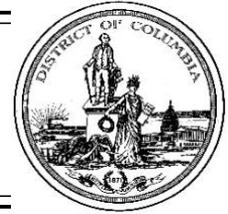

OFFICE OF AT-LARGE COUNCILMEMBER ANITA BONDS
CHAIR, COMMITTEE ON HOUSING & EXECUTIVE ADMINISTRATION



March 1, 2021

Eugene A. Adams, Director
Mayor's Office of Legal Counsel
1350 Pennsylvania Ave NW Suite 407
Washington, DC 20004

Dear Director Adams:

The annual performance hearing for the Mayor's Office of Legal Counsel is scheduled for **March 18, 2021, beginning at 9:00 AM**. The hearing will be held virtually due to the COVID-19 public health emergency. The government witness(es) for the agency will testify following public testimony. Please plan to arrive in time to listen to the entirety of the public testimony presented with respect to the agency.

Written pre-hearing questions for your agency are attached. So that I may make effective use of your responses, please provide **two hard copies** of your responses as well as an electronic version in Microsoft Word format **by the close of business on March 12, 2021**.

If you feel that I could use additional information outside the scope of the attached questions, please feel free to include an additional written statement. If your office requires clarification of any of the attached questions, please contact the Committee Director, Ram Uppuluri, at rappuluri@dccouncil.us. Thank you in advance for your timely and comprehensive response.

Sincerely,

A handwritten signature in black ink, appearing to read "ANITA BONDS".

Anita Bonds
At-Large Councilmember
Chairperson, Committee on Housing and Executive Administration

PERFORMANCE OVERSIGHT QUESTIONS

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.

Please see Exhibit A.

- a) Please provide an explanation of the roles and responsibilities of each division and subdivision and how each role and/or responsibility contributes to the mission of the agency.

The Mayor's Office of Legal Counsel (MOLC or the Agency) does not consist of specific subdivisions but rather as a single entity. The agency is the legal arm of the executive branch of the District of Columbia government and its primary responsibilities are to provide legal advice and support the Mayor, her senior staff, including Deputy Mayors, agency directors of the subordinate executive agencies, directly and through oversight of more than forty agency General Counsel offices. These duties include but are not limited to:

1. Interfacing with the Office of the Attorney General for the District of Columbia (OAG) on litigation matters and other issues that require coordination between the Executive Office of the Mayor (EOM), her subordinate agencies and the elected Attorney General.
2. Working closely with the Office of Risk Management (ORM) to reduce avoidable operational, legal and financial exposure for the District of Columbia government;
3. Resolving interagency legal issues on behalf of the Mayor;
4. Overseeing the representation of agencies in investigative matters before the Executive Branch of the federal government, Congress, or the Council of the District of Columbia; and
5. Supervising outside counsel in matters where OAG is recused from a matter or is otherwise not available.
6. Coordinating the hiring, compensation, and training of agency counsel and general counsel offices

The MOLC also adjudicates administrative appeals of the District of Columbia Freedom of Information Act (DCFOIA) decisions made by District government agencies on behalf of the Mayor and tracks reported allegations of sexual harassment claims made by city employees. The Agency also oversees the legal review of donations made to District government agencies.

- b) Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

There were no specific organizational changes made during the previous year, although the MOLC became fully staffed through the addition of a New Director, Deputy Director and (2) Associate Directors due to a change in management in September 2020.

- c) Please provide your most current strategic plan and identify each goal and strategy. Explain how each division and subdivision contributes to that plan.

The MOLC does not currently have a strategic plan however, the agency created a new structural and operational model for FY21 to better serve constituencies and ensure robust workforce and customer engagement. To date, this model has afforded the MOLC a stronger presence/involvement in

litigation, streamlined oversight of agency counsel, improved coordination with agencies, and led to the creation of the MOLC website.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Please see below. This information was collected on March 8, 2021.

Title	Name	DC Hire Dat	Vac	Grade	Step	Salary	Fringe Rate	18.5%	Fund Code	Prgm Code	Activity	Reg/Temp/Term
Beverly Perry Fellow			V	12	0	\$ 76,126.00	\$	14,083.31	0100	2001	2001	Reg
Associate Director	Ellis, Maia J	3/9/2015	F	8	0	\$ 135,805.81	\$	25,124.07	0100	2001	2001	Reg
Director	Adams, Eugene A	5/16/2005	F	11	0	\$ 217,330.00	\$	40,206.05	0100	2001	2001	Reg
Special Assistant	White, Giavanna	3/6/2017	F	5	0	\$ 91,722.63	\$	16,968.69	0100	2001	2001	Reg
Associate Director	Brown, Dorothy Nicole	2/10/2020	F	8	0	\$ 135,805.81	\$	25,124.07	0100	2001	2001	Reg
Associate Director	Moskowitz, Benjamin	2/24/2020	F	8	0	\$ 135,805.81	\$	25,124.07	0100	2001	2001	Reg
Deputy Director of Legal Counsel	Natale, Vanessa	6/11/2007	F	10	0	\$ 184,831.61	\$	34,193.85	0100	2001	2001	Reg
Legal Administrative Specialist	Morse, Malcolm B	12/23/2019	F	9	9	\$ 64,115.00	\$	11,861.28	0100	2001	2001	Term
Associate Director	Noteware, Rachel	5/31/2016	F	8	0	\$ 135,805.81	\$	25,124.07	0100	2001	2001	Reg
Chief of Staff	Hudson, Julia Emile	8/14/2017	F	9	0	\$ 142,109.15	\$	26,290.19	0100	2001	2001	Reg

3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

The MOLC does not have any employees detailed to or from our agency.

4. Please provide the Committee with:
 - a) A list of all employees who received or retained cellphones, personal digital assistants, notebooks, laptops, iPads or similar communications devices at agency expense during any part of FY20 and FY21, to date; and the annual cost to the agency for each device;

Please see information provided in charts below.

