



# 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

### MINUTES OF OPEN MEETING

April 5, 2018

10:00 a.m. - 2:00 p.m.

Veranda Rooms: 2860 Gateway Oaks Drive, Sacramento, CA, 95833

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**Advisory Body Members Present:** Judges: Hon. Jonathan B. Conklin (Chair), Hon. Jeffrey B. Barton, Hon. Andrew S. Blum, Hon. Daniel J. Buckley, Hon. Mark Ashton Cope, Hon. James E. Herman (phone), Hon. Joyce D. Hinrichs, Hon. Patricia M. Lucas, Hon. Charles Margines, and Hon. Paul M. Marigonda.

Executive Officers: Ms. Sherri R. Carter, Ms. Nancy Eberhardt, Mr. Chad Finke, Ms. Rebecca Fleming, Ms. Kimberly Flener, Mr. Kevin Harrigan, Mr. Michael D. Planet, Mr. Michael M. Roddy, Ms. Linda Romero-Soles, Mr. Brian Taylor (phone), Ms. Tania Ugrin-Capobianco (phone), and Mr. David Yamasaki.

Judicial Council staff advisory members: Mr. John Wordlaw and Mr. Zlatko Theodorovic.

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

**Others Present:** Ms. Lucy Fogarty, Ms. Brandy Sanborn, Mr. James Baird, Ms. Suzanne Blihovde, Ms. Rose Livingston, Ms. Donna Newman, Ms. Angela Guzman, Mr. Don Will, Ms. Penny Davis, Ms. Michele Allan, Mr. Colin Simpson, Ms. Keri Brasil, and Mr. Samuel Hamrick.

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### OPEN MEETING

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#### Call to Order and Roll Call

The chair called the meeting to order at 10:17 a.m. and roll was called.

#### Approval of Minutes

The advisory body reviewed and approved the minutes of the February 15, 2018 Trial Court Budget Advisory Committee (TCBAC) meeting.

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### DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-5)

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#### Item 1 – Workload-based Allocation and Funding Methodology (WAFM) Adjustment Request Process (ARP) Referrals (Action Required)

Review and referral of 2019-20 ARP submissions to the Funding Methodology Subcommittee.

Presenter(s)/Facilitator(s): Mr. James Baird, Senior Budget Analyst, Judicial Council Budget Services

*Action: The Trial Court Budget Advisory Committee unanimously approved to send the Workload-Based Allocation and Funding Methodology (WAFM) Adjustment Request Procedures to the Funding Methodology Subcommittee.*

**Item 2 – Minimum Operating and Emergency Reserve Policy (Action Required)**

Consideration of maintaining the suspension of the minimum operating and emergency fund balance policy.

Presenter(s)/Facilitator(s): Ms. Brandy Sanborn, Manager, Judicial Council Budget Services

*Action: The Trial Court Budget Advisory Committee unanimously approved to extend the suspension of the minimum operating and emergency fund balance policy for two fiscal years until June 30, 2020—or earlier if Government Code section 77203 is repealed or amended—while in the interim the council continues to seek the repeal of Government Code section 77203.*

**Item 3 – Juvenile Dependency Counsel Collections Program and Court Appointed Counsel Unspent Funding Allocations (Action Required)**

Consideration of allocating 2016-17 collection monies and 2017-18 expected unspent funding to trial courts as well as augmenting the small court reserve.

Presenter(s)/Facilitator(s): Mr. Don Will, Principal Manager, Judicial Council Center for Families, Children, & the Courts

*Action: The Trial Court Budget Advisory Committee unanimously approved the following recommendations:*

- 1. Allocate \$542,892, the 2016-17 Juvenile Dependency Counsel Collections Program (JDCCP) funds remitted in excess of dependency counsel program administrative costs, to the trial courts calculated according to the methodology adopted by the Judicial Council at its August 23, 2013, business meeting.*
- 2. Allocate \$679,351, the 2017-18 Court Appointed Counsel expected unspent funding, to the trial courts calculated according to the methodology adopted by the Judicial Council at January 22, 2015, business meeting.*

**Item 4 – Adjustments to Council-Approved 2017-18 Allocations from the State Trial Court Improvement and Modernization Fund (IMF) (Action Required)**

Consideration of recommendations of the Revenue and Expenditure (R&E) Subcommittee to adjust 2017-18 Judicial Council approved allocations for the Language Access Plan & Support for the Court Interpreters related to a 2017-18 approved Budget Change Proposal and the Jury Management program.

Presenter(s)/Facilitator(s): Hon. Jeffrey B. Barton, Cochair, Revenue & Expenditure Subcommittee; Ms. Sherri Carter, Cochair, Revenue & Expenditure Subcommittee, and Ms. Donna Newman, Budget Supervisor, Judicial Council Budget Services

*Action: The Trial Court Budget Advisory Committee unanimously approved to adopt a recommendation for a total of \$692,000 as an augmentation to the 2017-18 allocations for the Court Operations Office and*

*the Information Technology offices for consideration by the Judicial Council at its May 24-25, 2018 meeting.*

**Item 5 – Revise Reporting Requirement for Trial Court Trust Fund (TCTF) and IMF Encumbrances (Action Required)**

Consideration of a recommendation of the R&E Subcommittee to revise the reporting requirement for outstanding encumbrances for all programs funded from the TCTF and/or IMF from semi-annual to annual.

Presenter(s)/Facilitator(s): Hon. Jeffrey B. Barton, Cochair, Revenue & Expenditure Subcommittee; Ms. Sherri Carter, Cochair, Revenue & Expenditure Subcommittee, and Ms. Donna Newman, Budget Supervisor, Judicial Council Budget Services

*Action: The Trial Court Budget Advisory Committee unanimously approved to adopt the recommendation to approve the reduction in reporting on the encumbrances for all programs funded from the TCTF and IMF from semi-annual to annual, for consideration by the Judicial Council at its May 24-25, 2018 meeting. The new reporting requirement would be 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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**INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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**Info 1 – AB 1058 Funding Allocation Joint Subcommittee Update**

Update on the AB 1058 child support court allocation project.

Presenter(s)/Facilitator(s): Hon. Mark A. Cope, Cochair, AB 1058 Funding Allocation Joint Subcommittee

**Info 2 – Budget Update for 2018-19**

Update on the budget for 2018-19.

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

**Info 3 – TCTF Structural Shortfall**

Review of the TCTF fund condition statement and structural shortfall.

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

**Info 4 – Discussion**

General discussion.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee

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**ADJOURNMENT**

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There being no further business, the meeting was adjourned at 12:05 p.m.

Approved by the advisory body on April 23, 2018.