

**Judicial Merit Commission – Regular Quarterly Meeting
Tang Conference Room, Law Library, Third Floor
101 West Jefferson, East Court Building
Tuesday, June 5, 2018**

General Session Meeting Minutes

The Judicial Merit System Commission met on Tuesday, June 5, 2018, for its regularly scheduled quarterly meeting. The meeting was conducted in the Suite 513 Conference Room, located at 101 W. Jefferson Street, East Court Building, 5th Floor.

I. Meeting Convened

The meeting was called to order at 2:35 p.m. with the following Commissioners in attendance: Commissioners Craig Waugh (Chair), Kristin Hoffman, Roger Geddes (telephonic), and Yvonne Hunter (telephonic). Also in attendance were Danna Quinn, Secretary to the Commission, Jennifer Fish, Human Resources Manager, and Billie Berry, Human Resources Associate.

II. Approval of the Minutes

Commissioner Waugh called for a motion to approve the minutes of the 6 March 2018 Quarterly General Session and the 6 March 2018 Executive Session.

Commissioner Hunter noted a typo on page 5 of 7, line 38, in the revised Quarterly General Session Minutes in that the word “it” should be changed to “is”.

Motion: Commissioner Waugh moved to approve the Quarterly General Session Meeting Minutes of 6 March 2018, as revised, to include the revision on page 5 of 7, line 38, changing the first “it” on line 38 to “is”.

Commissioner Hunter seconded the motion. The motion passed by a vote of 4 in favor, none opposed, and no abstentions.

Motion: Commissioner Waugh moved to approve the Executive Session Minutes of 6 March 2018, as revised.

Commissioner Hunter seconded the motion. The motion passed by a vote of 4 in favor, none opposed, and no abstentions.

The Commission expressed its appreciation to staff for doing a great job of capturing the Commissions’ discussions in the minutes.

III. Appeals for Notification of Status

No appeals pending notification of status for this meeting.

IV. Appeals Pending Hearing/Decision

No appeals pending hearing or decision for this meeting.

V. Proposed Changes to Judicial Merit System Rules and Conformity to Hearing Officer's Handbook

Commissioner Waugh noted that the Commission had considerable discussion at its last meeting regarding proposed changes to the Merit Rules, Hearing Officer's Handbook, and the Appellant's Guide.

Support Staff, Billie Berry, reported that the suggested revisions to the Judicial Merit System Resolution and Rules presented by Commissioner Hunter at the 6 March 2018 General Session Meeting were incorporated with the redlined proposed revisions previously submitted by Commissioner Waugh. In addition, all proposed changes and suggestions for revision to the Hearing Officer's Handbook and Appellant's Guide were incorporated into the documents, as comments, for review by Commissioners.

Discussion ensued. Commissioner Waugh requested that electronic copies of the documents be distributed to Commissioners for review before the next meeting. Commissioner Waugh encouraged all Commissioners to mark their thoughts and suggestions on the documents and forward any changes they may have to staff at least three weeks prior to the next scheduled meeting for review and discussion by the Commission.

Commissioner Hoffman requested that Secretary Quinn also review the proposed changes submitted by the Commission and provide input regarding any suggestions or concerns she may have.

Commissioner Hunter inquired whether it is appropriate for Commissioners to contact staff regarding any strategic or administrative questions they may have as to how an idea or concept would work in a practical application.

Commissioner Waugh advised Commissioners should list any questions or thoughts they may have for discussion with staff during the General Session so as not to have private discussions outside of the context of the Open Meeting Law. Commissioner Waugh stated that the Commission could invite additional staff to its meeting if further clarification was needed.

VI. Executive Session

No Executive Session was held at this meeting.

VII. Call to the Public

A call to the public was made by Commissioner Waugh, and no response to the call was made.

VIII. Future Agenda Items

1. Continued discussion of Proposed Changes to the Judicial Merit System Rules, Hearing Officer's Handbook, and Appellant's Guide.

VIII. Meeting Adjournment

Motion: The Chair moved to adjourn the meeting. Commissioner Hoffman seconded the motion, and the Commission approved it unanimously.

The meeting was adjourned.

Respectfully submitted,

Billie J. Berry
Staff to the Commission

For

Danna M. Quinn
Secretary to the Commission

Next Meeting: Tuesday, September 11, 2018 @ 2:00 p.m. in the Tang Conference Room