Device List for FY20					Total	\$5,301.74
Last Name	Email	Vendor	Service Type	Device Type	FY Total	
NOTEWARE	rachel.noteware2@dc.gov	Verizon	Cellular	iPhone 8	\$	42.99
SPARE	eom.atc@dc.gov	AT&T	Cellular	AT&T 8125	\$	248.17
HUDSON	julia.hudson@dc.gov	2020-01 To 2020-01 Billed By Verizon; 2020-03 To 2020-03 Billed By AT&T	Cellular	iPhone 8	\$	262.08
ROSS	ronald.ross@dc.gov	Sprint	Tablet with wireless service	Galaxy Tablet	\$	370.57
WHITE	giavanna.white@dc.gov	AT&T	Cellular	iPhone 5	\$	649.75
MORSE	malcolm.morse@dc.gov	AT&T	Cellular	iphone 8	\$	637.78
ELLIS	maia.ellis@dc.gov	AT&T	Cellular	iphone 8	\$	50.31
NATALE	vanessa.natale@dc.gov	AT&T	Tablet with wireless service	iPAD PRO 11 INCH 64GB	\$	155.15
BROWN	dorothy.brown@dc.gov	AT&T	Cellular	iphone 8	\$	664.43
EVANS	gregory.evans@dc.gov	AT&T	Cellular	iphone XR- 64GB	\$	262.32
MOSKOWITZ	benjamin.moskowitz@dc.gov	AT&T	Cellular	iPhone 7	\$	351.88
MORSE	malcolm.morse@dc.gov	Verizon	Tablet with wireless service	iPad Pro 9.7"	\$	210.03
SPARE	eom.atc@dc.gov	Verizon	Tablet with wireless service	IPAD Pro	\$	360.08

HUDSON	julia.hudson@dc.gov	AT&T	Tablet with wireless service	ipad pro 11-inch 64GB	\$ 197.38
ADAMS	eugene.adams@dc.gov	AT&T	Cellular	iPhone 7	\$ 640.68
NATALE	vanessa.natale@dc.gov	Verizon	Cellular	iPhone 7	\$ 42.99
SPARE	eom.atc@dc.gov	AT&T	Tablet with wireless service	ipad pro 11-inch 64GB	\$ 155.15
SCOTT	ebony.scott@dc.gov	AT&T	Cellular	iPhone 7	\$ 262.32
SCOTT	ebony.scott@dc.gov	Verizon	Tablet with wireless service	iPad Pro 9.7"	\$ 150.05
VALENTINE	george.valentine2@dc.gov	Verizon	Cellular	iPhone 8	\$ 391.30
VALENTINE	george.valentine2@dc.gov	Verizon	Tablet with wireless service	IPAD Pro	\$ 240.08
SPARE	eom.atc@dc.gov	Verizon	Cellular	iPhone 7	\$ 532.44
SPARE	eom.atc@dc.gov	Verizon	Cellular	iPhone 8	\$ 141.14
ROSS	ronald.ross@dc.gov	AT&T	Cellular	galaxy- galaxy S4	\$ 574.60
HUGHES	bijan.hughes@dc.gov	AT&T	Cellular	iphone 6	\$ 637.78
SPARE	eom.atc@dc.gov	AT&T	Cellular	iPhone 7	\$ 640.68

Device List for FY21						
					Total	\$2,741.87
Last Name	Email	Vendor	Service Type	Device Type	FY Total	
MOSKOWITZ	benjamin.moskowitz@dc.gov	AT&T	Cellular	iPhone 7	\$	193.04
BROWN	dorothy.brown@dc.gov	AT&T	Cellular	iphone 8	\$	191.04
SPARE	eom.atc@dc.gov	Verizon	Tablet with wireless service	IPAD Pro	\$	119.96
SPARE	eom.atc@dc.gov	AT&T	Tablet with wireless service	ipad pro 11-inch 64GB	\$	148.92
ADAMS	eugene.adams@dc.gov	AT&T	Cellular	iPhone 7	\$	193.04
WHITE	giavanna.white@dc.gov	AT&T	Cellular	iPhone 5	\$	193.04
HUDSON	julia.hudson@dc.gov	AT&T	Cellular	iPhone 8	\$	193.04
HUDSON	julia.hudson@dc.gov	AT&T	Tablet with wireless service	ipad pro 11-inch 64GB	\$	148.92
ELLIS	maia.ellis@dc.gov	AT&T	Cellular	iPAD PRO 11 INCH 64GB	\$	122.69
ELLIS	maia.ellis@dc.gov	AT&T	Cellular	iphone 8	\$	165.87
MORSE	malcolm.morse@dc.gov	AT&T	Cellular	iphone 6	\$	193.04
MORSE	malcolm.morse@dc.gov	Verizon	Tablet with wireless service	iPad Pro 9.7"	\$	119.96
NOTEWARE	rachel.noteware2@dc.gov	Verizon	Cellular	iPhone 8	\$	171.96
NOTEWARE	rachel.noteware2@dc.gov	AT&T	Tablet with wireless service	iPAD PRO 11 INCH 64GB	\$	122.69
NATALE	vanessa.natale@dc.gov	AT&T	Tablet with wireless service	iPAD PRO 11 INCH 64GB	\$	148.92
NATALE	vanessa.natale@dc.gov	Verizon	Cellular	iPhone 7	\$	171.96
SPARE	eom.atc@dc.gov	AT&T	Cellular	iphone XR	\$	143.78

- b) A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY20 and FY21, to date;

The MOLC does not own or lease any vehicles. Prior to the onset of the public health emergency, the MOLC made use of the transport vans maintained by the EOM's Support Services team, for the purposes of traveling to work-related meetings or events outside of the John A. Wilson Building. MOLC personnel also accessed the mobile-based rideshare program, "Via On Demand Vehicle Share Program," that was made available through the Department of Public Works and the EOM for point-to-point transportation between District government offices and facilities.

- c) A list of travel expenses and reimbursements, arranged by employee for FY20 and FY21, to date, including the justification for travel; and

For FY20 and FY21, to date, the MOLC did not have any travel expenses or reimbursements.

- d) A list of the total workers' compensation payments paid in FY20 and FY21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

For FY 20 and FY21, to date, the MOLC did not make any worker's compensation payments.

- 5. For FY20 and FY21, to date, what was the total cost for mobile communications and devices, including equipment and service plans?

Please see Question 4.

- 6. For FY20 and FY21, to date, please detail all intra-District transfers to or from the agency.

For FY20 and FY21, to date, the MOLC did not receive any intra-district transfers. In FY20, the MOLC transferred \$10,000 to EOM for support services. To date, the MOLC has not transferred any funds in FY21. However, the Agency anticipates a transfer of \$10,000 to EOM for support services before the end of the fiscal year if an MOU is executed between the MOLC and the EOM once the health emergency has been lifted.

MOLC FY20 Intra-District Transfers			
Buyer agency Name	Seller Agency Name	Description of MOU	Total MOU amount
Mayor's Office of Legal Counsel	Executive Office of the Mayor	Support Services	\$ 10,000.00
MOLC FY21 Intra-District Transfers			
Buyer agency Name	Seller Agency Name	Description of MOU	Total MOU amount
N/A			

- 7. For FY20 and FY21, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
 - a) The revenue source name and code;
 - b) The source of funding;
 - c) A description of the program that generates the funds;
 - d) The amount of funds generated by each source or program;
 - e) Expenditures of funds, including the purpose of each expenditure; and
 - f) The current fund balance.

