



## Minnehaha County Public Defender

### MEETING MINUTES

**DATE:** Tuesday, March 9<sup>th</sup>, 2021  
**TIME:** 8:00 AM  
**LOCATION:** PDO Conference Room

#### Call to Order

- **Public Defender Advisory Board Meeting**
- **Meeting to Discuss**
  - Agenda
- **Attendee Names**
  - Traci Smith, Betsy Doyle, Cindy Heiberger, Dean Karsky, Sid Strange, Ryan White, John Hinrichs, Sarah Kerkvliet and Tessica Severson
- **Members Not Present**

#### Call the Meeting to Order:

Commissioner Karsky called the meeting to order. Traci Smith handed out the Agenda for today's meeting, an updated report of the Public Defender's Office financials and a copy of the Advisory Board Meeting minutes from the meeting held on 10/27/2020.

(1) Minutes were approved from the 10/27/2020 meeting.

(2) Commissioner Karsky went on to Item number two on the agenda which was review of the Public Defender Financial Report. Discussion was had on the upcoming budget meetings. No action required.

(3) Commissioner Karsky moved on to item three on the agenda which is the 2020 Year End Review. Discussion was had on jury trials, and caseloads. No action required

(4) Commissioner Karsky moved to the fourth Item on the agenda which was an update on the cell phones for attorney discussion. Discussion was had on different options and applications available to the county to communicate effectively with clients and text messaging options. Discussion was had on pros and cons of all attorneys having a work cell phone. Traci was going to be meeting with IT to discuss options and would provide an update in the future.

(5) Commissioner Karsky moved on to the 5<sup>th</sup> item on the agenda which was Staffing and Supervision. Traci introduced Sarah Kerkvliet as the newest supervisor position recently granted, and asked Sarah to speak as to what her new role is as the Lead Paralegal. Sarah Kerkvliet spoke about her leadership duties and



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responsibilities training the new paralegals. She also handles the case assignments for the office. Traci Smith spoke about the need for a case worker and the benefits that would bring to the office. Betsy and Traci also spoke about the need for an attorney to specifically handle alternative courts. We have reached out to UJS to find out the procedure for seeking out funds for this position for next year.

(6) Opportunity for Public Comment: There were no requests for public comment.

**New Business:** Commissioner Karsky asked about the office construction status. Commissioner Heiberger said she spoke to Mark Kriens, and he said they were ready to go, the money was in the budget, they are just waiting for the office standards to be completed.

**Next Meeting should be scheduled in May, 2021.**

### **Adjournment:**

Meeting adjourned at approximately 8:54 am.