

**JUDICIAL COUNCIL MEETING
Minutes**

**April 25, 2022
Meeting conducted through Webex**

9:00 a.m. – 11:45 a.m.

Chief Justice Matthew B. Durrant, Presiding

Members:

Chief Justice Matthew B. Durrant, Chair
Hon. Todd Shaughnessy, Vice Chair
Hon. Keith Barnes
Hon. Samuel Chiara
Hon. David Connors
Hon. Ryan Evershed
Hon. Paul Farr
Hon. Michelle Heward
Hon. Elizabeth Lindsley
Hon. David Mortensen
Justice Paige Petersen
Hon. Kara Pettit
Margaret Plane, esq.
Hon. Derek Pullan
Hon. Brook Sessions

Excused:

Hon. Augustus Chin

Guests:

Jonathan Adams, OLRGC
Hon. Judith Atherton, Senior Judge

AOC Staff:

Ron Gordon
Cathy Dupont
Michael Drechsel
Brody Arishita
Shane Bahr
Valeria Jimenez
Alisha Johnson
Bryson King
Meredith Mannebach
Bart Olsen
Jim Peters
Jon Puente
Keri Sargent
Neira Siaperas
Nick Stiles
Melissa Taitano
Keisa Williams
Jeni Wood

Guests Cont.:

Hon. Rick Romney, Provo Justice Court
Hon. Jennifer Valencia, Second District Court

1. WELCOME AND APPROVAL OF MINUTES AND OATH OF OFFICE – JUDGE ELIZABETH LINDSLEY: (Chief Justice Matthew B. Durrant)

Chief Justice Matthew B. Durrant welcomed everyone to the meeting. The Council held their meeting through Webex. Chief Justice Durrant administered the Oath of Office to Judge Elizabeth Lindsley and welcomed her to the Judicial Council.

Motion: Judge David Connors moved to approve the March 11, 2022 Judicial Council meeting minutes, as amended to add to page 11 “Judge Connors asked for confirmation that ABA Judicial Division dues, Inns of Court dues, and similar items, would continue to be funded. It was noted that this restructuring of the former judicial operations budget is intended to expand the uses of

those funds rather than limit those uses. Therefore, the uses mentioned by Judge Connors, and similar uses, would continue to be funded.” Judge Todd Shaughnessy seconded the motion, and it passed with Judge Derek Pullan abstaining.

2. SELECTION OF EXECUTIVE COMMITTEES: (Ron Gordon)

The Management Committee approved having Judge Lindsley serve on the Budget & Fiscal Management Committee and having Judge Michelle Heward serve on the Management Committee to fill Judge Mark May’s position. Judge Michelle Heward will retire at the end of July, leaving a vacancy on the Management Committee and the Policy and Planning Committee. Those vacant positions will remain unfilled until after the September, 2022 elections.

3. CHAIR’S REPORT: (Chief Justice Matthew B. Durrant)

Chief Justice Durrant thanked the Education Department for their work on the in-person appellate conference, noting the conference went well and it was nice to see everyone again.

4. STATE COURT ADMINISTRATOR’S REPORT: (Ron Gordon)

Ron Gordon thanked judges and staff for their support for creating the Green Phase Workgroup, which will begin work soon. The courts should not wait for the recommendations of the workgroup to conduct their normal work, while following the Administrative Order. Judge Samuel Chiara informed the Council that UCRrP Rule 17.5. Hearings with Contemporaneous Transmission from a Different Location. should be reviewed because without the consent of the defendant, the courts are limited in hearings that can be held remotely. Judge Pullan suggested the courts create statewide normal procedures for in person versus virtual hearings, such as anyone who is sentenced on a felony or someone who may have their liberty taken from them, should have an in person hearing. Mr. Gordon found that other states have begun identifying which hearings should be conducted in person and which can be held through virtual means.

Mr. Gordon has been working with AOC staff and individuals in the districts to identify what other states and the Utah Judiciary offer judges, court personnel, and jurors in terms of follow up support and services when dealing with emotionally difficult or traumatic cases. Once the work is complete, recommendations for services will be offered to the Council.

Mr. Gordon thanked the AOC and district court staff for planning and executing successful spring conferences.

Judge Mandy Larsen was confirmed by the Senate for the Sixth District Court and David Johnson was confirmed for the Third Juvenile Court. Judge Diana Hagen has a confirmation hearing on May 4th regarding her appointment to the Utah Supreme Court.