For FY20 and FY21, to date, the MOLC did not maintain, use, or have any available special purpose revenue funds.

- 8. For FY20 and FY21, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Please see below. This information was collected on March 9, 2021.

FY20 Purchase Card Spending				
Transaction Date	Transaction Amount	Cardholder Name	Merchant Name	Item Description
10/21/2019	268.25	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
11/07/2019	688.18	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
12/12/2019	108.68	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
12/19/2019	4,500.00	GIAVANNA WHITE	SKILLPATH / NATIONAL	management training provided by outside vendor
12/27/2019	49.50	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
01/14/2020	142.59	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
01/16/2020	206.50	GIAVANNA WHITE	SQU*SQ *NORTH CAPITOL	office furniture delivery from surplus furniture
02/05/2020	234.78	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
02/05/2020	230.12	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
02/08/2020	293.32	GIAVANNA WHITE	ULINE	desk chair
02/07/2020	459.99	GIAVANNA WHITE	METROPOLITAN OFFICE PR	office supplies and materials
02/06/2020	180.71	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
02/10/2020	81.62	GIAVANNA WHITE	AMAZON.COM*TX9FG9ZH3	office furniture
02/12/2020	702.00	GIAVANNA WHITE	REI*PAYMENT CENTER	August 2019 LexisNexis Invoice
02/12/2020	957.00	GIAVANNA WHITE	REI*PAYMENT CENTER	September 2019 LexisNexis Invoice
02/12/2020	957.00	GIAVANNA WHITE	REI*PAYMENT CENTER	October 2019 LexisNexis Invoice
02/12/2020	957.00	GIAVANNA WHITE	REI*PAYMENT CENTER	November 2019 LexisNexis Invoice
02/12/2020	957.00	GIAVANNA WHITE	REI*PAYMENT CENTER	December 2019 LexisNexis Invoice
02/18/2020	51.28	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
02/21/2020	276.99	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
02/26/2020	722.19	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
02/28/2020	51.55	GIAVANNA WHITE	AMAZON.COM*HW68S1H83	office supplies and materials
02/28/2020	88.42	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
03/04/2020	190.00	GIAVANNA WHITE	METROPOLITAN OFFICE PR	office supplies and materials
03/04/2020	95.39	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
03/05/2020	97.99	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
03/12/2020	36.67	GIAVANNA WHITE	AMZN MKTP US	office supplies and materials
03/13/2020	2,858.00	GIAVANNA WHITE	DMI* DELL HLTHCR/REL	laptops for remote working
08/24/2020	957.00	GIAVANNA WHITE	REI*PAYMENT CENTER	January 2020 LexisNexis Invoice
08/24/2020	772.00	GIAVANNA WHITE	REI*PAYMENT CENTER	May 2020 LexisNexis Invoice
08/24/2020	957.00	GIAVANNA WHITE	REI*PAYMENT CENTER	February 2020 LexisNexis Invoice
08/24/2020	957.00	GIAVANNA WHITE	REI*PAYMENT CENTER	March 2020 LexisNexis Invoice
08/24/2020	957.00	GIAVANNA WHITE	REI*PAYMENT CENTER	April 2020 LexisNexis Invoice
08/24/2020	772.00	GIAVANNA WHITE	REI*PAYMENT CENTER	June 2020 LexisNexis Invoice
08/24/2020	772.00	GIAVANNA WHITE	REI*PAYMENT CENTER	July 2020 LexisNexis Invoice
09/11/2020	772.00	GIAVANNA WHITE	REI*PAYMENT CENTER	August 2020 LexisNexis Invoice
09/16/2020	132.50	GIAVANNA WHITE	THE BUSINESS JOURNALS	Washington Business Journal Subscription
09/18/2020	214.00	GIAVANNA WHITE	LEXISNEXIS	DC Code Books
09/21/2020	432.23	GIAVANNA WHITE	ADOBE ACROPRO SUBS	Renewal of two Adobe Pro Licenses
09/21/2020	772.00	GIAVANNA WHITE	REI*PAYMENT CENTER	September 2020 LexisNexis Invoice
09/18/2020	995.00	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials
09/28/2020	2,413.13	GIAVANNA WHITE	STANDARD OFFICE SUPPLY	office supplies and materials

FY21 Purchase Card Spending				
Transaction Date	Transaction Amount	Cardholder Name	Merchant Name	Item Description
11/04/2020	772.00	GIAVANNA WHITE	REI*PAYMENT CENTER	October 2020 LexisNexis Invoice
12/12/2020	42.84	GIAVANNA WHITE	AMZN MKTP US	Cables for office scanners. Transaction cancelled due to non-delivery issue, credit was issued.
12/27/2020	(25.70)	GIAVANNA WHITE	AMZN MKTP US	Transaction cancelled due to non-delivery issue, credit was issued.
12/27/2020	(17.14)	GIAVANNA WHITE	AMZN MKTP US	Transaction cancelled due to non-delivery issue, credit was issued.
01/07/2021	608.67	GIAVANNA WHITE	ADOBE ACROPRO SUBS	Four Adobe Pro Licenses for Associate Directors
01/22/2021	35.60	GIAVANNA WHITE	AMZN MKTP US	Cables for office scanners (redelivered)

9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY20 and FY21, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

MOLC FY20 MOU's					
State Date	Termination Date	Buyer Agency Name	Seller Agency Name	Description of MOU	Total MOU amount
1-Oct-19	30-Sep-20	Mayor's Office of Legal Counsel	Executive Office of the Mayor	Support Services	\$ 10,000.00
MOLC FY21 MOU's					
Buyer agency Name	Seller Agency Name			Description of MOU	Total MOU amount
N/A					

10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY20 and FY21, to date.

The MOLC is the legal arm of the executive branch of the District of Columbia government and its primary responsibilities are to provide legal advice and support the Mayor, her senior staff, including Deputy Mayors, agency directors of the subordinate executive agencies, directly and through oversight of more than forty agency General Counsel offices. The agency also oversees the representation of agencies in investigative matters before the Executive Branch of the federal government, Congress, or the Council of the District of Columbia.

The agency also organizes continuing legal education and ethics training sessions for agency attorneys, reviews performance evaluations of all agency attorneys, as well as hiring and disciplinary matters concerning agency attorneys. The MOLC resolves appeals from DC FOIA decisions and has a significant role in the preparation of an annual report on DC FOIA compliance, which the Mayor presents to the Council in accordance with D.C. Official Code § 2-538.

While the nature of the MOLC’s core functions results in the agency having less of a public-facing role than other District agencies, prior to the public health emergency, MOLC personnel routinely participated in community-based events, including numerous official or District government-sponsored parades and similar public events, neighborhood and community forums and celebrations, the Mayor’s annual Budget Engagement forums, and various other events, celebrations and public activities as representatives of the District of Columbia government.

