

**JUDICIAL COUNCIL'S  
BUDGET & FISCAL MANAGEMENT COMMITTEE**

**Minutes  
August 4, 2022  
Meeting held through WebEx  
12:00 a.m. – 2:11 p.m.**

**Members Present:**

Hon. Kara Pettit, (Chair)  
Hon. Keith Barnes  
Hon. Elizabeth Lindsley  
Justice Paige Petersen  
Margaret Plane, Esq.

**Excused:**

**Guests:**

Mark Urry, TCE, Fourth District Court  
Brett Folkman, TCE, First District Courts  
Shelly Waite  
Kim Brock  
Alissa Stewart  
Amy Hernandez  
Lucy Beecroft  
Judge Laura Scott

**AOC Staff Present:**

Ron Gordon  
Neira Siaperas  
Nick Stiles  
Jim Peters  
Brody Arishita  
Todd Eaton  
Jonathan Puente  
Chris Talbot  
Bart Olsen  
Shane Bahr  
Daniel Meza-Rincon  
Meredith Mannebach  
Nathanael Player  
Jordan Murray  
Karl Sweeney  
Alisha Johnson  
Melissa Taitano  
Suzette Deans, Recording Secretary

**1. WELCOME AND APPROVAL OF MINUTES (Judge Kara Pettit – “Presenter”)**

Judge Kara Pettit welcomed everyone to the meeting.

**Motion:** Judge Keith Barnes moved to approve the July 5, 2022, as presented. Justice Paige Petersen seconded the motion, and it passed unanimously.

**2. FY 2022 Financial Schedules (Alisha Johnson – “Presenter”)**

Alisha Johnson stated that she just submitted our FY 2022 close out to State Finance.

One-time Turnover and Budget Savings -We ended FY 2022 with 1x turnover and budget savings sufficient to fully fund the \$3,200,000 dollars in carryforward authorized by the

legislature. Our FY 2022 Year end Forecasted Available one-time Funds schedule (see below) shows a zero balance which includes (1) updates to the one-time spending plan requests to adjust for any where the expenditures were less than requested (this was adjusted in item (b) on the left hand side) and (2) the funding of \$300,000 to our Courts trust account. Back in November 2021 we received Judicial Council approval to shift credit card fees to the customer instead of having the credit card fees paid by the Courts out of earnings from our trust funds on deposit. It will take us until 2023 to get legislative approval and IT work completed to do so. Our forecast showed the trust account was going to be at least \$100,000 short so we moved \$300,000 of our 1x savings (which would otherwise lapse) to the trust account to shore it up.



### FY 2022 Year End Forecasted Available One-time Funds

Forecasted Available One-time Funds			#	One-time Spending Plan Requests	Current Requests Amount	Judicial Council Prev. Amount
Sources of YE 2022 Funds						
* Turnover Savings as of pay period ending 07/08/22 (including anticipated ARPA reimbursement)	Turnover Savings	4,059,887	1	Judicial Council Room Upgrades		39,481
** Turnover savings Estimate for the rest of the year (\$1,750 x 0 pay hours)	Turnover Savings	-	2	Utah Criminal Justice Center Funding		5,000
<b>(a) Total Potential One Time Turnover Savings</b>		<b>4,059,887</b>	3	WiFi Access Points Upgrades		120,000
(b) Operational Savings From TCE / AOC Budgets	Internal Operating Savings	1,102,938	4	FY 2022 Career Ladder Payments		243,000
(c) Reserve Balance (from August Judicial Council meeting net of approved reserve uses)	Judicial Council Reserve	414,829	5	FY 2022 Performance Bonus Payments Q1/Q2		365,000
Uses of YE 2022 Funds			6	Software for Clean Slate Legislation		19,667
Carryforward into FY 2023 (Maximum is \$3,200,000)	Desired Carryforward	(3,200,000)	7	My Case Account Creation Enhancements		130,000
			8	For The Record Upgrade		187,000
<b>Total Potential One Time Savings = (a) + (b) + (c) less Carryforward</b>		<b>\$ 2,377,654</b>	9	Supplemental Secondary Language Stipend		5,200
			10	Taylorville State Office Building AV Build-out Part 1		47,806
			11	Utah Criminal Justice Center Funding		5,000
			12	Performance Bonus Payments Q3/Q4		365,000
			13	Law Library - Delayed Subscription Payments		39,150
			14	Jury Assembly Room - Ogden		25,300
			15	SJI Grant Match for NCSC Concept Paper on Rule 26		23,050
			16	Matheson Carpeting Project		200,000
			17	Edge Firewalls w/ increased bandwidth		415,000
			18	Google Enterprise Plus Renewal		148,000
<b>Less: Judicial Council Requests Previously Approved</b>		<b>\$ (2,377,654)</b>		<b>Current Month One-time Spending Requests</b>		<b>-</b>
<b>Less: Judicial Council Current Month Spending Requests</b>		<b>\$ -</b>		<b>Previously Approved 1x FY 2022 YE Spending Request (net of cxf'd requests)</b>		<b>2,377,654</b>
<b>Remaining Forecasted Funds Available for FY 2022 YE Spending Requests</b>		<b>\$ -</b>				

