

Court Personnel Committee Meeting

March 5, 2024 | 12:00 p.m.

Committee 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. Call to Order

Judge LeMay-Luken called the meeting to order.

2. Approval of Minutes

Jill Acklin motioned to approve the November minutes. Mag. Waymire seconded the motion. The Committee voted unanimously to approve the November minutes.

3. Technology Update

A. INjail

Kristyn Hill reported on behalf of Mary DePrez that INjail is live in two counties, with two additional counties expected to follow shortly. She reviewed developments such as iTouch fingerprinting interfacing and discussed the goal of INjail, which is to close gaps in reporting processes between jails.

B. Limited Weapons Disqualification Data

Kristyn Hill summarized the deployment of Limited Weapons Disqualification Data, a new INcite application required by Public Law 23-2023. The application is intended for law enforcement officers to research possible weapon restriction data.

4. Education Update

A. Language Access Webinar (December 14)

Kristyn Hill reviewed the webinar, which took place via Zoom for 75 minutes. Manpreet Kaur and Phyllisia Gant from the 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. A total of 163 people attended and generated productive discussion through questions submitted both before and during the webinar. The webinar focused on criminal cases, and the evaluation period remained open.

C. Court Administrator Networking (February 1)

Ross Maxwell and Adam Balaski spoke on the topic of working with city councils. Sixteen people attended.

The next networking session will take place on April 25, with Jim Hunter sharing lessons learned as he prepares for retirement. The session will also cover court interpreter grants.

D. Court Reporter Networking (February 7)

This was the first court reporter networking event, with 51 total attendees and 33 remaining for the duration of the meeting.

The next event will take place on May 2 and will focus on gathering attendee input regarding topics for New Court Reporter Orientation and the symposium.

5. Upcoming Education

A. 2024 Court and Clerk Employee Conference (July 9)

Mary Mitchell provided several updates and facilitated discussion regarding the conference:

1. The event will take place at the Embassy Suites in Noblesville, with registration opening on May 15. Information will be included in upcoming Weekly Bulletins. Mary discussed the inability to secure a room block because of increased rates.
2. A networking event will be held at the Embassy Suites on the evening of July 8. Judge LeMay-Luken and Lori Fleeman volunteered to serve as points of contact for the event.
3. There will be a self-directed learning area with vendor tables, including representatives from the BMV and Court Technology. The Committee suggested adding a table focused on court security.
4. Mary requested Committee input regarding one conference session. The Committee suggested a session focused on Small Claims. Judge Roper offered topic recommendations, and Mary Mitchell and Kristyn Hill will follow up with Judge Roper.
5. The Committee agreed that the conference will conclude at 3:30 p.m. Lunch will count as programming time.

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. The symposium is intended to become an annual event, alternating between locations in northern and southern Indiana.

Scholarship Opportunities

Ashley Moise updated the Committee regarding scholarship opportunities for hotel reimbursement

and reported that IOCS would like to develop a professional development scholarship for court personnel.

Committee Motion

Judge LeMay-Luken made a formal motion to include Committee approval of the scholarship program in a memorandum to Chief Justice Rush. Judge Roper seconded the motion. The Committee unanimously approved the motion.

C. New Court Employee Orientation

This orientation will be offered through the Learning Management System (LMS) and will not provide educational credit. A focus group to review topic ideas and suggestions will meet on March 13.

D. 2024 Virtual Webinars

- Exhibits and Records – June 6
- Transcripts – August 21
- Court Security – November 12

E. LMS Update

Kathy Wasson provided an update and demonstration of the new Moodle LMS. The rollout for all groups will take place over the summer, with court staff serving as the first group.

6. Future Meeting Dates

- May 14, 2024
- August 13, 2024
- November 19, 2024

Adjournment

The meeting was adjourned.

Respectfully submitted,

Jordan Sauvain

Court Personnel Committee Meeting

May 14, 2024 | 12:00 p.m.

Virtual Meeting – Zoom

Committee Members Present:

- Jill Acklin
- Emily Anderson
- Hon. Paul Freed
- Kyle Gillaspie
- Hon. Monica Gilmore
- Catherine Haines
- Hon. Chad Kukelhan
- Hon. Stephanie LeMay-Luken (Chair)
- Hon. Larry Medlock
- Chris Nancarrow
- Rhonda Rohrer
- Mag. Michelle Waymire
- Kathy Williams

Staff Members Present

- Vicki Davis
- Mary Deprez
- Heather Falks
- Kristyn Hill
- Ashley Moise
- Mary Mitchell
- Jordan Sauvain

Meeting Start Time: 12:00 p.m.

1. Call to Order

A. Meeting Called to Order

Hon. Stephanie LeMay-Luken called the meeting to order.

2. March Minutes Approval

A. Approval of March Minutes

Mag. Michelle Waymire moved to approve the March minutes. Judge LeMay-Luken seconded the motion. The committee voted unanimously to approve the March minutes.

3. Technology Update

A. Error Messages

1. Mary Deprez provided an update regarding error messages encountered while using Task Manager following the system upgrade completed in June of the previous year.
2. Technology staff obtained a patch update, and most errors have been resolved.
3. A few previously hidden errors are now appearing, and Technology staff are working to identify and implement additional fixes.

B. INJail

1. Three counties are currently using the program.
2. Additional counties are being sought to volunteer for transition to the new jail system.

4. Education Update

A. Court Administrator Networking (April 29)

1. Mary Mitchell discussed the networking event, which focused on grants and grant opportunities through the Indiana Office of Court Services and was facilitated by Angie Hansley of IOCS.
2. Two additional networking events are scheduled for the remainder of 2024:
 - July 8 at the Embassy Suites in Noblesville, the evening before the Court and Clerk Employee Conference.
 - A virtual networking event in the fall.

