



## PUBLIC DEFENDER NEWS

### Looking Ahead

*Rhonda Schaffer, Director*

Merry Christmas from my family to yours! This is my grandkids and me after skiing at the Great Divide—a way of selfcare that I love. I hope each of you find ways to take care of yourself throughout the year.



It's hard to believe 2018 is ending and the legislative session is just a few weeks away. The OPD Management Team is preparing for budget presentations and we've already received requests for seven fiscal notes. As of today, we are monitoring over 400 bill draft requests for potential impact to OPD or our clients. The Management Team will meet every day to review bills and determine their possible effects, and decide if a response or other involvement is necessary. As we proceed through the session, bills may change multiple times and those that pass are not final until the Governor's signature. Sometimes this can seem a bit like a carnival ride, however if we hold on tight, we will get through it.

OPD requested five bills this session with the following sponsors:

- SB 43, Sen. Margie MacDonald – Remote Omnibus Hearings
- HB 89, Rep. Shane Morigeau – Revise public defender fees (state special revenue to general fund)
- HB 117, Rep. Ken Holmlund – Revise eligibility for public defender services
- HB 116, Rep. Ken Holmlund – Revise public defender fees during incarceration
- HB 73, Rep. Kim Dudik – Classification of certain OPD employees

*Continued next page*



### Inside this issue

OPD's New HR Administrator .....	3
The Central Services Team.....	4
Training Docket.....	5
Mastering JW: Court Calendars ..	9

### Special points of interest

- My Email Landed Where?
- The More You Know—Resources
- Word Tips and Tricks

## Looking Ahead (continued)

The Governor's submitted Section D budget is [here](#); OPD begins on page D-38.

The Legislative Fiscal Division [review](#) includes a history of legislation and the effect on OPD. Items that will be discussed during subcommittee meetings are listed in the "comment and issue" sections. Page D-126 provides an LFD comment regarding salary market surveys and I look forward to this conversation with the legislative committees.

Keep up the great work. I hope your holidays are merry and bright.

*Rhonda*

## My Email Ended Up Where???



We frequently see both local and national news coverage of stories that include publication of government employees' embarrassing email messages. It is a good reminder for all of us as public employees that there is no right to privacy when using our state email accounts. If you don't want it on the front page (or forwarded to someone you didn't intend to read it), it should not be sent through your state email account.

- ◆ All messages created, sent or retrieved over the state's systems are the property of the State of Montana. Employees should not have expectations of privacy for **any** messages and should use their best judgment in sending confidential messages over the email system.
- ◆ The confidentiality notice that may be included in your signature at the bottom of outgoing email does not ensure that the information will be treated as private. It may still be public information, subject to public distribution.
- ◆ Stop and think before using "reply all." Make sure **all** recipients are appropriate for the message, keeping in mind that employees have no control over the message once it is delivered.
- ◆ In drafting and sending email messages, employees should not include anything they are not prepared for the public to read. Email messages should resemble typical professional and respectful business correspondence.
- ◆ Communications sent or received by the email system may be "documents" under Article II, Section 9 of the Montana Constitution or public records under Section 2-6-101, MCA, and should be generated and maintained accordingly.
- ◆ Use of graphics in auto-signatures or other parts of messages or attachments should be avoided because they greatly increase the size of a message.
- ◆ Employees should use care and discretion when sending email to mailing lists and/or large groups. Sending a large file to multiple recipients could severely impact the network. Contact your network administrator for help with disseminating these types of documents.
- ◆ Personal use of the state's email system should be limited and brief.

See OPD [Policy 502, Computer Use](#) for more information.

## Did You Know?

### Old MCAs Available Online

Looking for a previous version of the Montana Code Annotated? Maybe even one older than OPD? The Montana Legislature has versions going back to 1995 on their [website](#).

### Interpreter Services

The State of Montana has a contract with CTS Language Link for interpreter services. OPD employees can access the information on OPD's [intranet](#) site.

### Brief Bank

OPD's [Brief Bank](#) is available to attorneys who work for OPD, either as state employees or as contractors with a current Memorandum of Understanding. Contact [Brent Getty](#) for more information.

### Hands-Only CPR

Learn how to save a life with your bare hands with this Hands-Only CPR [video](#). You can also find local classes on DPHHS's Montana Heart Rescue [page](#), or print an instructional poster for your office (see page 7).

### Winter Driving Classes

RMTD periodically offers courses throughout the state on winter driving skills. Watch for announcements for a class near you, or check their schedule [online](#).