Updated 08/01/2022

Ongoing Turnover Savings – During FY 2022, the Courts generated \$409,541 of ongoing turnover savings net of personnel uses. Approximately \$200,000 of ongoing turnover savings will roll forward into FY 2023. At our next meeting, we'll show the 2023 reports which will show the ongoing turnover savings rolled from FY 2022 to FY 2023.



### FY 2022 Ongoing Turnover Savings as of 07/29/2022

#	Description	Funding Type	Actual Amount YTD	Forecasted Amount @ YE
1	Carried over Ongoing Savings (from FY 2021, includes unallocated ongoing appropriation)	Internal Savings	244,454	244,454
2	Ongoing Turnover Savings FY 2022	Internal Savings	1,015,037	1,015,037
3	<b>TOTAL SAVINGS</b>		<b>1,259,491</b>	<b>1,259,491</b>
	2021 Hot Spot used (balance available at beginning of FY was \$99,950)		(99,950)	(99,950)
	2022 Hot Spot used (\$110k initially available raised to \$200k in October Judicial Council)		(200,000)	(200,000)
	2022 Additional Targeted (\$100k allocated by Judicial Council in March)		(100,000)	(100,000)
	2022 Authorized Ongoing for Performance Based Raises (will be used at the end of the FY)		(450,000)	(450,000)
4	<b>TOTAL USES before YE Requests</b>		<b>(849,950)</b>	<b>(849,950)</b>
<b>5</b>	<b>Actual Turnover Savings for FY 2022 as of 07/29/2022 Before Judicial Council YE Requests</b>		<b>\$ 409,541</b>	<b>\$ 409,541</b>

Prior Report Totals \$ 775,490 \$ 375,490

\* Ongoing turnover savings only happens when a vacant position is filled at a lower rate and / or with lower benefits

ARPA Expenditures - For fiscal year 2022 we had \$3,042,468 dollars in expenses for the IT access to justice part 1 and \$707,963 dollars in expenses for case backlog work, respectively, leaving us an authorized balance to be expended before 12/31/2024 of approximately \$8.0M and \$300,000 respectively. For FY 2023, we can start using our 2023 ARPA funding of \$3M as well.

Mr. Sweeney stated that FY 2023 carryforward had a reserve balance of \$500,000 but that he was aware of another request that will happen in September for about \$140,000 for an IT purchase that was originally scheduled for FY 2022 but was delayed until FY 2023.



