

From: Oettinger, Mark
Sent: Wednesday, December 12, 2012 10:32 AM
To: London, Sarah
Subject: Hearing Officer Training Documents
Attachments: HO Multi-agency Agenda.docx; HO Training Multiagency.docx

Good Morning Sarah:

Attaches are the hearing officer training survey and draft agenda. Thanks for distributing them further. I would appreciate being copied, so I can have the list of names, and the email addresses, of the GC group. I will keep you apprised of progress.

Best,

Mark

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State of Vermont
Multi-Agency Hearing Officer Training
Sample Agenda

- 9:00 – 9:15 Introductions and Agenda Review
- 9:20 – 10:00 Telephonic Pre-Hearing Conferences and Pre-Hearing Orders
- 10:05 – 10:45 Handling Evidence in APA Hearings (Tom Lehner)
- 10:45 – 11:00 Break
- 11:00 - 12:00 Drafting of Clear and Effective Opinions (Justice Dooley)
- 12:00 – 1:00 Lunch (Judging in Vermont and Kosovo – Contrasts and Similarities –Judge Pineles)
- 1:00 – 1:45 Special Problems Associated with Pro Se Litigants (Judge Durkin) (ethics credit)
- 1:50 – 2:30 Track A - Firewalling Prosecutorial and Adjudicative Functions (for in house HOs)
 Track B - Recruiting and Contracting with Independent HOs (for contracted HOs)
- 2:30 – 2:45 Break
- 2:45 – 4:00 Content Breakout Groups

 Labor, Licensing, Human Services Benefits, Education, etc.
- 4:05 – 4:20 Plenary Wrap-Up and Evaluation

Related issues:

- CLE pre-approval
- Plenary and Breakout Space
- Design Team
- Cost Share
- Digital Recording and Online Posting

Name: _____

Email Address: _____

Agency, Departments and Quasi-Judicial Boards Represented:

Would you willing to serve on a work group to bring a multi-agency hearing officer to fruition? _____

Are you interested in sharing hearing officer contracts? _____

Do you use mediators, and if so, for what subject matter areas, and would you be interested in collaborating on joint trainings for them under similar terms? _____

With respect to each subject matter category of administrative hearing officers over which you have regulatory responsibility and/or training responsibilities, please answer the following set of questions (a separate sheet is provided for each category):

Subject matter category #1: _____

Number of hearing officers handling this type of hearing: _____

Are they lawyers: _____

What is their range of experience/expertise:

How are they compensated (e.g., they are state employees, or they are contractors of the state):

If they are contractors, are they paid hourly (if so, what is the rate), are they paid a flat fee to cover a caseload of unknown volume, are they paid on a piecework basis, or are they paid in some other manner (and if so, please specify):

Are you interested in participating in a multi-agency hearing officer training? If so, please provide any detail regarding desired format and/or content:

With respect to each subject matter category of administrative hearing officers over which you have regulatory responsibility and/or training responsibilities, please answer the following set of questions (a separate sheet is provided for each category):

Subject matter category #2: _____

Number of hearing officers handling this type of hearing: _____

Are they lawyers: _____

What is their range of experience/expertise:

How are they compensated (e.g., they are state employees, or they are contractors of the state):

If they are contractors, are they paid hourly (if so, what is the rate), are they paid a flat fee to cover a caseload of unknown volume, are they paid on a piecework basis, or are they paid in some other manner (and if so, please specify):

Are you interested in participating in a multi-agency hearing officer training? If so, please provide any detail regarding desired format and/or content:

With respect to each subject matter category of administrative hearing officers over which you have regulatory responsibility and/or training responsibilities, please answer the following set of questions (a separate sheet is provided for each category):

Subject matter category #3: _____

Number of hearing officers handling this type of hearing: _____

Are they lawyers: _____

What is their range of experience/expertise:

How are they compensated (e.g., they are state employees, or they are contractors of the state):

If they are contractors, are they paid hourly (if so, what is the rate), are they paid a flat fee to cover a caseload of unknown volume, are they paid on a piecework basis, or are they paid in some other manner (and if so, please specify):

Are you interested in participating in a multi-agency hearing officer training? If so, please provide any detail regarding desired format and/or content:

With respect to each subject matter category of administrative hearing officers over which you have regulatory responsibility and/or training responsibilities, please answer the following set of questions (a separate sheet is provided for each category):

Subject matter category #4: _____

Number of hearing officers handling this type of hearing: _____

Are they lawyers: _____

What is their range of experience/expertise:

How are they compensated (e.g., they are state employees, or they are contractors of the state):

If they are contractors, are they paid hourly (if so, what is the rate), are they paid a flat fee to cover a caseload of unknown volume, are they paid on a piecework basis, or are they paid in some other manner (and if so, please specify):

Are you interested in participating in a multi-agency hearing officer training? If so, please provide any detail regarding desired format and/or content:
