

Personnel Committee Minutes

January 15, 2013

Chair Susan Orth called the January 15, 2013 meeting of the Personnel Committee to order. Present were: Jennifer Applegate, Christa Coffey, Mary DePrez, Darrin Dolehanty, Jerry Noble, Derek Peterson, David Remondini. Drucilla Fromm, Brenda Rodeheffer, Cindy Spence attended via telephone.

Staff: Vicki Davis and Barbara Arnold Harcourt.

Approval of Minutes of the October 30, 2012 Meeting

On motion of Jerry Noble and second of Darrin Dolehanty, the minutes of the last meeting were approved without correction.

Meetings of Judges and Clerks

It will not be possible to have state-wide district meetings with judges and clerks this year. The Committee felt that a pilot meeting of judges and clerks from a small district would be helpful in determining how state-wide meetings might be implemented.

Committee members reported the clerk/judge meetings held in their respective counties. Each found that the meetings were productive and in some counties the meetings will continue in the future.

July 2013 Trial Court Employee Conference

Topics for the summer Conference were discussed. The following were suggested:

Preparation of abstracts in criminal cases

Review of Incite

Changes to the trial rules

Sites available on the internet that may assist court staff

Bureau of Motor Vehicle

Each Committee member to collect BMV issues and forward them to Chair Orth or Barbara Harcourt

Online Orientation Tool

A report of the status of the Online Orientation Tool was given. The Tool continues to be well received with court and clerk staff utilizing it. The completion rate is around 50%, however, many students return in later sessions to complete.

A discussion of making a recommendation to the Strategic Plan Committee to require that all trial court employees complete the Tool was held. It was decided to table the discussion until the next meeting.

District Training

Suggestions were made to offer regional training on change management, Filing to Final Disposition, helping employees understand why they do what they do in their jobs.

Communication

The Committee is in agreement that the information that trial court employees need is available on the internet. The problem remains how to access that information. Committee members will email Barbara Harcourt with suggestions of links to be placed on the Staff portal page.

Employee Best Practices Reference

The Committee decided that the topics in the Administrative Manual could form the basis of the Reference with the topics expanded to include items such as a simplified version of the Court Rules and links to relevant Court Times articles. The Reference Book will be discussed at the next meeting.

Committee Member Suggestions

Chair Orth asked the members to make suggestions for issues or projects they would propose for the Committee. An informational program on e-filing and supervisor training were suggested.

Recommendation for Additional Committee Member

The Committee agreed to recommend that Paige Bova be considered for appointment to the Personnel Committee by the Chief Justice.

Respectfully submitted,

Barbara Arnold Harcourt

Personnel Committee Minutes

April 23, 2013

Chair Susan Orth called the April 23, 2013 meeting of the Personnel Committee to order. Present were: Jennifer Applegate, Laurie Baker, Paige Bova, Christa Coffey, Mary DePrez, Jerry Noble, Derek Peterson, Brenda Rodeheffer, Cindy Spence. Drucilla Fromm attended via telephone.

Staff: Vicki Davis and Barbara Arnold Harcourt.

A member of the public was also in attendance.

Approval of Minutes of the January 15, 2013 Meeting

Brenda Rodeheffer moved approval of the January 15, 2013 minutes. Jerry Noble seconded and motion carried.

Public Comment

Stuart Showalter, a member of the public expressed his concerns about high conflict divorces and the need for effective resolutions.

Upcoming Educational Events

The Committee was updated on events that will occur in the near future.

An Administrators' Round Table is planned for June 6. This gathering is a fairly informal exchange of ideas.

The 5th annual Trial Court Employee Conference will be held at the Marriott Hotel on July 17. The tentative agenda was outlined.

Online Orientation Tool

Currently 329 court/clerk employees have completed the tool. A much greater number have taken the course but not completed it. A suggestion was made that an additional question be asked on course evaluations to determine if participants completed the course over a period of many short sessions or in fewer longer sessions.

Several ideas for an additional course included; going more in depth on specific topics, exploring the "why" of court employees' work, videos of people at work.

Mary DePrez and Christa Coffey volunteered to be on a subcommittee that would work on developing a new course.

Training Suggestions

Suggestions made at the January meeting were explored. A session on e-filing appears to be a bit premature at present.

The Committee discussed education for supervisors. A “blended” education—live and web-based classes—model was presented. The first step for participants would be to complete an online course, *Different Work*, which is free through the National Center for State Courts. It would serve as a pre-requisite for live classes. Adrienne Meiring was suggested on ethics, Orval Schierholz on change management and Paige Bova volunteered to be a presenter. The group decided to move forward with the concept by having an email sent to judges, clerks and court administrators advising them of the free online course and asking for interest in such a program and input.

