



Legal Service Review Advisory Group

**Monday, October 8, 2018
6:00 p.m. to 8:00 p.m.
Takoma Park Community Center
7500 Maple Avenue, Takoma Park MD**

Present: Rizzy Qureshi, Eli Koppel, Ellen Zavian, Anne Hollander, Jason Damweber

Meeting Start Time: 6:05pm

- The meeting began with introductions. Each group member briefly outlined their experience in the legal profession and previous roles and engagement with the City.
- Jason provided information on open meetings regulations, including notice requirements and posting of agendas and minutes. These will be provided on the group's webpage: <https://takomaparkmd.gov/government/boards-commissions-and-committees/legal-services-review-advisory-group/>. He also provided a copy of the current contract with the City Attorney's office.
- Jason reviewed the group's charter and the Council's charge. Group members asked about and discussed the weight of each of the components of the charge. Jason noted that, in sum, the group is expected to identify the legal needs of the City and develop a recommendation to Council, drawing on their vast experience as attorneys, as to how those needs could most effectively and efficiently be met. An evaluation of the current arrangements with the City Attorney's office and other legal service providers is also a component of the group's charge.
- Ellen asked how many times this group had been convened and what the impetus was on this occasion. Jason noted that, to his knowledge, it was the first time a group of this nature had been appointed and the impetus was largely a factor of timing: the City has been experiencing an increase in the need for various legal services and the existing contracts with legal services providers were either up or would be soon.
- Jason noted that the group should select among themselves a chairperson responsible for developing future meeting agendas and a secretary to take minutes. Rizzy made a motion for either Anne or Ellen to be the chairperson, and Anne suggested that it be Ellen. Rizzy made a motion that Ellen be the chairperson, Eli seconded, and the motion passed unanimously. Jason will generally take minutes unless absent from a meeting, in which case Anne agreed to do so.
- The group then discussed next steps and requested additional information from staff, including existing arrangements with legal service providers and cost information from the past 3-5 years. Next steps will include interviewing Councilmembers and staff who utilize legal services, as well as a representative from the City Attorney's office. These interviews

will be conducted by group members either individually or in pairs. Rizzy volunteered to draft interview questions for the group's consideration.

- The group agreed to meet again on Monday, October 22 from 7:00-9:00pm.

Meeting End Time: 7:55pm