B. Court Reporter Networking (May 2)

1. The second Court Reporter Networking event focused on new employee training.
2. Approximately 15 people attended.
3. The event provided attendees an opportunity to share what they viewed as the most important

topics for new employee training.

4. The next networking event for court reporters will take place in October.
5. The suggested topic for the October networking session is time management and balancing a heavy workload.

5. Upcoming Education

A. 2024 Court and Clerk Employee Conference (July 9)

1. Mary Mitchell reviewed the agenda for the Court and Clerk Employee Conference.
2. The conference theme is rock and roll and is titled **"Rock Around the Docket."**
3. While the conference is themed, session descriptions will clearly identify content, based on participant feedback from evaluations.
4. Session topics reflect information gathered through evaluations, surveys, and focus groups.
5. Sessions will include practical applications and increased technology content in response to attendee feedback.
6. Zach Matthews will present the opening plenary session and discuss customer service and leadership from the perspective of an employee.
7. A self-directed learning area will be available and will include all tables from the previous year, along with two additional tables:
 - Guardianship Registry
 - Protection Orders

B. 2024 Court Reporter Symposium (October 8)

1. Kristyn Hill reviewed details of the first Court Reporter Symposium, scheduled for October 8 in South Bend.
2. The symposium will be an all-plenary-session conference and will be open only to court reporters.
3. A self-directed learning area will be available.
4. Topics will include:
 - Security
 - Guardianship Registry
 - The flow or "life cycle" of a case

- Case time frames
- Odyssey
- Confidentiality
- Other communication challenges

C. Virtual Education Webinars

1. **June 6** – Exhibits and Records Retention with Judge LeMay-Luken and Tom Lowe
2. **August 21** – Transcripts with Kyle Gillaspie
3. **November 13** – Security

6. Future Meeting Dates

- August 13, 2024
- November 19, 2024

Adjournment

The meeting adjourned at **12:35 p.m.**

Respectfully submitted,

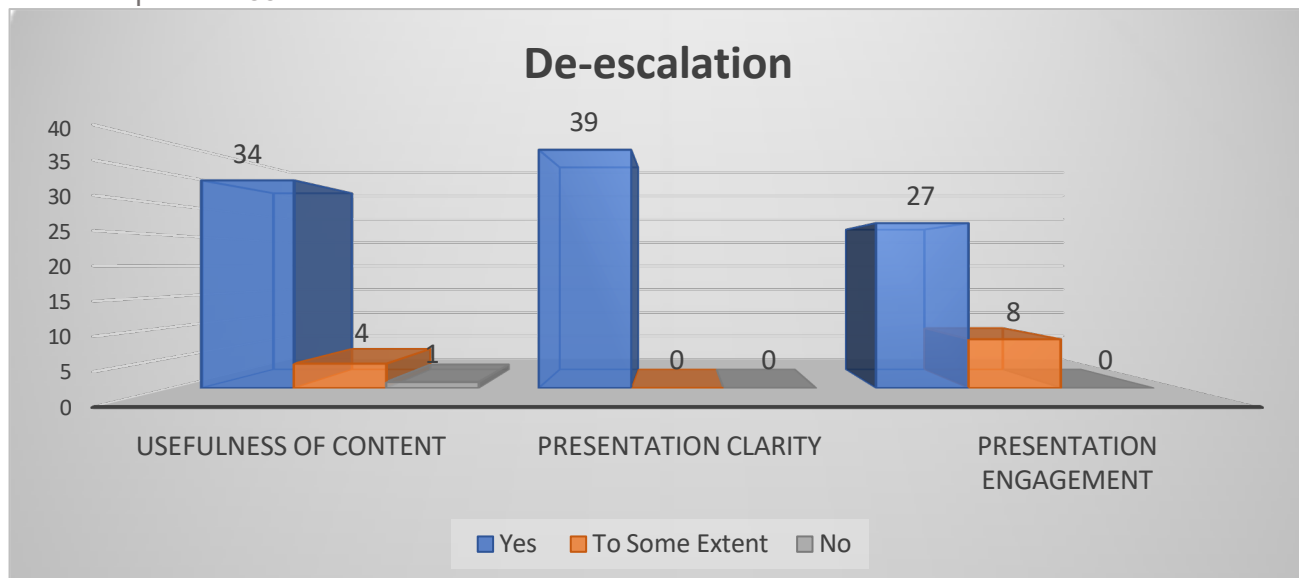
Jordan Sauvain

Session Evaluations:

De-escalation and Active Listening (60 Minutes):