**YTD ARPA Expenses as of 08/01/2022**

#	Funded by		Approved	Requested	Approved	Actual	Balance	Activity	Description
	Legislature	Legislature		Amount	Amount	Amount YTD	Available		
1	IT Access to Justice - Response to COVID - Part I	May-21	Yes	11,000,000	11,000,000	3,042,468	7,957,532	ITCV	Projects will extend thru 12/31/24
2	Courts Case Backlog - Part I*	May-21	Yes	1,000,000	1,000,000	707,963	292,037	BKLG	See detail below.
	Subtotal			12,000,000	12,000,000	3,750,431	8,249,569		
<b>Requests to Legislature for FY 2023 - \$3,000,000 approved by the Legislature</b>				<b>Requested</b>	<b>Approved</b>	<b>Actual</b>	<b>Available</b>		
1	IT Access to Justice - Response to COVID - Part II	N/A	Submitted 10/21	1,373,400	1,373,400	-	1,373,400	ITC2	Projects will extend thru 12/31/24
2	Courts Case Backlog - Part II	N/A	Submitted 10/21	1,000,000	1,000,000	-	1,000,000	BKL2	Projects case backlog will take thru 6/30/2023
3	COVID-19 Supplies	N/A	Submitted 10/21	640,000	302,100	-	302,100	CV19	
4	Legal Sandbox Response to COVID	N/A	Submitted 10/21	649,000	324,500	-	324,500		
5	Self-Help Center	N/A	Submitted 10/21	64,000	-	-	-		
6	Interpreter Equipment	N/A	Submitted 10/21	97,000	-	-	-		
7	Eviction Court	N/A	Submitted 10/21	166,000	-	-	-		
8	Public Outreach & Engagement	N/A	Submitted 10/21	30,000	-	-	-		
9	IT Access to Justice - Response to COVID - Part III	N/A	Submitted 10/21	1,881,500	-	-	-		
	Subtotal			5,900,900	3,000,000	-	3,000,000		
				<b>\$ 17,900,900</b>	<b>\$ 15,000,000</b>	<b>\$ 3,750,431</b>	<b>\$ 11,249,569</b>		

ARPA spending cut off date is 12/31/2024 ; ARPA cut off date for lost revenue is 12/31/2023.

- Data pulled using list of employees provided by TCEs

YTD Expenses Include

Personnel Expenses (as of PPE 7/8/22):	\$	680,101
Mileage Expenses (as of PPE 7/8/22):	\$	2,475
Sr. Judge Travel Expenses (as of 7/8/2022):	\$	2,203
	\$	684,778
COVID Testing Kit purchase:	\$	23,185
	\$	<b>707,963</b>

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# Carryforward Spend Requests Presented for Approval to Forward to Judicial Council



## FY 2023 Carryforward and Ongoing Requests - 2022 Year End

7/29/2022

### Funding Sources

	One Time	Ongoing
Total Case Processing Amounts from 2022 General Session Fiscal Notes	\$ 247,900	\$ 818,200
Expected Carryforward Amount from Fiscal Year 2022 (as of 7/29/2022)	\$ 3,200,000	\$ -
Ongoing Turnover Savings (forecasted as of 7/29/2022 - funding for Hot Spot, Targeted, and Performance Raises already included)	\$ -	\$ 409,541
<b>Total Available Funding</b>	<b>\$ 3,447,900</b>	<b>\$ 1,227,741</b>

### Ongoing Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
4 Clerk of Court Supplemental to JA Increase	N/A	\$ 59,000	N/A	\$ 59,000
5 Public Outreach Coordinator	N/A	\$ 120,000	N/A	\$ 120,000
6 Partial Restoration of FY 2021 Budget Cuts	N/A	\$ 112,500	N/A	\$ 112,500
7 New District Court Law Clerk Attorney	N/A	\$ 95,850	N/A	\$ 95,850
8 New Associate General Counsel - Legal Department	N/A	\$ 150,000	N/A	\$ 150,000
9 HB 143 DULs - New Judicial Assistants	N/A	\$ 320,000	N/A	\$ 320,000
10 New HR Compensation & Classification Manager	N/A	\$ 120,000	N/A	\$ 120,000
11 Pre-fund Portion of Annual Performance Raises	N/A	\$ 150,000	N/A	\$ 150,000
12 Pre-fund Portion of Hot Spot Raises	N/A	\$ 82,000	N/A	\$ 82,000
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 1,209,350</b>	<b>\$ -</b>	<b>\$ 1,209,350</b>
<b>Net Ongoing Total - carry into FY 2023</b>		<b>\$ 18,391</b>		<b>\$ 18,391</b>

