



# JUDICIAL COUNCIL OF CALIFORNIA

INFORMATION TECHNOLOGY  
ADVISORY COMMITTEE

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

## INFORMATION TECHNOLOGY ADVISORY COMMITTEE

### MINUTES OF OPEN MEETING

December 5, 2023

12:00 PM to 1:00 PM

Videoconference

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<b>Advisory Body Members Present:</b>	Hon. Sheila F. Hanson, Chair; Hon. Samantha P. Jessner, Vice- Chair; Mr. Mike Baniel; Mr. Brian Cotta; Mr. Adam Creiglow; Hon. Tara Desautels; Mr. Jason Galkin; Mr. Brett Howard; Hon. Kimberly Menninger; Mr. Jake Pison; Mr. Neal Taniguchi
<b>Advisory Body Members Absent:</b>	Hon. Julie Culver; Hon. Truc T. Do; Ms. Rebecca Fleming; Hon. Michael S. Groch; Assembly Member Damon Connelly
<b>Others Present:</b>	Hon. Kyle S. Brodie; Ms. Heather Pettit; and Judicial Council staff

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#### OPEN MEETING

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##### **Call to Order and Roll Call**

The chair called the meeting to order and took roll call.

##### **Approval of Minutes**

There were no public comments received for this meeting.

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#### DISCUSSION AND ACTION ITEMS (ITEMS 1-4)

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##### **Item 1**

##### **Chair's Report**

**Update:** Hon. Sheila F. Hanson welcomed members and informed them that she and the Hybrid Courtroom Workstream Executive Sponsors presented the Report of the Advancing the Hybrid Courtroom Workstream: Findings and Recommendations at the November 17 Judicial Council meeting. She informed the committee of the directive from the Chief Justice to review the report, facilitate the actions that are needed by relevant advisory committees, and report back to the Judicial Council at a future date with the proposal implementing the roadmap.

Next, Judge Hanson announced that the update to the 2023 Information Technology Advisory Committee (ITAC) Annual Agenda update, which charges the Hybrid Courtroom Workstream with helping to address the minimum standards for courtroom technology as set forth in Senate Bill 133, was approved.

Thirdly, Judge Hanson shared her experience attending the Judicial Council Distinguished Service and Aranda Access to Justice Awards Ceremony on November 16. The ceremony honored several judicial officers' achievements and unwavering commitments to improving access to justice.

Finally, she reviewed the topics on today's agenda.

## Item 2

### **Senate Bill 133 Minimum Technology Standards: Prepare for Public Comment (Action Requested)**

**Update:** Hon. Samantha P. Jessner, Vice-Chair of ITAC; Ms. Saskia Kim, Attorney, Judicial Council Policy and Research Division; and Ms. Jenny Grantz, Attorney, Judicial Council Legal Services Division presented the draft invitation for public comment of the proposal to adopt minimum technology standards for the courtroom necessary to permit remote participation in court proceedings, as required by Senate Bill 133.

**Action:** The committee discussed, asked questions, and voted to approve the proposal to adopt minimum technology standards as required by Senate Bill 133 for public comment.

## Item 3

### **IT Update on Trial Court Facilities Manual**

**Update:** Ms. Heather Pettit, CIO / Director, Judicial Council provided an update on the Trial Court Facilities manual content and recommended the manual be submitted to the TAC by February or March 2024.

## Item 4

### **2024 Annual Agenda and Workstream Status (Action Requested)**

**Update:** Hon. Sheila Hanson, Chair, reviewed ITAC's draft 2024 Annual Agenda based on the initial discussion at the September 28, 2023 ITAC open meeting.

**Action:** The committee reviewed, discussed, and asked questions on the draft 2024 Annual Agenda. Staff was directed to update the draft annual agenda accordingly, and the committee will consider action at its next open meeting.

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## **A D J O U R N M E N T**

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There being no further business, the meeting was adjourned.

Approved by the advisory body on **January 31, 2024.**