

WYOMING JUDICIAL COUNCIL

TEAMS Meeting
June 12, 2023
9:00 A.M. – NOON

AGENDA

Members: Chief Justice Kate Fox (Chair), Justice Lynne Boomgaarden, Justice Kari Gray, Judge Catherine Wilking, Judge Catherine Rogers, Judge Joseph Bluemel, Judge Nathaniel Hibben, Judge John Prokos, Judge Wendy Bartlett

Welcome	Chief Justice Fox
HR Committee Judge Chambers	<p>Discussion and decision HR Committee recommendation regarding employee compensation.</p> <p>DECISION POINT: Recommendation – allocate employee compensation to bring all employees to the highest percentage of market feasible, with a retention bonus for employees who will not receive a raise.</p> <p>Classification/Compensation Table (Appendix A)</p> <p>Allocation Summary (Appendix B)</p> <p>DECISION POINT: How to provide employees information about their compensation.</p>
Lehman Award Chief Justice Fox	<p>DECISION POINT: Discussion and decision on Lehman Award recipient.</p>
Judicial Branch Innovation JBI Members	<p>JBI task force report to Judicial Council – overview and recommendations.</p> <ol style="list-style-type: none">DECISION POINT: Recommendation – amend the Wyoming Judicial Branch Strategic Plan. <p>Wyoming Judicial Branch Strategic Plan – Proposed Amendment (Appendix C)</p> <ol style="list-style-type: none">DECISION POINT: Recommendation – approve the timelines set forth in the Wyoming Judicial Branch Strategic Plan. <p>Strategic/Operational Plan (Appendix D)</p> <ol style="list-style-type: none">Review draft communications plan. <p>Draft Communications Plan (Appendix E)</p>
Access to Justice Justice Boomgaarden	<p>Update and discussion of Access to Justice projects.</p> <ol style="list-style-type: none">DECISION POINT: Discussion and decision on proposed purpose and structure.

	<p>Access to Justice Commission Purpose and Structure (Appendix F)</p> <p>2. DECISION POINT: Recommendation – adopt the court navigator program proposal.</p> <p>Letter from ATJ 2.0 re Court Navigator (Appendix G)</p> <p>Court navigator proposal (Appendix H)</p> <p>3. DECISION POINT: Recommendation – adopt the forms proposal.</p> <p>Letter from ATJ 2.0 re Forms (Appendix I)</p> <p>Forms proposal (Appendix J)</p>
<p>Security</p> <p>Elisa Butler</p>	<p>Discussion on court security.</p> <p>DECISION POINT: Decision on security survey:</p> <ol style="list-style-type: none"> 1. Should changes be made to the proposed survey? 2. Who should distribute – court security commission, court administration, another entity? 3. Who should the survey be distributed to – Judges, court staff, district court clerks? <p>Proposed security survey (Appendix K)</p>
<p>Education Committee</p> <p>Judge Wilking Judge Bartlett</p>	<p>Discussion and decision on direction for Education Committee.</p> <ol style="list-style-type: none"> 1. DECISION POINT: Recommendation from JBI – direct the Judicial Education Committee to include a session on legislative priorities and talking points at the Judicial Conference in September. 2. DECISION POINT: Discussion and decision on whether caseload management session should be offered as judicial education. 3. DECISION POINT: Recommendation from JBI – direct the Judicial Education Committee to update Judicial Orientation for new judges.
<p>Behavioral Health Committee</p> <p>Chief Justice Fox</p>	<p>Update and discussion of Behavioral Health Committee projects.</p> <ol style="list-style-type: none"> 1. Treatment Court transition update. 2. DECISION POINT: Recommendation – approve moving forward with piloting a diversion project in Campbell County.
<p>Legislative Relations Committee</p> <p>Chief Justice Fox Elisa Butler</p>	<p>Update on legislative interim work, and direction for Legislative Relations Committee.</p> <ol style="list-style-type: none"> 1. Joint Judiciary Committee meeting update. 2. DECISION POINT: Executive Committee Recommendation – draft plan/talking points for the Judicial Branch moving into the 2024 budget session.

