial Council's methodology. This resulted in a list of 25 courts in which a total of 162 SJO positions would be converted. Government Code section 69615(c)(1)(A) allows for the annual conversion of up to 16 SJO vacancies upon authorization by the Legislature in courts identified by the Judicial Council as having SJOs in excess of the workload appropriate to SJOs.²

Subsequent council action established and refined guidelines for expediting the conversion of SJO vacancies. These guidelines included:

- The adoption of four trial court allocation groups and a schedule that distributes the 16 annual SJO conversions across these groups in numbers that are proportional to the total number of conversions for which the groups are eligible;
- The delegation of authority to E&P for confirming SJO conversions;

¹ See Judicial Council of Cal., Subordinate Judicial Officer Working Group Rep., *Subordinate Judicial Officers: Duties and Titles* (July 2002), www.courts.ca.gov/documents/sjowgfinal.pdf (as of Dec. 4, 2018).

² See Judicial Council of Cal., *Update of the Judicial Workload Assessment and New Methodology for Selecting Courts with Subordinate Judicial Officers for Conversion to Judgeships* (Feb. 14, 2007), www.courts.ca.gov/documents/022307item9.pdf; and the update of this report and SJO allocation list, Judicial Council of Cal., *Subordinate Judicial Officers: Update of Conversions Using More Current Workload Data* (Aug. 11, 2015), www.courts.ca.gov/documents/jc-20150821-itemL.pdf (as of Dec. 4, 2018).

- The establishment of guidelines for courts to notify the council of SJO vacancies and timelines for the redistribution of SJO conversions across the allocation groups; and
- The establishment of criteria for E&P to use in evaluating and granting requests by courts to exempt SJO vacancies from conversion.³

In addition to the above policies to expedite conversions, in 2015 the council refreshed the workload data used to determine the courts with eligible conversions. A list of eligible positions was established for the remaining conversions, and courts were notified of any changes in status based on the updated workload assessment.⁴

Analysis/Rationale

The Superior Court of Napa is eligible for 1 of the 162 conversions authorized by the Legislature. To date the court has not sought conversion of an SJO position. By converting this position, the court will have completed all of the conversions for which it is eligible. The Napa superior court belongs to Allocation Group 4, which is allotted 4 SJO conversions each year. To date, no other courts in this allocation group have converted positions in the present fiscal year (FY 2018–19), although 2 allocation slots were transferred to the Orange superior court on a one-time basis during the current fiscal year. If the present request is approved, 1 position in this allocation group will remain eligible for conversion during FY 2018–19.

Policy implications

Confirming this conversion is consistent with well-established tenets of council policy on SJO conversions.

Comments

This proposal, which is consistent with council policy on SJO conversions, did not circulate for comment.

Alternatives considered

The proposed conversion of one vacant SJO position in the Superior Court of Napa County is consistent with council policy. On that basis, no alternatives were considered.

³ See Judicial Council of Cal., *Subordinate Judicial Officers: Update of the Policy for Deferrals of Conversions to Judgeships* (Aug. 15, 2016), <https://jcc.legistar.com/View.ashx?M=F&ID=4625050&GUID=80FC1733-CB19-4468-9822-E63668EBC1C4> (as of Dec. 4, 2018).

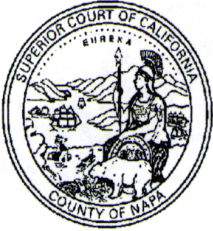
⁴ See Judicial Council of Cal., *Subordinate Judicial Officers: Update of Conversions Using More Current Workload Data* (Aug. 11, 2015), www.courts.ca.gov/documents/jc-20150821-itemL.pdf (as of Dec. 4, 2018).

Fiscal and Operational Impacts

To date, there have been minimal implementation costs for the trial courts. Upon appointment of a new judge to sit in a converted position, funding equal to the judge's estimated compensation—which includes salary and benefits but does not include retirement—is removed from the trial court's allocation that previously funded the SJO position. This funding is then transferred to the statewide fund for judicial salaries and benefits, Program 45.25.

