

# MEETING MINUTES

## STATE PUBLIC DEFENSE COMMISSION

*Date | time* 4/5/2016 1:00 PM | *Location* Borah Building, 4<sup>th</sup> Floor Conference Room (Idaho Office of Drug Policy), 304 North 8<sup>th</sup> Street, Boise, ID 83702

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*Meeting:* April Commission Meeting

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### Commission members present

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Darrell Bolz, Chair, Juvenile Justice Comm. | Kimber Ricks, Madison Co. Comm. (arrived 1:20) | Sara Thomas, Vice Chair, SAPD | Chuck Winder, Senator | Christy Perry, Representative | Linda Copple Trout, Administrative Director of the Courts | William Wellman, Defense Attorney

Nichole Devaney, Admin. Asst.

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### Commission members absent

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### Others present

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Eric Fredericksen, SAPD | Adam Jarvis, DFM

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	Item	Responsible
1.	Welcome and Call to Order: Chair Bolz called the meeting to order at 1:03pm.	Bolz
2.	Approval of prior Meeting Minutes (03/15/16): Thomas moved to approve the minutes from the previous meeting held on March 15, 2016, Wellman seconded and the motion was approved unanimously.	
3.	Executive Session: Winder moved to go into executive session to discuss personnel matters according to I.C. 74-206(a). Personnel Matters: Executive Director applications having been sent electronically to all Commission members were discussed as to their qualification for the position. Wellman moved to go back into regular session. Trout seconded and the motion carried. The meeting resumed in regular session at 1:33pm. Wellman motioned to interview Scott James, Dylan Orton, Kimberly Simmons and Lary Sisson for the position of Executive Director at a time arranged by the commission, Trout seconded the motion and it was unanimously approved. Chair Bolz provided a list of questions used in the previous interviews for Executive Director. The members agreed to use the list with the following additions: 1) the candidates familiarity with House Bill H0504, 2) As the executive director what is your role in relation to other employees, 3) Describe a time in which you served in a management role and how you handle it. Chair Bolz offered that the members should begin considering job descriptions for the other positions, as they will need to move quickly to fill those roles. Adam Jarvis with Division of Financial Management shared that the 27 <sup>th</sup> payroll was in the initial bill but not	Bolz

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included in the supplemental therefore, the commission may run short in FY2017. Thomas suggested that hiring the liaison's later in the year may be a resolution.

Interview Dates and Time: The members would like interviews scheduled for Thursday, April 14<sup>th</sup> at 10:30 – 12:30 giving each interviewee thirty minutes. Admin to contact Racheal Murray with SAPD for availability of the Borah Building 4<sup>th</sup> Floor Conference Room.

4. Office Space: Admin shared that there was little new information to report on the expansion of the office space. The building ownership, Idaho Department of Lands has a requirement to advertise the space for a 14 day period which was supposed to have started that week (Monday, April 4<sup>th</sup>). The lease negotiation has been passed to Linda Miller the commission's representative from the state's leasing office. It appeared however that the ownership was likely going to provide the minor tenant improvements requested as a part of the commissions agreement to a three year term. As soon as additional information is available it will be passed on to the members. Devaney

5. Legislation and Effect: Bolz

H0504 – What Needs to be Done in FY2017: Chair Bolz asked where the commission wants to go in terms of the rules? What can adequately get done in the time frame provided in the legislation? Thomas stated something the commission could accomplish relatively quickly would be developing the reporting requirements and the grant process. Developing standards may be another, she has been gathering standards set by other states and systems as she has come across them for the commissions use. Wellman commented that the grant application needs to be developed first with the knowledge that the process will change as standards and other things develop. Additionally Wellman shared that the commission needs to decide what criteria the counties have to meet to receive the grant funds. Thomas commented that on this first round of grants the application could include a section for the intended use of the funds that would help provide the criteria. The members agreed that this first round of application would need to be simplistic due to the tight time line, should be uniform across the state and include information such as reports filed under section 18-864. As well as if an electronic case management system is used, if confidential meeting space is available and how the grant funds would be used. The legislation specifies that applications must be received by August 1<sup>st</sup> the first year and May 1<sup>st</sup> the following years, therefore the members agreed that a finalized application would need to be available July 1, 2016 as soon as the legislation would be effective in order to allow the counties to make the necessary budget adjustments. However a draft of the application could be made available prior to that giving all the stakeholders an opportunity to begin collecting the information needed so that once released the process would move quickly. There was discussion that all counties would need to be aware that funds will not be granted if a county is not following current statutory requirements or the standards as they are developed. Wellman suggested that the grant application draft be completed by May 15<sup>th</sup>. Thomas suggested creating the application this month and having the members vote on a finalized draft at the next meeting. She then volunteered to draft the application if another member could revise the training rules incorporating the definition of defending attorney as provided in the legislation and add the change in Trustee and Benefits allocations. Bolz agreed to take on that task.

The members agreed the following four items should be completed as soon as possible in preparation for H0504.

Complete the Training Rules

Develop Standards

Create a Grant Application

Create an Application for Extraordinary Litigation Costs (define use of funds prior to supplement)

Admin to develop a strategic plan to complete these items.

6. Negotiated Rules:

Bolz

Commission Timeline to be Set: Bolz asked Adam Jarvis how the PARF form should be submitted. Mr. Jarvis replied it would need to be submitted through the online process. Anita Hammond at DFM can be contacted to set up the commission. Thomas asked what date DFM needs the rules by in order to review them for the next legislation session. Mr. Jarvis replied, at least a month, two weeks at minim prior to printing. Bolz asked how involved Mr. Jarvis gets in the process. Mr. Jarvis responded, only if it effects funding would he get involved. The Governor's office will probably be more involved. Adding that as long as the commission follows the guidelines it should be a fairly simple process. Thomas shared that she had spoken with Dan Chadwick and he likes the idea of having the public forums coincide with county commissioners meetings. Commissioner Ricks shared that the next meeting would be in June, Thomas suggested the Commission be added to the program at the summer meeting to help provide some clarification on the grant process. She said she would speak with Mr. Chadwick. She then asked if the commission would consider purchasing forms software to help develop some of forms needed for on line use. Thomas and the admin will research some software and bring it back to the commission.

Thomas asked for an update on the Mental Health Training. Wellman responded providing a list of the presenters and their subject matter. Thomas commented that she had given a brief overview of the commission at the Child Protection Conference and suggested Wellman might do the same. As well as hit on the negotiated rule making process encouraging PD's to come out and participate in the process. Trout asked if they will be discussing Mental Health courts. Wellman responded that he believed that would come up in one of the presenters presentations. Perry asked if it was possible to obtain a list of all the specialty courts throughout the state. Trout agreed to forward the information to all the members for their reference.

7. Future Meeting Schedule: Tuesday, May 3, 2016 at 1:00pm, Trout shared that she will not be in town for this meeting. Future meetings will be scheduled for the first Tuesday of each month.

8. Next Meeting Location: Borah Building, 4<sup>th</sup> Floor Conference Room.

9. Agenda Items for Next Meeting:

10. Adjournment: Chair Bolz adjourned the meeting at 3:10pm.

Bolz

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Attachments:

Executive Director Application Packages  
House Bill H0504  
House Bill H0609