

Personnel Committee Minutes

January 20, 2015

Chair Susan Orth called the January 20, 2015 telephonic meeting of the Personnel Committee to order. Present were: Jennifer Applegate, Tammy Baitz, Paige Bova, Christa Coffey, Darrin Dolehanty, Martin Goldman, Brenda Rodeheffer, Cindy Spence, Emily Van Osdal, Eric Zimmerman.

Staff: Vicki Davis and Barbara Arnold Harcourt

Approval of Minutes of the August 26, 2014 Meeting

The minutes, having been previously distributed to the members, were reviewed and approved on motion of Christa Coffey, seconded by Darrin Dolehanty.

New Committee Members

Chair Orth welcomed the new members who introduced themselves to the group.

Review of Recent Training

The Security Officer Conference, Wayne County District Training, Court Reporter Conferences, Bartholomew Training, and Marion County Training were reviewed. Those Committee members attending the sessions reported about their experiences. State Court Administration conducted QCSR and Financial Training in December. The attendees found the training helpful.

The two Court Reporter day-long trainings were very well received by the conferees. Ms. Davis gave permission for similar training in 2015.

2015 Trial Court Employee Conference

The Committee approved of inviting Clerks to attend this year's Conference. 100 spaces will be reserved for clerk/clerk staff as was done in 2014. If clerks do not fill those spaces, the seats will be released to allow additional court staff to attend.

The group reported that judges/court employees were very pleased that there was no limit on the number of employees from each court who could attend the 2014 Conference. The same policy will be used in 2015. The tentative agenda was discussed by the Committee.

Distance Education

Documents with the new format for Online Orientation and course outline were sent to Committee members prior to the meeting. The next Orientation class, which starts February 9, will probably be the last one in the old format. To date 545 court and clerk employees have completed the course. Also 24 Drug and Alcohol Court personnel have completed a portion as part of their educational requirements. Many more employees have participated but not completed 80% of the quizzes to receive a completion certificate.

District Training

Two district training sessions are scheduled. The first will be in Dearborn County with the topic of ethics to be presented by Brenda Rodeheffer and Compassion Fatigue by JLAP on February 27. The second one will be in Lake County with Grammar and Compassion Fatigue on May 22.

Desk and Hbook Updates

The Appointed Judicial Officers, Court Reporter and Senior Judge Handbooks are in the process of being revised.

New Business

Vicki Davis presented a potential project for the Committee's consideration. She proposed developing a handbook for court/clerk staff to use when working with litigants without lawyers. The handbook would provide guidance on how to give pertinent information with giving legal advice. Michigan has developed good materials in this area. The idea had very strong support from Committee members.

Chair Orth asked that members volunteer to serve on a subcommittee to develop a handbook. Brenda Rodeheffer, Christa Coffey, Eric Zimmerman, Vicki Davis will work on the project with Judge Orth.

Respectfully submitted,

Barbara Arnold Harcourt

**Court Personnel Committee
March 3, 2015**

Chair Susan Orth called the March 3, 2015 meeting of the Personnel Committee to order. Present were: Chair Orth, Mary DePrez and Brenda Rodeheffer. Participating telephonically were Paige Bova, Christa Coffey, Vicki Davis, Darrin Dolehanty, Martin Goldman, Karen Love, Daniel Molter, Cindy Spence, Emily VanOsdol, Eric Zimmerman.

Staff: Barbara Arnold Harcourt

Approval of Minutes of the January 20, 2015 Meeting

The minutes, having been previously distributed to the members, were reviewed and approved on motion of Cindy Spence, seconded by Marty Goldman.

Subcommittee Report on Legal/Information Resource

The subcommittee hopes to conclude its review of Michigan documents this month. Allen County has an excellent web site for litigants without lawyers at www.allencountycourts.us Committee members were encouraged to visit the site.

Review of Recent Training

The Dearborn County training was attended by 50 people including three judges and was successful.

Future Conferences

The Committee made suggestions for agenda items for the Annual Trial Court Conference. Brenda Rodeheffer spoke to the need for training for Juvenile Detention Facility Managers and the preliminary planning for such training that has taken place.

Distance Education

The process of updating the Online Orientation is continuing. The National Center for State Courts is developing a much more interactive course with the use of avatars.

Old Business

An extensive discussion was held on the previously tabled subject of the development a pool of court reporters to assist in transcript preparation. More information will be gathered to assist in further discussion on this topic at the June meeting. We will be seeking Judge Robb's guidance and the results of the pilot conducted last year with regard to court reporting.

New Business

Emily VanOsdol brought a training need to the attention of the group. Court employees often are not knowledgeable about the proper procedures when an access to court record request is made. Both the Public Access handbook and the Administrative Manual address this issue, however employees are often unaware of these resources.

