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DRAFT Minutes

Meeting of March 10, 2015
General Counsel Review Committee

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

Also Present: Brig Smith, General Counsel; Kathleen Morey, Director of Human Resources

A. Call to Order

The Chair called the meeting to order at 7:07 p.m.

B. Approval of Minutes

Motion to approve Minutes from the January 13, 2015 meeting by Council Member Chisem, seconded by Council Member Kleckowski, and approved unanimously.

C. Public Session

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

D. New Business

1. Human Resources Matters

General Counsel Smith and Director Morey discussed with the Committee Human Resources operations before and after the merger. With respect to enterprise-wide training, the Committee requested the OGC contact George Dunn as it relates to NIMS certification, and reach out to all Directors to ensure they are providing the OGC with a list of mission-critical training annually, which can then be tracked through the OGC training matrix established post-merger.

E. Old Business

1. None

F. Other

General Counsel Smith and Director Morey updated the Committee on the deliverables requested at the last meeting:

- General Counsel Smith confirmed that the outside counsel expenditures listed in Section 1(c) of the Introductory Staff Report are separate and apart from the Insurance and Claims fund and payments made for insurance defense work. Payment, review, and management of expenditures for insurance defense counsel is through CIRMA directly, which comes from the City's annual premium, but is not a separate expense beyond the premium payment itself.

- General Counsel Smith provided 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. The firms identified were Shipman and Goodwin, Rose Kallor, and Chadwick and Stone. Payments for the three firms were as follows:

    - FY 09/10 $182,100
    - FY 10/11 $106,200
    - FY 11/12 $89,500
    - FY 12/13 $13,250
    - FY 13/14 $5,100
    - FY 14/15 $350

- Director Morey briefed the Committee 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 Manager, and what role Department Heads play in that process.

- Director Morey briefed the Committee 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. As to grievances, as they were not centrally tracked before the merger, a detailed breakdown of their number, type, and result was not possible.

G. Adjournment

The Committee adjourned at 8:58 p.m. on motion of Council Member Kleckowski, seconded by Council Member Giuliano. Motion carried unanimously.

By:

_____
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