



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

www.courts.ca.gov/tcbac.htm
tcbac@jud.ca.gov

TRIAL COURT BUDGET ADVISORY COMMITTEE

MINUTES OF OPEN MEETING

March 21, 2019

10:00 a.m. – 2:00 p.m.

Sequoia Room, 455 Golden Gate Avenue, San Francisco, CA 94102

Advisory Body Members Present: Judges: Hon. Jonathan B. Conklin (Chair), Hon. Jeffrey B. Barton (phone), Hon. Andrew S. Blum, Hon. Daniel J. Buckley, Hon. Mark A. Cope, Hon. Jill C. Fannin, Hon. Kimberly Gaab, Hon. Teri L. Jackson, Hon. Brian McCabe (phone), Hon. Gary Nadler, and Hon. B. Scott Thomsen.

Executive Officers: Ms. Rebecca Fleming (Vice Chair), Ms. Kim Bartleson (phone), Ms. Sherri Carter, Mr. Chad Finke, Mr. Kevin Harrigan, Mr. Michael D. Planet, Mr. Michael M. Roddy, Ms. Linda Romero-Soles, Mr. Brian Taylor, Ms. Kim Turner, 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: Hon. Charles Margines

Others Present: Ms. Lucy Fogarty, Ms. Brandy Sanborn, Ms. Leah Rose-Goodwin, Ms. Michele Allan, Ms. Donna Newman, Ms. Melissa Ng, Mr. Jason Haas, and Ms. Rose Livingston.

OPEN MEETING

Call to Order and Roll Call

The chair welcomed the then called the meeting to order at 10:06 a.m. and took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the February 19, 2019 Trial Court Budget Advisory Committee meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1 - 6)

Item 1 - Children's Waiting Room Report (Action Required)

Recommendation of the Fiscal Planning Subcommittee on continued receipt of Children's Waiting Room funds for Contra Costa Superior Court.

Presenter(s)/Facilitator(s): Ms. Melissa Ng, Senior Analyst, Judicial Council Budget Services

Action: The Trial Court Budget Advisory Committee voted to approve the recommendation from the Fiscal Planning Subcommittee to recommend the Judicial Council approve the continued distribution of CWR funds to Contra Costa Superior Court to allow the court to accumulate sufficient funding to operate the CWR full-time at its new location in Martinez, scheduled to re-open in July 2019. The vote was as follows:

- Yes: 22
- No: 0
- Abstain: 1

Item 2 - Adjustments to Council Approved 2018-19 Allocations from the State Trial Court Improvement and Modernization Fund (IMF) (Action Required)

Recommendation of the Revenue and Expenditure Subcommittee on an IMF augmentation to the 2018-19 allocations for the Judicial Council Information Technology Office Jury Management Program.

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

Action: The Trial Court Budget Advisory Committee unanimously voted to adopt a recommendation to approve a total of \$252,000 as an augmentation to the 2018-19 allocations for the Jury Improvement Program administered by the Information Technology office consideration by the Judicial Council at its May 16-17, 2019 meeting.

Item 3 - All Funding Sources and Operating Expenses & Equipment (OE&E) Inflationary Factor (Action Required)

Recommendation of the Funding Methodology Subcommittee on funding sources that should be factored into the WAFM and an inflationary factor for OE&E incorporated into the model.

Presenter(s)/Facilitator(s): Ms. Leah Rose-Goodwin, Manager, Judicial Council Budget Services

Action: The Trial Court Budget Advisory Committee unanimously voted to accept the recommendation from the Funding Methodology Subcommittee to take the following actions for recommendation to the Judicial Council:

1. Adjust each court's workload allocation to include net civil assessments based on prior fiscal year (civil assessments less maintenance of effort (MOE) obligations and expenditures identified in Item 3 (debt obligations funded by civil assessments);
3. Adopt the recommendations to include or exclude the general ledger (GL) accounts that were reviewed as detailed in Attachment B of the report, effective with 2019-20 allocations; and
5. Approve use of a statewide Consumer Price Index (CPI) factor to be applied to the Operating Expenses and Equipment calculation starting for 2019-20 allocations.

The Trial Court Budget Advisory Committee also voted to accept the following recommendations from the Funding Methodology Subcommittee:

2. Table for later consideration the remaining issues contained in items 1 and 3;

4. Starting in 2019-20 with the goal of being effective in 202-21, lead a statewide effort in partnership with the Court Executives Advisory Committee to standardize the usage of general ledger accounts so that courts are using the account codes in a uniform and consistent manner; and

6. Add to the FMS workplan a review of all accounts that are used in the computation of the Operating Expenses and Equipment factor.

The Trial Court Budget Advisory Committee also requested that Judicial Council Budget Services work with Facilities Services and the appropriate advisory body regarding the question of funding trial court leases for review and consideration. Findings or referral back to the TCBAC has been requested at the November 2019 Trial Court Budget Advisory Committee meeting.

Item 4 - Outcomes for New Funding Provided in the Budget Act of 2018 (Action Required)

Recommendation of the Funding Methodology Subcommittee on the reporting requirement for the outcomes for the new funding provided in the Budget Act of 2018.

Presenter(s)/Facilitator(s): Ms. Leah Rose-Goodwin, Manager, Judicial Council Budget Services

Action: The Trial Court Budget Advisory Committee unanimously approved the report, with updates based on current information, for forwarding to the Judicial Council at its May 16-17, 2019 business meeting.

Item 5 - Updates to the Workload-based Allocation and Funding Methodology (WAFM) Adjustment Request Procedures (ARP) (Action Required)

Recommendation of the Funding Methodology Subcommittee on updates to the existing process to request adjustments to WAFM.

Presenter(s)/Facilitator(s): Ms. Leah Rose-Goodwin, Manager, Judicial Council Budget Services

Action: The Trial Court Budget Advisory Committee unanimously voted to approve the proposed update to the Workload Formula Adjustment Request Process.

Item 6 - 2020-21 ARP Submissions (Action Required)

Review and referral of 2020-21 ARP submissions.

Presenter(s)/Facilitator(s): Ms. Leah Rose-Goodwin, Manager, Judicial Council Budget Services

Action: The Trial Court Budget Advisory Committee voted to approve to refer requests 2 and 3 to the Workload Assessment Advisory Committee and refer request 4 to the Funding Methodology Subcommittee for prioritization into its work plan, contingent upon council action on Item 5 for final implementation. Request 1 has been completed and no further action was required. The vote was as follows:

- Yes: 22
- No: 0
- Abstain: 1

INFORMATION ONLY ITEMS (INFO 1)

Info 1 - Judicial Council Advisory Committee on Audits and Financial Accountability Letter

Discuss letter submission to the Trial Court Budget Advisory Committee from the Advisory Committee on Audits and Financial Accountability for the Judicial Branch regarding encumbrance policies.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Trial Court Budget Advisory Committee; Ms. Rebecca Fleming, Vice Chair, Trial Court Budget Advisory Committee

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:29 p.m.

Approved by the advisory body on April 16, 2019.