



JUDICIAL COUNCIL OF CALIFORNIA

EXECUTIVE AND
PLANNING COMMITTEE

www.courts.ca.gov/epmeetings.htm
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EXECUTIVE AND PLANNING COMMITTEE

MINUTES OF OPEN MEETING

Tuesday, November 8, 2022

12:10 to 1:00 p.m.

Videoconference

Advisory Body Members Present: Hon. Marsha G. Slough (Chair), Hon. Marla O. Anderson, Hon. Judith K. Dulcich, Hon. Carin T. Fujisaki, Hon. Kimberly Merrifield, Hon. Ann C. Moorman, and Ms. Gretchen Nelson

Advisory Body Members Absent: Hon. Samuel K. Feng (Vice-chair), Ms. Rebecca J. Fleming, and Hon. David M. Rubin

Committee Staff

Present: Ms. Amber Barnett, Ms. Josely Yangco-Frona, and Mr. Cliff Alumno

Staff Present: Mr. Tamer Ahmed, Ms. Vickie Akers, Ms. Irene Balajadia, Mr. James Barolo, Ms. Deirdre Benedict, Ms. Michelle Brooke, Ms. Deborah Brown, Ms. Francine Byrne, Ms. Sherry Celio, Ms. Lisa Chavez, Mr. Blaine Corren, Ms. Angela Cowan, Ms. Jessica Craven, Ms. Shelley Curran, Ms. Nicole Davis, Mr. Douglas Denton, Mr. Jeremy Ehrlich, Ms. Audrey Fancy, Ms. Sarah Fleischer-Ihn, Mr. Michael Giden, Ms. Kristin Greenaway, Ms. Anne Hadreas, Mr. Kendall Hannon, Mr. Eric Long, Mr. Chris Magnusson, Ms. Pella McCormick, Ms. Fran Mueller, Ms. Brandy Olivera, Mr. Corey Rada, Ms. Anne Ronan, Ms. Leah Rose-Goodwin, Ms. Jamie Schechter, Ms. Laura Speed, Ms. Lynette Stephens, Ms. Norissa Stewart, Mr. Greg Tanaka, Mr. Zlatko Theodorovic, Ms. Millicent Tidwell, Ms. Oksana Tuk, Mr. Don Will, and Mr. John Wordlaw

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 following draft minutes:

- August 31, 2022, open meeting; and
- October 24, 2022, action by email.

Action: *With three abstentions (Judge Anderson, Judge Dulcich, and Judge Merrifield), the committee approved the minutes of the August 31, 2022, open meeting. With one abstention (Judge Merrifield), the committee approved the minutes of the October 24, 2022, action by email.*

DISCUSSION AND ACTION ITEM

Item 1

Agenda Setting for December 2, 2022, Judicial Council Meeting (Action Required)

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

Action: *The committee set the agenda for the December 2, 2022, Judicial Council meeting by approving reports for placement on the business meeting agenda.*

Item 2

Superior Court of Lassen County: Subordinate Judicial Officers/Commissioners for Support of Pretrial Release Program (Action Required)

The committee reviewed a recommendation from Criminal Justice Services staff to confirm a request by the Superior Courts of Lassen County for the temporary expansion of an existing commissioner position from 0.3 full-time equivalent (FTE) to 1.0 FTE.

Action: *The committee approved the recommendation to confirm the court's request for the temporary expansion of an existing commissioner position from a 0.3 full-time equivalent (FTE) to a 1.0 FTE.*

Item 3

Data Analytics Advisory Committee: New Legislatively Mandated Project (Information Only)

The committee received an update from the Data Analytics Advisory Committee (DAAC) regarding its work on a new legislatively mandated report within the DAAC's general charge but is not on the committee's annual agenda. The committee was just established in September of this year; therefore, it does not currently have an annual agenda. As this report is required to be submitted annually, the committee informed that it would be included on the DAAC's annual agenda going forward.

ADJOURNMENT

With the business concluded, the meeting was adjourned at 12:50 p.m.

Approved by the committee on [insert date].