### One Time Requests

	Presented		Judicial Council Approved	
	One Time	Ongoing	One Time	Ongoing
1 AALL Conference Attendance Funds - Law Library	\$ 845	N/A	\$ 845	N/A
2* ODR Program Development	\$ 46,200	N/A	\$ 46,200	N/A
3 Bountiful District Courtroom #2 Audio Upgrade	\$ 40,000	N/A	\$ 40,000	N/A
4 Law Clerk Commitment Fulfillment	\$ 11,000	N/A	\$ 11,000	N/A
5 IT - Delayed Delivery of Statewide Routers and WIFI Access Points	\$ 160,000	N/A	\$ 160,000	N/A
6 TSOB Probation Office A/V System - Phase 2	\$ 61,509	N/A	\$ 61,509	N/A
7* HR - Onboarding and Recruitment Software	\$ 19,030	N/A	\$ 19,030	N/A
8* Education - In Person Conferences and Education Team Training	\$ 168,500	N/A	\$ 168,500	N/A
9* Employee Incentive Awards	\$ 280,000	N/A	\$ 280,000	N/A
10* ICI Operations Funding	\$ 21,000	N/A	\$ 21,000	N/A
11* Education Assistance Program Funding	\$ 85,000	N/A	\$ 85,000	N/A
12* Secondary Language Stipend	\$ 83,200	N/A	\$ 83,200	N/A
13* Public Transportation Reimbursement Program	\$ 50,000	N/A	\$ 50,000	N/A
14 Cisco Portal Upgrade - IT	\$ 150,000	N/A	\$ 150,000	N/A
15* Retain Contract Developers - IT	\$ 682,000	N/A	\$ 682,000	N/A
16* IT Replacement Inventory	\$ 250,000	N/A	\$ 250,000	N/A
17 Seventh District Courthouse Improvements	\$ 8,840	N/A	\$ 8,840	N/A
18 Partial Restoration of FY 2021 Budget Cuts	\$ 112,500	N/A	\$ 112,500	N/A
19 IT Bandwidth and Webex Renewal	\$ 118,000	N/A	\$ 118,000	N/A
20* Time-limited Law Clerks	\$ 191,200	N/A	\$ 191,200	N/A
21 IT Staff Augmentation	\$ 270,000	N/A	\$ 270,000	N/A
22 Pilot Program - Counselling for Court Employees and Jurors	\$ 35,000	N/A	\$ 35,000	N/A
23 Justice Court Reform Analysis Partner	\$ 50,000	N/A	\$ 50,000	N/A
24 Education - Diversity, Equity and Inclusion Training	\$ 25,000	N/A	\$ 25,000	N/A
25* Divorce Education for Children	\$ 12,000	N/A	\$ 12,000	N/A
26 Audio for Spanish Fork Courtrooms	\$ 17,000	N/A	\$ -	N/A
<b>Subtotal</b>	<b>\$ 2,947,824</b>	<b>\$ -</b>	<b>\$ 2,930,824</b>	<b>\$ -</b>
<b>Balance Remaining After Judicial Council Approvals</b>			<b>\$ 517,076</b>	
<b>+ Balance Remaining Inclusive of "Presented"</b>	<b>\$ 500,076</b>			

### LEGEND

Highlighted items are currently being presented to the Budget and Fiscal Management Committee.

Highlighted items have been approved by the BFMC and are on track for being presented to the Judicial Council.

Highlighted items have been previously approved by the Judicial Council.

\* - Items have been presented and approved in prior years.

+ - One-time balance remaining will go into Judicial Council reserve. Ongoing balance remaining will be included in the beginning balance for ongoing turnover savings.

BFMC approval to submit request to Judicial Council does not imply Judicial Council must approve the recommendation.  
If more funds are available than the total of requests received, prioritization is optional.

### 3. FY 2023 Carryforward Request (Todd Eaton – “Presenter”)

26. FY 2023 Carryforward Request - Upgrade Spanish Fork Courtroom Audio (Todd Eaton – “Presenter”)

Todd Eaton is requesting \$17,000 in one-time funds to upgrade the audio system in Spanish Fork District Courtroom. The courtroom was last updated in 2009 and lacks the current audio technology to support hybrid/remote hearings.

Spanish Fork is at the top of the list for the next upgrade. The total cost of the upgrade is \$40,000 per courtroom x 2 courtrooms = \$80,000. The funding will come from several places.

- IT still has \$24,000 remaining in the FY22/23 AMA (Agency Managed Account) through DFCM for courtroom upgrades. DFCM allowed us to extend the terms on the current AMA through FY23 due to current supply chain and hardware availability issues.
- Mark Urry (TCE 4th District) has set aside \$11,000 of his 2023 budget to contribute.
- Shelly Waite (TCE 4th Juvenile) has set aside \$28,000 to contribute.
- This brings internal funding to \$63,000. We are requesting the balance of \$17,000 so these updates can be completed in FY 2023.

**Motion:** Justice Paige Peterson made a motion to approve Margaret Plane seconded the motion, and it passed unanimously. Will be forwarded on to the Judicial Council with a favorable recommendation to approve.

