

Public Defense Service Commission Implementing SB 337

Workgroups Documentation Results

Report Name	Authority	Description	Date/Ongoing
Modernization and Remediation Plan	SB 5532 Budget Note 1	Commission's Restructuring and Modernization efforts & Comprehensive Remediation Plan using the 10-point format.	Yes, Fall of 23, Session 24, and quarterly thereafter
Crisis Plan Progress Report	SB 337 Section 104	Unrepresented Crisis Plan (SB 1093). October 1, 2023, report on progress for providing guidance for crisis plans, and training.	October 1, 2023, No
Quality Management Plan	SB 5532 Budget Note 2	Plan must be submitted prior to 2024 session, unclear to whom. ED to report on current KPMs.	Prior to 2024 session, No
Internal Audit Function Report	SB 5532 Budget Note 3	Report due prior to 2024 session, internal and external audit, and audit plan for 23-25.	Prior to 2024 session, No
FCMS Status Report	SB 5506, Budget Note 9	Report due prior to 2024 session, FC<S status report.	Prior to 2024 session, No
Comprehensive Public Defense Report	SB 337 Section 98	SB 337 Report. By May 15, 2024, a comprehensive report on the commission's plan for providing public defense services.	May 15, 2024, Yes, Dec. 1 of 25, 26, 27, and Biennially through 2035
Nonunanimous Jury Conviction Report	SB 5532 Budget Note 4	Costs and caseload projections for Watkins/Ramos.	2025 Session, no
Legislative Report	SB 337 Section 3(1)(n)	Compliance metrics for the minimum standards and recommendations for legislative changes.	Ongoing, at least once every 2 years.
Director's Report	ORS 151.219	Prepare and submit to the members of the commission an annual report of the activities of the commission.	Yes, annually

Reporting and Bill Milestone Schedule		
Quarter	Action	Workgroup
Summer 2023	Promulgate and Disseminate Guidance on Crisis Plans (August 15, 2023)	Crisis Team
	Develop Unrepresented Training Plan (September 1, 2023)	Crisis Team
	Program Administrator (September 1, 2023)	Trial Division
	Modernization and Remediation Plan I (Due 8/21 for Sept.)	Modernization and Remediation Plan
Fall 2023	Western Oregon Regional Pilot (October 1, 2023)	Trial Division
	Crisis Plan Progress Report (October 1, 2023)	Crisis Team
	Annual Performance Progress Report (October 2, 2023)	Quality Management Plan
	Modernization and Remediation Plan II (Due 10/9 for November)	Modernization and Remediation Plan
Winter 2024	Chief Justice Appoints New Commission (November 1, 2023)	Commission Transition
	Southern Oregon Regional Pilot (December 1, 2023)	Trial Division
	Quality Management Plan (Due 12/4 for January)	Quality Management Plan
	Internal Audit Function Report (Due 12/4 for January)	Internal Audit Function Report
	Modernization and Remediation Plan III (Due 12/4 for January)	Modernization and Remediation Plan
	FCMS Status Report (Due 12/4 for January)	FCMS Status Report
	New Commission Takes Office (January 1, 2024)	Commission Transition
Feb Session 2024	All Contractors Must Provide Data ((January 1, 2024)	Public Defense Delivery
	Modernization and Remediation Plan IV (February)	Modernization and Remediation Plan
	Legislative Report (February)	Steering Committee
	Spring 2024	Comprehensive Public Defense Report I (May 15, 2024)
DAS Begins Forecasting (April 15, 2024)		Executive Move
Modernization and Remediation Plan V (June)		Modernization and Remediation Plan
Summer 2024	Modernization and Remediation Plan VI (September)	Modernization and Remediation Plan
Fall 2024	Modernization and Remediation Plan VII (December)	Modernization and Remediation Plan
	Director's Report	Steering Committee
Session 2025	Commission Moves to Executive Branch (January 1, 2025)	Executive Move
	Modernization and Remediation Plan VIII (March/Session)	Modernization and Remediation Plan
	Modernization and Remediation Plan IX (June/Session)	Modernization and Remediation Plan
	Nonunanimous Jury Conviction Report (January/Session)	Nonunanimous Jury Conviction Report
Summer 2025	Panel Established (July 1, 2025)	Public Defense Delivery
	Economic Incentive/Flat Fee Prohibited (July 1, 2025)	Public Defense Delivery
	Economic Analysis Complete/Pay Rate Calculated (July 1, 2025)	Public Defense Delivery
Fall 2025	Comprehensive Public Defense Report II (December 1, 2025)	Public Defense Delivery
	Director's Report	Steering Committee
Winter 2026		
Feb Session 2026	Legislative Report (February/Session)	Steering Committee
Spring 2026		
Summer 2026		
Fall 2026	Comprehensive Public Defense Report III (December 1, 2026)	Public Defense Delivery
	Director's Report	Steering Committee
Session 2027		
Summer 2027	Commission Regains Quasi Independence (July 1, 2027)	Executive Move
	Sub-Contracting Prohibited (July 1, 2027)	Public Defense Delivery
Fall 2027	Comprehensive Public Defense Report IV (December 1, 2027)	Public Defense Delivery
	Director's Report	Steering Committee