Change management training could be offered for counties that will be implementing the case management system Odyssey.

Best Practices Deskbook

It was decided that the Communications Subcommittee could make suggestions for a Best Practices Deskbook. The group could begin by reviewing the Court Reporter Handbook and the questions that currently are posed to the Judicial Center and State Court Administration.

Courthouse Security Joint Task Force

Bob Champion of the Indiana Judicial Center appeared and asked for volunteers from the Personnel Committee to help form a Joint Task Force with members of the Security Committee. The Task Force would be responsible for creating guidelines to assist in the development of county courthouse security manuals. Additionally, the group work on a plan for court security officer training. Laurie Baker, Paige Bova, Christa Coffey and Jerry Noble volunteered to serve on the Task Force.

Next Meeting

The Committee agreed that the next meeting be in August with the date to be selected in the future.

Respectfully submitted,

Barbara Arnold Harcourt

Personnel Committee Minutes

October 9, 2013

Chair Susan Orth called the October 9, 2013 meeting of the Personnel Committee to order. Present were: Jennifer Applegate, Christa Coffey, Mary DePrez, James Heuer, Lilia Judson, Derek Peterson, David Remondini, Brenda Rodeheffer, Cindy Spence.

Darrin Dolehanty, Drucilla Fromm, Karen Love, Jerry Noble attended via telephone.

Staff: Vicki Davis and Barbara Arnold Harcourt

Approval of Minutes of the April 23, 2013 Meeting

Cindy Spence moved the approval of the April 23, 2013 minutes. Derek Peterson seconded and motion carried.

Trial Court Employee Conference

The 2013 Conference was reviewed. The tentative date for 2014 is July 14. The members discussed impediments to attendance. A suggestion was made that space be set aside for clerks to attend in 2014. Joint training would be beneficial to both clerk and court staff.

Topics ideas included: working with unrepresented litigants (especially in Protection Order cases), legal advice vs. information, mental health cases, how to deal with media by Kathryn Dolan.

Courthouse Security Committee and Joint Task Force

Clerk Coffey reported on the meetings of the Task Force and the project to create a Handbook for Court Security Officers.

Amanda Wishin discussed the last meeting of the Security Committee. The Security Committee did not look favorably on working toward legislation for mandatory incident reporting. Jane Seigel has suggested a pilot project involving 5 or 6 counties making reports of incidents. Judge Orth said Floyd County currently keeps such statistics and probably would participate. Clerk Coffey indicated that Tippecanoe County might find the project helpful.

A suggestion has been made by the Boone County Sheriff that courts could use expired law enforcement vests to reinforce the bench and desks.

District Training

Judge Michael Shurn and Julie McDonald, who presented a session Grammar at the July conference, are willing to take the program to districts throughout the state. The session was very well received by conferees. Terry Harrell of the Judges and Lawyers Assistance Program is also willing to present a session on compassion fatigue to court and clerk staff at the local level. Clerk Coffey volunteered Tippecanoe County to host district training. Judge Dolehanty will check with the other judges in his county to see if Wayne County would be another training site. He feels the probation staff would benefit from the compassion fatigue session as well

Online Orientation Tool

To date 425 court and clerk staff have completed the Tool. Another 21 alcohol and drug program directors also completed it. Currently 65 persons are signed up for the session that commenced October 7. The future of online education for court/clerk staff was discussed. Possible topics for online modules suggested were: trial rules, CCS entries and maintaining the record, mental health cases, security issues especially ones involving domestic violence victims

Court Reporter Handbook

Committee members were in agreement that the Handbook is in need of a general revision. Senior Judge Richard Payne has been doing the updates. Clerk Coffey, who was on the original preparation committee volunteered to be on the revision subcommittee. Judge Orth said that Cindy Klusmeier, also on the original committee, would be available to serve. Jennifer Applegate and Derek Peterson agreed to work on the project. Kyle Gillaspie, Court of Appeals attorney, and Heather Smith of the Supreme and Court of Appeals Clerk's office were suggested as good persons to assist in the process.

Best Practices Deskbook

Cindy Spence volunteered to join Judge Dolehanty and Derek Peterson on the committee to begin preparing the Deskbook. Barbara Harcourt will assist. The manual will focus on work functions rather than job titles.

Next Meeting

The next meeting date will be determined using Doodle.

Respectfully submitted,

Barbara Arnold Harcourt