



## **Legal Service Review Advisory Group**

**Monday, November 5, 2018  
6:00 p.m. to 8:00 p.m. (tentative)  
Takoma Park Community Center  
7500 Maple Avenue, Takoma Park MD**

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

Meeting Start Time: 6:00pm

- The meeting began with a review of the draft meeting minutes from the group's previous meeting, held on October 22, 2018. Ellen made a motion to accept the minutes, which was seconded by Anne. The minutes were unanimously approved.
- The group then debriefed from their interviews with various staff members, which were conducted on a one-on-one basis. Questions asked were similar to those asked of Councilmembers regarding legal needs, the existing framework for how the City's legal services needs are met, working with the City Attorney, and working with specialized counsel. In general, staff interviewed seemed to believe that their needs were being met, though all noted that there was room for improvement especially as it related to responsiveness of the City Attorney (how long it could take to accomplish seemingly routine tasks). It was also noted that staff is using more and more outside counsel for specialized needs and are often seeking such counsel themselves rather than the City Attorney coordinating the effort. It was not clear why this was the case.
- While individual group members are working independently on various tasks – identifying legal needs, options for legal relationships, etc. – and had intended to discuss them at this meeting, they decided they were not yet at a point where they were ready to share and discuss their work.
- The group then discussed next steps, which includes additional interviews with staff, reaching out to other similarly situated municipalities to inquire about how their legal services needs are met and how much they typically spend, and reaching out to organizations who may already have some of the information readily available. The next meeting is tentatively scheduled for Monday, November 26 from 6-8:00pm.