Attachments and Links

1. Letter from Presiding Judge Elia Ortiz, Superior Court of Napa County, to Justice Douglas P. Miller, Chair, Executive and Planning Committee, December 2, 2018, regarding the conversion of one vacant SJO position, at page 5



Superior Court of California County of Napa

Judges

Elia Ortiz
Mark Boessenecker
Diane M. Price
Rodney G. Stone
Victoria Wood
Cynthia P. Smith

Commissioners

Monique Langhorne
Scott R. L. Young

Court Executive Officer
Robert E. Fleshman

December 2, 2018

The Honorable Douglas P. Miller, Chair
Executive and Planning Committee
Judicial Council of California
455 Golden Gate Avenue
San Francisco, California 94102-3688

RE: Request for Conversion of One Commissioner Position

Dear Justice Miller:

I am writing to respectfully request that you forward to the Executive and Planning Committee our request to approve the conversion of one vacant commissioner position in the Superior Court of Napa County to a judgeship pursuant to Government Code section 69615. The court seeks an effective date of December 2018.

The current commissioner vacancy takes effect on December 4, 2018, in conjunction with the appointment of Commissioner Monique S. Langhorne, who is being elevated to the bench.

Given the retirement of one-third of the Napa Superior Court's judges between this month and next as well as the nature of our county's caseload, we have a critical need for this position and subsequent appointments.

Please let us know if the committee requires any additional information to consider this conversion request for approval at their December 13, 2018, meeting, as well as any issues with providing expedited notice to the Governor's Office of the resulting vacancy.

Thank you, in advance, for your thoughtful consideration and assistance.

Very truly yours,

Hon. Elia Ortiz
Presiding Judge


EO/BF

Telephone
(707) 299-1100

Historic Courthouse
825 Brown Street
Napa, CA 94559-3031
FAX: (707) 299-1250

Criminal Courthouse
1111 Third Street
Napa, CA 94559-3001
FAX: (707) 253-4673

Juvenile Courthouse
2350 Old Sonoma Road
Napa, CA 94559-3703
(site address only -
no mail delivery)

Hon. Douglas P. Miller

Page 2 of 2

December 2, 2018

cc: Martin Hoshino, Administrative Director of the Courts, Judicial Council of California
Millicent Tidwell, Chief Deputy Director, Judicial Council of California
Laura Speed, Director, Leadership Services, Judicial Council of California
Leah Rose-Goodwin, Manager, Office of Court Research, Judicial Council of California
Bob Fleshman, Court Executive Officer, Superior Court of Napa County



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MEMORANDUM

Date	Action Requested
December 5, 2018	Review and Approve
To	Deadline
Members of the Executive and Planning Committee	December 13, 2018
From	Contact
Trial Court Facility Modification Advisory Committee	Jennifer Chappelle, Manager
Hon. Donald Cole Byrd, Chair	Facilities Services
Hon. William F. Highberger, Vice-Chair	916-263-1945 phone jennifer.chappelle@jud.ca.gov
Subject	
Judicial Council Policy on Asbestos Management for Court Facilities	

Executive Summary

The Judicial Council currently has no asbestos management policy for court facilities. The Trial Court Facility Modification Advisory Committee (TCFMAC) recommends that the Executive and Planning Committee review and approve the *Judicial Council Policy on Asbestos Management for Court Facilities*. The proposed policy presents requirements for asbestos management for renovation and demolition activities and for asbestos notification to improve the Judicial Council's ability to meet applicable federal, state, and local laws and regulations regarding asbestos management.

Recommendation

The Trial Court Facility Modification Advisory Committee recommends that the Executive and Planning Committee, effective December 13, 2018, review and approve the *Judicial Council Policy on Asbestos Management for Court Facilities* (see Attachment A).

Relevant Previous Council Action

The Judicial Council has taken no previous action on this policy.

