

**Court Executives Advisory Committee  
Annual Agenda<sup>1</sup>—2022**

**Approved by the Executive and Planning Committee: December 9, 2021**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Mr. Kevin Harrigan, Court Executive Officer, Superior Court of Tehama County
<b>Lead Staff:</b>	Ms. Donna Ignacio, Senior Analyst, Trial Court Leadership
<b>Committee’s Charge/Membership:</b> Under <a href="#">rule 10.48(a)</a> of the California Rules of Court, the Court Executives Advisory Committee (CEAC) is charged with making recommendations to the council on policy issues affecting the trial courts. In addition to this charge, <a href="#">rule 10.48(b)</a> sets forth the additional duties of the committee.  <a href="#">Per rule 10.48(c)</a> , CEAC consists of the court executive officers from the 58 California superior courts. <a href="#">Rule 10.48(d)</a> establishes the Executive Committee of CEAC. The Executive Committee consists of 18 members.  The current committee <a href="#">roster</a> is available on the committee’s web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> <ol style="list-style-type: none"><li>1. TCPJAC/CEAC Joint Legislation Subcommittee</li><li>2. TCPJAC/CEAC Joint Rules Subcommittee</li><li>3. CEAC Child Support Services Subcommittee</li><li>4. CEAC Judicial Branch Statistical Information System Subcommittee</li><li>5. CEAC Jury Administration and Management Subcommittee (<i>NEW</i>)</li><li>6. CEAC Nominations Subcommittee</li><li>7. CEAC Records Management Subcommittee</li><li>8. CEAC Trial Court Financial Policies Subcommittee</li></ol>	

<sup>1</sup> The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body’s duties, subject to available resources, with the approval of its oversight committee.

## Meetings Planned for 2022<sup>3</sup> (Advisory body and all subcommittees and working groups)

### Joint TCPJAC/CEAC and CEAC Statewide Meetings:

- February 17–18, 2022 (in-person, Sacramento)
- August 18–19, 2022 (in-person, location TBD)

### Joint TCPJAC/CEAC and CEAC Executive Committee Meetings:

- April 27, 2022 (in-person, Sacramento)
- October 26, 2022 (in-person, Sacramento)

Specific subcommittee/working group meeting dates are to be determined at this time. Meeting occurrences are estimates for 2022 and may be subject to change.

TCPJAC/CEAC Joint Legislation Subcommittee – 15 teleconferences

TCPJAC/CEAC Joint Rules Subcommittee – 5 teleconferences

CEAC Child Support Services Subcommittee – 5 teleconferences

CEAC Judicial Branch Statistical Information System Subcommittee – 5 teleconferences

CEAC Jury Administration and Management Subcommittee – 4 teleconferences

CEAC Nominations Subcommittee – 6 teleconferences

CEAC Records Management Subcommittee – 3 teleconferences

CEAC Trial Court Financial Policies Subcommittee – 2 teleconferences

Check here if exception to policy is granted by Executive Office or rule of court.

Assistant court executive officers are permitted to attend and be reimbursed for travel expenditures to statewide meetings in addition to members of the Court Executive Advisory Committee.

---

<sup>3</sup> Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

## II. COMMITTEE PROJECTS

#	New or One-Time Projects <sup>4</sup>	
1.	<b>Project Title:</b> CEAC Jury Administration and Management Subcommittee (New)	<b>Priority<sup>5</sup></b> 2
		<b>Strategic Plan Goal<sup>6</sup></b> IV
	<p><b>Project Summary<sup>7</sup>:</b> Through the Jury Administration and Management Subcommittee, CEAC will review jury operations. The subcommittee will make recommendations and identify best practices in jury operations, reform, and other post-pandemic issues.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Office of Court Research and Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Ad-Hoc Workgroup on Post-Pandemic Initiatives.</p>	

<sup>4</sup> All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

<sup>5</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>6</sup> Indicate which goal number of The Strategic Plan for California's Judicial Branch the project most closely aligns.

<sup>7</sup> A key objective is a strategic aim, purpose, or "end of action" to be achieved for the coming year.

