



# JUDICIAL COUNCIL OF CALIFORNIA

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## AB1058 FUNDING ALLOCATION JOINT SUBCOMMITTEE

### MINUTES OF OPEN MEETING

August 8, 2016

4:00pm – 5:00pm

Conference Call Meeting via Webinar

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**Advisory Body Members Present:** Hon. Mark A. Juhas, Co-Chair, Hon. Mark Ashton Cope, Co-Chair, Hon. Irma Poole Asberry, Co-Chair; Hon. Jonathan B. Conklin, Hon. Joyce D. Hinrichs, Hon. Ira R. Kaufman, Hon. Carolyn B. Kuhl, Mr. Stephen Nash, Hon. B. Scott Thomsen, Ms. Patty Wallace (for Ms. Sheran L. Morton)

**Advisory Body Members Absent:** Hon. Sue alexander, Hon. Lorna A. Alksne, Hon. C. Todd Bottke, Mr. Richard D. Feldstein, Ms. Rebecca Fleming, Ms. Alisha A. Griffin, Hon. Maureen F. Hallahan, Ms. Alicia Valdez Wright

**Others Present:** Ms. Deana Farole, Ms. Anna Maves, Ms. Julia Weber, Ms. Nancy Taylor, Ms. Chelsie Bright, Mr. Juan Palomares

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#### OPEN MEETING

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##### Call to Order and Roll Call

The meeting was called to order at 4:05 p.m. Co-Chair Judge Asberry welcomed everyone to the meeting.

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#### DISCUSSION AND ACTION ITEMS

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##### Item I. Approval of Minutes

There were no minutes to approve.

##### Item II. Public Comment

No public comment was received.

##### Item III. Information Only Items (No action required)

###### Update on Progress of Subject-Matter Expert (SME) Groups

Presenter: Anna Maves, Supervising Attorney/Program Manager, Judicial Council of California, Operations and Programs Division

Ms Maves discussed the work of the two SME groups, one for the Child Support Commissioners (CSCs) and one for the Family Law Facilitators (FLFs). The SME groups are continuing to meet to discuss unique items that could impact their respective constituency's workload. The FLFs have had 4 meetings, with 2 additional meetings scheduled before AB 1058 conference. The CSCs have met 3 times and have

developed a survey of about 40 questions regarding practices and procedures. The survey was disseminated on August 8th with a deadline of August 15th.

At the next FLF meeting on August 9<sup>th</sup>, the group will look at a draft survey which may be distributed statewide to FLFs as well.

It is anticipated that the CSC and FLF SME groups will present the survey results to the attendees of the AB 1058 Annual Training Conference at the plenary session and then to have focus group breakout sessions during the workgroup session at the conference. The groups may be divided based on size of court or geography to try to identify unique challenges to providing services among those groups. The SME groups plan to continue to work with these focus groups after the conference to get better feedback that could be provided to the subcommittee for consideration in developing a funding methodology.

Ms. Maves expects to have the results ready by the conference so they can be shared with the attendees. Ms. Maves offered to share the results with members who are unable to attend the conference.

#### Overview of Workload Study Methodology

Presenter: Deana Farole, Supervising Research Analyst, Judicial Council of California, Operations and Programs Division

Deana Farole, staff to the Workload Assessment Advisory Committee (WAAC), presented on the Resource Assessment Study (RAS).

RAS is used for court staffing assessment, not including judicial officers. To assess staffing need, RAS uses caseweights, or the number of minutes needed to handle a case from initial filing through disposition and any post-disposition activity. The caseweights are based on a staff time study conducted in a representative sample of California courts. The time study uses a random moment methodology, which involves an e-mail-based survey that asks staff to report on their activities at specific, randomly selected times during the day.

For family law cases, time study tasks are reported under the following case types: marital, parentage, DVPA, DCSS, and miscellaneous/other family law petitions. Consistent with the Judicial Branch Statistical Information System (JBSIS), the DCSS case type is defined as cases initiated by FL-600, UIFSA, or a registration of a support order. If a DCSS case is filed within another type of case, the work associated with it is still reported separately, unless it cannot be distinguished from the work performed on the underlying case.

Examples of tasks involved in each of the functional areas for family law cases include the following: case initiation and case processing, calendaring and caseflow management, case monitoring and enforcement, legal and professional judicial support (mediation, child custody related services, settlement services, work of research attorneys, etc.), courtroom support (docket management, taking minutes, preparing orders, etc.), judgment/post-judgment/appeals, record management/file maintenance, self-help/general assistance (one-on-one, workshops, courtroom assistance, general customer service provided by clerk, etc.).

Staff need is estimated by multiplying the caseweights by the three-year average of filings (used to smooth over any caseload fluctuations), then dividing by the annual number of minutes available to perform case processing functions per one full-time equivalent staff member. The need for managers, supervisors, and administrative staff (e.g., human resources, information technology) is estimated based on positions reported annually by courts on Schedule 7A.

For the 2016 RAS study, 15 courts participated, representing about 60 percent of the state. The majority of those courts also participated in the 2010 study. The time study was completed in March, which included 4,100 court staff. The overall response rate was 96 percent.

Next steps for the project include data validation with the study courts and Delphi groups to make quality adjustments to the caseweights. WAAC will review and make any additional technical adjustments to the caseweights by early 2017 and the final results will be presented for Judicial Council approval at its April 2017 meeting.

An Overview—DCSS Funding Methodology

Presenter: Alisha Griffin, Director, California Department of Child Support Services

Ms. Griffin had an unexpected conflict and was unavailable for the call. Ms. Griffin offered to set up another call for the group. Ms. Maves indicated that she would send out a Doodle poll based on Ms. Griffin's availability and would hope to schedule the call as soon as possible.

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**A D J O U R N M E N T**

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There being no further business, the meeting was adjourned at about 4:45p.m.

Approved by the advisory body on September 22, 2016.