Faculty: Sgt. Lance Dardeen, Indianapolis Metropolitan Police Department

Total Responses: 39



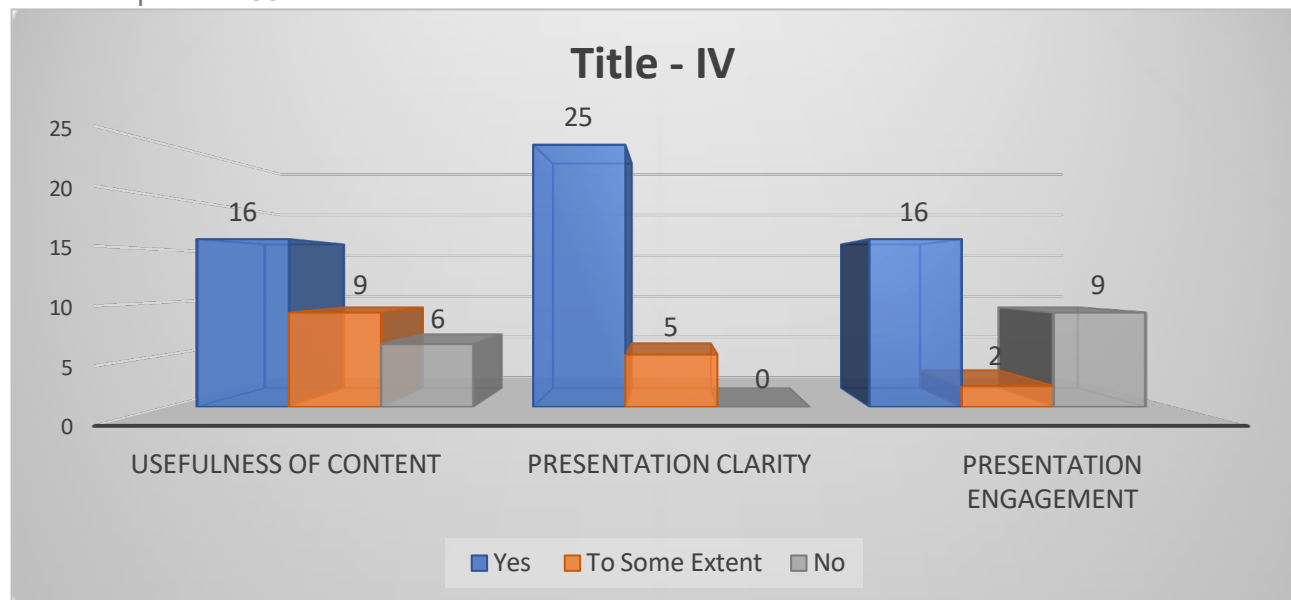
Comments:

- We haven't had as serious a situation as the presenter has had, but there was definitely helpful information for when we have irate people in our offices and we needed to resolve the situation.
- Very well presented presentation; LOVED the hands on and videos presented. Would highly recommend for others, not just Court Reporters.
- Very interesting and well presented. Enjoyed.
- Thoroughly enjoyed this session. Very informative, engaging, and useful.
- This presentation was very informative and entertaining. Very useful information given.
- So intriguing! I could've listened to this speaker the rest of the day. Thank you for such an engaging speaker.
- Loved this session; I learned information and techniques I can use in both my daily life and at work. I also enjoyed that it was interactive.
- I thought he was very engaging and gave useful information.
- I think everyone in the court system could benefit from this session.
- I feel that some of the content was geared more towards what the Clerk's Office does, but I do understand that counties do things differently when it comes to which tasks are done by court staff versus clerk staff.
- I feel like this session was very informative and helpful. The presenter was very knowledgeable and engaged with the audience. He had high energy and was very relatable. Highly recommend you continue to use him in the future.
- I enjoyed Sergeant Dardeen as a speaker. He was very engaging and also "entertaining," in a good way. I did appreciate his presentation as a whole, but I also don't really know how helpful/appropriate this kind of session was for a group of court reporters.
- Great presentation that had interaction with attendees.
- Good presentation, just not sure how much this actually applies to my duties as a court reporter.
- Good material and well presented.
- Excellent presenter.

IV-E Findings in Juvenile Case (30 Minutes):

Faculty: Mindy Pickett, Staff Attorney, Indiana Office of Court Services

Total Responses: 35



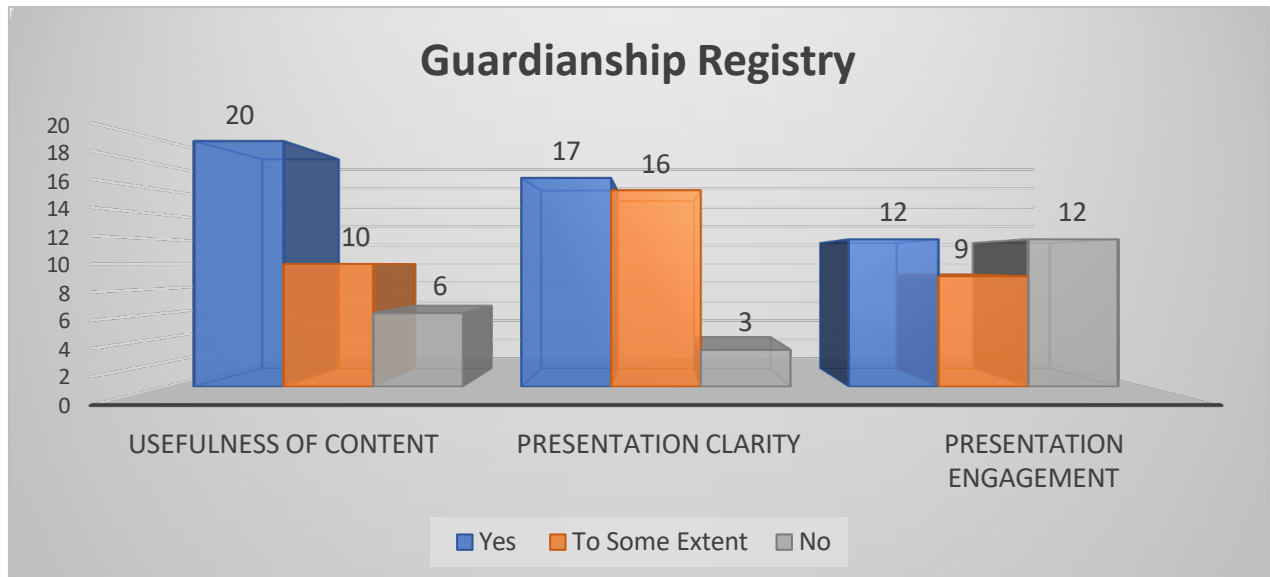
Comments:

