



JUDICIAL COUNCIL OF CALIFORNIA

EXECUTIVE AND
PLANNING COMMITTEE

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executiveandplanning@jud.ca.gov

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EXECUTIVE AND PLANNING COMMITTEE

NOTICE AND AGENDA OF OPEN IN-PERSON MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(1))

THIS MEETING IS BEING RECORDED

Date: March 10, 2022
Time: 10:00 A.M. – 1:00 P.M.
Location: 455 Golden Gate Avenue, San Francisco, California 94102-3688
Third Floor, Sequoia Room
Public Videocast <https://jcc.granicus.com/player/event/1658>

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be emailed to executiveandplanning@jud.ca.gov.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Approval of Minutes

Approve the draft minutes of the following:

- February 8, 2022, videoconference; and
- March 3, 2022, action by email.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1)-(2))

In-Person Public Comment

Members of the public requesting to speak during the public comment portion of the meeting must place the speaker's name, the name of the organization that the speaker

represents if any, and the agenda item that the public comment will address, on the public comment sign-up sheet. The sign-up sheet will be available at the meeting location at least one hour prior to the meeting start time. The Chair will establish speaking limits at the beginning of the public comment session. While the advisory body welcomes and encourages public comment, time may not permit all persons requesting to speak to be heard at this meeting.

Written Comment

In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be emailed to executiveandplanning@jud.ca.gov or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, California 94102, attention: Josely Yangco-Frona. Only written comments received by 10:00 a.m. on Wednesday, March 9, 2022, will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEM

Item 1

2022 Advisory Body Annual Agendas (Action Required)

Review 2022 annual agendas with advisory body chairs and staff for the following advisory bodies (order of review subject to change):

- Advisory Committee on Audits and Financial Accountability for the Judicial Branch
- Advisory Committee on Providing Access and Fairness
- Center for Judicial Education and Research Advisory Committee
- Collaborative Justice Courts Advisory Committee
- Court Facilities Advisory Committee
- Court Interpreters Advisory Panel
- Court Security Advisory Committee
- Sargent Shriver Civil Counsel Act Implementation Committee
- Trial Court Facility Modification Advisory Committee
- Tribal Court-State Court Forum
- Workload Assessment Advisory Committee

Presenters: Various

Item 2

Subordinate Judicial Officer Conversion: Superior Court of Kings County

(Action Required)

Review a recommendation from Office of Court Research staff to confirm a request by the Superior Court of Kings County for a fractional increase in the workload of a part-time subordinate judicial officer position to a 1.0 full-time equivalency (FTE).

Presenter: Ms. Kristin Greenaway, Office of Court Research, Judicial Council

IV. ADJOURNMENT

Adjourn



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EXECUTIVE AND PLANNING COMMITTEE

MINUTES OF OPEN MEETING

Tuesday, February 8, 2022
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, Hon. Carin T. Fujisaki, Mr. Kevin Harrigan, Hon. Dalila C. Lyons, Hon. Ann C. Moorman, Ms. Gretchen Nelson, and Hon. Theodore C. Zayner

Advisory Body Members Absent: Hon. David M. Rubin

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

Staff Present:

OPEN MEETING

Call to Order and Roll Call

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

Approval of Minutes

The committee reviewed the draft minutes of the following:

- December 9, 2021, meeting; and
- January 6, 2022, action by email.

Action: *The committee unanimously approved the minutes listed above.*

DISCUSSION AND ACTION ITEM

Item 1

Agenda Setting for March 11, 2022, Judicial Council Meeting (Action Required)

The committee reviewed available draft reports and set the agenda for the Judicial Council meeting in March.

Action: *The committee:*

- (1) *Set the agenda for the March 11, 2022, Judicial Council meeting by acting on the proposed consent agenda items as follows:*

- **Approved for placement on the consent agenda:**
 - **22-010 (Jury Instructions | Revisions and Additions to Criminal Jury Instructions);**
 - **22-028 (Rules and Forms | Miscellaneous Technical Changes);**
 - **22-085(Rules and Forms | Technical Form Changes to Reflect Federal Poverty Guidelines); and**
 - **22-076 (Sargent Shriver Civil Counsel Act | Continuation of Funding for San Francisco Pilot Project);**
 - **Approved for placement on the consent agenda contingent upon approval by the Rules Committee:**
 - **22-071 (Rules and Forms | California Environmental Quality Act: New Projects and Fees for Expedited Review); and**
 - **22-079 (Rules and Forms | Decedents' Estates: Adjustments to Maximum Value of Estates Eligible for Small Estate Set-Aside or Distribution Without Administration);**
 - **Approved 22-078 (Juvenile Law | 2021–22 Allocation for Juvenile Dependency Counsel Collections Program and Court-Appointed Counsel Expected Unspent Funding) for placement on the consent agenda contingent upon approval by the Judicial Branch Budget Committee; and**
 - **Deferred for review and approval via action by e-mail to be conducted when the draft reports are ready for consideration:**
 - **22-038 (Rules and Forms | Civil Practice and Procedure: Adjustments to Dollar Amounts of Exemptions)**
 - **22-081 (Rules and Forms | Criminal Law: Felony Sentencing); and**
- (2) Continued setting the agenda for the March 11, 2022, Judicial Council meeting by approving all the proposed discussion and information-only items for placement on the business meeting agenda.**

Item 2

Requests by Superior Courts of Fresno, Sacramento, San Bernardino, and Sonoma Counties for Subordinate Judicial Officers/Commissioners for Support of Pretrial Release Program (Action Required)

The committee reviewed a recommendation from Criminal Justice Services staff to confirm requests by the Superior Courts of Fresno, Sacramento, San Bernardino, and Sonoma Counties for the creation of temporary subordinate judicial officer or commissioner positions in their courts to support the Pretrial Release Program.

Action: The committee unanimously approved the recommendation to confirm the courts' requests for the creation of temporary subordinate judicial officer or commissioner positions to support the Pretrial Release Program.

Item 3

**Refresh of Executive and Planning Committee’s Annual Agenda Review Process
(No Action Required)**

The committee reviewed a request by the Superior Court of Kern County for the creation of a temporary subordinate judicial officer position authorized through June 30, 2023, to staff the court’s new pretrial release program funded under Senate Bill 129 (Stats. 2021, ch. 69).

Discussion: The committee reviewed the Guidelines for the Judicial Council Advisory Body Annual Agenda Process and other resources provided in the materials in preparation for the committee’s March 10, 2022, meeting to review draft 2022 annual agendas of the advisory bodies for which it has oversight.

A D J O U R N M E N T

With the business concluded, the meeting was adjourned at 1:15 p.m.

Approved by the committee on [insert date].



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EXECUTIVE AND PLANNING COMMITTEE

MINUTES OF ACTION BY EMAIL

Thursday, March 3, 2022

10:00 a.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. Carin T. Fujisaki, Mr. Kevin Harrigan, Hon. Dalila C. Lyons, Hon. Ann C. Moorman, Ms. Gretchen Nelson, Hon. David M. Rubin, and Hon. Theodore C. Zayner

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 on Monday, March 1, 2022, 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 11, 2022, Judicial Council Meeting (Action Required)

The committee reviewed five draft reports to consider for placement on the March 1, 2022, Judicial Council business meeting agenda:

- Consent: 22-001 (Judicial Council–Sponsored Legislation | Authorization for Remote Appearances and Expansion of Defendant Personal Presence Provisions in Criminal Proceedings);
- Consent: 22-038 (Rules and Forms | Civil Practice and Procedure: Adjustments to Dollar Amounts of Exemptions);
- Discussion: 22-080 (Judicial Branch Administration | Data Analytics Advisory Committee);
- Consent: 22-081 (Rules and Forms | Criminal Law: Felony Sentencing); and
- Discussion: 22-093 (Judicial Branch Administration | Sunset Emergency Rules in Response to the COVID-19 Pandemic), contingent upon the Rules Committee’s approval (the Rules Committee conducted a simultaneous action by e-mail).

Action: *The committee unanimously approved items 22-001, 22-038, 22-080, 22-081, and 22-093 for placement on the March 11, 2022, Judicial Council business meeting agenda. Placement of item 22-093 was contingent upon the Rules Committee’s approval.*

CLOSURE OF ACTION

The action by e-mail concluded on Friday, March 4, 2022, 9:35 a.m.

Approved by the committee on [insert date].

DRAFT

Advisory Committee on Audits and Financial Accountability for the Judicial Branch
Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. David Rosenberg, Judge, Superior Court of Yolo County
Lead Staff:	Mr. Grant Parks, Principal Manager, Audit Services
Committee's Charge/Membership: <p>Rule 10.63 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. Rule 10.63(c) sets forth additional duties of the committee, such as to:</p> <ul style="list-style-type: none">• Review and approve of a yearly audit plan for the judicial branch,• Advise and assist the council in performing its responsibilities under the Judicial Branch Contract Law,• Review and recommend to the council proposed updates and revisions to the Judicial Branch Contracting Manual, and• Make recommendations concerning any proposed changes to the annual compensation plan for Judicial Council staff. <p>Rule 10.63(d) sets forth the membership position of the committee. The audit committee currently has seven members and one non-voting advisor. The current committee roster is available on the committee's web page.</p>	
Subcommittees/Working Groups²: There are no subcommittees or working groups operating under this advisory committee.	

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

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

Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups)

As needed based on the availability of audit reports, generally quarterly.

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

DRAFT

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

II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities ⁴	
1.	Project Title: Review Audit Reports and Recommend Policy Changes, As Appropriate	Priority⁵ 1
	Strategic Plan Goal⁶ II	
<p>Project Summary⁷: 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>Status/Timeline: Ongoing</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	Ongoing Projects and Activities⁴	
	<p>Fiscal Impact/Resources: There are no direct fiscal impacts. However, the periodic recommendations made by the 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>Internal/External Stakeholders: The courts we audit are external stakeholders, particularly court executive officers and financial staff.</p> <p>AC Collaboration: 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.	Project Title: Recommend Updates to the Judicial Branch Contracting Manual	<p>Priority⁵ 2</p> <p>Strategic Plan Goal⁶ II</p>
	<p>Project Summary⁷: 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>Status/Timeline: 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> <p>Fiscal Impact/Resources: Staff from the Judicial Council’s Legal Services office monitor 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>Internal/External Stakeholders: Attorneys within Legal Services are critical to ensuring appropriate updates are made to the Judicial Branch Contracting Manual in a timely manner.</p>	

#	Ongoing Projects and Activities⁴	
	<p>AC Collaboration: 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.	<p>Project Title: Issue Audit Advisories, as Necessary, to Proactively Address Areas of Risk</p>	<p>Priority⁵ 2</p>
	<p>Strategic Plan Goal⁶ II</p> <p>Project Summary⁷: Since the creation of the audit committee in October 2017, audit staff and the committee have issued audit advisories on topics such as: cash handling procedures, grant administration, court procurement practices, and data quality standards for court reporting to the Judicial Branch Statistical Information System (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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: None.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	

III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	The audit committee considered and forwarded proposed revisions to the Judicial Branch Contracting Manual in July 2021, resulting in the Judicial Council approving the revised manual in October 2021.
2.	During fiscal year 2020–21, the audit committee reviewed 10 audit reports focusing on procurement and financial activities of the courts. The reports contained over 24 recommendations where the courts agreed or partially agreed with the audit report’s conclusions.
3.	Based on recurring audit findings noted by the State Controller’s Office, the committee issued an audit advisory to clarify the need for courts to adjust certain revenue and expenditure general ledger accounts at year-end to avoid misstatement.

DRAFT

Advisory Committee on Providing Access and Fairness
Annual Agenda¹—2022
Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Luis A. Lavin, Cochair, Associate Justice of the Court of Appeal, Second Appellate District, Division Three Hon. Kevin C. Brazile, Cochair, Judge of the Superior Court of California, County of Los Angeles
Lead Staff:	Ms. Catherine Ongiri, Attorney, Center for Families, Children & the Courts
Committee's Charge/Membership: <p>Rule 10.55 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 Center for Judicial Education and Research (CJER) Advisory Committee, proposals for the education and training of judicial officers and court staff.</p> <p>Rule 10.55(c) sets forth the membership position of the committee. PAF has 30 members. The current committee roster is available on the committee's web page.</p>	
Subcommittees/Working Groups²: <ol style="list-style-type: none">1. Judicial Diversity Toolkit Working Group: 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 Judicial Diversity</i> website; lead efforts on disseminating information statewide through collaboration with justice partners.2. Standing Language Access Subcommittee: 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; as appropriate, make recommendations to PAF in the areas of technology, education, and translation; as well as recommendations on legislative and rule of court proposals to enhance language access services throughout the judicial branch.	

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

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

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: The working group will gather information on branchwide 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 2022³ (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 2022.

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Update Bench Card on Working with Court Interpreters (<i>New/Implementation of Rule 2.893</i>)	Priority⁵ 1 Strategic Plan Goal⁶ I
<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>Revise the existing bench card, “Working with Court Interpreters” (2017), to update information for bench officers on the appointment of interpreters in civil matters, in accordance with 2018 amendments to California Rules of Court, rule 2.893, and to provide them with information regarding waiver of an interpreter by limited English proficient (LEP) court users. The bench card will also be updated to include guidance for bench officers on the appropriate use of technology when having remote proceedings that require language access. This project will not result in recommendations to the Judicial Council, supports implementation of rule 2.893, and is updating a bench card previously developed by the Language Access Plan Implementation Task Force to include guidance for judges on rule 2.893 and on remote appearances that may require an interpreter. The current bench card resides on the Judicial Resources Network (JRN).</p> <p>Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p>Fiscal Impact/Resources: Center for Families, Children & Courts (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>Internal/External Stakeholders: Information Technology; Center for Judicial Education and Research (CJER); and bench officers.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	New or One-Time Projects⁴	
	<i>AC Collaboration:</i> PAF Language Access Subcommittee.	
2.	Project Title: Evaluate Strategies to Support Courts with Implementation of California Rules of Court, Rule 1.300 (Language Access in Court Ordered Services) (New/Implementation of Rule 1.300)	Priority⁵ 1 Strategic Plan Goal⁶ I
	<p>Project Summary⁷⁷: The PAF Language Access Subcommittee will do the following:</p> <p>Evaluate recommendations developed by the National Center for State Courts on rule 1.300 implementation and develop strategies, including potentially developing information for courts on available service providers. This project will not result in recommendations to the Judicial Council, supports implementation of rule 1.300, and is a continuation of a PAF Annual Agenda project approved for 2021.</p> <p>Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for project implementation and completion by Spring 2023.</p> <p>Fiscal Impact/Resources: CFCC’s Language Access Services program staff; including program budget for consultant projects as needed. <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Information Technology; trial courts; public including LEP court users; community providers; and justice partners.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>	
3.	Project Title: Create multilingual instructional materials for LEP court users on how to participate remotely. (New/Implementation Project to Support LEPs in Remote Appearances)	Priority⁵⁵ 1 Strategic Plan Goal⁶ I
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p><i>Post-Pandemic Initiative-</i>The Language Access Subcommittee and Judicial Council staff will work with the National Center for State Courts under a current contract to create new instructional infographics and short videos to educate LEP court users on how to participate remotely in hearings for civil and family law matters, including actions involving an interpreter. The materials will be developed in plain English and will include translations of the infographics and videos. This project will not result in recommendations to the Judicial Council</p>	

New or One-Time Projects⁴

and is a new Language Access Services project designed to support implementation of remote access by providing LEP court users with instructional materials (infographics and videos) in their language on how to prepare for and participate in remote proceedings.

