



JUDICIAL COUNCIL  
OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

[www.courts.ca.gov/tcbac.htm](http://www.courts.ca.gov/tcbac.htm)  
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TRIAL COURT BUDGET ADVISORY COMMITTEE  
REVENUE AND EXPENDITURE SUBCOMMITTEE

MINUTES OF OPEN MEETING

March 21, 2018  
12:00 p.m. – 1:30 p.m.  
Conference Call

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**Advisory Body Members Present:** Judges: Hon. Jeffrey B. Barton (Cochair), Hon. Andrew S. Blum, Hon. Daniel J. Buckley, Hon. James E. Herman, and Hon. Paul M. Marigonda.

Executive Officers: Ms. Sherri R. Carter (Cochair), Ms. Nancy Eberhardt, Ms. Rebecca Fleming, and Mr. David H. Yamasaki.

**Advisory Body Members Absent:** Judges: Hon. Brian L. McCabe

Executive Officers: Mr. Michael D. Planet and Mr. Brian Taylor.

**Others Present:** Mr. Zlatko Theodorovic, Ms. Brandy Sanborn, Ms. Angela Guzman, Ms. Donna Newman, and Ms. Michele Allan.

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OPEN MEETING

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**Call to Order and Roll Call**

The Cochair called the meeting to order at 12:02 p.m. and roll was called.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the May 30, 2017 Revenue and Expenditure Subcommittee teleconference meeting.

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DISCUSSION AND ACTION ITEMS (ITEMS 1-2)

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**Item 1**

**Adjustments to Council-Approved 2017-18 Allocations from the State Trial Court Improvement and Modernization Fund (Action Required)**

Consider adjustments to the 2017-18 Judicial Council approved allocations for the Language Access Plan & Support for Court Interpreters related to a 2017-18 approved Budget Change Proposal and the Jury Management program.

Presenter(s)/Facilitator(s): Ms. Donna Newman, Budget Supervisor, Judicial Council Budget Services

*Action: The Revenue and Expenditure Subcommittee unanimously approved a total of \$692,000 as an augmentation to the 2017-18 allocations for the Court Operations and Information Technology offices.*

**Item 2**

**Revise Reporting Requirement for Trial Court Trust Fund and State Trial Court Improvement and Modernization Fund Encumbrances (Action Required)**

Consider the revision of the reporting requirement for outstanding encumbrances for all programs funded from the Trial Court Trust Fund (TCTF) and/or IMF from semi-annual to annual.

Presenter(s)/Facilitator(s): Ms. Donna Newman, Budget Supervisor, Judicial Council Budget Services

*Action: The Revenue and Expenditure Subcommittee unanimously approved the reduction in reporting on the encumbrance report for all programs funded from the TCTF and IMF from semi-annual to annual with, the new reporting requirement as follows: By March 31st of each year an annual report of outstanding encumbrances as of December 31st for all programs funded from TCTF and/or IMF that support the trial courts, which should identify the amount and purpose of each encumbrance, the name and the vendor/contractor for which the funds are encumbered, the equipment or services related to each encumbrance, and estimated time frames for expenditure or disencumbrance.*

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**INFORMATIONAL ONLY ITEMS (NO ACTION REQUIRED)**

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**Info 1**

**Review Fund Condition Statement for the Trial Court Trust Fund**

Informational presentation of the TCTF, including current revenue projections and expenditures.

Presenter(s)/Facilitator(s): Mr. Zlatko Theodorovic, Director, Judicial Council Budget Services

**Info 2**

**Report of Outstanding Encumbrances for all Programs Funded from the Trial Court Trust Fund and/or State Trial Court Improvement and Modernization Fund as of December 31, 2017**

As directed by the Judicial Council, Judicial Council staff are required to submit an open encumbrance report to the Revenue and Expenditure Subcommittee on behalf of the Trial Court Budget Advisory Committee on the TCTF and IMF open encumbrances as of December 31, 2017. The report also includes any new encumbrances that have occurred since September 2017.

Presenter(s)/Facilitator(s): Ms. Donna Newman, Budget Supervisor, Judicial Council Budget Services

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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 at 12:30 p.m.

Approved by the advisory body on May 18, 2018.