Winter 2028		
Feb Session 2028	Legislative Report	Steering Committee
Spring 2028		
Summer 2028		
Fall 2028	Director's Report	Steering Committee
Session 2029		
Summer 2029		
	Fall 2029	Comprehensive Public Defense Report V (December 1, 2029)
	Director's Report	Steering Committee
Feb Session 2030	Legislative Report	Steering Committee
Spring 2030		
Summer 2030		
Fall 2030	Director's Report	Steering Committee
Session 2031	20% State Employees (January 1, 2031)	Trial Division
Summer 2031		
Fall 2031	Comprehensive Public Defense Report VI (December 1, 2031)	Public Defense Delivery
	Director's Report	Steering Committee
Feb Session 2032	Legislative Report	Steering Committee
Spring 2032		
Summer 2032		
Fall 2032	Director's Report	Steering Committee
Session 2033		
Summer 2033		
Fall 2033	Comprehensive Public Defense Report VII (December 1, 2033)	Public Defense Delivery
	Director's Report	Steering Committee
Feb Session 2034	Legislative Report	Steering Committee
Spring 2034		
Summer 2034		
Fall 2034	Director's Report	Steering Committee
Session 2035	30% State Employees (January 1, 2035)	Trial Division
Summer 2035		
Fall 2035	Comprehensive Public Defense Report VIII (December 1, 2035)	Public Defense Delivery
	Director's Report	Steering Committee
Feb Session 2036	Legislative Report	Steering Committee
Spring 2036		
Summer 2036		
Fall 2036	Director's Report	Steering Committee
Session 2037		
337 Action	July/August/September	Summer
337 State Employees	October/November/December	Fall
Reports	January/February/March	Winter
	April/May/June	Spring
	*Bold is Legislative days	

