Agenda
Court Visitor Steering Committee

June 28, 2011
12:00 to 2:00 p.m.

Administrative Office of the Courts
Scott M. Matheson Courthouse
450 South State Street
Judicial Council Room, Suite N31

Actions at last meeting	Tab 1	
Volunteer immunity and liability		Brent Johnson
Mission, goals and timeline	Tab 2	Tim Shea

Committee Web Page: http://www.utcourts.gov/committees/visitor/

Meeting Schedule: 12:00 to 2:00 in the Judicial Council Room, Matheson Courthouse, unless otherwise noted.

July 12, 2011
August 23, 2011
September 27, 2011
October 25, 2011
November 22, 2011

Tab 1

Court Visitor Steering Committee May 31, 2011

(1) Summary of Decisions

Tim Shea was selected as chair.

Meeting schedule: 12:00 to 2:00 in the Judicial Council Room at the Matheson Courthouse. Fourth Tuesday, except as noted.

- June 28
- July 12 (2nd Tuesday)
- August 23
- September 27
- October 25
- November 22

One coordinator should be hired as soon as reasonably possible; the skill set should be those that will help develop the program infrastructure. A second coordinator should be hired later; the skill set should be developing community partnerships and recruiting and coordinating volunteer visitors. Each coordinator should have some skills in the other's primary area. The contract should be for $40,000 per year without an escalation clause. Both appointees should be paid the same, but that decision might change.

Even though the appointee will be a contractor and not an employee, the contract should include a clause that the person will comply with court standards and policies.

The coordinator job description was edited to reflect these and other observations.

The initial focus of the program will be on visitors for adult guardianships. We will include guardianships of minors as time is available.

(2) Summary of Assignments

Donna Russell will send to Tim the risk factors for OPG guardians meeting with guardians and wards.

Tim Shea will research the use of interpreters when juvenile court probation officers meet with families in their homes.

Tab 2

Court Visitor Program

The mission of the court visitor is to investigate the circumstances of respondents and protected persons and to report to the court.

Task	Target Date
Define coordinators' duties	Done. Modify w/ experience.
Define volunteers' duties	Done. Modify w/ experience.
Hire coordinator	
Select district(s) for operations	
Provide work space, equipment and supplies For coordinators For volunteers	
Identify current (active) cases	
Identify partners as sources of volunteers	
Develop volunteer recruitment and appointment process Advertize Application form Reference check Background check Interview Conditions Volunteer files and database Name and identifying information Contact information Required training completed Highest and best use Current assignment Previous assignments Evaluations	

Task	Target Date
Develop volunteer training (initial and continuing) Basic Volunteer expectations and procedures Guardianship law and procedures Protected person's rights and responsibilities Guardian's rights and responsibilities Confidentiality/Ethics Limits on volunteer's discretion Role as observer and reporter, not advocate Advanced—auditing financial reports Review court records Review guardian's records Common errors Response to serious problem Response to modest problem Outcome reports Advanced—interviewing Volunteer's personal safety Review court records Interview sources Interview objectives Interview techniques Safe living standards Community services Response to emergency Response to serious problem Response to modest problem Outcome reports	
Develop volunteer supervision and evaluation model	
Develop volunteer recognition model	
Develop complaint process Against volunteers By volunteers	
Develop information and forms For public For guardians For courts For volunteers	
Develop operating procedures Need for volunteer Selecting a volunteer	

Task	Target Date
Investigation by volunteer Accessing court records Scheduling interviews Report by volunteer	
Develop measures of program and data collection procedures Number of volunteers Number of volunteer hours Number of interviews Number of annual reports reviewed	
Develop measures of success and data collection procedures Change in number of reporting errors Number of guardians trained Number of guardians assisted Number of problems solved Number of service referrals Calculate money spent and money saved	
Develop class for guardians; for protected person's family	