In FY20, the MOLC conducted 10 continuing legal education and/or ethics training sessions, including sessions on sexual harassment, effective negotiations and settlements, practicing before the

Office of Administrative Hearings, and issues arising under DC FOIA. The MOLC’s continuing legal education training sessions are organized with the assistance and support of the attorneys and non-attorney subject matter experts from various agencies. The training sessions have been well-received and are a prime illustration of a successful collaboration to accomplish one of the mandates of the Elected Attorney General Implementation and Legal Services Establishment Amendment Act of 2013 (D.C. Law 20-60, effective December 13, 2013), which envisions that the MOLC will organize a program of trainings which will facilitate the continuing legal education of agency attorneys. The MOLC works closely with presenters from a variety of agencies, as well as outside experts, to ensure that presenters are identified who have the requisite subject matter expertise to provide useful, accurate and effective education for agency counsel.

In addition to the continuing legal education and ethics training sessions, the MOLC holds periodic quarterly meetings with the General Counsel of the subordinate agencies, as well as Deputy General Counsel and other supervisory attorneys, to focus on matters of particular importance to supervisory attorneys responsible for the management of the various offices.

At the start of COVID-19, the MOLC partnered with the Department of Human Resources (DCHR) to host bi-weekly city-wide General Counsel calls on the pandemic to address a myriad of issues including but not limited to; leave management policies, telework requirements, and litigation.

In FY21, the MOLC has continued to strive to provide high-quality legal advice to the Mayor and executive agencies on numerous matters requiring varying degrees of confidentiality.

Finally, the MOLC continues to play a primary role in maintaining the critical partnership between the Mayor and the OAG and meets on a routine basis to create opportunities for information sharing and pending matters related to litigation. The MOLC also maintains effective relationships with the District and federal judiciary and administrative tribunals.

11. Please provide a table showing your agency’s Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY19, FY20, and the first quarter of FY21.
 - a) For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
 - b) Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY20 and FY21 for each program and activity code.
 - c) Attach the cost allocation plans for FY20 and FY21.
 - d) In FY20 or FY21, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Please see chart below for responses to questions referenced. The MOLC does not have cost allocation plans.

Comp Source Group	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 Expenditures	Variance	Explanation
0040	-	-	-	-	-	5,730.86	(5,730.86)	PCARD purchase
	-	-	-	-	-	5,730.86	(5,730.86)	
0011	1,315,486.18	1,055,486.18	930,398.81	1,236,303.16	844,994.70	716,896.97	128,097.73	Vacancy Savings
0012	-	-	38,139.33	73,906.00	73,402.56	81,786.92	(8,384.36)	
0013	-	-	48,594.42	-	-	78,445.21	(78,445.21)	Leave Payout
0014	243,364.95	193,364.95	186,081.57	242,388.69	170,929.86	124,854.11	46,075.75	
0015	-	-	-	-	-	210.00	(210.00)	Leave Payout
0020	7,500.00	7,500.00	7,473.26	31,179.00	31,179.00	8,878.22	22,300.78	Spending waiver required
0031	500.00	500.00	1,024.88	500.00	500.00	116.24	383.76	Spending waiver required
0040	51,654.30	111,654.30	111,654.30	57,907.15	57,907.15	30,986.11	26,921.04	Spending waiver required

15. Please list, in chronological order, each reprogramming request and each reprogramming in FY20 and FY21, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY20 and FY21, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.

The MOLC has no reprogramming requests.

MOLC REPROGRAMMINGS, FY20			
Sending agency name	Receiving agency name	Dollar Amount	Detailed rationale for the reprogramming
N/A			
MOLC REPROGRAMMINGS, FY21			
Sending agency name	Receiving agency name	Dollar Amount	Detailed rationale for the reprogramming
N/A			

16. Please list each grant or sub-grant received by your agency in FY20 and FY21, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.
- How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs.

For FY20 and FY21, to date, the MOLC has not received any grants or sub-grants.

17. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY20 and FY21, to date. For each contract, please provide the following information, where applicable:
- The name of the contracting party;
 - The names of the individual principals constituting that contracting party;
 - The nature of the contract, including the end product or service;
 - The dollar amount of the contract, including amount budgeted and amount actually spent;
 - The term of the contract;
 - Whether the contract was competitively bid and/or the explanation for it being non-competitive or sole source;
 - The name of the agency's contract monitor and the results of any monitoring activity; and
 - The funding source.

Please see chart below for answers to questions referenced.

Mayor's Office of Legal Counsel (AHO) FY20 Purchase Orders									
PO Number	Vendor Name	Vendor Type	FY	Description	Fund Detail	Comp Obj	Index	PCA	Total Amt
PO626465	DELL MARKETING L.P.	5	2020	Laptops	100	408	2001L	2001L	\$3,338.00
PO636165	METROPOLITAN PRODUCTS	9	2020	Copier	100	408	2001L	2001L	\$16,450.00
Total for Operating Budget - FY2020 PO List									\$19,788.00

Mayor's Office of Legal Counsel (AH0) FY21 Purchase Orders

PO Number	Vendor Name	Vendor Type	FY	Description	Fund Detail	Comp Obj	Index	PCA	Total Amt
PO635689	METROPOLITAN OFFICE PRODUCTS	9	2021	Copier Maintenance	100	408	2001L	2001L	\$6,105.00
PO636165	LEXISNEXIS COPLOGIC SOLUTIONS	5	2021	Legal Research	100	408	2001L	2001L	\$8,492.00
Total for Operating Budget - FY2021 Open PO List									\$14,597.00

18. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

The MOLC does not have any pending lawsuits.

19. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY20 or FY21, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.)

For FY20 and FY21, to date, no settlements were entered into by the Agency or on its behalf.

20. Please list the administrative complaints or grievances that the agency received in FY20 and FY21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY20 or FY21, to date, describe the resolution.

The MOLC did not receive any administrative complaints or grievances in FY20 and FY21, to date.

21. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY20 and FY21, to date, whether or not those allegations were resolved.

To date, the MOLC has not received any allegations of sexual harassment or misconduct committed by or against any of its employees. In accordance with the Mayor's Order on Sexual Harassment Policy, Guidance and Procedures (Mayor's Order 2017-313), all District agencies must report sexual harassment claims, investigations, and written notification of findings and conclusions to the MOLC. The MOLC is available to provide advice to general counsels on sexual harassment related issues in collaboration with DCHR.

22. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY20 and FY21, to date.

For FY20 and FY21, to date, neither the MOLC nor any of the Agency's employees were the subject of any investigations, audits, or reports.