### 4. Judicial Priorities Discussion followed by Ranking (including Judicial Officer Pay)

After discussion, the BFMC ranked Judicial Officer Compensation as the overall #1 priority for FY 2023 above any of the 11 Judicial Priorities submitted.

Judge Pettit and Karl Sweeney explained that the goal of the ranking process is to assign 1 of the 11 as the most essential encompassing the courts mission. A score of 10 is the highest and only one item can be given a score of 10 in each of the 2 factors. Each of the remaining items would get a score of 1-9 with 9 being the highest or more essential. Once the items are scored on both factors: 1. How essential to accomplishing Court’s Mission and 2. Expenditure provides good return on investment, the scores will be tallied and will give us the ranking. Factor 1 number will be multiplied by 2. Adjustments can be made at the end to make sure you agree as to which items have more importance, and add value to the court’s mission. The discussion and ranking ensued.

#### 1. 4<sup>th</sup> District Additional Juvenile Judge - Judicial Priority (Shelly Waite – “Presenter”)

Shelly Waite is requesting \$475,000 of ongoing funds for a new 4<sup>th</sup> District Juvenile Judge. The current Fourth District Juvenile Court general fund budget does not have the internal funds available for a new judicial officer and two JAs. Over the last three years, our district has shown large increases in caseload, particularly in the critical and demanding

area of child welfare. The increases in caseloads are impacting the court calendars of each current judicial officer. Each officer has increased calendaring time on the bench to avoid delays and keep within the timelines. If the increased caseload continues with no relief there will be delays.

**Priority:** BFMC ranked the Fourth District Juvenile Court Judge as #1 priority. Total score was 29.

## 2. Matheson IT Remodel and Upgrade Workspace (Chris Talbot – “Presenter”)

Chris Talbot is requesting \$235,000 of FY2024 one-time funds for new furniture configuration for Matheson 2<sup>nd</sup> floor IT areas. As we respond to the COVID-19 impact on workers causing more to stay home and "visit" the office, we need to create flexible work locations that provide socially distanced space for employees to attach their device to a docking mechanism that can plug into external monitors, keyboard and mouse. This allows us to replace crowded cubes with safe temporary workspaces. It also will assist an employee or judge that travels to plug in a mobile device and work. As a side benefit, this allows us to add employees without having to add new buildings.

The existing IT cubicle area has 35 workstations that create a maze and visual obstruction in the open office space on the second floor. The Facilities and IT departments need to transform the area into a modern, socially distanced and flexible work area that could be used by all AOC departments. This could possibly include reducing the number of individual workstations to 20 and creating flexible collaboration spaces where teams could meet. There may also be an opportunity to build a few modular offices for AOC general use hoteling offices.

Mr. Sweeney pointed out that this request was for 1x funds which were generally more available than ongoing funds and do not compete for the same pool of funds as all of the other requests and this request could therefore be down ranked and still be funded.

**Priority:** BFMC ranked the Matheson workspace remodel as #11 priority. Total score was 3.

## 3. Wasatch Courthouse Lease (Chris Talbot – “Presenter”)

Chris Talbot is requesting \$163,301 of FY 2024 ongoing funds for a new capital lease with Wasatch County that will expand and improve the Court leased spaces within the County owned facility. The existing shared facility has only one courtroom dedicated for State Court use. Sharing a single courtroom between district and juvenile court with the increasing Wasatch County caseload has been problematic since in 2012. The existing facility needs to be expanded to provide another courtroom and additional support staff space. The Court has leased space at this location since 1996 and has funded rent payments through the Facilities budget at \$95,413 annually at a fixed rate over the last 9 years. We anticipate applying the \$95,413 towards the new lease in addition to the recently reallocated annual bond payments from the retired Richfield Courthouse bond of \$219,155.

The new lease, which will include construction costs, is estimated at \$477,869 annually. This leaves an annual shortfall of \$163,301 after the credits from our existing budget amounts are subtracted.

**Priority:** BFMC ranked the Wasatch Courthouse Lease as #4 priority. Total score was 25.

4. Self-Help New Forms Attorney (Nathanael Player – “Presenter”)

Nathanael Player is requesting \$127,000 of FY 2024 ongoing funding to add one additional staff attorney at the SHC to help with drafting and revising court forms. This would be in addition to helping with SHC inquiries. The Self-Help Center currently has funding for five full-time staff attorneys, who focus on helping patrons contacting the SHC for legal assistance. These positions are paid for out of the general fund. This new staff attorney would split their time drafting court forms and conducting user testing, while also answering SHC inquiries during peak hours.