Trial Court Presiding Judges Advisory Committee
Annual Agenda¹—2023

Approved by the Executive and Planning Committee: [TBD]

I. COMMITTEE INFORMATION

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

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

Subcommittees/Working Groups²:

1. TCPJAC/CEAC Joint Legislation Subcommittee
2. TCPJAC/CEAC Joint Rules Subcommittee.

Meetings Planned for 2023³ (Advisory body and all subcommittees and working groups)

Date/Time/Location or Teleconference:

Joint TCPJAC/CEAC and TCPJAC Statewide Meetings:

- January 26–27, 2023 (in person, Sacramento)
- August 24–25, 2023 (in-person, location TBD)

Joint TCPJAC/CEAC and TCPJAC Executive Committee Meetings:

- May 3, 2023 (in-person, Sacramento)
- October 18, 2023 (in-person, Sacramento)

Specific subcommittee/working group meeting dates are to be determined at this time. Meeting occurrences are estimates for 2023 and may be subject to change.

TCPJAC/CEAC Joint Legislation Subcommittee – 15 teleconferences

TCPJAC/CEAC Joint Rules Subcommittee – 5 teleconferences

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

Assistant presiding judges are permitted to attend and be reimbursed for travel expenditures to statewide meetings in addition to members of the Trial Court Presiding Judges Advisory Committee.

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: Projects Assigned by the Ad Hoc Workgroup on Post-Pandemic Initiatives (P3) (One-Time)	Priority⁵ 1 Strategic Plan Goal⁶ II, IV, VI
<p>Project Summary⁷: The Ad Hoc Workgroup on Post-Pandemic Initiatives (P3) has requested that TCPJAC provide input on two recommendations that were referred to the Court Executives Advisory Committee (CEAC): <i>Expand Options for E-Filing and E-Signatures, and Staggering Calendar Sessions/Appointment System for Court Clerks.</i></p> <p>Status/Timeline: December 2023</p> <p>Fiscal Impact/Resources: <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: Superior courts</p> <p>AC Collaboration: CEAC</p>		

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

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

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

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

Ongoing Projects and Activities⁴	
1.	Project Title: TCPJAC/CEAC Joint Legislation Subcommittee
	Priority 1⁵ Strategic Plan Goal⁶ II, III
<p>Project Summary⁷: The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) is charged with developing, reviewing, commenting, and making recommendations on proposed legislation to establish new or amend existing laws. The subcommittee monitors proposed and existing legislation that has a significant operational or administrative impact on the trial courts. The subcommittee also reviews proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts and recommends proposals for future consideration by the Legislation Committee.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Governmental Affairs and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: CEAC and Legislation Committee.</p>	
2.	Project Title: TCPJAC/CEAC Joint Rules Subcommittee
	Priority 1⁵ Strategic Plan Goal⁶ II, III, VI
<p>Project Summary⁷: The TCPJAC/CEAC Joint Rules Subcommittee (JRS) is charged with developing, reviewing, and providing input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and Judicial Council forms to improve the efficiency or effectiveness of the trial courts. The subcommittee focuses on those proposals that may lead to a significant fiscal or operational impact on the trial courts and makes recommendations to the Rules Committee concerning the overall rule making process. Additionally, JRS is charged with reviewing non-rule related invitations to comment that may have an impact on the trial courts.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Legal Services and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Service.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: CEAC, Rules Committee, and various advisory bodies.</p>	