Mr. Gordon thanked the Council for their historic level of support of compensation for judicial staff across the state. Judicial assistants increase in FY 2023 will be approximately 18%. Courts are working on the ongoing performance-based increases as well.

Mr. Gordon is working with members from the PEW Trust and the Utah Bar Foundation to schedule a presentation of the Utah Bar Foundation Report on Debt Collection and Utah’s Courts Report.

Bryson King was introduced as the new Associate General Counsel.

5. COMMITTEE REPORTS:

Management Committee Report:

The work of this committee is reflected in the minutes.

Budget & Fiscal Management Committee Report:

Judge Kara Pettit welcomed Judge Lindsley to the committee.

Liaison Committee Report:

Judge Pettit thanked Michael Drechsel for a successful Legislative Update. There are no meetings scheduled at this time; however, the committee is working on justice court reform and other legislative topics.

Policy and Planning Committee Report:

Judge Derek Pullan thanked Judge Connors for acting as the temporary chair to the committee. There was no new activity with the committee since the last meeting was cancelled. The committee will meet soon for an all-day session.

Bar Commission Report:

Margaret Plane said the Bar Election results are complete. President Elect is Erik Christiansen; Second Division is Matt Hansen; Third Division is Beth Kennedy and Cara Tangaro; and the Fifth Division is Tom Bayles. The Bar created a committee that continues to review the services that are offered for lawyer health and mental health benefits. The Bar contributed a nice contribution to the new And Justice for All building. The Bar is planning more in person meetings, which impact the budget.

6. BOARD OF SENIOR JUDGES REPORT: (Judge Judith Atherton)

Chief Justice Durrant welcomed Judge Judith Atherton. The Board of Senior Judges, on behalf of the 32 active senior judges and 30 inactive senior judges, was pleased to have played an important part in the court's efforts to resume bench trials and address the trial backlog. The Board consists of Judge Judith Atherton, Chair; Judge Kate Appleby, Vice Chair; with members Judge Gordon Low, Judge Kim Hornak, and Judge Russell Bench. Last year the Board met several times to work on senior judge rules revisions, including serving on a Policy and Planning Committee workgroup. Revised senior judge rules were adopted in June, 2021.

Topics covered in exchanges between the Board and the TCEs included the senior judges desire to have more law clerk help for jury instructions. Since the court resumed jury trials, senior judges have provided 421 hours of coverage, which does not include the trials for which a senior judge agreed to cover, but the case settled.

The budget for senior judge coverage has been supported with the ARPA funds which help pay for the senior judge coverage for jury trial backlog and for judicial assistants for the trial. The Legislature approved additional ARPA funds in the 2022 Legislative General Session which includes senior judge coverage through June 30, 2023. Senior judge coverage that is not jury trial backlog coverage is paid from the court's annual senior judge budget of \$168,100.

Judge Atherton mentioned that last year senior judges were asked to block off several weeks to be available for trials, however, many of them settled. These commitments have been difficult for senior judges, who often have other things scheduled. Judge Atherton thought better communication from the districts would help. Judge Shaughnessy understood that it's common for cases to settle and wondered if it would help to offer a per diem for senior judges who have committed to work but then cases were settled. Judge Atherton appreciated the offer but thought senior judges didn't want to get paid for work they didn't do. Judge Pettit felt senior judge assistance was greatly appreciated, stating that senior judges are being assigned to first appearance calendars.

Chief Justice Durrant thanked Judge Atherton.

7. BOARD OF JUSTICE COURT JUDGES REPORT: (Judge Rick Romney and Jim Peters)

Chief Justice Durrant welcomed Judge Rick Romney and Jim Peters. There are 76 judges over 110 justice courts, with two judicial vacancies and four more anticipated. Of the judges, there are 61 males, 15 females; 54 judges have law degrees and 22 judges do not have law degrees. The Board's goals include continue to provide subject matter expertise for justice court reform, recommend improvements for the judicial selection process, study payment options for justice court patrons, and develop a workload study for justice court clerks. The Board recognizes that the Council is considering credit card payment options and is working towards those goals, as well.

The justice court clerks conference went very well. Judge Romney thanked the AOC for their presentations at the conference.