**Priority:** BFMC ranked the Self-Help Attorney as #3 priority. Total score was 27.

5. Online Dispute (ODR) Administrator (Nathanael Player – “Presenter”)

Nathanael Player is requesting \$120,000 of FY2024 ongoing funds for an Online Dispute Resolution (ODR) Program Administrator, to be housed under the Self-Help Center. ODR is a system of resolving legal disputes using an online platform, removing the need for parties to physically come to the courthouse. Our ODR program has come very far – we need a dedicated employee to focus on the program to take our operations to the next level.

**Priority:** BFMC ranked the Online Dispute Administrator as #10 priority. Total score was 16.

6. Non-Judicial Legal - Recruit and Retain (Bart Olsen – “Presenter”)

Bart Olsen is requesting \$1,513,100 of FY2024 ongoing funds for recruitment and retention of Non-Judicial Legal Expertise. Judicial officers (judges, justices and court commissioners) rely heavily upon non-judicial officers with legal expertise to handle essential but legal ancillary matters tied to the daily judicial decisions that must be reached fairly and efficiently. These non-judicial officers must, at a minimum, hold a Juris Doctorate in order to possess the legal expertise necessary to provide adequate support needed by judicial officers. The average Court’s starting attorney clerk salary no longer competes with the starting salary for similar positions in Utah’s other public sector agencies. When salaries for the Judicial Branch positions that require legal expertise drop below other state agency positions with similar educational background, the resulting turnover from legal expert attrition makes it very difficult to fill vacant positions. The requested funding will be 100% allocated to personnel expenditures.

**Priority:** BFMC ranked the JD Required Positions as #2 priority. Total score was 28.

7. Domestic Violence Program Administrator (Neira Siaperas & Amy Hernandez – “Presenter”)

Ron Gordon and Amy Hernandez are requesting \$110,000 of FY 2024 ongoing funds for a full-time Domestic Violence Program Manager Position. A full-time DVPM will have capacity to ensure compliance with state and federal data requirements for the Statewide Domestic Violence Network (otherwise known as the protective order network). The DVPM will also ensure the use of best practices in domestic violence, sexual violence, and protective order cases as domestic violence incidents increase across Utah.

**Priority:** BFMC ranked the Domestic Violence Program Administrator as #5 priority. Total score was 24.

8. Tribal Outreach Program Coordinator (Jon Puente & Amy Hernandez – “Presenter”)

Jon Puente & Amy Hernandez are requesting \$64,900.00 of FY2024 ongoing funds for a Tribal Outreach Program Coordinator. This budget request seeks ongoing general funds funding for a 50% portion of the Tribal Outreach Program Coordinator’s (TOPC) position not funded by grants. By funding a 50% portion of the TOPC’s position with general funds, the TOPC will have the flexibility to address matters outside of grant funding that judicial leadership and Nation leadership highlight for intervention. This flexibility will allow the TOPC to develop and strengthen the Utah judiciary’s relationship with the Nations. The amount of funding for 50% of the TOPC is \$64,900.

**Priority:** BFMC ranked the Tribal Outreach Program Coordinator as #8 priority. Total score was 22.

9. Information Technology Essential Software Funding (Brody Arishita – “Presenter”)

Brody Arishita is requesting \$1,096,000.00 in FY2024 ongoing funds for information technology software. Below is a breakdown of how the funds would be spent.

- Windows 10 Enterprise Upgrades and Software Assurance - \$135,000
- Increased cost of Google licensing for Enterprise Plus - \$148,000
- Increased cost of WebEx licenses for Courts - \$38,000
- Continued software licensing for Clean Slate Legislation (Senzing) - \$25,000
- FTR - \$220,000
- Add licenses for remaining 560 court employees to Microsoft M365 - \$80,000
- AEM (Adobe Experience Manager) - \$150,000
- Adobe eSignatures - \$300,000

All requests are either to address costs encumbered by the courts through one time funding for initiation, increased costs due to expanded utilization, or price increases encountered this year. The Windows licensing and Google are expenses to maintain the courts current license levels and allow us to continue providing value to the citizens of Utah. These resources (e.g., WebEx, Senzing, AEM, Adobe eSignatures, FTR) allow the Court to



continue to create new value and increased efficiencies for the public, the legal community and Court staff.