Status/Timeline: The committee will seek review and approval from the Executive and Planning Committee for implementation by December 30, 2022.

Fiscal Impact/Resources: CFCC Language Access Services program staff, including program budget for consultant projects as needed.

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: Public Affairs; Information Technology; trial courts; public including LEP court users; and justice partners.

AC Collaboration: PAF Language Access Subcommittee.

#	Ongoing Projects and Activities ⁴	
1.	Project Title: Diversity in The Branch (Implementation Project)	Priority⁵ 1
<p data-bbox="174 305 793 342">Project Summary⁷⁷: PAF will do the following:</p> <ul style="list-style-type: none"> <li data-bbox="226 396 1906 505">a) Continue to update the newly revised toolkit, <i>Pathways to Judicial Diversity</i> website 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 data-bbox="226 516 1881 586">b) Continue to serve as subject matter resource with justice partners and stakeholders on initiatives for increasing diversity in the judicial branch. <li data-bbox="226 607 1829 683">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 data-bbox="226 704 1850 774">d) Continue to work on proposed recommendations from the 2021 Judicial Diversity Summit for the committee and council to consider. <p data-bbox="174 824 1591 862">This project was approved on the committee’s 2013 annual agenda. Item <i>d</i> was updated to include new details.</p> <p data-bbox="174 906 1913 976">Status/Timeline: Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p data-bbox="174 1024 674 1057">Fiscal Impact/Resources: CFCC staff.</p> <p data-bbox="174 1068 1906 1138"><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="174 1192 1955 1261">Internal/External Stakeholders: CJER, State Bar’s COAF, California Judges Association, California Lawyers Association, and California Change Lawyers.</p> <p data-bbox="174 1312 978 1349">AC Collaboration: Judicial Diversity Toolkit Working Group.</p>		

# Ongoing Projects and Activities ⁴		
2.	<i>Project Title: Ad Hoc Racial Justice Working Group (Implementation Project)</i>	<i>Priority⁵ 1</i>
		<i>Strategic Plan Goal⁶ I</i>
<p><i>Project Summary⁷</i>: PAF will do the following:</p> <p>Continue 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. In 2022, the working group will begin development of an online toolkit with educational and training resources to assist local courts with increasing access and fairness in the area of racial justice. This project may result in recommendations to the Judicial Council as needed. This project was previously included on the 2021 PAF Annual Agenda.</p> <p><i>Status/Timeline:</i> Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p><i>Fiscal Impact/Resources:</i> CFCC staff and 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><i>Internal/External Stakeholders:</i> Center Judicial Education Research (CJER), Information Technology, and Criminal Justice Services staff.</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, 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&SCAC), Information Technology Advisory Committee (ITAC); and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>		
3.	<i>Project Title: Language Access Signage and Technology Grants (Implementation Project)</i>	<i>Priority⁵ 1</i>
		<i>Strategic Plan Goal⁶ I</i>
<p><i>Project Summary⁷⁷</i>: The PAF Language Access Subcommittee will do the following:</p> <p>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 & the Courts Language Access Services</p>		

#	Ongoing Projects and Activities⁴	
	<p>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.</p> <p>b) For fiscal year 2022–23, the grant cycle (Cycle 4) will commence in Spring/Summer 2022. Council staff will continue to develop annual reports on the grant program.</p> <p>This grant project does result in recommendations to the Judicial Council and was approved on the committee’s 2020 annual agenda.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Branch Accounting and Procurement, and IT staff, ongoing monies from 2018 Budget Act.</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>Internal/External Stakeholders: Information Technology; trial courts and public, including LEP court users.</p> <p>AC Collaboration: PAF Language Access Subcommittee, ITAC, and Technology Committee.</p>	
4.	Project Title: Align Language Access Data Analytics with Branchwide Data Analytics Framework (Implementation Project)	Priority⁵ 1
	<p>Project Summary⁷: The PAF Language Access Subcommittee will do the following:</p> <p>The subcommittee will work with Judicial Council staff to identify metrics that will assist court decision making and align with the branchwide data analytics framework.</p> <p>This project does not result in recommendations to the Judicial Council and is an implementation project to support implementation of the Language Access Plan. This project was approved on the committee’s 2020 annual agenda as the Annual Language Access Survey. This item has been redefined to capture a more narrow set of language access metrics to complement existing data sources.</p> <p>Status/Timeline: By September 2022 (develop data analytics tool).</p> <p>Fiscal Impact/Resources: CFCC Language Access Services program staff; consultation with Office of Court Research (OCR).</p>	

#	Ongoing Projects and Activities⁴	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts, public, including LEP court users, and other stakeholders who have an interest in ensuring the judicial council’s efforts to provide meaningful language access.</p> <p>AC Collaboration: PAF Language Access Subcommittee.</p>	
5.	Project Title Collaborate and Provide Subject Matter Expertise (Implementation Project)	Priority⁵ 1 Strategic Plan Goal⁶ I
	<p>Project Summary⁷: 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 Guidelines for the Operation of Self-Help Centers in California Trial Courts as provided by California Rules of Court, rule 10.960(e).</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>	

#	Ongoing Projects and Activities⁴	
	<p><i>New-PAF</i> will serve as subject matter experts to Judicial Council staff responsible for managing the Justice Corps program on the independent evaluation of members’ career paths and the program’s efforts to increase diversity in the legal system and enhance civics education. This evaluation is being done at the request of the funder of the Justice Corps program.</p> <p><i>Post Pandemic Initiative</i> - Outreach on Remote Services including the SRL portal.</p> <p><i>Post Pandemic Initiative</i> - Explore partnerships with community-based organizations to assist with remote proceedings.</p> <p>Status/Timeline: Ongoing. The committee will seek review and approval of the new items from the Executive and Planning Committee for implementation by December 30, 2022.</p> <p>Fiscal Impact/Resources: CFCC, Governmental Affairs, and CJS staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: 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&SCAC, ITAC; and CJER Access, Ethics, and Fairness Curriculum Development Committee.</p>	
6.	Project Title: Improving Access and Fairness through Technology (Implementation Project)	Priority⁵ 1
	<p>Strategic Plan Goal⁶ I</p> <p>Project Summary⁷: PAF will do the following:</p> <ul style="list-style-type: none"> a) Continue coordinating with the Judicial Council’s ITAC on developing a Self-Represented Litigant E-Portal. (See The Critical Role of the State Judiciary in Increasing Access for Self-Represented Litigants: Self-Help Access 360); and b) Discuss and explore with ITAC other intersections between access, fairness, and technology. <p>Explore how to encourage use of technologies that benefit court-users with disabilities. This project does not result in recommendations to the Judicial Council and was approved on the committee’s 2016 annual agenda.</p> <p>Status/Timeline: Ongoing.</p>	

Ongoing Projects and Activities⁴

Fiscal Impact/Resources: CFCC and IT staff.

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: None.

AC Collaboration: ITAC.

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III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Diversity in the Branch: PAF collaborated with the California Lawyers Association and California Judges Association to present a three-day Judicial Diversity Summit with six pre-sessions by videoconference. Over 500 people attended the various events for the Judicial Diversity Summit. 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 was able to reach a wider audience statewide by continuing virtual presentations due to COVID-19.</p> <p>Status: Presentations of toolkit will be ongoing in 2022.</p>
2.	<p>Collaborate and Provide Subject Matter Expertise: During the prolonged effects of the COVID-19, staff continued to provide training on the COVID-19 emergency rules related to unlawful detainers to Self-Help Centers statewide. Staff continued to update a statewide education and training website resource and convened weekly online trainings and updates during COVID-19 for Self-Help providers.</p> <p>Status: Ongoing.</p>
3.	<p>Model Translation Guidelines for Courts: PAF’s Language Access Subcommittee is developing 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 guidelines will be presented to PAF and posted to the Language Access Toolkit in Spring 2022.</p> <p>Status: Ongoing.</p>
4.	<p>Support for Implementation of California Rules of Court, Rule 1.300: PAF’s Language Access Subcommittee consulted with NCSC to assist with implementation of California Rules of Court, rule 1.300. A report will be presented to PAF and posted to the Language Access Toolkit in Spring 2022 with recommendations and strategies for review and evaluation by the Language Access Subcommittee.</p> <p>Status: Ongoing.</p>
5.	<p>Language Access Signage and Technology Grants: In coordination with the Judicial Council Executive Office, PAF Language Access Subcommittee, ITAC, and Technology Committee, 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 November 2021, for Cycle 3 of the grant program (FY 2021–22), the council approved grants for 22 courts.</p> <p>Status: Ongoing.</p>
6.	<p>Public Outreach Campaign: Phase 2: PAF’s Language Access Subcommittee consulted with the NCSC and launched the public outreach campaign in March 2021. The outreach included three educational webinars, followed by direct outreach to courts and stakeholders. The campaign concluded with ethnic media runs that ran in August–October 2021, which provided placement of translated public service announcements, and infographics on “Do I Need a Court Interpreter” and “How to Work with a Court Interpreter,” in newspapers and radio stations in the state’s top 8 non-English spoken languages (Cantonese, Farsi, Korean, Mandarin, Russian, Spanish, Tagalog, and Vietnamese).</p> <p>Status: Completed.</p>

#	Project Highlights and Achievements
7.	<p>Annual Language Access Survey: As a follow-up to surveys conducted in 2016–2019, the Language Access Services Program sent out a language access survey to all 58 trial courts in September 2020 regarding courts’ provision of language access services, as of June 30, 2020. A Language Access Metrics Report was issued in Fall 2021. Status: Completed.</p>
8.	<p>Improving Access and Fairness through Technology: PAF in collaboration with the Judicial Council’s ITAC continued developing a Self-Represented Litigant E-Portal. Launched the Consumer Debt, Evictions, Small Claims, Civil Discovery, Domestic Violence, Fee Waivers, and Self-Represented Litigant resources to the Self-Represented Litigant Portal. Status: Ongoing.</p>

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Court Security Advisory Committee
Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Charlaine F. Olmedo, Judge, Superior Court of Los Angeles County
Lead Staff:	Mr. Edward Ellestad, Supervisor, Emergency Planning and Security Coordination, Facilities Services Ms. Lisa Gotch, Analyst, Emergency Planning and Security Coordination, Facilities Services
Committee's Charge/Membership: Rule 10.61(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. Rule 10.61(b) sets forth the membership position categories of the committee. The Court Security Advisory Committee currently has 11 members. The current committee roster is available on the committee's web page.	
Subcommittees/Working Groups²: None.	
Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups): 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.	

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

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Placeholder for Projects Assigned by the Ad-Hoc Workgroup on Post-Pandemic Initiatives (P3)	Priority⁵ 1 Strategic Plan Goal⁶ TBD
<p>Project Summary⁷: The Ad Hoc Workgroup on Post-Pandemic Initiatives (P3) is currently working to identify successful court practices that emerged during the COVID-19 pandemic. P3 recommendations may be referred to specific advisory bodies for development and/or implementation.</p> <p>Status/Timeline: TBD.</p> <p>Fiscal Impact/Resources: TBD.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: TBD.</p> <p>AC Collaboration: TBD.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	Ongoing Projects and Activities ⁴	
1.	Project Title: Emergency- and Security-Related Concerns for the Branch	Priority⁵ 1 Strategic Plan Goal⁶ III, VI
<p>Project Summary⁷: 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 style="list-style-type: none"> • The <u>origin</u> of this project is the committee’s charge under rule 10.61. • 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). • 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. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: 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>AC Collaboration: 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>		

#	Ongoing Projects and Activities ⁴	
2.	Project Title: Trial Courts' Screening Equipment Replacement	Priority⁵ 1
Strategic Plan Goal⁶ III, VI		
<p>Project Summary⁷: 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"> • 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. • 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). • The <u>outcome</u> would be to support and advocate for continued funding should proposed budget cuts threaten the Screening Equipment Replacement Program. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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 2021–22, allowing for a one-time budget reduction to \$2 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>The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts (primary users).</p> <p>AC Collaboration: None anticipated at this time.</p>		

#	Ongoing Projects and Activities ⁴	
3.	Project Title: Trial Courts' Security Equipment and Systems	Priority⁵ 1
	Strategic Plan Goal⁶ III, VI	
<p>Project Summary⁷: 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"> • 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. • 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). • 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. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts (primary users).</p> <p>AC Collaboration: Information Technology Advisory Committee.</p>		

#	Ongoing Projects and Activities ⁴	
4.	Project Title: Emergency and Continuity of Operations Planning	Priority⁵ 1
Strategic Plan Goal⁶ III, VI		
<p>Project Summary⁷: 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"> • 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 • 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). • 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. <p>Status/Timeline: Ongoing.</p> <p>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.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts (primary users) and Judicial Council/appellate courts (secondary users).</p> <p>AC Collaboration: None anticipated at this time.</p>		

#	Ongoing Projects and Activities ⁴	
5.	Project Title: Trial Courts' Court Security Plans	Priority⁵ 1
Strategic Plan Goal⁶ III, VI		
<p>Project Summary⁷: 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"> • 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. • 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). • 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. <p>Status/Timeline: Ongoing.</p> <p>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.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts (primary users of the module).</p> <p>AC Collaboration: None anticipated at this time.</p>		

III. LIST OF 2021 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 February 9, 2021, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 7 proposed projects for video and duress alarm systems for \$767,646.03.
6.	Completed: On April 26, 2021, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 15 proposed projects for video and duress alarm systems for \$1,512,252.02 and additional costs of service calls (\$150,000).
7.	Completed: On May 13, 2021, 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 51 notifications and discussed experience with reminder timeframe, related challenges, and improvements.
8.	Completed: On August 19, 2021, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 7 proposed projects for access and video systems for \$959,486.15. Voted to approve FY 2021–22 costs of consultant contracts (\$80,000) and of service calls (\$1,000,000) as the amounts encumbered on contracts exceeded blanket approval authority. Received a summary for the Security Systems Program described in project #3, which provided a total amount encumbered for each type of expenditure during FY 2020–21. Of the program’s \$6 million budget, almost all funds were encumbered; an unspent budget amount of \$125,926.33 remained, which does not roll over into the next fiscal year.
9.	Completed: On November 12, 2021, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 17 proposed projects for access, video, and duress alarm systems for \$1,837,023.74.