The Board will release assessments to determine whether the information provided in the court clerk certification program is effective. Judge Brook Sessions said the feedback has been positive for the clerk certification program. Judge Romney thanked Mr. Peters for creating this program. The Eighth District Court received approval from the Council for clerk assistance in a different court. This has been working well and the Board is looking at using remote services in other areas. The Board is concerned about the morale of justice court clerks when they learn about the district court judicial assistants pay increases and are hoping the local cities and counties will make efforts to increase clerk wages.

Chief Justice Durrant thanked Judge Romney and Mr. Peters.

8. JUSTICE COURT REFORM: (Jim Peters and Ron Gordon)

Chief Justice Durrant welcomed Jim Peters and Ron Gordon. Mr. Peters reminded the Council that in August, 2021, the Council approved the recommendations from the Justice Court Reform Task Force – in concept, but wanted a workgroup formed to study the impact of the recommendations with the objective to create a fiscal note. In February, 2022, the Council rejected the proposed costs for the data collection and analysis and instead directed the workgroup to work with the Legislature and local entities.

Mr. Gordon believed the courts need to be prepared to have a solid fiscal impact by this fall and asked the Council if they would give permission to work with outside groups, such as, the National Center for State Courts (NCSC) and the PEW Foundation (PEW), who have offered their assistance. The AOC has been conducting preliminary fiscal analysis on two justice courts but would like to conduct further research to have a more accurate fiscal note. At this time, there are no cost to the courts through the assistance of the NCSC or PEW.

The courts have been meeting with legislators and will have additional information in the coming months. The courts are not certain at this time which reform efforts will be presented in the 2023 General Legislative Session, but understand that any efforts should be phased-in over the course of several years. Judge Shaughnessy was concerned about how the courts would be affected if too many changes were made too quickly. The courts have created a lengthy list of questions, including how revenue will be divided, that need to be addressed before anything can be implemented.

Chief Justice Durrant thanked Mr. Peters and Mr. Gordon.

Motion: Judge Sessions moved to allow the AOC to engage with other outside stakeholders to pursue input regarding reforms and to gather information. Judge Connors seconded the motion, and it passed unanimously.

**9. APPLICATIONS FOR JUDICIAL VACANCIES IN THE JUSTICE COURTS:
(Jim Peters)**

Chief Justice Durrant welcomed Jim Peters. The current justice court judge's application process requires an original and 6 copies of the application form, an original and 6 copies of 4 different notarized documents, a resume attached to each application, a summary of education and work history, and a fee of \$8.70. The Board of Justice Court Judges proposed that the application be converted to an online format by the Division of Technology Services (DTS). This would be modeled after the process used by CCJJ for applicants of other court levels. The one-time cost for doing so would be around \$10,000 and the ongoing cost would run between \$9,600 and \$17,600 per year, depending on whether additional programming changes are requested. It is anticipated that all costs associated with the development and maintenance of this application could be covered by the budget for Justice Court Administration.

Mr. Peters confirmed that judges are not precluded from serving as references but they are not required either and that applicants are not required to be attorneys. The application will skip many questions when an applicant indicates that they are not attorneys.

Chief Justice Durrant thanked Mr. Peters.

Motion: Judge Connors moved to approve converting the justice court judicial application process to an online format with the Division of Technology Services, as presented. Judge Sessions seconded the motion, and it passed unanimously.

**10. TECHNOLOGY COMMITTEE MOVE TO AN EXECUTIVE COMMITTEE:
(Brody Arishita and Justice John Pearce)**

Chief Justice Durrant welcomed Brody Arishita. The Technology Committee consists of 13 members representing the AOC, State Bar, judges of all court levels, TCEs, and Clerks of Court. The committee was formed to gather information about technology needs from all levels of the court system as well as to make recommendations to the Council. The IT leadership, members of the committee, and managers from all levels have expressed concerns regarding the effectiveness of the committee. Mr. Arishita recommended designating the committee as a Judicial Council executive committee for the following reasons.

- Demand for technology continues to increase in all aspects of the courts
- The committee has not been an effective mechanism in gathering information
- The committee needs decision-making authority to effectively address constant changing conditions in a timely manner
- There is a critical need for a policy-making committee that can establish policies related to technology in the courts and determine statewide IT priorities
- The courts must remain nimble, staying informed of internal and external factors impacting court business, and act decisively to adapt to the impact
- Addressing cybersecurity must be prioritized due to frequent and escalating cyber threats that all organizations face

The proposed committee would follow the process of the Budget and Fiscal Management Committee in prioritizing requests for the Council to make a final decision. This proposal has been discussed and is supported by the State Court Administrator, Technology Standing Committee Chair, Court Level Administrators, TCEs, and Clerks of Court.

