



JUDICIAL COUNCIL  
OF CALIFORNIA

TECHNOLOGY COMMITTEE

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[jctc@jud.ca.gov](mailto:jctc@jud.ca.gov)

**JUDICIAL COUNCIL TECHNOLOGY COMMITTEE**

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1))  
THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE  
THIS MEETING WILL BE RECORDED

**Date:** September 14, 2020  
**Time:** 12:00 noon - 1:00 p.m.  
**Public Call-in Number:** <https://jcc.granicus.com/player/event/1013?>

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

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 minutes of the August 25, 2020 meeting.

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

**Written Comment**

In accordance with California Rules of Court, rule 10.75(k)(1), public comments about any agenda item must be submitted by September 11, 2020, 12:00 noon. Written comments should be e-mailed to [jctc@jud.ca.gov](mailto:jctc@jud.ca.gov). Only comments received by September 11, 2020, 12:00 noon will be provided to advisory body members prior to the start of the meeting.

**III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1 – 3)**

**Item 1**

**Chair Report**

Provide an update on activities of or news from the Judicial Council, advisory bodies, courts, and/or other justice partners.

Presenter: Hon. Kyle S. Brodie, Chair, Judicial Council Technology Committee

**Item 2**

**Update/Report on Information Technology Advisory Committee (ITAC)**

An update and report on ITAC will be provided; this will include the activities of the workstreams.

Presenter: Hon. Sheila F. Hanson, Chair, Information Technology Advisory Committee

**Item 3**

**Language Access Services Signage and Technology Grant Program, FY 2020-2021 – Status Update (Information Item)**

Update on the Signage and Technology Grant program for fiscal year 2020-2021, including an overview of the application process, the number of courts that have applied, status of draft recommendations and next steps.

Presenters: Hon. Victor A. Rodriguez, Judge of the Superior Court of California, County of Alameda  
Mr. Douglas Denton, Principal Manager, Language Access Services, Center for Families, Children & the Courts

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

**Adjourn**



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## JUDICIAL COUNCIL TECHNOLOGY COMMITTEE

### MINUTES OF OPEN MEETING

August 25, 2020

12:00 – 1:00 PM

Teleconference

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**Advisory Body Members Present:** Hon. Kyle S. Brodie, Chair; Hon. Hon. Todd C. Bottke, Vice-Chair; Hon. Jonathan B. Conklin; Hon. Rebecca Wightman; Ms. Rachel W. Hill; and Ms. Andrea K. Rohmann

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**Advisory Body Members Absent:** Hon. Ming W. Chin; and Ms. Nancy Eberhardt

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**Liaison Members Present:** Hon. Sheila F. Hanson

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**Others Present:** Mr. Robert Oyung; Ms. Heather L. Pettit; Mr. Richard Blalock; Ms. Jamel Jones; Ms. Jessica Craven; Ms. Deborah Silcox; Mr. John Yee; Mr. Mark Dusman; Mr. Richard Blalock; and Ms. Fran Mueller

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### OPEN MEETING

#### Call to Order and Roll Call

The chair called the meeting to order, took roll call, and advised no public comments were received.

#### Approval of Minutes

The committee reviewed and approved the minutes of the July 13, 2020 open meeting.

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### DISCUSSION AND ACTION ITEMS

#### Item 1

##### Chair Report

**Update:** Hon. Kyle S. Brodie, Chair, welcomed and thanked everyone for attending. Judge Brodie discussed activities since the last meeting. Judge Brodie also reviewed the agenda topics for the meeting.

**Item 2**

**Update/Report on Information Technology Advisory Committee (ITAC)**

**Update:** Hon. Sheila F. Hanson, Chair of ITAC, provided an update and report on the activities of the advisory committee, its subcommittees, and its workstreams.

**Action:** The committee received the report.

**Item 3**

**Court Modernization Funding (Action Requested)**

**Update:** Judge Brodie and Ms. Heather L. Pettit, Chief Information Officer for Judicial Council, provided an overview of the process, reviewed the feedback received from the Information Technology Advisory Committee, the Trial Court Presiding Judges Advisory Committee, the Court Executive Advisory Committee, and the branch IT community; and reviewed the potential projects for \$25 million in funding for the modernization of court operations included in the California State Budget for FY 2020/2021.