Court Facilities Advisory Committee
Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Brad R. Hill, Administrative Presiding Justice, Court of Appeal, Fifth Appellate District
Lead Staff:	Ms. Pella McCormick, Director, Facilities Services Mr. Chris Magnusson, Facilities Supervisor, Facilities Services
Committee's Charge/Membership: Rule 10.62 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. Rule 10.62(b) sets forth the membership position of the committee. The CFAC currently has 17 members. The current committee roster is available on the committee's web page.	
Subcommittees/Working Groups²: 1. Courthouse Cost Reduction Subcommittee 2. Independent Outside Oversight Consultant Subcommittee 3. Subcommittee on Courthouse Names	
Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups) 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 2022 calendar year, and the committee/its subcommittees is expected to meet approximately five times. <input type="checkbox"/> Check here if exception to policy is granted by Executive Office or rule of court.	

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

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title Judicial Branch Five-Year Infrastructure Plan for Fiscal Year (FY) 2023–24	Priority⁵ 1 Strategic Plan Goal⁶ VI
<p>Project Summary⁷: Review of the <i>Judicial Branch Five-Year Infrastructure Plan</i> for FY 2023–24, 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>Status/Timeline: The five-year plan is proposed for the July 2022 Judicial Council meeting and due in August 2022 to the DOF.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p>AC Collaboration: Executive and Planning Committee.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

# New or One-Time Projects ⁴		
2.	Project Title Update to the Judicial Branch Capital Program Management Manual	Priority⁵ 1
		Strategic Plan Goal⁶ VI
<p>Project Summary⁷: 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>Status/Timeline: The updated management manual is proposed for the July 2022 Judicial Council meeting.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts; justice partners; and DOF.</p> <p>AC Collaboration: Executive and Planning Committee.</p>		
3.	Project Title Courthouse of the Future	Priority⁵ 1
		Strategic Plan Goal⁶ VI
<p>Project Summary⁷: Review of how the courthouse of the future will be different including pandemic <i>lessons learned</i>, the hybrid courtroom and Digital Court, and applicability to future capital projects. Submit recommendations as needed for Judicial Council consideration.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities Services, Budget Services, Legal Services, and Information Technology.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p>AC Collaboration: Information Technology Advisory Committee, Ad Hoc Workgroup on Post-Pandemic Initiatives, Workload Assessment Advisory Committee, and Courthouse Cost Reduction Subcommittee.</p>		

# Ongoing Projects and Activities ⁴					
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Project Title Judicial Branch Courthouse Construction Projects</td> <td style="width: 20%; text-align: center;">Priority⁵ 1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Strategic Plan Goal⁶ VI</td> </tr> </table> <p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts; justice partners; DOF; and State Public Works Board.</p> <p>AC Collaboration: Judicial Branch Budget Committee and Courthouse Cost Reduction Subcommittee.</p>	Project Title Judicial Branch Courthouse Construction Projects	Priority⁵ 1	Strategic Plan Goal⁶ VI	
Project Title Judicial Branch Courthouse Construction Projects	Priority⁵ 1				
Strategic Plan Goal⁶ VI					
2.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Project Title Recommendations of the Independent Oversight Consultant (IOC)</td> <td style="width: 20%; text-align: center;">Priority⁵ 1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Strategic Plan Goal⁶ VI</td> </tr> </table> <p>Project Summary⁷: Review and monitor implementation of IOC recommendations.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: Independent Outside Oversight Consultant Subcommittee.</p>	Project Title Recommendations of the Independent Oversight Consultant (IOC)	Priority⁵ 1	Strategic Plan Goal⁶ VI	
Project Title Recommendations of the Independent Oversight Consultant (IOC)	Priority⁵ 1				
Strategic Plan Goal⁶ VI					

# Ongoing Projects and Activities ⁴					
3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;">Project Title Courthouse Construction Project Cost Reductions</td> <td style="width: 25%; text-align: center;">Priority⁵ 1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Strategic Plan Goal⁶ VI</td> </tr> </table> <p>Project Summary⁷: Oversight of reductions to courthouse project costs. Submit recommendations as needed for Judicial Council consideration.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts; justice partners; DOF; and State Public Works Board.</p> <p>AC Collaboration: Courthouse Cost Reduction Subcommittee.</p>	Project Title Courthouse Construction Project Cost Reductions	Priority⁵ 1	Strategic Plan Goal⁶ VI	
Project Title Courthouse Construction Project Cost Reductions	Priority⁵ 1				
Strategic Plan Goal⁶ VI					
4.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;">Project Title Judicial Branch Capital Program Funding</td> <td style="width: 25%; text-align: center;">Priority⁵ 1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Strategic Plan Goal⁶ VI</td> </tr> </table> <p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p>AC Collaboration: Judicial Branch Budget Committee and Executive and Planning Committee.</p>	Project Title Judicial Branch Capital Program Funding	Priority⁵ 1	Strategic Plan Goal⁶ VI	
Project Title Judicial Branch Capital Program Funding	Priority⁵ 1				
Strategic Plan Goal⁶ VI					

#	Ongoing Projects and Activities⁴	
5.	Project Title Additional Funding for Existing Courthouse Operations, Maintenance, and Facility Modifications	Priority⁵ 1 Strategic Plan Goal⁶ VI
<p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts; justice partners; DOF; Legislature; and Office of Governor.</p> <p>AC Collaboration: Trial Court Facility Modification Advisory Committee.</p>		

III. LIST OF 2021 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 June 16, 2021, the CFAC received an informational director’s report that pandemic <i>lessons learned</i> , and their effect on planning the courthouse of the future, continue to be studied. The goal is to identify innovations implemented during the pandemic that may revise the trial court facilities standards or may require formal policy to shape long-term use of courthouse spaces.
7.	Completed: On June 16, 2021, the CFAC reviewed and approved the draft <i>Judicial Branch Five-Year Infrastructure Plan for Fiscal Year 2022–23</i> for submission 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. Subsequently, the five-year plan for FY 2022–23 was forwarded to the council, who approved it on July 9, 2021, and directed its submission to DOF to meet the deadline of August 2, 2021.
8.	Completed: On October 12, 2021, the CFAC approved the <i>Conflict of Interest Policy for Design-Build Projects</i> for submission to the Judicial Council for adoption. The conflict of interest policy governs the ability of a person or entity seeking to perform services for the Judicial Council on a design-build project to submit a proposal as a design-build entity, or to join a design-build team. Assembly Bill 143 (Stats. 2021, ch. 79), enacted on July 16, 2021, reauthorized the Judicial Council to utilize the design-build delivery method for its courthouse construction program. The conflict of interest policy shall apply to consultants and contractors for design-build projects authorized under article 7.1, Superior Court Design-Build Projects (Gov. Code §§ 70398-70398.7). Subsequently, the policy was forwarded to the council, who approved it on November 19, 2021.
9.	Completed: On November 9, 2021, the CFAC received an informational director’s report on the status of active courthouse capital projects/studies, projects recently completed for the Siskiyou and Tuolumne courts, and the revision to the <i>Judicial Branch Capital Program Management Manual</i> . For the program management manual, and because its revision is still in progress, it is expected that a draft will be presented to the committee for review next year.

#	Project Highlights and Achievements
10.	Completed: On November 9, 2021, the CFAC received an informational presentation from Facilities Services staff on some pandemic <i>lessons learned</i> from the National Center for State Courts and their effect on planning the courthouse of the future.
11.	Completed: On November 9, 2021, the CFAC received a comprehensive 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 built upon the February 2020 presentation, emphasizing the committee's key decision-making touchpoints during the lifespan of a capital project.

DRAFT

Trial Court Facility Modification Advisory Committee

Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Donald Cole Byrd, Presiding Judge, Superior Court of Glenn County
Vice-Chair:	Hon. William F. Highberger, Judge, Superior Court of Los Angeles County
Lead Staff:	Ms. Pella McCormick, Director, Facilities Services Mr. Jagan Singh, Principal Manager, Facilities Services Ms. Katherine Albertus, Facilities Analyst, Facilities Services

Committee’s Charge/Membership:

[Rule 10.65](#) 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:

- (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.
- (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.
- (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.
- (4) Provides quarterly and annual reports on the facilities modification program in accordance with the Judicial Council’s *Trial Court Facility Modifications Policy*.

[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

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

- 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 Groups²:

None.

Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups)

Meeting Date	Time	Location / Teleconference
January 31, 2022	10:00 – 3:00	Teleconference
March 7, 2022	12:00 – 1:30	Teleconference
April 11, 2022	10:00 – 3:00	Sacramento*
May 23, 2022	10:00 – 3:00	Sacramento*
July 18, 2022	10:00 – 3:00	Sacramento*
August 29, 2022	12:00 – 1:30	Teleconference
October 28, 2022	10:00 – 3:00	Sacramento*
December 5, 2022	12:00 – 1:30	Teleconference

*In-person meetings are held in Sacramento unless otherwise noted and are subject to change due to the COVID-19 pandemic.

Check here if the exception to policy is granted by the Executive Office.

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	<p>Project Title Judicial Council of California Policy on the Use of Air Filtration Devices During Wildfires</p>	<p>Priority⁵ 1 Strategic Plan Goal⁶ VI</p>
<p>Project Summary⁷: Approve the <i>Judicial Council of California Policy on the Use of Air Filtration Devices During Wildfires</i> to proceed to the council for approval. The purpose of this policy is to establish guidelines for the use of air filtration devices during wildfires to mitigate the impacts of wildfire smoke on Judicial Council-owned and Judicial Council-managed court facilities and operations. This policy also includes an analysis of the efficacy of air filtration devices.</p> <p>Status/Timeline: Review by the Court Executives Advisory Committee is complete. Public comment period ends on January 10, 2022. TCFMAC approval expected in January 2022.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: Court Executives Advisory Committee.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	New or One-Time Projects⁴	
2.	Project Title Deferred Maintenance Projects Funded in July 2019 (DMF-3) – Encumber Funds and Monitor Encumbrance Liquidation	Priority⁵ 1 Strategic Plan Goal⁶ VI
<p>Project Summary⁷: Complete all encumbrances and monitor encumbrance liquidation for DMF-3 projects funded by a one-time general fund budget allocation in FY 2019–20 of \$15 million for trial courts. The funding is earmarked for fire alarm systems.</p> <p>Status/Timeline: Complete encumbrances in FY 2021–22 and monitor for liquidation in FY 2023–24.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: None.</p>		
3.	Project Title Deferred Maintenance Projects Funded in July 2021 (DMF-4 projects) – Encumber Funds and Monitor Encumbrance Liquidation	Priority⁵ 1 Strategic Plan Goal⁶ VI
<p>Project Summary⁷: In July 2021, the TCFMAC approved a proposed list of DMF-4 projects to be funded by a one-time general fund budget allocation in FY 2021–22 of \$180 million for trial courts. The funding will be encumbered over three years. \$80 million is expected to be encumbered in FY 2021–22, \$80 million in FY 2022–23, and the remaining \$20 million in FY 2023–24. The funding is earmarked primarily for building automation systems (BAS), roofs, and elevators.</p> <p>Status/Timeline: Complete encumbrances in FY 2023–24 and monitor for liquidation in FY 2025–26.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: None.</p>		

#	Ongoing Projects and Activities⁴	
1.	Project Title Trial Court Facility Modification Quarterly Activity Reports and Annual Report	Priority⁵ 1 Strategic Plan Goal⁶ VI
<p>Project Summary⁷: 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>Status/Timeline: Ongoing. Fiscal Year 2021–22 reports are proposed for the following Judicial Council meetings: January 2022 for the Q1 report; March 2022 for the Q2 report; May 2022 for the Q3 report; and September 2022 for the Q4 and Annual reports.</p> <p>Fiscal Impact/Resources: Coordination through lead staff to the committee with input from the Judicial Council’s offices of Facilities 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: None.</p>		
2.	Project Title Energy-Efficiency Facility Modification Projects	Priority⁵ 1 Strategic Plan Goal⁶ VI
<p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>		

#	Ongoing Projects and Activities ⁴	
	<p><i>Internal/External Stakeholders:</i> Trial courts and justice partners.</p> <p><i>AC Collaboration:</i> None.</p>	
3.	<p>Project Title Courthouse Security Systems Maintenance and Replacement</p>	<p>Priority⁵ 1</p> <hr/> <p>Strategic Plan Goal⁶ VI</p>
	<p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: Court Security Advisory Committee.</p>	
4.	<p>Project Title Develop Proposed Budget Change Proposals (BCPs)</p>	<p>Priority⁵ 1</p> <hr/> <p>Strategic Plan Goal⁶ VI</p>
	<p>Project Summary⁷: Determine budget increases to be requested each fiscal year to address the following needs: additional staff to ensure oversight and management of fire safety measures and capital project insurance programs; ongoing deferred maintenance and related staffing; an augmentation to ongoing resources for facility modifications; and some specific larger facility modification projects.</p> <p>Status/Timeline: Ongoing. Typical BCPs timeline: drafts due to Judicial Council Budget Services by February 2022; reviewed by the Judicial Branch Budget Committee in March 2022 and approved in May 2022; and submitted to the California Department of Finance (DOF) in September 2022.</p>	

#	Ongoing Projects and Activities ⁴	
	<p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts, justice partners, DOF, Legislature, and Office of Governor.</p> <p>AC Collaboration: Judicial Branch Budget Committee.</p>	
5.	<p>Project Title Judicial Branch Facility Modification Projects</p>	<p>Priority⁵ 1</p> <hr/> <p>Strategic Plan Goal⁶ VI</p>
	<p>Project Summary⁷: 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>Status/Timeline: Ongoing. The committee meets every 30 to 60 days to review proposed projects.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: None.</p>	
6.	<p>Project Title Judicial Branch Facility Operations and Maintenance</p>	<p>Priority⁵ 1</p> <hr/> <p>Strategic Plan Goal⁶ VI</p>
	<p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p>	

#	Ongoing Projects and Activities⁴	
	<p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: None.</p>	
7.	<p>Project Title Judicial Branch Five-Year Master Plan – Trial Court Facilities Deferred Maintenance List</p>	<p>Priority⁵ 1 Strategic Plan Goal⁶ VI</p>
	<p>Project Summary⁷: Develop the judicial branch <i>Fiscal Year 2022–23 Five-Year Master Plan - Deferred Maintenance Report</i> for trial court facilities for submission to DOF for consideration of funding. The report for FY 2021–22 contains a list of 22,743 projects at an estimated rough order of magnitude of \$5.01 billion, with the Judicial Council share being \$3.7 billion.</p> <p>Status/Timeline: Ongoing. The five-year master plan is due to the DOF in September of each year.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts and justice partners.</p> <p>AC Collaboration: None.</p>	
8.	<p>Project Title Conduct Plumbing Assessments for the Top Five Facilities with the Highest Number of Incidents and Costs Resulting from Plumbing Leaks</p>	<p>Priority⁵ 1 Strategic Plan Goal⁶ VI</p>
	<p>Project Summary⁷: 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.</p>	

Ongoing Projects and Activities⁴

Status/Timeline: Solicitation and assessments are ongoing and mitigation efforts will be brought to the committee as we move forward, contingent upon availability of funds.

