



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: *March 11, 2025*

**DATE:** January 22, 2025  
**TO:** Board of County Commissioners  
**FROM:** Emily Reed, Assistant Court Administrator, District Court  
(775)325-6625, emily.reed@washoecourts.us  
**THROUGH:** Alicia Lerud, District Court Administrator and Clerk of Court

**SUBJECT:** Request that the Board of County Commissioners retroactively acknowledge the grant award from the State Justice Institute to the Second Judicial District Court, in the amount of \$75,000.00 (\$7,500 cash match to be covered within existing budget authority for professional services; \$30,000 cash match within existing budget authority for personnel), to support the Court Caseflow Assessment effective December 9, 2024, through December 31, 2025, and direct Finance to make the necessary budget amendments. District Court. (All Commission Districts.)

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### SUMMARY

The Second Judicial District Court has been awarded \$75,000 in grant funding to support the Court Caseflow Assessment to address significant increase in the number of cases going to trial to improve times to disposition and workload distribution. Funding will be utilized to assess current processes and provide recommendations for improving operations based on the national best practices and standards.

County Priority supported by this item: Efficient Delivery of Regional Services.

### PREVIOUS ACTION

No previous Board action.

### BACKGROUND

The Court operates in the second most populated area of the state in a medium-sized urban jurisdiction. The National Center for State Courts (NCSC) led assessment/study will focus on operations for the nine District Court judges who are supported by law clerks, courtroom clerks, and judicial assistants, as well as court-wide support staff (i.e. court administration and filing office). In addition, the NCSC project team will develop a working understanding of operations in the area's justice courts, which include six judges for the Reno Justice Court, and four judges for the Sparks Justice Court. The Court is

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experiencing a significant increase in the number of cases going to trial and is seeking ways to improve times to disposition and workload distribution.

Second Judicial District Court requested \$75,000 in grant funding to evaluate the Court's processes and staffing as it relates to caseflow management, with a focus on criminal courts.

Award was taken to the next available BCC meeting upon notification.

**GRANT AWARD SUMMARY**

**Project/Program Name:** *Second Judicial District Court Caseflow Assessment*

**Scope of the Project:** Assess current Court processes and provide recommendations for improving operations based on the national best practices and standards.

**Benefit to Washoe County Residents:** *Enhancing timeliness of dispositions.*

**On-Going Program Support:** *This is one-time funding provided by the State Justice Institute and ongoing support from County sources is not anticipated.*

**Award Amount:** \$75,000

**Grant Period:** December 9, 2024 – December 31, 2025

**Funding Source:** State Justice Institute (SJI)

**Pass Through Entity:** N/A

**CFDA Number:** N/A

**Grant ID Number:** SJI-25T010

**Match Amount and Type:** \$7,500 Cash Match to be covered within existing budget authority for professional services; \$30,000 Cash Match within existing budget authority for personnel.

**Sub-Awards and Contracts:** *National Center for State Courts*

**FISCAL IMPACT**

Should the board accept this grant award and approve these amendments, the FY25 District Court adopted budget will be increased by \$75,000 in both revenues and expenditures in the following accounts:

<b>Cost Object &amp; Description</b>	<b>G/L Account &amp; Description</b>	<b>Amount</b>
IO-29066 SJDC SJI Caseflow Management	432100 - State Grants	\$75,000
IO-29066 SJDC SJI Caseflow Management	710100 – Professional Services	\$75,000

**RECOMMENDATION**

It is recommended that the Board of County Commissioners retroactively acknowledge the grant award from the State Justice Institute to the Second Judicial District Court, in the amount of \$75,000.00, (\$7,500 cash match to be covered within existing budget authority for professional services; \$30,000 cash match within existing budget authority for personnel) to assess current Court processes and provide recommendations for improving operations based on the national best practices and standards effective December 9, 2024 through December 31, 2025, and direct Finance to make the necessary budget amendments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: move to retroactively acknowledge the grant award from the State Justice Institute to the Second Judicial District Court, in the amount of \$75,000.00, (\$7,500 cash match to be covered within existing budget authority for professional services; \$30,000 cash match within existing budget authority for personnel) to assess current Court processes and provide recommendations for improving operations based on the national best practices and standards effective December 9, 2024 through December 31, 2025, and direct Finance to make the necessary budget amendments.