Analysis/Rationale

The Judicial Council must take appropriate measures to protect all users of court facilities from harmful exposure to asbestos. Any person performing renovation and/or demolition activities in court facilities, regardless of the age of the facility, must comply with the following federal and state statutes and regulations relating to the proper handling, removal, and management of asbestos-containing materials:

- 40 Code of Federal Regulations part 61, subpart M (National Emission Standard for Asbestos) (2018)
- California Code of Regulations, title 8, sections 341 (Permit Requirements), 1529 (Asbestos), and 5208 (Asbestos)
- Rules and requirements of the California Air Resources Board and various Air Quality Management Districts and Air Quality Control Districts

The *Judicial Council Policy on Asbestos Management for Court Facilities* establishes the following policy-level information for asbestos management and is applicable to all entities performing renovation and/or demolition activities in court facilities:

1. Requires a written program that establishes the safety and work procedures to be followed when performed activities involve asbestos-containing materials or asbestos-containing construction materials.
2. Requires that the written program comply with applicable federal, state, and local laws and regulations, as well as asbestos-related labor and business laws and regulations regarding asbestos management, storage, and disposal.
3. Establishes asbestos notification requirements for all entities performing renovation and/or demolition activities in court facilities.
4. Establishes notification requirements for the Judicial Council to provide notice to all employees working within court facilities concerning the existence of asbestos-containing materials, safety procedures concerning asbestos for renovation and demolition activities, a summary of testing results, and potential health risks or impacts that may result from exposure to friable asbestos in court facilities.

Policy implications

Not implementing the policy at this time would require the Judicial Council to continue maintaining oversight of all renovation and demolition activities occurring in court facilities without the assurance that all parties understand applicable federal, state, and local laws and regulations. The current process for the Judicial Council to maintain this oversight promotes confusion and conflicts, which produce additional project costs and project delays for all parties involved.

Comments

In August 2018, staff of the Risk Management unit of the Judicial Council's Facility Services office presented the policy to Judicial Council facilities operations and project management leadership and staff, court facility service providers, and job order contractors for review and comment. They had no concerns or comments regarding the policy, and their response to the policy was favorable.

On September 14, 2018, Risk Management staff presented the policy to the leadership of the Court Executives Advisory Committee (CEAC) and the Trial Court Presiding Judges Advisory Committee (TCPJAC) for comment as well as direction on how the policy should be shared with CEAC and TCPJAC members. TCPJAC leadership advised that it has no concerns or comments regarding the policy, but thought it should be shared in detail with CEAC members at the CEAC meeting on October 10, 2018. Risk Management staff shared the policy in detail with CEAC members at that meeting, and the membership advised that it has no concerns or comments regarding the policy. As of December 3, 2018, the policy has received full support from all parties who have reviewed it.

Also, TCFMAC members discussed the policy at its public meetings on August 27 and December 3, 2018. TCFMAC received no public comments.

Alternatives considered

No alternatives to the recommended Executive and Planning Committee action were considered.

Fiscal and Operational Impacts

No new costs will be incurred by implementing the recommended council action, because it is performed on behalf of the Judicial Council by its Facilities Services staff. Funding decisions for trial court facility modifications will continue through TCFMAC oversight. The current level of funding allows TCFMAC to address only the most critically needed Priorities 1 and 2 and some Priority 3 facility modifications statewide.

Attachments and Links

1. Attachment A: *Judicial Council Policy on Asbestos Management for Court Facilities*, August 27, 2018



Judicial Council Policy on Asbestos Management for Court Facilities

August 27, 2018 DRAFT

1. Purpose and Scope of the Policy

This policy informs Judicial Council staff of the requirements to manage asbestos hazards on behalf of the Judicial Council for renovation and/or demolition activities performed in court facilities.

2. Goals and Principles Guiding Asbestos Management

The Judicial Council must take appropriate measures to protect all users of court facilities from harmful exposure to asbestos. Any person or entity performing renovation and/or demolition activities in court facilities, regardless of the age of the court facility, must comply with applicable federal and state statutes and regulations relating to the proper handling, removal, and management of asbestos-containing materials.

