



PUBLIC DEFENDER COMMISSION MEETING
December 17, 2021 12:15 P.M.
PUBLIC DEFENDER'S VIRTUAL CONFERENCE ROOM

MINUTES

1. The meeting was called to order at 12:18 p.m.
2. Present were Commissioners Tom Tobiassen, Frances Smylie-Brown, Tom Ashburn, Johanna Cartledge, , along with Chief Public Defender Doug Wilson. A quorum was declared to conduct Commission business.
3. Absent: Colette Tvedt, David Kaplan and Sara Hildebrand
4. Guests: Josh Leesman and Katie Adastra from UNCOMN, Elizabeth Cadiz, Reyna Lopez, Tasha Steward, Christopher Ide, Dustin Klein, and Greg Pastrich.
5. Minutes: Motion to approve raised by Commissioner Ashburn. 2nd by Commissioner Smylie-Brown, all in favor. Motion passes.
6. Introductions
7. Report from the Chief Public Defender:

Workload Analysis

Introduction of Josh and Katie of UNCOMN and a workload study power point presentation. We have started the process and are in the process of finalizing the contract.

The study will provide an analysis of the Public Defender's historic and current caseloads and staffing and time spent by attorneys and support staff as captured by LegalServer. The data collection and analysis begin in January and continues through June. The findings should be completed by July.

Commissioner Smylie-Brown asks if the study is projected to last a year? Josh responds that a few months of figures are taken and will be used to project out the year.

Commissioner Tobiassen asks if Covid will skew the numbers in any way. Josh responds that it could. The collection period start in January 2022 and historical records can be looked at to get an approximate as to how and where Covid has affected the numbers.

Commissioner Tobiassen asks how quality is measured. Josh responds that the volume of info is looked at and represents an average. In theory the data will show outcomes and can show ways to improve things.

Policies and Procedures Handbook

Commissioner Smylie-Brown, Elizabeth Cadiz, and Tasha Steward provide updates as to the status of the handbook. It is expected to be completed by January 28, 2022.

The handbook will include a section for Employee Responsibilities, our Mission, Vision, and Values statements, documents such as Policy Memorandum's, procedures, Municipal Court Orders, protocols, motions, forms, and resource handouts. Motions, forms, and resource handouts will also be included in Legal Server for easy access.

Commissioner Ashburn asks what the process will be for commissioners regarding the distinguishing between commission policies and office policies. Suggests that is should be clearly outlined in the table of contents. Elizabeth does explain that another section called the Resource Manual is being included that has ordinances & legal authorities. Office policies vs department policies will be clearly distinguished.

Commissioner Smiley-Brown asks if the manual will have links to the policies and procedures so that if things change, they will be easily updated. Elizabeth Cadiz responds that for now it is in paper format. Per Commissioner Ashburn, it is important to have discipline of revision.

The Resource Manual will cover ordinances, Colorado Rules of Evidence, Muni Court Rules, and courthouse specialty areas such as Div 8, Competency, Immigration, and other helpful items. The resource manual will be available via PDF as well as a thumb drive.

The City of Aurora Employee Manual is separated into 2 parts. We are exempted from a few sections in part 1 policies and procedures. Part 2 pertains to time off and family medical and leave and can choose to opt in or out of. We decided to opt in on part 2 and rewrite part 1.

City IT

Met with Larry Hibbs, and we will be getting full support of City IT. We will be meeting with him to discuss Legal server and electronic discovery.

Transcripts

We have been informed by Judge Day that effective Jan 3, 2022 we will be charged \$3 per page for transcripts. We will need to tighten our transcript requests.

Language Interpreters

The city has a language line program that we are not made a part of. They reached out to Court Administrator regarding the need for it and she opted out and said it wasn't needed. Deputy City Manager have been contacted about including us in the program and were informed that no funds were available to assist us.

Aurora Sustained

The forensic social work program is up and running. The fellows are here 4 days a week and an article will be written on the program soon. Funds are available to start looking at filing the position.

8. From the Commission:

Commissioner Tobiassen updates that Commissioner's Cartledge, Smiley-Brown, Tvedt, and himself met with HR regarding Chief Wilson's salary. Per Ryan Lantz, things are moving forward, and they are now waiting to hear back from City Manager Twombly for his approval.

Next meeting will be held on January 28, 2022 at 12:15 p.m. in the Public Defender's Virtual Conference room.

The Commission meeting adjourned at 1:33 p.m.

COMMISSION CHAIRPERSON

Date _____