Ongoing Projects and Activities⁴					
3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Project Title: Strengthen the Role of Presiding Judges in Outreach to the Legislative and Executive Branches</td> <td style="width: 30%; text-align: right;">Priority 2⁵</td> </tr> <tr> <td colspan="2" style="text-align: right;">Strategic Plan Goal⁶ II</td> </tr> </table> <p>Project Summary⁷: In consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services, TCPJAC will support Judicial Council outreach with the Legislature with a focus on legislative staff in both the local districts and in the Capitol. This effort will entail the development of materials for presiding judges and perhaps educational sessions with legislative staff to educate them on the judicial branch budget and the fiscal/operational needs of the trial courts. TCPJAC will also assist in strengthening communication with the executive branch and with the Department of Finance in particular.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Judicial Council’s Administrative Director; Trial Court Leadership, Budget Services, and Governmental Affairs staff.</p> <p><input type="checkbox"/> <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>	Project Title: Strengthen the Role of Presiding Judges in Outreach to the Legislative and Executive Branches	Priority 2⁵	Strategic Plan Goal⁶ II	
Project Title: Strengthen the Role of Presiding Judges in Outreach to the Legislative and Executive Branches	Priority 2⁵				
Strategic Plan Goal⁶ II					
4.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Project Title: Serve as a Resource</td> <td style="width: 30%; text-align: right;">Priority 2⁵</td> </tr> </table> <p>Project Summary⁷: Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Judicial Council and Trial Court Leadership.</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: Superior courts.</p> <p>AC Collaboration: CEAC and various advisory bodies as needed.</p>	Project Title: Serve as a Resource	Priority 2⁵		
Project Title: Serve as a Resource	Priority 2⁵				

II. LIST OF 2022 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Educational Opportunities. TCPJAC and CEAC leadership collaborated with Judicial Council staff to conduct four business meetings in 2022. These meetings covered topics including budget priorities, legislative updates, information technology updates, emergency preparedness and response, court operations, and COVID-19 pandemic response and management. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.</p>
2.	<p>TCPJAC/CEAC Joint Legislation Subcommittee. Remained active throughout 2022, holding 15 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations to the Legislation Committee on 44 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2022, the subcommittee meeting schedule will be set according to the Legislation Committee’s 2023 meeting schedule. The subcommittee will continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts, and recommend proposals for future consideration.</p>
3.	<p>TCPJAC/CEAC Joint Rules Subcommittee. Remained active throughout 2022, on behalf of the TCPJAC and CEAC, and reviewed 37 rule proposals throughout the course of the year. The subcommittee provided comment on 16 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2022 and meet as needed.</p>

DRAFT

**Court Executives Advisory Committee
Annual Agenda¹—2023
Approved by the Executive and Planning Committee: TBD**

I. COMMITTEE INFORMATION

Chair:	Ms. Rebecca J. Fleming, Court Executive Officer, Superior Court of Santa Clara County
Lead Staff:	Ms. Donna Ignacio, Senior Analyst, Trial Court Leadership
<p>Committee’s Charge/Membership: Under rule 10.48(a) of the California Rules of Court, the Court Executives Advisory Committee (CEAC) is charged with making recommendations to the council on policy issues affecting the trial courts. In addition to this charge, rule 10.48(b) sets forth the additional duties of the committee.</p> <p>Per rule 10.48(c), CEAC consists of the court executive officers from the 58 California superior courts. Rule 10.48(d) establishes the Executive Committee of CEAC. The Executive Committee consists of 18 members.</p> <p>The current committee roster is available on the committee’s web page.</p>	
<p>Subcommittees/Working Groups²:</p> <ol style="list-style-type: none"> 1. TCPJAC/CEAC Joint Legislation Subcommittee 2. TCPJAC/CEAC Joint Rules Subcommittee 3. ITAC/CEAC Joint Information Security Governance Subcommittee (<i>NEW</i>) 4. CEAC Child Support Services Subcommittee 5. CEAC Judicial Branch Statistical Information System Subcommittee 6. CEAC Jury Administration and Management Subcommittee 7. CEAC Nominations Subcommittee 8. CEAC Records Management Subcommittee 9. CEAC Trial Court Financial Policies Subcommittee 	

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 2023³ (Advisory body and all subcommittees and working groups)

Joint TCPJAC/CEAC and CEAC Statewide Meetings:

- January 26-27, 2023 (in-person, Sacramento)
- August 24–25, 2023 (in-person, location TBD)

Joint TCPJAC/CEAC and CEAC Executive Committee Meetings:

- May 3, 2023 (in-person, Sacramento)
- October 18, 2023 (in-person, Sacramento)

Specific subcommittee/working group meeting dates are to be determined at this time. Meeting occurrences are estimates for 2023 and may be subject to change.