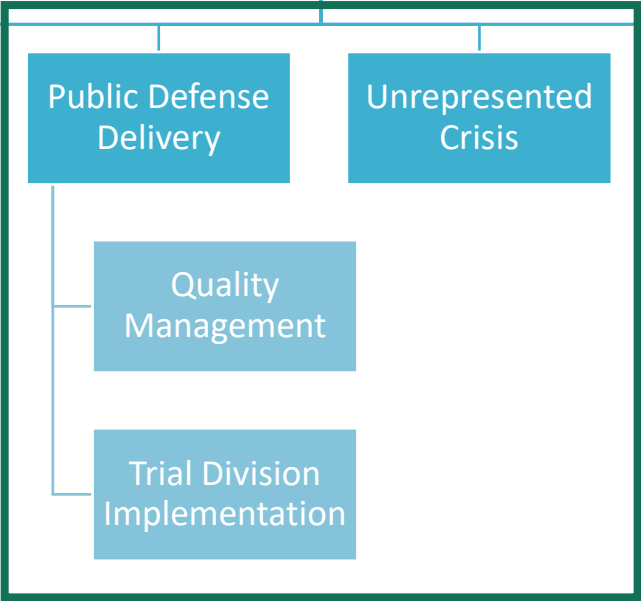
Workgroup Name	Purpose	Work Products	Membership
Steering Committee	To oversee and support the agency workgroups. Provides leadership and delegation and facilitates communication between the workgroups.	Biennial Legislative Report, Annual Director’s Report.	Executive Team, and at least one member of each of the workgroups.
Modernization and Remediation	The Workgroup's tasks are to develop the goals and outcomes of restructuring and modernization and create a comprehensive remediation plan about how to accomplish those goals and outcomes. The Commission will have to adopt the Comprehensive Remediation Plan.	Modernization and Remediation Plan and Report	Executive, Trial Services, Appellate, Budget, HR, IT, Gov. Relations
Public Defense Delivery	SB 337 delivery policy, including training and supervision standards, workload vs. caseload, hourly rates, oversight and standards, and the move towards state employees. This WG will work very closely with the Quality Management WG, and the Trial Division Implementation WG.	Comprehensive Public Defense Report	Trial Services, Appellate, Budget, HR, Trial Administrator, IT, General Counsel, Gov Relation
Quality Management	Develop a Quality Management Plan and associated Key Performance Measures and Indicators. Once established, this WG will merge with the Delivery WG.	Quality Management Report	CAP, Trial Services, Executive, HR, IT, Audit, Budget
Trial Division Implementation	Responsible for creating a plan and implementing the launch of the 2 trial division pilot programs. Once these programs are up and running, this WG will merge with the Delivery WG.	Pilot program planning and implementation.	Trial Services, Appellate, Budget, HR, Trial Administrator, IT, Facilities
Unrepresented Crisis Team	Fulfills OPDS’ role in the unrepresented crisis planning in SB 337.	Crisis Guidance, Training Plan, Progress Report	Trial Services, Government Relations
FCMS Status	This is the existing FCMS Team, but now responsible for a budget note.	FCMS report	FCMS Team, Executive, IT, Budget
Audit	Report on the internal audit functions and create an Audit plan for the 2023-25 biennium.	Internal Audit Report	Audit, Executive
Nonunanimous Juries	Caseload and cost projections for the 25-27 biennium related to nonunanimous juries.	Nonunanimous Juries Report	Budget, Trial Services, Data
Executive Move	Ensures a smooth transition to the Executive branch. Include DAS forecasting.	Executive Move Plan	Executive, Budget, Data, HR, IT, Gov Relations
IT	Transition from OJD to Executive, assist all WG with IT needs.		IT
Commission Transition	Facilitate the transition to a new commission.	Commission onboarding	Executive, General Counsel, Gov Relations

Steering
Committee

Modernization
and Remediation

Executive Move

Commission
Transition



Public Defense
Delivery

Unrepresented
Crisis

IT

Audit Function

Non-Unanimous
Juries

Forecasting

Administrative

Quality
Management

Trial Division
Implementation

FCMS Status



Workgroup Process

Initiating



Planning



Executing



Monitoring



Closing

- Identify Roles
- Complete Project Initiation Checklist
- Identify Stakeholders
- Establish Scope and Milestones

- Create Roadmap and Schedule to Meet Milestones
- Add Roadmap To 337 Gantt Chart
- Identify Need for Sub-workgroups (Sub-workgroups Restart Process)
- Identify Risks
- Assign Tasks