**Action:** The committee reviewed the potential projects, asked questions, and discussed options and opportunities for funding. The committee then voted unanimously to:

1. Recommend the following 13 projects for the \$25 million allocation, to be initiated this fiscal year:
  - Remote Appearance Technology
  - Digital Evidence
  - Automated Messaging (notifications and reminders)
  - Data Driven Forms
  - Digitizing Documents
  - Virtual Customer Service Center
  - Trial Court Digital Services
  - Statewide Case Index
  - Judicial Branch Office of Information Security
  - Next Generation Data Center and Cloud Solutions
  - California Courts Protective Order Registry (CCPOR) Mobile Access and Modernization
  - Building a Digital Ecosystem
  - Data Governance;
2. Recommend that the Judicial Council delegate to the Judicial Council Technology Committee the tasks of working with Judicial Council Information Technology staff to

make specific allocations within the projects, and reporting back to the Judicial Council on the allocations and on the progress of individual projects.

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

There being no further business, the meeting was adjourned.

## Signage and Technology Grants, Fiscal Year 2020-21: Preview

### Number of Requests

A total of 23 trial courts requested funding and submitted project request forms (see Attachment 1). Three (3) courts requested funding in the signage category only, and ten (10) courts requested funding in the technology category only. Ten (10) of the 23 courts requested funding in both signage and technology categories. A summary of the funding requests by prioritization category is outlined below, along with an indication on whether the project can be funded.

### Statewide Representation

Of the 23 courts that applied for grant funding, there was representation from the northern, southern, and central regions of the state. Court sizes varied with two (2) small, seven (7) small/medium, eight (8) medium, and six (6) large courts applying for funding.

| Court Size*  | Number of Courts that Applied |           | Number of Courts that Applied for Signage only |          | Number of Courts that Applied for Technology only |           | Number of Courts that Applied for both Signage and Technology |           |
|--------------|-------------------------------|-----------|--|----------|---|-----------|---|-----------|
|              | 2019                          | 2020      | 2019   | 2020     | 2019  | 2020      | 2019  | 2020      |
| Small        | 6                             | 2         | 3  | 0        | 1   | 2         | 2   | 0         |
| Small/Medium | 9                             | 7         | 0  | 3        | 3   | 2         | 6   | 2         |
| Medium       | 8                             | 8         | 2  | 0        | 2   | 4         | 4   | 4         |
| Large        | 6                             | 6         | 0  | 0        | 0   | 2         | 6   | 4         |
| <b>Total</b> | <b>29</b>                     | <b>23</b> | <b>5</b>                                       | <b>3</b> | <b>6</b>  | <b>10</b> | <b>18</b>   | <b>10</b> |

\*Court size based on small (2–5 judges), small/medium (6–15 judges), medium (16–47 judges), large (48 judges or more).

### Prioritization Metrics

#### *Signage Projects by Grant Priority*

| Priority                              | Requested Projects |           | Recommended Projects to Fund |           |
|---------------------------------------|--------------------|-----------|------------------------------|-----------|
|                                       | 2019               | 2020      | 2019                         | 2020      |
| 1: Translation of Signage             | 9                  | 4         | 9                            | 4         |
| 2: Multilingual Wayfinding Strategies | 14                 | 13        | 14                           | 13        |
| 3: Non-electronic signage             | 6                  | 0         | 6                            | 0         |
| 4: Software                           | 1                  | 1         | 1                            | 1         |
| <b>Total</b>                          | <b>30</b>          | <b>18</b> | <b>30</b>                    | <b>18</b> |