Fiscal Impact/Resources: Coordination through lead staff to the committee with input from the Judicial Council's offices of Facilities Services and Branch Accounting and Procurement.

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 and justice partners.

AC Collaboration: None.

III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Ongoing: Collaborated with the Court Security Advisory Committee to complete security-related projects.
2.	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.
3.	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.
4.	Ongoing: Collaborated with the Court Facilities Advisory Committee in the development of the Judicial Branch Capital Program.
5.	Ongoing: Monitored construction progress of deferred maintenance projects funded in July 2018 (DMF-2) and in July 2019 (DMF-3) for roof, elevator/lift/escalator replacements, BAS upgrades, and fire alarm systems in trial court facilities.
6.	Completed: In January 2021, approved FY 2022–23 Budget Change Proposals (BCPs) for facility modifications, deferred maintenance, sustainability measures, operations and maintenance, and the council’s share of the County of San Diego’s project cost to modernize the San Diego Hall of Justice’s conveying (elevators and escalators) and HVAC systems.
7.	Completed: As informational items in March, May, and October 2021, the Judicial Council received FY 2020–21 quarterly activity reports and the annual report on the allocation of funding for trial court facility modifications.
8.	Completed: In March 2021, approved and adopted the <i>Guidelines for the Responsibility of Facility Costs between the Judicial Council and Trial Courts</i> .
9.	Completed: In April 2021, removed the temporary hold on funding Priority 2 facility modifications (instituted in December 2020) based on administrative savings and the DOF’s support for the branch to request \$2.5 million in FY 2020–21 from the Immediate and Critical Needs Account (ICNA) of the State Court Facilities Construction Fund (SCFCF).
10.	Completed: In May 2021, completed all encumbrances for DMF-2 projects.
11.	Completed: In July 2021, approved the proposed list of DMF-4 projects, encumbered \$10 million in funding, and started assessments and design work.
12.	Completed: In 2021, to address a budget shortfall resulting from increased requests for air scrubbers during wildfire events, approved five separate budget reallocations totaling \$10 million over a six-month period. The Judicial Council also worked with DOF to secure a budget augmentation to the FM budget of \$2.5 million and used one-time administrative savings of \$6.4 million for facility modifications to cover the shortfall.
13.	Completed: In July 2021, approved the proposed FY 2021–22 Facility Modifications budget and the Operations and Maintenance spending plan.

#	Project Highlights and Achievements
14.	Completed: In July 2021, approved the <i>Court Facilities: Membership in Tuolumne Public Power Agency for the New Sonora Courthouse</i> report, for submittal to the Judicial Council as a consent item.
15.	Completed: In July 2021, approved 1) a pilot project to study the effectiveness of air scrubbers when deployed during wildfires, to run from July 19 through September 30, 2021; and 2) interim guidelines for air scrubber costs, establishing that trial courts pay 50 percent of the cost when the outdoor Air Quality Index (AQI) is greater than 400, and 100 percent of the cost when the outdoor AQI is 400 or less.
16.	Completed: In August 2021, approved the judicial branch’s <i>Five-Year Master Plan – Deferred Maintenance Report for Fiscal Year 2021–22</i> for submission to DOF.
17.	Completed: In November 2021, approved the draft <i>Judicial Council of California Policy on the Use of Air Filtration Devices During Wildfires</i> to proceed to public comment from November 22, 2021 to January 10, 2022.
18.	Completed: During 2021, 17 facility modification projects on the Architectural Revolving Fund project list were completed.

Collaborative Justice Courts Advisory Committee
Annual Agenda¹—2022
Approved by Executive and Planning Committee: [DATE]

I. COMMITTEE INFORMATION

Chair:	Hon. Richard Vlavianos, Chair, Judge, Superior Court of San Joaquin County Hon. Lawrence G. Brown, Vice-Chair, Judge, Superior Court of Sacramento County
Lead Staff:	Ms. Deanna Adams, Senior Analyst, Criminal Justice Services Ms. Carrie Zoller, Supervising Attorney, Center for Families, Children & the Courts
<p>Committee's Charge/Membership:</p> <p>Rule 10.56 of the California Rules of Court charges the Collaborative Justice Courts Advisory Committee (CJCAC) to make recommendations to the Judicial Council on criteria for evaluating and improving adult and youth collaborative programs that incorporate judicial supervision, collaboration among justice system partners, or rehabilitative services. Collaborative programs include collaborative justice courts, diversion programs, and similar court-monitored programs that seek to improve outcomes and address problems facing court-involved and justice system-involved individuals and those at risk of becoming involved with the justice system, including, but not limited to, individuals with mental health issues, substance use disorders, or co-occurring disorders.</p> <p>Additional duties included under rule 10.56(b):</p> <ol style="list-style-type: none">1. Make recommendations to the council on best practices and guidelines for collaborative programs;2. Assess and measure the success of collaborative programs, including assessing and recommending methods for collecting data to evaluate the effectiveness of these programs;3. Identify and disseminate to trial courts locally generated and nationally recognized best practices for collaborative programs, and training and program implementation activities that support collaborative programs;4. Recommend to the Center for Judicial Education and Research Advisory Committee minimum judicial education standards on collaborative programs, and educational activities to support those standards;5. Advise the council of potential funding sources, including those that may advance collaborative programs;6. Make allocation recommendations regarding Judicial Council-administered grant funding programs that support collaborative programs; and	

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

7. Identify and disseminate appropriate outreach activities needed to support collaborative programs, including but not limited to collaborations with educational institutions, professional associations, and community-based organizations

[Rule 10.56\(c\)](#) 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 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 Groups²:

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

Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups)

1. Full in-person committee meeting in fall 2022, if possible.
2. Teleconferences every 4th Wednesday of the month.
3. Subcommittee meetings as needed.

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

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Establish Ad Hoc Working Group to Identify Best Practices and Priority Areas for Improving Equity in Collaborative Court Programs	Priority⁵ 1 Strategic Plan Goal⁶ I
<p>Project Summary⁷: Convene a working group of CJCAC members to identify best practices and priority policy areas for improving equity within collaborative court programs. The working group will gather information on equity efforts and challenges throughout court collaborative programs in California and nationally and consider recommendations on equity to the committee. This project will be aligned with national efforts in collaborative courts that have developed programmatic, and data-driven solutions to address racial disparities.</p> <p>Status/Timeline: Recommendations will be developed by December 2022.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Local collaborative programs.</p> <p>AC Collaboration: Advisory Committee on Providing Access and Fairness and Tribal Court-State Court Forum.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	New or One-Time Projects⁴	
2.	Project Title: Support Courts in Developing New and Strengthening Existing Homeless Courts	Priority⁵ 1 Strategic Plan Goal⁶ I and III
<p>Project Summary⁷: Homeless courts are a national promising practice that address the specific circumstances and needs of court users who are experiencing or are at risk of experiencing homelessness. The CJCAC will support the Judicial Council’s work partnering with the American Bar Association Commission on Homelessness and Poverty to provide training and technical assistance to courts to strengthen the homeless court model throughout California, including improving the capacity for homeless courts and their partnering agencies to better respond to families and youth who are homeless or at risk of homelessness. This project was identified and supported in recommendation 2.1 the final report of the Chief Justice’s Work Group on Homelessness.</p> <p>Status/Timeline: The project with the ABA will be concluded by fall 2023. Other aspects of the project will be ongoing.</p> <p>Fiscal Impact/Resources: This work will be supported by Comprehensive Drug Court Implementation (CDCI) funds.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: American Bar Association’s Commission on Homelessness and Poverty.</p> <p>AC Collaboration: None.</p>		
3.	Project Title: Assisted Out-Patient Treatment/Laura’s Law Training	Priority⁵ 1 Strategic Plan Goal⁶ V
<p>Project Summary⁷: Laura’s Law allows for court-ordered assisted outpatient treatment for defendants with serious mental illnesses who are unable to survive safely in the community without supervision and who meet certain criteria, which includes recent criminal justice involvement. Assembly Bill 1976 (Stat. 2020, ch. 140) required counties to formally opt-out of Laura’s Law or begin planning program implementation by July 1, 2021, encouraging new counties to begin implementing court-ordered assisted outpatient treatment. This project will develop and provide a training program for courts and local collaborative justice partners focused on effective practices for implementing Laura’s Law.</p> <p>Status/Timeline: Spring 2022.</p>		

#	New or One-Time Projects⁴	
	<p>Fiscal Impact/Resources: This work will be supported in part by CDCI funds.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Treatment Advocacy Center.</p> <p>AC Collaboration: None.</p>	
4.	<p>Project Title: Identify and Disseminate Information on Collaborative Program Best Practices Related to Diversion, Shorter Probation Terms, and Recovery-Oriented Practices</p>	<p>Priority⁵ 1</p> <hr/> <p>Strategic Plan Goal⁶ V</p>
	<p>Project Summary⁷: A number of criminal justice reforms have been passed by the California State Legislature or through voter initiatives in recent years that focus on reducing criminal penalties and using alternatives to incarceration. Many of these reforms target individuals who have substance use disorders, mental illness, or both. Reforms include the establishment of diversion programs and legislation that shortens probation term lengths in most instances to no longer than two years for a felony conviction and one year for a misdemeanor conviction. In many jurisdictions, collaborative courts play a major role in implementing these programs. Additionally, recent legislation and professional standards impacting criminal justice and behavioral health systems have begun adopting people-first and recovery-oriented language as a trauma-informed principle that promotes equity and improves engagement and outcomes for, among others, collaborative program participants. This project will involve collaborating with local and national justice system partners to develop and present training on best practices and beneficial outcomes for diversion and short-term collaborative programs, <u>including those developed in response to the COVID-19 pandemic</u>, as well as best practices for incorporating up-to-date diagnostic language and appropriate recovery-oriented and trauma-informed terminology within judicial practices.</p> <p>Status/Timeline: Fall 2022.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: California Association of Collaborative Courts, National Association of Drug Court Professionals, Center for Court Innovations, National Center for State Courts.</p> <p>AC Collaboration: None.</p>	

#	New or One-Time Projects ⁴	
5.	Project Title: Meeting the Needs of High Acuity Youth in Collaborative Courts	Priority⁵ 1 Strategic Plan Goal⁶ I and IV
<p>Project Summary⁷: To help juvenile collaborative courts better meet changing and growing mental health needs, examine the needs of high acuity youth, the barriers that they face in obtaining appropriate timely treatment and placements, and identify ways that the committee can help courts better respond to these demands.</p> <p>Status/Timeline: Winter 2022.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>		

#	Ongoing Projects and Activities ⁴	
1.	Project Title: Parolee Reentry Court Grant Allocations	Priority⁵ 1 Strategic Plan Goal⁶ IV
<p>Project Summary⁷: 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>Status/Timeline: Current funding will expire June 30, 2022.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Local courts.</p> <p>AC Collaboration: None.</p>		
2.	Project Title: Substance Abuse Focus Grant Allocations	Priority⁵ 1 Strategic Plan Goal⁶ IV
<p>Project Summary⁷: 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"> • Report to the Judicial Council on grant activities. • Recommend to the Judicial Council grant allocations to local courts based on the Judicial Council approved allocation methodology. • Review biannual reports regarding funding distribution, invoicing, and deliverables reports from local courts. • Recommend methods of allocation and grants administration for next annual funding cycle. • Identify methods to increase funding through the SAFG program. <p>Status/Timeline: Ongoing.</p>		

#	Ongoing Projects and Activities ⁴	
	<p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Local courts, collaborative court coordinators, and California Association of Youth Courts.</p> <p>AC Collaboration: None.</p>	
3.	<p>Project Title: Assist Local Courts to Obtain Funding and In-Kind Assistance, such as Federal or State Grants or Ongoing Funding for Local Collaborative Programs</p>	<p>Priority⁵ 1</p> <hr/> <p>Strategic Plan Goal⁶ VII</p>
	<p>Project Summary⁷: Distribute information on grants and other funding opportunities and assist local courts, upon their request, to obtain funding and other assistance for local collaborative programs.</p> <ul style="list-style-type: none"> • 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. • Assist local courts in identifying appropriate federal grant opportunities and preparing applications for funding of collaborative programs through the federal funding cycle. • 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. • Explore and pursue potential avenues for permanent funding, including the potential submission of a Budget Change Proposal, and encourage the expansion of local treatment and evaluation capacity, as appropriate. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Increases funding for local courts.</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>	

