



Judicial Council of California
Trial Court Budget Advisory Committee

www.courts.ca.gov/tcbac.htm

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TRIAL COURT BUDGET ADVISORY COMMITTEE
FISCAL PLANNING SUBCOMMITTEE

MINUTES OF OPEN MEETING

January 8, 2024
12:00 p.m. – 1:00 p.m.

<https://jcc.granicus.com/player/event/3272>

Advisory Body Members Present: Judges: Hon. Jonathan B. Conklin (Chair), Hon. Kimberly A. Gaab, Hon. Maria Hernandez, and Hon. Erick L. Larsh.

Executive Officers: Mr. Chad Finke, Mr. Shawn Landry, Ms. Krista LeVier, Mr. Chris Ruhl, Mr. Lee Seale, and Mr. David H. Yamasaki.

Advisory Body Members Absent: Hon. Michael J. Reinhart.

Others Present: Mr. Zlatko Theodorovic, Ms. Fran Mueller, Ms. Donna Newman, and Ms. Rose Lane.

OPEN MEETING

Call to Order and Roll Call

The chair welcomed the members, called the meeting to order at 12:03 p.m., and took roll call.

Approval of Minutes

The subcommittee approved minutes from the October 19, 2023 Fiscal Planning Subcommittee (FPS) meeting.

DISCUSSION AND ACTION ITEMS (ITEM 1)

Item 1 – Funds Held on Behalf (FHOB) of the Trial Courts Policy Updates (Action Required)

Consider recommendations to update the current policy for the FHOB program.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee
Ms. Rose Lane, Senior Analyst, Judicial Council Budget Services

Action: The FPS unanimously approved six recommendations to be considered by the Trial Court Budget Advisory Committee, the Judicial Branch Budget Committee, and then the Judicial Council at its March 15, 2024 business meeting:

1. *New Request Criteria – Require that trial courts submit new requests using new funding from the previous fiscal year or unspent funding from a previously approved FHOB project to be considered for a new project because the original project has been completed or surrendered. Amended Request Criteria – Allow trial courts to submit amended requests only to (1) amend the amount of funds for an existing project and/or (2) extend the fiscal year period to implement a previously approved project.*
2. *Submission Cycles – Establish one annual submission cycle in September, after all courts have completed their year-end close-out process. Requests will go to the January council meeting for consideration.*
3. *Court Representation – Trial courts that have submitted a request for consideration are strongly encouraged to provide a representative at the FPS and Judicial Council meetings.*
4. *Application Process – Redesign the existing application form to make it easier to complete and review and ensure it includes relevant project and fiscal information needed for consideration and tracking of the request. Budget Services staff will work in consultation with a group of court representatives to make the necessary changes to the form.*
5. *Distribution of Funding – Implement a monthly reimbursement model so that the funds are held in the TCTF on behalf of the court, as originally intended. Courts will be reimbursed monthly based on actual expenses submitted and recorded in the Judicial Council Phoenix SAP accounting system. For smaller courts that might have difficulty paying for upfront costs, there will be a process to request early distribution of funding prior to the submittal of actual expenditures related to the project; and*
6. *Make language amendments to the current policy to reflect the recommendations and delete outdated references.*

A D J O U R N M E N T

There being no further business, the meeting was adjourned at 12:24 p.m.

Approved by the advisory body on October 3, 2024.