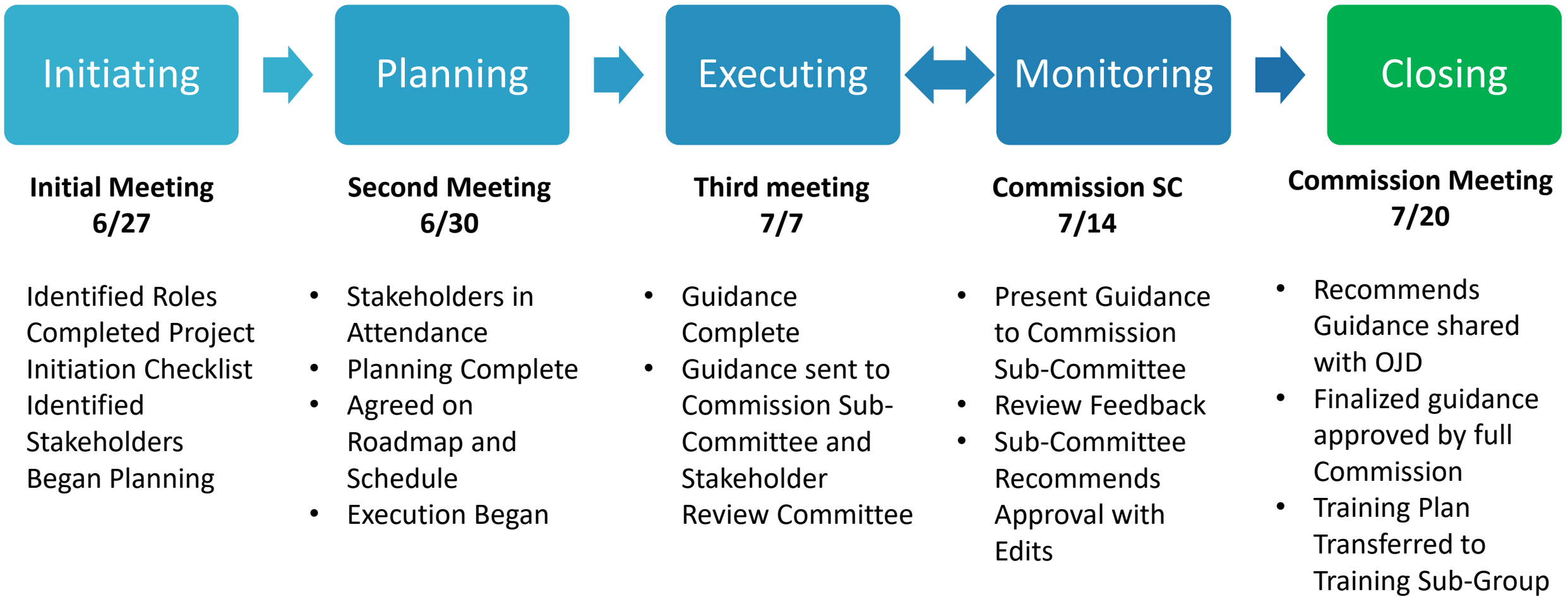
- Execute Tasks
- Stakeholder Communication
- Status Reports

- Track
 - Budget
 - Risks
 - Schedule
- Elevate Risks and Changes to Steering Committee
- Commission Updates

- Work Product Handoff
- Lessons Learned
- Report Out as Required
- Stakeholder Communication

Unrepresented Crisis Workgroup

Unrepresented Crisis Plan Guidance



Commission Transition

New Commission Takes Office January 1, 2024



7/18 – 8/30

- Brought in OJD and Governor’s Office
- Identified Internal and External Processes

8/1 – 9/18

- External
 - Created Position Appointing Authority Document
 - Regular Tri-branch Meetings
 - MOU for Recruitment
- Internal
 - Onboarding and Training
 - Knowledge Transfer from Current Commission
 - Communications/ Rebranding

9/1-12/7

- External
 - Produced Guidance
 - Finalized Position Description
 - Outreach
 - Will Review Applicants with Tribbranch WG
- Internal
 - Chief Justice Makes Appointments
 - New Commissioner Retreat in December
 - Finalizing Agenda

9/15 – 10/31

- External
 - Applications in Process
 - Applications Close 10/5
 - Status Meeting with Tribbranch WG

11/1 - 1/1/2024

- Press Release Announcing New Commission
- First Commission Meeting in January 2024

Public Defense Delivery

Panel/Hourly July 2025, Sub-Contracting Ends July 2027, 20% State Employees by 2031



Initiating

Planning

Executing

Monitoring

Closing

7/1/23 - 9/15

- Identify Roles
- Establishing Scope and Milestones
- Clarified Need for Sub-Groups
- Informing Workgroups
 - Unrepresented
 - Quality Management
 - Trial Implementation
 - Crisis Team

7/15 - 11/30

- Bring in Stakeholders
- Sub-Groups
 - State Trial
 - Panel
 - Workload
 - Hourly Rates
 - Training

