

Probation Committee Judicial Conference of Indiana

Meeting Minutes

March 21, 2025

The Probation Committee of the Judicial Conference of Indiana met by Zoom on March 21, 2025, from 10:30 a.m. to 11:20 a.m. Judge Mark Smith chaired the meeting.

- 1. Members present.** The following members were present: Andrew Antrim, Andrew Borlund, Angela Davis, Sally McLaughlin, Celia Pauli, Matthew Raper, Travis Shields, and Mark Smith.
- 2. Guest present.** Shannon Chambers attended the meeting on behalf of the Probation Officers Advisory Board as its Chair.
- 3. Staff present.** Chris Biehn and Michelle Goodman provided staff assistance.
- 4. Approval of minutes.** The meeting minutes from October 25, 2024, were approved unanimously on motion and second by Angela Davis and Celia Pauli.
- 5. Office of Court Services Update.** Chris Biehn and Michelle Goodman reported on the following topics:
 - Certification procedures: The Certification team is launching a new process for certification applications and renewals. Certified programs will receive a notice 120 days prior to the expiration of their certification to provide IOCS with the required information and documentation to renew their certification. There was a discussion on whether there will be more consistency moving forward with what IOCS requests and how items will be reviewed. With the new process and the new configuration of the certification team, one of the main goals is more consistency during the full process.
 - Probation Officer Misconduct reports: The Hancock County probation officer surrendered her certification in lieu of a hearing with the Committee. Jenny Bauer and Heather Falks are reviewing a new misconduct submission and will present that information to the Committee in May. The Committee was reminded of the location of the online portal for reporting misconduct.
 - Juvenile Detention Alternatives Initiative: The Annie E. Casey Foundation recently published their Juvenile Probation Transformation Training Series, which is free on their website.
 - Salary Schedule: Jenny Bauer and Angela Morris, POPAI President, discussed their interest in amending the structure of the minimum salary schedule for probation officers and POPAI would like to attend a future committee meeting to present their proposal.

The committee briefly discussed the history of the prior request, that multiple courts are similarly experiencing challenges with introductory pay, the common concerns of county fiscal bodies, and POPAI's recent board meeting to review and update their proposal for future consideration.

- Presentations at POPAI training: Jenny Bauer presented to the new chief probation officers at the new chief probation officers training provided by POPAI. Chris Biehn also presented at the POPAI chief probation officer summit on IOCS updates. Jenny and Chris also joined David Steward, OJA IT Director, in presenting information on Artificial Intelligence.
- Justice Services Conference: The Justice Services Conference is scheduled for April 15-17, which overlaps with the Spring Judicial College. Both are being held in the Indiana Convention Center, so you can attend sessions at each one. Jenny and Heather Falks will present a session on ethics. Also, Michelle Goodman and Lisa Thompson will present on the Juvenile Reports project.
- Juvenile Reports Project: The Board of Directors approved the recommended changes for the Juvenile Reports and IYAS policy at their December 2024 meeting, which will be effective on July 1, 2025. IOCS and IOCT are working on development and implementation.

6. Legislative Update. Michelle Goodman reported on HB 1687 regarding probation transfers for sex and violent offenders, which will require judges in both counties to approve the transfer. This will affect the Intra-State Transfer rules. The Committee was interested in whether POPAI was working on these provisions and any impacts and there was a brief discussion on the POAB subcommittee's work on Intra-State Transfer rules. She reported on SB 218 regarding the electronic monitoring report to amend the deadline for JRAC to submit its annual report. The next report was on SB 287 regarding school board elections becoming partisan with the ability to still declare as nonpartisan. Unless the bill text changes, this will be an issue for judges to review and approve if court employees want to run for school board as nonpartisan candidates. She also reported on SB 281 regarding expungement and SB 324 on criminal penalties and bail hearings.