- I do not know that it was helpful to my position. The presenter seemed very knowledgeable.
- This content was not at all useful to me as a court reporter. I don't have anything to do with IV-E findings in juvenile cases, and I feel like this session would have been more appropriate for possibly clerks/legal assistants than it would be court reporters.
- The only reason the content was not useful is because I do not handle those cases in my Court.
- The Court I work in doesn't handle juvenile cases but I found the information interesting.
- Our court doesn't do the juvenile cases but the information was helpful.
- I would like to see a session in the future on the Juvenile Expungement rules
- I was in the room but do not work in a juvenile court. I was listening for basic information that may be helpful.
- I haven't had to do juvenile entries in over 20 years until just this month because my judge was appointed Special Judge in a CHINS. I remembered there had to be some specific wording in court orders, but not all of it. The best recommendation I can give would be to create more forms in Odyssey to guarantee the correct verbiage is in the orders to maximize funding received.
- I don't work in a court where we have those types of cases.
- I attended the session, but none of the information pertained to me.
- As a court reporter who works on juvenile cases, it was too broad to be helpful, just a brief overview of timelines. Most useful information were the links to other resources.
- Already knew all the information presented.

Guardianship Registry (60 Minutes):

Faculty: Carl Cowan, Software Support Specialist, Indiana Office of Court Technology, and Shenna Robinson, Business Analyst, Indiana Office of Court Services

Total Responses: 39



Comments:

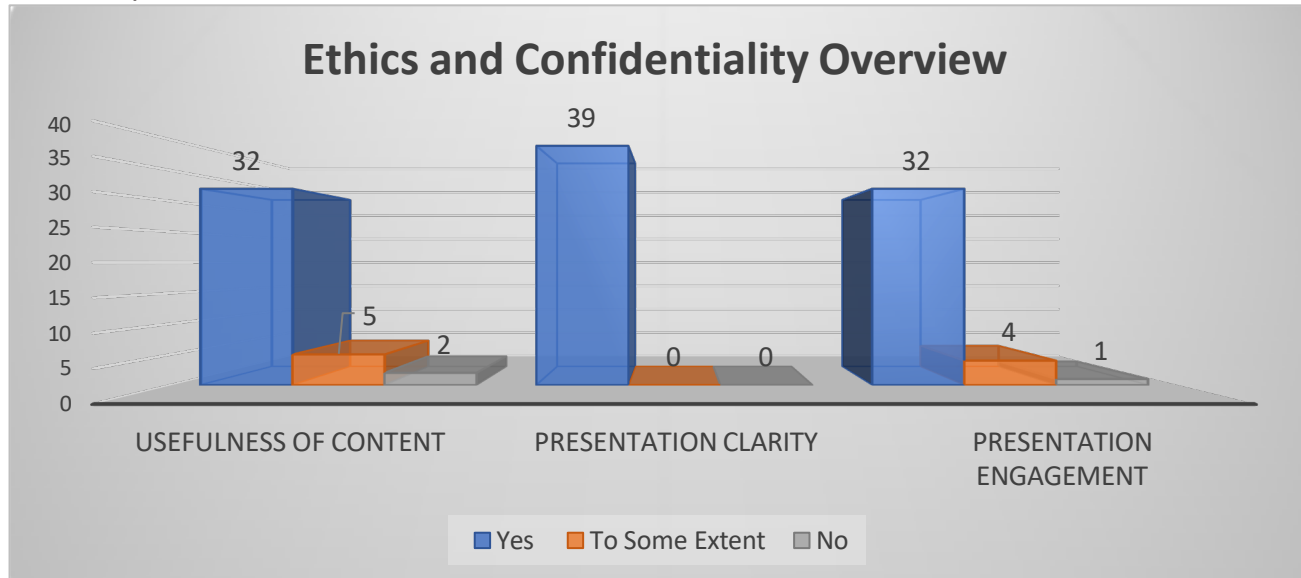
- Hard to follow-felt like it was all over the place and fast paced. Also felt like I heard the word Clerk more than Court.
- This was a very basic overview of the registry. Presentation would have been smoother if examples had been prepared with complete information.
- This session was helpful; however, I feel like Carl was hard to follow. He is very passionate about his job, but for someone who hasn't been working with the Court system for long, he appeared to jump around, and he know exactly what he was clicking on/adding/doing. He had high energy which made listening to him easy for someone who wasn't really sure what he was talking about.
- This content was not at all useful to me as a court reporter. I feel like this session would have been more appropriate for possibly clerks/legal assistants than it would be court reporters.
- The speaker was speaking fast so it was hard to hear/understand. I did find the information very helpful and plan on utilizing the guardianship registry.
- The GU is something my county clerk's do and is not necessarily a Court reporter function.
- Still a confusing process for me to understand.
- Presenter talked a little fast and was hard to understand. Also, there was not a slide presentation that we could print off and follow along with.
- Our court doesn't do the guardianship cases but the information was helpful
- Our Clerk handles Guardianship Registry for the most part, so I didn't feel this content was useful to me personally. The presentation was fine, just not something I deal with in my duties
- Most useful presentation by far. I have little understanding of how the guardianship registry works so it was very useful to know what things can be done in Odyssey and how things should be handled.
- More time could have been devoted to this topic of instruction.
- It would have been great to have a Q&A time at the end. There is many nuances with the GU registry. I suggest to have presentation recorded explaining what to do from the beginning to end. I do not understand why I still receive cases stating inventory due or, etc when box chosen is waived.
- It was a little confusing to follow, however I did learn some useful information and have already reached out to Carl to assist me with a problem case we had.
- I, personally, do not process guardianships; however, my co-worker does (she was not present at the conference.) I will forward the information received. Thank you!

