

IPDC BOARD OF DIRECTORS MEETING

September 7, 1991

AGENDA

- 9:00 a.m. 1. CALL TO ORDER
2. INSTALLATION OF NEW OFFICERS
3. APPROVAL OF MINUTES FROM LAST MEETING
4. REVIEW AND APPROVAL OF AGENDA
- 9:20 a.m. 5. ORAL HISTORY OF COUNCIL AND PUBLIC DEFENDER LEGISLATION
- 10:00 a.m. 6. ORGANIZATIONAL GOALS/LONG-RANGE PLANNING
- 12:00 p.m. 7. LUNCH
- 1:00 p.m. 8. EXECUTIVE DIRECTOR'S REPORT
- a. Report on IN Public Defender Commission
 - b. Report on IBA Commission on Public Defenders
 - c. Report on county public defender grants
 - d. Report on new staff and request for authorization to amend salary schedule
- 1:30 p.m. 9. APPOINTMENT AND DISCUSSION OF COMMITTEE TO ASSIST IN PLANNING SEMINARS FOR 1991-92
- 2:00 p.m. 10. APPOINTMENT AND DISCUSSION OF COMMITTEE TO ASSIST WITH MANUALS FOR 1991-92
- 2:30 p.m. 11. LEGISLATION FOR 1992
- 3:30 p.m. 12. BOARD ELECTIONS
(Discussion of procedures for future board elections and the need for geographical representation.)
- 4:00 p.m. 13. ELECTION OF NEW SECRETARY
- 4:15 p.m. 14. SCHEDULING OF FUTURE BOARD MEETINGS
- 4:30 p.m. 15. OLD BUSINESS
16. NEW BUSINESS
- 5:00 p.m. 17. ADJOURN

Executive Director's Report

September 1991

Prepared by:

**Larry A. Landis, Executive Director
Indiana Public Defender Council
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Indianapolis, IN 46204-2725**

Prepared for:

**Board of Directors Meeting
September 7, 1991
Inn of the Four Winds
Bloomington, IN 47402**

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Executive Director's Report

September 1991

I. OFFICE ADMINISTRATION

A. *Indiana Public Defender Council (IPDC) Staff*

1. Larry A. Landis - Executive Director
Duties: administration; personnel; budget; liaison; technical assistance; emergency research assistance
2. Paula Sites - Staff Attorney
Duties: death penalty research and technical assistance
3. Tom Hayner - Staff Attorney
Duties: director of data development project; editor of the Indiana Defender; network and bulletin board supervisor
4. Susan Burke - Staff Attorney
Duties: editor of the Case Bank; research and technical assistance
5. Don Murphy - Staff Attorney
Duties: manuals
6. Lisa Snyder - Executive Administrative Assistant
Duties: coordinates clerical staff; office manager; membership; word processing for executive director
7. Jo Ann Pickett - Financial Manager/Bookkeeper
Duties: financial management; payroll; office supplies
8. Becky Williamson - Secretary
Duties: word-processing for research staff
9. Michel Zukunft - Secretary
Duties: data development; manuals
10. Evalyn Kellum - Mitigation Coordinator
Duties: recruiting and training mitigation specialist; limited casework

the seminar planning and arrangements, and have concluded that we do not need a full-time training coordinator. Therefore, we have done some staff reorganization and assigned the training coordinator responsibilities to Mona Engelking. She will work 50% as a training/legislative coordinator and 50% as an administrative assistant for the ISRC.

2. Data Development Grant

This grant has given us the means to hire Don Murphy as a new staff attorney for manuals, and Michel Zukunft as a secretary for this project. Tom Hayner has been moved from the regular Council payroll to the grant project.

3. ISRC Grant

This grant provides for a new mitigation coordinator position, filled by Evalyn Kellum, and a new secretary position, filled by Esthermay Bentley.

II. BUDGET FINANCIAL REPORT

A. *FY 1991-93 Budget Request*

Attached as Appendix B are summaries of our four budgets. We also have two non-reverting accounts for seminars and publications. The balance in these accounts as of September 1, 1991 were:

Seminars	\$15,553
Publications	\$10,422

B. *Salary Adjustments*

A salary schedule will be distributed at the Board meeting on September 7. I will be requesting authorization from the Board for general salary increases for FY 1991-92.

manuals, I sought and received grant funds from ICJI to hire a new full-time staff attorney for manual production. In August, Don Murphy began work in this position.