#	Ongoing Projects and Activities⁴	
	<p>Internal/External Stakeholders: Local trial courts and justice system partners, California Association of Collaborative Courts, California Association of Youth Courts, National Center for State Courts, and Center for Court Innovation.</p> <p>AC Collaboration: None.</p>	
4.	Project Title: Veterans and Military Families: Identify Priority Issues and Best Practices	Priority⁵ 1
	<p>Strategic Plan Goal⁶ IV</p> <p>Project Summary⁷: 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"> • Continue work and support toward implementing legislation regarding court involved veterans and military families. • Review, track, and provide comment on legislation that impacts court involved veterans and military families. • Leverage judicial 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. • Continue to support the improved dissemination of information relevant to veterans and military families by updating the Veterans Treatment Courts webpage on the California Courts website and developing a listserv for Veterans Treatment Court judges and personnel. • Update and review Veterans Treatment Courts roster to ensure accuracy of information. • Coordinate with system partners including, American Bar Association, the State Bar, California Lawyers Association, United States Department of Veterans Affairs (VA), California Department of Veterans Affairs (CalVet), local veterans’ agencies, veterans’ advocacy and affinity 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. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Local courts, California Association of Collaborative Courts, and Center for Court Innovation.</p>	

#	Ongoing Projects and Activities ⁴	
	<i>AC Collaboration:</i> None.	
5.	Project Title: Juvenile Collaborative Justice Courts: Identify Priority Issues and Best Practices	Priority⁵ 1
	<p data-bbox="197 467 1976 646">Project Summary⁷: 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 family treatment courts. 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 holding the annual Youth Summit in partnership with the California Association of Youth Courts, and providing local assistance to courts seeking to implement or improve their peer court.</p> <ul data-bbox="233 654 1934 1101" style="list-style-type: none"> • 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. • Create webinars and other online education that will assist judicial officers, court staff, attorneys, and others working in juvenile collaborative courts. • Support local efforts to provide appropriate mental health screenings, access services, and medication assessments. • 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. • 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 Family Treatment Courts as a best practice model. • Provide education and technical assistance in the area of the needs of homeless youth. • Provide subject matter expertise to the National Center for Youth Law for their work developing juvenile mental health related bench guides, information sheets, and webinars on accessing services. <p data-bbox="197 1149 548 1182">Status/Timeline: Ongoing.</p> <p data-bbox="197 1222 1388 1255">Fiscal Impact/Resources: This work will be conducted using existing resources and staffing.</p> <p data-bbox="212 1263 1927 1328"><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="197 1369 1885 1433">Internal/External Stakeholders: Local courts, California Association of Collaborative Courts, National Center for Youth Law, and California Association of Youth Courts.</p>	

#	Ongoing Projects and Activities ⁴	
	<i>AC Collaboration:</i> None.	
6.	Project Title: Mental Health: Identify Priority Issues and Best Practices	Priority⁵ 1 Strategic Plan Goal⁶ IV
	<p>Project Summary⁷: 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"> • Track and review 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 (LPS) cases to advocate for improvements, as appropriate. • 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. • 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. • 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, accessing services, and serving veterans and military families. • Identify opportunities for collaboration with mental health stakeholders, programs, and initiatives (e.g., Stepping Up Initiative and Words to Deeds). • Continue to implement recommendations from the Mental Health Issues Implementation Task Force (MHITF) that were identified as within Judicial Council purview and in need of continuing work for implementation, and were assigned, individually or in collaboration with other Judicial Council advisory bodies, to the CJCAC. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: This work will be conducted using existing resources and staffing. <input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: Local courts, California Association of Collaborative Courts and California Association of Youth Courts.</p>	

#	Ongoing Projects and Activities ⁴	
	<i>AC Collaboration:</i> None.	
7.	Project Title: Driving Under the Influence: Identify Priority Issues and Best Practices	Priority⁵ 1 Strategic Plan Goal⁶ IV
<p>Project Summary⁷: Identify priority policy issues and best practices for improving court responses to individuals who participate in driving under the influence courts through legislation tracking, continued support for education, research, and the improved dissemination of information as outlined below.</p> <ul style="list-style-type: none"> • Continue work and support toward implementing legislation regarding court involved driving under the influence participants. • Leverage education programs to disseminate training materials, resources, and education job aids to assist judges, court staff, and driving under the influence stakeholders to better serve justice involved driving under the influence participants. • Update and review Driving Under the Influence roster to ensure accuracy of information. • Coordinate with system partners including, California Office of Traffic and Safety, American Bar Association, Judicial Outreach Liaison Program, and Department of Health Care Services to follow trends and developments regarding driving under the influence, and to seek opportunities to collaborate in providing education and resources to court staff and partners. • Potential areas to focus on include data collection, data on risk and need for second/third/fourth offenders, assessment tools, best practices, different models, monitoring, expansion of driving under the influence courts, and technology. • Track, review, and comment on proposed legislation that impacts driving under the influence cases; Identify emerging driving under the influence legislation, policies, and best practices in areas such as data collection, assessment tools, different models, monitoring and technology, as appropriate. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Local courts, California Association of Collaborative Courts, and Center for Court Innovation.</p> <p>AC Collaboration: None.</p>		

#	Ongoing Projects and Activities ⁴	
8.	Project Title: Conduct Multidisciplinary Education to Support Effective Practices and Beneficial Outcomes in Collaborative Programs; Identify and Distribute Information on New or Pending Policy Changes	Priority⁵ 1 Strategic Plan Goal⁶ V
<p>Project Summary⁷: Continue to develop and execute educational and training programs that supports the development of effective practices and beneficial outcomes in collaborative programs. Outreach activities may include notifying collaborative programs of policy changes that may be of impact (mental health or competency issues, diversion programs, or human trafficking, etc.) and identifying promising practices developed in response to the change. Educational and training activities include developing educational recommendations and assisting in the implementation of judicial and multi-disciplinary education curricula in areas related to collaborative justice.</p> <ul style="list-style-type: none"> • Continue to collaborate with justice system partners on training activities. Partners may include, but are not limited to, California Association of Collaborative Courts (CACC), California Lawyers Association, the Council of State Governments (CSG) Justice Center, County Behavioral Health Director Association (CBHDA), Council of Criminal Justice and Behavioral Health (CCJBH), National Association of Drug Court Professionals (NADCP), National Drug Court Institute Justice for Vets, the California Association of Youth Courts (CAYC), the Department of Veterans Affairs, California Judges Association (CJA), and the American Bar Association (ABA) Commission on Homelessness and Poverty, and ABA Judicial Committee on Human Trafficking. • Continue to work with the CJER Advisory Committee to make recommendations for and assist in the implementation of judicial and multidisciplinary education curricula in the area of collaborative justice. This includes providing guidance to committee staff regarding the preparation of collaborative justice-related educational toolkits and job aids and identification of faculty. • Continue to distribute information on effective practices through regular webinars, and hosting listservs for collaborative court and mental health professionals. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Provides distance and in-person education for local courts at reduced cost; provides information regarding effective/efficient court practices to reduce case processing costs and recidivism. Resources include council staff from Public Affairs and CJER.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: 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>		

#	Ongoing Projects and Activities ⁴
	<i>AC Collaboration:</i> Center for Judicial Education and Research Advisory Committee and curriculum committees in criminal law, family and juvenile law, and probate and mental health law.

DRAFT

III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Developed virtual workspace development for collaborative justice courts, https://caljc.sharepoint.com/sites/cchub . Conducted four quarterly virtual meetings for collaborative court coordinators. Over 135 participants representing 24 counties attended these meetings.
2.	Submitted and presented the <i>Task Force for Criminal Justice Collaboration on Mental Health Issues: Adult Criminal Progress Update and Priority Areas</i> report to the Judicial Council in March 2021. The report identified areas that reemerged as ongoing priorities in light of current public safety and health landscapes and priorities arising from state and local responses to the COVID-19 pandemic.
3.	Reviewed rule 10.56 of the California Rules of Court and secured revisions that will ensure the CJCAC charge adequately serves collaborative programs. Revisions to the rule are effective January 1, 2022.
4.	Training for Mental Health Initiatives: Hosted an introductory webinar on Laura’s Law/Assisted Outpatient Treatment. Approximately 69 people representing 15 counties attended this webinar. A forthcoming, in-depth training on Laura’s Law is planned for 2022. These trainings are conducted in partnership with the Treatment Advocacy Center.
5.	Provided information on funding: Published the Substance Abuse Focus Grant Infographic , which showcases data from the Substance Abuse Focus Grant (SAFG) deliverable surveys and helps capture the work being done by SAFG-funded collaborative justice courts.
6.	Youth Courts: With the California Association of Collaborative courts, held the 2021 Annual Youth Court Summit. With the theme “Empowered Youth Ending the School to Prison Pipeline”, this virtual three-day convening featured sessions designed to improve youth courts, including workshops on trauma-informed practices, restorative justice, and bias.
7.	<p>CSEC/Girls’ Court Research: Completed and posted the following publications:</p> <ul style="list-style-type: none"> • An Evaluation of the Succeeding Through Achievement and Resilience (STAR) Court (2021). This report details the results of a comprehensive evaluation of the Los Angeles Succeeding Through Achievement and Resilience (STAR) Court, created for those who are at risk of or have been commercially sexually exploited. • An Overview of California’s Girls’ and CSEC Courts: Process Evaluation Report. This report details the results of a process evaluation of California’s girls’ and CSEC courts designed for those at risk of or have been Commercially Sexually Exploited Children.
8.	<p>CSEC/Girls’ Court Education: Held and posted the following webinars:</p> <ul style="list-style-type: none"> • Overview of California's Girls' Courts and CSEC Courts. This webinar discusses the results of a process evaluation of California’s girls’ and CSEC courts designed for those at risk of or have been Commercially Sexually Exploited Children. • How CSEC Courts have been Impacted by COVID. This webinar discusses how COVID has impacted three California Girls’ courts.

Court Interpreters Advisory Panel
Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Brian L. McCabe, Judge, Superior Court of Merced County
Lead Staff:	Ms. Claudia Ortega, Supervising Analyst, Court Interpreters Program, Center for Families, Children & the Courts
Committee's Charge/Membership: Rule 10.51 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: <ol style="list-style-type: none">(1) Interpreter use and need for interpreters in court proceedings; and(2) Certification, registration, renewal of certification and registration, testing, recruiting, training, continuing education, and professional conduct of interpreters. Rule 10.51(b) 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. Rule 10.51(c) 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: <ol style="list-style-type: none">(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;(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;	

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

- (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 Groups²:

- 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. As appropriate, these projects are undertaken in collaboration with the Language Access Subcommittee of the Advisory Committee on Providing Access and Fairness.

Meetings Planned for 2022³

Conference calls – As needed.

In-person meeting – One in-person meeting is anticipated (date TBD).

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.

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Requirements for New American Sign Language (ASL) Court Interpreters – Interpreter Language Access Subcommittee	Priority⁵ 1 Strategic Plan Goal⁶ IV
<p>Project Summary⁷: 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>Key objectives: To increase the number of qualified ASL court interpreters in a cost-effective manner, CIAP will consider recommended 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>Status/Timeline: Initial research has been completed by the National Center for State Courts (NCSC) to assess costs and different options. NCSC has also begun focus group meetings with national key stakeholders to gather additional research to assist CIAP with development of recommendations. The anticipated completion date to develop recommended new requirements for council approval is fall 2022. Future work to be contracted, including potential development of a required course, is predicated on deliverables, cost, and feasibility.</p> <p>Fiscal Impact/Resources: The estimated one-time cost, which was funded under the Court Interpreters Program consultant budget for FY 2020–21, is \$200,000 for a consultant to develop an online required course for ASL court interpreters and new recommended requirements. Resources: Court Interpreters Program, and additional staff time as needed from Legal Services and Human Resources.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	New or One-Time Projects⁴	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Interpreter community, including ASL interpreters, judicial officers, justice partners, language access court personnel, and the public.</p> <p>AC Collaboration: Consultation with the Advisory Committee on Providing Access and Fairness.</p>	
2.	Project Title: Designation of Certain Languages as Certified and Registered	Priority⁵ 2
	<p>Strategic Plan Goal⁶ I, II, IV</p> <p>Project Summary⁷: 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>Key objectives: CIAP will undertake these recommendations from the 2020 study and develop any recommended changes for the council on the designation (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 removed from 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>Status/Timeline: CIAP will develop recommendations for any changes by December 31, 2022.</p>	

New or One-Time Projects⁴

Fiscal Impact/Resources: There is no cost associated with developing recommendations concerning the designation of languages as certified or registered. Note: Certified interpreters of any languages that are de-designated (that go from certified to registered status) could maintain their certified status, and new interpreters can become registered in those languages, which benefits the public. However, the process to redesignate a registered language 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, 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, trial court Language Access Representatives, and Regional Bargaining Chairs.

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.

