

**Discussion on the
PURPOSE OF THE COMMITTEES
of
The Montana Public Defender Commission**
Revised July 2013

Budget Committee

The committee receives briefings from staff about major budget and accounting issues, including budget requests from the agency and others for the executive planning process and hears public testimony about these requests. The committee may make recommendations to the full Commission on the adoption of budget items. The committee also hears updates from staff on current year budget to actual activity and accounting and audit issues. Members may be asked to participate in budget discussions with the Office of Budget and Program Planning and the Legislature.

Information Technology Committee

(This committee is inactive)

The committee receives briefings from staff about major information technology issues. The committee advises and updates the full Commission on new technology, and plans to focus on technology that can be used for training purposes. The committee hears public testimony.

Personnel Committee

The committee coordinates the hiring process for the Chief Public Defender, the Chief Appellate Defender, and the Conflict Coordinator as well as the evaluation process for those positions reporting directly to the commission. They assist staff in developing agency-wide FTE performance evaluation forms and updating job descriptions. The committee hears public testimony.

Legislative Committee

The committee receives briefings from staff about major legislative issues and is involved in drafting proposed amendments or new legislation affecting the agency. The committee communicates with the Budget committee and may be involved in the legislative session and with strategizing with the Governor's office regarding agency bills. The committee hears public testimony on any legislative matter.

Contracts Process and Approvals Committee

The committee receives briefings from staff about major contractor-related issues, including rates for attorney and non-attorney services, information related to possible adjustments to these rates, and other contractor issues. The committee assists the Conflict Coordinator with pre-approval requests of an extraordinary nature, and acts as the final level of appeal in determining conflicts of interest. The committee may also consider requests from contractors for reconsideration of claims or pre-approvals for services that have been denied because agency personnel have determined them to be outside of the scope of the agency's legislative authority for payment or approval.

Collective Bargaining Committee

This committee receives briefings from staff about major collective bargaining issues and may be involved in labor negotiations or labor management committees. The committee hears public testimony.

Grants Committee

(The committee was abolished at the August 30, 2010 meeting.)

Standards Committee

This committee was renamed from Caseload Standards Committee to Standards Committee in July, 2008. The committee receives briefings from staff about Standards issues, periodically reviews the Standards, and hears public testimony.

Proficiency Determination for Contract Attorneys Committee

Formed as an ad hoc committee at the August 30, 2010 meeting.

The committee was tasked to 1) work on review of the standard regarding continuing education for contract attorneys and recommendations for changes to the standard; and 2) develop a checklist for proficiency determination of contract attorneys. At the first committee meeting in September 2010 they identified the purpose of the committee as “to assist with proficiency determination for contract attorneys per statute and policy.”

Judicial Systems Committee

Formed as an interim committee at the July 23-24, 2009 meeting

The purpose of the committee is to provide watchdog functions and facilitate exposure of any corrupt practices or ethical violations by prosecutors or judges.

Three new “teams” or ad hoc committees were established at the October 24, 2011 meeting:

- Strategic Planning
Assigned to revisit and revise the original Strategic Plan.

- Eligibility/Cost Recovery
- Treatment Courts
These two teams were assigned to work with existing staff teams to identify issues in each area and bring forth proposed solutions.

MONTANA PUBLIC DEFENDER COMMISSION

COMMITTEES

AS OF NOVEMBER 13, 2012

(x denotes chair)

STANDING COMMITTEES

Budget Committee

Fritz Gillespie (x)
Margaret Novak
Ken Olson
Chris Daem

Collective Bargaining Committee

Chuck Petaja (x)
Fritz Gillespie

Contract Process and Approvals Committee

Chuck Petaja (x)
Ken Olson

IT Committee

Majel Russell (x)
Bill Snell

Judicial Systems Committee

Brian Gallik (x)
Fritz Gillespie

Legislative Committee

Fritz Gillespie (x)
Majel Russell
Ann Sherwood
Brian Gallik

Personnel Committee

Chuck Petaja (x)
Fritz Gillespie

Proficiency Determination for

Contract Attorneys

Brian Gallik (x)
Majel Russell

Standards Committee

Fritz Gillespie (x)
Ken Olson
Brian Gallik

AD HOC COMMITTEES

Strategic Planning Committee

Ken Olson (x)
Bill Snell
Chuck Petaja

Eligibility and Cost Recovery

Brian Gallik
Fritz Gillespie
Chuck Petaja
Margaret Novak

Treatment Courts

Bill Snell
Chris Daem