The priorities we are following for updating manuals were set by the Board in July 1989 as follows:

Evidence
Death Penalty
Sentencing
Motions

The following is our proposed manual production schedule:

<u>Title</u>	<u>Original Publication Date</u>	<u>Last Update/ Revision</u>	<u>Primary Responsibility</u>	<u>Proposed Publication Date</u>
Evidence	1984	1987	Don Murphy	12/91
Death Penalty	1986	none	Monica Foster Rhonda Long-Sharp Paula Sites	?
Sentencing	1988	none	Larry Vellani Larry Landis Don Murphy	11/91
Motions	1982	none	Don Murphy	2/92
Trial Manual, Vol. I	N/A	—	Don Murphy	6/92
Trial Manual, Vol. II	N/A	—	Don Murphy	1/93
Juvenile Delinquency	1984	1988	?	?
Appellate	N/A	—	Don Murphy	6/93
Expert Witness Directory	1987	none	Support Staff	11/91
Jury Instructions	1986	none	Don Murphy	4/92

VII. REMOTE ACCESS - BULLETIN BOARD SYSTEM

Over the past two years, the IPDC was, with grant funds from ICJI, to create a remote access computerized database and bulletin board available to IPDC members. This system is now operational and has 64 subscribers who paid the one-time charge of \$20, and 9 complimentary subscribers. Tom Hayner has been responsible for setting up this system, which is one of the first in the country for public defenders.

VIII. DATA DEVELOPMENT FOR INDIGENT DEFENSE SERVICES PROJECT

In March of this year we received a new grant from ICJI to improve the data collection regarding indigent defense system in Indiana, e.g., caseloads and compensation. This project is directed by Tom Hayner.

IX. INDIANA PUBLIC DEFENDER COMMISSION

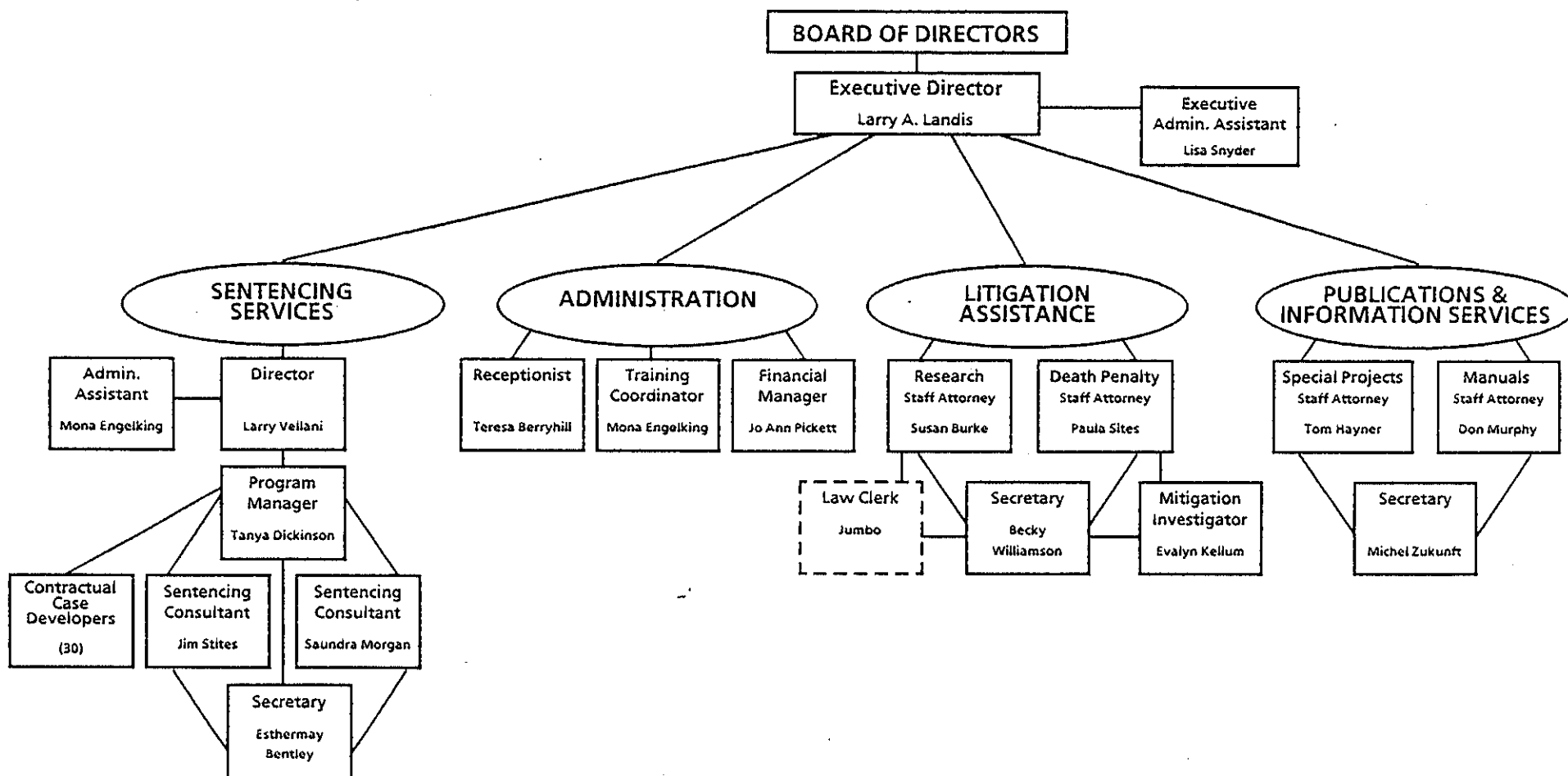
The Commission submitted its recommendation for a new Criminal Rule 25, Appointment and Compensation of Counsel in Death Penalty Cases to the Supreme Court of Indiana in November, 1990. The Supreme Court has incorporated many of the recommendations into a proposed CR 24. The Commission is expected to meet with the Supreme Court in September to encourage the Court to increase the cap on fees.

