

MEMORANDUM

TO: Timm Whitney, NALP Board Liaison

FROM: Emily Daughters, Brown Rudnick
Mindy J. Herczfeld, Cozen O'Connor

COPY: cnash@nalp.org

DATE: October 19, 2020

RE: Second NALP Board Report- Legal Employer Chief Officer Interest Group

We are pleased to submit our second board report as the co-chairs of the Legal Employer Chief Officer Interest Group. Our group continues to be active and continues to serve as a tremendous resource for our members. The COVID-19 pandemic has presented challenging times for law firm professionals. We have had to pivot dramatically and rethink our approach to many areas of firm management including recruiting, training and development, and remote work.

Since our June 2020 report to the NALP Board, we have hosted three meetings (July, August, and October). The agenda for these meetings (listed below) centered around return to office, parental leave, recruiting (e.g. lateral talent and entry level start dates), development & training, remote work policies, and issues related to equity, inclusion, and diversity. We expect to host an additional meeting in November/December.

AGENDA: July 1 meeting:

- Returning to the office – lessons learned
 - Allowing visitors
 - Public transportation
 - Firm travel
 - Flexible schedules
- Parental leave policies
 - Single tier (gender neutral)
 - Lawyers v. staff
 - US v. Europe
- Remote Work policies
- Handling PTO during COVID (to avoid influx of vacation requests at year end and carry over)
- Equity, Inclusion, and Diversity
 - Discussing racism and discrimination – programs etc.

AGENDA: August 18 meeting:

Webinar: Lateral recruiting and integration in the age of COVID presented by David Ackert and Michael Ellenhorn

- How to sync firm strategy with lateral recruiting and integration decisions
- How to mitigate, or eliminate, the risks and cost associated with lateral acquisition
- The importance of Human Intelligence on reducing acquisition risk, and how to deploy it effectively
- Best practices for ensuring long-term lateral integration
- How to use technology to track your lateral's performance and demonstrate your contribution to firm growth

AGENDA: October 6 meeting:

- NALP nominations
- Work from home policies
 - Interim policies
 - Post COVID changes
- Training and Mentoring in a remote environment
 - Increasing engagement
 - Replicating the associate/partner on-the-job learning
- Entry level practice group placements
- Managing client and internal events and get-togethers during the pandemic