

**Personnel Committee
Minutes
March 20, 2012**

Members Present: Darren Dolehanty, acting chair; Jenni Applegate; Karen Love; Derek Peterson; Laurie Baker; Diana Hazlett; Lilia Judson; Jane Seigel; Mary DePrez; Jerry Noble; David Remondini; and Brenda Rodeheffer. By telephone: Susan Orth and Sheila Corcoran.

Staff Present: Barbara Harcourt and Vicki Davis.

1. Darren Dolehanty facilitated the meeting in the absence of the Chair. The members were welcomed and introduced themselves to the group.

2. Committee Member Personnel Issues: In response to Chair Orth's request, the members shared their top three personnel issues. The group had a lively discussion on the following topics:

- a. The unique status of court employees—part of the judicial branch but paid by individual counties.
- b. Personnel policies for court employees in relation to employees of county offices.
- c. Ethics for court employees in general and specifically with regard to election issues.
- d. Social media and employment law
- e. Civil Rights Act, sexual harassment.
- f. Local funding issues.
- g. Strategic plan and long term goals.
- h. A movement toward more uniform policies and local rules, mortgage foreclose is a good model
- i. A model manual and handbook for court employees/employers with best practices. Bailiffs would like a handbook similar to Court Reporter's Handbook
- j. More focus on customer service and positive interaction with self represented litigants.
- k. Better communications between all members of the judicial branch and with the other branches of government.
- l. One message for everyone

3. Education: The committee discussed education initiatives such as: 30-40 minute online tutorials; broader perspective; comprehensive view of judicial branch; the need for clerks to receive education on court functions in addition to election training; instilling the "stream" concept—each individual understands his or her position in the judicial system and how individual actions affect others "downstream" in the system; Protection orders; Judgment books and the manner in which judgments are handled; Notice issues; and Overlapping and hybrid jobs in the courts and clerks' offices.

4. Request to Develop and Maintain a Court Reporter Pool List: A preliminary discussion was held on the issue of preparation time for transcripts for cases on appeal. The issue will receive further discussion at a future meeting.

5. Future Meetings: The group would like to meet on a bi-monthly basis as long as active, meaningful projects exist. Tuesday, Wednesday or Thursdays are best meeting days to meet. Meetings should last about one and one half hours and be in the middle of the day to facilitate travel.

Respectfully submitted,

Barbara Arnold Harcourt
Consultant, Court Personnel Education Attorney

Personnel Committee

Minutes

May 22, 2012

Members Present: Chair Susan Orth, Jennifer Applegate, Laurie Baker, Mary DePrez, Darrin Dolehanty, Lilia Judson, Jerry Noble, Derek Peterson, David Remondini, Brenda Rodeheffer, Jane Seigel. By telephone: Diana Hazlett and Karen Love.

Staff Present: Vicki Davis and Barbara Arnold Harcourt.

1. Chair Orth welcomed the group and had members introduce themselves. The Minutes were reviewed and approved on motion of Karen Love, seconded by Mary DePrez.
2. The proposed Mission Statement was discussed and slightly amended to read as follows:

Mission Statement: The mission of the Personnel Committee is to define and promote the direction of quality education and personnel practices that are relevant for all Indiana Court and Clerk employees to create professional, efficient and respectful court environments throughout the state.

3. Communication: The discussion on the issue of the distinctive nature of court employment in Indiana, begun at the March meeting, was continued. The committee focused on the need for more effective communication between court staff across the state and for resources to answer staff's immediate question. A number of innovative solutions were generated by members including various web-based ideas, a resource list, a compilation of questions and answers (in more depth than ordinary FAQs). The Chair appointed Darrin Dolehanty to lead a subcommittee to explore options.
4. Education: Methods of delivering education to court employees was discussed identifying the following: online asynchronous training, blended education (combining online training with live seminars), regional face-to-face meetings, a spring and a fall conference offered in the southern and northern sections of the state, local courts hosting training, tutorials, national courses such as those offered by the National Center for State Courts.

The Committee agreed that two major topics need to be addressed:

- a. The need for each person in the judicial branch to have a basic understanding of the nature and function of the court system as a whole and importance of employee to the delivery of justice.
- b. Best practices for conducting the business of the courts.

Judge Orth appointed an educational subcommittee with Karen Love as chair.

5. The Committee agreed to meet telephonically on June 26 at 1:30. The meeting then adjourned.

Respectfully submitted,

Barbara Arnold Harcourt,
Consultant, Court Personnel Education Attorney

MINUTES

Personnel Committee

October 30, 2012

Members present: Jennifer Applegate, Laurie Baker, Mary DePrez, Darrin Dolehanty, Drucilla Fromm (via telephone), James Heuer, Lilia Judson, Karen Love, Jerry Noble, Susan Orth, Derek Peterson, David Remondini, Brenda Rodeheffer. Guest: Paige Bova

Staff present: Vicki Davis and Barbara Harcourt

1. Communications sub-committee report

Judge Dolehanty reported on the activities of the communications subcommittee. There is a vast amount of information available for court employees on the internet. The difficulty lies in knowing where to look for specific items. However, the search function can locate most things.

Several suggestions were made to assist court employees in utilizing the website more fully:

--A communication could be sent to all employees and judges with screen shots of the portal page and a suggestion that the portal page be made the employee's home page.

--Training about how to use the Supreme Court website with an emphasis on the court staff portal page could be offered at future judicial and court employee conferences.

The Committee discussed the feasibility of a forum where questions could be posed and answers posted by those reading the forum. Various concerns about a forum including the need for a moderator and how to ensure accuracy of answers were discussed.

Several members have found that list serves have been found to be very cumbersome.

The committee discussed the use of Incite. It is password protected and the broad user base could be a very valuable method of communication. In the past, announcements about upcoming training were posted there. In the future, other types of announcements and reminders could be placed on INCite, e.g. a reminder of what an excellent resource the Administrative Manual is.

It will be helpful to the development of the website to have ongoing feedback from trial court staff.

2. Judge/clerk meetings

The committee discussed the possibility of a joint judge/clerk meeting. Consensus of the Committee was that meetings involving judges and clerks would be valuable to everyone. Several variations were discussed including:

- Training court and clerk staff together
- Local meeting of judges and clerks to define which functions belong to court staff and which to clerks
- Invite clerks to part of the Supreme Court district meetings
- Designate a particular month for (i.e., January) judges and clerk in each county to meet to solve problems and examine the functioning of the local judicial system as a whole.
 - Have one county try this approach and report to the rest of the state.
 - Various members of the Personnel Committee agreed to try this approach and report back.

The committee noted it would be important to have models of courts and clerks who work well together and present them to other counties. It would also be helpful to work to define functions and have specific models that counties could choose from.

The Committee especially liked the idea of inviting clerks to a portion of the district meetings. Another suggestion was a meeting of judge/clerk/sheriff to discuss service issues.

3. 2013 Trial Court Employee Conference

Staff announced the date of the 2013 Trial Court Employee Conference and solicited ideas for session topics. The following suggestions were offered:

- Court Security
- A presentation on/by Bureau of Motor Vehicles
- Similar sessions to those the State Board of Accounts will train the clerks in 2013
- Restricted access issues
- How to defuse anger presented by a mental health professional
- AR 9 issues
- Cultural diversity
- Mental health issues

- 4 An update of other educational offerings, including Online Orientation was given.
5. The next meeting will be selected by a poll via Doodle and announced at a later time.

Respectfully submitted,
Barbara Arnold Harcourt,
Consultant, Court Personnel Education Attorney