APPENDICES

APPENDIX A

ORGANIZATIONAL CHART

Indiana Public Defender Council



APPENDIX B

INDIANA PUBLIC DEFENDER COUNCIL GENERAL FUND

102-920

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DESCRIPTION                                BUDGET
=====
MAJOR OBJECT .1                            271,345.00

MINOR OBJECT .101                          251,000.00
.199 CONTRACTS                             18,345.00
.199 TRIAL SKILLS                           0.00
.199 SEMINARS                               0.00
.199 BOARD                                  2,000.00

MAJOR OBJECT .2                            21,527.00

.201 POSTAGE                               5,500.00
.202 MAILING SERVICE                        1,721.00
.204 FEDERAL EXPRESS                        142.00
.206 LAW LIBRARY & DUES                     7,849.00
.220 LOCAL TELEPHONE                        4,515.00
.221 LONG DISTANCE TELEPHONE               1,800.00
? MISC.

MAJOR OBJECT .3                            54,655.00

.301 ADVERTISING                           300.00
.302 PRINTING                               8,000.00
.311 RENT                                   30,527.00
.312 MAINTENANCE                            1,013.00
.339 REPAIRS                                300.00
.340 COPIER                                 4,000.00
.351 TRAINING                               1,500.00
.375 WORD PROCESSOR MAINT.                  4,565.00
.399 WESTLAW                                4,100.00
.385 BOTTLED WATER                          350.00
.3 MISC.

MAJOR OBJECT .4                            4,711.00

.401 SUPPLIES                               4,711.00
.410 EDUCATIONAL SUPPLIES                   0.00
.4 MISC.

MAJOR OBJECT .5                            4,618.00

.501 EQUIPMENT                             3,368.00
.503 OFFICE FURNITURE                       1,250.00
.5 MISC.
    
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DATA DEVELOPMENT GRANT

368-612

DESCRIPTION	BUDGET
MAJOR OBJECT .1	131,105.00
.101 SALARY & FRINGE	120,805.00
.199 CONTRACTS	10,300.00
MAJOR OBJECT .2	2,640.00
.201 POSTAGE	240.00
.220 TELEPHONE	2,400.00
MAJOR OBJECT .3	3,000.00
.301 ADVERTISING	0.00
.302 PRINTING	2,000.00
.40 PHOTOCOPIER	1,000.00
MAJOR OBJECT .4	1,200.00
.401 SUPPLIES	1,200.00
MAJOR OBJECT .5	27,700.00
.501 EQUIPMENT	27,000.00
.503 FURNITURE	700.00
MAJOR OBJECT .8 & .9	1,970.00
.814 PARKING	0.00
.815 PER DIEM	1,220.00
.816 MILEAGE	750.00
.925 AIR - OUT OF STATE	0.00
TAL	167,615.00

INDIANA SENTENCING RESOURCE CENTER GRANT

368-611

DESCRIPTION	BUDGET
MAJOR OBJECT .1	245,765.00
.101 SALARY & FRINGE	161,738.00
.199 CONTRACTS	84,027.00
MAJOR OBJECT .2	10,362.00
.201 POSTAGE	3,700.00
.204 FEDERAL EXPRESS	1,000.00
.206 LAW LIBRARY & DUES	1,686.00
.220 LOCAL TELEPHONE	1,876.00
.221 LONG DISTANCE	2,100.00
.2 MISC.	
MAJOR OBJECT .3	19,724.00
.302 PRINTING	6,000.00
.311 RENT	5,724.00
.340 COPIER	6,000.00
.351 TRAINING	2,000.00
.3 MISC.	
MAJOR OBJECT .4	4,300.00
.401 SUPPLIES	4,300.00
.406 MOTOR POOL GAS	0.00
.4 MISC.	
MAJOR OBJECT .5	5,400.00
.501 EQUIPMENT	5,400.00
.503 FURNITURE	0.00
MAJOR OBJECT .8 & .9	17,500.00
.814 PARKING & STATE CAR	4,200.00
.815 PER DIEM	7,150.00
.816 MILEAGE	2,650.00
.925 AIR - OUT OF STATE	3,500.00
TOTAL	303,051.00

