



**Board for Judicial Administration (BJA) Meeting**  
**Friday, October 17, 2014 (9 a.m. – Noon)**  
 AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

**AGENDA**

<b>1. Call to Order</b>	Judge Kevin Ringus	9:00 a.m.
<b>2. Welcome and Introductions</b>	Judge Kevin Ringus	9:00 a.m.
<b>3. Group BJA Member Photo</b>	Judge Kevin Ringus	9:05 a.m.
<b>4. Governance Essentials</b>	Mr. Cory Sbararo, Turnpoint Consulting	9:10 a.m. Tab 1
<b>Break</b>		11:15 a.m.
<b>Action Items</b>		
<b>5. September 19 Meeting Minutes</b> Action: Motion to approve the minutes of the September 19, 2014 meeting	Judge Kevin Ringus	11:30 a.m. Tab 2
<b>6. GR 31.1 Forms</b> Action: Motion to approve the following GR 31.1 forms: Public Records Officer Job Description, Managing Electronic Records and Emails of Employees, and Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1	Mr. John Bell	11:35 a.m. Tab 3
<b>7. BJA Committee Recommendations</b> Action: Motion to adopt the Public Trust and Confidence, Best Practices, and Trial Court Funding Operations recommendations	Judge Kevin Ringus	11:40 a.m. Tab 4
<b>Reports and Information</b>		
<b>8. GR 31.1 Forms</b>	Mr. John Bell	11:45 a.m. Tab 5
<b>9. 2015 Meeting Schedule</b>	Judge Kevin Ringus	11:50 a.m. Tab 6
<b>10. Administrative Manager's Report</b>	Ms. Shannon Hinchcliffe	11:55 a.m. Tab 7

<b>11. Other Business</b> Next meeting: November 21 AOC SeaTac Office, SeaTac	Judge Kevin Ringus	11:58 a.m.
<b>12. Adjourn</b>		Noon
Persons with a disability, who require accommodation, should notify Beth Flynn at 360-357-2121 or <a href="mailto:beth.flynn@courts.wa.gov">beth.flynn@courts.wa.gov</a> to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.		