City of Middletown

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Draft Minutes
Meeting of January 13, 2015
General Counsel Review Committee

Present: Council Member Grady Faulkner, Council Member Carl Chisem, Council Member Hope Kasper, Council Member Sebastian Giuliano, and Council Member Deb Kleckowski.

Also Present: Brig Smith, General Counsel

A. Call to Order

The meeting came to order at 7:05 p.m.

B. Approval of Minutes

None.

C. Public Session

No members of the public were present for the Public Session.

D. New Business

1. Election of Chair

Motion to elect Council Member Kasper Chair by Council Member Giuliano, seconded by Council Member Kleckowski, and approved unanimously.

2. Scheduling of Future Meetings

Motion to schedule future meetings on the 2nd Tuesday of the month at 7:00 p.m. in Room 208 by Council Member Giuliano, seconded by Council Member Faulkner, and approved unanimously.

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3. **Financial Impact of Consolidation**

General Counsel presented information on financial impact of consolidation from Section 1 of Introductory Staff Report.

4. **Operations of Department**

General Counsel presented information on operations of department from Sections 2-10 of Introductory Staff Report.

E. Old Business

None.

F. Other

Committee discussed several items related to the Introductory Staff Report and the issues outlined within it, including whether the chart in Section 1(c) (Outside Counsel Expenditures) includes expenditures for attorneys involved in insurance defense, or whether those expenditures are contained in the insurance and claims budget.

The Committee also discussed several IT aspects of City operations, which will be addressed separately through the recently formed IT Committee.

For the next General Counsel Review Committee meeting, the Committee requested the following:

- A review of outside counsel expenditures for labor work prior to the General Counsel's arrival and the merger of the Legal and Personnel Departments into the OGC.

- Additional discussion on how the OGC is now centralizing the tracking of training enterprise-wide, including how training needs are identified and pursued among the HR Director, HR Generalist, and Risk Manger, and what role Department Heads play in that process.

- Additional discussion on HR processes before and after the merger, including what tasks were done before versus now, who is doing what tasks, and a review of grievances filed pre- and post-merger.

G. Adjournment

The Committee adjourned at 8:40 p.m. on motion of Council Member Giuliano, seconded by Council Member Kleckowski. Motion carried unanimously.

By:

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Council Member Hope Kasper, Chair

cc: Hon. Daniel T. Drew, Mayor
Joe Samolis, Chief of Staff
Council Member Grady Faulkner
Council Member Carl Chisem
Council Member Deb Kleckowski
Council Member Sebastian Giuliano
OGC Personnel
Carl Erlacher, Director of Finance

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