



JUDICIAL COUNCIL  
OF CALIFORNIA

TRIAL COURT FACILITY MODIFICATION  
ADVISORY COMMITTEE

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TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE

MINUTES OF OPEN MEETING WITH CLOSED SESSION

February 19, 2016

12:00 – 1:30 p.m.

Teleconference

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**Advisory Body Members Present:** Hon. Donald Cole Byrd, Chair, Hon. William F. Highberger, Vice-Chair, Hon. James L. Stoelker, Hon. Vanessa W. Vallarta, Hon. Jennifer K. Rockwell, Ms. Jeanine D. Tucker, Ms. Linda Romero Soles, Mr. Michael M. Roddy, and Ms. Christina M. Volkers

**Advisory Body Members Absent:** Hon. Brad Hill, Hon. Patricia Lucas

**Others Present:** Mr. Enrique Villasana, Mr. Patrick McGrath, Ms. M.R. Gafill Malloy, Mr. Nick Turner, Mr. Ken Kachold, Mr. Dan Hutton, Ms. Angela Guzman, Mr. Kenneth Levy, Ms. Jamie Nguyen, Mr. Craig Evans, and Ms. Hilda Iorga

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OPEN MEETING

**Call to Order and Roll Call**

The chair called the meeting to order at 12:00 p.m. and took roll call.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the January 15, 2016 Trial Court Facility Modification Advisory Committee meeting. (*Motion: Highberger; Second: Stoelker*)

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PUBLIC WRITTEN COMMENT

No public comments were received.

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ACTION ITEMS (ITEMS 1-4)

**Action Item 1 – (Action Required) – List A – Emergency Facility Modification Funding (Priority 1)**

**Summary:** Ratify emergency facility modifications from List A.

**Action:** *Reviewed and ratified 19 projects for a total of \$545,554 to be paid from funds previously encumbered for emergency funding. (Motion: Rockwell; Second: Highberger)*

**Action Item 2 – (Action Required) – List B – Facility Modifications Less than \$50K (Priority 2)**

**Summary:** Ratify facility modifications less than \$50K from List B.

*Action: Reviewed and ratified 74 projects for a total of \$593,351 to be paid from funds previously encumbered for facility modifications less than \$50K. (Motion: Romero Soles; Second: Tucker)*

**Action Item 3 – (Action Required) – List C – Cost Increases Over \$50K**

**Summary:** Ratify facility modifications requiring cost increases over \$50K from List C.

*Action: Reviewed and approved two projects for a total cost increase to the Facility Modification Program Budget of \$232,294. (Motion: Vallarta; Second: Highberger)*

**Action Item 4 – (Action Required) – List D – Facility Modifications Over \$50K**

**Summary:** Review recommended facility modifications over \$50K projects from List D.

*Action: Reviewed and approved six projects recommended for funding for a total cost to the Facility Modification Program Budget of \$1,081,681. (Motion: Stoelker; Second: Highberger)*

- *Item #3 (FM-0004079) was approved pending shared cost approval from Contra Costa County.*

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**DISCUSSION ITEMS (ITEMS 1 - 3)**

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**Discussion Item 1**

**Summary:** Reviewed List F – *Funded Facility Modifications on Hold*. As of this meeting, there are 29 projects on hold with a total Facility Modification Program Budget Share of \$12,951,187. These projects are primarily on hold pending county share of funding commitment or a project manager assignment. Facilities Management Unit reported that first-round interviews have taken place to fill the approved staff positions; Project Manager candidates are primarily being solicited for the southern region. The committee expressed concern about the length of time many of the projects have been on hold due to lack of Project Manager resources and asked if the Department of Finance (DOF) has enquired. JCC staff indicated that DOF has previously raised concern about projects in the Architectural Revolving Fund (ARF). For projects on hold for shared cost, staff indicated that a letter is sent to the respective counties and if the counties have not responded within 30-45 days, the escalation process begins.

**Discussion Item 2**

**Summary:** Judicial Council introduced the FY 17-18 Budget Change Proposal (BCP) timeline for this year and asked the committee for an initial indication of which BCPs it would like to pursue. Historically, the committee has pursued four BCP recommendations: (1) Increased baseline O&M funding to BOMA standard; (2) Increased O&M funding due to new construction; (3) Increased FM funding to industry standard; and (4) Funding for improved insurance coverage. Last year, a fifth Security funding BCP was also included. The committee feels it appropriate to continue to pursue all five BCPs for FY 17-18, and would like to see increased funding for new construction prioritized first. The changes to the BCP process were discussed and staff will bring additional details to the committee in the May meeting.

### **Discussion Item 3**

**Summary:** Judicial Council staff updated the committee that an effort is underway by the JCC's "Comm Comm" group (Communication about Committees) is currently developing documentation for use by JCC committees, the goal of which is to create cross-committee consistency among all the branch's advisory bodies, achieve better structure for committees, and clarify Chair and Lead Staff roles and responsibilities. The group is aiming to have materials and an orientation in the springtime.

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### **INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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#### **Information Item 1**

**Summary:** Informational report on FY 15-16 budget reconciliation and spending plan, as well as completed and canceled facility modifications during the reporting period.

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### **ADJOURNMENT**

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There being no further open meeting business, the meeting was adjourned at 12:54 p.m.

Approved by the advisory body on April 4, 2016.