23. Please describe any spending pressures or any reimbursements pursuant to contract or other obligations where remitting reimbursement exceeded thirty (30) days the agency experienced in FY20 and any anticipated spending pressures for the remainder of FY21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY20, describe how it was resolved, and if the spending pressure is in FY21, describe any proposed solutions.

The MOLC does not have any spending pressures or reimbursements.

24. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY20 and FY21, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

For FY20 and FY21, to date, the MOLC has not requested or contracted for any studies from outside entities.

25. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY20 and FY21 to date.

For FY20 and FY21, the MOLC did not have any publications, brochures and pamphlets prepared by or for the agency.

26. Please provide a copy of the agency’s FY20 performance plan. Please explain which performance plan objectives were completed in FY20 and whether they were completed on time and within budget. If they were not, please provide an explanation.

The MOLC did not have an agency FY20 performance plan and does not currently have an agency FY21 performance plan.

27. Please provide a copy of your agency’s Strategic Plan for FY20 and FY21.

Please see response to Question 1.

28. Please provide the number of FOIA requests for FY20 and FY21, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

FY20 MOLC FOIA REQUESTS	
# of FOIA Requests Granted	0
# of FOIA Requests Partially Granted	0
# of FOIA Requests Denied	8
# of FOIA Requests Pending	21
Average Response Time (in days)	43
Estimated # of Hours Spent Responding to Requests	160
Estimated # of FTEs Required to Process Requests	1
Total Cost of Compliance	\$4,480

FY21 MOLC FOIA REQUESTS (as of 3/11/21)	
# of FOIA Requests Granted	0
# of FOIA Requests Partially Granted	1
# of FOIA Requests Denied	0
# of FOIA Requests Pending	21
Average Response Time (in days)	49.5
Estimated # of Hours Spent Responding to Requests	20
Estimated # of FTEs Required to Process Requests	1
Total Cost of Compliance	\$560

29. Please provide a copy of your agency’s FY21 performance plan as submitted to the Office of the City Administrator and any accomplishments pursuant to that plan.

Please see response to Question 26.

30. Please separately list each employee whose salary was \$100,000 or more in FY20 and FY21, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Posn Nbr	Title	Name	Salary	Fringe Rate 18.5%	Prgm Code	Activity
00085677	Director	Adams, Eugene A	\$ 217,330.00	\$ 40,206.05	2001	2001
00087581	Deputy Director of Legal Counsel	Natale, Vanessa	\$ 184,831.61	\$ 34,193.85	2001	2001
00087579	Associate Director	Brown, Dorothy Nicole	\$ 135,805.81	\$ 25,124.07	2001	2001
00087580	Associate Director	Moskowitz, Benjamin	\$ 135,805.81	\$ 25,124.07	2001	2001
00087584	Associate Director	Noteware, Rachel	\$ 135,805.81	\$ 25,124.07	2001	2001
00085676	Associate Director	Ellis, Maia J	\$ 135,805.81	\$ 25,124.07	2001	2001
00087585	Chief of Staff	Hudson, Julia Emile	\$ 142,109.15	\$ 26,290.19	2001	2001
00085677	Director	Ross, Ronald Raymond	\$ 217,330.00	\$ 40,206.05	2001	2001
00085676	Deputy Director of Legal Counsel	Scott, Ebony Michelle	\$167,187.23	\$ 30,929.64	2001	2001
00087581	Deputy Director of Legal Counsel	Valentine, George C	\$167,187.23	\$ 30,929.64	2001	2001
00087583	Staff Attorney	Hughes, Bijan T	\$ 105,885.25	\$ 19,588.77	2001	2001

31. Please list in descending order the top 25 overtime earners in your agency in FY20 and FY21, to date. For each, state the employee’s name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

For FY20 and FY21, to date, the MOLC did not have any overtime earners in our agency.

32. For FY20 and FY21, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

For FY20 and FY21, to date, the MOLC did not have any employees that were granted bonuses or special pay.

33. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

None of the MOLC’s employees are members of any bargaining unit and as a result there is not an effective collective bargaining agreement for the Agency’s employees.

34. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY20 or FY21, to date, if minutes were prepared, or the explanation why minutes were not prepared to not available. Please inform the Committee if the board or commission did not convene during any month.

There are no boards or commissions associated with the MOLC.

35. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with each requirement, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

The MOLC does not have any reports or reporting required of the agency in the District of Columbia Code or Municipal Regulations.

36. Please provide a list of any training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the number of agency employees that were trained, the names of the trainers, and the total cost of each, if a procurement was made, the name of the contractor and the basis for the non-competitive award, if applicable.

Please see Exhibit B.

37. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

The MOLC does not conduct annual performance evaluations of its employees. MOLC leadership, comprised of the Director and Deputy Director, manages employee performance and ensures employees are meeting individual job requirements via daily interactions, real-time constructive feedback, weekly team meetings, and the substantive review of employee deliverables.

In addition, the MOLC is fortunate to have smart, highly motivated individuals, all of whom take pride in their work and proactively report their progress on assignments.

Racial Equity Questions

1. In the context of your agency and its mission, what are three areas, programs, or initiatives where you see the most opportunity to address racial inequity?

As a legal agency, the MOLC is also responsible for setting an appropriate example for other parts of the government. The MOLC works very hard to make sure its staff interacts professionally and collegially with one another, members of the public and their fellow city employees.

To that end, we ensure that there is fairness in all aspects of what the MOLC does—regardless of race, gender, and ethnicity--starting with employment opportunities, chances for advancement, equitable work distribution, equal opportunities for training, participation in government-sponsored activities that may be desirable, and interpersonal contact/interaction with high-ranking city officials.

The size of the MOLC, the prior experiences of its staff, and the importance of the ideals contemplated by these questions all work to create a workplace where all are productive, respected and treated fairly by each other. Our goal is to allow each member to grow and develop professionally with the belief that these experiences will make them better individuals, better government employees and better colleagues.

2. Do you think there are any areas/programs where your department has had some success in building racial equity over the past year? Which areas/programs?

The MOLC cannot quantify this success in the manner contemplated by the question. Instead, each member of the MOLC is fully aware of these important priorities and works to incorporate them into everything they do. There are, of course, group activities or efforts that assist team-building and camaraderie—as we get to know one another better (even remotely), we realize even more that there are many more commonalities than differences among us.

From the MOLC’s present perspective, it has done a very good job in each of the areas set forth in response to the question immediately above.

3. Consider the demographic data your department collects, tracks, and evaluates as (A) part of its operations and (B) as part of its performance plan:
 - a. Do you collect information on race and geographic area? If not, why not?

No. The MOLC is a legal agency, and there is no part of its internal responsibilities that require this or that would facilitate this.