# Hello OPD!

*Travis Tilleman, Human Resources Administrator*

I am excited to introduce myself to you. I am the new Administrator of Human Resources for our agency. Previously, I worked as the Director of Human Resources for the Department of Public Health and Human Services and provided leadership and direction for the Department in all areas of human resource activities. I have a specialized knowledge within the Americans with Disabilities Act (ADA), Fair Labor Standard Act (FLSA), affirmative action, diversity, equal employment opportunity (EEO), labor relations, employee relations and workforce development. I began my professional career working in law enforcement for ten years before moving into a position as an investigator for the State of Montana Human Rights Bureau. After seven years with the Human Rights Bureau I transitioned into Human Resources in 2012. I currently live in Helena with my wife Sally and son Riley. My daughter MacKinzie recently completed her master's degree in School Psychology and is a first year School Psychologist with the Great Falls Public Schools.



Now with that out of the way, let me just simply say I look forward to working with each and every one of you, getting to know you and this agency and being a part of this team. I am often reminded of what Maya Angelou said, "I've learned that whenever I decide something with an open heart, I usually make the right decision. I've learned that even when I have pains, I don't have to be one. I've learned that every day you should reach out and touch someone. People love a warm hug, or just a friendly pat on the back. I've learned that I still have a lot to learn. I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." Again, thank you for this opportunity and I look forward to serving you as part of this team.

# Word Tips and Tricks

## How to Fix an Odd Page Break

Sometimes, our Word documents leave huge gaps of white space between a heading and the text that's



supposed to go right under it by mysteriously breaking the page right after the heading.

Except, there's no page break! No one's inserted a hard page break anywhere—the document's just stubbornly refusing to put text that will clearly fit on page 1 on page 2.

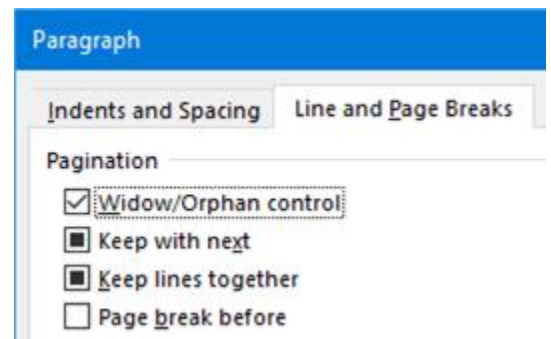
What's going on?

It's Block Protect gone bad, that's what. And it's easy to fix. So stop scratching your head and do this instead:

- Hit CTRL-A to highlight the entire document
- Go to the Paragraph dialog box (on the Home tab, click the small launcher arrow in the bottom right-hand corner of the Paragraph section)



- Click on the Line and Page Breaks tab



See how all those check marks under Pagination (Widow/Orphan control, Keep with next, Keep lines together) look grey or black instead of a regular checkmark? That means that some of your text is block protected and some isn't.

- Uncheck all those boxes. You might have to click twice to get rid of the check marks. Click OK to go back to your document.

Voila! No more weird page breaks!

More on block protect from the Legal Office Guru [here](#).

# Update from the Central Services Team

Carleen Green, Division Administrator

Merry Christmas and Happy New Year from your Central Services Team!

As we look forward to the New Year and contemplate all the challenges ahead for the agency and the clients we serve, I think it's important to remember the part each of us has played in building this vital agency over the last 13 years. I celebrated my thirteenth year with OPD on December 7, and as I look back on where we started and where we are today, I realize what a privilege it's been to be a part of it.

Tyna Wright joined our office as the new Accounting Supervisor on November 26. She brings a wealth of accounting and management experience and we are very happy to welcome her to our team. She and the rest of OPD's legislative team will be extremely busy working on fiscal notes and legislative information requests through the upcoming session.

We've finalized our [FY 2018 Report to the Governor, Supreme Court and Legislature](#). It contains a lot of information about our agency. I encourage you to take a look and if you have any questions on our reporting please give me a call.

Director Schaffer and I attended the Legislative Audit Committee meeting on December 11. The Committee reviewed the agency [financial-compliance audit](#) for fiscal years 2017 and 2018. Although we had four recommendations, we've addressed them and the committee had no questions for us.

Brett and Emily have completed the contractor migration to the eMacs system. Quality control will become their top priority over the next few months. Expect to hear from them as they strive to improve our compliance with policies, procedures and internal controls.

As part of our continuing efforts to improve communication within the agency, we plan to launch a regular Skype meeting of our statewide eligibility specialists. We are always open to ideas to help facilitate communication, so please send them our way.



## OUR MISSION

We provide effective professional legal services with equal access to quality client-centered representation.

## OUR VISION

As trained legal professionals we strive to represent our clients in an effective and efficient manner to ensure a more fair and balanced justice system. We are dedicated and committed to improving overall outcomes for our clients and addressing the conditions that led to their involvement with the justice system.