APPENDIX C

IPDC TRAINING PROGRAMS & SEMINARS

<u>Date</u>	<u>Number of Participants</u>	<u>Subject</u>
1. September 9-10, 1976	109	Criminal Defense
2. December 10, 1976	69	Evidence
3. April 27-29, 1977	81	Trial Practice
4. June 2-3, 1977	47	Juvenile Law
5. August 31, 1977	136	New Penal Code
6. April 21, 1978	122	Legislation
7. June 23, 1978	57	Evidence
8. October 30, 1978	84	Eyewitness Identification
9. January 19, 1979	90	Search & Seizure
10. May 18, 1979	102	Sentencing & Legislation
11. September 7, 1979	99	Juvenile Law
12. November 9, 1979	102	Forensic Evidence
13. March 28, 1980	68	Sentencing & Legislation
14. August 15, 1980	111	Defense of Insanity
15. September 26, 1980	49	Forensic Evidence Testing
16. November 7, 1980	98	Evidence
17. February 7-8, 1981	54	Death Penalty Defense
18. March 26-29, 1981	19	Trial Skills Workshop
May 14-17, 1981		(limited enrollment)
19. August 21-22, 1981	55	Criminal Practice
20. November 6, 1981	52	Cross-Examination Workshop
		(limited enrollment)
21. March 25-28, 1982	28	Trial Skills Workshop
May 13-16, 1982		(limited enrollment)
22. July 25, 1982	145	Criminal Procedure Code
23. October 29, 1982	100	Evidence
24. May 13, 1983	104	Criminal Defense
25. September 9-11, 1983	51	Death Penalty Defense (NCCD)
26. November 4, 1983	89	Trial Persuasion
27. March 16, 1984	86	Sentencing & Legislation
28. June 22, 1984	83	Jury Selection & Workshop
29. July 27, 1984	50	Juvenile Delinquency Defense
30. September 7, 1984	103	Search & Seizure
31. November 2, 1984	85	Forensic Evidence
32. March 8-9, 1985	52	Success & Survival
		in Criminal Defense
33. June 14, 1985	95	Recent Developments
		in Criminal Defense
34. July 25-28, 1985	24	Trial Skills Workshop
August 15-18, 1985		(limited enrollment)
35. November 8-9, 1985	90	Death Penalty Defense
36. March 21, 1986	83	Juvenile Delinquency Defense
37. June 6, 1986	170	Criminal Defense
38. June 13, 1986	40	Federal Habeas
		in Capital Cases
		(State Public Defender Office)

APPENDIX D

**Indiana Sentencing Resource Center
Monthly Report
June 30, 1991**

Annual Cumulative -- Fiscal Year 1990 - 91

County	Cases Targeted	Cases Referred to Center	Cases Accepted by Center	Cases in Progress	Carry Over Cases	Cases Rejected Administrative	Carry Over Cases	Cases Processed in Court	Carry Over Cases	Cases Accepted Fully by Court	Carry Over Cases	Cases Accepted Partially	Carry Over Cases	Cases Rejected	Carry Over Cases	Rejected Pending Modification	Carry Over Cases
Allen		2	2	1				1	1	1	1						
Boone		10	9	6				3		3							
Brown		8	8	2		1		5		4				1			
Clayton																	
Hamilton		2	2	1				1				1					
Madison		2	2	1				1						1			
Madricks																	
Posier Hills		4	4	1	1			3		2		1					
Shelby		1	1					1						1			
Spencer		2	2					2	1	2	1						
Warrick																	
Warrick Hills		4	4	1	1			3		2		1					
Warrick		1	1					1						1			
Wayne		2	2					2	1	2	1						
Warrick																	
Warrick Hills		15	15	5			4	10	4	7	3			3	1		
Warrick		266	263	68	2	52	8	143	24	114	17	13	4	16	3		
Warrick		5	5	3				2		2							
Warrick		1	1					1		1							
Warrick		1	1		5			1	1	1	1						
Warrick		116	111	46	3	28	7	37	5	34	5	2		1			
Warrick																	
Warrick		3	3	2				1	2	1	2						
Warrick		5	5	3				2		2							
Warrick		1	1					1		1							
Warrick		33	32	22	7	3		7		4		2		1			
Warrick		477	467	161	18	84	19	222	38	179	30	19	4	24	4		