TCPJAC/CEAC Joint Legislation Subcommittee – 15 teleconferences

TCPJAC/CEAC Joint Rules Subcommittee – 5 teleconferences

ITAC/CEAC Joint Information Security Governance Subcommittee – 4 teleconferences

CEAC Child Support Services Subcommittee – 5 teleconferences

CEAC Judicial Branch Statistical Information System Subcommittee – 4 teleconferences

CEAC Jury Administration and Management Subcommittee – 4 teleconferences

CEAC Nominations Subcommittee – 6 teleconferences

CEAC Records Management Subcommittee – 3 teleconferences

CEAC Trial Court Financial Policies Subcommittee – 1 teleconference

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

Assistant court executive officers are permitted to attend and be reimbursed for travel expenditures to statewide meetings in addition to members of the Court Executive Advisory 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: Projects Assigned by the Ad Hoc Workgroup on Post-Pandemic Initiatives (P3) (One-Time)	Priority⁵ 1 Strategic Plan Goal⁶ II, IV, VI
<p>Project Summary⁷: The Ad Hoc Workgroup on Post-Pandemic Initiatives (P3) has referred four recommendations to the CEAC for review, development, and/or implementation: <i>Expand Options for E-Filing and E-Signatures, Maintain or Improve Online Self-Help Services and Live Chat and Court Websites, Staggering Calendar Sessions/Appointment System for Court Clerks, and Improving the Juror Experience.</i> CEAC will work collaboratively with the Information Technology Advisory Committee (ITAC) and the Trial Court Presiding Judges Advisory Committee (TCPJAC) in the development of these efforts.</p> <p>Status/Timeline: December 2023.</p> <p>Fiscal Impact/Resources: Information Technology, Legal Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Superior courts.</p> <p>AC Collaboration: P3 Workgroup liaisons, ITAC, TCPJAC, and other advisory bodies as needed.</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: ITAC/CEAC Joint Information Security Governance Subcommittee (<i>NEW</i>)	Priority⁵ 1 Strategic Plan Goal⁶ II, VI
<p>Project Summary⁷: The Joint Information Security Governance Subcommittee will review and provide feedback on security-related recommendations made by the Office of Information Security and other entities. The subcommittee will also review and recommend policies and other security-related proposals for action by ITAC and CEAC.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Information Technology, Legal Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: Courts of Appeal and superior courts.</p> <p>AC Collaboration: ITAC and other advisory bodies as needed.</p>		

#	Ongoing Projects and Activities ⁴	
1.	Project Title: TCPJAC/CEAC Joint Legislation Subcommittee	Priority⁵ 1 Strategic Plan Goal⁶ II, III
<p>Project Summary⁷: The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) is charged with developing, reviewing, commenting, and making recommendations on proposed legislation to establish new or amend existing laws. The subcommittee monitors proposed and existing legislation that has a significant operational or administrative impact on the trial courts. The subcommittee also reviews proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts and recommends proposals for future consideration by the Legislation Committee.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Governmental Affairs and Trial Court Leadership staff.</p> <p><input type="checkbox"/> 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: TCPJAC and Legislation Committee.</p>		
2.	Project Title: TCPJAC/CEAC Joint Rules Subcommittee	Priority⁵ 1 Strategic Plan Goal⁶ II, III, IV
<p>Project Summary⁷: The TCPJAC/CEAC Joint Rules Subcommittee (JRS) is charged with developing, reviewing, and providing input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and Judicial Council forms to improve the efficiency or effectiveness of the trial courts. The subcommittee focuses on those proposals that may lead to a significant fiscal or operational impact on the trial courts and makes recommendations to the Rules Committee concerning the overall rule making process. Additionally, JRS is charged with reviewing non-rule related invitations to comment that may have an impact on the trial courts.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Legal Services and Trial Court Leadership staff.</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: TCPJAC, Rules Committee, and various advisory bodies.</p>	
3.	Project Title: CEAC Child Support Services Subcommittee	Priority⁵ 2
	<p>Project Summary⁷: Through the Child Support Services Subcommittee, CEAC will work in consultation with the Judicial Council Center for Families, Children & the Courts (CFCC) to provide information about significant fiscal and/or operational impacts on trial courts regarding proposed policy or operational changes by the program or the Department of Child Support Services (DCSS). In addition, the subcommittee will develop comments and/or recommendations (for CEAC’s approval) concerning recommendations proposed by the Data Analytics Advisory Committee regarding the development of Assembly Bill (AB) 1058 data for the Judicial Branch Statistical Information System (JBSIS). The subcommittee will also convene to address any other critical issues related to the Plan of Cooperation (POC) and AB 1058 court contract that might arise in the interim.</p> <p>Child Support Services Subcommittee will meet to review the AB 1058 court contracts for FY 2023–24 and provide feedback to the program on changes to the contract terms. The subcommittee will also meet with State DCSS representatives and CFCC staff to discuss and resolve concerns prior to the POC’s distribution to the trial courts and local child support agencies. As the POC’s are for two-year terms, the subcommittee will meet biannually in spring on an ongoing basis to review the POC’s.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: CFCC, Trial Court Leadership, and Research and Evaluation 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: DCSS.</p> <p>AC Collaboration: Data Analytics Advisory Committee (DAAC), Family and Juvenile Law Advisory Committee, and Trial Court Budget Advisory Committee.</p>	

