

**Maine Commission on Indigent Legal Services – Commissioners Meeting
October 11, 2011**

Minutes

Commissioners Present: Kenneth Spierer, David Mitchell, Marvin Glazier, Sally Sutton

MCILS Staff Present: John Pelletier, Steven Carey

Agenda Item	Discussion	Outcome/Action Item/Responsible Party
Approval of 9/13/11 Commission Meeting Minutes	Copy of minutes received by all Commissioners.	Commissioner Sutton made motion to accept minutes as amended. Commissioner Mitchell seconded. All present voted in favor. Approved.
Operations Report Review	<p>Deputy Director Carey presented the <u>September 2011 Operations Reports</u> to the Commissioners.</p> <p>There was a brief discussion on the number of paper vouchers and that there remains a few legacy cases being submitted by paper voucher but that the number of paper vouchers continues to decrease.</p>	
Budget Update and Supplemental Budget Proposal Review	<p>Director Pelletier presented the <u>Budget Update and Supplemental Budget Proposal Review</u> to the Commissioners</p> <p>Director Pelletier discussed the difference between an appropriated account and a revenue account. In our revenue accounts, even if we have more in it we can only spend what is allotted each quarter. So for example we could not spend down all of our revenue account since collections brought in more than our allotment.</p> <p>Director Pelletier explained that we need to do a financial order to create our allotments for the Conference Account but we have been told we can pay anything needed for the conferences out of our other revenue account then transfer back once the allotments are set up in the conference account.</p>	Commissioner Mitchell made motion to accept minutes as amended. Commissioner Glazier seconded. All present voted in favor. Approved.

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	<p>When presenting the Supplemental Budget Request to the Commissioners, Director Pelletier stated that he is aware that asking for such a substantial request may give some a sense that our costs are ever increasing but he feels we now have a handle on our costs and will going forward. If we receive the money we need in the supplemental we will not have to be back in the future. Commissioner Spierer pointed out that until the Commission is funded appropriately we will have to keep going back.</p> <p>Commissioner Mitchell asked why MCILS must carry the \$400,000 in vouchers forward each year. Director Pelletier explained that the \$400,000 is approximately 14 days in vouchers and is well below the budget office’s guidelines. Also it is a reasonable turnaround number due to the limited number of people reviewing the vouchers.</p> <p>Director Pelletier reported that due to the budget adjustments for the State not providing merit and step increases, changes in retirement and health benefits MCILS was given a \$64,255.00 decrease to our personal services account. This may make us keep one position open.</p>	
Training Update	<p>Deputy Director Carey presented the <u>Training Update</u> to the Commissioners.</p> <p>Commissioner Spierer asked if the DV training would be videotaped. Deputy Director Carey stated that the cost is too much since MCILS will not be making any money from the training since it is being put on by the YCBA.</p>	
Homicide Specialized Panel Applications	<p>Deputy Director Carey presented the <u>Update on Applications of the Specialized Homicide Panel</u> to the Commissioners.</p>	Approved.

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Standards of Practice Rule Making Update and Rule Making Agenda Review	<p>Director Pelletier presented the <u>Update on the Rule Making Procedure for the Standards of Practice</u>. The public hearing is set for November 8, 2011 at 1pm at the Judiciary Committee Room. The Governor’s Office gave approval to the process and the paperwork was filed with the Secretary of State’s Office.</p> <p>Director Pelletier presented the <u>Rule Making Agenda</u> which was recently filed.</p>	
Public Comment	<p>Sarah Churchill – President of MACDL – Attorney Churchill asked for clarification that the Commission is not seeking an increase of the rate in pay for attorneys in the Supplemental Request. Attorney Churchill stated that if not asked for until 2014-2015 Budget it will have been 15 years since the last increase. Perhaps it should be asked for now.</p> <p>Several of the Commissioners stated that perhaps MACDL or attorneys could do the research on what the rate should be and what it is elsewhere so when the time comes the Commission has that information. Commissioner Glazier also mentioned that the rate for Investigators has not been increased for a long time as well. It was decided that this issue should be an agenda item at the next meeting or in a future meeting.</p>	
Adjournment of Meeting	<p>Prior to adjournment of the meeting the Commissioner entered an Executive Session to discuss personnel matter. No vote or action was taken during that session.</p> <p>Next meeting will be November 8, 2011 at 9:00 am at the Judicial Committee Meeting Room at the State House.</p>	Commissioner Glazier made motion to accept minutes as amended. Commissioner Mitchell seconded. All present voted in favor. Approved.