Personnel Committee Minutes

August 11, 2015

Present: Jennifer Applegate, Chista Coffey, Darrin Dolehanty, Karen Love, Daniel Molter

Attending by telephone: Drucilla Fromm, Martin Goldman, James Heuer, Emily VanOsdol, Eric Zimmerman

Guests: James Maguire in person and Amitav Thamba by telephone

Staff: Vicki Davis and Barbara Arnold Harcourt

Approval of Minutes of the March 3, 2015 Meeting

The minutes, having been previously distributed to the members, were reviewed and approved on motion by Judge Heuer, seconded by Judge Love.

Review of Recent Training

A very brief overview of recent training was given.

New Business

James Maguire presented the Court Reporter Working Group's Suggestions to Assist Court Reporters and a number of supporting documents. The Suggestions are as follows:

- 1) Early notice of the appeal to be given electronically to court reporters
- 2) Require a realistic deposit at the time the notice of appeal is filed in order for work to commence on the appeal transcript
- 3) Amend AR 15 to make clear that Court Reporters are allowed to outsource their transcripts to outside transcription firms such as eScribers, AVTranz, or similar companies
- 4) Adopt the Federal formatting guidelines and provide for a system to monitor compliance with formatting requirements
- 5) Provide standardized templates that can be accessed online and used in either Word or WordPerfect
- 6) Provide some training sessions either online or in person for Indiana's Court Reporters to educate and inform them about the resources outlined above that will help them manage their

workload. This could possibly involve in-person presentations by RecordXchange, SpeedType, or others this fall or before next year

7) Explore the use of technology to assist court reporters—such as a work flow dashboard by The Record Xchange, which allows reporter to upload audiotape and put it out to bid for transcribing

8) Adopt a standardized page rate for the whole state

9) Confidentiality must be protected, and the company who transcribes must produce quality transcripts at a fair price

10) Amend SC Rules to identify and name a specific font: e.g., Courier New 12

The Personnel Committee discussed the Suggestions at length. The Committee came to a consensus that each suggestion except number 8 be recommended to the Supreme Court. They further recommended that the deposit required in number 2 be specified at 50% of the estimated total amount.

Judge Love moved that the Committee recommend the draft Administrative Rule 15 prepared by Brenda Rodeheffer to the Supreme Court with the addition that a definition of expedited transcription services and appropriate fees for expedited service be determined by the Supreme Court. The Committee came to consensus that the recommendation be made to the Court.

Emily VanOsdol advised the Committee that Marion County is having training on public access to court records on September 22. The event is open to those wishing to attend and the training will be video-taped.

Respectfully submitted,

Barbara Arnold Harcourt

Personnel Committee Minutes

November 17, 2015

Present: Jennifer Applegate, Tammy Baitz, David Bonfiglio, Paul Felix, Daniel Molter, Marcia Moore, Susan Orth, Eric Zimmerman.

Attending by telephone: Martin Goldman, James Heuer

Staff: David Remondini, Brenda Rodeheffer, Vicki Davis and Barbara Arnold Harcourt

Chair Orth opened the meeting by reading the Mission Statement and welcoming new members.

Approval of Minutes of the August 11, 2015 Meeting

The minutes, having been previously distributed to the members, were reviewed and approved on motion by Judge Molter, seconded by Jennifer Applegate.

Online Orientation Demonstration

Vicki Davis demonstrated the newly reworked Online Orientation for Employees. The course is a work in progress. Committee members were invited to review it and send corrections.

Topics for the 2016 Court/Clerk Employee Conference

The Committee discussed several potential topics for the 2016 conference. A number of excellent suggestions and observations with regard to training were made. The following topics were identified as ones that would be most beneficial:

e-filing

Abstracts of judgement with a focus on Odyssey

Protection Orders

How to stay healthy at work (compassion fatigue)

Mental health issues including commitment procedures and finding available resources

Odyssey with one session for basic training and one for advanced issues

Roundtables for those performing specific functions—clerks, bailiffs, court administrators, court reporters

Communication issues

Complying with ADA requests

Court Security Officer Training

The Committee reviewed the 2015 Court Security Officer Training. It was generally agreed that training needs to continue for this group. Various suggestions were made to develop training, including joint training with probation officers on issues of common concern; how to determine when a person is more likely to become aggressive and how to talk them into a calmer frame of mind, and understanding how different types of hearings may lead to different behaviors.

Court Reporter Training

The evaluations for the November 6, 2015 training were reviewed. Vicki Davis presented an idea for a court reporter curriculum that would include intensive, interactive hands-on training requiring participants to prepare and correct a transcript.

David Remondini presented ideas for training reporters on the new rule changes at the district level. The trainings would be in 4 or 5 locations throughout the state in early 2016.

Court Administrator Roundtable

Eric Zimmerman discussed his experiences at the October 30 Roundtable. It was agreed that the Roundtables are helpful and should continue on an annual or semi-annual basis.

Appointed Judicial Officer Deskbook and Court Reporter Handbook

The Deskbook has been completely updated and posted to INcite. The Handbook will be updated to reflect the changes coming in July 2016.

Respectfully submitted,

Barbara Arnold Harcourt