



## King County

### Public Defense Advisory Board Meeting

Thursday, August 3, 2017  
9:30 am - noon

Central Building  
1st floor conference room  
808 3rd Ave  
Seattle, WA 98104

#### MINUTES

1. **Welcome** – Present: Chair Paul Holland, Vice Chair Kim Ambrose, Sharon Armstrong, Safia Ahmed, Marc Boman, Tom Hiller. By phone: Sophia Byrd McSherry and John Strait.
2. **Approval of July 13, 2017 Meeting Minutes** - approved
3. **Chair's Report** -
4. **Department of Public Defense Director's Report** –
  - a. New employees: Alex Harris (PRA Specialist) and Stev Weildich (Data & Research Analyst). Alex reports that things are well in public records requests, several complex requests to fill, and she is focusing on documenting requests accordingly. Stev reports on current status of data availability in HOMER and Legal Files as well as KCIT plans to find software solution that would house HOMER data and Legal Files data in one system.
  - b. Strategic Planning and Leadership Team re-visioning. Should have the consultant selected by end of August.
  - c. SCRAP Managing Attorney: Several applicants but few met the minimum qualifications. Three applicants have moved to round 2 of interviews. Intend to have successful candidate identified by end of month. Armstrong asks if any additional Managing Attorney retirements are expected, none at this time.
  - d. Cultivating Harmony – surveys and evaluations are in regarding breakout sessions. Keynote speaker was overwhelmingly well received. Some suggested longer breakout sessions (more than 1 hour), more sample briefs and motions, and concrete answers to issues. Exploring alternative locations, and other coverage options for attorneys for 2018. Chair reviewed the surveys and evaluations confirmed they were overwhelmingly positive. Increased focus for admin staff suggested.
  - e. 2017 Summer Interns: Winding down. Including written evaluation by supervisors this year (generated in-house). La Mer and Andre conducting 30-60 minute exit interview with each focusing on onboarding, training, experience, and what could be improved. Next meeting, Andre will present on the trends/themes those interviews expose and where we'll go from here. Plan

on anonymously polling the 2018 Summer Interns in addition to exit interviews. On-campus interviews begin August 17.

- f. New Graduate Hires: Interviewing will be a two-step process with a screening interview (conducted by supervisors/attorneys) and second interview with Lorinda and Leadership Team members. DPD Interns will bypass the screening interview.
- g. Seattle Facilities: ACA moves to 7th floor this weekend to open 10th floor for remodeling. 2nd floor and Mezzanine are ½ done. NDD moves in September to Mezzanine, with DO to follow to 2nd floor shortly after.
- h. Kent Facilities: LMY asks board to consider recommending of hastening this project in their annual report.
- i. Visual management: DPD moving to visual management, both for transparency and efficiency. Stev is current acting as visual management guru, and has developed the tier 4 board, provided in the packet.

Next meeting: October 5, 2017

Future meetings: December 7, 2017; February 1, 2018; and April 5, 2018

**5. Executive Session** – entered at 11:35

**6. Adjourn** - Noon