Use of Retired Judges Chief Justice Fox	Discussion on use of retired judges within the Judicial Branch. DECISION POINT: Discussion and decision on how and when retired judges should be used within the Judiciary. Proposed Retired Judge Guidelines (Appendix L)
FY2025-2026 Budget Elisa Butler	DECISION POINT: Discussion and decision on exception requests and budget priorities for the 2025-2026 budget. Draft budget items (Appendix M) AOC Position Descriptions (Appendix N) Circuit Court Clerk Workload Study Preliminary Numbers (Appendix O) Circuit Court Judge Workload Study Preliminary Numbers (Appendix P)
For the Good of the Order	
Adjourn	Chief Justice Fox

Standard administration reports will be made via **newsletter** and made in person at the Judicial Council meeting only upon request.

Attachments are designated in blue text.

WYOMING JUDICIAL COUNCIL

June 12, 2023

NEWSLETTER

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Fiscal/HR

Claire Smith

Budget

The upcoming budget session will be a primary focus for the Fiscal/HR division over the coming months. Decisions made by the Judicial Council at the June meeting will assist in creating the budget for the upcoming biennium.

Human Resources

The Human Resources Committee has been working diligently to provide a recommendation to the Wyoming Judicial Council for the allocation of employee compensation throughout the Branch. That recommendation will be presented and discussed at the June Judicial Council meeting.

Administrative staff as well as members of the Workload Study Committees (Judges and Clerks) will meet in Casper on June 6th and 7th with the National Center for State Courts to move toward finalizing the circuit court workload study. A final report is expected at the end of July, but the Branch should have preliminary numbers for needed positions prior to that time.

Applications

Heather Kenworthy

FullCourt Enterprise (FCE)

Circuit Court

- FCE has presented some issues in the circuit courts, leading to increased difficulty for the circuit court clerks in efficiently completing their duties. The circuit courts are experiencing slowness while working in the application, and there have been multiple instances where clerks are being logged out of the system while they are working on data entry. The IT division is currently meeting weekly with JSI to reveal the underlying issues that are causing these problems with the FCE application.

District Court

- The Applications division continues its implementation of FCE in the district courts. As indicated previously, both Sheridan and Johnson Counties went live on the system in early 2023. The Applications team recently finished training for its upcoming go-lives in the Fifth Judicial District –

	<p>Washakie County (week of June 5th), Big Horn County (week of June 5th), Park County (week of June 19th), and Hot Springs County (week of June 26th). The next set of trainings for FCE will take place in August of this year for the Eighth Judicial District.</p> <p><u>eFiling</u></p> <p>Circuit Court</p> <ul style="list-style-type: none"> - The Judicial Branch was appropriated ARPA funds to implement eFiling in the circuit courts. The Legal division is currently working on initial drafts of contracts for eFiling at the circuit court level. <p>District Court</p> <ul style="list-style-type: none"> - The implementation of eFiling in the district courts has been bumpy. The integration between the eFiling system (FSX) and the case management system (FCE) has presented some substantial challenges. Tammy Carter, CEO of FSX, visited Cheyenne on June 22nd and 23rd to meet with various stakeholders, including administrative staff, clerks of district court, attorneys, and the eFiling Committee. A list of action items for FSX is currently being compiled to make the system work more seamlessly in the future. <p><u>Appellate eFiling/Case Management System</u></p> <p>The Legal division is working in coordination with the IT and Applications divisions and the Supreme Court Clerk's Office to create an RFQ for an appellate eFiling and case management system. The hope is to select a vendor in the fall or winter of 2023, and execute contracts by June 2024.</p>
<p>Information Technology Nate Goddard</p>	<p><u>Internal Pen Testing</u></p> <p>The Judicial Branch recently completed its annual penetration testing to reveal weaknesses in the Judicial Branch network. The testing revealed no critical infrastructure weaknesses, and the IT division will work to remedy the non-critical findings revealed during the testing.</p> <p><u>Help Desk</u></p> <p>The new help desk has been implemented and is now being used Branchwide. Feedback and improvements are continuously being made. One primary goal for the new help desk is to ensure that the tickets are routed to the appropriate Administration staff member to provide more timely resolution to issues being experienced across the state.</p> <p><u>O365 Defender Migration</u></p> <p>The IT division will be migrating to Office 365 Defender in the month of June to further increase security to the Judicial Branch network, and to save the Branch from paying for services from a separate vendor. In terms of effects to end-users, the primary change will be in the method of encrypting emails. While the change to the</p>

