



# JUDICIAL COUNCIL OF CALIFORNIA

EXECUTIVE AND  
PLANNING COMMITTEE

[www.courts.ca.gov/epmeetings.htm](http://www.courts.ca.gov/epmeetings.htm)  
[executiveandplanning@jud.ca.gov](mailto:executiveandplanning@jud.ca.gov)

## EXECUTIVE AND PLANNING COMMITTEE

### MINUTES OF OPEN MEETING

Tuesday, February 9, 2021

12:10 to 1:00 p.m.

Videoconference

**Advisory Body Members Present:** Hon. Marsha G. Slough (Chair), Hon. Samuel K. Feng (Vice-chair), Hon. Marla O. Anderson, Hon. Stacy Boulware Eurie, Ms. Nancy CS Eberhardt, Hon. Joyce D. Hinrichs, Hon. Harry E. Hull, Jr., Mr. Patrick M. Kelly, Hon. Dalila C. Lyons, Hon. Ann C. Moorman, and Hon. David M. Rubin

**Advisory Body Members Absent:** None

**Committee Staff Present:** Ms. Amber Barnett and Mr. Cliff Alumno

**Staff Present:** Ms. Deanna Adams, Ms. Karene Alvarado, Mr. James Barolo, Mr. Marcus Bray, Ms. Deborah Brown, Ms. Francine Byrne, Ms. Sherry Celio, Ms. Lisa Chavez, Ms. Roma Cheadle, Ms. Jessica Craven, Ms. Shelley Curran, Mr. Douglas Denton, Ms. Charlene Depner, Ms. Marcela Eggleton, Ms. Audrey Fancy, Mr. Michael Giden, Mr. Jason Haas, Ms. Bonnie Hough, Ms. Donna Ignacio, Mr. Cyrus Ip, Ms. Jamel Jones, Ms. Tracy Kenny, Ms. Camilla Kieliger, Mr. David Kukesh, Mr. Chris Magnusson, Ms. Danielle McCurry, Ms. Fran Mueller, Ms. Brandy Olivera, Ms. Kara Portnow, Ms. Elyse Pulley, Mr. Corey Rada, Ms. Akilah Robinson, Ms. Anne Ronan, Ms. Laura Speed, Ms. Vida Terry, Mr. Zlatko Theodorovic, Ms. Millicent Tidwell, Ms. Oksana Tuk, Mr. Don Will, Mr. John Wordlaw, and Ms. Josely Yangco-Frona

### OPEN MEETING

#### Call to Order and Roll Call

The chair called the meeting to order at 12:10 p.m., and Mr. Alumno took roll call.

#### Approval of Minutes

The committee reviewed the following draft minutes:

- December 10, 2020, videoconference; and
- January 12, 2021, action by e-mail.

**Action:** *With one abstention (Judge Rubin), the committee approved the minutes of the December 10, 2020, videoconference. The committee unanimously approved the minutes of the January 12, 2021, action by e-mail.*



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## EXECUTIVE AND PLANNING COMMITTEE

### MINUTES OF ACTION BY E-MAIL

Tuesday, March 2, 2021  
1:00 p.m.

**Advisory Body Members Who Participated:** Hon. Marsha G. Slough (Chair), Hon. Samuel K. Feng (Vice-chair), Hon. Marla O. Anderson, Hon. Stacy Boulware Eurie, Hon. Joyce D. Hinrichs, Hon. Harry E. Hull, Jr., Mr. Patrick M. Kelly, Hon. Dalila C. Lyons, Hon. Ann C. Moorman, and Hon. David M. Rubin

**Advisory Body Members Who Did Not Participate:** None

**Committee Staff:** Ms. Amber Barnett and Mr. Cliff Alumno

#### ACTION BY E-MAIL

As provided in the California Rules of Court, rule 10.75 (o)(1)(B), the chair concluded that prompt action was needed. This action by e-mail concerned a matter that would otherwise be discussed in an open meeting; therefore, in accordance with rule 10.75(o)(2), public notice and the proposal were posted at 1:00 p.m. on Monday, March 1, 2021, to allow at least one complete business day for public comment before the committee took action. No public comments were received.

#### OPEN DISCUSSION AND ACTION ITEM

##### **Agenda Setting for March 12, 2021, Judicial Council Meeting (Action Required)**

Review a revised draft report to be considered for placement on the consent agenda for the March 12 Judicial Council meeting. The committee, during its February 9, 2021, meeting, previously placed this item, Item 21-069, on the information-only agenda.

**Action: The committee unanimously approved the revised draft report for Item 21-069 for placement on the consent agenda for the March 12, 2021, Judicial Council business meeting.**

#### CLOSURE OF ACTION

The action by e-mail concluded on Wednesday, March 3, 2021, at 1:00 p.m.

Approved by the committee on [insert date].

**Advisory Committee on Audits and Financial Accountability for the Judicial Branch**  
**Annual Agenda<sup>1</sup>—2021**

**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. David Rosenberg, Judge, Superior Court of Yolo County
<b>Lead Staff:</b>	Mr. Grant Parks, Principal Manager, Audit Services
<b>Committee's Charge/Membership:</b> <p><a href="#">Rule 10.63</a> of the California Rules of Court states the charge of the Advisory Committee on Audits and Financial Accountability for the Judicial Branch (audit committee), which is charged with advising and assisting the council in performing its responsibilities to ensure that the fiscal affairs of the judicial branch are managed efficiently, effectively, and transparently, and in performing its specific responsibilities relating to audits and contracting, as required by law and good public policy. <a href="#">Rule 10.63(c)</a> sets forth additional duties of the committee, such as to:</p> <ul style="list-style-type: none"><li>• Review and approve of a yearly audit plan for the judicial branch,</li><li>• Advise and assist the council in performing its responsibilities under the Judicial Branch Contract Law,</li><li>• Review and recommend to the council proposed updates and revisions to the Judicial Branch Contracting Manual, and</li><li>• Make recommendations concerning any proposed changes to the annual compensation plan for Judicial Council staff.</li></ul> <p>Rule 10.63(d) sets forth the membership position of the committee. The audit committee currently has eight members and one non-voting advisor. The current committee <a href="#">roster</a> is available on the committee's web page.</p>	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> There are no subcommittees or working groups operating under this advisory committee.	

<sup>1</sup> 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.

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

### **Meetings Planned for 2021<sup>3</sup> (Advisory body and all subcommittees and working groups)**

The audit committee generally meets by telephone quarterly, plus one special meeting to address proposed revisions to the Judicial Branch Contracting Manual. The advisory committee does not expect to hold any in-person meetings during the 2021 calendar year. Approximate dates for the meetings to be held in 2021 are:

- March 2021
- June 2021
- July 2021 – Special meeting to review changes to the Judicial Branch Contracting Manual.
- October 2021

Audit committee meetings are scheduled based on the availability of audit reports prepared by the Judicial Council’s staff, the State Controller’s Office, and the State Auditor’s Office.

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

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

## II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities <sup>4</sup>	
1.	<b>Project Title: Review Audit Reports and Recommend Policy Changes, As Appropriate</b>	<b>Priority<sup>5</sup> 1</b>
	<b>Strategic Plan Goal<sup>6</sup> II</b>	
<p><b>Project Summary<sup>7</sup>:</b> The audit committee reviews audit reports issued by external entities (i.e., the State Controller’s Office and State Auditor’s Office) and periodically issues public audit advisories or internal memoranda to highlight systemic and important issues for trial court management. Some of the audit reports presented to the audit committee are required by law. Section 77206(h) of the Government Code requires the State Controller’s Office (SCO) to audit the revenues, expenditures, and fund balances of each trial court on a cyclical basis. The annual budget act appropriates \$540,000 for these audits each year. Similarly, section 19210 of the Public Contract Code requires the California State Auditor’s Office (CSA) to audit the procurement practices of at least five trial courts and the Judicial Council on an alternating biennial schedule. The annual budget act appropriates \$325,000 to reimburse CSA each year. Audit reports issued by both the SCO and the CSA are discussed by the committee in public session for transparency.</p> <p>Section 77206(g) of the Government Code authorizes the Judicial Council to inspect, review, and perform comprehensive oversight and analysis of court financial records wherever they may be located. State law also authorizes council staff to investigate allegations of financial impropriety or mismanagement. The Judicial Council’s audit staff often review court compliance with key financial, operational and procurement-related policies in high risk areas, such as: cash handling procedures, the reporting of case filings data to the Judicial Branch Statistical Information System (JBSIS); and vendor payment practices. Trial court management may address the audit committee in closed session to share their perspectives on any draft audit findings. To promote transparency, the final audit report (along with those from the SCO and CSA) are posted publicly on the judicial branch’s website following the audit committee’s approval.</p> <p>Despite the challenges of Covid-19, the audit committee expects the legislatively-mandated audits performed by the SCO and CSA will continue. However, the frequency of audit committee meetings may diminish since most of the audit reports and related findings appearing before the committee are developed by the Judicial Council’s own staff. The audit committee does not wish to overly burden trial courts as</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California’s Judicial Branch](#) the project most closely aligns.

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

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>they properly place their primary focus on responding to the pandemic. The audit committee had previously taken steps to curtail the scope of the council’s audit work by greatly reducing or eliminating auditor travel given public health considerations. Therefore, the council’s audit staff will only conduct audit work remotely for those courts that have expressed both a willingness and a desire to continue with the FY 2020–21 audit plan. If necessary, audit staff will be redeployed to other fiscal or budgetary projects that will not require trial court involvement. Next year’s FY 2021–22 audit plan will identify which courts should be audited based on the time elapsing since their previous audit, which may include courts originally scheduled for audit during the current fiscal year.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> There are no direct fiscal impacts. However, the periodic recommendations made by audit committee may result in fiscal impacts that must be evaluated by those committees designated with oversight responsibilities in the given policy area (e.g., Trial Court Budget Advisory Committee, Court Executives Advisory Committee, etc.).</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> The courts we audit are external stakeholders, particularly court executive officers and financial staff.</p> <p><b>AC Collaboration:</b> No direct collaboration with other advisory committees or working groups. Limited collaboration with external audit agencies (such as the State Auditor’s Office and State Controller’s Office), who periodically audit judicial branch entities.</p>	
2.	<b>Project Title: Recommend Updates to the Judicial Branch Contracting Manual</b>	<b>Priority<sup>5</sup> 2</b>
	<p><b>Project Summary<sup>7</sup>:</b> The Judicial Branch Contract Law (Pub. Contract Code, §§ 19201–19210) requires the Judicial Council to adopt a contracting manual that is consistent with the Public Contract Code and substantially similar to the State Contracting Manual and State Administrative Manual. The manual contains procurement and contracting policies and procedures that must be followed by all judicial branch entities. To the extent that there are legislative amendments to the Public Contract Code that are applicable to judicial branch entities, the Judicial Council must update the Judicial Branch Contracting Manual so that the manual remains consistent with the Public Contract Code.</p> <p><b>Status/Timeline:</b> Ongoing, (Generally, the audit committee holds a special meeting in July to discuss and approve suggested revisions before forwarding the changes to the council for final approval and adoption).</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Judicial Council’s Legal Services office are responsible for monitoring changes to state procurement laws and developing proposed changes for the audit committee’s consideration at its July meeting. Legal Services absorbs the cost of this work within its existing budget.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Attorneys within Legal Services are critical to ensuring appropriate updates are made to the Judicial Branch Contracting Manual in a timely manner.</p> <p><b>AC Collaboration:</b> Attorneys within Legal Services periodically communicate with a group of court procurement officials, known as the Judicial Branch Contracting Manual Working Group. This group was originally established to help create the original version of the contracting manual; however, this working group is not formally established under the audit committee and is not an official working group created by any other advisory committee.</p>	
3.	<b>Project Title: Issue Audit Advisories, as Necessary, to Proactively Address Areas of Risk</b>	<b>Priority<sup>5</sup> 2</b>
	<p><b>Strategic Plan Goal<sup>6</sup> II</b></p> <p><b>Project Summary<sup>7</sup>:</b> Since the creation of the audit committee in October 2017, audit staff and the committee have issued seven audit advisories on topics such as: cash handling procedures, grant administration, court procurement practices, and data quality standards for court reporting to JBSIS. As the audit committee discusses audit findings and sees systemic and important issues that require action, it may direct committee staff to draft audit advisories that explain to the courts the given problem, risks, and suggested recommendations for corrective action. Doing so provides each court with an opportunity to review their own practices and make changes—prior to an audit—to improve judicial administration.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Include Judicial Council staff/fiscal resources, fiscal impact to Judicial Council, trial courts, and other relevant resource needs.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	

### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	The audit committee considered and forwarded proposed revisions to the Judicial Branch Contracting Manual in July 2020, resulting in the Judicial Council approving the revised manual in September 2020.
2.	During fiscal year 2019–20, the audit committee reviewed six audits of the trial courts containing 56 audit findings and recommendations. The trial courts agreed with our audit recommendations 96 percent of the time. Cash handling findings—which has been an area of focus of the audit committee— decreased from 68 percent of all findings in 2018–19 to 48 percent of all findings in 2019–20. This was accomplished with five auditors and 28 percent vacancies among all audit staff.

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**Tribal Court–State Court Forum**  
**Annual Agenda—2021<sup>1</sup>**

**Approved by Executive and Planning Committee: [DATE]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Abby Abinanti, Chief Judge, Yurok Tribal Court Hon. Suzanne N. Kingsbury, Presiding Judge, Superior Court of California, County of El Dorado
<b>Lead Staff:</b>	Ms. Ann Gilmour, Attorney, Center for Families, Children & the Courts

**Committee’s Charge/Membership:**

[Rule 10.60](#) of the California Rules of Court states the charge of the Tribal Court–State Court Forum (Forum), which is to make recommendations to the Judicial Council for improving the administration of justice in all proceedings in which the authority to exercise jurisdiction by the state judicial branch and the tribal justice systems overlap. [Rule 10.60 \(b\)](#) sets forth additional duties of the Forum.

[Rule 10.60\(c\)](#) sets forth the membership position of the forum. The Forum currently has 31 members.

- Fourteen tribal court judges (nominated by their tribal leadership, representing 21 of the 27 tribal courts currently operating in California; these courts serve approximately 35 tribes.;
- Five trial court judges from counties in which a tribal court is located;
- One appellate justice;
- Seven chairs or their designees of the following Judicial Council advisory committees:
  - Advisory Committee on Providing Access and Fairness
  - Center for Judicial Education and Research Advisory Committee
  - Civil and Small Claims Advisory Committee
  - Criminal Law Advisory Committee
  - Family and Juvenile Law Advisory Committee
  - Probate and Mental Health Advisory Committee
  - Traffic Advisory Committee
- Three executive branch officials responsible for tribal-related work: The Governor’s Tribal Advisor, the Director of the Office of Native American Affairs; and the Director of the California Department of Social Services’ Office of Tribal Affairs; and
- One retired judge (advisory);

The current [roster](#) is available on the committee’s web page.

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<sup>1</sup> 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 Groups<sup>2</sup>:**

None.

**Meetings Planned for 2021 (Advisory body and all subcommittees and working groups)<sup>3</sup>**

1. Webinars in lieu of in person meeting: March 5, 12, 19, and 26, 2021, from 12:00 to 2:00 p.m. (Proposed)
2. Telephone Meetings: February 11, April 8, June 10, August 12, October 14, and December 9, 2021, from 12:15 to 1:00 p.m.
3. Ad hoc meetings as required.

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

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<sup>2</sup> 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.

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title:</b> Updates to the <i>Bench Handbook: The Indian Child Welfare Act</i>	<b>Priority<sup>5</sup></b> 2 <b>Strategic Plan Goal<sup>6</sup></b> IV, V
<p><b>Project Summary<sup>7</sup>:</b> The Bench Handbook on the <i>Indian Child Welfare Act</i> is an important resource for judicial officers published by the Center for Judicial Education and Research (CJER). It was last updated in 2013. There have been significant developments in the law since that last update, including enactment of comprehensive federal regulations governing the Indian Child Welfare Act (ICWA) in 2016 and changes to California statutes implementing the Act and corresponding changes to the California Rules of Court.</p> <p><b>Status/Timeline:</b> In consultation with CJER staff, the Center for Families, Children &amp; the Court (CFCC) contracted an attorney with expertise in the Indian Child Welfare Act to perform an initial update of the bench handbook last year. Committee members will review the draft product during the beginning of 2021 and work with CJER to finalize the updated bench handbook.</p> <p><b>Fiscal Impact/Resources:</b> Work will be accomplished within existing CFCC staff resources.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> CJER.</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California's Judicial Branch](#) the project most closely aligns.

<sup>7</sup> A key objective is a strategic aim, purpose, or "end of action" to be achieved for the coming year.

