



JUDICIAL COUNCIL OF CALIFORNIA

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TRIAL COURT FACILITY MODIFICATION
ADVISORY COMMITTEE

TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE

MINUTES OF OPEN SESSION OF MEETING

June 1, 2020

12:00 PM - 1:00 PM

Judicial Council of California – Teleconference

**Advisory Body
Members Present:**

Hon. Donald Cole Byrd, Chair
Hon. William F. Highberger, Vice-Chair
Hon. Garry G. Haehnle
Hon. Jennifer K. Rockwell
Hon. Vanessa W. Vallarta
Mr. W. Samuel Hamrick Jr.
Mr. Shawn C. Landry
Mr. Jarrod Orr
Mr. Darrel E. Parker

**Advisory Body
Members Absent:**

Hon. Brad R. Hill
Hon. Patricia M. Lucas

Staff Present:

The following Judicial Council staff were present:
Mr. John Wordlaw, Chief Administrative Officer, Judicial Council
Mr. Mike Courtney, Director, Facilities Services
Ms. Pella McCormick, Deputy Director, Facilities Services
Mr. Jagan Singh, Principal Manager, Facilities Services
Mr. Jim Peterson, Principal Manager, Facilities Services
Ms. Mimi Morris, Principal Manager, Facilities Services
Ms. Maria Atayde-Sholz, Manager, Facilities Services
Mr. Andre Navarro, Manager, Facilities Services
Mr. Jack Collins, Manager, Facilities Services
Ms. Karen Baker, Supervisor, Facilities Services
Mr. Paul Fitzgerald, Supervisor, Facilities Services
Ms. Donna Jorgensen, Supervisor, Facilities Services
Mr. Steve Shelly, Supervisor, Facilities Services
Mr. Randy Swan, Supervisor, Facilities Services
Mr. Paul Terry, Supervisor, Facilities Services
Mr. Patrick Treanor, Supervisor, Facilities Services
Mr. Ed Ellestad, Supervisor, Facilities Services
Mr. Yassen Roussev, Supervisor, Facilities Services
Mr. Charles Martel, Supervising Attorney, Legal Services
Ms. Kristin Kerr, Attorney, Legal Services
Mr. Doug Kauffroath, Director, Branch Accounting & Procurement
Mr. Zlatko Theodorovic, Deputy Director, Budget Services
Ms. Angela Cowan, Budget Manager, Budget Services
Mr. Jason Haas, Senior Budget Analyst, Budget Services
Ms. Rose Livingston, Senior Analyst, Judicial Council
Ms. Kate Albertus, Facilities Analyst, Facilities Services
Ms. Akilah Robinson, Associate Analyst, Facilities Services
Ms. Sadie Varela, Administrative Specialist, Facilities Services

Others Present:

Call to Order, Opening Remarks, and Roll Call

The chair called the open session of the meeting to order at 12:00 PM, roll was taken, and opening remarks were made.

PUBLIC WRITTEN COMMENTS

No public comments were received.

DISCUSSION ITEMS (ITEMS 1-2) (NO ACTION REQUIRED)

Discussion Item 1 – May Revision Impact to the Court Facility Trust Fund

The committee received an update from Budget Services on the status of the Court Facility Trust Fund (Fund 3066) including proposed reductions in the May Revision of the 2020/21 State Budget.

Discussion Item 2 – Social Distancing Best Practices Guide

The committee received an update on the status of the *Social Distancing Best Practices Guide for Trial Courts*.

ACTION ITEM (ITEM 1-1)

Action Item 1 – Allocation and reimbursement of up to \$5,000,000 from the Court Facilities Trust Fund to assist trial courts with temporary facilities modifications in response to COVID-19

The committee voted to:

1. Approve Option 2 for allocating up to \$5M from the Maintenance Budget (CFTF 3066) to trial courts statewide for temporary facilities modifications related to the re-opening of courthouses during the COVID-19 pandemic. Option 2 allocates funding by the total court exclusive area per court, with a \$10,000 minimum for small courts. (Motion: Rockwell; Second: Haehnle)
2. Approve the following list of eligible costs for temporary trial court facility modifications related to COVID-19:
 - a. Temporary signage
 - b. Temporary removal of high touch surfaces
 - c. Hand sanitizer and other Personal Protective Equipment
 - d. Additional disinfecting and sanitizing costs
 - e. Temporary reconfiguring of physical space to ensure Social Distancing
 - f. Creating temporary physical barriers to reduce COVID-19 transmission
 - g. Temporary court labor costs
 - h. Temporary space rental
 - i. Other temporary measures upon approval(Motion: Vallarta; Second: Highberger)
3. Approve the following process for trial courts to recover eligible costs for temporary facilities modifications related to Covid-19:

- a. Submit receipts with a written description of the work completed, the location (courthouse) in which it was completed, and how the work supports the response to COVID-19
- b. Reimbursement requests to be submitted once monthly through December 11, 2020
- c. Alternatively, a trial court may submit a request to Judicial Council Facilities Services to provide the eligible modifications, services, or products not to exceed the trial court's specified allocation amount.

(Motion: Haehnle; Second: Parker)

A D J O U R N M E N T

There being no further open session business, the open session of the meeting was adjourned at 1:03 PM.

Approved by the advisory body on July 20, 2020.