#	Ongoing Projects and Activities⁴	
1.	Project Title: Passage and Credentialing Options for the Interpreting Examinations	Priority⁵ 1
	Strategic Plan Goal⁶ IV	
<p>Project Summary⁷: Thoroughly assess the passage and credentialing options for the interpreting examinations to explore avenues for increasing the number of passers and, thereby, qualified interpreters.</p>		
<p>Key objectives include:</p>		
<ul style="list-style-type: none"> • Evaluate the level of the interpreter shortage in relation to the judicial branch’s needs. • Explore the feasibility of tiered testing or tiered passage for candidates who take the Bilingual Interpreting Examination (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 on one or more sections). • 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. • Identify methods to increase the number of qualified candidates taking the exams. • Identify methods to increase the exams’ passage rates. • Evaluate the current practice of California requiring that all four sections of the BIE be passed in one sitting. • Consider how to offer a higher number of testing opportunities in more locations across the state. • Explore ways to keep test candidates motivated and interested in interpreting for the courts as they wait for their test scores. • Consider requiring the OPE as the screening exam for the BIE. • Consider offering a pre-test (as offered by the American Translators Association) to gauge candidates’ readiness, providing them with insight to improve their test-taking abilities. 		
<p>Status/Timeline: 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 summer 2022.</p>		
<p>Fiscal Impact/Resources: 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, trial court Language Access Representatives, and consultant(s) as needed to conduct research and develop recommendations.</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>		

#	Ongoing Projects and Activities⁴	
	<p>Internal/External Stakeholders: Trial courts, interpreter community, public including LEP litigants, legal service providers, and justice partners.</p> <p>AC Collaboration: Consultation with the Court Executives Advisory Committee.</p>	
2.	<p>Project Title: Interpreting Skills Assessment Process – Professional Standards and Ethics Subcommittee</p>	<p>Priority⁵ 1</p> <p>Strategic Plan Goal⁶ IV</p>
	<p>Project Summary⁷: 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"> 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. 2) Identification of existing and possible development of options and resources that courts can utilize to strengthen an interpreter’s knowledge, skills, and abilities. <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> <p>Status/Timeline: As referenced above, NCSC previously produced a report on this subject. Prometric, LLC, the council’s interpreting testing vendor, is assisting with gathering in-depth feedback from the subcommittee and developing more specific recommendations. The anticipated completion date for proposed skills assessment recommendations is summer 2022. Future work to be contracted for implementation of recommendations approved by the council is predicated on determined need, deliverables, cost, and feasibility.</p>	

#	Ongoing Projects and Activities ⁴
	<p><i>Fiscal Impact/Resources:</i> 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, 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, and Human 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><i>Internal/External Stakeholders:</i> Interpreter community, judicial officers, justice partners, court personnel who manage California court interpreters, and the public.</p> <p><i>AC Collaboration:</i> Consultation with the Court Executives Advisory Committee.</p>

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III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Interpreting Skills Assessment Process</p> <p>The Professional Standards and Ethics Subcommittee met four times virtually in 2021 to identify the most important knowledge, skills, and abilities that should be included in an assessment of a credentialed interpreter when a skills-based complaint has been filed against him/her. The subcommittee also considered various options for how the assessments could be administered in-person and virtually. The subcommittee will refine these recommendations, which will be presented to CIAP in 2022.</p>
2.	<p>Requirements for New American Sign Language (ASL) Court Interpreters</p> <p>The Interpreter Language Access Subcommittee met once virtually in 2021 to receive a presentation from NCSC regarding research it conducted on behalf of the council concerning ASL interpreter certifications, currently issued by other entities, that could be accepted by the council and required before a new ASL interpreter can interpret for the California court system. The subcommittee will meet at least once more in 2022 to review additional research conducted by NCSC and its draft recommendations. Proposed recommendations will go out for public comment in 2022, prior to submission to the council.</p>
3.	<p>Implement a Policy for Limited English Proficient (LEP) Persons to Waive a Court Appointed Interpreter</p> <p>Per Recommendation 75 of the council’s <i>Strategic Plan for Language Access in the California Courts</i>, CIAP spent considerable time in late 2020 and early 2021 on developing a draft rule regarding a limited English proficient (LEP) court user’s waiver of an interpreter. In May 2021, the Judicial Council’s Rules Committee declined to move forward CIAP’s proposed rule, due to concerns regarding potential impacts for courts from implementation of the rule. It was subsequently determined that the objectives of the recommendation to develop a waiver policy can best be accomplished through development of a bench card and/or educational materials for bench officers. Accordingly, this project has moved from CIAP to the Language Access Subcommittee of the Advisory Committee on Providing Access and Fairness and this project is now included on the committee’s 2022 annual agenda.</p>

Center for Judicial Education and Research Advisory Committee
Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Kimberly A. Gaab, Judge, Superior Court of California, County of Fresno
Lead Staff:	Steven G. Warner, Supervising Attorney, Center for Judicial Education and Research
Committee's Charge/Membership: Rule 10.50(b) of the California Rules of Court states the charge of the Center for Judicial Education and Research (CJER) 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. Rule 10.50(c) sets forth additional duties of the committee. The CJER Advisory Committee currently has 16 voting members and 3 advisory members. The current committee roster is available on the committee's webpage.	
Subcommittees/Working Groups²: <ol style="list-style-type: none">1. Appellate Practice Curriculum Committee2. Civil Law Curriculum Committee3. Criminal Law Curriculum Committee4. Family Law Curriculum Committee5. Judicial Branch Access, Ethics & Fairness Curriculum Committee6. Judicial Branch Leadership Development Curriculum Committee7. Juvenile Law Curriculum Committee8. Probate Law Curriculum Committee9. Trial Court Operations Curriculum Committee10. B.E. Witkin Judicial College Steering Committee	

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

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

Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups)

March 3, 2022 (teleconference)

May 26, 2022 (teleconference)

September 13, 2022 (in-person in San Francisco)

December 1, 2022 (teleconference)

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

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

COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Implement the 2022–2024 Education Plan	Priority ⁵ 1
<p>Strategic Plan Goal⁶ V</p> <p>Project Summary⁷: Begin to deliver the classes and products specified by the 2022–2024 Education Plan for judicial branch education, approved by the Judicial Council at its January 21, 2022 meeting.</p> <p>Status/Timeline: Begin July 1, 2022.</p> <p>Fiscal Impact/Resources: Not applicable.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p>Internal/External Stakeholders: Not applicable.</p> <p>AC Collaboration: Not applicable.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	New or One-Time Projects⁴	
2.	Revise and Modernize Education-Related Rules of Court	Priority⁵ 1
Strategic Plan Goal⁶ V		
<p>Project Summary⁷: Consider general and specific revisions to the education requirements and expectations within the California Rules of Court to ensure uniformity of language and adaptability to emerging technology while increasing courts’ discretion in meeting the educational needs of judicial officers and court personnel.</p> <p>Status/Timeline: Ongoing. Projected completion date of December 31, 2022.</p> <p>Fiscal Impact/Resources: Not applicable.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Rules Committee.</p> <p>AC Collaboration: Not applicable.</p>		
3.	Project(s) Recommended By the Ad Hoc Workgroup on Post-Pandemic Initiatives	Priority⁵ 1
Strategic Plan Goal⁶ V		
<p>Project Summary⁷: The Ad Hoc Workgroup on Post-Pandemic Initiatives may recommend to the Center for Judicial Education and Research Advisory Committee a project or projects that assist courts, justice partners, and parties with access to justice during and following the COVID-19 pandemic; address otherwise urgent needs; or are mandated by legislative changes.</p> <p>Status/Timeline: To be determined.</p> <p>Fiscal Impact/Resources: To be determined.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: To be determined.</p> <p>AC Collaboration: To be determined.</p>		

#	Ongoing Projects and Activities⁴	
1.	Continue to Implement the 2020–2022 Education Plan	Priority⁵ 1
		Strategic Plan Goal⁶ V
<p>Project Summary⁷: 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>Status/Timeline: Ends June 30, 2022.</p> <p>Fiscal Impact/Resources: CJER contact: Karene Alvarado.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Not applicable.</p> <p>AC Collaboration: Not applicable.</p>		
2.	Continue to Expand Bias Education for the Judicial Branch	Priority⁵ 1
		Strategic Plan Goal⁶ V
<p>Project Summary⁷: Continue the expansion of bias education for both judges and court personnel.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CJER contact: Karene Alvarado.</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>Internal/External Stakeholders: Not applicable.</p> <p>AC Collaboration: Not applicable.</p>		

II. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Redesigned curriculum for remote delivery and successfully delivered remotely all live courses scheduled on the education plan for 2021, with the exception of the B.E. Wiktin Judicial College. Delivering courses remotely increases participant access and convenience, and also allows CJER faculty and staff the flexibility to incorporate last-minute law changes. Remote programs, like our in-person education, emphasize participant interactivity and learner-centeredness. High percentages of judicial and court staff participants in remote offerings have stated in their evaluations that they are very satisfied or satisfied with their courses, indicating that the quality and quantity of remote learning is on par with in-person education.
2.	Engaged in the rule-making process to amend California Rules of Court, rule 10.492. The amendment extends by an additional 18 months the deadline for judicial officers to complete the Judicial College, and extends the sunset provision of the rule to December 31, 2024. New judges now have a total of 4.5 years from the date of their oath of office to complete the College. This amendment increases the window for compliance and extends the deadline to cover all judicial officers who have yet to complete the College. It also allows new judges to participate in an in-person session of the College in 2022 or after. The uniquely interactive instructional design and curriculum of the College require in-person delivery to effectively meet the program’s learning goals.
3.	The recommendations from the Work Group for the Prevention of Discrimination and Harassment to expand bias education were implemented as appropriate. The Work Group to Enhance Administrative Standards Addressing Bias in Court Proceedings proposed amendments to standard 10.20 of the California Standard of Judicial Administration, which was approved by the Judicial Council, preventing biased conduct in court interactions and stimulating local education to ameliorate bias; developing a pilot program for a live, regional, in-person anti-bias course; adding to the Access & Fairness podcast series and the Continuing the Dialogue video series; and adding to all Institutes content on discrimination, harassment, retaliation prevention, and unconscious bias.
4.	The recommendations from the Mental Health Implementation Task Force were implemented as appropriate.
5.	Three videos designed for new court executive officers (CEO) were added to the new CEO section of the executive toolkit on CJER Online. Each video responds to a need identified by the Work Group for New CEO Education: the judicial branch budget process, public affairs and strategic communications, and a new CEO orientation featuring current CEOs.
6.	Continued to deliver the products listed in the 2020–2022 Education Plan that was launched on July 1, 2020.

Sargent Shriver Civil Counsel Act Implementation Committee

Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Terry B. Friedman, (Ret.)
Lead Staff:	Ms. Bonnie Hough, Principal Managing Attorney, Center for Families, Children & the Courts
Committee's Charge/Membership: <p>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.</p> <p>The Sargent Shriver Civil Counsel Act Implementation Committee currently has 13 members. These include:</p> <ul style="list-style-type: none">• 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 <p>The current committee roster is available on the committee's web page.</p>	

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

Subcommittees/Working Groups²:

None.

Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups)

February:

- Videoconference meeting February 2022 to review status of programs, and recommendations re: renewal.

September:

- Videoconference meeting Fall 2022 to review status of programs and draft application for 2023-2026 grant cycle.

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

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

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

COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Make Additional Recommendations to the Judicial Council for the 2020–23 Grant Cycle	Priority⁵ 1
		Strategic Plan Goal⁶ I
<p>Project Summary⁷: 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 the 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 the Judicial Council as appropriate.</p> <p>Status/Timeline: This review will be conducted in February 2022 and again in September 2022.</p> <p>Fiscal Impact/Resources: Center for Families, Children & the Courts (CFCC) staff and committee expenses are covered by an administrative allocation of grant funds.</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>Budget Services has reviewed and has determined that this is not within their purview since the allocations are governed by statute.</p> <p>Internal/External Stakeholders: The legal services community and partner courts are the external stakeholders.</p> <p>AC Collaboration: None.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	Ongoing Projects and Activities ⁴	
1.	Project Title: Research and Data Collection	Priority⁵ 2 Strategic Plan Goal⁶ II, III
<p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC staff and contractor time are 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>Internal/External Stakeholders: 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>AC Collaboration: None.</p>		
2.	Project Title: Implementation and Oversight of Pilot Projects	Priority⁵ 1 Strategic Plan Goal⁶ I, IV
<p>Project Summary⁷: The committee will provide continuing oversight of the pilot projects that have been approved by the Judicial Council. 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>		

#	Ongoing Projects and Activities⁴	
	<p>Internal/External Stakeholders: The pilot programs – legal services and their court partners are stakeholders.</p> <p>AC Collaboration: None.</p>	
3.	Project Title: Serve as a Resource	Priority⁵ 2
	<p>Strategic Plan Goal⁶ I, IV</p> <p>Project Summary⁷: 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. Subject matter committees and Judicial Council staff also request information on updated evaluation data.</p> <p>Status/Timeline: Provide information as requested by other committees on the results of the Shriver evaluations as needed for their work.</p> <p>Fiscal Impact/Resources: CFCC staff time and that of outside researchers is covered by the administrative funds set aside for the project. <input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Staff to the Shriver project will work with committee staff for the other committees to which recommendations may be made.</p> <p>AC Collaboration: 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 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Recommendations were developed for the Judicial Council for distribution of the allocation to an additional grantee for a period of June 1, 2021 to May 31, 2022. This was approved by the Judicial Council at its meeting on May 21, 2021.
2.	The committee provided information as requested to Judicial Council staff and committees on the results of the <i>Sargent Shriver Civil Counsel Evaluation</i> which was submitted to the Legislature on June 30, 2020, as required by Assembly Bill 330 (Gabriel) .
3.	Comprehensive evaluation is ongoing.
4.	The committee continues to monitor grants awarded that provide representation and make court services more efficient and effective for those who remain unrepresented.

Tribal Court-State Court Forum
Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Abby Abinanti, Chief Judge, Yurok Tribal Court Hon. Suzanne N. Kingsbury, Presiding Judge, Superior Court of California, County of El Dorado (Ret.)
Lead Staff:	Ms. Ann Gilmour, Attorney, Center for Families, Children & the Courts
Committee's Charge/Membership: <p>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.</p> <p>Additional duties set forth in rule 10.60 (b) are:</p> <ol style="list-style-type: none">1. Identify issues of mutual importance to tribal and state justice systems, including those concerning the working relationship between tribal and state courts in California;2. Make recommendations relating to the recognition and enforcement of court orders that cross jurisdictional lines, the determination of jurisdiction for cases that might appear in either court system, and the sharing of services between jurisdictions;3. Identify, develop, and share with tribal and state courts local rules of court, protocols, standing orders, and other agreements that promote tribal court-state court coordination and cooperation, the use of concurrent jurisdiction, and the transfer of cases between jurisdictions;4. Recommend appropriate activities needed to support local tribal court-state court collaborations; and5. Make proposals to the Governing Committee of the Center for Judicial Education and Research on educational publications and programming for judges and judicial support staff. <p>Rule 10.60(c) sets forth the membership position of the forum. The Forum currently has 30 members, with one vacancy for the California Department of Social Services' Director of the Office of Tribal Affairs.</p> <ul style="list-style-type: none">• 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;	

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

- 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
- Two executive branch officials responsible for tribal-related work: The Governor’s Tribal Advisor and the Director of the Attorney General’s Office of Native American Affairs; and
- One retired judge (advisory).

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

Subcommittees/Working Groups²:

1. Ad Hoc Working Group on Options for Recognition and Enforcement of Tribal Court Child Custody Orders (*New*)
2. Ad Hoc Working Group on Options to Create Uniform Standards for Discretionary Tribal Participation in Cases not Governed by ICWA (*New*)
3. Ad Hoc Working Group on Options to Provide for Recognition and Enforcement of Tribal Court Orders Excluding Individuals from Tribal Lands (*New*)

Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups)

Date/Time/Location or Teleconference:

1. Webinars in lieu of in person meeting: TBD
2. Remote Meetings: February 10, April 14, June 9, August 11, October 13, and December 8, 2022.
3. Ad hoc meetings as required.

