



# JUDICIAL COUNCIL OF CALIFORNIA

COURT EXECUTIVES  
ADVISORY COMMITTEE

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## COURT EXECUTIVES ADVISORY COMMITTEE

### TRIAL COURT FINANCIAL POLICIES SUBCOMMITTEE

#### NOTICE AND AGENDA OF OPEN MEETING

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

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

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**Date:** November 16, 2021  
**Time:** 2:00 PM  
**Public Call-in Number:** 1-877-820-7831; passcode 279-7635 (Listen Only)

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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 [tcpjac\\_ceac@jud.ca.gov](mailto:tcpjac_ceac@jud.ca.gov).

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

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

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##### **Call to Order and Roll Call**

##### **Approval of Minutes**

Approve minutes of the December 10, 2020 Trial Court Financial Policies Subcommittee meeting.

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#### **II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))**

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This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. 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 [tcpjac\\_ceac@jud.ca.gov](mailto:tcpjac_ceac@jud.ca.gov). Only written comments received by 2:00 p.m. on November 15, 2021 will be provided to advisory body members prior to the start of the meeting.

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**III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEMS 1-2)**

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**Item 1**

***Trial Court Financial Policies and Procedures Manual Revision Process Update (Discussion)***

Discussion and update regarding the current *Trial Court Financial Policies and Procedures Manual* project.

Presenter(s)/Facilitator(s): Mr. Robert Downs, Principal Manager, Judicial Council Branch Accounting and Procurement

**Item 2**

***Trial Court Financial Policies and Procedures Manual – 12<sup>th</sup> edition Edits (Action Required)***

Review of draft edits to the *Trial Court Financial Policies and Procedures Manual* and feedback from the Trial Court Financial Policies workgroup and Court Fiscal Officer Roundtable networking group.

Presenter(s)/Facilitator(s): Mr. Robert Downs, Principal Manager, Judicial Council Branch Accounting and Procurement

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**IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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**Item 1**

**Project Timeline/Next Steps**

Review and discuss current process timeline and next steps.

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**V. ADJOURNMENT**

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**Adjourn**