7. Justice Reinvestment Advisory Council report. Chris Biehn and Michelle reported that JRAC met on January 31 and February 28. The Local JRAC report form is available, and these reports are due by March 31. JRAC established a new workgroup on data to assist Local JRACs with performance measures. The Council approved the 2024 annual report form for Local JRACs and the 2024 annual electronic monitoring report. On April 11, the Local JRAC Workgroup, Reports Workgroup, and Data Workgroup will meet. The next JRAC meeting is scheduled for April 25.

8. Youth Justice Oversight Committee report. Michelle Goodman reported that the YJOC received an update from the Children's Commission which is actively working on HB 1098 regarding youth, family and caregiver engagement with the Commission, needed appropriations within the budget bill, and HB 1403 regarding the YJOC grant administration to align with current processes and specifically addressing the ability to provide advance funding to help get programs started, which can be done now but is set to expire. There is a current application YJOC local grant applications are open with a submission deadline of April 17 for funding to start July 1. The funds being used were previously allocated to a non-reverting fund with ICJI. There are three funding categories: Juvenile Diversion – program grant or planning grant, Juvenile Community alternatives – program grant or planning grant, and Juvenile Behavioral Health – competitive grant. The Grants Work Group is also working on ways to highlight current grant recipients' work in addition to information online. The Screening and Assessment workgroup is continuing to support the implementation of the juvenile reports project and work with IOCS on recorded stakeholder training on IYAS tools. The Data Work Group stayed current on the juvenile reports project, continuing with the data evaluation work with twenty-four counties, and working with the Diversion Work Group. The Behavioral Health Work Group is working on guidance regarding diagnostic evaluations and that materials are under review by several groups. The Diversion Work Group is also looking to post a directory of diversion programs. The Transitional Services Work Group is developing best practice guidance.

9. Probation Officers Advisory Board report. Shannon Chambers reported that the Supervision subcommittee is reviewing the Intra-State Transfer rules and will be working with Michelle and Jenny on feedback and background to help finalize their proposal. The Education subcommittee is working with IOCS Education team and completed a review of the safety and security PowerPoint to update those materials, and they are reviewing training videos to recommend updates. The Children's Commission has new membership, and they received a presentation on the IYI data and on the Best Youth Initiative. POAB also had an update on the Juvenile Reports project, and they are exploring having a future in-person or hybrid meeting to enhance participation. Judge Smith asked POAB and the Supervision subcommittee to review HB 1687 and alert IOCS staff or him with concerns.

10. 2025 meeting dates. The 2025 meeting dates are as follows (10:30 a.m. Eastern time) via Zoom: April 25 (if needed), May 30, July 25, and October 24. The Committee will designate a meeting as in-person later.

Respectfully submitted,

Michelle Goodman
Indiana Office of Court Services

Probation Committee Judicial Conference of Indiana

Meeting Minutes

May 30, 2025

The Probation Committee of the Judicial Conference of Indiana met by Zoom on May 30, 2025, from 10:30 a.m. to 11:20 a.m. Judge Angela Davis chaired the meeting.

- 1. Members present.** The following members were present: Andrew Borlund, Angela Davis, Celia Pauli, Travis Shields, and Doug Tate.
- 2. Guest present.** Shannon Chambers attended the meeting on behalf of the Probation Officers Advisory Board as its Chair.
- 3. Staff present.** Jenny Bauer, Chris Biehn, Nancy Wever, and intern Patrick Joyce provided staff assistance.
- 4. Approval of minutes.** The meeting minutes from March 21, 2025, were approved unanimously on motion and second by Celia Pauli and Andrew Borlund.
- 5. PO Certification Revocation Request.** Jenny Bauer reported that Grant County Judge Mark Spitzer submitted a request to review and revoke the certification of Ashley Till. Grant County fired her from her position as a probation officer in October 2024 for unethical behavior: sexual activities with two men under supervision by the probation department. Ms. Till was also charged with Level 6 felony sexual misconduct as a service provider and official misconduct. She pleaded guilty in April to the official misconduct charge and was sentenced to one year on probation. The committee reviewed the request and agreed to move forward with the revocation process on motion and second by Andrew Borlund and Travis Shields. Ms. Bauer will send a letter to Ashley Till informing her of the request and opportunity to appear before the committee.
- 6. Salary Schedule update.** Ms. Bauer reported that the 2026 Minimum Salary Schedule for Probation Officers was posted on the IOCS website and sent to chief probation officers. State judicial employees did not receive a raise this year, so there is no change to the salary amounts in the schedule. Ms. Bauer informed the committee that the governor signed SEA 1 on local government finance, which reduces property taxes. The POPAI proposal to increase the salary schedule amounts may need a pause to evaluate the SB 1 effect on county government funding.
- 7. Legislative update.** Ms. Bauer reported on the following legislative bills that passed during the 2025 session of the Indiana General Assembly (effective July 1):
 - HEA 1687—Probation transfer for sex and violent offenders
 - Both county judges must agree to transfer of sex or violent offender