#	Ongoing Projects and Activities ⁴	
4.	Project Title: CEAC Judicial Branch Statistical Information System Subcommittee	Priority⁵ 2
	Strategic Plan Goal⁶ III	
<p>Project Summary⁷: CEAC will continue to provide oversight responsibility over Judicial Branch Statistical Information System (JBSIS) through the JBSIS Subcommittee. JBSIS is authorized through California Rules of Court, rule 10.400, and CEAC has oversight responsibility of JBSIS as defined in rule 10.48, which governs CEAC.</p>		
<p>The subcommittee identified the following projects:</p>		
<p>Developing the JBSIS 4.0 Implementation Plan</p>		
<p>The Judicial Council approved the JBSIS 4.0 data at its July 15, 2022, meeting. The subcommittee will work with the ITAC and the Judicial Council’s Information Technology Office to recommend an implementation plan for the JBSIS 4.0 standards. The plan will include details about how to align JBSIS data submission with JBSIS 4.0 standards as well as how to update the existing JBSIS data warehouse, associated databases, and related applications and interfaces.</p>		
<p>Updating and Clarifying JBSIS 3.0 Guidance</p>		
<p>The subcommittee will work with the Judicial Council’s Office of Court Research to complete a technical, non-substantive revise of the JBSIS manual. This revision will include updating form and code section references, expanding reporting guidance in certain sections, and making minor formatting changes. Upon completion of this project, the subcommittee will distribute the revised manual to court data contacts.</p>		
<p>Repeal California Standards of Judicial Administration, Standard 2.2 (m)</p>		
<p>Standard 2.2(m) of the California Standards of Judicial Administration requires trial courts to report exceptional criminal case aging in JBSIS. Subdivision (m) of Standard 2.2 recommends that courts track the age of exceptional criminal cases, stating:</p>		
<p style="padding-left: 40px;">An exceptional criminal case is not exempt from the time goal in (j), but case progress should be separately reported under the Judicial Branch Statistical Information System (JBSIS) regulations. (Cal. Stds. Jud. Admin., std. 2.2(m).)</p>		
<p>The judicial branch does not currently have a data collection method that would enable courts to meet this standard. The resources required to meet the standard in subdivision (m) are substantial, and potential gains of implementing compliance efforts appear to be limited. The subcommittee will work with the Judicial Council’s Office of Court Research to review and develop a rule proposal to revise Standard 2.2 to repeal subdivision (m) to become effective September 1, 2023.</p>		
<p>Status/Timeline: Ongoing.</p>		

