

MEMORANDUM

TO: Timm Whitney, NALP Board Liason

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

DATE: June 1, 2020

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

COPY: cnash@nalp.org

We are pleased to submit our first board report as the new co-chairs of the Legal Employer Chief Officer Interest Group. It is an honor to serve in this capacity for such a dedicated, talented and collegial group of professionals.

The COVID-19 pandemic has had an unprecedented impact on the legal industry. The Chief Officer interest group has worked collaboratively to navigate these challenging times. Prior to this year, we typically met by phone 3-4 times per year and once in person. In the wake of COVID, we have dramatically increased the frequency of our meetings, meeting nearly weekly in March, April and May. We came together to discuss office closures, working remotely, revamping and cancelling summer programs, entry level start dates, and navigating the new normal. Beginning in June, we will move to monthly calls as firms start reopening offices.

Since assuming the co-chair positions at the end of April 2020, we have hosted three meetings with another meeting planned for the end of June. The agenda for these meetings (listed below) primarily focused on COVID related topics. We recognize the uniqueness of the current times and are grateful to have an outstanding, collaborative community in which to navigate these complicated topics.

AGENDA May 7 meeting:

- Handling PTO during COVID
- Return to work procedure (we will likely schedule a separate call dedicated to just this topic)
- Due Diligence and background checks for partner candidates
- Practice leaders on boarding and management training
- Staffing needs for professional staff during and post COVID

AGENDA May 18 meeting:

- Timeline for reopening offices
- Discussion of office opening phases
Considerations for reopening offices (including location, size of office, transportation, elevators, etc).
- Safety Precautions (temperature checks, masks, sanitizer, cleaning, signage, etc)
- Discussion on staggering shifts
- Discussion on how to handle public areas
- Concerns about childcare issues
- Communications with employees

AGENDA May 27 meeting:

- Entry level start dates
- Furlough funds
- Re-entry timing
- Lessons learned from those that reopened
 - Population density
 - Managing contagion
 - Transportation
- How to determine who fits in what phase
- Childcare credits/adjustments
- Training for reentry
- Drafting work from home policies
- Apps to clear people coming into the office
- Summer programs during COVID

MJH