

COMMITTEE FOR PUBLIC COUNSEL SERVICES

MINUTES OF MEETING

June 15, 2016

The monthly meeting of the Committee for Public Counsel Services was held in the Committee's conference room at 40B Bromfield Street, 1st Floor, Boston, MA on Wednesday, June 15, 2016, beginning at 5:21 p.m. R.J. Cinquegrana, Chairman, presiding.

MEMBERS PRESENT: Ms. Ball and Messrs. Gosselin, Healy, Kociubes, and Miller
Ms. Shah and Messrs. Watkins and White

TELECONFERENCING: Messrs. Kennedy and Rosenfeld and Ms. Tewksbury

1. Approval of May 17, 2016 Minutes

The minutes of the May 17, 2016 meeting were approved as submitted.

2. FY 2017 Juvenile Supervising Attorney Contracts

Helen Fremont, Staff Counsel with the Youth Advocacy Department, sought Committee approval for the FY 2017 Juvenile Supervising Attorney contracts in the amount of \$312,000. She explained that the Juvenile Supervising Attorneys provide training, performance evaluations, mentoring, complaint referral and investigation, and oversight of private attorneys handling delinquency and youthful offender assignments through the bar advocate programs. The cost of the contracts varies by the number of hours that the Juvenile Supervising Attorneys work, typically five or ten hours per week.

Ms. Fremont explained that no changes are proposed to the contracts at this time.

Discussion ensued.

MOTION: Mr. Kociubes. That the Committee approve the FY 2017 Juvenile Supervising Attorney contracts in the amount of \$312,000.

SECOND: Mr. Miller.

VOTE: Unanimous.

3. CAFL Resource Attorney Contracts

Michael Dsida, Deputy Chief Counsel, Children and Family Law Department (CAFL), sought Committee approval for two year contracts for five Resource Attorneys in the following regions: Worcester County, Suffolk County, Southern Middlesex County, Berkshire County, and Southern Essex County. There are seven other CAFL Resource Attorneys currently under contract through June 30, 2017.

Mr. Dsida explained that the Resource Attorneys provide legal and technical assistance to trial panel members in their designated regions and courts. They are also responsible for coordinating or presenting relevant legal education trainings. The Resource Attorneys have set office hours when they are available to attorneys in their region to provide advice and technical assistance. They also serve as liaisons with the courts and the CAFL Administrative Office.

The total maximum amount for the two year contracts for the five Resource Attorneys is \$110,000.

Discussion ensued.

MOTION: Mr. Healy. That the Committee approve the two year contracts for the five CAFL Resource Attorneys in Worcester County, Suffolk County, Southern Middlesex County, Berkshire County, and Southern Essex County for a maximum amount of \$110,000.

SECOND: Mr. Kociubes.

VOTE: Unanimous.

4. Monthly Financial Overview Report

Kevin Lucchetti, Chief Financial Officer, presented the FY 2016 monthly financial overview report to the Committee for review. He reported that overall spending for the fiscal year is anticipated to be approximately \$216M in total with a deficiency of approximately \$15.1M between the 0321-1510 (private attorney payments) and 0321-1520 (indigent court costs) line items currently outstanding.

Forecast for the individual appropriations are as follows:

- 0321-1500 – Spending of the entire appropriation of \$28,720,375.
- 0321-1504 – Minimal reversion of approximately 1% to 1.5% based on the timing of staff hires and unanticipated delays.
- 0321-1510 – Overall spending is anticipated to be \$140M, which includes an adjustment from last month's forecast in the amount of \$650,000.
- 0321-1520 – Overall spending is anticipated to be \$18.7M. The current forecast very likely will be adjusted in the coming weeks as request for payment come in as the fiscal year draws to a close.

Estimated run-out dates are as follows:

- 0321-1510 – End of June and partial payment in July before supplemental funding is needed.
- 0321-1520 – End of June with one full payment in July before supplemental funding is needed.

Discussion ensued.

5. Commitments \$10,000 and Over Report

Mr. Lucchetti presented the commitments over \$10,000 report, which contained two new commitments to report: 1) Tallan, Inc. (IT – Web Server Architecture project) and 2) Matthew Bender & Co., Inc. (library purchases).

6. Chief Counsel Report

Mr. Benedetti reported on the following:

FY 2017 Budget

The House and Senate budget debates have concluded and the branch's versions are currently in Conference Committee. According to press reports, revenue estimates are down by approximately \$450-\$700M. This drop may influence negotiations between the House and Senate.

Committee Rules

Mr. Benedetti has an opportunity to teach at Suffolk University. Committee Rules and Regulations require Committee approval for any staff member requesting an adjusted work schedule for another position.

There are several staff members who are currently on adjusted work schedules for a variety of reasons; however, only one employee's schedule has been adjusted due to another position.

A full review of the Committee Rules and Regulations is planned in conjunction with the ongoing review of the staff Personnel Policies.

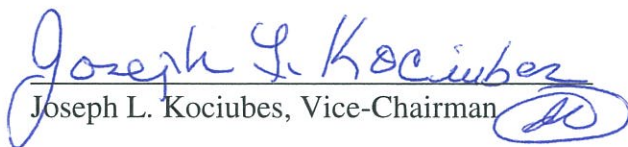
There being no objections, the teaching opportunity for Mr. Benedetti was approved.

Office Visits

Mr. Benedetti reported on staff office visits which he has been doing since November, 2015. He has had the opportunity to visit with a number of employees, both as a group and in many cases, to hold individual conversations. He reported that the visits have been an extremely positive experience and looks forward to continuing his visits across the state. He expects to complete the visits by the end of the calendar year.

There being no further business to come before the meeting, the Committee adjourned at approximately 6:33 p.m.

Respectfully submitted,


Joseph L. Kociubes, Vice-Chairman