- I took away a lot of information from this session. Also, spoke with Carl and Sheena separately and they were very helpful!
- I attended the session, but the information provided did not pertain to me.

Ethics and Confidentiality Overview (45 Minutes):

Faculty: Jenny Bauer, Research Attorney, Indiana Office of Court Services, and Heather Falks, General Counsel, Indiana Supreme Court

Total Responses: 39



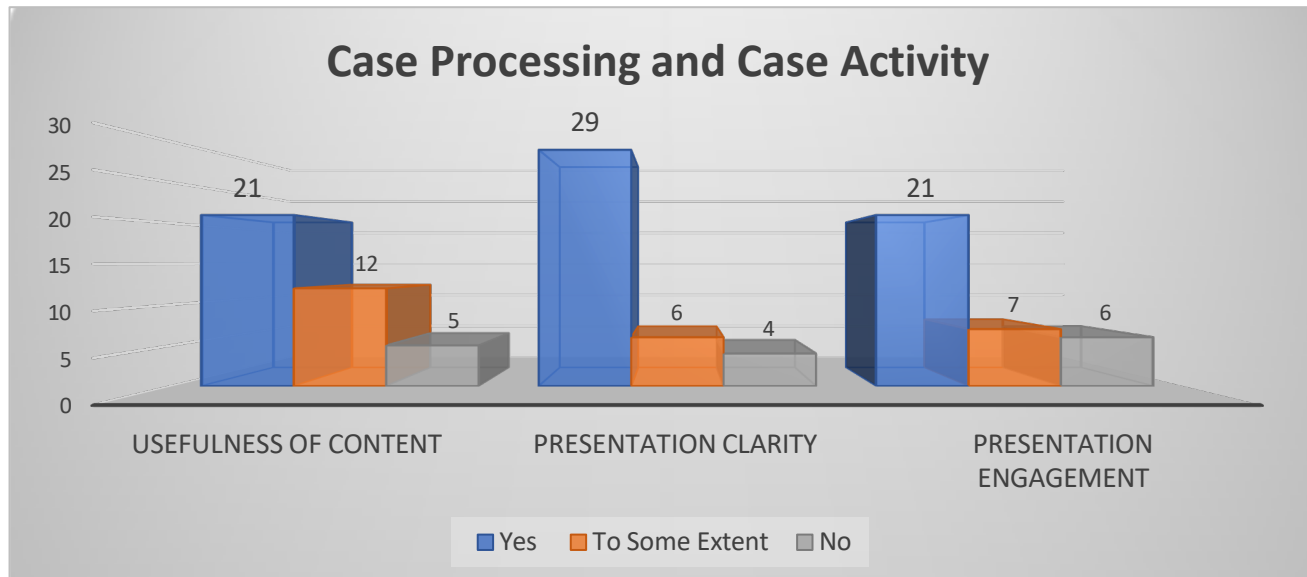
Comments:

- This was very informative and well presented.
- This was a very frustrating session. I understand ethics and conflicts, but from my standpoint it is geared towards protecting the judges and staff could be fired at any time. Judges are disciplined (sometimes not even publicly), suspended for 30-45 days without pay, and go back to their job, but staff lose their employment. I will continue to follow them and take pride in my employment
- This topic probably fostered more discussion than the others.
- The presentation was very informative, and they presented related scenarios.
- The ladies who covered this area were very informative and helpful. I took the most from this session.
- It was very helpful to better understand some of the less black/white situations.
- I really appreciated how much I took away from this session. I found both speakers so relatable and I enjoyed how well they flowed together with the content. Again, thank you for having these speakers. They kept my attention!
- Good to have, but most of this information was covered when i first became a court reporter and watched training videos. Would've appreciated more practical information.
- Good material and well presented.
- Enjoyed the presenters and content
- As a whole, this session was somewhat useful. The speakers did a good job, but I found a lot of it to be very common sense and things I already knew. But the information was probably a good reminder for some people when it comes to not engaging on certain things on social media, political campaigns, and things like that.

Case Processing and Case Activity (60 Minutes):

Faculty: Michelle Goodman, Staff Attorney, Indiana Office of Court Services, and Gaye Lynn Strickland, Director of Odyssey, Indiana Office of Court Technology

Total Responses: 40



Comments:

- We did not have specific questions but we were hoping for information on how to streamline case operations, improve efficiency, etc. This was a session that felt like it was developed for another conference and just adapted to court reporters.
- This session wasn't really very useful for me as a court reporter. I, again, feel like this would have been more appropriate for maybe clerks or legal assistants. I did not learn anything in this session that was applicable to what I do as a court reporter.
- Seemed to be the basics of what a CCS is, which is something the majority of us learned years ago.
- There are so many aspects to case processing. Have it be a part of ever court reporter/court staff CLE with different tasks.
- The ladies who covered this area were very informative and helpful as well.
- Needed more time for this session
- Learned some new tips and tricks. Honestly thought this could be a whole day session just on odyssey functions/shortcuts and such. There was discussion in the day about turnover and new employees. New employees are getting trained by the current employees and we don't know all the tips/tricks of Odyssey, so a yearly refresher on Odyssey would be great for both new court/clerk staff and old timers like myself to learn new things. We were trained on Odyssey right when COVID shut down the world, so our training sessions were cut short due to that.
- I would say that the content was presented clearly to some extent. I understand that there is a lot of information to deliver in a short period. But, just as in court, there are two important parts of a conversation; what is said and what is heard. Information needs to be delivered at a cadence and a speed that is heard please.
- I wish there was more content on the e-filing procedure as to how filings should be filed and handled. We try and follow the e-filing guidelines but find a lot of negative reactions from attorneys, mostly, who do not want to file how we ask. Example: file all documents (Statement of Claims, Affidavits, Exhibits, Ledgers, etc.) under one code as a single document filing. Wish someone would give us a website or number they, the attorneys, could call and ask as we usually have to contact Odyssey, get the answer from the help desk (which is usually the same answer we gave them) and then email it to that

attorney.

