

**Workload Assessment Advisory Committee**  
**Annual Agenda<sup>1</sup>—2022**  
**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

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

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

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

**Meetings Planned for 2022<sup>3</sup> (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. <sup>3</sup> Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title</b> Adjustment Request Process (APR) Submissions	<b>Priority<sup>5</sup></b> 1
<p data-bbox="180 402 1944 516"><b>Project Summary<sup>7</sup>:</b> The Workload Formula Adjustment Request Process (ARP) is a process that provides courts the opportunity to request an adjustment to the Workload Formula. These requests are directed to the Trial Court Budget Advisory Committee (TCBAC) and then directed to the appropriate committee with the subject matter expertise related to the request, including WAAC.</p> <p data-bbox="180 553 1892 621"><b>Status/Timeline:</b> 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="180 699 1944 805"><b>Fiscal Impact/Resources:</b> Changes made will be accomplished within existing resources. The trial courts may need to be consulted to help define the changes needed. Completion of this project will be accomplished with 1.0 FTE Senior Analyst, .10 FTE Analyst, and .25 of Supervising Analyst for a period of 5 months (existing resources).</p> <p data-bbox="180 816 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="180 927 762 959"><b>Internal/External Stakeholders:</b> Trial courts.</p> <p data-bbox="180 1000 1026 1032"><b>AC Collaboration:</b> TCBAC/Funding Methodology Subcommittee.</p>		

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

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

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

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

# Ongoing Projects and Activities		
1.	<b>Project Title</b> Resource Assessment Study (RAS) Update	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III</b>
<p><b>Project Summary<sup>7</sup>:</b> In October 2013, the Workload Assessment Advisory Committee approved a motion stating that the workload studies(both staff and judicial) should be updated every five years, though not concurrently. The Resource Assessment Study (RAS) is used to update the caseweights (i.e., time per filing) and other model parameters that are needed to estimate workload-based need for 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><b>Status/Timeline:</b> 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><b>Fiscal Impact/Resources:</b> 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><b>Internal/External Stakeholders:</b> Trial courts, Department of Finance, and Legislature.</p> <p><b>AC Collaboration:</b> TBD/As needed.</p>		
2.	<b>Project Title</b> Judicial Needs Assessment	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III</b>
<p><b>Project Summary<sup>7</sup>:</b> Government Code section 61614(c)(1) requires the Judicial Council to prepare biennial updates of the Judicial Needs Assessment in even-numbered years. The needs assessment is used as the basis for Budget Change Proposals for new judgeships,</p>		

#	<b>Ongoing Projects and Activities</b>	
	<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><b>Status/Timeline:</b> Review will be completed before the next report is due by November 1, 2022.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this review requires 0.25 FTE of an analyst (existing position) for a four-month period of time</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial Courts, Legislature.</p> <p><b>AC Collaboration:</b> TBD/As needed.</p>	
3.	<p><b>Project Title: Report on Standards and Measures (Gov. Code § 77001.5)</b></p>	<p><b>Priority<sup>5</sup> 1</b></p> <hr/> <p><b>Strategic Plan Goal<sup>6</sup> II</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> Government Code section 77001.5 requires the Judicial Council to report to the Legislature annually on judicial administration standards and measures.</p> <p><b>Status/Timeline:</b> Will be completed November 1, 2022.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with .25 FTE Senior Analyst/Analyst for a period of three months.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Legislature</p> <p><b>AC Collaboration:</b> TBD/As needed.</p>	
4.	<p><b>Project Title: Workload Modeling (various, TBD)</b></p>	<p><b>Priority<sup>5</sup> 2</b></p>

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

### III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	<b>Project Highlights and Achievements</b> <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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