#	<b>New or One-Time Projects<sup>4</sup></b>	
2.	<b>Project Title: Finalize and Publish the California Tribal Court–State Court Joint Jurisdiction Toolkit: A Resource Guide to Promote and Facilitate Cross-Jurisdictional Collaboration</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> IV, V</b>
<p><b>Project Summary<sup>7</sup>:</b> Promoting efficiency and economies of judicial resources and improving quality of justice to tribal communities through cross-jurisdictional collaboration has been a focus of the Forum since its inception and has been supported by the Judicial Council through innovation grants and other technical assistance. There are now at least three successful Tribal-State Joint Jurisdiction Courts operating in California and more across the country. This publication draws together the experiences, planning materials, policies, procedures, and other framework materials from these courts into a toolkit designed specifically for courts in California that may want to create their own joint jurisdiction arrangements.</p> <p><b>Status/Timeline:</b> This publication will be completed during the 2021 annual agenda period.</p> <p><b>Fiscal Impact/Resources:</b> Work will be accomplished within existing CFCC staff resources.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>		
3.	<b>Project Title: Revisions to Probate Guardianship ICWA Rules</b>	<b>Priority<sup>5</sup> 1(a)</b> <b>Strategic Plan Goal<sup>6</sup> I, IV</b>
<p><b>Project Summary<sup>7</sup>:</b> Most of the Judicial Council rules of court implementing ICWA are contained in rules 5.480 through 5.488. These rules are intended to apply in all case types involving ICWA including Family, Juvenile, and Probate Guardianship cases. However, there are also rules in Division 7—governing Probate proceedings that implement and impact ICWA cases. The Probate and Mental Health Advisory Committee is updating these rules to conform to updated ICWA requirements.</p> <p><b>Status/Timeline:</b> This work will take place during the Spring 2021 rules cycle with an anticipated effective date of January 1, 2022.</p> <p><b>Fiscal Impact/Resources:</b> Work will be accomplished within existing CFCC staff resources.</p>		

#	New or One-Time Projects <sup>4</sup>
	<p data-bbox="218 196 1940 266"><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p data-bbox="218 310 722 337"><b>Internal/External Stakeholders:</b> None.</p> <p data-bbox="218 381 1094 409"><b>AC Collaboration:</b> Probate and Mental Health Advisory Committee.</p>

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#	Ongoing Projects and Activities <sup>4</sup>	
1.	<b>Project Title:</b> Indian Child Welfare Act Compliance and Implementation Improvements	<b>Priority<sup>5</sup></b> 2, 2(a) <b>Strategic Plan Goal<sup>6</sup></b> I, IV, V
<p><b>Project Summary<sup>7</sup>:</b> Improvements to California’s implementation of the <i>Indian Child Welfare Act</i> is a primary focus of the work of the Forum. In recent years, the Forum ICWA work has included rules to implement AB 3176 <i>Indian Children</i>, (Waldron; Stats. 2018, ch. 833) which amended provisions of the Welfare and Institutions Code to conform California law to the requirements of the federal Indian Child Welfare Act Regulations and Guidelines adopted in 2016 and other statutory developments, responding to comments and concerns from judicial officers, tribal leaders, tribal advocates and justice partners such as the California Department of Social Services, child welfare agencies and county counsel’s offices, and responding to the recommendations in the California ICWA Compliance Task Force <a href="#">report</a> presented to California Attorney General Xavier Becerra in March of 2017. The report includes issues and recommendations related to compliance with the Indian Child Welfare Act in California. Several of the findings and recommendations relate to the work of the judicial branch. These recommendations include:</p> <ul style="list-style-type: none"> <li>• Mandating increased ICWA training for bench officers, attorneys, and Court Appointed Special Advocates (see recommendations 6 and 7 of the task force report);</li> <li>• Support the development and implementation of consolidated ICWA courts or calendars and joint jurisdiction courts (see recommendations 16 and 17 of the task force report);</li> <li>• Facilitate remote appearances by tribes in ICWA cases;</li> <li>• Addressing challenges of out-of-state tribes and their members located in California in ICWA cases;</li> <li>• Seek funding for appointed counsel for tribes in ICWA cases; and</li> <li>• Ensure that tribes get access to all paperwork, pleadings and minutes on the same basis as other parties.</li> </ul> <p><b>Status/Timeline:</b> Much of the critical implementation work on implementing AB 3176 was done during the spring 2019 rules cycle with an effective date of January 2020 with some supplemental work done during the 2020 rules cycle with an effective date of January 2021. Updating of job aids, educational resources, and training materials is ongoing and will continue through 2021, as well as collaboration on funding for appointed counsel for tribes in ICWA cases which was deferred from last year’s annual agenda as resources and feasibility allow.</p> <p><b>Fiscal Impact/Resources:</b> Work will be accomplished with existing CFCC staffing resources.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> May involve collaboration with CJER staff on updating education resources.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<i>AC Collaboration:</i> Family and Juvenile Law Advisory Committee and Probate and Mental Health Advisory Committee with respect to recommendations that impact the work of those bodies.	
2.	<b>Project Title: Implement a Legislative Proposal to Facilitate Recognition of Tribal Court Orders Regarding the Division of Marital Assets as “Qualified Domestic Relations Order” Within the Meaning of 29 USC §1056(d)(3)(B) to Divide Pensions and Other Benefits Within the Scope of the Employee Retirement Income Security Act (ERISA) and Other Pension Plans.</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> I, IV</b>
<p><b>Project Summary<sup>7</sup>:</b> As part of its charge under rule 10.60(b)(2) the Forum is to make recommendations relating to the recognition and enforcement of court orders that cross jurisdictional lines. Domestic relations is an area where tribal courts in California are increasingly exercising jurisdiction. The effectiveness of these orders is undermined when they are not fully recognized and enforced. Tribal courts report that some of their clients are having difficulty having division of marital assets orders issued with respect to pension benefits subject to ERISA recognized by plan administrators. As part of its statute governing the recognition and enforcement of foreign money judgements, Oregon has adopted a provision to recognize qualifying tribal court orders as domestic relations orders for ERISA purposes. The Judicial Council sponsored legislation in 2014 to establish the Tribal Court Civil Money Judgement Act (Code of Civ. Proc. §§1730-1742). In 2020, the Judicial Council approved a legislative proposal which had been proposed by the Forum and Family and Juvenile Law Advisory Committee. This coming year, the Judicial Council Governmental Affairs will seek a sponsor for the legislation and move the legislative process forward.</p> <p><b>Status/Timeline:</b> Subject to sponsorship and legislative approval, a likely effective date of January 1, 2022.</p> <p><b>Fiscal Impact/Resources:</b> Work will be completed within existing CFCC and Governmental Affairs staff resources.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Governmental Affairs and potentially members of family law bar and pension plan administrators.</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee.</p>		
3.	<b>Project Title: Policy Recommendations: Ethics</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> I, IV</b>
<p><b>Project Summary<sup>7</sup>:</b> State and tribal court judges may sit on each other’s benches and hear cases in the other jurisdiction through a joint-jurisdiction court or on an ad hoc or ongoing basis. The Forum will continue to work with the California Supreme Court’s Advisory</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>Committee on the Code of Judicial Ethics and make recommendations and request advisory opinions or amendments to the canons as appropriate and necessary to facilitate such collaborations.</p> <p><b>Status/Timeline:</b> Ongoing. Generally, new work under this item will continue to be deferred.</p> <p><b>Fiscal Impact/Resources:</b> Work will be accomplished by existing CFCC staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Advisory Committee on the Code of Judicial Ethics.</p>	
4.	<b>Project Title: Policy Recommendation: Tribal Access to the Child Abuse Central Index</b>	<b>Priority<sup>5</sup> 2</b>
	<p><b>Strategic Plan Goal<sup>6</sup> I, IV</b></p> <p><b>Project Summary<sup>7</sup>:</b> The Tribal Access to the Child Abuse Central Index (Index) is used to aid law enforcement investigations and prosecutions, and to provide notification of new child abuse investigation reports involving the same suspects and/or victims. Information is also used to help screen applicants for licensing or employment in child care facilities, foster homes, and adoptive homes. The purpose of allowing access to this information on a statewide basis is to quickly provide authorized agencies, including tribal agencies, with relevant information regarding individuals with a known or suspected history of abuse or neglect.</p> <p>While tribal agencies can obtain information from the Index, they cannot readily submit information to the Index. This practice poses several problems:</p> <ol style="list-style-type: none"> <li>(1) Suspected or known abusers may remain in the home of a child posing safety risks;</li> <li>(2) Unnecessary duplication of effort by agencies;</li> <li>(3) Delays in entry into the Index due to double investigations; and</li> <li>(4) Barriers to sharing information among tribal and nontribal agencies that should be working together to protect children. The forum will explore consulting with the Department of Justice to consider executive branch action to permit tribal access to the Index.</li> </ol> <p><b>Status/Timeline:</b> Ongoing. Generally, new work under this item will continue to be deferred.</p> <p><b>Fiscal Impact/Resources:</b> Work will be accomplished within existing CFCC staff.</p>	



#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> California Department of Justice.</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee.</p>	
5.	<b>Project Title Policy Recommendation: Technological Initiatives</b>	<b>Priority<sup>5</sup> 2</b>
<p><b>Strategic Plan Goal<sup>6</sup> I, V, VI</b></p> <p><b>Project Summary<sup>7</sup>:</b></p> <p>(A) Both federal and state law require mutual full faith and credit for domestic violence restraining orders issued by tribal and state courts. A crucial aspect of promoting the mutual recognition and enforcement of such court orders is facilitating knowledge between state and tribal courts as to the protective orders issued by their respective courts. The Forum and staff have worked to provide tribal courts with the ability to read orders contained in the California Courts Protective Order Registry (CCPOR) and to facilitate entry of appropriate orders issued by tribal courts into CCPOR.</p> <p><b>Status/Timeline:</b> Ongoing. Technological initiatives have been a fundamental part of court responses to the COVID-19 pandemic both in state and tribal justice systems. Generally, new work under this item will be deferred unless it is helpful in responding to the conditions created by the COVID-19 pandemic.</p> <p><b>Fiscal Impact/Resources:</b> Existing CFCC, CJER, and Information Technology (IT) staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> External stakeholders include tribal courts.</p> <p><b>AC Collaboration:</b> None.</p> <p>(B) Since its inception, the Forum has been exploring ways to improve and simplify the process of doing inquiry and providing notice in cases governed by the Indian Child Welfare Act (ICWA). The Forum will continue to explore these opportunities, including whether document assembly programs might be helpful in reducing the time required and errors in ICWA inquiry and populating forms with the</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>information gathered. The Forum will also monitor any ongoing e-notice pilot programs or other technological advances in other jurisdictions and make recommendations to the Judicial Council on replicating those in California.</p> <p><b>Status/Timeline:</b> This is an ongoing Forum charge.</p> <p><b>Fiscal Impact/Resources:</b> Existing IT and CFCC staff with document assembly expertise.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	
6.	<b>Project Title: Funding and Support for Innovative Practices and System Improvements</b>	<b>Priority<sup>5</sup> 2</b>
	<p><b>Strategic Plan Goal<sup>6</sup> I, IV</b></p> <p><b>Project Summary<sup>7</sup>:</b> The Forum seeks to support innovative practices and system improvements including seeking funding for such initiatives as a pilot program to facilitate tribal participation and improve outcomes in ICWA cases by providing appointed counsel for tribes in these cases.</p> <p><b>Status/Timeline:</b> Ongoing. In 2017 the Judicial Council submitted a federal grant application which would have provided inter alia funding for a pilot project to provide appointed counsel to tribes in ICWA cases. The Forum and Tribal/State Programs Unit staff will continue to seek out available funding. The goal of facilitating innovative practices and system improvements and seeking funding for this is to improve efficiencies in cases that span both jurisdictions or could be heard in either jurisdiction. This could potentially reduce workloads for state courts and improve access to justice for underserved and remote tribal communities. Generally, new work under this item will be deferred unless it is helpful in responding to the conditions created by the COVID-19 pandemic.</p> <p><b>Fiscal Impact/Resources:</b> Existing CFCC staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	

#	Ongoing Projects and Activities <sup>4</sup>	
7.	<b>Project Title: Increase Tribal/State Partnerships: Sharing Resources and Communicating Information About Partnerships</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> I, IV</b>
<p><b>Project Summary<sup>7</sup>:</b> One of the guiding principles of the Forum is to improve access to justice by providing tribal and state courts access to resources for capacity building and collaboration on an equal basis, sharing resources, and seeking out additional resources.</p> <ol style="list-style-type: none"> <li>1. Identify Judicial Council and other resources that may be appropriate to share with tribal courts.</li> <li>2. Identify tribal justice resources that may be appropriate to share with state courts.</li> <li>3. Identify grants for tribal/state court collaboration.</li> <li>4. Share resources and information about partnerships through Forum E-Update, a monthly electronic newsletter.</li> <li>5. Publicize these partnerships at conferences, on the Innovation Knowledge Center (IKC), and at other in-person or online venues.</li> <li>6. Disseminate information to tribal court judges and state court judges monthly through the Forum E-Update, a monthly electronic newsletter with information on the following: <ul style="list-style-type: none"> <li>○ Grant opportunities;</li> <li>○ Publications;</li> <li>○ News stories; and</li> <li>○ Educational events.</li> </ul> </li> <li>7. Foster tribal court/state court partnerships, such as the Superior Court of Los Angeles County’s Indian Child Welfare Act Roundtable and the Bay Area Collaborative of American Indian Resources—court-coordinated community response to ICWA cases in urban areas and the providing technical assistance to the joint-jurisdiction collaborations between the Yurok Tribe and the Superior Court of California, County of Humboldt and the Shingle Springs Band of Miwok Indians and the Superior Court of California, County of El Dorado.</li> </ol> <p><b>Status/Timeline:</b> Ongoing. During this year two tribal court systems were provided with access to unlocked Judicial Council Juvenile, Family, Probate, and Domestic Violence forms that the staff of the court systems adapted for their use. The goal of facilitating partnerships between state and tribal courts is to improve efficiencies in cases that span both jurisdictions or could be heard in either jurisdiction. This could potentially reduce workloads for state courts and improve access to justice for underserved and remote tribal communities. Generally, new work under this item will be deferred unless it is helpful in responding to the conditions created by the COVID-19 pandemic.</p> <p><b>Fiscal Impact/Resources:</b> Work will be accomplished with existing CFCC staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> None.</p>	
8.	<p><b>Project Title: Increase Tribal/State Partnerships: Tribal/State Collaborations that Increase Resources for Courts</b></p>	<p><b>Priority<sup>5</sup> 2</b></p>
	<p><b>Strategic Plan Goal<sup>6</sup> I, IV</b></p> <p><i>Project Summary<sup>7</sup>:</i> A primary goal of the Forum is to improve relationships between state and tribal courts and foster collaboration between those courts. There are now at least three active joint-jurisdiction projects ongoing between Forum member state and tribal courts—the Superior Court of California, County of El Dorado collaborative with the Shingle Springs Band of Miwok Indians Tribal Court and the Superior Court of California, County of Humboldt collaboration with the Yurok Tribal Court. The Forum will explore ways to assist courts that wish to expand their joint-jurisdiction programs to include veteran’s programs or other specialized focus areas. The Forum will explore ways to support and increase the numbers of joint jurisdiction courts and other innovative models such as regional ICWA courts and dedicated ICWA courts or calendars, including providing education, developing tools and resources and seeking opportunities for additional grant funding to support such courts.</p> <p><i>Status/Timeline:</i> Ongoing. This year the JCC staff are supporting these collaborations by sharing resources and agreements and offering technical assistance on collaborations. The goal of facilitating collaborations between state and tribal court judges is to improve efficiencies in cases that span both jurisdictions or could be heard in either jurisdiction. This could potentially reduce workloads for state courts and improve access to justice for underserved and remote tribal communities. Generally, new work under this item will be deferred unless it is helpful in responding to the conditions created by the COVID-19 pandemic.</p> <p><i>Fiscal Impact/Resources:</i> Collaboration and joint-jurisdiction courts should provide fiscal savings by improving the sharing of resources across jurisdictions. CFCC staff will continue to provide support to this project.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><i>Internal/External Stakeholders:</i> External stakeholders include superior courts and tribal courts.</p> <p><i>AC Collaboration:</i> None.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
9.	<b>Project Title: Increase Tribal/State Partnerships: Education and Technical Assistance to Promote Partnerships and Understanding of Tribal Justice Systems</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> I, IV, V</b>
<p><b>Project Summary<sup>7</sup>:</b> The Forum will continue to develop educational events, resources and tools, and provide technical assistance to promote partnerships and understanding between state and tribal justice systems including:</p> <ol style="list-style-type: none"> <li>1. Make recommendation to Judicial Council staff to continue providing educational and technical assistance to local tribal and state courts to address domestic violence and child custody issues in Indian country.</li> <li>2. Make recommendation to Judicial Council staff to provide technical assistance to evaluate the joint jurisdictional court and to courts wishing to replicate the model.</li> <li>3. Make recommendation to the Judicial Council staff to continue developing civic learning opportunities for youth that exposes them to opportunities and careers in tribal and state courts.</li> <li>4. Make recommendation to explore, at the option of tribes, opportunities for state and federal court judges to serve as a tribal court judge.</li> <li>5. Collaborate with federal courts and federal justice partners on educational and other events related to justice and safety in tribal communities.</li> <li>6. Develop and implement strategy to seek resources for tribal/state collaborations.</li> <li>7. Continue to provide the <a href="#">State/Tribal Education, Partnerships, and Services (S.T.E.P.S.) to Justice—Domestic Violence</a> and <a href="#">Child Welfare</a> programs and provide local educational and technical assistance services.</li> <li>8. Continue the first joint jurisdictional court in California. The Superior Court of El Dorado County, in partnership with the Shingle Springs Band of Miwok Indians, is operating a family wellness court and next year will provide technical assistance to evaluate the joint jurisdictional court. (See <a href="#">Court Manual</a>).</li> <li>9. Establish partnership between the Superior Court of Humboldt County and the Yurok Tribal Court to develop civics learning opportunity for youth in the region.</li> </ol> <p><b>Status/Timeline:</b> Ongoing. The goal of facilitating partnerships between state and tribal courts is to improve efficiencies in cases that span both jurisdictions or could be heard in either jurisdiction. This could potentially reduce workloads for state courts and improve access to justice for underserved and remote tribal communities. Generally, new work under this item will be deferred unless it is helpful in responding to the conditions created by the COVID-19 pandemic.</p> <p><b>Fiscal Impact/Resources:</b> Work accomplished within existing CFCC and CJER staff resources.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> None.</p>	
10.	<b>Project Title: Education: Judicial Education</b>	<b>Priority<sup>5</sup> 2</b>
	<p><b>Strategic Plan Goal<sup>6</sup> I, IV, V</b></p> <p><b>Project Summary<sup>7</sup>:</b> CJER toolkits, located on the Judicial Resources Network, will be updated to include federal Indian law. Develop 10-minute educational video to be posted online and shared statewide with justice partners. In collaboration with the CJER Curriculum Committees, consult on and participate in making recommendations to revise the CJER online toolkits so that they integrate resources and educational materials from the forum’s online federal Indian law toolkit. Forum judges are working together with committee representatives from the following curriculum committees: (1) Access, Ethics, and Fairness, (2) Civil, (3) Criminal, (4) Family, (5) Juvenile Dependency and Delinquency, and (6) Probate.</p> <p><b>Status/Timeline:</b> Ongoing. This past year Forum members and staff of the Tribal/State Programs Unit are collaborated with CJER to create a “Continuing the Dialogue” episode on the Indian Civil Rights Act of 1968 which was screened by CJER and is now available on the CJER and Tribal/State Programs webpages. In the upcoming year the focus will be on a toolkit on tribal issues in human trafficking cases. The goal the forum’s judicial education initiatives is to improve efficiencies in cases involving tribes and tribal people, and promote fair access to justice for tribal communities. Education about the impacts of COVID-19 in tribal communities, and ways tribal communities, tribal justice systems and tribal courts are addressing the challenges of COVID-19 may be of importance in the coming months. Generally, new work under this item will be deferred unless it is helpful in responding to the conditions created by the COVID-19 pandemic.</p> <p><b>Fiscal Impact/Resources:</b> Work will be accomplished with existing CFCC and CJER staff resources.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None</p> <p><b>AC Collaboration:</b> Center for Judicial Education and Research Advisory Committee.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
11.	<b>Project Title: Education: Truth and Healing</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> I, IV, V</b>
<p><b>Project Summary<sup>7</sup>:</b> Consider collaboration among the three branches of state government in partnership with tribal governments to promote a truth and healing project that acknowledges California’s history, as described in Professor Benjamin Madley’s book, <i>An American Genocide: The United States and the California Indian Catastrophe</i>, with respect to indigenous peoples, fosters an understanding of our shared history, and lays a foundation for healing, which promotes a call to action.</p> <p><b>Status/Timeline:</b> Ongoing. As a step towards the goal of Statewide Truth and Healing, the Forum continues to monitor the development of the Truth and Healing Council announced by Governor Gavin Newsom being organized by the Governor’s Tribal Advisor, a Forum member. At this time the focus is on relationships with the tribal community. Courts may be brought into the Truth and Healing process at a later time. Generally, new work under this item will continue to be deferred.</p> <p><b>Fiscal Impact/Resources:</b> This work will be accomplished with existing CFCC staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Governor’s Tribal Advisor.</p> <p><b>AC Collaboration:</b> None at this time.</p>		
12.	<b>Project Title: Legislation, Regulations, and Requests for Public Comment</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> I, IV</b>
<p><b>Project Summary<sup>7</sup>:</b> Review and recommend positions on legislation, regulations and requests for public comment related to tribal courts, tribal justice systems and the Indian Child Welfare Act.</p> <p><b>Status/Timeline:</b> Ongoing. From time to time the federal government publishes proposed regulations and requests for public comment that may impact state and tribal justice systems in California. This has been true throughout the COVID-19 pandemic. The Forum can help promote Judicial Branch goals and interests at a federal level by assisting in formulating responses to these. Generally, new work under this item will be deferred unless it is helpful in responding to the conditions created by the COVID-19 pandemic.</p>		