#	New or One-Time Projects <sup>4</sup>	
2.	<b>Project Title:</b> Placeholder for Projects assigned by the Ad-Hoc Workgroup on Post-Pandemic Initiatives (P3) (One-Time)	<b>Priority<sup>5</sup></b> TBD
<p><b>Project Summary<sup>7</sup>:</b> The Ad-Hoc Workgroup on Post-Pandemic Initiatives (P3) is currently working to identify successful court practices that emerged during the COVID-19 pandemic. P3 recommendations may be referred to specific advisory bodies for development and/or implementation.</p> <p><b>Status/Timeline:</b> TBD.</p> <p><b>Fiscal Impact/Resources:</b> Trial Court Leadership staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> TBD.</p> <p><b>AC Collaboration:</b> TBD.</p>		<b>Strategic Plan Goal<sup>6</sup></b> TBD

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
1.	<b>Project Title:</b> TCPJAC/CEAC Joint Legislation Subcommittee	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> II, III</b>
<p><b>Project Summary<sup>7</sup>:</b> The TCPJAC/CEAC Joint Legislation Subcommittee (JLS) is charged with developing, reviewing, commenting, and making recommendations on proposed legislation to establish new or amend existing laws. The subcommittee monitors proposed and existing legislation that has a significant operational or administrative impact on the trial courts. The subcommittee also reviews proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts and recommends proposals for future consideration by the Legislation Committee.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Governmental Affairs and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> TCPJAC and Legislation Committee.</p>		
2.	<b>Project Title:</b> TCPJAC/CEAC Joint Rules Subcommittee	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> II, III, IV</b>
<p><b>Project Summary<sup>7</sup>:</b> The TCPJAC/CEAC Joint Rules Subcommittee (JRS) is charged with developing, reviewing, and providing input on proposals to establish, amend, or repeal the California Rules of Court, Standards of Judicial Administration, and Judicial Council forms to improve the efficiency or effectiveness of the trial courts. The subcommittee focuses on those proposals that may lead to a significant fiscal or operational impact on the trial courts and makes recommendations to the Rules Committee concerning the overall rule making process. Additionally, JRS is charged with reviewing non-rule related invitations to comment that may have an impact on the trial courts.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Legal Services and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> TCPJAC, Rules Committee, and various advisory bodies.</p>	
3.	<b>Project Title: CEAC Child Support Services Subcommittee</b>	<b>Priority<sup>5</sup> 2</b>
	<p><b>Strategic Plan Goal<sup>6</sup> VII</b></p> <p><b>Project Summary<sup>7</sup>:</b> Through the Child Support Services Subcommittee, CEAC will work in consultation with the Judicial Council Center for Families, Children &amp; the Courts (CFCC) to provide information about significant fiscal and/or operational impacts on trial courts regarding proposed policy or operational changes by the program or the Department of Child Support Services (DCSS). In addition, the subcommittee will develop comments and/or recommendations (for CEAC’s approval) concerning recommendations proposed by the Workload Assessment Advisory Committee regarding the development of Assembly Bill (AB) 1058 data for the Judicial Branch Statistical Information System (JBSIS). The subcommittee will also convene to address any other critical issues related to the Plan of Cooperation (POC) and AB 1058 court contract that might arise in the interim.</p> <p>In response to issues that arose with the 2015 DCSS model POC, CEAC formed an ad hoc working group to meet with State DCSS representatives and CFCC staff to discuss and resolve concerns prior to the POC’s distribution to the trial courts and local child support agencies. CEAC requested that this former ad hoc working group be converted to a subcommittee to review future model POC. The subcommittee will meet annually in spring on an ongoing basis.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Trial Court Leadership, and Research and Evaluation staff.</p> <p><input type="checkbox"/> This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</p> <p><b>Internal/External Stakeholders:</b> DCSS.</p> <p><b>AC Collaboration:</b> Family and Juvenile Law Advisory Committee, Trial Court Budget Advisory Committee, and Workload Assessment Advisory Committee.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
4.	<b>Project Title: CEAC Judicial Branch Statistical Information System Subcommittee</b>	<b>Priority<sup>5</sup> 2</b>
<b>Strategic Plan Goal<sup>6</sup> III</b>		
<p><b>Project Summary<sup>7</sup>:</b> CEAC will continue to provide oversight responsibility over Judicial Branch Statistical Information System (JBSIS) through the JBSIS Subcommittee. JBSIS is authorized through California Rules of Court, rule 10.400, and CEAC has oversight responsibility of JBSIS as defined in rule 10.48, which governs CEAC.</p>		
<p>The subcommittee identified the following projects:</p>		
<p><b>Ongoing Review and Revisions of JBSIS Reporting Standards</b>  CEAC will continue to review and seek input from courts on the recent revisions to the filing definitions and recommend additional revisions as needed. CEAC will also identify additional areas in JBSIS for review that will be important for branchwide budget advocacy efforts, monitoring court operations, and workload analysis. For 2022, this work is anticipated to be extensive. The subcommittee will present and solicit feedback on its proposal for all JBSIS non-filings data with other committees in an effort to standardize data collection with the ability for courts and the branch to ensure a level of data integrity and quality. The subcommittee anticipates developing recommendations to better reflect the current trends in data analytics, with a focus on producing highly reliable data in a consistent and uniform fashion statewide. The subcommittee will conduct this work in collaboration with the Information Technology Advisory Committee (ITAC) Data Analytics Workstream.</p>		
<p><b>Strengthening Data Governance Principles for JBSIS Reporting</b>  The <i>JBSIS Implementation Manual</i> currently contains the data standards, definitions, reporting rules, and technical specifications for JBSIS reporting. The subcommittee will work on adding new components to the JBSIS manual that will document some of these new data governance principles for JBSIS to provide greater transparency and confidence in JBSIS data. The subcommittee will also provide input to the Judicial Council’s Statistics and Information Unit as they develop additional procedures and guidance for courts as part of their regular JBSIS reporting.</p>		
<p>The following are areas of ongoing work or planned for the upcoming year:</p>		
<ul style="list-style-type: none"> <li>• Present and complete the review of all JBSIS non-filings data in an effort to better match the quality of data collection with the ability for courts and the branch to ensure a level of data integrity and quality, and produce recommendations for Judicial Council review;</li> <li>• Create a public database with ongoing JBSIS Q&amp;A and technical assistance provided by the Judicial Council’s Office of Court Research for greater transparency and consistency in the guidance provided to courts (deferred to a future annual agenda); and</li> <li>• Provide ongoing input to Judicial Council’s Audit Services on JBSIS filing audit.</li> </ul>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Audit Services, Information Technology, Trial Court Leadership, and Office of Court Research staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Superior courts and case management system vendors.</p> <p><b>AC Collaboration:</b> None.</p>	
5.	<b>Project Title: CEAC Nominations Subcommittee</b>	<b>Priority<sup>5</sup> 1</b>
	<p><b>Strategic Plan Goal<sup>6</sup> I</b></p> <p><b>Project Summary<sup>7</sup>:</b> Pursuant to California Rules of Court, rule 10.48(e)(2), the Executive Committee of CEAC must review and recommend to the council’s Executive and Planning Committee candidates for the following:</p> <ul style="list-style-type: none"> <li>• Members of CEAC’s Executive Committee;</li> <li>• Nonvoting court administrator members of the council; and</li> <li>• Members of other advisory committees who are court executives or judicial administrators.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Executive and Planning Committee and various advisory bodies receiving nominations.</p>	