**Priority:** BFMC ranked the Information Technology Software Funding as #6/7 priority. Total score was 23. Tied with 3<sup>rd</sup> District JA’s jury clerks.

10. District Court New Law Clerk Attorneys (Meredith Mannebach – “Presenter”)

Meredith Mannebach is requesting \$961,200 of FY 2024 ongoing funds for (9) District Court Law Clerk Attorneys. One of the nine Law Clerk Attorneys will be assigned to work with the newly appointed water law Judges and the remaining eight (8) Law Clerk Attorney positions (6 new; 2 currently funded with 1x funds) will be allocated equitably to the eight judicial districts to provide one Law Clerk Attorney for every two District Court Judges.

**Priority:** BFMC ranked the District Court New Law Clerk Attorneys as #9 priority. Total score was 18.

11. Third District JAs – Jury Selection (Kim Brock – “Presenter”)

Kim Brock is requesting \$233,100 of FY 2024 ongoing funds for 3 Jury Department FTEs. Funding for this request will support the 31 judges and thousands of prospective jurors in the Third District. The Third District has the largest volume of cases statewide with approximately 50% of the district level cases in the state being assigned to the Third District. Each month, the Third District jury team distributes approximately, 10,000 qualifications forms to prospective jurors. The purpose of this request is to obtain ongoing funding for three FTEs which will replace the three time-limited judicial assistant positions currently being funded by ARPA. The cost for each of these positions is approximately \$77,700, with the total annual cost of \$233,100 for three full-time permanent (FTE) judicial assistant positions.

**Priority:** BFMC ranked the Third District JA’s- Jury clerks as # 6/7 priority. Total score was 23. Score tied with Information Technology Software Funding.

**Final Ranking:**

Description	Factor 1	Factor 2	Total	Recommendation
4 <sup>th</sup> district Juvenile Judge	20	9	29	1
JD Required Positions – Recruit and Retain	18	10	28	2
Self-Help Center Attorney	18	9	27	3
Wasatch County Courtroom Addition (lease)	18	7	25	4
Domestic Violence Program Manager	16	8	24	5
Information Technology Software Funding	16	7	23	6/7
3 <sup>rd</sup> District JA’s Jury Clerks	16	7	23	6/7
Tribal Outreach Program Manager	14	8	22	8
District Court Law Attorneys	12	6	18	9
Online Dispute Resolution Administrator	10	6	16	10

Matheson 2 <sup>nd</sup> Floor Workspace Remodel	1	1	3	11
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### 3. Grants Update (Jordan Murray - Presenter)

Karl Sweeney introduced this agenda item. He stated that in February of 2021 during a Judicial Council meeting in connection with adopting the new Grants policy, AOC Finance agreed to go back 5 years and do an internal control self-assessment (ICSA) and report on what they found to the Judicial Council. Melissa Taitano led the project and Karl Sweeney and Jordan Murray also participated on the ICSA project. Jordan Murray stated that this 5-year retrospective is beyond what is required under revised Administrative Rule 3-411 Grant Management (9)(A)(i) issued in November 2021. This first ICSA report is a one-time look back to 2016 – 2020 to establish a baseline for the future. AOC Finance will submit the next ICSA for FY 2022 ISCA by 12.31.2022. The 2016-2020 ICSA report specifically looked at the grants that happened in the past and were accessed for compliance based on the rules, accounting policies and statutes then in effect.

**Motion:** Margaret Plane made a motion to approve. Justice Paige Petersen seconded the motion, and it passed unanimously. Will be forwarded onto the Judicial Council with a favorable recommendation.

Mr. Murray touched base with Office of Innovation and they are in communication with the Stand Together Foundation. The Innovation Office submitted a request for \$965,000 in grant support which can be used over two years and starting in late FY 2023 and continuing throughout FY 2024. The bulk of those funds, if awarded, will cover expenses that are anticipated for FY 2024. They are in the communication with the potential funder but the funder has not reached a decision on whether to make this funding. Mr. Murray will follow-up and try to get an answer for the next BFMC meeting.

Meeting adjourned: 2:11 p.m.

Next meeting: Thursday August 30, 2022 (held virtually through WebEx)