## Signage and Technology Grants, Fiscal Year 2020-21: Preview

### *Technology Projects by Grant Priority*

| Priority                            | Requested Projects |           | Recommended Projects to Fund |           |
|-------------------------------------|--------------------|-----------|------------------------------|-----------|
|                                     | 2019               | 2020      | 2019                         | 2020      |
| 1: Interpreter Equipment            | 18                 | 10        | 18                           | 10        |
| 2: Telephonic/Video Remote Solution | 8                  | 20        | 8                            | 20        |
| 3: Software                         | 6                  | 1         | 6                            | 1         |
| 4: Multilingual Videos              | 1                  | 5         | 1                            | 5         |
| 5: Infrastructure Enhancements      | 1                  | 4         | 1                            | 4         |
| 6: Multilingual Kiosks              | 4                  | 1         | 4                            | 1         |
| <b>Total</b>                        | <b>38</b>          | <b>41</b> | <b>38</b>                    | <b>41</b> |

### **Staff Recommendation**

Staff's recommendation is to allocate a minimum of \$748,641.95 for signage grants and a minimum of \$944,234.25 for technology grants to the courts. Because the total grant requests were under the annual allocation, remaining funding will be set aside as a contingency fund in case of need. This approach is consistent with how remaining funds were distributed in the Fiscal Year (FY) 2019-20 cycle (see Methodology). The proposed allocation will provide grant funding to all 23 courts that applied in the grant program's second year. The attached table showing the summary by court is attached to this memorandum (see Attachment 1).

### **Methodology**

Under the grant program, no more than \$100,000 is allocated to any one court for signage, and no more than \$135,000 is allocated to any one court for technology, unless total requests are lower than the total annual allocation. The original deadline for courts to submit completed project request forms for signage or technology grants was June 30, 2020, but the deadline was extended to July 15, 2020 due to the impacts of the COVID-19 pandemic. The application deadline was extended again to August 7, 2020 and during the last grant extension deadline, interested courts could augment or newly apply for funds because the requested amounts for grants to date were still under the annual allocation. As a result, seven (7) courts augmented their application and three (3) new courts applied. In the signage category, two (2) courts requested more than \$100,000 for signage. In the technology category, all individual court requests were below \$135,000.

**Signage Requests.** Each of these requests can be fully funded. As noted in the *Signage Projects by Grant Priority* chart above, there were no requests in this cycle for non-electronic signage. The total requests including any augmentations were under the \$1,000,000 allocation for signage, which resulted in extra funding of \$251,358.05. This additional funding will be set aside

## Signage and Technology Grants, Fiscal Year 2020-21: Preview

as a contingency fund to be used in case of need by the awarded courts; for example, to help offset unforeseen cost increases for individual signage projects.<sup>1</sup>

**Technology Requests.** Each of these requests can be fully funded. The total allowable requests including any augmentations were under the \$1,350,000 allocation for technology, which resulted in extra funding of \$405,765.75. This additional funding will be set aside as a contingency fund to be used in case of need by the awarded courts; for example, to help offset unforeseen cost increases for individual technology projects.

LAS staff will work closely with the awarded courts to help track progress, identify any additional funding needs that can be covered by the contingency fund, and support completion of individual projects.

A more formalized rubric was not required for the current grant applications but may be required in future years to score applications based on prioritization.

### Next Steps

Following approval by the Advisory Committee on Providing Access and Fairness, Information Technology Advisory Committee, and Judicial Council Technology Committee, LAS staff will present the proposed allocations to the Judicial Council for its review and approval in November 2020. Upon approval by the Judicial Council, LAS staff will notify courts of the approved allocations and will post the awards to the Language Access webpage. LAS staff will also work with Branch Accounting and Procurement staff to draft and execute intra-branch agreements (IBAs) with each court for their projects.

### Attachments

1. FY 2020–21 Language Access Signage and Technology Grant Requests and Proposed Awards (Summary)
2. FY 2019–20 Language Access Signage and Technology Grants: Final Awards

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<sup>1</sup> Judicial Council staff has clarified with Branch Accounting and Procurement and Facilities staff that courts may use grant funding for facilities modification costs that directly relate to the purpose of the grant, for signage or technology, as long as the anticipated facility modification costs are built into the total grant amount. There may also be additional and unanticipated signage requirements related to health checks at courthouse entry ways, social distancing guidelines and areas of the court that are repurposed or expanded to be able to serve the public while adhering to public health guidelines.



