

1. Agenda

Documents:

[GENERAL COUNSEL REVIEW AGENDA 2015 0113.PDF](#)

2. Draft Agenda

Documents:

[GENERAL COUNSEL REVIEW COMMITTEE AGENDA 2015 0113 DRAFT.PDF](#)

3. Draft Minutes

Documents:

[GENERAL COUNSEL REVIEW COMMISSION MINUTES 2015 0113 DRAFT.PDF](#)



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## MEMORANDUM

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**TO:** LINDA BETTENCOURT  
CITY AND TOWN CLERK

**FROM:** BRIG SMITH, GENERAL COUNSEL

**DATE:** JANUARY 5, 2015

**RE:** NOTICE OF REGULAR MEETING OF THE GENERAL COUNSEL REVIEW  
COMMITTEE

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THE GENERAL COUNSEL REVIEW COMMITTEE WILL HOLD ITS REGULAR MEETING  
ON TUESDAY, JANUARY 13, 2015 AT 7:00 P.M. IN CONFERENCE ROOM 208.

\* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE \*

General Counsel Review Committee  
Municipal Building  
Room 208, Second Floor  
245 DeKoven Drive  
Middletown, Connecticut 06457

AGENDA FOR REGULAR MEETING  
TO BE HELD  
JANUARY 13, 2015 AT 7:00 P.M.

- A. Call to Order.
- B. Public Comment.
- C. Approval of Minutes.
  - 1. None
- D. New Business.
  - 1. Election of Chair;
  - 2. Scheduling of Future Meetings;
  - 3. Financial Impact of Consolidation;
  - 4. Operations of Department.
- E. Old Business
  - 1. None
- F. Other
- G. Adjournment.

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If you require special accommodations for any meeting, please call the ADA Coordinator at (860) 638-4540, (voice) or (860) 638-4812 (TDD/TTY), or the Town Clerk's Office at (860) 638-4910 at least ten (10) days prior to the scheduled meeting.

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## City of Middletown

OFFICE OF THE GENERAL COUNSEL  
245 deKoven Drive  
Middletown, CT 06457-1300  
TEL: (860) 638-4820 FAX: (860) 638-1920  
TDD: (860) 344-3521

### 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 2<sup>nd</sup> 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 Manager, 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:

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

DRAFT