#	Ongoing Projects and Activities <sup>4</sup>	
6.	<b>Project Title: CEAC Records Management Subcommittee</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> III</b>
<p><b>Project Summary<sup>7</sup>:</b> Through the Records Management Subcommittee, CEAC will continue to develop and publish updates to the <i>Trial Court Records Manual</i> (TCRM), with a focus on ensuring that content reflects current law and promoting best practices. The subcommittee will monitor the progress of proposed 2022 Judicial Council-sponsored legislations, other legislation affecting court records management, and relevant amendments to the California Rules of Courts and Judicial Council of California forms.</p> <p><b>Status/Timeline:</b> TCRM Updates – Ongoing. Government Code sections 68152(a)(6) and 68153 – 2022.</p> <p><b>Fiscal Impact/Resources:</b> CFCC, Criminal Justice Services, Governmental Affairs, Information Technology, Legal Services, and Trial Court Leadership staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> Possible consultation with Family and Juvenile Law Advisory Committee, Criminal Law Advisory Committee, ITAC, and Probate Mental Health Advisory Committee.</p>		
7.	<b>Project Title: CEAC Trial Court Financial Policies Subcommittee</b>	<b>Priority<sup>5</sup> 2</b> <b>Strategic Plan Goal<sup>6</sup> II, III</b>
<p><b>Project Summary<sup>7</sup>:</b> Through the Trial Court Financial Policies Subcommittee, CEAC will work with Judicial Council’s Branch Accounting and Procurement (BAP) to review and identify needed revisions to the <i>Trial Court Financial Policies and Procedures Manual (TCFPPM)</i>.</p> <p>Pursuant to the California Rules of Court, rule 10.804, the Judicial Council of California is required to adopt financial policies and procedures for the superior courts. The TCFPPM was established in 2001 which set out a system of fundamental internal controls that enable the superior courts to monitor their use of public funds, provide consistent and comparable financial statements, and demonstrate accountability. Annually, the manual is reviewed, and any suggested updates are submitted to the Judicial Council for approval. Throughout the year, BAP works with representatives from various courts to compile and draft recommendations for the next version of the manual. Prior to presentation to the Judicial Council, the rule 10.804(1)(b) requires that the amendments to the manual be made available to the superior courts, the Department of Finance, and the State Controller’s Office for comment.</p>		

