

MONTANA PUBLIC DEFENDER COMMISSION  
**PERSONNEL COMMITTEE MEETING**

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

**November 16, 2015**

**MINUTES**

*(Approved at the April 18, 2016 meeting)*

**Committee Members Present**

Terry Jessee (Chair), Billings; Fritz Gillespie, Helena; Margaret Novak, Chester; Ann Sherwood, Missoula; Larry Mansch, Missoula

**Committee Members Absent**

None

**Other Commission Members Present**

Bonnie Olson, Marion; Brian Gallik, Bozeman

**Agency Team Members Present**

Bill Hooks, Chief Public Defender; Kristina Neal, Conflict Coordinator; Eileen Larkin, Appellate Defender Office; Harry Freebourn, Administrative Director; Wendy Johnson, Contract Manager; Carleen Green, Accountant

**State Human Resource Officer**

Lisa Coligan

**Interested Persons**

None

**1. Call to Order**

Committee chair Terry Jessee called the meeting of the Personnel Committee to order at 8:15 a.m.

**2. Approval of Minutes of October 21, 2014 meeting (\*Action Item)**

The minutes were approved as drafted.

**3. Update on Chief Appellate Defender Hiring Process**

Lisa Coligan, State Human Resources Division, said that four applicants for the chief appellate defender position met the minimum qualifications. The posting closed on November 13. One of the four has no appellate experience, and will not be included in

the next phase. The committee agreed to do telephone screening with the remaining three applicants. Ms. Coligan has interview questions from the last chief appellate defender hire, and she will use some of those for the phone interviews, which will be scheduled over the next week. Finalists will then be selected for public interviews at the December meeting of the full Commission.

**4. Review Evaluation Process for Chief Public Defender, Conflict Coordinator and Administrative Director (Chief Appellate Defender position is vacant)**

Commissioner Jessee reviewed the evaluation process, which consists of three parts—confidential written evaluations by Commission members and subordinates and/or peers (as appropriate for each person being evaluated); a self-evaluation; and individual interviews with each manager.

Commissioner Jessee said that there was some confusion over the rating scale, and if the same evaluation tool is used in the future, he would like the highest number to be the best rating.

Final evaluations will be conducted at the December Commission meeting.

**5. Public Comment**

There was no public comment.

**6. Executive Session (closed)**

Commissioner Jessee closed the meeting to conduct individual performance evaluations at 8:35 a.m. 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.”

**7. Recommendations for Full Commission**

The committee will present their recommendations to the full Commission at the December 11-12 meeting.

**8. Adjourn**

The committee adjourned at 1:00 p.m., following the closed session.