#	Ongoing Projects and Activities⁴	
	<p>Fiscal Impact/Resources: Information Technology, Trial Court Leadership, and Office of Court Research 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: Superior courts and case management system vendors.</p> <p>AC Collaboration: DAAC, ITAC, and Rules Committee.</p>	
5.	Project Title: CEAC Jury Administration and Management Subcommittee	Priority⁵ 2
	<p>Strategic Plan Goal⁶ IV</p> <p>Project Summary⁷: Through the Jury Administration and Management Subcommittee, CEAC will review jury operations. The subcommittee will make recommendations and identify best practices in jury operations, reform, and other post-pandemic issues.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Office of Court Research and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p>Internal/External Stakeholders: None.</p> <p>AC Collaboration: Ad Hoc Workgroup on Post-Pandemic Initiatives.</p>	
6.	Project Title: CEAC Nominations Subcommittee	Priority⁵ 1
	<p>Strategic Plan Goal⁶ I</p> <p>Project Summary⁷: Pursuant to California Rules of Court, rule 10.48(e)(2), the Executive Committee of CEAC must review and recommend to the council’s Executive and Planning Committee candidates for the following:</p> <ul style="list-style-type: none"> • Members of CEAC’s Executive Committee; • Nonvoting court administrator members of the council; and • Members of other advisory committees who are court executives or judicial administrators. 	

#	Ongoing Projects and Activities ⁴
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Status/Timeline: Ongoing.

Fiscal Impact/Resources: Trial Court Leadership 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: Executive and Planning Committee and various advisory bodies receiving nominations.

7.	Project Title: CEAC Records Management Subcommittee	Priority⁵ 2
		Strategic Plan Goal⁶ III

Project Summary⁷: Through the Records Management Subcommittee, CEAC will continue to develop and publish updates to the *Trial Court Records Manual* (TCRM), with a focus on ensuring that content reflects current law and promoting best practices. The subcommittee will monitor the progress of proposed 2023 Judicial Council-sponsored legislations, other legislation affecting court records management, and relevant amendments to the California Rules of Courts and Judicial Council of California forms.

In addition, the Records Management Subcommittee will review the *Privacy Resource Guide* (PRG). In 2018, the PRG was created to assist the trial and appellate courts in protecting the privacy interests of the public while providing the public with reasonable access to the courts and the records to which they are entitled. The subcommittee will review, suggest changes or additions, and update the PRG as needed. This project is contingent upon P3’s work and consideration of remote access to court records.

Status/Timeline: TCRM Updates – Ongoing. Government Code sections 68152(a)(6) and 68153 – 2023.

Fiscal Impact/Resources: CFCC, Criminal Justice Services, Governmental Affairs, Information Technology, Legal Services, and Trial Court Leadership 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: Possible consultation with Criminal Law Advisory Committee, Family and Juvenile Law Advisory Committee, ITAC, Probate Mental Health Advisory Committee, P3, and TCPJAC.

#	Ongoing Projects and Activities ⁴	
8.	Project Title: CEAC Trial Court Financial Policies Subcommittee	Priority 5 2
		Strategic Plan Goal 6 II, III
<p>Project Summary⁷: Through the Trial Court Financial Policies Subcommittee, CEAC will work with Judicial Council’s Branch Accounting and Procurement (BAP) to review and identify needed revisions to the <i>Trial Court Financial Policies and Procedures Manual (TCFPPM)</i>.</p>		
<p>Pursuant to the California Rules of Court, rule 10.804, the Judicial Council of California is required to adopt financial policies and procedures for the superior courts. The TCFPPM was established in 2001 which set out a system of fundamental internal controls that enable the superior courts to monitor their use of public funds, provide consistent and comparable financial statements, and demonstrate accountability. Annually, the manual is reviewed, and any suggested updates are submitted to the Judicial Council for approval. Throughout the year, BAP works with representatives from various courts to compile and draft recommendations for the next version of the manual. Prior to presentation to the Judicial Council, the rule 10.804(1)(b) requires that the amendments to the manual be made available to the superior courts, the Department of Finance, and the State Controller’s Office for comment.</p>		
<p>The subcommittee will be reviewing proposed edits to the <i>Trial Court Financial Policies and Procedures Manual</i> including but not limited to, transfers from the general fund to the enhanced collections fund, negative unassigned fund balances in special revenue funds, purchase card receipts, escheatment of stale dated checks related to civil filing fee refunds, escheatment of eminent domain funds, and reference to court funded facilities request process.</p>		
<p>Status/Timeline: Ongoing.</p>		
<p>Fiscal Impact/Resources: BAP, Budget Services, and Trial Court Leadership staff.</p>		
<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p>		
<p>Internal/External Stakeholders: Superior courts.</p>		
<p>AC Collaboration: None.</p>		