#	Ongoing Projects and Activities <sup>4</sup>
	<p><b>Fiscal Impact/Resources:</b> Accomplished with existing CFCC and Governmental Affairs staff resources.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>

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### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Developed a Legislative Proposal to Facilitate Recognition of Tribal Court Orders Regarding the Division of Marital Assets as “Qualified Domestic Relations Order” Within the Meaning of 29 USC §1056(d)(3)(B) to Divide Pensions and Other Benefits Within the Scope of the Employee Retirement Income Security Act (ERISA) and Other Pension Plans. The proposal was circulated for public comment and ultimately approved by the Judicial Council for Judicial Council sponsored legislation.
2.	In collaboration with the Judicial Council Governmental Affairs, developed and published the <a href="#"><i>Indian Child Welfare Act (ICWA): Best Practices Guide for California Courts and Judicial Officers: a Toolkit of Policies, Practices, Procedures, and Tips to Improve Compliance by State Courts with the Indian Child Welfare Act and Outcomes for Indian Children, Families, and Tribes.</i></a> This resource highlights existing best practices within and outside of California to address systemic concerns and challenges with ICWA implementation that have been expressed by tribal advocates and attorneys that are not amendable to statewide action through rules of court.
3.	Developed three rules proposals related to the Indian Child Welfare Act which were approved by the Judicial Council and come into effect January 1, 2021. These proposals are: <a href="#"><i>Indian Child Welfare Act (ICWA): Consent to Temporary Custody of an Indian Child</i></a> which amended California Rules of Court, rule 5.514 and created a new mandatory Judicial Council form, the ICWA-101 <i>Agreement of Parent or Indian Custodian to Temporary Custody of Indian Child</i> ; <a href="#"><i>Indian Child Welfare Act (ICWA): Remote Appearance by an Indian Child’s Tribe in ICWA Proceedings</i></a> which fulfills a statutory mandate to create a rule to confirm the right of an Indian child’s tribe to participate remotely in court hearings governed by ICWA at no cost; and <a href="#"><i>Indian Child Welfare Act (ICWA): Tribal Information Form</i></a> which creates a new optional form, the ICWA-100 <i>Tribal Information Form</i> to allow an Indian child’s tribe to easily submit information to the court for a hearing governed by ICWA.

# Center for Judicial Education and Research Advisory Committee

## Annual Agenda<sup>1</sup>—2021

Approved by Executive and Planning Committee: [Date]

### I. COMMITTEE INFORMATION

<b>Chair:</b>	Hon. Kimberly A. Gaab, Judge, Superior Court of California, County of Fresno
<b>Lead Staff:</b>	Dr. Mary Ann Koory, Senior Education Developer, Center for Judicial Education and Research
<b>Committee's Charge/Membership:</b> <p><a href="#">Rule 10.50(b)</a> of the California Rules of Court states the charge of the Center for Judicial Education and Research Advisory Committee, is to make recommendations to the council for improving the administration of justice through comprehensive and quality education and training for judicial officers and other judicial branch personnel. <a href="#">Rule 10.50(c)</a> sets forth additional duties of the committee.</p> <p>The Center for Judicial Education and Research (CJER) Advisory Committee currently has 15 voting members and 3 advisory members. The current committee <a href="#">roster</a> is available on the committee's web page.</p>	
<b>Education Subcommittees:</b> <ol style="list-style-type: none"><li>1. Appellate Practice Curriculum Committee</li><li>2. Civil Law Curriculum Committee</li><li>3. Criminal Law Curriculum Committee</li><li>4. Family Law Curriculum Committee</li><li>5. Judicial Branch Access, Ethics &amp; Fairness Curriculum Committee</li><li>6. Judicial Branch Leadership Development Curriculum Committee</li><li>7. Juvenile Law Curriculum Committee</li><li>8. Probate Law Curriculum Committee</li><li>9. Trial and Appellate Court Operations Curriculum Committee</li><li>10. B.E. Witkin Judicial College Steering Committee</li></ol>	

<sup>1</sup> 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.

**Meetings Planned for 2021<sup>2</sup> (Advisory body and all subcommittees and working groups)**

March 4, 2021 (teleconference)

May 27, 2021 (teleconference)

September 2, 2021 (in-person in San Francisco)

December 2, 2021 (teleconference)

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

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<sup>2</sup> Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>3</sup>		
1.	<b>Develop the 2022–2024 Education Plan</b> <table border="1" data-bbox="1612 264 1976 383"> <tr> <td data-bbox="1612 264 1976 326"><i>Priority</i><sup>4</sup> <b>1</b></td> </tr> <tr> <td data-bbox="1612 326 1976 383"><i>Strategic Plan Goal</i><sup>5</sup> <b>V</b></td> </tr> </table>	<i>Priority</i> <sup>4</sup> <b>1</b>	<i>Strategic Plan Goal</i> <sup>5</sup> <b>V</b>
<i>Priority</i> <sup>4</sup> <b>1</b>			
<i>Strategic Plan Goal</i> <sup>5</sup> <b>V</b>			
	<p><b>Project Summary</b><sup>6</sup>: Curriculum Committees and work groups will perform a needs assessment on the current curriculum in their respective assignment areas and draft a two-year education plan ready to submit to the Judicial Council for review and approval.</p> <p><b>Status/Timeline</b>: A draft of the 2022–2024 Education Plan will be submitted to the Judicial Council for review and approval in November 2021.</p> <p><b>Fiscal Impact/Resources</b>: N/A</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders</b>: N/A</p> <p><b>AC Collaboration</b>:</p>		

<sup>3</sup> 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.

<sup>4</sup> 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.

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

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

#	<b>Ongoing Projects and Activities<sup>3</sup></b>	
1.	<b>Continue to Implement the 2020–2022 Education Plan</b>	<b>Priority<sup>4</sup> 1</b>
<b>Strategic Plan Goal<sup>5</sup> V</b>		
<p><b>Project Summary<sup>6</sup>:</b> Continue to deliver the classes and products specified by the 2020–2022 Education Plan for judicial branch education, approved by the Judicial Council at its January 17, 2020 meeting, and launched July 1, 2020.</p> <p><b>Status/Timeline:</b> Ends June 30, 2022.</p> <p><b>Fiscal Impact/Resources:</b> CJER Contact: Karene Alvarado</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> N/A</p> <p><b>AC Collaboration:</b> N/A</p>		
2.	<b>Continue to Expand Bias Education for the Judicial Branch</b>	<b>Priority<sup>4</sup> 1</b>
<b>Strategic Plan Goal<sup>5</sup> V</b>		
<p><b>Project Summary<sup>6</sup>:</b> Continue the expansion of bias education for both judges and court personnel.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CJER Contact: Karene Alvarado</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> N/A</p> <p><b>AC Collaboration:</b> N/A</p>		

### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Engaged in the rule-making process per the recommendations of the Work Group for the Prevention of Discrimination and Harassment. The CJER Advisory Committee sought feedback on the draft amendment from the Advisory Committee on Providing Access and Fairness, the Appellate Clerk Executive Officers, the Appellate Advisory Committee, the Administrative Presiding Justices Advisory Committee, the Trial Court Presiding Judges Advisory Committee, the Court Executive Officer Advisory Committee, and the California Judges Association on the proposed language. The Advisory Committee then proposed an amendment to California Rule of Court, rule 10.469 to make education on unconscious bias, as well as the prevention of harassment, discrimination, retaliation, and inappropriate workplace conduct, mandatory for judicial officers. The amendment was approved by the Judicial Council on September 24, 2020, effective January 1, 2021.
2.	Engaged in the rule-making process to relieve courts from the pressure of education deadlines while focused on operations during the Covid-19 pandemic. Rule 10.492 extends the deadlines to complete all content-based education requirements and expectations contained within the rules of court for 12 months and prorates the number of hours of education to complete hours-based education requirements or expectations. Rule 10.493 clarifies that all “instructor-led training”—including in-person trainings in classrooms, live webinars, and live videoconferences—satisfies any requirement in the rules of court that specific training be taken in a “traditional (live, face-to-face)” or “in-person” learning environment. Both rules were approved by the Judicial Council on November 13, 2020, effective January 1, 2021.
3.	The recommendations from the Work Group for the Prevention of Discrimination and Harassment to expand bias education were implemented as appropriate, including designing and delivering additional bias courses, rearranging the Access, Bias, Ethics, and Fairness Toolkit on the court personnel side of <i>CJER Online</i> in order to make numerous bias education resources easier to find, adding to the <i>Access &amp; Fairness</i> podcast series and the <i>Continuing the Dialogue</i> video series, adding bias content to the PJ/CEO Institute, and offering bias training to the staff of the Supreme Court.
4.	The recommendations from the Mental Health Implementation Task Force were implemented as appropriate.
5.	The Work Group for New Court Executive Officer Education submitted its recommendations for education and resources for new court executive officers (CEO). A new toolkit on <i>CJER Online</i> for CEOs, with a section specifically for new CEOs, was created, as a space for relevant existing resources and for new resources as they are developed.
6.	The 2020–2022 Education Plan was launched July 1, 2020.

**Court Security Advisory Committee**  
**Annual Agenda<sup>1</sup>—2021**

**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Charlaine F. Olmedo, Judge, Superior Court of Los Angeles County
<b>Lead Staff:</b>	Mr. Edward Ellestad, Supervisor, Emergency Planning and Security Coordination, Facilities Services Ms. Lisa Gotch, Analyst, Emergency Planning and Security Coordination, Facilities Services
<b>Committee's Charge/Membership:</b> <a href="#">Rule 10.61(a)</a> of the California Rules of Court states the charge of the Court Security Advisory Committee, which is to make recommendations to the council for improving court security, including personal security and emergency response planning.  <a href="#">Rule 10.61(b)</a> sets forth the membership position categories of the committee. The Court Security Advisory Committee currently has 11 members. The current committee <a href="#">roster</a> is available on the committee's web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> None.	
<b>Meetings Planned for 2020<sup>3</sup> (Advisory body and all subcommittees and working groups)</b> Quarterly meetings via teleconference will be scheduled. Additional teleconference will be scheduled if necessary.  <input type="checkbox"/> Check here if exception to policy is granted by Executive Office or rule of court.	

<sup>1</sup> 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.

<sup>2</sup> 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.

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

## II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities <sup>4</sup>	
1.	<b>Project Title: Emergency- and Security-Related Concerns for the Branch</b>	<b>Priority<sup>5</sup> 1</b>
<p data-bbox="170 396 1978 505"><b>Project Summary<sup>7</sup>:</b> Consider new and continuing emergency- and security-related concerns for the branch, and make additional recommendations as needed—with special focus on assisting courts, justice partners, and parties with access to justice during and following the COVID-19 pandemic.</p> <ul data-bbox="226 509 1978 768" style="list-style-type: none"> <li>• The <u>origin</u> of this project is the committee’s charge under rule 10.61.</li> <li>• The <u>objective</u> this project supports is to make recommendations on the necessary emergency response and security functions for the branch. It aligns with the Judicial Council’s Goal III (ensure the safety and security of the work environment, and develop emergency and continuity-of-business plans for times of crisis or natural disaster) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>• The <u>outcome</u> would be reports to Judicial Council, which may include recommendations that the council direct its facilities and budget advisory committees on specific or urgent priorities.</li> </ul> <p data-bbox="170 808 527 841"><b>Status/Timeline:</b> Ongoing.</p> <p data-bbox="170 881 1978 984"><b>Fiscal Impact/Resources:</b> Recommendations that may have a fiscal impact will be discussed with appropriate Judicial Council staff and advisory bodies first. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit of the Facilities Services office.</p> <p data-bbox="170 992 1978 1065"><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California’s Judicial Branch](#) the project most closely aligns.

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



#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Internal/External Stakeholders:</b> Depending on recommendations, stakeholders could include Judicial Council offices (Governmental Affairs, Budget Services, Business Management Services, Center for Judicial Education and Research, Leadership Support Services, and Legal Services). External stakeholders include the trial courts and appellate courts.</p> <p><b>AC Collaboration:</b> Depending on recommendations, collaborators could include the Court Executives Advisory Committee, Trial Court Presiding Judges Advisory Committee, Court Facilities Advisory Committee, Trial Court Facility Modification Advisory Committee, and the Center for Judicial Education and Research Advisory Committee.</p>	
2.	<b>Project Title: Trial Courts' Screening Equipment Replacement</b>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> III, VI</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Make recommendations to Judicial Council to support Emergency Planning and Security Coordination Unit's Screening Equipment Replacement Program for trial courts, which replaces and maintains x-ray machines and magnetometers.</p> <ul style="list-style-type: none"> <li>• The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this program as a necessary and appropriate function.</li> <li>• The <u>objective</u> this project supports is to advise on, and advocate for funding to support, existing emergency- and security-related programs. It aligns with the Judicial Council's Goal III (ensure the safety and security of the work environment) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>• The <u>outcome</u> would be to support and advocate for continued funding should proposed budget cuts threaten the Screening Equipment Replacement Program.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> The program in project #2 has a budget of \$2.286 million funded annually through the Trial Court Trust Fund. However, the demand for equipment replacement in some years is lower than in others, resulting in a lower estimated expenditure in FY 2019–20, allowing for a one-time budget reduction to \$1.3 million. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts (primary users).</p> <p><b>AC Collaboration:</b> None anticipated at this time.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
3.	<b>Project Title: Trial Courts' Security Equipment and Systems</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III, VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Make recommendations to Judicial Council to support Emergency Planning and Security Coordination Unit's Security Systems Program that refreshes, maintains, replaces, improves, and installs electronic security equipment and systems. The program includes (but is not limited to) video surveillance, access control, duress alarm, and specialized systems as well as services to evaluate and design new or replacement systems. In addition, it supports an online planning system, which is referenced in project #4 and #5.</p> <ul style="list-style-type: none"> <li>• The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies the related work as a necessary and appropriate function.</li> <li>• The <u>objective</u> this project supports is to advise on, and advocate for funding to support, existing emergency- and security-related programs. It aligns with the Judicial Council's Goal III (ensure the safety and security of the work environment) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>• The <u>outcome</u> would be review and approval of Security Systems Program projects, and information about costs associated with this goal for the Judicial Council's facilities and budget advisory committees and decision-makers.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> The program in project #3 has a budget of \$6 million funded annually through the Governor's Budget, effective FY 2019–20. As the BCP that requested those funds specified the committee's involvement, the committee regularly receives information on, and reviews and approves proposed projects. This project will use Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts (primary users).</p> <p><b>AC Collaboration:</b> Information Technology Advisory Committee.</p>		
4.	<b>Project Title: Emergency and Continuity of Operations Planning</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III, VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Make recommendations to Judicial Council to support Emergency Planning and Security Coordination Unit's Emergency and Continuity of Operations Planning Program, which provides and maintains online planning system and trainings.</p> <ul style="list-style-type: none"> <li>• The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this program as a necessary and appropriate function.</li> </ul>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<ul style="list-style-type: none"> <li>• The <u>objective</u> this project supports is to advise on, and advocate for funding to support, existing emergency- and security-related programs. It aligns with the Judicial Council’s Goal III (ensure the safety and security of the work environment, and develop emergency and continuity-of-business plans for times of crisis or natural disaster) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>• The <u>outcome</u> would be information about costs associated with this goal for the Judicial Council’s facilities and budget advisory committees and decision-makers.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> The program in project #4, and related module in project #5, are paid for through the Emergency Planning and Security Coordination Unit’s general fund, and any supplemental trial court training is paid by the annual funding described in project #3. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts (primary users) and Judicial Council/appellate courts (secondary users).</p> <p><b>AC Collaboration:</b> None anticipated at this time.</p>	
5.	<b>Project Title: Trial Courts’ Court Security Plans</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Strategic Plan Goal<sup>6</sup> III, VI</b></p> <p><b>Project Summary<sup>7</sup>:</b> Make recommendations to Judicial Council to support Emergency Planning and Security Coordination Unit’s Court Security Plan services—specifically, through a module included in the online planning system mentioned in Project #4, and annual review of summary data by this committee under rule 10.172(e).</p> <ul style="list-style-type: none"> <li>• The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this service as a necessary and appropriate function, and rule 10.172 on Court Security Plans.</li> <li>• The <u>objective</u> this project supports is to advise on, and advocate for funding to support, existing emergency- and security-related programs. It aligns with the Judicial Council’s Goal III (ensure the safety and security of the work environment, and develop emergency and continuity-of-business plans for times of crisis or natural disaster) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>• The <u>outcome</u> would be information about costs associated with this goal for the Judicial Council’s facilities and budget advisory committees and decision-makers.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p>	

**# Ongoing Projects and Activities<sup>4</sup>**

***Fiscal Impact/Resources:*** The program in project #4, and related module in project #5, are paid for through the Emergency Planning and Security Coordination Unit's general fund, and any supplemental trial court training is paid by the annual funding described in project #3. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.

