



Legal Service Review Advisory Group

**Monday, January 7, 2019
6:00 p.m. to 7:00 p.m.
Takoma Park Community Center
7500 Maple Avenue, Takoma Park MD**

Present: Ellen Zavian, Anne Hollander, Rizzy Qureshi (via phone), Jason Damweber

Meeting Start Time: 6:00pm

- The group began the meeting by acknowledging an email received earlier in the day from Eli Koppel, who withdrew from the group. Jason noted that he had made the Council aware of Eli's withdrawal upon receiving the email. There was a brief discussion about how to redistribute remaining tasks with Eli no longer participating. Rizzy said he could proceed as planned with his section, using whatever information Eli was able to gather and provide; Anne volunteered to turn the detailed outline the group had produced into prose; Ellen volunteered to draft descriptions for each of the areas of legal expertise the group had identified as City needs.
- The group then walked through the working outline of the report while cross-referencing it with the Council's resolution to ensure that the report adequately addressed the Council's charge for the group.
- Ellen moved to approve the minutes from the December 11, 2018 meeting, which was seconded by Anne and passed unanimously.
- The next meeting is scheduled for January 15, 2019. Jason will not be able to attend, so Anne agreed to take minutes.

Meeting End Time: 6:38pm