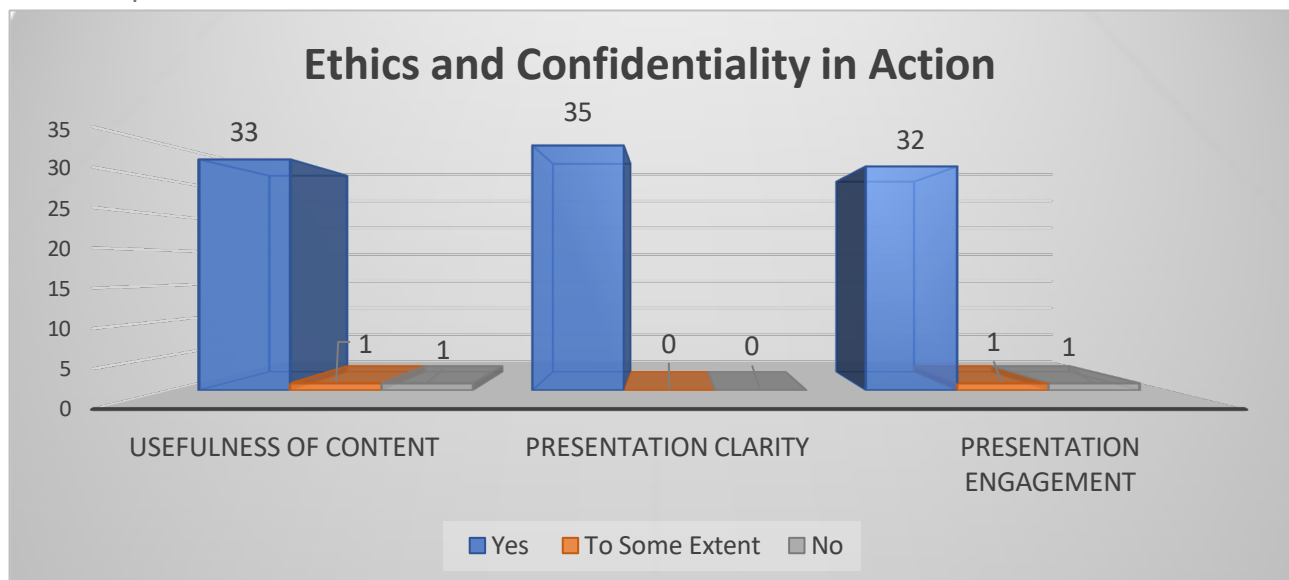
They also refuse to add themselves as counsel into a case and we wish there was a way they couldn't proceed without doing that as we get about 2000 e-filings a week and this takes ALOT of time.

- I love sessions like this! I learned a new tip/trick from Gayelyn and have already used it several times.
- I feel like new users to Odyssey may have found the presentation useful, but those that have been using the system for quite some time could have benefited for more tips and tricks to move through the system more smoothly. Because initial training was lacking, most of the users I see don't utilize the keyboard as much as they do the mouse.
- I am a fairly new court reporter, and I thought the information was a little to basic. Would like more about the more complex aspects of Odyssey. Maybe in the future give info on the most reported issues.
- Anything the presenters were typing into the screen to show us was impossible to see. The screen should've been zoomed in. I was hoping this session was going to contain more practical applications in Odyssey, tips and tricks and such. I'm not quite sure what knowing more about the Prosecutor's end creating a case does for me.

Ethics and Confidentiality in Action (60 Minutes):

Faculty: Jenny Bauer, Research Attorney, Indiana Office of Court Services, and Heather Falks, General Counsel, Indiana Supreme Court

Total Responses: 36



Comments:

- That was FUN!
- Same comments as from the first session.
- Loved this one being interactive and getting to use what we learned earlier in the day!
- Loved the situation and voting format!
- I really enjoyed this one. A nice ending to the day.
- I really enjoyed listening to these ladies again. They seemed knowledgeable about the information they presented. This was the end of the session, and we had been sitting for hours but they made the last discussion light and fun.
- I liked the scenarios. I think it made certain issues easier to understand.
- I didn't know there was a difference in what I can do politically if my Judge is partisan elected vs. being appointed. But not quite sure why two Ethics sessions were included.
- I actually did NOT attend this session. I marked that I did because I wanted to leave a comment here. I looked through the PowerPoint slides for this session after attending the ethics overview session, and I felt like it wouldn't be helpful for me to attend. All of the scenarios in the slides that were to be presented

- Both Ethics sessions were very informative and helpful. Our judge is very strict on this so not new information for us, however, it was good to see we were adhering to the rules.
- Again, these speakers kept the energy going for round two of their session! I liked the polling questions and appreciated learning about different scenarios, ethics-wise!

We asked, “Please share any final thoughts about the conference (what did you love, what would you like to see less of, what would you like to see more of, recommended topics for next time etc.).”



