

AGENCY HEAD'S PERFORMANCE REVIEW
(5 Guam Code Annotated §43202)

ATTORNEY ERIC D. MILLER
Executive Director,
Public Defender Service Corporation (PDSC)
(March 1, 2013 through February 21, 2014)

On February 21, 2014, the Board of Trustees of the Public Defender Service Corporation conducted the Performance Evaluation of the Executive Director Eric D. Miller. The Executive Director was evaluated on six (6) key areas of competency as follows:

Section 1: Administration;
Section 2: Interpersonal Skills;
Section 3: Individual Knowledge and Training;
Section 4: Leadership;
Section 5: Board Relationship; and
Section 6: Community Relations.

A survey was created with questions or statements within each key area of competency. These questions or statements prompted the responder to render an opinion as to whether the Executive Director has performed: unsatisfactory, satisfactory but needs improvement, fully capable and meets expectations, exceed expectations, or is outstanding. There is also a "not sure" response choice for those responders who lacked knowledge of the Executive Director's performance in a given area of competency.

After the survey was disseminated, collected and compiled, the following is a summary of the Performance Review.

Executive Director Performance Evaluation Summary of Results

I. Administration:

Score: 2

Rating Scale: Satisfactory But Needs improvement

2013-2014 Accomplishments:

1. Digital data storage of all documents to be scanned and entered into Abbacus.
2. PowerPoint Library for Jury trials and more.
3. Filled key staffing (1 entry-level attorney position and investigator) vacancies.
4. Caseload management.
5. Training by Tennessee Trial College via PAC Judicial Council.
6. Technology Survey of staff with meaningful follow up.
7. Evidence based sentencing workshop and follow up to implement with Judiciary stakeholders.

8. Confrontation Clause and ethics training for Attorneys.

2014-2015 Goals:

1. Plan major training event for Staff Attorneys.
2. Establish technology training for support staff and Attorneys.
3. Train secretaries to create multi-media presentations for Attorneys.
4. Establish goal to capture litigation data on laptops.
5. Develop Staff Training Program
6. Hold quarterly meetings with all staff.
7. Conduct Cultural Diversity Training.

II. Interpersonal Skills:

Score: 2

Rating Scale: Satisfactory But Needs improvement

2013-2014 Accomplishments:

1. Weekly supervisor's meeting.

2014-2015 Goals:

1. Establish morale-building events for office (annual picnic and holiday celebrations).
2. Utilize Facebook for staff encouragement.
3. Explore the development of a PDSC Employee Association.

III. Individual Knowledge and Training:

Score: 3

Rating Scale: Fully capable and meets expectations

2013-2014 Accomplishments:

1. Personally resolved all conflict of interest issues.
2. Personally resolved all client staff conflict issues with the goal of keeping in house as many cases as possible.
3. Successful staff morale building events (annual picnic and holiday events).

2014-2015 Goals:

1. Obtain laptops for attorneys and investigators to help efficiency.

IV. Leadership:

Score: 2

Rating Scale: Satisfactory But Needs improvement

2013-2014 Accomplishments:

1. Creation of conflicts procedure and policy.
2. Established asset eligibility guidelines.
3. Creation and nurture of motion and trial practice.

2014-2015 Goals:

1. Develop case review plan for attorneys once per month beginning May 2014.
2. Establish evidence based sentencing with Judiciary group.
3. Set up PowerPoint Library for sentencing.

V. Board Relationship:

Score: 1

Rating Scale: Unsatisfactory

2013-2014 Accomplishments:

1. Provided appropriate, accurate and timely information to the Board of Trustees.

2014 -2015 Goals:

1. Continue to provide appropriate, accurate and timely information to the Board of Trustees.
2. Keep employees informed of issues affecting the PDSC and its overall condition, and update the employees on Board decisions where appropriate.
3. Post Board of Trustees minutes for employees.

VI. Community Relations:

Score: 2

Rating Scale: Satisfactory But Needs improvement

2013-2014 Accomplishments:

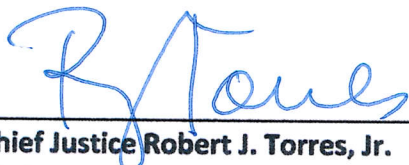
1. Ensured PDSC has positive image in community.
2. Listened to client concerns.
3. Ensured accessibility to the general public and Board.

2014-2015 Goals:

1. Consider case closing survey to help quality assurance.
2. Engage in Law Week activities.
3. Develop outreach programs for secondary schools and senior citizen centers.

Reasons for retaining the Executive Director: Because the Executive Director is so central to the success of the Public Defender Service Corporation, his evaluation is an important component of the Board of Trustee's responsibilities. The Executive Director's overall performance rating for this evaluation period of March 1, 2013 through February 21, 2014 is "Satisfactory." The Board accepts this "Satisfactory" rating but recognizes that steps must be taken to develop targeted areas that will improve the overall performance rating. The Board values Mr. Miller's extensive experience and is confident the list of 2014 -2015 goals will bring about positive changes to refine and improve operations and services, foster employee relations and morale, cultivate community outreach programs, promote and train professional and administrative staff, and maximize limited resources for the PDSC to fulfill its mandate.

This Performance Review was approved by the Board of Trustees of the Public Defender Service Corporation at a duly –noticed meeting on **Tuesday, July 29, 2014.**

A handwritten signature in blue ink, appearing to read "R. Torres", written over a horizontal line.

Chief Justice Robert J. Torres, Jr.
Chairman