*This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.*

***Internal/External Stakeholders:*** Trial courts (primary users of module).

***AC Collaboration:*** None anticipated at this time.

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### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Ongoing: Considered new and continuing emergency- and security-related concerns for the branch, and whether to make additional recommendations—with special focus on assisting courts, justice partners, and parties with access to justice during and following the COVID-19 pandemic.
2.	Ongoing: Considered information about, and reviewed and approved projects for, Emergency Planning and Security Coordination Unit’s Security Systems Program that refreshes, maintains, replaces, improves, and installs electronic security equipment and systems.
3.	Ongoing: Considered information about Emergency Planning and Security Coordination Unit’s Emergency and Continuity of Operations Planning Program, which provides and maintains online planning system and trainings.
4.	Ongoing: Considered information about Emergency Planning and Security Coordination Unit’s Court Security Plan services—and performed annual review of submission/notification summary data under rule 10.172(e).
5.	Completed: On January 13, 2020, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 13 proposed projects for video surveillance systems for \$2,233,089.73.
6.	Completed: On March 10, 2020, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 15 proposed projects for duress alarm and video surveillance systems for \$2,342,879.26.
7.	Completed: On March 20, 2020, the Chair reviewed additional projects for the Security Systems Program as described in project #3. Per established protocol, approved 6 proposed projects for duress alarm and video surveillance systems for \$449,338.33.
8.	Completed: On July 14, 2020, received a summary for the Security Systems Program described in project #3, which provided a total amount encumbered for each type of expenditure during fiscal year 2019–20. Of the program’s \$6m budget, almost all funds were encumbered. An unspent budget amount of \$101,392.25 remained, which does not roll over into the next fiscal year.
9.	Completed: On July 14, 2020, reviewed court security plan summary data as described in project #5. The Emergency Planning and Security Coordination Unit provided courtesy reminders to the trial courts about the requirement and received submissions. Members reviewed information on 54 notifications and discussed experience with reminder timeframe, related challenges, and improvements.
10.	Completed: On October 8, 2020, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve FY 2020–21 costs of consultant contracts (\$116,504) and of service calls (\$750,000) as the amounts encumbered on contracts exceeded blanket approval authority. Voted to approve 6 proposed projects and 1 amended project for access, duress alarm, and video surveillance systems for \$2,270,302.63.
11.	Completed: On October 8, 2020, received update related to project #4. The Emergency Planning and Security Coordination Unit maintains an optional online planning system for courts to create/maintain Continuity of Operations (COOP) Plans, and under its contract it had three days of user workshops that it made available to the courts. Members received information on participation.
12.	Completed: On November 10, 2020, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 8 proposed projects for access and video surveillance systems for \$1,014,524.

**Court Facilities Advisory Committee**  
**Annual Agenda<sup>1</sup>—2021**

**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Brad R. Hill, Administrative Presiding Justice, Court of Appeal, Fifth Appellate District
<b>Lead Staff:</b>	Ms. Pella McCormick, Acting Director, Facilities Services Mr. Chris Magnusson, Facilities Supervisor, Facilities Services
<b>Committee's Charge/Membership:</b> <a href="#">Rule 10.62</a> of the California Rules of Court states the charge of the Court Facilities Advisory Committee (CFAC), which is to make recommendations to the Judicial Council concerning the judicial branch capital program for the trial and appellate courts.  <a href="#">Rule 10.62(b)</a> sets forth the membership position of the committee. The CFAC currently has 17 members. The current committee <a href="#">roster</a> is available on the committee's web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> 1. Courthouse Cost Reduction Subcommittee 2. Independent Outside Oversight Consultant Subcommittee 3. Subcommittee on Courthouse Names	
<b>Meetings Planned for 2021<sup>3</sup> (Advisory body and all subcommittees and working groups)</b> No meetings are planned at this time.*  *Please note: Historically, the committee has met on an ad hoc basis. This trend will continue within the 2021 calendar year, and the committee/its subcommittees is expected to meet approximately four times.  <input type="checkbox"/> Check here if exception to policy is granted by Executive Office or rule of court.	

<sup>1</sup> 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.

<sup>2</sup> 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.

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title</b> <b>Judicial Branch Five-Year Infrastructure Plan for Fiscal Year (FY) 2022–23</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Review of the <i>Judicial Branch Five-Year Infrastructure Plan</i> for FY 2022–23, which forms the basis for trial court capital-outlay project funding requests for the upcoming and outlying fiscal years. Submit a recommendation for Judicial Council consideration on the five-year plan’s submission to the California Department of Finance (DOF).</p> <p><b>Status/Timeline:</b> The five-year plan is proposed for the July 2021 Judicial Council meeting and due in July 2021 to the DOF.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee.</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California’s Judicial Branch](#) the project most closely aligns.

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

#	New or One-Time Projects <sup>4</sup>	
2.	<b>Project Title</b> <b>Update to the Judicial Branch Capital Program Management Manual</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Review of the updated <i>Judicial Branch Capital Program Management Manual</i>, which documents uniform policies and procedures to guide strategic management of the judicial branch’s courthouse construction program, helping to ensure uniform and accountable court construction processes. An updated management manual is necessary for it to be a functional tool for Facilities Services staff. Submit a recommendation for Judicial Council consideration to approve the updated management manual.</p> <p><b>Status/Timeline:</b> The updated management manual is proposed for the November 2021 Judicial Council meeting.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; and DOF.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee.</p>		



# Ongoing Projects and Activities <sup>4</sup>		
1.	<b><i>Project Title</i></b> <b>Judicial Branch Courthouse Construction Projects</b>	<b><i>Priority<sup>5</sup> 1</i></b>
		<b><i>Strategic Plan Goal<sup>6</sup> VI</i></b>
<p><b><i>Project Summary<sup>7</sup></i></b>: Review of Judicial Council-approved new courthouse construction and renovation projects in relation to available construction program budget. Submit recommendations for Judicial Council consideration on how projects should proceed with available project budgets.</p> <p><b><i>Status/Timeline</i></b>: Ongoing.</p> <p><b><i>Fiscal Impact/Resources</i></b>: Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b><i>Internal/External Stakeholders</i></b>: Trial courts; justice partners; DOF; and State Public Works Board.</p> <p><b><i>AC Collaboration</i></b>: Judicial Branch Budget Committee and Courthouse Cost Reduction Subcommittee.</p>		
2.	<b><i>Project Title</i></b> <b>Recommendations of the Independent Oversight Consultant (IOC)</b>	<b><i>Priority<sup>5</sup> 1</i></b>
		<b><i>Strategic Plan Goal<sup>6</sup> VI</i></b>
<p><b><i>Project Summary<sup>7</sup></i></b>: Review and monitor implementation of IOC recommendations.</p> <p><b><i>Status/Timeline</i></b>: Ongoing.</p> <p><b><i>Fiscal Impact/Resources</i></b>: Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Service.</i></p> <p><b><i>Internal/External Stakeholders</i></b>: Trial courts and justice partners.</p> <p><b><i>AC Collaboration</i></b>: Independent Outside Oversight Consultant Subcommittee.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
3.	<b>Project Title</b> <b>Courthouse Construction Project Cost Reductions</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Oversight of reductions to courthouse project costs. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; and State Public Works Board.</p> <p><b>AC Collaboration:</b> Courthouse Cost Reduction Subcommittee.</p>		
4.	<b>Project Title</b> <b>Judicial Branch Capital Program Funding</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Coordinate with the Judicial Council and its Judicial Branch Budget Committee and Executive and Planning Committee to provide funding for the Judicial Branch Capital Program. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, Legal Services, and Governmental Affairs.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p>		

#	Ongoing Projects and Activities <sup>4</sup>	
	<i>AC Collaboration:</i> Judicial Branch Budget Committee and Executive and Planning Committee.	
5.	<b>Project Title</b> <b>Additional Funding for Existing Courthouse Operations, Maintenance, and Facility Modifications</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Coordinate with the Judicial Council and its Trial Court Facility Modification Advisory Committee to seek additional funding for existing courthouse operations, maintenance, and facility modifications.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, and Legal Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p><b>AC Collaboration:</b> Trial Court Facility Modification Advisory Committee.</p>		

### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Ongoing: Review of Judicial Council-approved new courthouse construction and renovation projects in relation to available construction program budget and recommend how to proceed.
2.	Ongoing: Review and monitor implementation of IOC recommendations.
3.	Ongoing: Oversight of reductions to courthouse project costs.
4.	Ongoing: Coordinate with the Judicial Council and its Judicial Branch Budget Committee and Executive and Planning Committee to provide funding for the Judicial Branch Capital Program.
5.	Ongoing: Coordinate with the Judicial Council and its Trial Court Facility Modification Advisory Committee to seek additional funding for existing courthouse operations, maintenance, and facility modifications.
6.	Completed: On January 17, 2020, the CFAC's Subcommittee on Courthouse Names reviewed and approved the request from the Superior Court of Orange County to rename the existing West Justice Center in the City of Westminster after former appellate court justice Stephen K. Tamura. Subsequently, the naming request was forwarded to the full CFAC for confirmation at its February 2020 meeting.
7.	Completed: On February 5, 2020, and owing to changes in various code provisions and best management practices, the CFAC directed an update to the <i>California Trial Court Facilities Standards</i> . The CFAC also directed a process for public review/comment of the near-final draft and created a working group to guide staff in updating the standards.
8.	Completed: On February 5, 2020, the CFAC affirmed the recommendation made by its Subcommittee on Courthouse Names on January 17, 2020, to approve the Superior Court of Orange County's naming request and direct its submission to the Judicial Council for ratification. Subsequently, the naming request was forwarded to the council, who approved it in April 2020.
9.	Completed: On February 5, 2020, the CFAC received an informational presentation from Facilities Services staff on the use of the Design-Build delivery method for capital projects of the judicial branch's courthouse construction program. This presentation informed the CFAC of the construction program's shift from the use of the delivery method of Construction Manager at Risk (CMAR) to Design-Build for new construction projects and for most, if not all, renovation projects.
10.	Completed: On July 10, 2020, the CFAC approved the draft update of the <i>California Trial Court Facilities Standards</i> for circulation for public comment. Subsequently, the draft update of the facilities standards was posted for a four-week public comment period from July 13 through August 7, 2020, and a total of 93 comments were received from 3 members of the public, 3 trial courts, and 1 government agency.

#	Project Highlights and Achievements
11.	<p>Completed: On July 24, 2020, the CFAC chair and Facilities Services director presented the <i>Judicial Branch Five-Year Infrastructure Plan for Fiscal Year 2021–22</i> to the Judicial Council for approval and submission to DOF. This five-year plan for trial court capital-outlay projects forms the basis for capital project funding requests for the upcoming and outlying fiscal years. The CFAC did not meet in 2020 to discuss this item prior to its presentation to the council, as the five-year plan for FY 2021–22 mirrors the plan for FY 2020–21, and thusly saved the CFAC the need to meet again to repeat its discussion from its December 2019 public meeting. The council approved the five-year plan for FY 2021–22 and directed its submission to DOF to meet the deadline of July 31, 2020.</p>
12.	<p>Completed: On September 21, 2020, the CFAC reviewed the comments received on the draft document during the four-week public comment review period and approved the final draft update to the <i>California Trial Court Facilities Standards</i> for review and adoption by the Judicial Council. Subsequently, the final update to the standards was adopted by the council at its November 2020 meeting.</p>

**Trial Court Facility Modification Advisory Committee**  
**Annual Agenda<sup>1</sup>—2021**  
**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Donald Cole Byrd, Presiding Judge, Superior Court of Glenn County
<b>Vice-Chair:</b>	Hon. William F. Highberger, Judge, Superior Court of Los Angeles County
<b>Lead Staff:</b>	Ms. Pella McCormick, Acting Director, Facilities Services Mr. Jagan Singh, Principal Manager, Facilities Services Ms. Katherine Albertus, Facilities Analyst, Facilities Services
<p><b>Committee's Charge/Membership:</b>  <a href="#">Rule 10.65</a> of the California Rules of Court states the charge of the Trial Court Facility Modification Advisory Committee (TCFMAC), which is to make recommendations to the Judicial Council on facilities modifications, maintenance, and operations; environmental services; and utility management. In addition, the committee performs the following:</p> <ol style="list-style-type: none"> <li>(1) Makes recommendations to the Judicial Council on policy issues, business practices, and budget monitoring and control for all facility-related matters in existing branch facilities.</li> <li>(2) Makes recommendations to the Judicial Council on funding and takes additional action in accordance with council policy, both for facility modifications and for operations and maintenance.</li> <li>(3) Collaborates with the Court Facilities Advisory Committee in the development of the capital program, including providing input on design standards, prioritization of capital projects, and methods to reduce construction cost without impacting long-term operations and maintenance cost.</li> <li>(4) Provides quarterly and annual reports on the facilities modification program in accordance with the Judicial Council's <i>Trial Court Facility Modifications Policy</i>.</li> </ol>	

<sup>1</sup> 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.

[Rule 10.65\(c\)](#) sets forth the membership position categories of the committee. TCFMAC currently has 11 members. The current composition shown on the committee [roster's web page](#) is as follows:

- Superior court judge – 5 members
- Court executive officer – 3 members
- Deputy Court Executive Officer – 1 member
- Chair and vice-chair of the Court Facilities Advisory Committee, as non-voting members – 2 members

**Subcommittees/Working Groups<sup>2</sup>:**

None.

**Meetings Planned for 2021<sup>3</sup> (Advisory body and all subcommittees and working groups)**

<b>Meeting Date</b>	<b>Time</b>	<b>Location / Teleconference</b>
January 29, 2021	10:00 – 4:00	Teleconference
March 8, 2021	12:00 – 1:30	Teleconference
April 12, 2021	10:00 – 4:00	Teleconference
May 14, 2021	10:00 – 4:00	Teleconference
July 19, 2021	10:00 – 4:00	TBD
August 30, 2021	12:00 – 1:30	Teleconference
October 29, 2021	10:00 – 4:00	Off-site location to be determined
December 6, 2021	12:00 – 1:30	Teleconference

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

<sup>2</sup> 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.

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title</b> <b>Conduct Plumbing Assessments for the Top Five Facilities with the Highest Number of Incidents and Costs Resulting from Plumbing Leaks</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> In July 2020, the advisory committee approved the use of Planning funds for assessments of the Judicial Council’s top five facilities with the highest number and most costly domestic water and fixture leaks. There will be a new solicitation to hire a specialty contractor to complete the assessments and provide estimates for the mitigation work.</p> <p><b>Status/Timeline:</b> Solicitation and assessments will be completed by FY 2022–23, contingent upon availability of funds.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Branch Accounting and Procurement.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

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

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



#	New or One-Time Projects <sup>4</sup>	
2.	<b>Project Title</b> <b>Guidelines for the Responsibility of Facility Costs between Judicial Council and Trial Courts</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Approve and adopt the <i>Guidelines for the Responsibility of Facility Costs between the Judicial Council and Trial Courts</i>. This document serves as a guide for the TCFMAC and Judicial Council staff with respect to determining which facility-related capital and operations/maintenance costs are the responsibility of the Judicial Council and which are the responsibility of the trial courts.</p> <p><b>Status/Timeline:</b> Review by the Court Executives Advisory Committee and public comment period are complete. TCFMAC approval expected in Spring 2021.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> Court Executives Advisory Committee.</p>		
3.	<b>Project Title</b> <b>Design for Generators in Preparation for Application to California Governor’s Office of Emergency Services (Cal OES)/Federal Emergency Management Agency (FEMA) for Grant Funding</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Contingent upon TCFMAC approval of funding in 2021, develop design documents for 14 like-for-like emergency generator replacement projects in preparation for application to Cal OES/FEMA for grant funding. Grant applications were submitted last year, but not approved because Cal OES required design documents in order to move the applications forward. Completing the designs in advance will better position the Judicial Council to receive grant approval when it reapplies during the next application period. Design costs are estimated to be \$750,000.</p> <p><b>Status/Timeline:</b> FY 2021–22.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
1.	<b>Project Title</b> <b>Trial Court Facility Modification Quarterly Activity Reports</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Provide the Judicial Council with a report for informational purposes summarizing the committee’s allocation of facility modification funding after the end of each fiscal year quarter. The report for the last quarter also will include a summary of all facility modifications for the fiscal year. These information-only reports are submitted as required by the council’s <i>Trial Court Facility Modifications Policy</i>.</p> <p><b>Status/Timeline:</b> Ongoing. For 2021, reports are proposed for the following Judicial Council meetings: March 2021 for the FY 2020–21, Q1 and Q2 reports; July 2021 for the FY 2020–21, Q3 report; and September/October 2021 for the FY 2020–21, Q4 report.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>		
2.	<b>Project Title</b> <b>Energy-Efficiency Facility Modification Projects</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Contingent upon TCFMAC approval and funding, develop and implement Priority 3 energy-efficiency facility modification projects for lighting and heating, ventilation, and air conditioning (HVAC) improvements within existing court facilities statewide.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services. Savings through energy-efficiency facility modification projects conserves Court Facilities Trust Fund (CFTF) resources.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
3.	<b>Project Title</b> <b>Courthouse Security Systems Maintenance and Replacement</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Maintain and replace security equipment, including aging camera, access control, and duress alarm systems, within existing court facilities statewide. These projects are necessary to maintain trial court facilities at an industry level of care. Effective FY 2019–20, the Court Security Advisory Committee (CSAC) receives \$6 million annually for these types of projects, funded through the Governor’s Budget. CSAC will have responsibility for projects falling under that budget; however, the TCFMAC will continue to fund some security-related projects not covered by the new funding source and will work in collaboration with the CSAC to identify project responsibility between the two committees.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> Court Security Advisory Committee.</p>		
4.	<b>Project Title</b> <b>Develop Proposed Budget Change Proposals (BCPs)</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> VI</b>
<p><b>Project Summary<sup>7</sup>:</b> Determine budget increases to be requested each fiscal year to address the following needs: operations and maintenance, leased space, energy efficiency measures, deferred maintenance and revenue shortfalls in the State Court Facilities Construction Fund (SCFCF).</p> <p><b>Status/Timeline:</b> Ongoing. Typical BCPs timeline: drafts due to Judicial Council Budget Services by February 2021; reviewed by the Judicial Branch Budget Committee in March 2021 and approved in May 2021; and submitted to the California Department of Finance (DOF) in September 2021.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts, justice partners, DOF, Legislature, and Office of Governor.</p> <p><b>AC Collaboration:</b> Judicial Branch Budget Committee.</p>	
5.	<p><b>Project Title</b> <b>Judicial Branch Facility Modification Projects</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> VI</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Review and approve facility modification projects proposed by the trial courts, regional service providers, VFA, Inc. (an asset management firm of deferred facility modification projects), and Judicial Council staff. Approve projects receive funding allocations for execution by Judicial Council staff. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing. The committee meets every 30 to 60 days to review proposed projects.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>	
6.	<p><b>Project Title</b> <b>Judicial Branch Facility Operations and Maintenance</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> VI</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Oversight of judicial branch facilities operations and maintenance spending through annual budget allocation approval and re-evaluation as needed. Oversight of policy issues on operations and maintenance of existing facilities, noncapital-related real estate transactions, energy management, and environmental management and sustainability, including but not limited to, review of the Judicial Council’s preventive maintenance and energy management plans. Submit recommendations as needed for Judicial Council consideration.</p> <p><b>Status/Timeline:</b> Ongoing.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>	
7.	<p><b>Project Title</b>  <b>Judicial Branch Five-Year Master Plan – Trial Court Facilities Deferred Maintenance List</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <hr/> <p><b>Strategic Plan Goal<sup>6</sup> VI</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Annually, develop the judicial branch <i>Five-Year Master Plan - Deferred Maintenance Report</i> for trial court facilities for submission to DOF for consideration of funding. The report for FY 2020–21 contains a list of 23,268 projects at an estimated rough order of magnitude of \$5.2 billion, with the Judicial Council share being \$4.1 billion.</p> <p><b>Status/Timeline:</b> Ongoing. The five-year master plan is due to the DOF in September of each year.</p> <p><b>Fiscal Impact/Resources:</b> Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services and Budget Services.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p>	

### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Ongoing: Developed and implemented Priority 3 energy-efficiency facility modification projects for lighting and HVAC improvements within existing court facilities statewide
2.	Ongoing: Collaborated with the Court Security Advisory Committee to complete security-related projects.
3.	Ongoing: Reviewed and approved facility modification projects, including security-related facility modifications, proposed by the trial courts, regional service providers, VFA, Inc. (an asset management firm of deferred facility modification projects), and Judicial Council staff.
4.	Ongoing: Oversaw judicial branch facilities operations and maintenance spending and policy issues on operations and maintenance of existing facilities, non-capital-related real estate transactions, energy management, and environmental management and sustainability.
5.	Ongoing: Collaborated with the Court Facilities Advisory Committee in the development of the Judicial Branch Capital Program.
6.	Ongoing: Monitored progress of deferred maintenance list projects (DMF II and III) for roof, elevator/lift/escalator replacements, building automation system upgrades (BAS), and fire alarm systems in trial court facilities.
7.	Completed: As informational items in May, July, and September 2020, the Judicial Council received FY 2019–20 quarterly activity reports on the allocation of funding for trial court facility modifications.
8.	Completed: On January 27, 2020, approved FY 2021–22 Budget Change Proposals (BCPs), including a BCP to address the revenue shortfall for the SCFCF (Fund 3037).
9.	Completed: As of May 2020, all projects on the deferred maintenance list (DMF I) for roof and elevator/lift/escalator replacements in trial court facilities were completed.
10.	<p>Completed: On May 15, 2020, approved the expenditure of up to \$5 million in Maintenance Budget funds to implement social distancing measures in trial court facilities and approved development of a Social Distancing Best Practices Guide for trial courts.</p> <p>On June 1, 2020, approved a methodology for allocating the funds to trial courts statewide for temporary facilities modifications related to the re-opening of courthouses during the COVID-19 pandemic. As of December 31, 2020, a total of \$4.57 million had been disbursed.</p>
11.	Completed: On July 20, 2020, approved submittal of a BCP to fund the fire/life/safety corrections to the Orange County Central Justice Center (CJC) required by the Office of the State Fire Marshal.