3. Definitions

3.1. **Asbestos:** As used herein, shall have the same definition as stated in California Code of Regulations, title 8, section 1529 and including, but not limited to, any of the following silicate minerals: chrysotile, crocidolite, amosite, fibrous tremolite, fibrous actinolite, fibrous anthophyllite, and any of these minerals that have been chemically treated and/or altered.

3.2. **Asbestos-Containing Materials:** Both friable and nonfriable asbestos-containing materials.

3.3. **Asbestos-Containing Construction Material:** Any manufactured construction material that contains more than 1 percent asbestos by weight.

3.4. **Court Facilities:** Court buildings or facilities that are owned by the State of California or managed by the Judicial Council, including those titled to and located in the County but managed by the Judicial Council under an agreement between the County and the Judicial Council.

3.5. **Renovation Activity:** The modification or alteration of an existing court facility or portion of the court facility.

3.6. **Demolition Activity:** The wrecking or taking out of any load-supporting structural member of a court facility.

4. Requirements for Asbestos Management of Renovation and/or Demolition Activities

4.1. All entities performing renovation and/or demolition activities at court facilities must be aware of the potential hazards and adverse health effects of asbestos and must have a written program that establishes the safety and work procedures to be followed by the entity when the activities involve asbestos-containing materials or asbestos-containing construction materials.

4.2. The written program must comply with applicable federal, state, and local laws and regulations, as well as asbestos-related labor and business laws, and regulations regarding asbestos management, storage, and disposal.

4.3. Work conducted or managed by Judicial Council staff in court facilities must follow the program established by the Facilities Services office.

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- 4.4. All entities performing renovation and/or demolition activities at court facilities must follow the Asbestos Notification Requirements established in this policy.

5. Asbestos Notification Requirements

- 5.1 Entities planning to perform demolition activities, or renovation activities that have the potential to disturb asbestos-containing materials, in a court facility must notify the Facilities Services office 10 workdays before any such activities. Notice required by this section must be provided to the following address by mail or email:

Judicial Council of California
Attention: Risk Manager, Environmental Health and Safety Unit
2860 Gateway Oaks, Suite 400
Sacramento, California 95833
EHS@jud.ca.gov

- 5.2 On completion of the demolition or renovation activities, all entities managing work in a court facility must provide the Facilities Services office with all supporting documentation for the management and disposal of asbestos-containing materials.
- 5.3 The Judicial Council must notify all employees working within the court facility concerning the following:
- 5.3.1 The existence of conclusions from and a description or list of the contents of any survey known to the Judicial Council to have been conducted to determine the existence and/or location of asbestos-containing construction materials within the building, and information describing when the results of the survey will be or became available and where.
- 5.3.2 Specific locations within the court facility known to the Judicial Council (or identified in a survey known to the owner) where asbestos-containing construction materials are present in any quantity.
- 5.3.3 General procedures and handling restrictions necessary to prevent, and if appropriate, minimize disturbance of, release of, and exposure to asbestos. If detailed handling instructions are necessary to ensure employee safety, the notice must indicate where those instructions can be found.
- 5.3.4 A summary of the results of any bulk sample analysis, air monitoring, or monitoring conducted for or by the Judicial Council under section 5208 of title 8 of the California Code of Regulations, including reference to sampling and laboratory procedures used and information describing when the specific monitoring data and sampling procedures will be or became available and where.
- 5.3.5 Potential health risks or impacts that may result from exposure to asbestos in the court facility, as identified in surveys or tests referred to in this section or otherwise known to the Judicial Council.

6. Questions Regarding Asbestos Management

Judicial Council Facilities Services staff are available to assist with questions regarding asbestos management and the written program controlling asbestos management.



Judicial Council of California

455 Golden Gate Ave.
San Francisco, CA
94102-3688

Meeting Agenda

Judicial Council

Meeting materials
are available through
the hyperlinks in
this document.

