

MEETING MINUTES

STATE PUBLIC DEFENSE COMMISSION

Date | time 5/11/2016 11:00 AM | *Location* Borah Building, 4th Floor Conference Room (Room 433), 304 North 8th Street, Boise, ID 83702

Meeting: Commission Meeting

Commission members present

Darrell Bolz, Chair, Juvenile Justice Comm. | Sara Thomas, Vice Chair, SAPD | Christy Perry, Representative (arrived at 11:15am) | Chuck Winder, Senator | Linda Copple Trout, Administrative Director of the Courts | William Wellman, Defense Attorney

Kimberly Simmons, Executive Director
Nichole Devaney, Admin. Asst.

Commission members absent

Kimber Ricks, Madison Co. Comm.

Others present

Item	Responsible
1. Welcome and Call to Order: Chair Bolz called the meeting to order at 11:11am.	Bolz
2. Discussion with New Executive Director: Chair Bolz welcomed Ms. Simmons to the Commission. He shared that the members asked for this meeting to help clarify expectations. He then asked what Ms. Simmons expectations for the positions are. She replied that she would be responsible for the administrative side of the commission, as well as be an advocate for public defenders and a resource to County Commissioners. Bolz asked if she had an opportunity to go through HB0504. She replied that she had gone through it thoroughly prior to her interview but not since. Wellman asked what her relationship with the ACLU is. She replied that it is friendly and she was glad the members brought it up because she has done work for them in the past. She then assured them that her loyalty lies with the Commission and the job she has been hired to do. She understands there will be times when confidentiality is key and will be mindful of those instances. Thomas shared that Ms. Simmons is on the board of the IACDL and will be president of that organization next year. The members agreed that it would not pose any issues. Winder shared that while they are the members and she should have access to them, the Chairman is whom she should take direction from on behalf of the commission. Wellman stated that what they are trying to convey is that strategies on education and communication should be presented either directly to the chair or in a meeting.	Commission
3. Discussion on Administrative Assistant Position per Salary Breakdown Sent by Nichole: There was discussion as to if a true savings would be realized given the health care act reserves that are held. The Admin shared that those reserve were taken into	Commission

account within the numbers presented. However that reserve amount is reduced for employees working a total of 29 hours or less. Thomas offered that the ED should be allowed to work with the Admin. and make a decision as to her needs. Perry asked about the short fall in the FY2017 budget. The members agreed that delaying the hiring of the liaison positions until after the grant process had been completed would rectify that issue.

4. **Discussion on Assistant Director & District Liaisons:** Bolz asked when the commission would like to try to hire for these positions. Thomas asked when the ED would want them in place. Bolz shared that he would like the ED's opinion on the positions, what their responsibility might include as well as when she would like them to be hired. He offered that the members felt the liaisons were intended to be lawyers and the AED would likely not need a law degree. Simmons shared that she saw the AED position as someone who could work on the budget and grant portions. Wellman asked what role the commission members would play in the grant process. Perry expressed that she did not see the liaisons being involved in this first grant issue. The members agreed the commission will need to have the ground laid prior to hiring the liaisons. Wellman offered that this first grant will basically be a checklist, Thomas shared she envisioned that this first round, if a county completes the application it would basically get the grant. Adding that the ED and AED could go through the applications insuring each section was completed. Trout shared that Ms. Simmons should put a list of priorities together that may help determine what kind of person should fill the AED position. Bolz offered that the AED would be the most important person to secure up front. Asking that the commission members sit down and make a list of what they would like these people to do. Thomas asked if the liaisons would play a role in contract review and negotiation for the counties. The members agreed that could be a part of their role but it may make the commission liable.

The Admin. was asked to order laptops for the (2) liaison positions that would be out in the field and any other supplies that could be purchased prior to the Fiscal Year ending.
5. **Strategic Plan:** Bolz gave the ED the outline for the strategic plan. She will put something together for the commission's review. Commission
6. **Additional Items As Necessary:** IAC Presentation on June 7th: The members would like the presentation to include an explanation of HB504 and walk through the grant application process. Perry shared that it is very important for these presentations to be friendly, helping them to understand the commission has money for them and is here to help. Thomas offered that the ED do the presentation. The members agreed. Commission
7. **Adjournment:** Wellman moved to adjourn the meeting, Thomas seconded, the members unanimously agreed. The meeting was adjourned at 12:08pm. Bolz

Attachments: None