#	Project Highlights and Achievements
	<p>On August 31, 2020, approved submittal of a BCP to fund the fire/life/safety corrections to the San Diego County East County Regional Center (ECRC) required by the Office of the State Fire Marshal.</p> <p>In September 2020, staff submitted a BCP requesting \$67.7 million General Funds in FY 2021–22 (\$52.8 million for the CJC and \$14.9 million for the ECRC).</p>
12.	<p>Completed: On August 31, 2020, approved the judicial branch’s <i>Five-Year Master Plan - Deferred Maintenance Report</i> for trial court facilities for FY 2020–21 for submission to DOF.</p>
13.	<p>Completed: On October 28, 2020, the draft <i>Guidelines for the Responsibility of Facility Costs between the Judicial Council and Trial Courts</i> was presented to the CEAC Executive Committee. From November 3 through December 4, 2020, the draft guidelines were posted for public comment.</p>
14.	<p>Completed: In 2020, 35 Facility Modification projects on the Architectural Revolving Fund project list were completed.</p>
15.	<p>Completed: On December 7, 2020, approved the <i>Sustainability Plan for Trial Court Facilities</i> that focuses primarily on ensuring that new construction practices comply with state sustainability initiatives and help reduce the judicial branch’s impact on climate change. Additional goals include reducing energy usage, carbon footprint, and utility costs by pursuing energy efficiency measures; educating staff, key stakeholders, and service providers on specific energy-saving practices and broader sustainability issues; conserving other natural resources; and improving the power resiliency of the judicial branch’s portfolio through onsite renewable energy systems and storage.</p>

**Advisory Committee on Providing Access and Fairness**  
**Annual Agenda<sup>1</sup>—2021**  
**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Luis A. Lavin, Cochair, Associate Justice of the Court of Appeal, Second Appellate District, Division Three Hon. Kevin C. Brazile, Cochair, Presiding Judge of the Superior Court of California, County of Los Angeles
<b>Lead Staff:</b>	Ms. Catherine Ongiri, Attorney, Center for Families, Children & the Courts
<p><b>Committee’s Charge/Membership:</b>  <a href="#">Rule 10.55</a> of the California Rules of Court states the charge of the Advisory Committee on Providing Access and Fairness (PAF), which is to make recommendations for improving access to the judicial system, fairness in the state courts, diversity in the judicial branch, and court services for self-represented parties. The committee also makes recommendations to the Governing Committee of the Center for Judicial Education and Research (CJER), proposals for the education and training of judicial officers and court staff.</p> <p><a href="#">Rule 10.55(c)</a> sets forth the membership position of the committee. PAF has 30 members. The current committee <a href="#">roster</a> is available on the committee’s web page.</p>	
<p><b>Subcommittees/Working Groups<sup>2</sup>:</b></p> <ol style="list-style-type: none"> <li>1. <b>Judicial Diversity Toolkit Working Group:</b> Review and consider ideas and recommendations in collaboration with members of the State Bar’s Council on Access and Fairness (COAF) for future updates to design and content to the newly created <i>Pathways to Achieving Judicial Diversity in the California Courts</i>; lead efforts on disseminating information statewide through collaboration with justice partners.</li> <li>2. <b>Standing Language Access Subcommittee:</b> The Language Access Subcommittee (LAS) will advise and present recommendations to PAF regarding the Language Access Plan (LAP) and its overarching goal of ensuring access to justice for all court users, especially court users with limited English proficiency. When appropriate, the LAS will make recommendations to PAF in the areas of technology, education, and translation; as well as on legislative and rule of court proposals to enhance language access services throughout the judicial branch.</li> </ol>	

<sup>1</sup> 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.

<sup>2</sup> 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.



3. Ad Hoc Legislative Working Group: Review and receive updates on legislation from the Judicial Council Governmental Affairs in the areas of access and fairness affecting the judicial branch.
4. Ad Hoc Racial Justice Working Group: *(New)* The working group will gather information on branch wide efforts in Racial justice and bias, work with stakeholders in promoting those activities, and to consider recommendations on Racial Justice within the branch to the committee.

**Meetings Planned for 2021<sup>3</sup> (Advisory body and all subcommittees and working groups)**

Date/Time/Location or Teleconference:

Regular bi-monthly teleconference meetings on third Thursdays, 12:15–1:15 p.m., beginning February 2021.

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

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title:</b> Model Translation Guidelines for Courts ( <i>New</i> )	<b>Priority<sup>5</sup></b> 1 <b>Strategic Plan Goal<sup>6</sup></b> IV
<p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following: Develop model translation guidelines for courts that provide guidance on the identification of vital documents for translation, including local forms, local court web content and other public-facing materials. The model translation guidelines will also provide guidance on the identification of languages for translation and procuring the services of professional translators. Specific guidance will be included for courts on use of machine translation for local forms, documents and web content. This project will support Goal IV of the <i>Strategic Plan for Language Access in the California Courts</i>, which provides that “[t]he Judicial Council, assisted by the courts, will identify best practices and resources for the highest quality of document translation and court signage in all appropriate languages.”</p> <p><b>Status/Timeline:</b> By December 31, 2021.</p> <p><b>Fiscal Impact/Resources:</b> Center for Families, Children &amp; Courts (CFCC) staff. <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Information Technology (Webcontent); courts and public, including limited English proficient (LEP) court users.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee.</p>		

<sup>4</sup>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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California’s Judicial Branch](#) the project most closely aligns.

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

#	New or One-Time Projects <sup>4</sup>	
2.	<b>Project Title:</b> Ad Hoc Racial Justice Working Group (New)	<b>Priority<sup>5</sup></b> 1
<p data-bbox="176 305 1913 412"><b>Project Summary<sup>7</sup>:</b> Convene a PAF working group on Racial Justice to review and provide updates regarding the branch’s efforts to address racial bias and fairness. The working group will gather information on branch wide efforts in Racial Justice and bias, work with stakeholders in promoting those activities, and to consider recommendations on Racial Justice within the branch to the committee.</p> <p data-bbox="176 451 516 483"><b>Status/Timeline:</b> Ongoing</p> <p data-bbox="176 522 674 555"><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p data-bbox="176 571 1923 643"><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p data-bbox="176 682 1623 714"><b>Internal/External Stakeholders:</b> Center Judicial Education Research (CJER) and Criminal Justice Services staff.</p> <p data-bbox="176 753 1944 935"><b>AC Collaboration:</b> This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, Trial Court Presiding Judges Advisory Committee (TCPJAC), Court Executives Advisory Committee (CEAC), Collaborative Justice Courts Advisory Committee (CJCAC), Traffic Advisory Committee (TAC), (Criminal Law Advisory Committee (CLAC), Civil and Small Claims Advisory Committee (C&amp;SCAC), Information Technology Advisory Committee (ITAC); and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
1.	<b>Project Title</b> Diversity in The Branch	<b>Priority<sup>5</sup></b> 1
	<b>Strategic Plan Goal<sup>6</sup></b> I	
	<p><b>Project Summary<sup>7</sup>:</b> PAF will do the following:</p> <ul style="list-style-type: none"> <li>a) Continue to update the newly revised toolkit, <i>Pathways to Judicial Diversity</i> based on feedback received from users. Conduct presentations and continue the rollout of the toolkit statewide in collaboration with justice partners, provided sufficient resources are available.</li> <li>b) Continue to serve as subject matter resource with justice partners and stakeholders on initiatives for increasing diversity in the judicial branch.</li> <li>c) Continue to collaborate with CJER staff on improving and expanding educational resources in areas under PAF’s purview and expertise related to diversity, inclusion, and fairness.</li> <li>d) Provide technical assistance to courts in creating a judicial mentorship program.</li> <li>e) Continue to plan the 2021 Judicial Diversity Summit with the California Lawyers Association.</li> </ul> <p>This task was included on the committee’s prior Annual Agenda. Items <i>d and e</i> were updated to include new details.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> CJER, State Bar’s COAF, California Judges Association, California Lawyers Association, and California Change Lawyers.</p> <p><b>AC Collaboration:</b> Judicial Diversity Toolkit Working Group.</p>	
2.	<b>Project Title:</b> Futures Recommendations for an Early Education Program in Civil and Small Claims	<b>Priority<sup>5</sup></b> 1
	<b>Strategic Plan Goal<sup>6</sup></b> I	
	<p><b>Project Summary<sup>7</sup>:</b> Continue developing content for an education program to aid the growing number of self-represented litigants (SRLs) in civil litigation and small claims matters.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>The project is being done at the direction of the Chief Justice.</p> <p><b>Status/Timeline:</b> By June 30, 2021.</p> <p><b>Fiscal Impact/Resources:</b> CFCC; Legal Services; and Information Technology (IT) staff.  <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> C&amp;SCAC; ITAC; Judicial Council Digital Services Team; and TBD.</p>	
3.	<b>Project Title: Support for Implementation of California Rules of Court, Rule 1.300</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> I</b>
	<p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following:</p> <ul style="list-style-type: none"> <li>a) Work with Judicial Council staff, trial courts and the National Center for State Courts (NCSC) to develop solutions and recommendations to assist the courts and justice partners with implementation of rule 1.300.</li> <li>b) The project scope includes consultation with stakeholders and development of recommendations and concrete solutions that will allow courts to partner with other courts and with community service providers in the use of technology and other means to expand LEP access to court-ordered services in their language.</li> </ul> <p><b>Status/Timeline:</b> Spring 2021 (for report with recommendations).</p> <p><b>Fiscal Impact/Resources:</b> CFCC’s Language Access Services Program staff, including program budget for consultant projects as needed (already funded) and Information Technology staff.  <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Information Technology; trial courts, LEPs, public, community providers, and justice partners.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
4.	<b>Project Title: Language Access Signage and Technology Grants</b>	<b>Priority<sup>5</sup> 1</b>
	<b>Strategic Plan Goal<sup>6</sup> I</b>	
<p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following:</p> <ul style="list-style-type: none"> <li>a) In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, Information Technology Advisory Committee, and Technology Committee, the Center for Families, Children &amp; the Courts Language Access Services Program will disburse ongoing monies (\$2.35 million each year) from the 2018 Budget as grants to trial courts for language access signage and technology initiatives on an annual basis. The grant program commenced in September 2019, following council approval.</li> <li>b) For fiscal year 2021–22, the grant cycle (Cycle 3) will commence in Spring 2021. Council staff will begin developing annual reports on the grant program starting in 2021.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Branch Accounting and Procurement, and IT staff, ongoing monies from 2018 Budget Act.  <input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and public, including LEP court users.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee and ITAC.</p>		
5.	<b>Project Title: Public Outreach Campaign: Phase 2</b>	<b>Priority<sup>5</sup> 1</b>
	<b>Strategic Plan Goal<sup>6</sup> I</b>	
<p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following:</p> <p>This ongoing public outreach work will build on the work commenced in 2019, through a contract with the NCSC, that developed a suite of multilingual material including print materials, audio files, and videos which are now posted to the Language Access Toolkit. Phase 2 is a public outreach campaign to take place in Spring 2021 to inform LEP court users across the state of language services available in the court and to provide information on common court procedures.</p> <p>The campaign will include direct outreach to stakeholders, including justice partners, community organizations, legal aid services organizations, law libraries, city/county bar associations, and ethnic bar associations; presentation of three educational webinar sessions;</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>and paid placement/media buys with ethnic media outlets (Ethnic Media Services) to distribute the educational materials located on the Language Access Toolkit.</p> <p><b>Status/Timeline:</b> Spring 2021.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, including program budget for consultant projects as needed (already funded), Public Affairs, and Information Technology (Webcontent).</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts, public including LEP court users, and justice partners.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee.</p>	
6.	<b>Project Title: Annual Language Access Survey</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Project Summary<sup>7</sup>:</b> The PAF Language Access Subcommittee will do the following:</p> <p>As a follow-up to surveys conducted in 2016–20, the Language Access Services Program will send out a language access survey in Summer 2021 to all 58 trial courts in the state, using the SurveyMonkey online instrument, to determine courts’ provision of language access services as of June 30, 2021.</p> <p>The survey helps the Language Access Subcommittee, PAF, and Judicial Council staff obtain a better picture of the extent to which language services are provided by the courts, as well as areas that may need improvement, especially in the COVID-19 pandemic era.</p> <p><b>Status/Timeline:</b> By December 31, 2021.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts and public, including LEP court users.</p> <p><b>AC Collaboration:</b> PAF Language Access Subcommittee.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><i>Internal/External Stakeholders:</i> Trial courts and public.</p> <p><i>AC Collaboration:</i> PAF Language Access Subcommittee.</p>	
7.	<b>Project Title: Collaborate and Provide Subject Matter Expertise</b>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> I</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> PAF will do the following:</p> <p>Serve as lead/subject matter resource for issues under the committee’s charge to avoid duplication of efforts and contribute to development of recommendations for council action.</p> <p>Serve as subject matter resource for other stakeholders on subjects under the committee’s charge to increase efficiency and avoid duplication of services within the branch.</p> <p>Provide education and technical assistance to the court self-help centers; make recommendations to the Judicial Council, as needed, regarding reports to the legislature on self-help services, requests for funding for self-help and updates to the <a href="#">Guidelines for the Operation of Self-Help Centers in California Trial Courts</a> as provided by <a href="#">California Rules of Court, rule 10.960(e)</a>.</p> <p>Continue collaborations with the TAC, CLAC, and other relevant Judicial Council advisory bodies and staff on recommendations to improve access and fairness in traffic court. These collaborations started in 2017 when the Rules Committee Chair directed PAF to collaborate with TAC and CLAC on recommendations to improve access and fairness in traffic court. This resulted in liaison relationships between the three committees as well as successful collaborations on several rules and forms, including the “Ability to Pay” rules and forms which went into effect in April 2018. PAF will continue to collaborate with and provide subject-matter expertise to CLAC and TAC as appropriate.</p> <p>Per a request from CLAC, provide subject matter expertise as CLAC undertakes a project to perform a user-centered design review of the Judicial Council’s criminal law forms. This may include recommendations regarding plain language translation, usability testing, use of informational sheets, and other factors affecting the user-friendliness of forms that CLAC seeks to review.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Governmental Affairs, and CJS staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p>	



#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> This item may include collaboration with various Judicial Council advisory bodies, including, but not limited to: Family and Juvenile Law Advisory Committee, TCPJAC, CEAC, CJCAC, TAC, CLAC, C&amp;SCAC, ITAC; and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>	
8.	<p><b>Project Title: Improving Access and Fairness through Technology</b></p>	<p><b>Priority<sup>5</sup> 1</b></p>
	<p><b>Strategic Plan Goal<sup>6</sup> I</b></p> <p><i>Project Summary<sup>7</sup>:</i> PAF will do the following:</p> <p>a) Continue coordinating with the Judicial Council’s ITAC on developing a Self-Represented Litigant E-Portal. (See <a href="#">The Critical Role of the State Judiciary in Increasing Access for Self-Represented Litigants: Self-Help Access 360</a>); and</p> <p>b) Discuss and explore with ITAC other intersections between access, fairness, and technology.</p> <p>Explore how to encourage use of technologies that benefit court-users with disabilities.</p> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> CFCC and IT staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> ITAC.</p>	
9.	<p><b>Project Title: Mental Health Recommendations</b></p>	<p><b>Priority<sup>5</sup> 2</b></p>
	<p><b>Strategic Plan Goal<sup>6</sup> I</b></p> <p><i>Project Summary<sup>7</sup>:</i> Continue to review and implement recommendations referred to PAF from the Mental Health Issues Implementation Taskforce. <a href="#">Final Report of the Mental Health Issues Implementation Taskforce</a>.</p> <p>The chairs of Executive and Planning Committee and Rules Committee referred mental health recommendations to various advisory committees, including PAF. This task was included on the committee’s prior annual agenda.</p>	

#	Ongoing Projects and Activities <sup>4</sup>
	<p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC and CJER staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee, CJCAC, CJER Advisory Committee, and TBD.</p>