Now – 2027

- Build State Offices
- Contract for Economic Analysis
- Stakeholder Communication
- Establish Panel
- Status Reports

Now – 2027

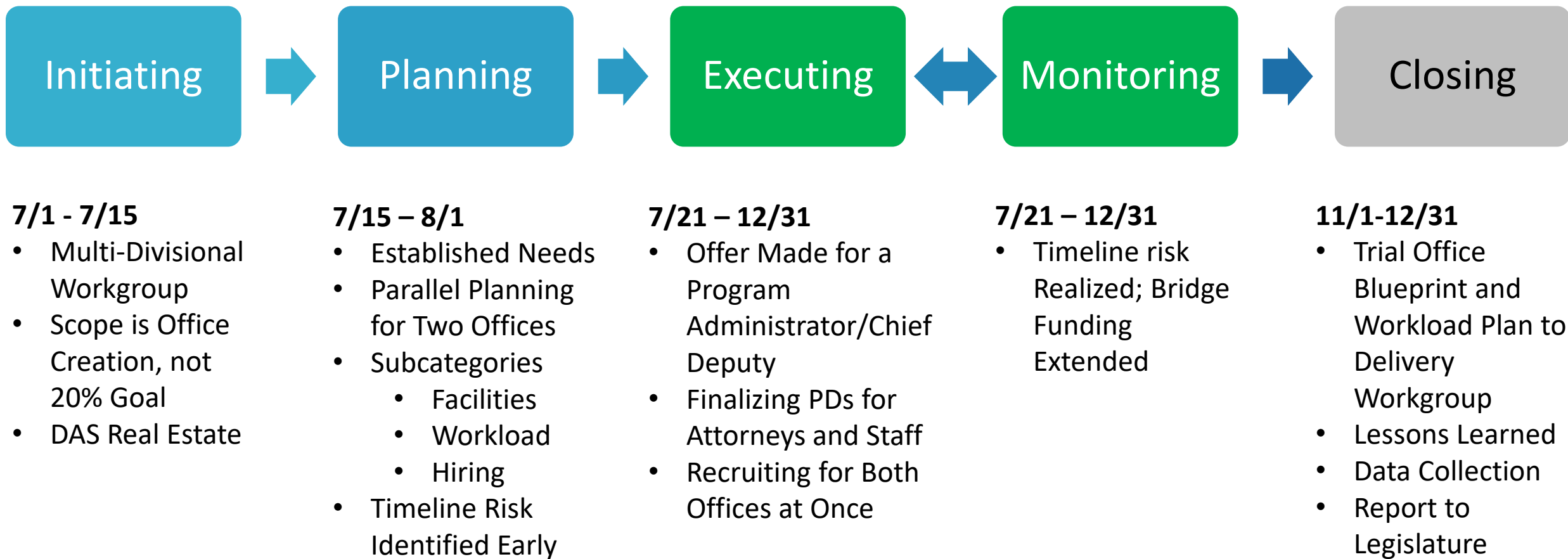
- Track
 - Budget
 - Risks
 - Schedule
- Track Data of State Trial Teams
- Elevate risks and changes to Steering Committee
- Commission Updates

2025 – 3031

- Sub-Groups Pass on Work Products
- Lessons Learned
- Report Out as Required
- Stakeholder Communication

State Trial Office

Western October 2023, Southern December 2023



Executive Move

Move to Executive January 2025



7/1 - 8/30

- Identified Stakeholders, DAS, OJD, Governor's Office
- Initiated MOU with DAS for forecasting
- Scheduled meetings with DAS and Gov

8/30 – 12/31

- Reviewing DELC process
- Preparing for DAS Forecasting Meeting
- Preparing for DAS Administrative Meeting

Sub-groups

- HR
- IT and Data
- Budget and Accounting
- Operations
- Policy

2024

- Develop and Modify Policies and Procedures
- First DAS Forecast in April 2024
- Position Classification Alignment
- Business process modification
- Execute Internal and External Communications Plan

2024

- Determine if risks require SPA request
- Identify gaps
- Consistent communication with Executive

2025

- Transition Process Documentation
- Lessons Learned

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