



JUDICIAL COUNCIL
OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

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TRIAL COURT BUDGET ADVISORY COMMITTEE

FISCAL PLANNING SUBCOMMITTEE

MINUTES OF OPEN MEETING

September 26, 2019

9:30 a.m. – 10:00 a.m.

Call in Number: 1-877-820-7831, Pass Code: 1884843 (listen only)

Advisory Body Members Present: Judges: Hon. Jonathan B. Conklin (Chair), Hon. Kimberly A. Gaab, and Hon. Charles Margines.
Executive Officers: Mr. Chad Finke, Mr. Chris Ruhl, Mr. Michael D. Planet, Mr. Shawn Landry, Mr. Brian Taylor, and Mr. David H. Yamasaki.

Advisory Body Members Absent: Hon. Teri L. Jackson and Ms. Kim Bartleson

Others Present: Mr. Catrayel Wood and Ms. Michele Allan

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 9:30 a.m. and roll was called.

Approval of Minutes

The advisory body reviewed and approved the minutes of the July 25, 2019 Fiscal Planning Subcommittee (FPS) meeting.

DISCUSSION AND ACTION ITEMS (ITEMS 1-4)

Item 1 – Trial Court Trust Fund (TCTF) Funds Held on Behalf (FHOB) of the Trial Courts Requests (Action Item)

Consideration of whether to recommend that the Judicial Council approve TCTF funds to be held on behalf of the trial courts in response to two amended requests from a total of two trial courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Mr. Catrayel Wood, Senior Analyst, Judicial Council Budget Services

Action:

- *The FPS unanimously approved two amended FHOB requests from Sutter and Tehama Superior Courts.*

Item 2 – Updates to the FHOB of the Trial Courts Policy (Action Item)

Consideration of revisions to the current FHOB submission process including streamlining the submission schedule and to make a change to the recipient of the request.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Mr. Catrayel Wood, Senior Budget Analyst, Budget Services

Action:

- *The FPS unanimously approved the proposed updates to the FHOB of the Trial Courts Policy.*

Item 3 – Update to Children’s Waiting Room (CWR) Policy (Action Item)

Consideration of revisions to the CWR Distribution and Fund Balance Policy, which includes an update to the timing of fund balance cap reductions, removal of language that is no longer relevant, and other technical revisions to clarify language in the policy.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Ms. Michele Allan, Budget Supervisor, Judicial Council
Budget Services

Action:

- *The FPS unanimously approved the proposed updates to the CWR Policy.*

Item 4 – CWR Fund Balance Cap Biennial Review (Action Item)

Overview of reductions for 2018-19 fund balance exceeding the cap; and consideration of fund balance cap adjustment requests from three courts.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Ms. Michele Allan, Budget Supervisor, Judicial Council
Budget Services

Action:

- *The FPS unanimously approved the fund balance cap adjustment requests from Contra Costa, San Bernardino, and Santa Barbara Superior Courts.*

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 9:47 a.m.

Approved by the advisory body on November 21, 2019.