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### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p><b>Form MC-410: Request for Accommodations by Persons with Disabilities:</b> PAF took lead responsibility for this proposal to redesign the MC-410 form and MC-410 information sheet. The redesigned MC-410 form preserves the substantive and legal content of the previous version but presents the content in plain language, with enhanced visual accessibility and compliance with standards for web accessibility of materials. Status: Forms MC-410 and MC-410-INFO went into effect on January 1, 2021.</p>
2.	<p><b>Diversity in the Branch:</b> PAF presented the Pathways to Judicial Diversity website and toolkit in person once and four times by videoconference throughout the state including to local courts, bar associations leaders, and to the Judicial Nominees Commission. PAF successfully pivoted to virtual presentations due to COVID-19. Status: Presentations of toolkit will be ongoing in 2021.</p>
3.	<p><b>Collaborate and Provide Subject Matter Expertise:</b> Specifically, during the state of emergency caused by the pandemic:</p> <ul style="list-style-type: none"> <li>• Created Hot Docs forms completion program for unlawful detainer forms based on changes to the law during COVID-19.</li> <li>• Provided training on the COVID-19 emergency rules related to unlawful detainers to Self-Help Centers statewide.</li> <li>• Created a statewide education and training website resource and convened weekly online trainings and updates during COVID-19 for Self-Help providers.</li> </ul> <p>Status: Ongoing.</p>
4.	<p><b>Support for Implementation of California Rules of Court, Rule 1.300:</b> PAF’s Language Access Subcommittee consulted with NCSC to assist with implementation of California Rules of Court, rule 1.300. A report will be shared in Spring 2021 with recommendations and concrete solutions to help facilitate greater public access to court-ordered programs and services in different languages. Status: Ongoing.</p>
5.	<p><b>Language Access Signage and Technology Grants:</b> In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, ITAC, CFCC Language Access Services Program disbursed ongoing monies (\$2.35 million each year) for language access signage and technology grants, which are supported by the 2018 Budget Act. In April 2020, grants were approved by the council for 28 courts for FY 2019–20. In November 2020, the council approved grants for 23 courts for FY 2020–21. Status: Ongoing.</p>
6.	<p><b>Public Outreach Campaign: Phase 2:</b> PAF’s Language Access Subcommittee consulted with the NCSC and developed a proposed plan for a public outreach campaign to take place in 2021. The campaign will inform LEP court users across the state of language services available in the court and will provide information on common court procedures, including materials available on the Language Access Toolkit. Status: Ongoing.</p>

#	Project Highlights and Achievements
7.	<p><b>Annual Language Access Survey:</b> As a follow-up to surveys conducted in 2016–2019, the LAS sent out a language access survey to all 58 trial courts in July 2020 regarding courts’ provision of language access services. A report with results from the 2020 survey is planned for release in 2021. Status: Ongoing.</p>
8.	<p><b>Improving Access and Fairness through Technology:</b> PAF in collaboration with the Judicial Council’s ITAC continued developing a Self-Represented Litigant E-Portal. Launched the Divorce or Separation content of the Self-Represented Litigant Portal in December 2020. Status: Ongoing</p>
9.	<p><b>Collaborate and Provide Subject Matter Expertise:</b> PAF and CFCC staff developed Emergency Court Action and COVID-19 resource webpage and converted the COVID-19 emergency rules in Family Law, Restraining Orders, Estate Planning, Housing and resources for Tribes and Tribal Courts into plain language. The content was also translated into Spanish, Chinese, Vietnamese, and Korean and posted on the California Courts Website. Status: Ongoing</p>

**Workload Assessment Advisory Committee**  
**Annual Agenda<sup>1</sup>—2021**

**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Lorna Alksne, Presiding Judge, Superior Court of San Diego County
<b>Lead Staff:</b>	Ms. Kristin Greenaway, Supervising Research Analyst, Business Management Services
<b>Committee's Charge/Membership:</b> Per <a href="#">Rule 10.66</a> adopted effective January 1, 2015, the committee makes recommendations to the council on judicial administration standards and measures that provide for the equitable allocation of resources across courts to promote the fair and efficient administration of justice. The committee must recommend:  <ol style="list-style-type: none"><li>(1) Improvements to performance measures and implementation plans and any modifications to the Judicial Workload Assessment and the Resource Assessment Study Model;</li><li>(2) Processes, study design, and methodologies that should be used to measure and report on court administration; and</li><li>(3) Studies and analyses to update and amend case weights through time studies, focus groups, or other methods.</li></ol> <a href="#">Rule 10.66(c)</a> sets forth the membership position categories of the committee. The Workload Assessment Advisory Committee currently has 14 members. The current committee <a href="#">roster</a> is available on the committee's web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> None.	

<sup>1</sup> 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.

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

**Meetings Planned for [YEAR(S)]<sup>3</sup> (Advisory body and all subcommittees and working groups)**

Date/Time/Location or Teleconference:

February 2021—Date TBD, Teleconference

May 2021—Date TBD, Teleconference

August 2021—Date TBD, Format TBD

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

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title</b> Adjustment Request Process (APR) Submissions	<b>Priority<sup>5</sup></b> 1
<p data-bbox="178 435 1995 540"><b>Project Summary<sup>7</sup>:</b> The Workload Formula Adjustment Request Process (ARP) is a process that provides courts the opportunity to request an adjustment to the Workload Formula. These requests are directed to the Trial Court Budget Advisory Committee (TCBAC) and then directed to the appropriate committee with the subject matter expertise related to the request, including WAAC.</p> <p data-bbox="178 581 1900 651"><b>Status/Timeline:</b> ARPs for 2021 was submitted to TCBAC in January 2021 and then directed to appropriate committee soon thereafter (response due by January 2022).</p> <p data-bbox="178 691 1953 797"><b>Fiscal Impact/Resources:</b> Changes made will be accomplished within existing resources. The trial courts may need to be consulted to help define the changes needed. Completion of this project will be accomplished with 1.0 FTE Senior Analyst, .10 FTE Analyst, and .25 of Supervising Analyst for a period of 5 months (existing resources).</p> <p data-bbox="178 805 1900 878"><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p data-bbox="178 919 766 951"><b>Internal/External Stakeholders:</b> Trial courts.</p> <p data-bbox="178 992 1039 1024"><b>AC Collaboration:</b> TCBAC/Funding Methodology Subcommittee.</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California's Judicial Branch](#) the project most closely aligns.

<sup>7</sup> A key objective is a strategic aim, purpose, or "end of action" to be achieved for the coming year.

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
1.	<b>Project Title</b> Resource Assessment Study (RAS) Update	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III</b>
<p><b>Project Summary<sup>7</sup>:</b> In October 2013, the Workload Assessment Advisory Committee approved a motion stating that the workload studies (both staff and judicial) should be updated every five years, though not concurrently. The resource assessment study (RAS) is used to update the caseweights (i.e., time per filing) and other model parameters that are needed to estimate workload-based need for trial court staff.</p> <p>The committee’s work in the coming year will be to review RAS processes and policies and make any recommended changes as necessary. This review and assessment will begin the preparation for implementation of the next RAS update in the trial courts. When necessary, the chair will make presentations to the Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee so that committee members can be apprised of the work of the committee.</p> <p><b>Status/Timeline:</b> Ongoing; expected completion date of process/policy review is end of calendar year 2021; expected completion of next RAS model update is FY 2023–24. Given how much things are in flux, the committee will reevaluate this timeline periodically to see if further adjustments are needed and discuss if any additional changes are needed.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with 1.5 FTE Senior Analyst and .50 of Supervising Analyst for a period of 1 year (existing resources).</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts, Department of Finance, and Legislature.</p> <p><b>AC Collaboration:</b> TBD/As needed.</p>		
2.	<b>Project Title</b> Judicial Needs Assessment	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III</b>
<p><b>Project Summary<sup>7</sup>:</b> Government Code section 61614(c)(1) requires the Judicial Council to prepare biennial updates of the Judicial Needs Assessment in even-numbered years. The needs assessment is used as the basis for Budget Change Proposals for new judgeships, Subordinate Judicial Officers conversion requests, and to seek authorization for additional judgeships. The most recent report was issued in November 2020 to reflect the most current workload measures based on most recent Judicial Workload Study.</p>		



#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>The next report will not be due until 2022 (next even-numbered year), but a review and analysis will be conducted beginning in 2021 on the ranking and prioritization methodology, one component of the judicial needs assessment. This methodology was developed in the early 2000s and is due for review.</p> <p><b>Status/Timeline:</b> Review will be completed before next report due by November 1, 2022 (next even numbered year).</p> <p><b>Fiscal Impact/Resources:</b> Completion of this review requires 0.25 FTE of an analyst (existing position) for a four-month period of time.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	
3.	<b>Project Title Report on Standards and Measures (Gov. Code § 77001.5)</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Strategic Plan Goal<sup>6</sup> II</b></p> <p><b>Project Summary<sup>7</sup>:</b> Government Code section 77001.5 requires the Judicial Council to report to the Legislature annually on judicial administration standards and measures. In 2021, staff will work to re-engineer the report and develop into an Annual Report. The annual report will seek to encompass a broader range of data points and include greater data visualization to make the information more easily accessible to the public.</p> <p><b>Status/Timeline:</b> Will be completed November 1, 2021.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with .25 FTE Senior Analyst/Analyst for a period of three months.</p> <p><input type="checkbox"/> <i>The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Service.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
4.	<b>Project Title</b> Workload Modeling (various, TBD)	<b>Priority<sup>5</sup> 2</b>
		<b>Strategic Plan Goal<sup>6</sup> III</b>
<p><b>Project Summary<sup>7</sup>:</b> The judicial branch seeks to become a more data-driven organization; as part of that effort, the branch may need to implement new workload models or make updates to existing workload models to allocate resources more effectively. Previously, WAAC partnered with TCBAC and the Family and Juvenile Law Advisory Committee to develop a new allocation methodology for AB 1058 funding. Similarly, WAAC may be called upon to provide its expertise in developing funding models for other funding streams. If projects arise related to this item, the committee will evaluate and determine if they meet the prioritization criteria</p> <p><b>Status/Timeline:</b> Ongoing/TBD.</p> <p><b>Fiscal Impact/Resources:</b> Unknown/TBD</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders</b> Trial courts, Department of Finance, and Legislature.</p> <p><b>AC Collaboration:</b> TBD/As needed.</p>		
5.	<b>Project Title</b> Interim Updates to Workload Models	<b>Priority<sup>5</sup> 2</b>
		<b>Strategic Plan Goal<sup>6</sup> III</b>
<p><b>Project Summary<sup>7</sup>:</b> As new laws are passed or changes in court data collected are made, updates may need to be made to the workload models (both staff (RAS) and judicial) to reflect those changes. As needed, WAAC will review and propose changes to the models. If projects arise related to this item, the committee will evaluate and determine if they meet the prioritization criteria.</p> <p><b>Status/Timeline:</b> Ongoing/TBD</p> <p><b>Fiscal Impact/Resources:</b> Changes made will be accomplished within existing resources. Depending on scope of work could be up to .25 FTE Senior Analyst/Analyst. The trial courts may need to be consulted to help define the changes needed.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p>		

#	Ongoing Projects and Activities <sup>4</sup>
	<p><i>Internal/External Stakeholders:</i> Trial courts, Department of Finance, and Legislature.</p> <p><i>AC Collaboration:</i> TBD/As needed</p>

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### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Adjustment to the Resource Assessment Study (RAS) model to apply an interim caseweight to a subset of mental health filings, approved by Judicial Council at their July 24, 2020 meeting, and applied for FY 2020–21 trial court allocations. This was one of four ARPs WAAC responded to in 2020.
2.	Judicial Needs Assessment, submitted to Legislature November 2020.
3.	Report on Standards and Measures (Gov. Code § 77001.5), submitted to Legislature November 2020.

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**Collaborative Justice Courts Advisory Committee**  
**Annual Agenda<sup>1</sup>—2021**  
**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Richard Vlavianos, Chair, Judge, Superior Court of San Joaquin County Hon. Lawrence G. Brown, Vice-Chair, Judge, Superior Court of Sacramento County
<b>Lead Staff:</b>	Ms. Francine Byrne, Principal Manager, Criminal Justice Services Ms. Carrie Zoller, Supervising Attorney, Center for Families, Children & the Courts
<p><b>Committee’s Charge/Membership:</b></p> <p><a href="#">Rule 10.56</a> of the California Rules of Court charges the Collaborative Justice Courts Advisory Committee (CJCAC) to make recommendations to the Judicial Council on criteria for identifying and evaluating collaborative justice courts and for improving the processing of cases in these courts, which include drug courts, mental health courts, domestic violence courts, youth courts, and other collaborative justice courts. Those recommendations include ‘best practices’ guidelines and methods for collecting data to evaluate the long-term effectiveness of collaborative justice courts.</p> <p>Additional duties included under rule 10.56(b):</p> <ol style="list-style-type: none"> <li>1. Assess and measure success and effectiveness of local collaborative justice courts;</li> <li>2. Identify and disseminate to trial courts locally generated best practices;</li> <li>3. Recommend minimum judicial education standards and educational activities to support those standards to the Center for Judicial Education and Research Advisory Committee;</li> <li>4. Advise the council of potential funding sources;</li> <li>5. Make recommendations regarding grant funding programs that are administered by the Judicial Council staff for drug courts and other treatment courts; and</li> <li>6. Recommend appropriate outreach activities needed to support collaborative justice courts.</li> </ol> <p><a href="#">Rule 10.56(c)</a> sets forth the membership position of the committee. The committee currently has 23 members (nine judicial officers, two court administrators, one district attorney, one criminal defense attorney, one law enforcement officer, one treatment court</p>	

<sup>1</sup> 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.

coordinator, one probation officer, one treatment provider, one treatment court graduate, one representative from the mental health field, one social services representative, one non-profit community organization representative, and two public members). The current committee [roster](#) is available on the committee's web page.

**Subcommittees/Working Groups<sup>2</sup>:**

1. Juvenile Subcommittee
2. Mental Health Subcommittee
3. Veterans in the Courts and Military Families Subcommittee
4. Driving Under the Influence Subcommittee (proposed)

**Meetings Planned for 2021<sup>3</sup> (Advisory body and all subcommittees and working groups)**

1. Full in-person committee meeting in fall 2021, if possible
2. Teleconferences every other month
3. Subcommittee meetings as needed

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

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<sup>2</sup> 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.

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title: Data Collection and Information Management System Needs Assessment for Adult Collaborative Justice Courts (New)</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III, VI</b>
<p><b>Project Summary<sup>7</sup>:</b> CJCAC members will provide subject matter expertise in the development of a statewide collaborative justice court data and information management needs assessment. Funded through a federal grant, the assessment will identify common data elements and outcome measures that are currently being collected and will lay the foundation for future projects aimed at standardizing collaborative justice courts data throughout the state. Project staff will write an internal CJCAC report summarizing findings from needs assessment, documenting current processes, and the most significant data-related needs.</p> <p><b>Status/Timeline:</b> Report will be developed by December 2021.</p> <p><b>Fiscal Impact/Resources:</b> This work will be supported by a federal Department of Justice/ Bureau of Justice Assistance grant.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California's Judicial Branch](#) the project most closely aligns.

<sup>7</sup> A key objective is a strategic aim, purpose, or "end of action" to be achieved for the coming year.

#	<b>New or One-Time Projects<sup>4</sup></b>	
2.	<b>Project Title: Communication Plan and Virtual Workspace Development for Collaborative Justice Courts (New)</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> III, VI</b>
<p><b>Project Summary<sup>7</sup>:</b> In order to foster communication between CJCAC, the Judicial Council, and local collaborative justice courts, a communication plan and virtual workspace will be developed. This project will be informed by successful and well-received responses to interactive webinars and increased communication protocols and promising practices developed in response to the COVID-19 pandemic.</p> <p><b>Status/Timeline:</b> Fall 2021.</p> <p><b>Fiscal Impact/Resources:</b> This work will be supported by a federal Department of Justice grant.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> Judicial Council Information Technology.</p> <p><b>AC Collaboration:</b> None.</p>		
3.	<b>Project Title: Review California Rules of Court, Rule 10.56 to Ensure the CJCAC Charge Adequately Serves Collaborative Court Model Programs and Participants that Struggle with Behavioral Health Issues.(New)</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> IV</b>
<p><b>Project Summary<sup>7</sup>:</b> California Rules of Court, rule 10.56 establishing the Collaborative Justice Courts Advisory Committee was originally adopted in 2000. Numerous program and policy changes have occurred since then, including the implementation of a variety of diversion programs that incorporate many collaborative justice elements. This project involves assessing and potentially recommending revisions to the committee charge to ensure that the courts and the public are appropriately supported by the committee.</p> <p><b>Status/Timeline:</b> If the committee determines that changes are warranted, the draft rule to be submitted in the 2021 rules cycle.</p> <p><b>Fiscal Impact/Resources:</b> This work will be conducted using existing resources and staffing.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p>		



#	<b>New or One-Time Projects<sup>4</sup></b>	
	<p><i>Internal/External Stakeholders:</i> None.</p> <p><i>AC Collaboration:</i> Rules Committee.</p>	
4.	<p><b>Project Title: Helping Juvenile Collaborative Courts Respond to the Mental Health Needs of the COVID-19 Pandemic (New)</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> IV</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> To help juvenile courts better meet changing and growing mental health needs, develop a comprehensive resource guide that will address areas from prefiling/restorative justice resources, though collaborative court juvenile mental health courts, to traditional delinquency proceedings, that will incorporate resources for family centered processes, and access to trauma services.</p> <p><b>Status/Timeline:</b> Fall 2021.</p> <p><b>Fiscal Impact/Resources:</b></p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	
5.	<p><b>Project Title: STAR Court Evaluation</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> IV</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Project will examine the efficacy of applied collaborative court principles in juvenile court by completing a study on innovative, emerging court types addressing human trafficking cases in juvenile court. The Succeeding Through Achievement and Resilience (STAR) Court in Los Angeles, one of the first juvenile collaborative courts in the state designed to address the needs of commercially sexually exploited children, will be evaluated. The committee will provide guidance identifying issues of relevance and review the report. The projects fulfill the committee charge and Judicial Council partnerships with policymaking bodies, including the Mental Health Services Oversight and Accountability Commission and the Child Welfare Council’s Commercial Sexual Exploitation of Children (CSEC) Action Team Committee.</p>	