	Judiciary will be minimal. This may mean that outside entities who received encrypted Judicial Branch emails may need to access those emails in a slightly different method.
Education Lisa Finkey	<p><u>Conferences</u></p> <p>In April and May, the Education division planned and coordinated conferences for the Circuit Court Chief Clerks and the Circuit Court Judges. The Children’s Justice Project, in coordination with the Division of Victim Services in the Attorney General’s Office, is currently planning the Joint Symposium on Children and Youth. That conference is scheduled to take place at the Marian H. Rochelle Gateway Center in Laramie June 13th through 15th.</p> <p><u>New Clerk Training</u></p> <p>The Education division will present a new clerk training the week of June 5th. This training will allow new clerks in the circuit courts to travel to Cheyenne for a week of training on various topics, including court process, court rules, customer service, technology applications and equipment, etc. This is the second new clerk training offered by the Education division.</p> <p><u>Leadership Training</u></p> <p>In coordination with Human Resources, the Education division is planning the second annual leadership training for the circuit court chief clerks, which will take place in August of this year. This one-day training provides opportunities for chief clerks to learn about generational differences in the workplace, how to address and deal with difficult personnel issues, and how to create a quality workplace for their teams.</p> <p><u>Judicial Conference</u></p> <p>With feedback from the Education Committee, the Education division will be working to create an agenda and schedule speakers for the Judicial Conference, which will take place September 5th and 6th in Laramie.</p>
Legal Ben Burningham	<p><u>Chancery Court</u></p> <p>The Chancery Court continues to see a rise in the number of cases since the beginning of the year. Currently, the court is on-pace to reach the same number of cases filed in the first year of Chancery Court within the first six months of 2023. Judges Sharpe and Lavery continue to preside over the Chancery Court docket with administrative support in the form of clerk, judicial assistant, and law clerk tasks provided by the Legal division.</p> <p><u>Treatment Courts</u></p> <p>The Legal division just wrapped up the annual Treatment Court conference, which provides educational opportunities for treatment court judges, coordinators, and other participants in the treatment</p>

	<p>court process. The conference took place May 23rd through 25th in Laramie.</p> <p>The Legal division continues to work with the Department of Health in planning the transition of treatment courts from the Department to the Judicial Branch on July 1, 2024. The Legal division, along with the vendor contracted by the Judicial Branch, are currently working with the Department on a case management system for the treatment courts. The new system was selected and contracted by the Department prior to the legislation transferring the treatment courts to the Judiciary during the 2023 legislative session.</p> <p><u>Rules Governing Access to Court Records</u></p> <p>The Legal division is working with the PRAC – Rules Governing Access to Court Records Committee – to update the Rules Governing Access to Court Records and the Rules Governing Redaction from Court Records. This work is being completed to provide more uniformity and understanding of these rules across the state, and with an eye toward providing remote public access to court records in the future.</p>
<p>Executive Committee Information</p> <p>Chief Justice Fox Judge Wilking Judge Bartlett</p>	<p><u>Audit Committee</u></p> <p>The Audit Committee, charged with the responsibility for creating a uniform audit process for the circuit courts, will be a committee of the Wyoming Judicial Council.</p> <p><u>Court Navigator</u></p> <p>As the Judicial Branch works toward a court navigator pilot program, it has become apparent that a position is needed to oversee the pilot and possible expansion of that program. An additional position should be added to the request for Administration staff as part of the budget.</p>