However, the MOLC shares responsibility for the hiring of subordinate agency counsel. Beginning in FY22, the MOLC plans to track demographic data for agency general counsels and deputy general counsels. MOLC believes it is important that our legal service, and particularly our leadership, reflect the diversity of the District. By tracking this data going forward, we can help to ensure that diversity remains a priority in the legal service.

4. What legal barriers (if any) do you face as an agency to advancing racial equity or better understanding racial inequity?

None. In fact, the MOLC advances these goals by simply discharging its duties in a fair, responsive, and professional manner. The MOLC can and does ensure that our laws are applied and enforced in the ways intended—that contributes to the city’s priorities in this area.

5. In your proposed FY22 budget, are there specific programs or allocations that are specifically designed to address racial or economic inequities faced by District residents? In detail, please describe how these efforts address those inequities.

No—the MOLC is, again, a legal agency that services and supports the EOM and the subordinate agencies; and, part of its responsibility is to give advice, identify legal issues/problems of all kinds for the government, and address the challenges caused by these legal issues/problems. In doing so, the MOLC supports the racial, gender, ethnicity-related and economic goals of the city government for its residents, businesses, and visitors.

6. Consider one operational data point and one performance data point where you collect race information or could collect race information. How could your department use this data to inform future programmatic decisions?

There are no parts of the MOLC’s operations where collecting race information would inform its future programmatic decisions. However, the data normally and naturally collected by other parts of the government could, in some circumstances, be helpful, particularly in the area of equal access to

justice and/or any appropriate pro bono services that government lawyers could provide through its nascent program.

7. What are two areas/programs where your department has significant potential to succeed in building racial equity? Please elaborate on why you chose those areas.

As noted above, given the nature of the MOLC's work and its responsibilities, there are no natural "fits" for programs/areas to build racial equity beyond those mentioned in response to the questions in this section.

8. Consider what a racially equitable District of Columbia would look like, and please describe. What are ways your agency's operations would reflect this achievement?

Given the demographics of the city, including gender, race, ethnicity and socio-economic status, an "ideal" Washington should have affordable housing in all four quadrants, diverse neighborhoods in all four quadrants, equal access to justice and city services for all, equal employment opportunities supported by public and private institutions, and all residents who believe some version of this is a good model.

9. What are three metrics that your agency could use to measure progress toward racial equity? These could be metrics you currently track or new metrics. (Examples include: licenses or permits issued/denied, professional development or advancement opportunities granted/denied, fine or fee enforcement/forgiveness, etc. – all by race and/or geographic areas).

Please refer to Question 7. In addition, as noted in response to Question 6, the MOLC plans to begin tracking demographic data for agency general counsels and deputy general counsels.

Agency-Specific Questions

1. The mission of the Mayor's Office of Legal Counsel (MOLC) is to provide legal services to the Mayor and District of Columbia agencies in conjunction with those agencies' general counsels. By statute, the MOLC's purposes include:
 - a. Coordinating the hiring, compensation, training, and resolution of significant personnel-related issues for subordinate agency counsel in conjunction with agency directors;
 - b. Providing legal and policy advice to the Mayor and executive branch;
 - c. Resolving interagency legal issues for the Mayor;
 - d. Overseeing the representation of agencies in investigative matters before the executive branch of the federal government, Congress, or the Council of the District of Columbia; and
 - e. Supervising outside counsel in matters where the Office of the Attorney General is recused from a matter or otherwise not available.

Please provide a description of what the work of your office has entailed in each of the categories above, and the number of matters in each category your office handled in FY 20 and FY 21 to date.

- a. Coordinating the hiring, compensation, training, and resolution of significant personnel-related issues for subordinate agency counsel in conjunction with agency directors;

Upon request, the MOLC assists subordinate agencies with personnel matters related to the employment, discipline, evaluation, and general working conditions of the agency general counsel offices. These activities include reviewing application materials, interviewing lawyers for hire, advising agency directors, and assisting with decisions related to the terms and conditions of their employment. Additionally, the MOLC aids agencies by offering guidance on how to handle specific personnel matters relating to attorney work, employment status, discipline and/or their interactions with others.

As a practical matter, agency counsel is aware of the attendant processes and the role of the MOLC and will often seek the MOLC's involvement, thereby providing consistency amongst general counsel offices regarding personnel matters.

- b. Providing legal and policy advice to the Mayor and executive branch;

The MOLC always remains readily available to support the Mayor and the executive branch. The MOLC's advising responsibilities are broad and vary greatly based upon the specific client and matter or issue being addressed. Some aspects of this responsibility are standardized, while others are ad hoc or situational. Advising on the proper interpretation or application of the law is a practical example of one of the ways the MOLC supports this mission.

- c. Resolving interagency legal issues for the Mayor;

The MOLC views this duty as often related to subpart (b) above: if there are contradictory or conflicting policy views (with legal underpinnings or consequences), competing legal interpretations or agency or operational practices that are illegal, wrong or impractical, the MOLC will make all efforts to resolve the disagreement in a way that benefits the whole government and its leadership.

This responsibility extends to proactively address and reconcile differences between subordinate agencies and/or OAG where disagreements regarding advice or procedures can occasionally arise. The MOLC ensures the process for all these interactions include professionalism, little prejudgment of the situation, repeated opportunities to discuss, consideration of all aspects of the matter at issue, and a resolution in the best interest of the government.

- d. Overseeing the representation of agencies in investigative matters before the executive branch of the federal government, Congress, or the Council of the District of Columbia; and

The MOLC seeks to be an aggressive and willing partner/participant in these investigations and inquiries. Depending on its nature, the MOLC's assistance can be advice-giving, witness preparation, communications with the investigators, drafting response letters and a small host of other related efforts. However, certain investigations and inquiries are more important than others and may require more MOLC involvement. Regardless of the level of involvement, the MOLC approaches all situations helpfully and does not presume to inject itself without a clear understanding of client needs.

- e. Supervising outside counsel in matters where the Office of the Attorney General is recused from a matter or otherwise not available.

The MOLC is usually directly involved in arranging for and overseeing the work of outside counsel

in those situations where he/she may be needed. The MOLC initially serves as the conduit between the EOM (including the subordinate agencies) and OAG to establish the need for outside counsel by arranging for a conflict check and handling any inquiries from the requesting office.

The requesting office or agency will usually be the subject matter expert on what kind of outside counsel is needed, but the MOLC will aid in the identification of a suitable candidate or candidates, negotiation of an appropriate service agreement, and engagement with the individual or firm. Finally, the MOLC can and will advise on what deliverables should be anticipated and can also provide a preliminary assessment on the quality of those deliverables, particularly with the legal issues.

