

**UTAH JUDICIAL COUNCIL
POLICY, PLANNING and TECHNOLOGY COMMITTEE
MEETING MINUTES**

Webex video conferencing
January 9, 2026 – 12 p.m.

MEMBERS:

PRESENT

EXCUSED

Judge James Gardner, <i>Chair</i>	✓	
Judge Jon Carpenter	✓	
Judge Angela Fonnesbeck		✓
Judge Christine Johnson		✓

GUESTS:

Judge Adam Mow
Nini Rich
Bart Olsen
Jeremy Marsh
Melissa Kennedy
Michael Samantha Starks

STAFF:

Stacy Haacke
Todd Eaton
Cindy Schut

(1) Welcome and approval of minutes:

Judge Gardner welcomed the committee members to the Policy, Planning, and Technology Committee (PP&T). PP&T considered the minutes from the December 5, 2025 meeting. With no changes, Judge Gardner moved to approve the minutes as presented. Judge Carpenter seconded the motion. Due to a lack of a quorum during the meeting, Judge Johnson agreed by email. The motion passed unanimously.

(2) Rules back from public comment:

- **CJA 3-109. Ethics Advisory Committee**
- **CJA 4-202.10. Record sharing**
- **CJA 4-906. Guardian ad litem program**

No public comments were received. The committee made technical edits to rule 3-109 by adding “the” on line 20, removing the quotations from Formal Opinions in line 30 and capitalized Committee throughout because it is a defined term.

Judge Gardner moved to recommend to the Judicial Council that rules 3-109, 4-202.10, and 4-906 be approved as final with a May 1, 2026 effective date. Judge Carpenter seconded the motion. Judge Johnson agreed by email. The motion passed unanimously.

(3) 4-510.04. ADR training:

Judge Adam Mow and Nini Rich presented proposed amendments to rule 4.510.04 on behalf of the ADR Committee. In addition to basic formatting changes, the amendments ensure Utah court-qualified Primary Trainers are actively involved in any 40-hour Basic Mediation training that meets the

requirements in Rule 4-511.04. The amendments also require Utah court-qualified mediation training providers to provide or facilitate opportunities for their trainees to get the observation and experience requirements necessary to be admitted to the ADR Roster. The committee made the following corrections:

- Uncapitalize Basic Mediation Training in line 4 and make it a defined term;
- Capitalize Judiciary in line 6;
- Added “no later than” in line 19;
- Added “In addition to the Basic Mediation Training, the training program must:” in line 43;
- Added “at least” in line 87.

With no further discussion, Judge Gardner moved to send rule 4-510.04 to the Judicial Council with a recommendation that it be posted for a 45-day public comment period. Judge Carpenter seconded the motion. Judge Johnson agreed by email. The motion passed unanimously.

(3) HR Policies:

- **HR08-14. Dual State Employment**
- **HR06-6(12). Pay for Performance Salary Increases**
- **HR06-7. Incentive Awards**
- **HR15-3(3). Workplace Harassment Complaint Procedures**
- **HR17-9. Grievance Review Panel Procedures**
- **HR08-22. In-State and Out-of-State Work**
- **HR02-2. Compliance Responsibility**
- **HR07-7. Administrative Leave and Eligibility**
- **HR07-20. Leave Bank**

The Human Resources Policy Review Committee approved the proposed amendments to HR policies. The amendments:

- prohibit all employees of the judiciary from dual state employment;
- make policy consistent with recently implemented Investing in Our People (IOP) initiative;
- sync policy with recently implemented IOP initiative and with established practices for distributing pay bonuses;
- update the two newly created job classifications into the list of workplace harassment reporters;
- clarify and update procedures for the Grievance Review Panel;
- clarify the policy for out-of-country access to the judiciary’s technology systems;
- clarify what obligations an employee must report;
- amend the administrative leave policy and formalizes the new Years of Service structure.

The committee recommended the following changes:

- HR08-14 – changed to “The judiciary does not permit dual state employment with external state entities.”
- H06-7 – added semicolons to the management incentive award list in (1)(b)

With no further discussion, Judge Gardner moved to recommend to the Judicial Council that HR policies 08-14, 06-6(12), 06-7, 15-3(3), 17-9, 08-22, 02-2, 07-7, and 07-20 Leave Bank be approved as proposed. Judge Carpenter seconded the motion. Judge Johnson agreed by email. The motion passed unanimously.

Technology report/proposals:

The Technology Advisory Committee will be meeting in March and Mr. Eaton will report back. The IT department is working with the Education Department to set up booths at all the upcoming spring conferences. Mr. Eaton provided an update and preview for the service desk training corner, which now includes nearly 60 short videos and 40 training documents.

Old Business/New Business: None.

Adjourn: With no further items for discussion, the meeting adjourned at 12:55 p.m. The next meeting will be held on February 6, 2026, at noon via Webex video conferencing.