

# IPDC BOARD OF DIRECTORS

## Summary of Activity

1987-88

### Board Members

#### Second Year

Susan K. Carpenter  
David R. Hennessy  
J. David Keckley  
Mark W. McNeely  
John F. Surbeck, Jr.  
Daniel L. Toomey

#### Elected - May 29, 1987

Sandy L. Bryant (re-elected)  
Eugene C. Hollander (re-elected)  
Terrance W. Richmond (re-elected)  
Linda M. Wagoner (appointed 2/88 to vacancy)  
Daniel L. Weber (re-elected)  
Sheila Zwickey (new)

### Officers

*Chairman* - John F. Surbeck, Jr. (re-elected for 2nd term 5/29/87)

*Vice-Chairman* - Eugene C. Hollander (re-elected for 2nd term 5/29/87)

*Secretary/Treasurer* - Daniel L. Weber (re-elected for 2nd term 5/29/87)

### Left Board

John Surbeck (resigned from the Board effective 2/8/88 to accept appointment as Superior Court Judge in Allen County).

### Meetings

#### ELECTION - May 29, 1987

34. May 29, 1987
  - Election of officers.
35. July 17-18, 1987 - *annual planning meeting.*
  - Resolution: to reclassify M. Mays & make IPDC salaries commensurate with other state judicial agencies.
  - Discussion of Lake County public defender system & IPDC conflicts of interest.
  - Policies set for Program registration fees & acceptance priorities for members & non-members, & policy for Board registration for programs.
36. September 25, 1987
  - Announcement of availability of third year funding for the ASP.
  - New staff: Paula Sites, Tom Hayner, Linda Spears.
  - Board did not recommend filing of the PD Bill in the 1988 General Assembly. Appointed a committee to begin intensive education & support-building campaign for 1988-89.
37. December 11, 1987
  - Reported loss of future juvenile project grant funds due to Indiana's non-compliance with federal standards for deinstitutionalization of juveniles.
  - Board approved application of IPDC for federal funds to become a federal habeas corpus resource center.
  - Resolution: IPDC urges Supreme Court of Indiana to allow the State Public Defender to accept federal appointments to represent indigent capital defendants.
38. February 26, 1988
  - Gene Hollander was elected to serve the remainder of John Surbeck's term as Board Chairman. Linda Wagoner was appointed to fill Surbeck's vacancy.
39. April 20, 1988
  - Board requested IPDC biennium budget request include funds for a Board member to attend at least one national conference or training program each year.
  - Resolution: Board members may vote in officer elections by proxy if they can't be present at the election.
  - Board authorized IPDC staff to undertake a public relations campaign to increase public awareness of the role & responsibilities of public defenders.

Indiana Public Defender Council  
Meeting of Board of Directors - May 29, 1987

MINUTES

A. CALL TO ORDER

The meeting of the Board of Directors of the Indiana Public Defender Council was called to order by Chairman John Surbeck at 5:00 p.m. on May 29, 1987 at the Airport Holiday Inn in Indianapolis, Indiana. Present were Susan Carpenter, John Surbeck, Gene Hollander, David Hennessy, Dan Toomey, Mark McNeely, Sheila Zwickey, Terry Richmond and Sandy Bryant. Also present were Larry Landis, Mary Sinnock and Kit Keller of the Indiana Public Defender Council staff.

B. APPROVAL OF MINUTES

Minutes from the Board meeting of March 18, 1987 were sent to all Board members in April. Susan Carpenter moved that the minutes be approved as submitted. The motion was seconded by Terry Richmond and approved by the Board.

C. EXECUTIVE DIRECTOR'S REPORT

A copy of Larry Landis' Executive Report dated May 15, 1987 is included in these minutes as Attachment A. Following a brief review of the report, Larry Landis brought the following items to the attention of the Board for consideration and discussion at the upcoming Board retreat.

- How to handle the significant increase in research requests and death penalty assistance requests.

- Staff organization - Information on each staff position and an organizational chart will be sent to Board members in June.

- Copies of the grant applications for the sentencing alternatives project and the juvenile resources project will be sent to Board members in June.

- The cost of seminars and the policy of admitting non-IPDC members should be discussed at the retreat.

- The IPDC appropriation for 1987-88 is \$312,978. A detailed budget showing how the funds may be used will be distributed and discussed at the retreat.

Gene Hollander asked why the Expert Witness Manual was not included in the price of the seminar this date. Larry Landis informed him that manuals are generally included with a program only when the manual is specifically related to the topic of the seminar. Dave Hennessy asked for an explanation of the difference between research requests and technical assistance requests. Larry Landis and Kit Keller responded.