2. Which of the areas above take up most of your office's time? Please provide a breakdown of the number of hours logged by your office in each of the categories in question 1 above, in FY 20 and FY 21 to date.

Given the nature of the work MOLC performs and how it is received, it is very difficult to quantify the amounts of time spent on each area, particularly because each Associate Director's workload is different, as is how they allocate their time.

The MOLC does not maintain timesheets comparable to billing records in the private sector, so all it can provide would be the estimates of (the time usages) each of the Associate Directors which would vary from week to week due to prioritization based on that week.

There are certain time-consuming constants however, like DC FOIA Appeals the MOLC is charged with addressing; other "constants" are more seasonal or intermittent, such as agency counsel evaluation reviews, maintaining records of reported instances of sexual harassment among city employees, and the review of settlement authority memoranda from the agencies and OAG.

3. How many congressional information requests has MOLC received in FY20 and FY21, to date? Please provide a brief description of all congressional inquiries reviewed by your office in FY20 and FY21 to date.

The MOLC did not receive congressional inquiries during FY20 or, thus far, in FY21. However, the MOLC has, upon request, advised on several congressional inquiries that were directed to EOM. These were all related to the events of January 6, 2021 and the aftermath, including the impeachment of the former president.

4. Please describe the role of your office in responding to these congressional inquiries.

In each instance referenced in Question 3, the MOLC participated in ZOOM calls with the city employees whose primary responsibility was to provide the information requested. The MOLC was available to answer any legal questions or provide any requested guidance on what information to release, how much of it and in what methods. When drafts of the responses to these congressional inquiries were circulated, the MOLC proposed suggested edits and guidance when necessary.

5. Please lay out the general process MOLC takes when consulting an agency.

There are several ways the MOLC can or will consult with an agency. The two primary methods of consultation are described below:

- If the agency asks for assistance, the MOLC will identify the appropriate person to respond and that individual will do so promptly on behalf of the Agency. The contact is memorialized and discussed internally, and the needed assistance is provided, depending on

the requirements of the situation and assuming the MOLC is the appropriate entity to provide that assistance.

- In those instances where the MOLC reaches out first, the process is the same, except the MOLC, as the initiating party, will either provide the assistance requested or advise the agency on the matter/issue that generated the consultation.

In addition to the Director and Deputy Director of the MOLC, there are four highly skilled Associate Directors who have direct oversight over a cluster of subordinate agencies. These Associate Directors are usually the first points of contact for the agencies they service. Because the MOLC is a small agency with a clear mandate, it is usually easy to identify an issue or a problem, discuss it internally, and then fashion the needed response and follow-up if necessary.

6. How many legal trainings has MOLC held in FY19, FY20, and FY21 to date?

	FY19	FY20	FY21
Number of MOLC Legal Trainings	16	10	4

a. What does a MOLC-run legal training session involve?

The MOLC-run trainings involve the presentation of a pre-selected legal topic by a skilled trainer and/or subject-matter expert on said topic. At the start of each training, the MOLC leadership will welcome attendees, provide the overall mission of the training, and introduce the trainer. The trainer usually presents from a PowerPoint they've created for the training and provide any reference materials for attendees to view throughout the training. Depending on the preference of the trainer, questions from attendees are fielded by the MOLC staff or by the trainer. Upon the completion of the trainer's presentation, the MOLC staff provide closing remarks and circulate an evaluation form to attendees to solicit any feedback regarding the training and suggestions for future training topics.

The MOLC has also hosted a training in the form of a panel where the MOLC leadership served as the moderator and a discussion was generated based on pre-selected questions that were solicited prior to the training from attendees.

b. How has the public health emergency changed the number or substance of legal trainings hosted by MOLC?

During the onset of the public health emergency, legal trainings hosted by the MOLC were initially paused. The MOLC was able to successfully pivot and restart all legal trainings in a virtual format in July 2020 and as a result has hosted six virtual trainings during the public health emergency. The transition from in-person training to virtual trainings has significantly increased the number of participants per training. Additionally, the MOLC records all virtual trainings and circulates the links of these recordings to attorneys to review at their leisure or to receive view for credit if they were unable to attend the training live, thus creating on-demand training sessions.

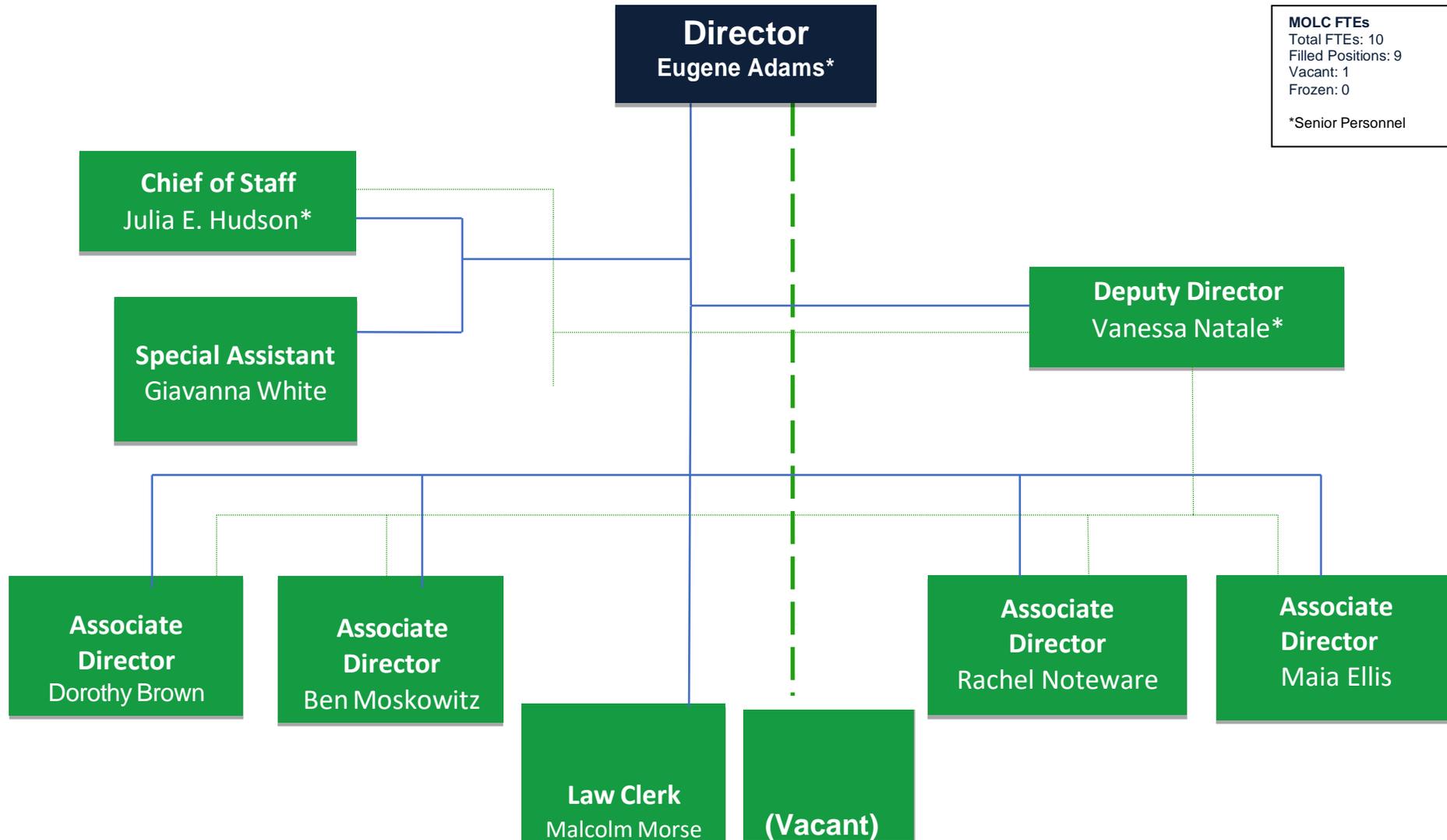
7. Please describe how MOLC works with and partners with agencies.