- Would love to see Abstract and Protection Order registry. Odd appeal transcript situations. It might be helpful, if there's enough attendees, to have "topic" breakouts so reporters can tailor their session to their particular job requirements or experience, i.e.: Odyssey 101; Abstracts; Drafting orders
- Tracking handling docketing special judge cases. BMV related events and processes. Running and creating reports. Calendar report/printing
- This event was not catered to court reporters. I'd like to see transcript preparation, software use, dictionary building, grammar in transcripts, exhibit preparation, tech in court reporting, networking with other counties, expert witnesses, trials, posture, health, mental health, chiropractic exercises, breathing techniques.
- The sessions were good and presented accurate information that can be used as a Court Reporter. A topic for next year could be Odyssey tips and tricks for high-volume courts and the purpose of each space when putting information on an event.
- The hotel was nice and conveniently located right across the street. The hotel financial assistance was a nice perk as well. I liked that the content was specific to Court Reporters vs the information provided at the conference in July. I also liked that I was able to attend all sessions vs having to pick one out of four or five. In July there are some sessions that there is more than one I want to attend at a specific time.
- The Century Center was nice however we felt the location could've been better. We did not feel safe straying far from the hotel/conference center. I would like more training on Odyssey tips/tricks/FAQS. Our county went to Odyssey in 2020 right before the height of COVID, and we were not fully trained. So now we have

a new employee and we are training her by our knowledge. I just feel like there's so much more to Odyssey that we are not utilizing because we just don't know. Also, we would like more information on entering Exhibits. I am aware there was a training session on this recently but there are still so many questions regarding entering Exhibits into Odyssey. Thank you.

- Thank you for offering this conference!
- Thank you all for hosting such an informative event! I walked away with so many bits of helpful information and most importantly, taking a situation, and now being able to view it in a different way! Thank you for having the hotels so close to the conference center. Thank you for the lunch! It tasted awesome! Indiana Office of Court Technology Staff, thank you for your kindness! I would do training such as this again in a heartbeat!
- Separate sessions for criminal, probate, juvenile. So, Court employees have the option to attend the sessions pertinent to their jurisdiction and case load.
- Running quarterly reports; more with Odyssey features
- Overall, I am happy I attended this symposium with my coworkers. I do wish it had been held closer to home. I am a single mother of 2 and the four-and-a-half-hour drive made it difficult and took me away from my family for two whole days because of travel. As someone who is cold all of the time, I was freezing--this is something I go into every event being fully prepared for because I know it is usually just me who is having those thoughts. Also, I am a picky eater-I take my lunch most places when I am unsure of the meal. I heard nothing but great things about the meal this year and wanted to share that with you.
- Odyssey Refresher course (see above) I like the idea of moving the conference to different areas of the state. It's fun to see different areas. The conference building itself in South Bend was nice, but the area around it was a little sketchy. We wondered downtown and bit, but quickly made the decision to get back to our hotel room. Liked that the hotel expense was covered.
- Not sure this is helpful, but they mentioned at the conference that there were people from the July conference stated that the lunch was awful and yesterday's lunch was almost the exact same thing and it wasn't very good either.
- More training with Odyssey functions.
- More information on transcript preparation and guidelines
- LOVED that this was offered for Court staff only. Would like to see this as a 2 day conference in the future. I feel like there are many more topics that could be covered especially since there were a wide variety of experience levels attending. I previously worked in IV-D in the Prosecutor's office for 10 years and was on the Conference committee and would be happy to help with this (Kaylee Steel, Knox County)
- In speaking with others at the symposium, it seems that some counties have moved to a divisional system. If this trend continues, it would be beneficial to split into different groups so that you are not attending a training session that does not apply to the work you do. This may allow for more in-depth discussions and any questions regarding the subject matter as a group. I would have appreciated spending more time on the guardianship training, for example, with those that also do guardianships. Great job overall! I look forward to the next training opportunity.
- I'd like to see more practical duties and information. Transcripts, Exhibits, Odyssey codes I should be using, what reports are helpful to run, anything that touches on my actual duties. Odyssey training would be extremely helpful. More explanation in how the systems talk to each other (INcite and Odyssey), what should be handled in Odyssey vs. INcite.
- I would like to see more things covered, all different aspects of our jobs. I came into a position that nobody else in the office really knew, so I've had to train myself with trial and error. Also, it makes for a great refresher. It would be nice to see things on case closure, evidence storage, preparing for appeals, transcripts, issuing warrants, protective orders, Incite in general, timelines. It would just be nice to attend for a few days and have a bigger variety. Overall, I think this conference was excellent and hope it grows.
- I would have liked more sessions relating to transcript preparation, transcript filing, Appellate Rules related topics. Additionally, I think more individuals or topics in the self-guided portion would be helpful. The sessions regarding juvenile cases and guardianship do not apply to my job and there were minimal options

if those did not apply. The time spent networking with reporters from around the state at lunch was wonderful.