D. BOARD RETREAT

The Board selected July 17 and 18, 1987 for their annual planning meeting. After discussion, the following times were agreed upon: Friday, July 17th, begin meeting at 5 p.m. and continue over dinner. Saturday, July 18th, meet all day (9 a.m. until 4:30 or 5 p.m.). The first choice for the meeting site was the Radisson Hotel on the north side of Indianapolis. The second choice was Embassy Suites North in Indianapolis.

E. ELECTION OF OFFICERS

David Hennessy moved that the officers who served during the 1986-87 term be elected for a second term. These officers are: Chairman, John Surbeck; Vice-Chairman, Gene Hollander; and Secretary, Dan Weber. The motion was seconded by Terry Richmond and unanimously approved.

F. ADJOURNMENT

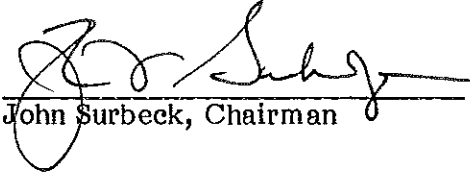
At approximately 5:40 p.m., Sandy Bryant moved to adjourn the meeting, the motion was seconded by Gene Hollander and passed.

Minutes prepared by Mary Sinnock.



Dan Weber, Secretary

Date 7-17-87



John Surbeck, Chairman

Date 7/17/87

EXECUTIVE DIRECTOR'S REPORT  
May 15, 1987

A. MANUALS

1. Expert Witness Manual. A manual including a list of expert witnesses has been prepared by Maureen Keefe, Monica Foster and Kit Keller. Distribution will be at the IPDC seminar on May 29, 1987.
2. Juvenile Update. Richard Kiefer is under contract to prepare an update of his Juvenile Delinquency Manual. Printing of 50 new manuals and 400 updates will be done in July.
3. Evidence Update. Henry Karlson is under contract to prepare an update of the 1984 Evidence Manual. Publication is expected in August.
4. Sentencing Update. An update of the Sentencing Manual (1984) is being prepared by Monica Foster. The publication date has been changed to September 1987.
5. Trial Manual. Jill Grueling and Linda Wagoner prepared this manual under contract with the IPDC. Present plans are to publish 2 manuals rather than one: Pretrial (Grueling), and Trial (Wagoner). Drafts of all chapters were submitted in December. Editing will be done by Larry Landis. The publication date has been changed from September to November of 1987.
6. Motions Manual Update. The publication date is March 1988.
7. Appellate Manual. The publication date is July 1988.

B. CASE BANK

We originally produced 150 sets of the Case Bank which have all been sold. Larry Landis, Kit Keller and Monica Foster have revised and updated the Criminal Law Index. Reprinting will be done in June.

C. INDIANA DEFENDER

The Indiana Defender has been a bi-monthly publication for the past two years. We began monthly publication in January of 1987. Our mailing list now includes over 900 members.

D. TRAINING PROGRAMS

The following are the programs planned for this year.

- May 28 - Recent Developments in Criminal Law (Annual Meeting)
- May 30 - Trial Persuasion Workshop
- August 28-30 - Trial Skills, Session I
- September 25 - Search and Seizure/Constitutional Law - Charles Moylan, Jr.
- Oct. 30-Nov. 1 - Trial Skills, Session II

#### E. RESEARCH AND TECHNICAL ASSISTANCE

The following is a summary of the research and technical assistance conducted by the IPDC staff since 1978. Figures are given for the first 9 months of 1986-87; and estimates in parentheses are given for the full year.

<u>Year</u>	<u>Research</u>	<u>Technical Assistance</u>	<u>Death Penalty</u>	<u>Total Requests</u>
1978-79	95	*	*	95
1979-80	149	*	*	149
1980-81	120	*	*	120
1981-82	320	*	*	320
1982-83	329	57	21	407
1983-84	329	124	50	503
1984-85	286	231	54	571
1985-86	253	290	78	621
1986-87 -1st 9 mos.	174	227	124	525
1986-87 -Est.12 mos.	(232)	(302)	(165)	(699)

\*Records kept did not differentiate type of request.

#### F. GRANTS

Grant applications will be filed in May with the Indiana Criminal Justice Institute for the Sentencing Alternatives Project and the Juvenile Resources Project. Copies of the grants will be distributed at the Board meeting on May 29, 1987.

#### G. STAFF

Kit Keller has tendered her resignation to be effective at the end of August. She has worked for the Council for seven years. We will be interviewing for a new staff attorney in July.

During the first four months of 1987 we have devoted a considerable amount of time to organizational planning and development. In March we completed our annual performance evaluations. In May we completed the tasks of revising job descriptions, establishing performance standards for the next six months, and completing a draft of an office policy and procedure manual. Attached is an organization chart and current job descriptions.

#### H. BUDGET

The 1987-89 appropriation from the legislature includes funding for only our base budget. Any expansion or addition of services for the next two years will require additional money, i.e., revenues from publications, seminars, or grants.