

**Maine Commission on Indigent Legal Services – Commissioners Meeting
September 13, 2011**

Minutes

Commissioners Present: Ronald Schneider, Marvin Glazier, Sally Sutton, Kenneth Spirer

MCILS Staff Present: John Pelletier, Steven Carey

Agenda Item	Discussion	Outcome/Action Item/Responsible Party
Approval of 8/9/11 Commission Meeting Minutes	Copy of minutes received by all Commissioners. One edit was suggested by Commissioner Spirer to add “amongst screeners” to the end of the first sentence of the second paragraph under Operations Report and Budget Update.	Commissioner Sutton made motion to accept minutes as amended. Commissioner Glazier seconded. All present voted in favor. Approved.
Operations Report Review and Budget Update	Deputy Director Carey presented the <u>August 2011 Operations Reports</u> to the Commissioners. Director Pelletier noted that the 2300 new cases are higher than it has been the past few months. Commissioner Spirer questioned why MCILS is still receiving paper vouchers. Director Pelletier explained that paper vouchers are for old left over cases. When discussing the changes in attorneys rostered per court Commissioner Spirer asked if the system could track the levels of experience of the attorneys we lose from our rosters. Deputy Director Carey stated the system can not do that but that may be able to be done manually. Commission Chair Schneider asked if the Revenue Account funds will be used each quarter or held over to the end of the fiscal year. Director Pelletier stated that the Revenue Account funds will be used at the end of each quarter to pay attorney vouchers to supplement the All Other Account.	

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<p>Operations Report Review and Budget Update (continued)</p>	<p>Director Pelletier discussed that there was a large allotment in Quarter 1 to account for the carryover vouchers and the encumbrance for the Somerset County Contract. The vouchers submitted in July and August have been consistent with our projections and budget numbers. At the end of this quarter we will be able to stay on schedule or may even be ahead of schedule paying vouchers.</p> <p>Director Pelletier stated that MCILS will receive a “haircut” soon from our Personnel Budget to account for reduction in the state paid portion of benefits and for temporary elimination of merit and step increases. He is hopeful that we will still have enough to fund the Bangor Screener position due to the savings of having an open Office Manager position at this point.</p> <p>Director Pelletier explained that we received word recently that we would be getting Supplemental Budget Guidance at the end of the month and there will be a turn around period given. MCILS may be offered a one-on-one sit down with the heads of DAFS to discuss supplemental budget requests and zero based budgeting procedures. Zero Based Budgeting is a process MCILS will have to comply with in September of next year and will effect Fiscal Years 2014 and 2015.</p>	
<p>Training Update</p>	<p>Deputy Director Carey presented the <u>Training Update</u> to the Commissioners.</p> <p>Commissioner Spirer commended the MCILS Staff for planning and setting up all the necessary trainings.</p>	
<p>Annual Renewal Update and Specialized Panel Applications</p>	<p>Deputy Director Carey presented the <u>2011 Annual Renewal of Registration Update</u> to the Commissioners. Deputy Director Carey also notified the Commissioners that the Application of the Specialized Homicide Panel has been released and was posted on the MCILS website. The plan is to see how the Homicide Panel process goes then staff will decide how to roll out the remaining panel applications.</p>	

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Standard of Practice	<p>All Commissioners present discussed typos and suggested changes to the three draft Standards of Practice. Changes to be incorporated by MCILS staff.</p> <p>Standards will be set for public hearing on November 8, 2011 a time to be announced at a later date.</p>	<p>Commissioner Sutton made motion to the Standards as amended and to move to Public Hearing. Commissioner Glazier seconded. All present voted in favor. Approved.</p>
Office Manger Position Update	<p>Director Pelletier explained that MCILS has posted the open Office Manager position and is awaiting receipt of the applications from Human Resources.</p>	
Public Comment	<p>None</p>	
Adjournment of Meeting	<p>Commissioner Glazier announced the passing of Attorney Julio Desanctis.</p> <p>Commission Chair Schneider discussed the nomination of Attorney David Mitchell to the Commission.</p> <p>Next meeting will be October 11, 2011 at 9:30 am at the Judicial Committee Meeting Room at the State House.</p>	<p>Commissioner Sutton made motion to adjourn. Commissioner Glazier seconded. All present voted in favor. Approved.</p>