- I would definitely attend again. I did like it was a working lunch and everyone I talked with agreed. So please keep this. I would like to see a more extensive session on dealing with e-filings and attorneys and how to handle their questions. Even though this conference was for court reporters, we do a lot of handling of the e-filings when not in court (this was also stated by other court reporters we networked with from other counties).
- I was very happy to see that there was a conference/symposium that was going to be for court reporters. However, I was very disappointed once I looked at the agenda ahead of time, seeing that the information we would be talking about didn't apply to my job as a court reporter. I felt like all of the sessions/information presented was for clerks, administrative assistants, legal assistants, etc. I am a stenographer, not just a "court reporter" who records audio and take notes. My primary roles are being in court and working on transcripts. I want to see a court reporting conference that is geared towards these things, NOT just the webinars that have been presented by Kyle Gillaspie. Those webinars that have been presented the last several years have all covered basically the exact same information, and there is always very limited time at the end for questions, which I rarely get mine answered. I would really like to see an IN PERSON conference for court reporters that specifically work on transcripts, appeals, court orders, and that type of thing. It'd be nice to be able to address new/updated appellate rules, confidentiality WHEN IT COMES TO TRANSCRIPTS, and the like and be able to discuss things and have time to have specific questions answered. When I have questions and contact the Court of Appeals, I get a different person every time and different answers every time, which are not always correct. It gets very frustrating, and I, along with other court reporters from my county, often feel like we are left in the dark with no way to find the answers we need.
- I think all went well overall. I really loved the first presentation with Mr. Dardeen. That was very well presented. I loved the videos and hands on approach. The others were good, too. But, I think the presentation could be livened up a little bit. The lunch was good; but, buffet style would be great, too. I prefer interactive presentations. It is fun and easier to retain information. But, overall, I think it was informative. Thank you.
- I don't recall seeing in the early notices for the conference that CLE's would be offered to lawyers and Judges. I am required to attend Continuing Education through my certification through NCRA. Knowing the conference was eligible for CLE, I could have used that for my Continuing Education as well. This year, my court schedule prohibited attending more sessions so it was a non-issue. Thank you for bringing the conference to Northern Indiana and also for the great deal of effort it takes to present a conference.
- Everything was great, thank you.
- Court reporters need more things like this. The annual court reporter conference I no longer attend as it covers the same things every year. Being a court reporter for 24 years it's nice to learn new things.
- Conference had absolutely nothing to do with court reporting. The content of the conference was fine and relevant for clerical duties but not court reporting. There were no court reporter presenters. I worry that the role of a stenographer is misunderstood and maybe even unknown to organizers.
- A comment about logistics/agenda - the conference was running ahead of schedule from the first session. If a session did not pertain to your position, you didn't know when to return because sessions were starting ten minutes or more ahead of the scheduled time.

Court Personnel Committee Meeting

November 19, 2024

Virtual Meeting (Zoom)

Committee Members Present

- Caci Cornthwaite
- Hon. W. Gregory Coy
- Hon. Paul Freed
- Catherine Haines
- Hon. Chad E. Kukelhan (Chair)
- Ross Maxwell
- Hon. Larry Medlock
- Hon. Charles Miller
- Chris Nancarrow
- Hon. Nathan Nikirk
- Mag. Michelle Waymire
- Kathy Williams

Staff Members Present

- Vicki Davis
- Mary DePrez
- Amy Elson
- Kristyn Hill
- Mary Mitchell
- Jordan Sauvain

1. Approval of August Meeting Minutes

A. Approval of Minutes

Mag. Michelle Waymire moved to approve the August meeting minutes. Kathy Williams seconded the motion. The committee voted unanimously to approve the minutes.

2. Technology Update

A. Technology Updates

Mary DePrez updated the committee on two federal grants that have been received and another grant for the INjail program, with more counties joining the program, including fingerprinting and misdemeanor case functionality. A new release of Odyssey is expected soon.

3. Education Update

A. Court Reporter Symposium (October 8)

1. Mary Mitchell reported on the Court Reporter Symposium held on October 8, 2024, in South Bend. Attendance was lower than anticipated; however, most feedback was positive. Highlights included Sgt. Lance Dardeen's session on de-escalation and active listening.
2. Mary Mitchell asked about differences in court reporter job descriptions among counties following feedback indicating the symposium focused more heavily on "clerk duties." Ross Maxwell indicated that addressing variations among counties is difficult without statewide standards. The committee strongly recommended that IOCS not focus on creating nuanced training tailored to county-specific variations. One committee member noted that it was beneficial to have the conference in a northern Indiana location, and several members suggested holding the next symposium in southern Indiana.

B. Court Security Webinar (November 13)

1. The Court Security Webinar took place on November 13, 2024, featuring speaker James Hamilton of Hamilton Security Group.
2. Approximately 140 people attended the webinar, which was well received and covered a variety of topics related to personal and professional security.

4. Upcoming Education

A. Court and Clerk Employee Conference (July 9)

1. The 2025 Court and Clerk Employee Conference is scheduled for July 9, 2025, at the Embassy Suites in Plainfield.
2. IOCS staff extended an invitation to committee members to share topic ideas for conference sessions.

B. Court Reporter Symposium (TBD)

1. The status of the next Court Reporter Symposium has not yet been finalized; however, preliminary planning suggests it may be held in Spring 2026 in southern Indiana.
2. IOCS staff have discussed changing the format from an all-plenary structure to two concurrent tracks consisting of:
 - A beginner track
 - An advanced track
3. Staff indicated that they plan to announce the event date earlier in the planning process.
4. Staff asked the committee for suggestions on the most effective ways to communicate registration information in the future.
5. Vicki Davis recommended that the committee chair reach out to other judges to help distribute educational event information.

C. New Court Employee Orientation

1. As development of the New Court Employee Orientation continues, IOCS staff asked the committee to consider the following question for discussion at a future meeting:

How can IOCS best reach every individual serving in the various roles targeted by this orientation?

D. Networking Events

1. Court Reporter and Court Administrator Networking events will continue in 2025 with the following scheduled dates:

Court Reporter Networking

- March 19, 2025
- September 24, 2025
- December 10, 2025

Court Administrator Networking

- January 16, 2025
- April 24, 2025
- October 30, 2025

5. Future Court Personnel Committee Meeting Dates

- February 11, 2025
- May 20, 2025
- August 19, 2025
- November 18, 2025

Adjournment

The meeting adjourned at **12:43 p.m.**

Respectfully submitted,

Jordan Sauvain