- Courts consider if the offender has family in receiving county, employment in receiving county, or living arrangement (including communal housing for released prisoners) and must issue a written order approving or denying the transfer
- SEA 218—Electronic monitoring (JRAC bill)
 - Removes false location alerts from report data
 - Moves annual report deadline to May 1
- SEA 287—School board elections
 - Requires candidates for school board to declare party affiliation, independent, or non-partisan
 - OJAR is okay with PO's running for and serving on school boards as non-partisan candidates; guidance should come out soon
- SEA 1—Local government finance
 - County property tax reduction bill; impacts county revenue and budgets
- HEA 1001—State budget bill; all state agencies cutting 5% from budgets

8. Office of Court Services Updates.

- Justice Reinvestment Advisory Committee: Jenny Bauer reported that the next JRAC meeting is scheduled for June 27. The agenda will include approval of the indigency determination report required by SEA 179-2024. Chris Biehn also reported that the JRAC subcommittees meet on June 20 to finalize the Local JRAC annual report.
- Juvenile Detention Alternatives Initiative: Nancy Wever reported that 2 new counties joined JDAI—Jennings and Dearborn/Ohio—bringing the total of JDAI participating counties to 37. These counties serve 73% of youth ages 13-17 statewide. The IOCS youth justice team is also providing technical assistance in Wells County.
- Problem-Solving Courts Report: Chris Biehn reported that IOCS is working on the annual Problem-Solving Courts report.
- Grants: Chris Biehn reported that IOCS staff is meeting with DOC on the 2026 community supervision grants. DOC anticipates sending out the grant letters by June 30. He noted that state budget cuts may affect funding for DOC grants and IOCS grants.
- Interstate Compact for Adult Offender Supervision: Chris Biehn reported that Texas has implemented a Terrorist Offender Registration Program (TORT), which requires convicted terrorists to register with local law enforcement if they intend to reside or work in Texas. This program is like the state's sex offender registration laws but is not public and is only accessible to law enforcement. The new state terrorism offenses will carry penalties against terrorists who knowingly act or provide material support to terrorist organizations. The Texas Terrorist Offender Registration Program is the nation's first terrorist offender registry.

9. Probation Officers Advisory Board report. Shannon Chambers reported that the Probation Officers Advisory Board is scheduled to meet on June 10. POAB has new members joining the meeting, so Ms. Chambers will provide an overview of POAB as chair. The agenda will also include the revised adult intrastate transfer rules and creating a list of hot topics. POAB also hopes to have one in-person meeting per year.

10. 2025 meeting dates. The remaining 2025 meeting dates are (10:30 a.m. Eastern time) July 25, and October 24.

Respectfully submitted,

Jenny Bauer
Indiana Office of Court Services

Probation Committee Judicial Conference of Indiana

October 24, 2025

Meeting Minutes

The Probation Committee of the Judicial Conference of Indiana met by Zoom on October 24, 2025, from 10:30 a.m. to 11:30 a.m. Judge Mark Smith chaired the meeting.

1. Members present. The following members were present: Andrew Antrim, Sally McLaughlin, Matthew Raper, Travis Shields, Mark Smith, Terrance Tharpe, and William Walz.