As we move toward the 2019 Legislative session, we will be keeping our mission and our vision at the forefront of OPD's messaging.

Stay tuned for a brochure that we'll be taking to the Capitol to tell our story.

## Training Office Docket

Brent Getty, Deputy Training Coordinator

### Butte's Copper King to Host 2019 Annual Conference

We had a glitch in our negotiations for a Helena location, so the training office regrouped and sent out a request for proposals from around the State. We received four bids and selected the Clarion Copper King in Butte to host our 2019 Annual Conference on **Wednesday, October 9 and Thursday, October 10, 2019.**

The Training Staff toured the Copper King early this month in anticipation of our first time hosting the conference in Butte. The Copper King will be an excellent venue, including state of the art sound and video (a bonus for our wonderful IT folks). We're actively working on recruiting speakers for the conference. Details related to the conference, including the agenda, will be available as the conference gets closer.

### Live Stream of Drug DUI Training Coming in January 2019

With a generous scholarship from Matt Dodd and the National College for DUI Defense, all our in-house attorneys will have the opportunity to view the livestream of NCDD's "To Live and DRE in LA" program, which will focus on DRE (Drug Recognition Examiner) issues (including three live, side-by-side DRE exams of dosed subjects). The details of exactly where the live-streaming will occur are being finalized and tested, but each regional and satellite office will be able to link to the program. Try to free up some time on January 18 and 19 to take part in this unique training opportunity.



### Expanded New Attorney Skills Training Starting in May 2019

The Spring 2019 new attorney trial skills workshop will take place at the Missoula Hell Gate Elks Lodge May 8-10. This iteration of the training will include small group sections on developing theories of the case and dealing with evidence. Managing attorneys please let [Sharon Reed](#) know when you hire a new attorney to make sure all of your new attorneys are invited to the expanded training.

### Let's Make 2019 the Best

Over the past few months, we've heard from many of you with great training ideas. We'll work those in over the next several months, whether they are rolled into the annual conference, a stand-alone live event, or a webinar. Keep those ideas coming, whether they come from support staff, investigators, attorneys, or even clients. Every one of us knows of something that we can make better, so tell us how we can help.

And don't forget, presenting at a training is a great way to practice your public speaking and persuasion skills.



*Chief Justice Mike McGrath spoke at the 2018 OPD Annual Conference. He talked about the value of a quality public defender system, his belief that the level of services for indigent defendants has improved markedly since the creation of OPD, Justice Reinvestment, the pre-trial risk assessment, the judiciary's support for OPD, and his hopes for successful outcomes in the 2019 Legislature.*



# Mastering JustWare: Statewide Courts of Limited Jurisdiction Calendars

You know how much I love JustWare, but I was recently shown something *almost* as wonderful.

Did you know that there is a site on the mt.gov website that can be accessed to see court dates set in ALL courts of limited jurisdiction across the entire state? You can access the site at <http://jud.ccr.mt.gov:8080/Repository/courtCalendar.do>.

A page will come up asking you to choose the court.



The site will then pull up the court calendar in that particular court and show you court proceedings for the next 7 days.



You can also search if you're looking for someone specific. Go to the FIND box at the top of the page (press Ctrl+F if you don't see it) and type in what you are looking for. It can be events or a client. Hit ENTER and all entries that meet your search criteria will be highlighted in yellow.



Since this is a public site, you can pass the information along to our clients as well!

*Marsha*

## IF SOMEONE SUDDENLY COLLAPSES...



### CALL 911

- Shake the person and shout, "Are you OK?"
- If others are with you, tell them to call 911 and find an AED
- If alone, call 911 and listen for further instructions.



### PUSH HARD & FAST ON CHEST

- If the person is unconscious and not breathing normally (gaspings, moaning), lie them on the floor face up
- Place one hand on top of the other on the center of the chest
- With straight arms, push **HARD** and **FAST** at a rate of 100 times per minute, allowing the chest to recoil each time
- Keep pushing until help arrives



### USE AN AED

- If an AED is available, turn it on and follow the instructions
- Otherwise, continue CPR until help arrives.

**NOTE:** For unconscious children (age 8 or under), or for adult victims of drowning or choking, start regular CPR by pushing 30 times on the center of the chest followed by 2 mouth-to-mouth breaths. However, even in those cases, hands-only CPR is better than doing nothing.

Join others in your community and learn Adult Hands-Only Bystander CPR. The classes are free and take less than an hour. You can save someone's life.

Find classes in your area at <http://dphhs.mt.gov/publichealth/EMSTS/cardiaready/MontanaHeartRescueCPRTraining>