

Personnel Committee Minutes

February 25, 2014

Chair Susan Orth called the February 25, 2014 meeting of the Personnel Committee to order. Present were: Jennifer Applegate, Laurie Baker, Christa Coffey, Mary DePrez, Darrin Dolehanty, Lilia Judson, Karen Love, Derek Peterson, David Remondini, Brenda Rodeheffer.

Drucilla Fromm, James Heuer, Jerry Noble and Cindy Spence attended via telephone.

Staff: Vicki Davis and Barbara Arnold Harcourt

Approval of Minutes of the October 9, 2013 Meeting

Christa Coffey moved the approval of the October 9, 2013 minutes. Derek Peterson seconded and motion carried.

Court Reporter Handbook

The revision of the Court Reporter Handbook is well underway. It was suggested that the Court of Appeals be approached for a transcript template.

The Committee discussed ensuring reporters are made aware of the update and have access to the Handbook. A suggestion was made to send a hard copy to each judge.

Best Practices Deskbook

The subcommittee of Darrin Dolehanty, Derek Peterson and Cindy Spence has determined that several resources are in existence that cover the same material as the proposed Deskbook. Therefore, the subcommittee recommended that the project be dropped. The full Committee agreed.

One very good resource is the Trial Court Administrative Manual for Judges and Clerks. An announcement will be made on INcite to call court/clerk staff's attention to the Administrative Manual.

Courthouse Security Committee and Joint Task Force

Bob Champion reported on the Task Force and Security Committee meetings. The Task Force has completed its current mission with its work on suggestions for trial courts with regard to Administrative Rule 19.

Bob has had contact with a legislator who sponsored legislation to create a court fee to be used by the counties for courthouse security. Although it was not enacted this year, the legislator intends to file it again next year. The pilot for security incident reporting was put on hold.

Trial Court Employee Conference

Planning is underway for the sixth annual Trial Court Employee Conference to be held July 14 at the Marriott East. The agenda was discussed. The Committee endorsed the idea of opening the conference to each elected clerk or a designee.

District Training

The Grammar/Compassion Fatigue seminar will be conducted on March 18 with Clerk Coffey hosting in Lafayette. Other counties have expressed interest.

Distance Education

The next session of Online Orientation will begin February 24. The Judicial Center is exploring new programs to be developed with the National Center for State Courts.

New Business

The Appointed Judicial Officer Handbook will be under the auspices of the Personnel Committee. The Handbook needs to be updated. Suggestions were made as to members for the revision group.

Cell phone policies were discussed.

Courts 101 and Expungements were identified as topics for future educational sessions.

Committee Members' Ideas for Future

Jenni Applegate suggested a separate training for court reporters. The session(s) could be conducted on the eighth floor meeting area of 30 South Meridian with a maximum of 50 attendees. The focus could be on newer reporters. Possibly a second session for the seasoned reporter could be developed.

Next Meeting

The next meeting date will be determined using Doodle.

Respectfully submitted,

Barbara Arnold Harcourt

Personnel Committee Minutes

August 26, 2014

Chair Susan Orth called the August 26, 2014 meeting of the Personnel Committee to order. Present were: Jennifer Applegate, Christa Coffey, Mary DePrez, Derek Peterson, David Remondini, Brenda Rodeheffer.

Darrin Dolehanty attended via telephone.

Staff: Vicki Davis and Barbara Arnold Harcourt

Approval of Minutes of the February 25, 2014 Meeting

The minutes, having been previously distributed to the members, were reviewed and approved.

2014 Trial Court Employee Conference

The Clerks were pleased to be invited to the Conference. The pros and cons of video-taping future training were discussed. Also timing of the conference was reviewed

Various suggestions were made for the conference lunch—no speaker allowing more time for collegiality; a short motivational speaker, having a speaker at a plenary session, having table discussions at lunch with a facilitator.

Committee members suggested several topics for future conferences:

- Day-long tracks rather than many concurrent sessions

- e-filing

- Americans with Disabilities Act and court personnel's responses to issues involving ADA

- Managing Your Boss

- Communications

- Post Conviction Relief

- Implicit bias

- Ethics

- BMV 2015 changes

A survey of those attending this year would help identify topics.

Distance Education

The National Center for State Courts, the host for the Online Orientation Tool is in the process of reformatting the course. Additional modules will be added. The Committee suggested grammar for court employees, dealing with unrepresented litigants, and ethics as possible subjects for the new modules.

Court Reporter Training

The first Court Reporter Training session was filled the first day registration was opened. The training will have 50 participants and will be very interactive.

District Training

Two district trainings are scheduled. On September 30, Wayne County will host a two half day sessions with Grammar for Court Employees and Compassion Fatigue offered in each session. Compassion Fatigue and Working with Unrepresented Litigants will be offered to the Bartholomew County judges and court staff on November 7.

New Business

Certification for Court Employees

A judge contacted the Judicial Center asking that the Committee address the issue of certification for education taken by trial court employees. The group held a thoughtful discussion on the issue. It was agreed that mandatory education for trial court employees would be very costly.

It was suggested that individual courts could develop local rules requiring court employees to take a specific number of continuing education hours. Employee policies and handbooks could include educational requirements for court staff. Brenda Rodeheffer would be willing to work with judges to develop policies. Perhaps an educational institution such as IVY Tech could create a program of education specific to court employees.

Next Meeting

The Committee is comfortable meeting on Tuesdays. A meeting schedule will be set up.

Respectfully submitted,

Barbara Arnold Harcourt