

MONTANA PUBLIC DEFENDER COMMISSION  
**PERSONNEL COMMITTEE MEETING**

Helena Regional Office  
139 North Last Chance Gulch, Helena, MT 59601

**October 21, 2014**

**MINUTES**

*(Approved at the November 16, 2015 meeting)*

**Committee Members Present**

Chuck Petaja, Helena; Fritz Gillespie, Helena

**Agency Team Members Present**

Wade Zolynski, Chief Appellate Defender; Bill Hooks, Chief Public Defender; Kristina Neal, Conflict Coordinator; Harry Freebourn, Administrative Director

**Call to Order**

Committee Chair Chuck Petaja called the meeting of the Personnel Committee to order at 9:05 a.m.

**Approval of Minutes of September 26, 2013 Meeting (\*Action Item)**

Commissioner Gillespie moved to approve the minutes as drafted. Commissioner Petaja seconded and the motion carried.

**Review Evaluation Process for Chief Public Defender, Chief Appellate Defender, Conflict Coordinator and Administrative Director**

Commissioner Petaja reviewed the evaluation process, which consists of three parts. Written subordinate/peer evaluations have been received and reviewed. Each manager also completed a self-evaluation; they all know where improvements are needed they will strive to make those improvements. Finally, the Commission is tasked to evaluate performance. Salary discussions will be reserved for the full Commission.

**Public Comment**

There was no public comment.

**Executive Session**

Commissioner Petaja closed the meeting to conduct individual performance evaluations. He stated, "I have determined that the demands of individual privacy clearly exceed the merits of public disclosure, and therefore this portion of the meeting will be closed."

**Recommendations for Full Commission**

The committee will forward recommendations regarding salaries to the full Commission at the October 31 meeting.

**Adjourn**

The committee adjourned following the closed session.