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>The subcommittee will review and comment on proposed recommendations. Subcommittee input will guide which compiled recommendations will be further vetted, and the final verbiage to be circulated for comment before going to the Judicial Council.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Trial Court Leadership and BAP staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	
8.	<p><b>Project Title: Strengthen the Role of Court Executive Officers in Outreach to the Legislative and Executive Branches</b></p>	<p><b>Priority<sup>5</sup> 2</b></p> <p><b>Strategic Plan Goal<sup>6</sup> II</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> In consultation with the Judicial Council’s Administrative Director, Governmental Affairs, and Budget Services, CEAC will support Judicial Council outreach with the legislature with a focus on legislative staff in both the local districts and in the Capitol. This effort will entail the development of materials for court executive officers and perhaps educational sessions with legislative staff to educate them on the judicial branch budget and the fiscal/operational needs of the trial courts. CEAC will also assist in strengthening communication with the executive branch and with the Department of Finance in particular.</p> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> Judicial Council’s Administrative Director; Trial Court Leadership, Budget Services, and Governmental Affairs staff.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> None.</p> <p><b>AC Collaboration:</b> None.</p>	

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
9.	<b><i>Project Title:</i> Serve as a Resource</b>	<b><i>Priority<sup>5</sup></i> 2</b>
<p><b><i>Project Summary<sup>7</sup>:</i></b> Serve as a subject matter resource for Judicial Council divisions and other council advisory groups to avoid duplication of efforts and contribute to the development of recommendations for council action.</p> <p><b><i>Status/Timeline:</i></b> Ongoing.</p> <p><b><i>Fiscal Impact/Resources:</i></b> Respective Judicial Council divisions.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b><i>Internal/External Stakeholders:</i></b> None.</p> <p><b><i>AC Collaboration:</i></b> Respective advisory bodies.</p>		

### III. LIST OF 2021 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<b>Educational Opportunities.</b> TCPJAC and CEAC leadership collaborated with Judicial Council staff to hold four business meetings in 2021. These meetings covered topics including budget priorities, legislative updates, information technology updates, emergency preparedness and response, court operations, and COVID-19 pandemic response and management. Participants included presiding judges, assistant presiding judges, court executive officers, and assistant court executive officers.
2.	<b>TCPJAC/CEAC Joint Legislation Subcommittee.</b> Remained active throughout 2021, holding 14 conference calls to, on behalf of the TCPJAC and CEAC, provide review and make recommendations to the Legislation Committee on 61 different bills identified by Governmental Affairs as having significant operational or administrative impact on the trial courts. In December 2021, the subcommittee meeting schedule will be set according to the Legislation Committee’s 2022 meeting schedule. The subcommittee will continue to meet to review proposals to create, amend, or repeal statutes to achieve cost savings or greater efficiencies for the trial courts, and recommend proposals for future consideration.
3.	<b>TCPJAC/CEAC Joint Rules Subcommittee.</b> Remained active throughout 2021, on behalf of the TCPJAC and CEAC, and reviewed 26 rule proposals throughout the course of the year. The subcommittee provided comment on 18 rule proposals that may have a significant fiscal or operational impact on the trial courts. This subcommittee will continue to be active in 2022 and meet as needed.
4.	<b>Child Support Services Subcommittee.</b> The subcommittee reviewed the AB 1058 court contracts for FY 2021–22 and provided feedback to the program on changes to the contract terms. The subcommittee also met with the Department of Child Support Services to negotiate changes to the Plan of Cooperation which affect the timelines for case process and increase communication with the local child support agencies when operational issues arise.
5.	<b>JBSIS Subcommittee.</b> The subcommittee has made considerable progress on its 2021 objectives of completing the initial review of all JBSIS reports, and the data elements to be considered for reporting under each reporting category. The subcommittee recommended, and the Judicial Council adopted, a proposal to add a new data collection category to improve felony disposition reporting, which has been implemented for all courts starting July 2021.
6.	<b>Nominations Subcommittee.</b> During the 2021 nominations cycle, the subcommittee identified, assessed, and recommended court executive/judicial administrator candidates for membership on the CEAC Executive Committee and other advisory bodies.
7.	<b>Records Management Subcommittee.</b> The subcommittee is working on updates on the TCRM to include legislatively mandated updates and best practices for court records.
8.	<b>Trial Court Financial Policies Subcommittee.</b> The subcommittee enhanced the TCFPPM preliminary review process to include the Court Fiscal Officer Roundtable Networking Group participants. A new revision process timeline was developed. Potential revisions to the TCFPPM were identified, reviewed, and approved. Subject matter experts developed revisions drafts. Feedback on initial draft revisions was obtained from key stakeholders including the trial courts, the Department of Finance, and the State Controller’s Office.
9.	<b>CEAC Ad Hoc Working Group on Interpreter Payment Policy.</b> The revised <i>Payment Policies for Independent Contractor Interpreters</i> was approved by the Judicial Council in March 2021.