Judge Pullan stated that as the Council expands the executive committees, the Council members' time is stretched and wondered if this would be better housed within a current executive committee. Judge David Mortensen agreed with Judge Pullan. Judge Farr explained that there are not enough justice court judges to spread throughout the executive committees and wanted the Council to consider adding a justice court judge to the Council if another executive committee is formed. Judge Pullan thought adding Council members would make the Council less nimble and thought the Policy & Planning Committee could take on the work of the Technology Committee. Mr. Arishita thought blending in the current committee with the prioritizing tasks moving to the Policy & Planning and the budget needs moving to the Budget & Fiscal Management Committee executive committees might work. Mr. Arishita said currently each court level has their own core team that helps with managing technology application prioritization, then those lists are sent to a higher team to make a prioritization list based on requests from all districts.

Judge Shaughnessy supported bringing this issue to the Council and remembered that prioritizing was a problem a while ago that did not seem to get resolved. Judge Pettit wasn't clear how frequently the Budget & Fiscal Management Committee would need their assistance. Judge Pullan asked how frequently the prioritization driven by a policy question vs a budget question. Mr. Arishita felt the policy and budget needs were about an even mixture and requests would need to be sent to the respective executive committees on a monthly basis, but noted, that it

would be important for the items to be addressed by both committees in the same month to avoid delays. Judge Pettit agreed to Judge Pullan's recommendations and agreed that the two committees should coordinate the requests to not hold up budget items. Judge Pullan recommended a name change to the Policy, Planning, and Technology Committee.

Chief Justice Durrant thanked Mr. Arishita.

Motion: Judge Pullan moved to 1) change the Policy and Planning Committee's name to the Policy, Planning, and Technology Committee; 2) for the Policy, Planning, and Technology Committee to take on the prioritization of the Technology Committee; 3) to not create another executive committee; 4) to dissolve the existing Standing Technology Committee; and 5) to amend the rules appropriately, as amended. Judge Shaughnessy seconded the motion, and it passed unanimously.

11. COMMITTEE ON JUDICIAL OUTREACH REPORT AND REAUTHORIZATION: (Valeria Jimenez)

Chief Justice Durrant welcomed Valeria Jimenez. The Committee on Judicial Outreach requested reauthorization for another six years in accordance with CJA Rule 1-205(1)(D). The committee provides immense support and work for the Utah Judiciary in improving public trust and confidence, fostering a greater role for judges in service to the community, and providing leadership and resources for outreach.

Committee accomplishments

- Collaborating with the Utah Division of Arts & Museums to install artwork showcasing diverse communities in the Matheson Courthouse
- Creating an instructive video for jurors participating in the COVID jury trial pilot
- Partnering with the Utah Division of Multicultural Affairs to hold a series of live virtual town halls on domestic violence, evictions/small claims, and divorce/custody
- Increasing awareness of court resources, processes, and programs with historically marginalized communities
- Creating a fulltime Public Outreach Coordinator position
- Holding community listening tours to engage with the public
- Tabling at the University Neighborhood Partners' Partners in the Park, Muslim Heritage Festival, Neighborhood House Summer Celebration, and Pacific Island Heritage Month Kickoff
- Organizing a variety of community conversations and presentations, such as the Pacific Island Knowledge 2 Action Resources', Community Health Worker Conversation, Mexican Consulate of Salt Lake City's Labor Rights Week, My Discovery Destination's Parent Conversation, and Cada Domingo Radio Show
- Collaborating with Utah K-12 schools to bring awareness of the Judiciary
- Conducting a public awareness ad campaign in both English and Spanish to encourage the public to contact the Utah Courts for help by email or phone

Ongoing Projects

- Mexican Consulate of Salt Lake City Monthly Tabling
- Salt Lake City Homeless Resource Fair

- Creating a website for the Divorce Education for Children Program, which will provide resources and additional help for teens whose parents are going through divorce
- Currently assessing which topics would be most helpful to the media for the Journalists Law School event in the fall

Future Projects

- Exploring the possibility of putting together a Community Court
- Creating a pamphlet/brochure on the Utah State Courts for Utah K-12 students
- Putting together the Journalists Law School event in the fall for the media

Judge Pullan would like to see standard curriculums for each school level, such as, the lesson plans the American Bar Association uses. And, further suggested school visits be held on a regular basis.