#	Ongoing Projects and Activities⁴	
9.	Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches	Priority5 2 Strategic Plan Goal6 II
<p>Project Summary⁷: In consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services, CEAC will support Judicial Council outreach with the legislature with a focus on legislative staff in both the local districts and in the Capitol. This effort will entail the development of materials for court executive officers and perhaps educational sessions with legislative staff to educate them on the judicial branch budget and the fiscal/operational needs of the trial courts. CEAC will also assist in strengthening communication with the executive branch and with the Department of Finance in particular.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Judicial Council’s Administrative Director; Trial Court Leadership, Budget Services, and Governmental Affairs staff.</p> <p><input type="checkbox"/> <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: Serve as a Resource	Priority5 2
<p>Project Summary⁷: Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action.</p> <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: Various Judicial Council divisions as 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: None.</p> <p>AC Collaboration: Various advisory bodies as needed.</p>		

LIST OF 2022 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Educational Opportunities. TCPJAC and CEAC leadership collaborated with Judicial Council staff to hold four business meetings in 2022. These meetings covered topics including budget priorities, legislative updates, information technology updates, emergency preparedness and response, court operations, and COVID-19 pandemic response and management. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.
2.	TCPJAC/CEAC Joint Legislation Subcommittee. Remained active throughout 2022, holding 15 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations to the Legislation Committee on 44 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2022, the subcommittee meeting schedule will be set according to the Legislation Committee’s 2023 meeting schedule. The subcommittee will continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts, and recommend proposals for future consideration.
3.	TCPJAC/CEAC Joint Rules Subcommittee. Remained active throughout 2022, on behalf of the TCPJAC and CEAC, and reviewed 37 rule proposals throughout the course of the year. The subcommittee provided comment on 16 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2023 and meet as needed.
4.	Child Support Services Subcommittee. The subcommittee reviewed and provided input on a change in policy and instructions to be included in the grant accounting manual on allowing courts to contract for their full allocation even if the court does not have a specific line item in the budget for which to designate these funds and the methodology of designating these funds or return them during the mid-year reallocation process.
5.	JBSIS Subcommittee. In 2022, the subcommittee made progress on several of its ongoing projects. The subcommittee focused its efforts on streamlining and modernizing JBSIS reporting. The subcommittee drafted a new JBSIS framework and sought feedback from relevant Judicial Council advisory bodies. With this feedback, the subcommittee submitted a report to the Judicial Council recommending the approval of the new data standards and directing relevant staff and committees to begin implementation planning. The Judicial Council approved the subcommittee’s recommendation at its July 15, 2022, meeting. In addition, the subcommittee reviewed issues related to the current JBSIS data standards. The subcommittee discussed current and possible future guidance for the reporting of petition filings, case aging, and civil commitment cases. Finally, the subcommittee approved a technical, non-substantive revision to the JBSIS manual to clarify and update JBSIS 3.0 data reporting guidance.
6.	Nominations Subcommittee. During the 2022 nominations cycle, the subcommittee identified, assessed, and recommended court executive officer/judicial administrator candidates for membership on the Judicial Council, CEAC Executive Committee, and other council advisory bodies.
7.	Records Management Subcommittee. The subcommittee is working on updates on the TCRM to include legislatively mandated updates and best practices for court records.
8.	Trial Court Financial Policies Subcommittee. The subcommittee completed the TCFPPM–12th edition and was submitted and approved at the May 11, 2022, Judicial Council meeting for publication on July 1, 2022