## FY 2020-2021 SUMMARY OF SIGNAGE AND TECHNOLOGY REQUESTS - DRAFT ALLOCATIONS

|              | Trial Court Name | Funded in FY 2019/2020? | TOTAL SIGNAGE Request Amount | TOTAL TECHNOLOGY Request Amount | Total Request (Signage & Technology) | Total Proposed Award (Signage & Technology) |
|--------------|------------------|-------------------------|------------------------------|---------------------------------|--------------------------------------|---|
| 1            | Alameda          | Yes                     | \$156,786.00                 | \$40,000.00                     | \$196,786.00                         | \$196,786.00                                |
| 2            | Fresno           | Yes                     | \$3,250.00                   | \$55,898.63                     | \$59,148.63                          | \$59,148.63                                 |
| 3            | Kings            | Yes                     | \$48,471.00                  | \$0.00                          | \$48,471.00                          | \$48,471.00                                 |
| 4            | Madera           | Yes                     | \$17,056.67                  | \$0.00                          | \$17,056.67                          | \$17,056.67                                 |
| 5            | Mendocino        | No                      | \$10,500.00                  | \$5,700.00                      | \$16,200.00                          | \$16,200.00                                 |
| 6            | Merced           | Yes                     | \$0.00                       | \$79,189.07                     | \$79,189.07                          | \$79,189.07                                 |
| 7            | Napa             | No                      | \$14,500.00                  | \$6,800.00                      | \$21,300.00                          | \$21,300.00                                 |
| 8            | Riverside        | No                      | \$0.00                       | \$50,800.00                     | \$50,800.00                          | \$50,800.00                                 |
| 9            | Sacramento       | Yes                     | \$85,520.00                  | \$132,342.00                    | \$217,862.00                         | \$217,862.00                                |
| 10           | San Bernardino   | No                      | \$0.00                       | \$62,924.00                     | \$62,924.00                          | \$62,924.00                                 |
| 11           | San Diego        | No                      | \$28,247.00                  | \$97,859.65                     | \$126,106.65                         | \$126,106.65                                |
| 12           | San Joaquin      | Yes                     | \$0.00                       | \$15,615.00                     | \$15,615.00                          | \$15,615.00                                 |
| 13           | San Mateo        | Yes                     | \$21,718.00                  | \$63,215.87                     | \$84,933.87                          | \$84,933.87                                 |
| 14           | Santa Barbara    | Yes                     | \$105,000.00                 | \$21,020.68                     | \$126,020.68                         | \$126,020.68                                |
| 15           | Santa Clara      | Yes                     | \$100,000.00                 | \$134,989.22                    | \$234,989.22                         | \$234,989.22                                |
| 16           | Santa Cruz       | Yes                     | \$77,414.28                  | \$0.00                          | \$77,414.28                          | \$77,414.28                                 |
| 17           | Sierra           | No                      | \$0.00                       | \$2,491.00                      | \$2,491.00                           | \$2,491.00                                  |
| 18           | Solano           | Yes                     | \$0.00                       | \$33,132.32                     | \$33,132.32                          | \$33,132.32                                 |
| 19           | Sonoma           | No                      | \$80,179.00                  | \$54,821.00                     | \$135,000.00                         | \$135,000.00                                |
| 20           | Stanislaus       | Yes                     | \$0.00                       | \$35,616.62                     | \$35,616.62                          | \$35,616.62                                 |
| 21           | Sutter           | No                      | \$0.00                       | \$22,080.00                     | \$22,080.00                          | \$22,080.00                                 |
| 22           | Ventura          | No                      | \$0.00                       | \$24,225.00                     | \$24,225.00                          | \$24,225.00                                 |
| 23           | Yolo             | No                      | \$0.00                       | \$5,514.19                      | \$5,514.19                           | \$5,514.19                                  |
| <b>TOTAL</b> |                  |                         | <b>\$748,641.95</b>          | <b>\$944,234.25</b>             | <b>\$1,692,876.20</b>                | <b>\$1,692,876.20</b>                       |

|                      |              |              |              |
|----------------------|--------------|--------------|--------------|
| Remaining Allocation | \$251,358.05 | \$405,765.75 | \$657,123.80 |
|----------------------|--------------|--------------|--------------|