Chief Justice Durrant thanked Ms. Jimenez.

Motion: Judge Connors moved to reauthorize the Committee on Judicial Outreach for six years, as presented. Judge Shaughnessy seconded the motion, and it passed unanimously.

12. BUDGET AND GRANTS: (Judge Kara Pettit, Karl Sweeney, Alisha Johnson, Bart Olsen, Melissa Taitano, Shane Bahr and Jordan Murray)

Chief Justice Durrant welcomed Judge Kara Pettit, Alisha Johnson, Bart Olsen, Melissa Taitano, and Shane Bahr. The Finance Department expects \$3,200,000 in carryforward funds from FY 2022 and \$341,316 from ongoing turnover savings.

Special Request for Ongoing Turnover Savings to Address Salary Compression on Clerks of Court Positions Relative to \$3.9 Million JA Increase
\$59,000 ongoing funds

The courts request of the Legislature encompassed all judicial assistant type positions, including Judicial Assistants, Case Managers, Team Managers, and Training Coordinators. These positions had the highest turnover rates and all needed to be adjusted in order to reduce compression. Because of this compression, the Clerks of Court only saw a \$.58 cent per hour wage increase based mostly on the 3.5% COLA. Without these funds, there would be some team managers whose pay exceeds some Clerks of Court. Judge Pettit clarified that the request was for FY 2023, not FY 2022 and explained that although this is an unusual request, the Budget and Fiscal Management Committee felt it was significant.

Motion: Judge Connors moved to approve the Special Request for the Clerks of Court Salary Compensation of \$59,000 in ongoing funds, as presented. Judge Shaughnessy seconded the motion, and it passed unanimously.

Proposed Court Commissioner FY 2023 Salary Increase
\$110,550 ongoing funds

The recommendation is for commissioners to receive a 3.5% COLA and a 2% targeted pay increase, making the total increase in commissioner pay 5.5%. This would bring each commissioner's salary to an amount that maintains the 90% of the statutory judge salary level re-established for FY 2022. These funds are already approved by the Legislature.

Motion: Judge Sessions moved to approve the Proposed Court Commissioner FY 2023 Salary Increase of \$110,550 in ongoing funds, as presented. Judge Connors seconded the motion, and it passed unanimously.

Mr. Bahr sought approval for a State Asset Forfeiture Grant provided by the Utah Commission on Criminal and Juvenile Justice in the amount of \$25,000, to exclusively support the reimbursement of one-time travel and training costs associated with a drug/treatment court training conference. No conditional cash or in-kind matching contribution is required.

Drug/treatment courts are one of the most effective programs in existence to address substance use and mental health disorders. The courts collaborate with the Division of Substance Abuse and Mental Health to co-sponsor a drug/treatment court training every other year for teams across the state. Team members include judges, prosecutors, defense counsel, probation, law enforcement and court staff. Local and national experts will provide training on program improvement plans. Training is best delivered in a team setting where team members can learn from each other and better understand the unique roles of each team member.

Motion: Judge Connors moved to approve the State Asset Forfeiture Grant in the amount of \$25,000, as presented. Judge Shaughnessy seconded the motion, and it passed unanimously.

Chief Justice Durrant thanked Judge Kara Pettit, Alisha Johnson, Bart Olsen, Melissa Taitano, and Shane Bahr.

13. UNIFORM FINE SCHEDULE COMMITTEE REPORT AND UNIFORM FINE SCHEDULE: (Judge Jennifer Valencia, Shane Bahr, and Meredith Mannebach)

Chief Justice Durrant welcomed Judge Jennifer Valencia, Shane Bahr, and Meredith Mannebach. Following the General Legislative Session, the Uniform Fine Schedule Committee is tasked, per CJA Rule 4-302. Recommended Uniform Fine Schedule, with reviewing and updating the uniform fine schedule with legislative changes, then submitting a revised schedule first to the Management Committee and then to the Judicial Council for approval before new legislation goes into effect May 4. Judge Sessions asked how judges and clerks were notified when there was a mandatory fine. Judge Valencia wasn't sure there was a way to notify judges. Mr. Bahr said there are tools that the committee is working on so that judges and staff will be able to remain in compliance with mandatory fines.