*Open to the Public Unless Indicated as Closed
(Cal. Rules of Court, rule 10.6(a))*

*Requests for ADA accommodation should be directed to
JCCAccessCoordinator@jud.ca.gov*

Tuesday, January 15, 2019

San Francisco

CLOSED SESSION (RULE 10.6(B))—PLANNING, PERSONNEL, AND DISCUSSION PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE

Session XXX a.m. – XXX a.m.

Transitional Break XXX a.m. – XXX a.m.

OPEN SESSION (RULE 10.6(A)) — MEETING AGENDA

Session XXX a.m. – XXX p.m.

Call to Order

Public Comment

The Judicial Council welcomes public comment on general matters of judicial administration and on specific agenda items, as it can enhance the council's understanding of the issues coming before it.

For more information about meeting attendance and public comment procedures:

<http://www.courts.ca.gov/28045.htm>

- 1) Submit advance requests to speak by 4:00 p.m., Thursday, DATE.
- 2) Submit written comments for this meeting by 1:00 p.m. on Friday, DATE.

Contact information for advance requests to speak, written comments, and questions:

E-mail:

judicialcouncil@jud.ca.gov

Postal mail or delivery in person:

Judicial Council of California

455 Golden Gate Avenue

San Francisco, California 94102-3688

Attention: Josely Yangco-Fronza

Approval of Minutes

19-001 Minutes of November 30, 2018, Judicial Council meeting

Chief Justice's Report

10 minutes

Administrative Director's Report

19-002 Administrative Director's Report

10 minutes

Judicial Council Committee Presentations

19-003 Judicial Council Committee Reports

Summary:

Executive and Planning Committee
Policy Coordination and Liaison Committee
Rules and Projects Committee
Judicial Council Technology Committee
Judicial Branch Budget Committee

30 minutes

Judicial Council Members' Liaison Reports

19-004 Judicial Council Members' Liaison Reports

Summary:

Judicial Council Members report on their visits to the superior courts.

15 minutes

Break XXX a.m. – XXX a.m.

CONSENT AGENDA

A council member who wishes to request that any item be moved from the Consent Agenda to the Discussion Agenda is asked to please notify Roma Cheadle at 415-865-7640 at least 48 hours before the meeting.

[19-005](#)**Trial Court Budget: 2017-18 Final One-Time Reduction for Fund Balances Above the 1 Percent Cap (Action Required)****Summary:**

Under Government Code section 77203(b), a trial court may carry over unexpended funds in an amount not to exceed 1 percent of the court's operating budget from the prior fiscal year. Judicial Council staff recommend approving a final reduction allocation of \$1,737,127 related to the fund balance in 2017-18 and prior-year excluded funds, as required by Government Code section 68502.5(c)(2)(A).

[19-025](#)**Trial Court Budget: Correction to 2018-19 Allocations from State Trial Court Improvement and Modernization Fund and Trial Court Trust Fund (Action Required)****Summary:**

At its July 20, 2018 business meeting, the Judicial Council approved \$2.0 billion in 2018-19 allocations from the Trial Court Trust Fund. While this dollar amount remains unchanged, there are corrections required to accurately reflect the Trial Court Budget Advisory Committee's recommendation on allocations for the Children in Dependency Case Training, Sargent Shriver Civil Counsel Pilot Program, the Equal Access Fund, and Court-Appointed Dependency Counsel Collections.

[19-011](#)**Child Support: AB 1058 Child Support Commissioner and Family Law Facilitator Program Funding Allocation (Action Required)****Summary:**

The AB 1058 Funding Allocation Joint Subcommittee recommends that the Judicial Council approve a new funding methodology that is workload-based for the AB 1058 child support commissioner program and maintain the current funding methodology for the family law facilitator program until FY 2021-22. The Judicial Council established the joint subcommittee in April 2015 to reconsider the allocation methodology developed in 1997 for the Child Support Commissioner and Family Law Facilitator Program, as required by Assembly Bill 1058 (Stats. 1996, ch. 957). In February 2016 the council reconstituted the joint subcommittee and directed it to develop a workload-based funding methodology to begin implementation for fiscal year (FY 2018-19 but to delay making that recommendation until FY 2019-20 to incorporate the work on the Workload-Based Allocation and Funding Methodology completed in 2018 and to coordinate with the California Department of Child Support Services on their review of funding allocations for local child support agencies. The subcommittee recommends beginning to implement a workload-based funding methodology for child support commissioner funding while waiting to reallocate funds for Family Law Facilitators to ensure that new workload information can be incorporated into a model.