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

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Prepare Recommendations for Rules and Forms to Implement AB 627 Recognition of Tribal Court Orders: Rights in Retirement Plans or Deferred Compensation	Priority⁵ 1(c) & (d) Strategic Plan Goal⁶ I, IV
<p>Project Summary⁷: AB 627 was Judicial Council-sponsored legislation to facilitate the recognition of tribal court domestic relations orders that would divide the rights in retirement plans or other similar kinds of deferred compensation plans where state or federal law limits the division of those assets in a manner that affects the tribal court’s ability to divide those assets. The legislation requires the Judicial Council to create implementing forms section 1733.1(a) & (e) and section 1735(a).</p> <p>Status/Timeline: For development during the Spring 2022 rules and forms cycle.</p> <p>Fiscal Impact/Resources: To be completed with existing Center for Families, Children & the Court (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>Internal/External Stakeholders: Tribal stakeholders and Family law bar.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	New or One-Time Projects⁴	
2.	Project Title: Indian Child Welfare Act Forms	Priority⁵ 2(a) & (b)
		Strategic Plan Goal⁶ IV
<p>Project Summary⁷: Develop and recommend to the Judicial Council a new form to implement tribal right to remote appearances in cases governed by the Indian Child Welfare Act under Welfare and Institutions Code section 224.2(k). During a previous comment cycle, a recommendation was made to adopt a form, which the committee agreed was desirable, but decided the form should circulate for public comment. In addition to adopting a new form, amend the existing ICWA-030 <i>Notice of Child Custody Proceeding for Indian Child</i> form to include further information of assistance to tribes wishing to participate in cases involving their tribal children.</p> <p>Status/Timeline: To be completed during the Spring 2023 rules cycle.</p> <p>Fiscal Impact/Resources: To be accomplished with 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>Internal/External Stakeholders: Tribal advocates and child welfare agencies.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee; Probate and Mental Health Advisory Committee.</p>		
3.	Project Title: Explore Options for Recognition and Enforcement of Tribal Court Child Custody Orders	Priority⁵ 2(a) & (b)
		Strategic Plan Goal⁶ IV
<p>Project Summary⁷: Tribal court orders that involve the custody of a child are entitled to full faith and credit under 1911(d) of the <i>Indian Child Welfare Act</i> and recognition and enforcement under the Uniform Child Custody Jurisdiction and Enforcement Act as specifically set out in Family Code sections 3402(p) and 3404. Currently, however, there is no mechanism to have tribal court child custody orders recognized and enforced within the state court system. This is causing confusion and resulting in difficulties having tribal court custody orders recognized and enforced.</p> <p>Status/Timeline: Investigation and planning to take place during 2022 with a view to proposing a legislative or rules and forms solution during the Spring 2023 invitation to comment cycle.</p> <p>Fiscal Impact/Resources: To be accomplished with 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>		

#	New or One-Time Projects⁴	
	<p>Internal/External Stakeholders: Tribal courts.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee.</p>	
4.	<p>Project Title: Explore Options to Create Uniform Standards for Discretionary Tribal Participation in Cases not Governed by ICWA</p>	<p>Priority⁵ 2(a) & (b)</p> <p>Strategic Plan Goal⁶ IV</p>
	<p>Project Summary⁷: The <i>Indian Child Welfare Act</i> (ICWA) and corresponding state law do not apply in every juvenile case involving a tribal child. ICWA has limited application in delinquency cases. Not every child affiliated with a tribe comes within the definition of “Indian child” found in federal and state law. Section 306.6 of the Welfare and Institutions Code recognizes the discretion of the court to allow tribes that do not have federal recognition to participate in cases involving children affiliated with the tribe. Section 16001.9 of the Welfare and Institutions Code recognizes certain rights of all Indian children in foster care and all children who identify as Native American to maintain their cultural ties and traditions.</p> <p>Status/Timeline: During 2022 the Forum will explore various options with a view to potential legislation or rules and forms during the Spring 2023 cycle.</p> <p>Fiscal Impact/Resources: To be accomplished with 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>Internal/External Stakeholders: TBD.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee.</p>	
5.	<p>Project Title: Explore Options to Provide for Recognition and Enforcement of Tribal Court Orders Excluding Individuals from Tribal Lands</p>	<p>Priority⁵ 2(a) & (b)</p> <p>Strategic Plan Goal⁶ IV</p>
	<p>Project Summary⁷: Tribes in California report an inability to remove unwanted individuals from within the exterior boundaries of their reservations. Tribal courts do not have criminal jurisdiction over non-Indians and in California, tribal courts are generally not exercising criminal jurisdiction at all. In 1997, the California Office of the Attorney General issued an opinion (80 OpsCal.Atty.Gen.46) concluding that violation of a tribal exclusion order did not constitute a misdemeanor under the terms of Penal Code Section 602 and that a county sheriff would not be required to take any action to enforce an exclusion order issued by a tribe. Tribal judges report that as a result, they</p>	

#	New or One-Time Projects⁴	
	<p>have no effective recourse against individuals who, for example, dump hazardous waste on the reservation, and this creates a public safety concern.</p> <p>Status/Timeline: During 2022, the Forum will explore various options with a view to potential legislation or rules and forms for the Spring 2023 cycle.</p> <p>Fiscal Impact/Resources: To be accomplished with 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>Internal/External Stakeholders: TBD.</p> <p>AC Collaboration: Criminal Law Advisory Committee.</p>	
6.	Project Title: Projects Assigned by the Ad-Hoc Workgroup on Post-Pandemic Initiatives (P3)	Priority⁵ TBD
	<p>Strategic Plan Goal⁶ TBD</p> <p>Project Summary⁷: The Ad Hoc Workgroup on Post-Pandemic Initiatives (P3) is currently working to identify successful court practices that emerged during the COVID-19 pandemic. P3 recommendations may be referred to specific advisory bodies for development and/or implementation.</p> <p>Status/Timeline: TBD.</p> <p>Fiscal Impact/Resources: To be accomplished with 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>Internal/External Stakeholders: TBD.</p> <p>AC Collaboration: TBD.</p>	

# New or One-Time Projects ⁸		
7.	Project Title: Implement Improvements in Addressing Domestic Violence and Related Issues in Tribal Communities	Priority⁵ 2
		Strategic Plan Goal⁶ I, IV
<p>Project Summary⁷: Coordinate with Judicial Council staff, other advisory committees, the attorney general’s office, the Commercially Sexually Exploited Children (CSEC) action team of the Child Welfare Council, tribal courts and other stakeholders on developing and implementing recommendations to improve the justice systems response to the issues of domestic violence and related issues in tribal communities. This includes collaborating in the implementation of AB-3099 “Department of Justice: law enforcement assistance with tribal issues: study” (Stats. 2020, ch 170) which mandates a study regarding resources for reporting and identifying missing Native Americans in California. The Forum has historically focused on issues related to domestic violence and victimization in tribal communities much in the way it has focused on issues related to the Indian Child Welfare Act. Issues of domestic violence, trafficking, and exploitation of individuals in tribal communities is an issue of increasing importance and activity in California and it is important for the judicial branch to be part of these initiatives.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: To be completed with existing CFCC 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>Internal/External Stakeholders: TBD.</p> <p>AC Collaboration: TBD.</p>		

⁸ 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.

#	Ongoing Projects and Activities⁴	
1.	Project Title: Updates to the Bench Handbook: The Indian Child Welfare Act	Priority⁵ 2
		Strategic Plan Goal⁶ IV, V
	<p>Project Summary⁷: The Bench Handbook on the Indian Child Welfare Act 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>Status/Timeline: Ongoing. In consultation with CJER staff, CFCC contracted an attorney with expertise in the Indian Child Welfare Act to perform an initial update of the bench handbook. Committee members reviewed much of the draft product during 2021 and will continue that review and work with CJER to finalize the updated bench handbook.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: CJER.</p>	
2.	Project Title: Finalize and Publish the California Tribal Court–State Court Joint Jurisdiction Toolkit: A Resource Guide to Promote and Facilitate Cross-Jurisdictional Collaboration	Priority⁵ 2
		Strategic Plan Goal⁶ IV, V
	<p>Project Summary⁷: 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>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Work will be accomplished within existing CFCC staff resources.</p>	

#	Ongoing Projects and Activities⁴	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	
3.	Project Title: Indian Child Welfare Act Compliance and Implementation Improvements (Implementation Project)	Priority ⁵ 2 Strategic Plan Goal⁶ I, IV, V
	<p>Project Summary⁷: 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 report 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"> • Mandating increased ICWA training for bench officers, attorneys, and Court Appointed Special Advocates (see recommendations 6 and 7 of the task force report); • 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); • Facilitate remote appearances by tribes in ICWA cases; • Addressing challenges of out-of-state tribes and their members located in California in ICWA cases; • Seek funding for appointed counsel for tribes in ICWA cases; and • Ensure that tribes get access to all paperwork, pleadings and minutes on the same basis as other parties. <p>This project was approved on the committee’s 2018 annual agenda.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Work will be accomplished with existing CFCC staffing resources.</p>	

#	Ongoing Projects and Activities⁴	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: May involve collaboration with CJER staff on updating education resources.</p> <p>AC Collaboration: Family and Juvenile Law Advisory Committee and Probate and Mental Health Advisory Committee with respect to recommendations that impact the work of those bodies.</p>	
4.	Project Title: Policy Recommendations: Ethics (Implementation Project)	Priority⁵ 2
	<p>Strategic Plan Goal⁶ I, IV</p> <p>Project Summary⁷: 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 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>This project was approved on the committee’s 2018 annual agenda.</p> <p>Status/Timeline: Ongoing. Generally, new work under this item will continue to be deferred.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Advisory Committee on the Code of Judicial Ethics.</p>	

#	Ongoing Projects and Activities⁴	
5.	Project Title Policy Recommendation: Technological Initiatives (Implementation Project)	Priority⁵ 2 Strategic Plan Goal⁶ I, V, VI
<p>Project Summary⁷: Serve as subject matter resource regarding integrating of tribes, tribal agencies and governments into technological initiatives such as remote appearances, remote filing, remote access, court case management systems, document assembly programs, e-noticing, and the California Courts Protective Order Registry.</p> <p>This project was approved on the committee’s 2018 annual agenda.</p> <p>Status/Timeline: 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>Fiscal Impact/Resources: Existing CFCC, CJER, and Information Technology (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>Internal/External Stakeholders: External stakeholders include tribal courts.</p> <p>AC Collaboration: TBD.</p>		
6.	Project Title: Funding and Support for Innovative Practices and System Improvements (Implementation Project)	Priority⁵ 2 Strategic Plan Goal⁶ I, IV
<p>Project Summary⁷: 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>This project was approved on the committee’s 2018 annual agenda.</p> <p>Status/Timeline: Ongoing. In prior years the council has sought support for innovative practices and system improvements expansion of joint jurisdiction courts and other collaborative efforts. 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</p>		

#	Ongoing Projects and Activities⁴	
	<p>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 or as needed.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	
7.	<p>Project Title: Increase Tribal/State Partnerships: Sharing Resources and Communicating Information About Partnerships</p>	<p>Priority⁵ 2</p> <hr/> <p>Strategic Plan Goal⁶ I, IV</p>
	<p>Project Summary⁷: 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"> 1. Identify Judicial Council and other resources that may be appropriate to share with tribal courts. 2. Identify tribal justice resources that may be appropriate to share with state courts. 3. Identify grants for tribal/state court collaboration. 4. Share resources and information about partnerships through Forum E-Update, a monthly electronic newsletter. 5. Publicize these partnerships at conferences, on the Innovation Knowledge Center (IKC), and at other in-person or online venues. 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"> ○ Grant opportunities; ○ Publications; ○ News stories; and ○ Educational events. 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. 	

#	Ongoing Projects and Activities⁴	
	<p>Status/Timeline: 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>Fiscal Impact/Resources: 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	
8.	<p>Project Title: Increase Tribal/State Partnerships: Tribal/State Collaborations that Increase Resources for Courts</p>	<p>Priority⁵ 2</p> <hr/> <p>Strategic Plan Goal⁶ I, IV</p>
	<p>Project Summary⁷: 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>Status/Timeline: 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>	

#	Ongoing Projects and Activities⁴	
	<p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: External stakeholders include superior courts and tribal courts.</p> <p>AC Collaboration: None.</p>	
9.	<p>Project Title: Increase Tribal/State Partnerships: Education and Technical Assistance to Promote Partnerships and Understanding of Tribal Justice Systems (Implementation Project)</p>	<p>Priority⁵ 2</p> <p>Strategic Plan Goal⁶ I, IV, V</p>
	<p>Project Summary⁷: 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"> 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. 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. 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. 4. Make recommendation to explore, at the option of tribes, opportunities for state and federal court judges to serve as a tribal court judge. 5. Collaborate with federal courts and federal justice partners on educational and other events related to justice and safety in tribal communities. 6. Develop and implement strategy to seek resources for tribal/state collaborations. 7. Continue to provide the State/Tribal Education, Partnerships, and Services (S.T.E.P.S.) to Justice—Domestic Violence and Child Welfare programs and provide local educational and technical assistance services. 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 Court Manual). 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. 	