Chief Justice Durrant thanked Judge Valencia, Mr. Bahr, and Ms. Mannebach.

Motion: Judge Sessions moved to approve changes to the Uniform Fine Schedule, as presented. Judge Connors seconded the motion, and it passed unanimously.

14. COMMITTEE ON FAIRNESS AND ACCOUNTABILITY VACANCY: (Jon Puente)

Chief Justice Durrant welcomed Jon Puente. CJA Rule 1-205. Standing and Ad Hoc Committees was approved by the Council with an effective date of May 1, 2022. The revised rule states the committee shall be composed of one sitting judge; three current or former judicial officers; and the General Counsel or designee. Jon Puente sought approval to add the following people to the newly created committee. Committee appointments are normally placed on the Council consent calendar, however, since this is a new committee and has a Council member on it, the Management Committee believed this item was best suited for the Council agenda.

- Justice Paige Petersen, sitting judge
- Judge William Thorne, former judicial officer
- Judge Tyrone Medley, former judicial officer
- Judge Mary T. Noonan, former judicial officer
- the General Counsel or designee

Chief Justice Durrant thanked Mr. Puente.

Motion: Judge Farr moved to approve Justice Paige Petersen, Judge William Thorne, Judge Tyrone Medley, Judge Mary T. Noonan, and the General Counsel or their designee to the Committee on Fairness and Accountability, as presented. Judge Connors seconded the motion, and it passed unanimously.

15. HUMAN RESOURCE POLICIES FOR FINAL APPROVAL: (Keisa Williams and Bart Olsen)

Chief Justice Durrant welcomed Keisa Williams and Bart Olsen. Policy and Planning recommended the amendments be approved as final with a May 1, 2022 effective date.

HR 08-22. Out-of-State Work. This is a new policy related to recent rules adopted by State Finance.

HR 01. Definitions

HR 08-14. Dual State Employment

HR 09-11. Conflict of Interest

HR 09-12. Political Activity. Judicial branch employees are subject to more ethical restrictions than employees in other branches of government. The Policy and Planning Committee believed the restrictions on court employees with respect to their ability to participate on local boards and committees was too stringent (HR 09-12(3)) and asked Ms. Williams to submit a request to the Ethics Advisory Committee for consideration and a revised opinion on this issue. Until then, the committee recommended that HR 09-12 be adopted to ensure the policy is consistent with current opinions. The Management Committee approved HR 09-12, with removing paragraph 9 until Ms. Williams can address this matter.

Chief Justice Durrant thanked Ms. Williams and Mr. Olsen.

Motion: Judge Connors moved to approve HR 08-22, HR 01, HR 08-14, HR 09-11, HR 09-12, as amended to remove the paragraph 9, as presented. Judge Shaughnessy seconded the motion, and it passed unanimously.

16. OLD BUSINESS/NEW BUSINESS

The Council decided to hold future meetings in person with a hybrid scenario, allowing for remote attendance as well.

17. EXECUTIVE SESSION

An executive session was not held.

18. CONSENT CALENDAR ITEMS

- a) Forms Committee Forms. Memo asking for authority to allow OCAP to collect VIN numbers and add them to petition, Findings of Facts and Conclusions of Law, and Decree in divorce cases; Petition for Minor's Name Change and Sex Change; Summons – In Utah (Minor's Name or Sex Change) ; Summons – Outside Utah (Minor's Name or Sex Change); Consent to Petition for Minor's Name and Sex Change); Notice of Hearing on Petition for Minor's Name and Sex Change; Order Changing Minor's Name and Sex Change; Motion to Waive Fees Motion to Waive Fees (Inmate); Order on Motion to Waive Fees; Memo concerning Changes to OCAP Provisions on Parent-time. Approved without comment.
- b) Committee appointments. Appointment of Judge Sean Petersen to the Committee on Children and Family Law; the appointment of Judge Jennifer Valencia as Chair to the Uniform Fine Schedule Committee; and the appointments of Judge Jeffrey Ross and Shelly Waite to the Language Access Committee. Approved without comment.

19. ADJOURN

The meeting adjourned.