Guest present. Shannon Chambers attended the meeting on behalf of the Probation Officers Advisory Board as its Chair.

Staff present. Jenny Bauer and Chris Biehn provided staff assistance.

2. Approval of minutes. The meeting minutes from May 30, 2025, were approved unanimously on motion and second by Matthew Raper and Andrew Antrim.

3. Action Items

- **PO Certification Revocation Request.** Jenny Bauer reported that Ashley Till did not respond to the letter informing her of the request to revoke her probation officer certification and the opportunity to appear before the committee. The Committee reviewed the facts provided by Grant Circuit Court Judge Mark Spitzer: Grant County fired Ms. Till from her position as a probation officer in October 2024 for unethical behavior: sexual conduct with two men under supervision by the probation department. Ms. Till was also charged with Level 6 felony sexual misconduct as a service provider and official misconduct. She pleaded guilty in April to the official misconduct charge and was sentenced to one year on probation. The committee voted unanimously to revoke Ms. Till's certification on motion and second by Terrance Tharpe and Andrew Antrim. Ms. Bauer will send a letter to Ms. Till informing her of the decision and informing her of the opportunity to appeal the decision to the Judicial Conference Board of Directors. Judge Spitzer will be copied on the letter as required by the policy.
- **Rules on Intrastate Transfer of Adult Probation Supervision.** Jenny Bauer reported that the Probation Officers Advisory Board recommended several amendments to the Rules on Intrastate Transfer of Adult Probation Supervision. In addition, IOCS staff recommends adding sex offender transfer eligibility requirements from HEA 1687-2025, updating documents available in SRS, and removing sections not used in practice. The Committee discussed the section on courtesy notice if a court does not transfer supervision of a person who lives in another county. The Committee agreed that the section should remain in the rules until Court Technology can flag community supervision in SRS. The Committee

approved sending to the Judicial Conference Board of Directors for feedback on motion and second by Andrew Antrim and Matthew Raper.

- **Sex Offender Conditions.** Jenny Bauer reported that a probation department contacted her recently about confusion on the sex offender registry requirements. The department misinformed a probationer that he was required to register 7 days after release from DOC. The probationer was arrested when he tried to register at the local sheriff's department for failure to timely register, but he has already been registered before leaving DOC as required by statute. The prosecutor did not file charges. Ms. Bauer also reported that the department requested an amendment to the Probation Sex Offender Conditions. Ms. Bauer worked with IOCS staff attorney Michelle Goodman to draft a possible amendment to condition #2. She stated that she and Ms. Goodman are not sure that the amendment is necessary and that it may be a training issue. The Committee discussed the proposed amendment and requested feedback from the Probation Officers Advisory Board.
- **Salary Schedule request.** Ms. Bauer reported that Supreme Court General Counsel Heather Falks requested the addition of "bonus or stipend" to the list of items not included in the definition of salary. The requested addition was in response to an issue in Kosciusko County. The Committee tabled the item to get more information from Ms. Falks.

4. Office of Court Services Updates.

- Chris Biehn reported that the next JRAC meeting is scheduled for October 31. The meeting will be livestreamed in accordance with the Open Door Law.
- Jenny Bauer reported that Local JRAC's are not subject to the livestreaming requirement. She will send the memo to committee members.
- Jenny Bauer also reported that the Supreme Court posted several proposed rule amendments for public comment on October. The comment period is open for 30 days.

5. Probation Officers Advisory Board report. Shannon Chambers reported that the Probation Officers Advisory Board in September. The POAB members appreciate feedback on items sent to the Probation Committee.

6. Other business. Judge Smith noted that the Hendricks County Probation Department has been receiving numerous calls from ICE agents asking to review probation files. The members discussed the issue in general and that there is not much helpful guidance.

7. 2026 meeting dates. The 2026 meeting dates are (10:30 a.m. Eastern time) on the following dates:

January 23 (if needed)

February 27

April 24

July 24 (in person)

October 23

Respectfully submitted,
Jenny Bauer
Indiana Office of Court Services