

Minutes
Court Personnel Committee Meeting
March 5, 2023, 12:00 p.m.

Members present: Jill Acklin; Emily Anderson; Hon. W. Gregory Coy; Lori Fleeman; Hon. Paul Freed; Kyle Gillaspie; Hon. Monica Gilmore; James Hunter; Mag. Brandi Kirkendall; Hon. Stephanie LeMay-Luken (chair); Hon. Larry Medlock; Hon. Brenda Roper; Rhonda Rohrer; Mag. Michelle Waymire

Staff present: Amy Elson; Kristyn Hill; Mary Mitchell; Ashley Moise; Kathy Wasson

1. Judge LeMay-Luken called the meeting to order.
2. Minutes Approval: Jill Acklin motioned to approve the November minutes; Mag. Waymire seconded. The Committee voted unanimously to approve the November minutes.
3. Technology Update:
 - a. INjail: Kristyn Hill reports on behalf of Mary DePrez that INjail is live in two counties with two to shortly follow. Reviews developments such as iTouch fingerprinting interfacing, and reviews goal of INjail, to close gaps in reporting processes between jails.
 - b. Limited Weapons Disqualification Data: Kristyn Hill summarizes the deployment of Limited Weapons Disqualification Data, a new INCite application required by Public Law 23-2023. The app is intended for law enforcement officers to research possible weapon restriction data.
4. Education Update:
 - a. Language Access Webinar (December 14): Kristyn Hill reviewed that webinar took place via Zoom for 75 minutes. Manpreet Kaur and Phyllisia Gant from Access to Justice Office served as faculty and there were 22 attendees.
 - b. BMV Webinar (February 21): Annette Page and Christy Eaton from the BMV served as faculty. 163 people attended and generated a good dialogue via questions submitted prior to webinar and during webinar. The webinar focused on criminal cases and the evaluation was still open.
 - c. Court Administrator Networking (February 1): Ross Maxwell and Adam Balaski spoke on the topic of working with City Councils. 16 people attended. The next networking will take place April 25th with Jim Hunter sharing his lessons learned as he will be retiring. The next networking will also cover court interpreter grants.
 - d. Court Reporter Networking (February 7): This was the first court reporter networking event with 51 total attendees, 33 staying for the duration of the meeting.

The next event will take place May 2nd with the focus of asking attendees for their input on topics for New Court Reporter Orientation and the symposium.

5. Upcoming Education:

- a. 2024 Court and Clerk Employee Conference (July 9): Mary Mitchell gives multiple updates and facilitates discussions including:
 - i. The event will take place at the Embassy Suites in Noblesville with registration opening May 15th. Information will be included in upcoming Weekly Bulletins. Mary discusses the inability to acquire a room block, due to the increase in rates.
 - ii. A networking event is to take place at the Embassy Suites the evening before (July 8th). Judge LeMay-Luken and Lori Fleeman volunteer as point people for the event.
 - iii. There will be a self-directed learning area with various vendor tables including the BMV and court tech. Committee suggests a table for court security.
 - iv. Mary asks for Committee input on one session and committee suggests the session be on Small Claims. Judge Roper offers suggestions on topics with Mary Mitchell and Kristyn Hill to follow up with a meeting with Judge Roper.
 - v. The Committee agrees on an end time of conference of 3:30 p.m. Lunch will be counted as programming.
- b. 2024 Court Reporter Symposium (October 8): This new one-day event will be for court reporters only and will take place at the Century Center in South Bend. This will be an annual event with locations alternating between north and south Indiana.
 - i. Ashley Moise updates Committee on scholarship opportunities for hotel reimbursement and updates that IOCS would like to develop a professional development scholarship for court personnel.
 - ii. Judge LeMay-Luken makes a formal motion to include approval of scholarship program from committee in memo to Chief Justice Rush. Seconded by Judge Roper. The Committee unanimously approves.
- c. New Court Employee Orientation: This orientation will take place on the LMS and will not be for credit. A focus group to review topic ideas and suggestions will take place March 13th.
- d. 2024 Virtual Webinars:

- i. Exhibits and Records – June 6th
 - ii. Transcripts – August 21st
 - iii. Court Security – November 12th
 - e. LMS Update: Kathy Wasson provides update and demonstration on the new Moodle LMS. The roll-out for all groups to take place over the summer with court staff being the first group.
6. Future Meeting Dates:
- a. May 14, 2024
 - b. August 13, 2024
 - c. November 19, 2024

Meeting adjourned.

Respectfully submitted,

Jordan Sauvain