#	<b>New or One-Time Projects<sup>4</sup></b>	
	<p><b>Status/Timeline:</b> STAR Court Evaluation draft completion date: June 2021. STAR Court Evaluation distribution date: December 2021.</p> <p><b>Fiscal Impact/Resources</b> The project, including staff costs, is partially funded by external funding for collaborative courts and mental health. No additional fiscal impact to Judicial Council staffing is anticipated.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Violence Against Women Project, trial courts, Mental Health Services Oversight and Accountability Commission, and the Child Welfare Council’s CSEC Action Team Committee.</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee and Violence Against Women Education Project.</p>	
6.	<b>Project Title: Establish Driving Under the Influence Subcommittee (New)</b>	<b>Priority<sup>5</sup> 2</b>
	<p><b>Strategic Plan Goal<sup>6</sup> IV</b></p> <p><b>Project Summary<sup>7</sup>:</b> Driving Under the Influence (DUI) Courts have proven to be effective in reducing recidivism among the highest risk DUI drivers. This project will involve implementation of a DUI subcommittee of CJCAC members to identify promising DUI court practices and models; develop relationships at the county, state and national level to encourage the widespread implementation of DUI courts; and leverage existing resources and partnerships to develop educational programming in the area. The creation of the subcommittee will allow the CJCAC to more easily access training and technical assistance resources available through the National Highway Traffic Safety Administration and the California Office of Traffic Safety.</p> <p><b>Status/Timeline:</b> The subcommittee will be established by April 15, 2021, and will be ongoing.</p> <p><b>Fiscal Impact/Resources:</b> This work will be conducted using existing resources and staffing.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> National Highway Traffic Safety Administration and California Office of Traffic Safety.</p> <p><b>AC Collaboration:</b> TBD.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
1.	<b>Project Title: Parolee Reentry Court Grant Allocations</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> IV</b>
<p><b>Project Summary<sup>7</sup>:</b> Continue the work of the Parolee Reentry Court program that distributes approximately \$1.1 million from the California Department of Corrections and Rehabilitation (CDCR) through the Judicial Council to six parolee reentry courts. Funding for the project is reevaluated annually by CDCR. This project will involve the identification of potential longer term, ongoing funding to assist parolee reentry courts in program planning in future years.</p> <p><b>Status/Timeline:</b> Current funding will expire June 30, 2021.</p> <p><b>Fiscal Impact/Resources:</b> Approximately \$1.1 million is allocated to the courts and judicial council to implement the program. Resources include council staff from Branch Accounting and Procurement.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Local courts.</p> <p><b>AC Collaboration:</b> None.</p>		
2.	<b>Project Title: Substance Abuse Focus Grant Allocations</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> IV</b>
<p><b>Project Summary<sup>7</sup>:</b> Make recommendations to, and carry out the directives of the Judicial Council regarding allocations and administration of the Collaborative Justice Substance Abuse Focus Grant (SAFG), a legislatively mandated grant program, distributing funds from the State budget that are earmarked for collaborative and drug court projects and are available to support local collaborative justice and drug courts throughout California, as well as supplementing dependency drug courts with federal funding from the Court Improvement Project.</p> <ul style="list-style-type: none"> <li>• Report to the Judicial Council on grant activities.</li> <li>• Recommend to the Judicial Council grant allocations to local courts based on the Judicial Council approved allocation methodology;</li> <li>• Review biannual reports regarding funding distribution, invoicing, and deliverables reports from local courts;</li> </ul>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<ul style="list-style-type: none"> <li>• Recommend methods of allocation and grants administration for next annual funding cycle; and</li> <li>• Identify methods to increase funding through the SAFG program.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Funded through external earmarked funding for collaborative and drug courts. Resources include council staff from the Judicial Council’s Branch Accounting and Procurement.</p> <p><input checked="" type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Local courts, collaborative court coordinators, and California Association of Youth Courts.</p> <p><b>AC Collaboration:</b> None.</p>	
3.	<p><b>Project Title: Assist Local Courts to Obtain Funding and In-Kind Assistance, such as Federal or State Grants for Local Collaborative Court Projects</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <hr/> <p><b>Strategic Plan Goal<sup>6</sup> VII</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Distribute information on grants and other funding opportunities and assist local courts, upon their request, to obtain funding and other assistance for local collaborative court projects.</p> <ul style="list-style-type: none"> <li>• Identify funding and support efforts to increase funding for courts in collaboration with partners that may include, but are not limited to, the California State Legislature, Substance Abuse and Mental Health Services Administration, Office of Juvenile Justice and Delinquency Prevention, Juvenile Court Improvement Program, and the Bureau of Justice Assistance to support existing and planned collaborative courts;</li> <li>• Assist local courts in identifying appropriate federal grant opportunities and preparing applications for funding of collaborative courts through the federal funding cycle; and</li> <li>• Share findings from collaborative court outcome and cost studies as well as compiled reports and studies from local collaborative courts with collaborative court coordinators in quarterly meetings to assist local courts in seeking local, federal, and private funding.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> This work will be conducted using existing resources and staffing.  <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Local collaborative courts, California Association of Collaborative Courts, California Association of Youth Courts, National Center for State Courts, and Center for Court Innovation.</p> <p><b>AC Collaboration:</b> None.</p>	
4.	<b>Project Title: Veterans and Military Families: Identify Priority Issues and Best Practices</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Strategic Plan Goal<sup>6</sup> IV</b></p> <p><b>Project Summary<sup>7</sup>:</b> Identify priority policy issues and best practices regarding Veterans and Military Families in areas such as legislation tracking, continued implementation of the MIL-100 form, and continued support for the Veterans Treatment Court Strategic plan developed in coordination with the Center for Court Innovation and the California Association of Collaborative Courts.</p> <ul style="list-style-type: none"> <li>• Continue to support development and implementation of a statewide strategic plan that will improve court responses for veterans and military families;</li> <li>• Continue work and support toward implementing legislation regarding court involved veterans and military families;</li> <li>• Leverage education programs to disseminate training materials, resources, and education job aids to assist judges, court staff, and veterans’ stakeholders to better serve justice involved veterans and military families;</li> <li>• Update and review Veterans Treatment Courts roster to ensure accuracy of information;</li> <li>• Coordinate with system partners including, American Bar Association, the State Bar, Department of Veterans Affairs, California Department of Veterans Affairs, local veterans’ agencies, veterans’ advocacy groups, veterans’ groups and homeless groups to follow trends and developments regarding court involved veterans’ and military families, and to seek opportunities to collaborate in providing education and resources to court staff and partners; and</li> <li>• Research and provide training and information on the website related to best practices for serving special veteran populations such as improving treatment and case processing outcomes for women veterans and military families in our courts, information on helping veterans who do not receive VA benefits due being less than honorably discharged from the military because of their sexual orientation, and ways to help address the unique challenges faced by older veterans.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Staff partially funded through external earmarked funding for collaborative and drug courts.  <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Local courts and California Association of Collaborative Courts, and Center for Court Innovation.</p> <p><b>AC Collaboration:</b> Center for Judicial Education and Research (CJER) Advisory Committee.</p>	
5.	<b>Project Title: Juvenile Collaborative Justice Courts: Identify Priority Issues and Best Practices</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Strategic Plan Goal<sup>6</sup> IV</b></p> <p><b>Project Summary<sup>7</sup>:</b> Identify priority policy issues and best practices regarding juvenile collaborative justice courts in areas such as juvenile mental health courts, truancy, youth courts, trafficking, girls’ court, and delinquency and dependency drug court. Continue to assist in efforts to address juvenile competency through legislation and implementation of policy changes in this area. Continue work in support of youth and peer courts, including dissemination of the recently published Youth Court Toolkit, holding the annual Youth Summit in partnership with the California Association of Youth Courts, and hold youth court roundtables to provide local assistance to courts seeking to implement or improve their peer court.</p> <ul style="list-style-type: none"> <li>• Continue to provide subject matter expertise and guidance by developing and maintaining updates of briefing papers on evidence-based practices on assessments, juvenile collaborative courts, and human trafficking;</li> <li>• Create webinars and other online education that will assist judicial officers, court staff, attorneys, and others working in juvenile collaborative courts;</li> <li>• Support local efforts to provide appropriate mental health screenings and medication assessments;</li> <li>• Continue to provide subject matter expertise on educational and training programs that focus on substance use disorders and enhanced educational support in delinquency and dependency cases;</li> <li>• Assist in branch coordination efforts to address permanency for children in foster care by providing subject matter expertise and guidance to promote and expand the use of Dependency Drug Courts as a best practice model;</li> <li>• Provide education and technical assistance in the area of the needs of homeless youth; and</li> <li>• Hold a youth court track at the biennial Beyond the Bench conference for youth and adults.</li> </ul>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Funded through external earmarked funding for collaborative and drug courts.  <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Local courts and California Association of Collaborative Courts, and California Association of Youth Courts.</p> <p><b>AC Collaboration:</b> CJER Advisory Committee.</p>	
6.	<b>Project Title: Mental Health: Identify Priority Issues and Best Practices</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Strategic Plan Goal<sup>6</sup> IV</b></p> <p><b>Project Summary<sup>7</sup>:</b> Identify priority policy issues and best for improving court responses to individuals with mental illness in the court system through legislation tracking, continued support for education, research, and the improved dissemination of information as outlined below.</p> <ul style="list-style-type: none"> <li>• Track, review and comment on proposed legislation that impacts mental health in adult criminal, family law, dependency, and juvenile justice cases; Identify emerging mental health legislation, policies, and best practices in areas such as competency restoration, conservatorship and Lanterman-Petris-Short Act cases to advocate for improvements, as appropriate.</li> <li>• Track, review and comment, as appropriate, on all proposed rules and regulations of State departments and agencies that relate to mentally ill individuals in the courts.</li> <li>• Continue to support education, research, and the improved dissemination of information including increasing the accessibility and relevancy of mental health resources on the California Courts website.</li> <li>• Assist in identifying emerging issues and needs for litigants with mental health issues, such as accommodation needs, issues related to incompetence to stand trial, informed consent and confidentiality, and serving veterans and military families.</li> <li>• Identify opportunities for collaboration with mental health stakeholders, programs, and initiatives (e.g., Stepping Up Initiative, Words to Deeds conference, Forensic Mental Health Association of California).</li> <li>• Continue to implement relevant and outstanding recommendations from the Mental Health Issues Implementation Task Force as assigned by the Judicial Council in response to the report submitted at the December 11, 2015 Judicial Council meeting.</li> </ul>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<ul style="list-style-type: none"> <li>Assist in researching, identifying, and developing strategies to address needs for litigants with mental health issues including Traumatic Brain Injury, cognitive delays, dementia, and other intellectual deficiencies, as appropriate.</li> </ul> <p><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> This work will be conducted using existing resources and staffing.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><i>Internal/External Stakeholders:</i> Local courts and California Association of Collaborative Courts and California Association of Youth Courts.</p> <p><i>AC Collaboration:</i> None.</p>	
7.	<p><b>Project Title: Conduct Multidisciplinary Education to Support Effective Practices and Beneficial Outcomes in Collaborative Justice Courts; Identify and Distribute Information on New or Pending Policy Changes</b></p>	<p><b>Priority<sup>5</sup> 2</b></p> <hr/> <p><b>Strategic Plan Goal<sup>6</sup> V</b></p>
	<p><i>Project Summary<sup>7</sup>:</i> Develop and execute educational and training programs that supports the development of effective practices and beneficial outcomes in collaborative courts.</p> <ul style="list-style-type: none"> <li>Collaborate with justice system partners on training activities. Partners may include the California Association of Collaborative Courts, the Council of State Governments, County Behavioral Health Director Association, Council of Criminal Justice and Behavioral Health, National Association of Drug Court Professionals, National Drug Court Institute Justice for Vets, the California Association of Youth Courts, the Department of Veterans Affairs, California Judges Association, and the American Bar Association (ABA) Commission on Homelessness and Poverty, and ABA Judicial Committee on Human Trafficking.</li> <li>Work with the CJER Advisory Committee to make recommendations for and assist in implementation of judicial and multidisciplinary education curricula in the area of collaborative justice. This includes providing guidance to committee staff regarding preparation of collaborative justice related educational toolkits and job aids and identification of faculty.</li> <li>Distribute information on effective practices through regular webinars, and hosting list-servs for collaborative court and mental health professionals.</li> </ul> <p><i>Status/Timeline:</i> Ongoing.</p>	



#	Ongoing Projects and Activities <sup>4</sup>	
	<p><b>Fiscal Impact/Resources:</b> This work will be conducted using existing resources and staffing.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> Local courts, State Bar, Department of Veterans Affairs, California Association of Collaborative Courts, California Association of Youth Courts, Homeless Court Network, National Drug Court Institute, Center for Court Innovation, and National Center for State Courts</p> <p><b>AC Collaboration:</b> CJER Advisory Committee and curriculum committees in criminal law, family and juvenile law, and probate and mental health law.</p>	
8.	<p><b>Project Title: Act as Resource to Identify Challenges and Opportunities Related to Developing Court Responses for Individuals with Behavioral Health Issues</b></p>	<p><b>Priority<sup>5</sup> 2</b></p> <p><b>Strategic Plan Goal<sup>6</sup> IV</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Upon request, the committee will act as a resource to ensure that the unique needs and challenges of arrested individuals with mental health and substance abuse issues are considered when pretrial diversion programs are implemented and when court responses to the homelessness and mental health crises are developed and provide input to policy makers. Activities may include identifying potential trainings or faculty to educate judicial officers on these issues and creating resources to assist judicial officers in identifying and accessing services for individuals, where appropriate.</p> <p><b>Status/Timeline:</b> Project will continue throughout 2021.</p> <p><b>Fiscal Impact/Resources:</b> This work will be conducted using existing resources and staffing.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Chief Justice’s Work Group on Homelessness.</p>	

### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	COVID-19 response: Developed and hosted two interactive virtual summits enabling courts to discuss challenges and develop innovative responses during the COVID-19 pandemic shut down and resultant budget cuts. Eighty-six registrants representing 24 counties participated in these events.
2.	COVID-19 response: Created web space to provide COVID-19 specific resources for collaborative courts and other stakeholders the address challenges facing court involved individuals with behavioral health issues during the pandemic.
3.	Homeless and Community Courts: Published the <a href="#">Homeless and Community Court Blueprint</a> , which is intended to assist local jurisdictions interested in starting or expanding a homeless or community court program by providing an overview of the different court types and highlighting examples of effective approaches.
4.	Veterans Treatment Courts: Hosted virtual summit to review the Veterans Treatment Court strategic plan and develop implementation process. Submitted final report to Legislature on Veterans Treatment Court <a href="#">Assessment</a> . The report documented processes and outcome of Veterans Treatment Courts throughout California.
5.	Training for Mental Health Diversion: Developed regional summits for county teams to assist in implementation of mental health diversion program set forth in AB 1810. One training was conducted in person in January, while two additional trainings were conducted virtually. Approximately 175 people representing 28 counties participated in these trainings. Trainings were conducted in partnership with the Council of State Government, Council of Criminal Justice and Behavioral Health, and the County Behavioral Health Directors Association.
6.	Information on funding: Created the <a href="#">Mental Health Services Act Information Sheet: A Guide for Courts to Access Funding</a> and the <a href="#">MHSA Funding Webinar</a> to help courts better understand how to access Mental Health Services Act (MHSA) funding.
7.	Youth Court Roundtable: With the California Association of Collaborative courts, cosponsored two youth court roundtables on innovative practices for holding remote youth court sessions.
8.	Girls' Court Research: Published the <a href="#">Girls' Court and CSEC Court Model Briefing</a> which provides an overview of girls' courts and courts designed to meet the needs of commercially sexually exploited children of all genders.

**Sargent Shriver Civil Counsel Act Implementation Committee**  
**Annual Agenda<sup>1</sup>—2021**  
**Approved by Executive and Planning Committee]: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Terry B. Friedman, (Ret.)
<b>Lead Staff:</b>	Ms. Bonnie Hough, Principal Managing Attorney, Center for Families, Children & the Courts

**Committee's Charge/Membership:**

The Sargent Shriver Civil Counsel Act Implementation Committee is required by [Government Code section 68651\(b\)\(5\)](#) to implement the Sargent Shriver Civil Counsel Act ([Assem. Bill 590 \[Feuer\]; Stats. 2009 ch. 457](#)) which was amended by the Appointed Legal Counsel in Civil Cases Act (Assem. Bill 330 [Gabriel]; Stats 2019, ch. 217). The statute requires the Judicial Council to develop one or more model pilot projects in selected courts for three-year periods. The projects will provide legal representation to low-income parties on critical legal issues affecting basic human needs. At the direction of the Judicial Council, the implementation committee will make recommendations on which pilot projects will be selected and provide input into the design of the pilot projects evaluations. With the adoption of AB 330, program evaluations must be submitted to the Legislation every five years commencing June 30, 2020.

The Sargent Shriver Civil Counsel Act Implementation Committee currently has 13 members. These include:

- 2 retired appellate justices
- 1 retired judge
- 2 law professors
- 6 attorneys with experience in legal aid programs
- 1 attorney with the State Bar of California
- 1 attorney with the California Chamber of Commerce

The current committee [roster](#) is available on the committee's web page.

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<sup>1</sup> 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 Groups<sup>2</sup>:**

None.

**Meetings Planned for 2021<sup>3</sup> (Advisory body and all subcommittees and working groups)**

March:

- Videoconference meeting Spring 2021 to review proposed changes in allocations based on revenue data.

September:

- Videoconference meeting Fall 2021 to review reports from legal services programs regarding potential expansion of grantees based upon revenue data and programmatic reports.

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

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<sup>2</sup> 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.

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

## COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title:</b> Make Additional Recommendations to the Judicial Council for the 2020–23 Grant Cycle	<b>Priority<sup>5</sup></b> 1
<p data-bbox="176 396 1955 578"><b>Project Summary<sup>7</sup>:</b> In 2020, the committee made recommendations to the Judicial Council regarding grants for the 2020–23 cycle based upon a Request for Proposal (RFP) circulated in January and February of 2020. Initial recommendations were made based on projection of lower revenues due to the pandemic. If revenue is higher than anticipated, additional projects have been identified for funding. The committee will review the status of the funding and the proposals in light of changes related to the pandemic and make recommendations to Judicial Council as appropriate.</p> <p data-bbox="176 618 1373 651"><b>Status/Timeline:</b> This review will be conducted in March 2021 and again in September 2021.</p> <p data-bbox="176 691 1797 760"><b>Fiscal Impact/Resources:</b> Center for Families, Children &amp; the Courts (CFCC) staff and committee expenses are covered by an administrative allocation of grant funds.</p> <p data-bbox="176 773 1902 878"><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i> Budget Services has reviewed and has determined that this is not within their purview since the allocations are governed by statute.</p> <p data-bbox="176 919 1608 951"><b>Internal/External Stakeholders:</b> The legal services community and partner courts are the external stakeholders.</p> <p data-bbox="176 992 506 1024"><b>AC Collaboration:</b> None.</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California's Judicial Branch](#) the project most closely aligns.