FY 2019/2020 SIGNAGE TECHNOLOGY GRANT  
**TOTAL AWARDS BY COURT**

Attachment 2

| COUNTY            | SIGNAGE AWARD   | TECHNOLOGY AWARD | Total Award     |
|-------------------|-----------------|------------------|-----------------|
| 1. ALAMEDA        | \$ 90,000.00    | \$ 80,548.00     | \$ 170,548.00   |
| 2. AMADOR         | \$ 20,000.00    | \$ 29,094.00     | \$ 49,094.00    |
| 3. BUTTE          | \$ 57,023.47    | \$ 10,000.00     | \$ 67,023.47    |
| 4. COLUSA         | N/A             | \$ 2,300.00      | \$ 2,300.00     |
| 5. DEL NORTE      | \$ 2,000.00     | N/A              | \$ 2,000.00     |
| 6. FRESNO         | \$ 44,622.44    | N/A              | \$ 44,622.44    |
| 7. IMPERIAL       | \$ 4,100.00     | \$ 5,500.00      | \$ 9,600.00     |
| 8. INYO           | \$ 10,000.00    | N/A              | \$ 10,000.00    |
| 9. KERN           | \$ 1,973.09     | \$ 30,704.24     | \$ 32,677.33    |
| 10. KINGS         | \$ 52,863.00    | \$ 14,837.42     | \$ 67,700.42    |
| 11. LASSEN        | \$ 1,000.00     | \$ 6,000.00      | \$ 7,000.00     |
| 12. LOS ANGELES   | \$ 85,000.00    | \$ 135,000.00    | \$ 220,000.00   |
| 13. MADERA        | \$ 43,833.49    | \$ 18,044.07     | \$ 61,877.56    |
| 14. MARIN         | N/A             | \$ 23,080.00     | \$ 23,080.00    |
| 15. MERCED        | \$ 75,000.00    | \$ 135,000.00    | \$ 210,000.00   |
| 16. ORANGE        | \$ 89,430.00    | \$ 135,000.00    | \$ 224,430.00   |
| 17. PLACER        | N/A             | \$ 36,340.00     | \$ 36,340.00    |
| 18. SACRAMENTO    | \$ 13,700.00    | \$ 78,492.68     | \$ 92,192.68    |
| 19. SAN FRANCISCO | \$ 85,000.00    | \$ 120,000.00    | \$ 205,000.00   |
| 20. SAN JOAQUIN   | \$ 57,357.00    | N/A              | \$ 57,357.00    |
| 21. SAN MATEO     | N/A             | \$ 81,250.00     | \$ 81,250.00    |
| 22. SANTA BARBARA | \$ 90,000.00    | \$ 135,000.00    | \$ 225,000.00   |
| 23. SANTA CLARA   | \$ 90,000.00    | \$ 117,776.98    | \$ 207,776.98   |
| 24. SANTA CRUZ    | \$ 57,023.47    | \$ 45,746.00     | \$ 102,769.47   |
| 25. SHASTA        | N/A             | \$ 34,256.61     | \$ 34,256.61    |
| 26. SOLANO        | \$ 19,817.93    | \$ 15,000.00     | \$ 34,817.93    |
| 27. STANISLAUS    | \$ 6,184.00     | \$ 7,395.00      | \$ 13,579.00    |
| 28. TULARE        | N/A             | \$ 53,635.00     | \$ 53,635.00    |
| 29. YUBA          | \$ 4,072.11     | N/A              | \$ 4,072.11     |
|                   | \$ 1,000,000.00 | \$ 1,350,000.00  | \$ 2,350,000.00 |