[19-013](#)**Juvenile Law: Court-Appointed Counsel Funding Methodology Adjustment for Small Courts (Action Required)****Summary:**

The Trial Court Budget Advisory Committee (TCBAC) recommends that the Judicial Council approve and adopt, effective July 1, 2019, an ongoing adjustment to the court-appointed juvenile dependency counsel funding methodology as it relates to small courts. This adjustment suspends reallocation-related budget reductions for the

23 smallest courts; permits adjustment of the local economic index for all 30 small courts; adjusts funding allocations of the 28 larger courts to compensate for increases to the small court budget; and continues the \$100,000 funding reserve to assist small courts with the cost of sharp caseload increases

[19-009](#)

Rules and Forms: Family Law Forms - Technical Changes (Action Required)

Summary:

Judicial Council staff have identified errors that are technical in nature in a Judicial Council protective order form. They recommend making the necessary corrections to avoid confusion for court staff, judicial officers, and members of the public who use the form.

[19-010](#)

Rules and Forms: Miscellaneous Technical Changes (Action Required)

Summary:

Judicial Council staff have identified errors in title 4 of the California Rules of Court and in the Judicial Council criminal forms resulting from typographical errors and changes resulting from legislation and previous rule amendments and form revisions. Judicial Council staff recommend making the necessary corrections to avoid causing confusion for court users, clerks, and judicial officers.

DISCUSSION AGENDA

[19-012](#)

Trial Court Budget: 2018-19 Allocation Methodology of New Judgeships

Summary:

The Budget Act of 2018 (Stats. 2018, ch. 29) provided ongoing funding to support two new judgeships in the Superior Court of Riverside County. The Trial Court Budget Advisory Committee recommends that the Judicial Council approve the 2018-19 funding allocation of \$1.896 million to the Superior Court of Riverside County for general trial court operations, as directed in provisional language.

Speakers:

Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee
Mr. Zlatko Theodorovic, Budget Services

20 minutes

[19-018](#)**Language Access Plan: Update on Language Access Plan Implementation****Summary:**

To strengthen the California judiciary's capacity to meet the needs of millions of people with limited-English language skills, the Judicial Council charged the Language Access Plan Implementation Task Force with implementing the *Strategic Plan for Language Access in the California Courts*. This report offers a brief description of progress to date on implementation of the plan and a summary of next steps to ensure ongoing plan implementation.

Speakers:

Hon. Mariano Florentino-Cuéllar, Chair, Language Access Plan Implementation Task Force
Mr. Douglas G. Denton, Language Access Services

30 minutes

[19-023](#)**Emergency Response to Fires (No Action Required - No Materials)****Summary:**

Presentation on emergency response.

Speakers:

Hon. Gary Nadler, Presiding Judge, Superior Court of Sonoma County
Ms. Melissa Fowler-Bradley, Court Executive Officer, Superior Court of Shasta County
Ms. Kimberly Flener, Court Executive Officer, Superior Court of Butte County
Representative for CAL FIRE, TBD
Facilities Services staff - TBD

40 minutes

[19-024](#)**Court Innovations Grant Program: Project Presentation (No Action Required - No Materials)****Summary:**

The Budget Act of 2016 allocated \$25 million to the Judicial Branch to promote court innovations and efficiencies through a grant program. During this session, the Superior Court of California, County of [TBD] will present and provide information related to the court's [project and outcomes].