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

#	Ongoing Projects and Activities <sup>4</sup>	
1.	<b>Project Title: Research and Data Collection</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> II, III</b>
<p><b>Project Summary<sup>7</sup>:</b> Government Code section 68651 required that an evaluation of the pilot projects be submitted to Legislature on or before January 31, 2016. That evaluation was completed, and a supplemental report was submitted in August 2017. AB 330 added a requirement that an evaluation be completed every five years with the first evaluation due to the Legislature on June 30, 2020. The next report will be due on June 30, 2025. The committee provides input on the design of the evaluation and reviews data from the programs as well as the draft evaluation prior to submission to the Judicial Council.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff and contractor time is covered by an administrative allocation for the grant.  <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> The Judicial Council will work closely with the pilot projects and contract with a research firm to assist in data collection and analysis.</p> <p><b>AC Collaboration:</b> None.</p>		
2.	<b>Project Title: Implementation and Oversight of Pilot Projects</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> I, IV</b>
<p><b>Project Summary<sup>7</sup>:</b> The committee will provide continuing oversight of the pilot projects that were approved by the Judicial Council at its May 2020 meeting. The work is required by Government Code section 68651 which requires the Judicial Council to establish pilot projects and to form an advisory committee to review applications and oversee those projects. If additional funds become available, the committee will make recommendations to the Judicial Council on distribution.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff and committee expenses are covered by an administrative allocation of grant funds.  <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Internal/External Stakeholders:</b> The pilot programs – legal services and their court partners are stakeholders.</p> <p><b>AC Collaboration:</b> None.</p>	
3.	<p><b>Project Title:</b> Review Recommendations from the Evaluation of the Sargent Shriver Civil Counsel Pilot Project</p>	<p><b>Priority<sup>5</sup></b> 2</p> <hr/> <p><b>Strategic Plan Goal<sup>6</sup></b> I, IV</p>
<p><b>Project Summary<sup>7</sup>:</b> In its report to the Judicial Council regarding the Evaluation of the Sargent Shriver Civil Counsel Pilot Project, the Committee made recommendations for consideration by the Judicial Council. At the Judicial Council meeting of July 27, 2017, these recommendations were referred back to the committee for further development and referral to appropriate subject matter committees.</p> <p><b>Status/Timeline:</b> Provide information as requested by other committees on the results of the Shriver evaluation as needed for their work.</p> <p><b>Fiscal Impact/Resources:</b> CFCC staff time and that of outside researchers is covered by the administrative funds set aside for the project.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Staff to the Shriver project will work with committee staff for the other committees to which recommendations may be made.</p> <p><b>AC Collaboration:</b> The committee will work with the Advisory Committee on Providing Access and Fairness, the Civil and Small Claims Advisory Committee, the Probate and Mental Health Advisory Committee, and the Family and Juvenile Law Advisory Committee as appropriate regarding these recommendations.</p>		

## II. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Recommendations were developed for the Judicial Council for distribution of the allocations for 2020–23 grant cycle based upon review of applications. These were approved by the Judicial Council at its meeting on May 15, 2020.
2.	The committee reviewed and approved the <i>Sargent Shriver Civil Counsel Evaluation</i> which was submitted to the Legislature on June 30, 2020, as required by <a href="#">Assembly Bill 330 (Gabriel)</a> .
3.	The committee implemented legislative changes identified by Governmental Affairs that relate to the Shriver Civil Counsel Act including <a href="#">Assembly Bill 330 (Gabriel)</a> <i>Appointed legal counsel in civil cases</i> .
4.	Comprehensive evaluation is ongoing.
5.	The committee continues to monitor grants awarded that provide representation and make court services more efficient and effective for those who remain unrepresented.



**Court Interpreters Advisory Panel**  
**Annual Agenda<sup>1</sup>—2021**

**Approved by the Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Brian L. McCabe, Judge, Superior Court of Merced County
<b>Lead Staff:</b>	Ms. Claudia Ortega, Supervising Analyst, Court Interpreters Program, Center for Families, Children & the Courts
<b>Committee's Charge/Membership:</b> <p><a href="#">Rule 10.51</a> of the California Rules of Court states the charge of the Court Interpreters Advisory Panel (CIAP), which is to: Assist the council in performing its duties under Government Code sections 68560 through 68566 and to promote access to spoken-language interpreters and interpreters for deaf and hearing-impaired persons, the advisory panel is charged with making recommendations to the council on:</p> <ol style="list-style-type: none"><li>(1) Interpreter use and need for interpreters in court proceedings; and</li><li>(2) Certification, registration, renewal of certification and registration, testing, recruiting, training, continuing education, and professional conduct of interpreters.</li></ol> <p><a href="#">Rule 10.51(b)</a> sets forth the additional duties of the panel that are: Reviewing and making recommendations to the council on the findings of the study of language and interpreter use and need for interpreters in court proceedings that is conducted by the Judicial Council every five years under Government Code section 68563.</p> <p><a href="#">Rule 10.51(c)</a> sets forth the following membership composition of the committee. CIAP currently has 14 members, which consists of 11 advisory panel members (voting) and 4 advisors (nonvoting) appointed by the Chief Justice to assist the advisory panel. A majority of the members must be court interpreters. The advisory panel must include the specified numbers of members from the following categories:</p> <ol style="list-style-type: none"><li>(1) Four certified or registered court interpreters working as employees in trial courts, one from each of the four regions established by Government Code section 71807. For purposes of the appointment of members under this rule, the Superior Court of California, County of Ventura, is considered part of Region 1 as specified in section 71807, and the Superior Court of California, County of Solano, is considered part of Region 2 as specified in section 71807;</li><li>(2) Two interpreters certified or registered in a language other than Spanish, each working either in a trial court as an independent contractor or in an educational institution;</li></ol>	

<sup>1</sup> 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.

- (3) One appellate court justice (position is currently vacant);
- (4) Two trial court judges; and
- (5) Two court administrators, including at least one trial court executive officer.

The current committee [roster](#) is available on the committee's web page.

### **Subcommittees/Working Groups<sup>2</sup>:**

1. Professional Standards and Ethics Subcommittee – provides review and recommendations on interpreter professional development, adherence to professional standards and compliance requirements.
2. Interpreter Language Access Subcommittee – works on specific projects related to language access and interpreting services, including recommendations from the *Strategic Plan for Language Access in the California Courts* that relate to court interpreters. These projects are undertaken in collaboration with the Language Access Subcommittee of the Advisory Committee on Providing Access and Fairness.

### **Meetings Planned for 2021<sup>3</sup>**

Conference calls – as needed.

In-person meeting – none anticipated due to the COVID-19 pandemic.

Professional Standards and Ethics Subcommittee – conference calls as needed.

Interpreter Language Access Subcommittee – conference calls as needed.

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

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<sup>2</sup> 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.

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

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title:</b> Develop New Requirements for American Sign Language (ASL) Court Interpreters – Interpreter Language Access Subcommittee	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> IV</b>
<p><b>Project Summary<sup>7</sup>:</b> The <i>2020 Language Need and Interpreter Use Study</i> made the following recommendation: “The Judicial Council should explore and develop a recommended credentialing process for certification as a California American Sign Language court interpreter” (Rec. 3). In 2015, the Registry of Interpreters for the Deaf, Inc. eliminated testing for the Specialist Certificate: Legal (SC:L) credential for ASL interpreters. The SC:L credential has been the credential status accepted by the council as certification that ASL interpreters have achieved appropriate training to work in the courts.</p> <p><b>Key objectives:</b> To increase the number of qualified American Sign Language (ASL) court interpreters in a cost-effective manner, CIAP will consider recommended American Sign Language (ASL) interpreter certifications, that are currently issued by other entities, that could be accepted by the council and that would be required before a new ASL interpreter can interpret for the California court system. The state has only 55 certified ASL court interpreters.</p> <p><b>Status/Timeline:</b> Initial research has been completed by the National Center for State Courts (NCSC) to assess costs and different options. The anticipated completion date to develop recommended new requirements is by April 29, 2022. Future work to be contracted, including potential development of a required course, is predicated on deliverables, cost, and feasibility.</p> <p><b>Fiscal Impact/Resources:</b> The estimated one-time cost is \$200,000 for a consultant to develop an online required course for ASL court interpreters and new recommended requirements, which is funded under the Court Interpreters Program consultant budget for FY 2020–21. Resources: Court Interpreters Program, and additional staff time as needed from Legal Services, Human Resources, and CJER.</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California’s Judicial Branch](#) the project most closely aligns.

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

#	New or One-Time Projects <sup>4</sup>	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Interpreter community, including ASL interpreters, judicial officers, justice partners, language access court personnel, and the public.</p> <p><b>AC Collaboration:</b> Consultation with the Advisory Committee on Providing Access and Fairness.</p>	
2.	<p><b>Project Title:</b> Review Credentialing Status Recommendations of the 2020 Language Need and Interpreter Use Study and Develop Recommendations for the Judicial Council</p>	<p><b>Priority<sup>5</sup></b> 2</p>
	<p><b>Project Summary<sup>7</sup>:</b> The <i>2020 Language Need and Interpreter Use Study</i> made the following recommendation: “The Judicial Council should continue to monitor the usage of Hmong for possible future designation as a certified language” (Rec. 2).</p> <p>The 2020 study also noted that the “2015 Study recommended that Japanese and Portuguese be de-designated, but they remain certified languages. And, while Western Armenian and Japanese are certified languages, a bilingual interpreting exam is not available in either of these two languages. Since candidates cannot take the oral proficiency exam (OPE) to become a registered interpreter in these two languages, the CIAP and the Judicial Council may also need to consider at a future date whether to (1) maintain these languages as certified, or (2) recommend one or more of these languages be de-designated and reclassified as registered languages to allow candidates to take the OPE in order to become registered interpreters in one or more of these languages.”</p> <p><b>Key objectives:</b> CIAP will undertake these recommendations from the <i>2020 Study</i> and develop any recommended changes for the council on the credential status (certified or registered) for the following languages: Hmong, Japanese, Portuguese, and Western Armenian. The committee will seek to develop recommendations that result in none of these languages being taken off of the list of languages for which the council provides an interpreting credential. Instead, the committee will seek to find pathways for the continued testing and credentialing of interpreters for these languages that are cost-effective and create greater efficiencies. When considering whether the credential status of these languages should change, the committee will consider the number of in-court interpretations in these languages, the number of persons seeking a credential in these languages, the costs to develop and maintain examinations, the availability of existing examinations, the costs to administer testing in these languages, the trial courts’ need for more interpreters in these languages, methods to streamline the credentialing of new interpreters, and other related factors.</p> <p><b>Status/Timeline:</b> The CIAP will develop recommendations for any changes by December 31, 2021.</p>	

**# New or One-Time Projects<sup>4</sup>**

**Fiscal Impact/Resources:** There is no cost associated with developing credentialing status recommendations. Note: Certified interpreters of de-designated languages (that go from certified to registered) could maintain their credential status, and new interpreters can become registered in those languages, which benefits the public. However, the process to make a language go from registered to certified triggers the need to develop a grace period in which registered interpreters in that language (for example, Hmong interpreters) would have to pass the certification exam in that language, which has potential labor impacts for persons who do not pass the certification exam under a grace period, which is usually 18-24 months. Thus, the CIAP will have to balance the pros and cons of any recommended changes. Resources: If a new language is recommended for certification, costs of providing interpreter education—to assist registered interpreters in that language to pass the certification exam during any grace period—will be covered under the existing Court Interpreters Program budget. Additional resources are the Court Interpreters Program, Legal Services, Human Resources, Regional Bargaining Chairs, and CJER.

*This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.*

**Internal/External Stakeholders:** Interpreter community, judicial officers, justice partners, and court personnel who work with and manage California court interpreters, and the public.

**AC Collaboration:** Consultation with the Court Executives Advisory Committee.

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
1.	<b>Project Title: Assess the Performance of the Interpreter Credentialing Exams</b>	<b>Priority<sup>5</sup> 1</b>
<p data-bbox="176 293 1980 386"><b>Project Summary<sup>7</sup>:</b> Thoroughly assess the performance of all interpreter credentialing examinations and make recommendations to the council on implementation of recommended changes.</p> <p data-bbox="176 423 499 459"><b>Key objectives include:</b></p> <ul data-bbox="233 467 1980 899" style="list-style-type: none"> <li>• Thoroughly assess the performance of all interpreter credentialing examinations.</li> <li>• Thoroughly discuss and vet the level of the interpreter shortage in relation to the judicial branch’s needs.</li> <li>• Explore the feasibility of tiered testing or tiered passage for candidates who take the Bilingual Interpreting Exam (BIE) and score below the required passing score of 70 on all four sections, but are “near passers (e.g., candidates who score over 60 or 65 on one or more sections).</li> <li>• Explore the feasibility of providing “near passers” with an entry-level credential status that would enable them to interpret in the courts for less complex proceedings and gain in-court interpreting experience that will assist them with later passing the BIE section that they were previously not able to pass.</li> <li>• Identify methods to increase the number of qualified candidates taking the exams.</li> <li>• Identify methods to increase the exams’ passage rates.</li> <li>• Evaluate the current practice of California requiring that all four sections of the BIE be passed in one sitting.</li> </ul> <p data-bbox="176 943 667 979"><b>Make the exams more accessible by:</b></p> <ul data-bbox="233 987 1980 1094" style="list-style-type: none"> <li>• Offering remote testing opportunities.</li> <li>• Explore ways to keep test candidates motivated and interested in interpreting for the courts as they wait for their test scores.</li> <li>• Offer more BIE administrations annually; currently two exam administration are offered annually.</li> </ul> <p data-bbox="176 1138 478 1174"><b>Other considerations:</b></p> <ul data-bbox="233 1182 1980 1289" style="list-style-type: none"> <li>• Require the Oral Proficiency Exam as the screening exam for the BIE.</li> <li>• Offer a pre-test (as offered by the American Translators Association) to gauge candidates’ readiness, providing them with insight to improve their test-taking abilities.</li> </ul> <p data-bbox="176 1333 1980 1414"><b>Status/Timeline:</b> Work commenced on this project in 2020 under a contract with the NCSC. Because of the complexity of these matters, recommendations will be developed with an estimated completion date of April 29, 2022.</p>		
<b>Strategic Plan Goal<sup>6</sup> IV</b>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Fiscal Impact/Resources:</b> Expenses associated with possible development of new exams or modification of existing exams. This amount is currently funded in the Court Interpreters Program budget. Resources: Court Interpreters Program and consultant(s) as needed to assess the testing program.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts, interpreter community, public including LEP litigants, legal service providers, and justice partners.</p> <p><b>AC Collaboration:</b> Consultation with the Court Executives Advisory Committee.</p>	
2.	<p><b>Project Title: Support for Implementation of Revised Rule 2.891 (Development of an Interpreting Skills Assessment Process) – Professional Standards and Ethics Subcommittee</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <p><b>Strategic Plan Goal<sup>6</sup> IV</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> This project is directly related to the <i>California Court Interpreter Credential Review Procedures</i>. The Judicial Council approved the procedures and revised rule 2.891 of the California Rules of Court on September 24, 2019, for an effective date of January 1, 2020. The next step is development and implementation of a legally defensible process to assess an interpreter’s ability to interpret if a complaint alleging gross incompetence is lodged against the interpreter, and if following review and investigation, the complaint is deemed to have merit.</p> <p>CIAP’s Professional Standards and Ethics Subcommittee will conduct a comprehensive review of the report produced by the NCSC, <i>Skills Assessment Options for Certified and Registered Interpreters</i>, and consider other related research and reports. The subcommittee will explore the feasibility and best available methods for:</p> <ol style="list-style-type: none"> <li>1) Development of a legally defensible diagnostic process to assess an interpreter’s ability to interpret if a complaint alleging gross incompetence is lodged against the interpreter and the complaint is deemed to have merit.</li> <li>2) Identification of existing and possible development of options and resources that courts can utilize to strengthen an interpreter’s knowledge, skills, and abilities.</li> </ol> <p>This project originated with Recommendation #64 of the <i>Strategic Plan for Language Access in the California Courts (LAP)</i> and Government Code section 68564(g): The Judicial Council shall establish a procedure for Judicial Council and local court review of each court interpreter's skills and for reporting to the certification entity the results of the review.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Status/Timeline:</b> Initial research has been completed by NCSC. The anticipated completion date for the new skills assessment process is December 31, 2021. Work to be contracted is predicated on determined need, deliverables, cost, and feasibility.</p> <p><b>Fiscal Impact/Resources:</b> Based on the complexity of the selected diagnostic or assessment process (language neutral or in various languages), the estimated ongoing cost is \$50,000 to \$150,000. This amount is currently funded under the Court Interpreters Program consultant budget for FY 2020-21, and skills assessment will be supported in future years from the annual program budget. Resources: Court Interpreters Program, and additional staff time as needed from Legal Services, Human Resources, and CJER.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Interpreter community, judicial officers, justice partners, court personnel who manage California court interpreters, and the public.</p> <p><b>AC Collaboration:</b> Consultation with the Court Executives Advisory Committee.</p>	
3.	<p><b>Project Title: Develop a Rule(s) of Court for Waiver of Interpretation Services – Interpreter Language Access Subcommittee</b></p>	<p><b>Priority<sup>5</sup> 2(b)</b></p> <p><b>Strategic Plan Goal<sup>6</sup> I, IV</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Develop a rule of court to protect limited English proficient (LEP) court users and the integrity of the court process in the event that a waiver of all interpretation services or a waiver of the services of a court-funded interpreter is sought in a civil proceeding. This project implements LAP Recommendation #75.</p> <p><b>Status/Timeline:</b> Work commenced on this project in 2020. The anticipated effective date of rule or rules of court is January 1, 2022.</p> <p><b>Fiscal Impact/Resources:</b> There is no fiscal impact associated with this project. Resources may require consultation with the Legal Services office and Human Resources’ Labor and Employment Relations unit.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> LEP litigants, courts, justice partners, court interpreters.</p>	



#	<b>Ongoing Projects and Activities<sup>4</sup></b>
	<i>AC Collaboration:</i> Rules Committee, the Language Access Subcommittee of the Advisory Committee on Providing Access and Fairness, the Family and Juvenile Law Advisory Committee, the Civil and Small Claims Advisory Committee, and the Joint Rules Subcommittee of the Trial Court Presiding Judges and Court Executive Officers Advisory Committees.

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### III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p><b>In progress: Support for Implementation of Revised Rule 2.891 (Development of an Interpreting Skills Assessment Process) – Professional Standards and Ethics Subcommittee</b></p> <p>The Judicial Council approved the Court Interpreter Credential Review Procedures and revised rule 2.891 of the California Rules of Court on September 24, 2019, for an effective date of January 1, 2020. The Professional Standards and Ethics Subcommittee started work in 2020 on this project and will continue to work in 2021 on development and implementation of a legally defensible skills assessment process to assess an interpreter’s ability to interpret if a complaint alleging gross incompetence is lodged against the interpreter, and if following review and investigation, the complaint is deemed to have merit.</p>
2.	<p><b>In progress: Implement a Policy for Limited English Proficient (LEP) Persons to Waive a Court Appointed Interpreter – Interpreter Language Access Subcommittee</b></p> <p>The Interpreter Language Access Subcommittee met several times in 2020 to work on Language Access Plan Recommendation No. 75, to develop a policy/rule addressing a LEP court user’s request of a waiver of the services of an interpreter. The subcommittee is working on a draft rule, which, if approved to circulate, will circulate for public comment in 2021 (TBD).</p>
3.	<p><b>Completed in 2020: Review the 2020 Legislatively Mandated Language Need and Interpreter Use Study</b></p> <p>On May 15, 2020, following approval by CIAP, the Judicial Council approved the <a href="#">2020 Language Need and Interpreter Use Study</a>, which details interpreter use in the courts and projects future language need. The language need and interpreter use study is mandated every five years under Government Code section 68563.</p>
4.	<p><b>In progress: Assess the Performance of the Interpreter Credentialing Exams</b></p> <p>The NCSC continues to assist the Judicial Council and CIAP with this project. The project will result in a study with recommendations for the council regarding the interpreting testing program, including recommendations that may help to increase the pool of qualified interpreters to serve the public.</p>