#	Ongoing Projects and Activities⁴	
	<p>This project was approved on the committee’s 2018 annual agenda.</p> <p>Status/Timeline: 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>Fiscal Impact/Resources: 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> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>	
10.	Project Title: Education: Judicial Education	Priority⁵ 2
	<p>Strategic Plan Goal⁶ I, IV, V</p> <p>Project Summary⁷: 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>Status/Timeline: 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 that 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>	

#	Ongoing Projects and Activities⁴	
	<p>Fiscal Impact/Resources: Work will be accomplished with 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> <p>Internal/External Stakeholders: None</p> <p>AC Collaboration: Center for Judicial Education and Research Advisory Committee.</p>	
11.	Project Title: Education: Truth and Healing (Implementation Project)	Priority⁵ 2
	<p>Project Summary⁷: 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>This project was approved on the committee’s 2019 annual agenda.</p> <p>Status/Timeline: 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>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Governor’s Tribal Advisor.</p> <p>AC Collaboration: None at this time.</p>	

#	Ongoing Projects and Activities ⁴	
12.	<p>Project Title: Legislation, Regulations, and Requests for Public Comment. Serve as Subject Matter Resource for the Judicial Council and Other Advisory Groups Regarding Tribal and Indian Law Issues to Avoid Duplication of Efforts and Contribute to the Development of Recommendations for Council Action (Implementation Project)</p>	<p>Priority⁵ 2</p> <hr/> <p>Strategic Plan Goal⁶ I, IV</p>
<p>Project Summary⁷: Review and recommend positions on legislation, regulations, proposals from other committees, and requests for public comment related to tribal courts, tribal justice systems, and the Indian Child Welfare Act.</p> <p>This project was approved on the committee’s 2020 annual agenda.</p> <p>Status/Timeline: 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> <p>Fiscal Impact/Resources: Accomplished with existing CFCC and Governmental Affairs 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>Internal/External Stakeholders: None.</p> <p>AC Collaboration: None.</p>		

III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	In collaboration with the Probate and Mental Health Advisory Committee developed and circulated a rules and forms proposal to implement the requirements of AB 3176 in Probate Guardianship and Conservatorship cases.
2.	Updated Indian Child Welfare Act Manual for Court-Appointed Special Advocates.
3.	Collaborated with staff of the Committee on Providing Access and Fairness to conduct a Native American Outreach session as part of the Judicial Council's Pathways to Judicial Diversity initiative.

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Workload Assessment Advisory Committee
Annual Agenda¹—2022

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Joyce D. Hinrichs, Judge, Superior Court of Humboldt County
Vice Chair:	Hon. Paul M. Marigonda, Judge, Superior Court of Santa Cruz County
Lead Staff:	Nicholas Armstrong, Senior Research Analyst, Business Management Services
Committee's Charge/Membership: Per Rule 10.66 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">(1) Improvements to performance measures and implementation plans and any modifications to the Judicial Workload Assessment and the Resource Assessment Study Model;(2) Processes, study design, and methodologies that should be used to measure and report on court administration; and(3) Studies and analyses to update and amend case weights through time studies, focus groups, or other methods. Rule 10.66(c) sets forth the membership position categories of the committee. The Workload Assessment Advisory Committee currently has 14 members. The current committee roster is available on the committee's web page.	
Subcommittees/Working Groups²: None.	

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

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

Meetings Planned for 2022³ (Advisory body and all subcommittees and working groups)

Date/Time/Location or Teleconference:

July 2022—Date TBD, Teleconference

October 2022—Date TBD, Format TBD

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

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

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title Adjustment Request Process (APR) Submissions	Priority⁵ 1
<p data-bbox="178 402 1948 516">Project Summary⁷: 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="178 553 1892 621">Status/Timeline: ARPs for 2022 are submitted to TCBAC in January 2022 and then directed to appropriate committee soon thereafter (response due by January 2023).</p> <p data-bbox="178 699 1948 805">Fiscal Impact/Resources: 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="178 816 1902 885"><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="178 927 762 959">Internal/External Stakeholders: Trial courts.</p> <p data-bbox="178 1000 1026 1032">AC Collaboration: TCBAC/Funding Methodology Subcommittee.</p>		

⁴ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

⁵ For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

# Ongoing Projects and Activities		
1.	Project Title Resource Assessment Study (RAS) Update	Priority⁵ 1
		Strategic Plan Goal⁶ III
<p>Project Summary⁷: 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 the trial courts. The RAS is used in conjunction with the Workload Formula (WF) to allocate funding to the trial courts.</p> <p>The committee’s work in the coming year will be to assess timing for the next periodic RAS time study (to update model caseweights) as well as review and make recommendations on inputs to the model as they pertain to the annual updates (e.g., filings). Due to the pandemic, the schedule for the periodic (5-year) update has been delayed. However, preparation for implementation of the next RAS model update in the trial courts will continue.</p> <p>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>Status/Timeline: Expected completion date of annual model updates for use in FY 2022–23 trial court allocations is March 2022; expected completion of next RAS model time study update is TBD. 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>Fiscal Impact/Resources: Completion of this project will be accomplished with 1.5 FTE Senior Analyst and .50 of Supervising Analystfor 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>Internal/External Stakeholders: Trial courts, Department of Finance, and Legislature.</p> <p>AC Collaboration: TBD/As needed.</p>		
2.	Project Title Judicial Needs Assessment	Priority⁵ 1
		Strategic Plan Goal⁶ III
<p>Project Summary⁷: 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,</p>		

#	Ongoing Projects and Activities	
	<p>subordinate judicial officer 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> <p>The next report is due November 2022 (even-numbered year).</p> <p>Status/Timeline: Review will be completed before the next report is due by November 1, 2022.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial Courts, Legislature.</p> <p>AC Collaboration: TBD/As needed.</p>	
3.	Project Title: Report on Standards and Measures (Gov. Code § 77001.5)	Priority⁵ 1
	<p>Project Summary⁷: Government Code section 77001.5 requires the Judicial Council to report to the Legislature annually on judicial administration standards and measures.</p> <p>Status/Timeline: Will be completed November 1, 2022.</p> <p>Fiscal Impact/Resources: 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>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Legislature</p> <p>AC Collaboration: TBD/As needed.</p>	

#	Ongoing Projects and Activities	
4.	Project Title: Workload Modeling (various, TBD)	Priority⁵ 2 Strategic Plan Goal⁶ III
<p>Project Summary⁷: 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>Status/Timeline: Ongoing/TBD.</p> <p>Fiscal Impact/Resources: Unknown/TBD.</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>Internal/External Stakeholders: Trial courts, Department of Finance, and Legislature.</p> <p>AC Collaboration: TBD/As needed.</p>		
5.	Project Title: Interim Updates to Workload Models	Priority⁵ 2 Strategic Plan Goal⁶ III
<p>Project Summary⁷: 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>Status/Timeline: Ongoing/TBD.</p> <p>Fiscal Impact/Resources: 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"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Trial courts, Department of Finance, and Legislature.</p> <p>AC Collaboration: TBD/As needed.</p>		

III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements <i>[Provide brief, broad outcome(s) and completed date.]</i>
1.	Adjustment to the Resource Assessment Study (RAS) model annual update to adjust pandemic-impacted filings (March–June 2020) for use in the FY 2021–22 trial court allocations. Approved by Judicial Council at their July 24, 2021 meeting.
2.	Report on Standards and Measures (Gov. Code § 77001.5), submitted to Legislature November 2021.

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JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue . San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

MEMORANDUM

Date

March 1, 2022

Action Requested

Approve Staff Recommendation

To

Members of the Executive and Planning
Committee

Deadline

March 10, 2022

From

Judicial Council staff
Leah Rose-Goodwin, Manager
Kristin Greenaway, Supervising Research
Analyst
Office of Court Research

Contact

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

Subject

Increase in Full-Time Equivalency for
Subordinate Judicial Officer Position in the
Superior Court of Kings County

Executive Summary

Judicial Council staff recommend that the Executive and Planning Committee (E&P) approve a fractional increase in the workload of a subordinate judicial officer (SJO) in the Superior Court of Kings County. The court has informed council staff of a pressing need to increase a permanent SJO position to one that is full time, to cover the position's current case load, as well as additional case types that are appropriate for an SJO to hear. Confirming this request is consistent with established council policy of improving access to justice by providing judicial resources that are commensurate with the workload of the courts.

Recommendation

Office of Court Research staff recommend that the Executive and Planning Committee confirm the request of the Superior Court of Kings County for a fractional increase in the workload of a part-time SJO position to a 1.0 full-time equivalency (FTE).

Relevant Previous Council Action

In 2007, the Judicial Council adopted a policy for the review and approval of requests from trial courts to change the number of subordinate judicial officer positions and delegate approval authority to its Executive and Planning Committee. Government Code section 71622(a) grants authority to the council to determine the number and type of subordinate judicial officer positions in each trial court.¹

More specifically, the Judicial Council adopted a policy pertaining to changes in the number and status of SJO positions that, for the purposes of the current request, contained the following elements:

1. To establish a new SJO position, permanently eliminate an SJO position, or change the time base of an existing SJO position, a court must request and obtain approval from E&P. The requesting court must fund and bear all costs associated with an additional or augmented SJO position.
2. If an increase in the number of SJO positions is sought, the court must submit a request in writing to the appropriate Judicial Council regional administrative director.² A request must contain a certification by the presiding judge that the court has sufficient funds in its ongoing budget to cover the cost of any additional or augmented position. Judicial Council staff must provide E&P with (a) an estimation of the requesting court's ability to fund one-time and ongoing costs resulting from the establishment or augmentation of a new position, and (b) a confirmation of need, both SJO workload and overall judicial need, based on the most recent council-approved Judicial Needs Assessment.
3. E&P will authorize new or augmented SJO positions only if (a) the court can continuously fund the associated increased costs, and (b) the most recent council-approved Judicial Needs Assessment demonstrates that the requesting court's SJO workload justifies additional SJO positions and cannot be handled with existing judicial resources. E&P's decision to change the number or type of SJO positions must be in writing and contain an analysis of the factors underlying the decision.
4. E&P will eliminate or decrease the time base of an SJO position on the request of a trial court.

¹ Judicial Council Meeting of February 23, 2007, San Francisco, California, Items 9 and 10, Subordinate Judicial Officers: Policy for Approval of Number of Subordinate Judicial Officers in Trial Courts.

<http://www.courts.ca.gov/documents/min0207.pdf>.

² The position of regional administrative director was eliminated in 2012 as a result of the restructuring of the Administrative Office of the Courts (former name of Judicial Council staff).

Analysis/Rationale

The request by the Superior Court of Kings County for the augmentation of a part-time SJO position to the status of a full 1.0 FTE, is based on a number of factors identified by the court. They include the courts commitment to cover the grant-funded AB 1058 calendar that has historically been associated with this position at .6 FTE, and the court's need to devote an additional .4 FTE or 16 hours a week to small claims and traffic calendars currently being heard by a court staff attorney. Adding to the pressing need for the augmentation of this commissioner's position is the retirement of a judge in October 2022 that remains unfilled, and an ongoing need for additional judges to deal with existing court caseload as determined by the 2019 Judicial Workload Study.³ Although the augmentation requested by the Superior Court of Kings County is small, the court has relatively few judicial officers (9.6 FTE Authorized Judicial Positions, 1.6 FTE SJOs), and even a fractional increase in an impacted area may be seen to be a measurable change in judicial resources that the court can bring to bear in its efforts to serve the needs of residents of Kings County.

Confirming the court's request in this matter is within the scope of the Judicial Council's responsibilities under Government Code section 71622(a),⁴ which delegated authority to E&P for review and approval of courts' requests to permanently adjust the workload or number of SJOs serving in a court.⁵

Policy implications

Confirming the augmentation of FTE of the present part-time SJO position to full-time status is consistent with well-established tenets of council policy on SJO positions.

Comments

This proposal, which is consistent with council policy on the status and funding of SJO positions, did not circulate for comment.

³ Update of Judicial Needs Assessment Study, 2020.

https://www.courts.ca.gov/documents/2020_Update_of_the_Judicial_Needs_Assessment.pdf.

⁴ "Each trial court may establish and may appoint any subordinate judicial officers that are deemed necessary for the performance of subordinate judicial duties, as authorized by law to be performed by subordinate judicial officers. However, the number and type of subordinate judicial officers in a trial court shall be subject to approval by the Judicial Council. Subordinate judicial officers shall serve at the pleasure of the trial court." (Gov. Code, § 71622(a).)

⁵ Judicial Council Meeting of February 23, 2007, San Francisco, California, Item 10, Subordinate Judicial Officers: Policy for Approval of Number of Subordinate Judicial Officers in the Trial Courts.

<http://www.courts.ca.gov/documents/min0207.pdf>.

Alternatives considered

The proposed increase in SJO FTE is consistent with council policy. On that basis, no alternatives were considered.

Fiscal and Operational Impacts

The court has performed the necessary budget analysis to confirm that it has sufficient funds to pay for the costs associated with this request. Implementing the recommendation would generate no fiscal or operational costs to the branch as a whole.

Attachments and Links

1. Attachment A: Letter from Presiding Judge Michael Reinhart, Superior Court of Kings County, to Justice Marsha G. Slough, E&P Chair (Jan. 19, 2022)



Superior Court of California,
County of Kings

1640 Kings County Drive

Administration

Hanford, CA 93230

(559) 582-1010, ext. 6002

Nocona Soboleski
Court Executive Officer
and
Clerk of the court

**Honorable Marsha G. Slough, Chair
Executive and Planning Committee**

Judicial Council of California

455 Golden Gate Avenue

San Francisco, CA 94102

RE: Request for .4 Subordinate Judicial Officer to augment the current .6 Subordinate Judicial Officer Allocation

Dear Justice Slough and members of Executive and Planning.

The Superior Court of California, County of Kings hereby requests to fill a full time Subordinate Judicial Officer (SJO) position. The Court has had a .6 SJO hearing the AB1058 calendar. This SJO will be retiring February 22, 2022, after 16 years of honorable service to the court. If approved this will increase Kings SJO positions from 1.6 FTE to 2.0 FTE.

The new full-time position would continue to cover the AB1058 calendar 24 hours per week, which is grant funded. The additional 16 hours would be dedicated to hearing the Traffic and Small Claims Calendar, which is currently be presided over by a staff attorney and local attorney sitting as a temporary judge.

With the changes to the Pretrial Release Program under SB129, Probation would like to change the hours of interviews, allowing one Judicial Officer or SJO to make release decisions, rather than a rotating on-call Judicial Officer each week. Bringing more consistency to the release decisions. Kings will be implementing the Ability – to – Pay tool and Trial in Absentia in 2023, this SJO position would be able decide these matters without taking up the time of a Judicial Officer.

As you are aware, Kings is still short of judges according to the 2019 Judicial Workload Assessment report to the Judicial Council, as well as having a Judicial Retirement in October of 2021 that has remained unfilled. The addition of the .4 SJO will provide consistency in Traffic and Small Claims hearings while allowing the staff attorney to provide needed support to the Judicial Officers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Reinhart'.

Michael Reinhart

Presiding Judge of Kings County Superior Court

Cc: Assistant Presiding Judge Jennifer Giuliani
Nocona Soboleski, Court Executive Officer