



JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET
ADVISORY COMMITTEE

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

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TRIAL COURT BUDGET ADVISORY COMMITTEE

NOTICE AND AGENDA OF OPEN IN-PERSON MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e))

THIS MEETING IS BEING RECORDED

Date: November 21, 2019
Time: 11:00 a.m. to 2:00 p.m.
Location: 2850 Gateway Oaks Drive, Sacramento, CA, 95833, Tower Room A & B
Public Call-in Number: 1-877-820-7831; Passcode 1884843 (listen only)

Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to tcbac@jud.ca.gov.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the August 7, 2019 Trial Court Budget Advisory Committee (TCBAC) meeting, and the September 11, 2019 and October 9, 2019 actions by email between meetings.

II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1)-(2))

In-Person Public Comment

Members of the public requesting to speak during the public comment portion of the meeting must place the speaker's name, the name of the organization that the speaker represents if any, and the agenda item that the public comment will address, on the public comment sign-up sheet. The sign-up sheet will be available at the meeting location at least one hour prior to the meeting start time. The Chair will establish speaking limits at the beginning of the public comment session. While the advisory body welcomes and

encourages public comment, time may not permit all persons requesting to speak to be heard at this meeting.

Written Comment

In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to tcbac@jud.ca.gov or mailed or delivered to Judicial Council of California, 455 Golden Gate Avenue, San Francisco, CA, 94102 attention: Ms. Brandy Sanborn. Only written comments received by 11:00 a.m. on November 20, 2019 will be provided to advisory body members prior to the start of the meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1–8)

Item 1

Methodology for Reallocation of Workload Formula Funds (Action Required)

Consideration of a Funding Methodology Subcommittee (FMS) recommendation on a methodology for reallocation of Workload Formula funds.

Presenter(s)/Facilitator(s): Ms. Michele Allan, Supervisor, Budget Services

Item 2

Distribution of the Fee for Court Reporter Services in Civil Proceedings Lasting More Than One Hour (Action Required)

Consideration of an FMS recommendation on distribution of the court reporter fee assessed pursuant to Government Code 68086(a)(2).

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

Item 3

El Dorado Superior Court Workload Formula Adjustment Request (Action Required)

Consideration of an FMS recommendation on the Workload Formula Adjustment Request submitted by El Dorado Superior Court.

Presenter(s)/Facilitator(s): Ms. Leah Rose-Goodwin, Manager, Business Management Services

Item 4

Updates to the Funds Held on Behalf (FHOB) of the Trial Courts Policy (Action Required)

Consideration of a Fiscal Planning Subcommittee (FPS) recommendation on revisions to the current FHOB submission process including streamlining the submission schedule and making a change to the recipient of the request as well as a Budget Services recommendation on the timeline.

Presenter(s)/Facilitator(s): Mr. Catrayel Wood, Senior Analyst, Budget Services

Item 5

Children's Waiting Room (CWR) Report (Action Required)

Consideration of an extension on receipt of CWR funds during temporary closure for the San Mateo Superior Court.

Presenter(s)/Facilitator(s): Ms. Michele Allan, Supervisor, Budget Services

Item 6

Update to CWR Policy (Action Required)

Consideration of an FPS recommendation to the CWR Distribution and Fund Balance Policy including an update to the timing of the fund balance cap reductions, removal of language that is no longer relevant, and other technical revisions to clarify language in the policy as well as a Budget Services recommendation on the timeline.

Presenter(s)/Facilitator(s): Ms. Michele Allan, Supervisor, Budget Services

Item 7

CWR Fund Balance Cap Biennial Review (Action Required)

Consideration of an FPS recommendation of reductions for 2018-19 fund balances exceeding the cap as well fund balance cap adjustment requests from four courts.

Presenter(s)/Facilitator(s): Ms. Michele Allan, Supervisor, Budget Services

Item 8

2018-19 Final One-Time Cap Reduction for Fund Balances Above the 1% Cap (Action Required)

Review of final submissions of 2018-19 one-time reductions for fund balances.

Presenter(s)/Facilitator(s): Ms. Michele Allan, Supervisor, Budget Services

IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

Info 1

Trial Court Trust Fund FHOB Expenditure Reporting

Quarterly report to the TCBAC on how funds were expended for projects and planned expenditures that are complete.

Presenter(s)/Facilitator(s): Mr. Catrayel Wood, Senior Analyst, Budget Services

Info 2

Lease Review Update

Update from the March 21, 2019 TCBAC request of Budget Services staff to work with Facilities Services and the appropriate advisory body regarding review and consideration of funding for trial court leases.

Presenter(s)/Facilitator(s): Ms. Michele Allan, Supervisor, Budget Services

V. ADJOURNMENT

Adjourn