The MOLC interacts with the city's agencies through a series of formal, informal, and ad hoc communications, depending on the exigencies of the situation or the matter(s) at issue. Since the current iteration of the MOLC came into being in the fall of 2020, literally three weeks before the end of FY20, it has conducted an outreach program to agency heads, their general counsels and other senior staff throughout the government, while addressing inherited legal matters/questions/issues and the new ones that have arisen.

The MOLC has used these opportunities to build relationships, re-establish existing ones and improve relationships where necessary. The essential message is that the MOLC is available to assist in any way that is needed or is appropriate. In an effort to better accomplish this goal, each of the Agency's four Associate Directors are assigned to a cluster of a subordinate agencies. This structure is designed to build strong relationships with agency counsel, as well as provide direct line of communication between the agency and the MOLC. This newly implemented structure is essential because the nature of the MOLC's responsibilities require awareness of certain matters to stay informed or when assistance has been requested. These requests for assistance come in a variety of ways, formal and otherwise.

As a practical matter, these interactions may be initiated by the MOLC or by an agency or its counsel; in some instances, requests for assistance arise in the context of meetings with government officials, including those in EOM, the Office of the City Administrator, or any of the other agencies, offices or individuals with whom the MOLC has contact.

Exhibits



MOLC FTEs
Total FTEs: 10
Filled Positions: 9
Vacant: 1
Frozen: 0

*Senior Personnel



Exhibit B

Continuing Legal Education Trainings					
FY	Training Date	Training Subject	# of Agency Employees Trained	Name of Trainers	Total Cost
2019	10/11/2018	Hearing Officers	35	Mark Back, Christine Davis, Pamela Brown	\$0
2019	10/22/2018	Practicing Before the Office of Administrative Hearings	37	Sarah Jane Forman, Michael O'Connell	\$0
2019	10/30/2018	Equal Employment Opportunity	39	Hnin Khaing	\$0
2019	11/8/2018	Americans with Disabilities Act & DC Family and Medical Leave Act	42	Hnin Khaing	\$0
2019	11/14/2018	Investigations	45	Sean Conboy and Sylvan Altieri	\$0
2019	2/12/2019	Contracting and Procurement Issues	21	Nancy Hapeman, Jody Harrington, Keysha Taylor	\$0
2019	2/28/2019	District Privacy and Confidentiality Laws	40	Sarah Jane Forman, Phillip Husband, Lindsey Appiah, Paul Kratchman	\$0
2019	3/20/2019	Sexual Harassment (New Mayor's Order)	45	Ebony Scott, Betsy Cavendish	\$0
2019	3/26/2019	Appearing and Mediating Before the Office of Human Rights	15	Alta Ray, Hnin Khaing, Albert Santiago	\$0
2019	4/10/2019	Advanced Legal Writing	22	Loren AliKhan, Caroline VonZile, Holly Johnson	\$0
2019	4/24/2019	Ethics for Government Lawyers	45	Daniel Lucas, Ashley Cooks, Betsy Cavendish	\$0
2019	5/15/2019	Freedom of Information Act	44	Bijan Hughes, Mikelle DeVillier, Mona Patel	\$0
2019	7/17/2019	Emotional Intelligence for Managers	23	Skillpath (see explanation below)	\$4500
2019	7/30/2019	Conducting Investigations as Agency Counsel	45		\$0
2019	9/13/2019	Hearing Officers	40	Christine Davis, Mark Back, Pamela Brown	\$0
2019	9/24/2019	Legislation Day	50	OPLA, Carol Epstein	\$0
2020	10/16/2019	Equal Employment Opportunity	15	Hnin Khaing	\$0
2020	10/29/2019	Americans with Disabilities Act & DC Family and Medical Leave Act	20	Hnin Khaing	\$0
2020	11/12/2019	Government Ethics	38	Mark Back, Marceline Alexander, DC Bar	\$0
2020	12/10/2019	Adaptive Leadership	17	Skillpath (see explanation below)	\$4500
2020	3/10/2020	Rulemaking	38	Carol Epstein	\$0
2020	3/12/2020	Sexual Harassment (New Mayor's Order)	43	Zoe Thomas, Hnin Khaing	\$0
2020	7/22/2020	GC Seminar (virtual)	48	Mark Back, Esther McGraw, Tonya Robinson	\$0
2020	8/19/2020	Home Rule Act (virtual)	80	Charlotte Brookins-Hudson, Brian Flowers	\$0

2021	10/27/2020	Evaluating Attorneys - Best Practices (virtual)	41	Esther McGraw, Phillip Husband	\$0
2021	11/17/2020	FOIA & FOIA Appeals (virtual)	87	Niquelle Alen, Dorothy Brown, Ben Moskowitz	\$0
2021	12/8/2020	Hearing Officers (virtual)	48	Hillary Hoffman-Peak	\$0
2021	2/26/2021	Tips & Techniques for Effective Virtual Communication for Legal Professionals(virtual)	80	Kristina Savoy	\$0
2020	8/19/2020	Home Rule Act (virtual)	80	Charlotte Brookins-Hudson, Brian Flowers	\$0
2021	10/27/2020	Evaluating Attorneys - Best Practices (virtual)	41	Esther McGraw, Phillip Husband	\$0

We hired Skillpath to provide management training for supervisory attorneys as has been past practice.