Speakers:

Hon. David M. Rubin Chair, Judicial Branch Budget Committee

30 minutes

INFORMATION ONLY ITEMS (NO ACTION REQUIRED)[19-015](#)**Court Security: Trial Court Screening Equipment Replacement for Fiscal Year 2017-18****Summary:**

Each year, the Administrative Director approves the list of entrance screening equipment to be funded that year through the Screening Equipment Replacement Program, which provides funding from the Trial Court Trust Fund to replace outdated or malfunctioning screening equipment in the trial courts. This report updates the council on the equipment that was replaced in fiscal year (FY) 2017-18 using that funding.

[19-016](#)**Judicial Branch Budget: Quarterly Report on the Judicial Council's Court Innovations Grant Program, Fiscal Year 2018-19, Quarter 1****Summary:**

This report summarizes Judicial Council Court Innovations Grant Program activity for the first quarter of fiscal year 2018-19.

[19-017](#)**Trial Courts: Quarterly Investment Report for Third Quarter of 2018****Summary:**

This *Trial Courts: Quarterly Investment Report for Third Quarter of 2018* covers the period of July 1, 2018, through September 30, 2018, and provides the financial results for the funds invested by the Judicial Council on behalf of the trial courts as part of the judicial branch treasury program. The report is submitted under agenda item 10, Resolutions Regarding Investment Activities for the Trial Courts, approved by the Judicial Council on February 27, 2004.

[19-014](#)**Report to the Legislature: Allocation of New Judgeships Funding in 2017-18****Summary:**

The Budget Act of 2007 (Stats. 2007, ch. 171/172) requires that the Judicial Council report to the Legislature each January 1 allocation of funding for support of new judgeships authorized in 2007-08 until all judgeships are appointed and new staff hired. Judicial Council's Budget Services submitted the attached report, "Report on Allocation of Funding in 2017-18 for Support of New Judgeships Authorized in 2007-08" to the Legislature on January 1, 2019.

[19-019](#)**Report to the Legislature: Report on California Rules of Court, rule 10.75****Summary:**

The *Supplemental Report of the 2013-2014 Budget Package* requires that the Judicial Council report to the Joint Legislative Budget Committee on implementation of the open meetings rule, rule 10.75 of the California Rules of Court. Under subdivision (p) of the rule, the Judicial Council must review the rule's impact periodically to determine whether amendments are needed. No amendments are needed at this time.

[19-020](#)**Report to the Legislature: Purchase or Lease of Electronic Recording Equipment by Superior Courts (January 1-June 30, 2018)****Summary:**

Government Code section 69958 requires that the Judicial Council report to the Legislature semiannually on all purchases and leases of electronic recording equipment that will be used to record superior court proceedings.

[19-021](#)**Report to the Legislature: Trial Court Trust Fund Revenue, Expenditure, and Fund Balance Constraints for 2017-18****Summary:**

Government Code sections 68502.5(b) and 77202.5(b) require the Judicial Council to report to the Legislature the following financial data from all fund sources, by individual trial court, with totals for all trial courts and each trial court: revenues; expenditures at the program, component, and object levels; and fund balances. The report must be submitted on or before December 31 following the close of each fiscal year. Judicial Council's Budget Services submitted the attached report, "*Trial Court Trust Fund Revenue, Expenditure, and Fund Balance Constraints for 2017-18*" to the Legislature December 31, 2018.

[19-022](#)**Report to the Legislature: Receipts and Expenditures from Local Courthouse Construction Funds: Report to the Budget and Fiscal Committees of the Legislature****Summary:**

Government Code section 70403(d) directs the Judicial Council to submit a report of all receipts and expenditures from the local courthouse construction funds to the budget and fiscal committees of the Legislature based on the information received from counties pursuant to this section on or before January 1 of each year. The *Receipts and Expenditures from Local Courthouse Construction Funds: Report to the Budget and Fiscal Committees of the Legislature* provides information for the reporting period of July 1, 2017, to June 30, 2018.

Circulating Orders**Appointment Orders****Adjournment (approx. XXX p.m.)**