

Mayor's Office of Legal Counsel FY2016

Agency Mayor's Office of Legal Counsel

Agency MOLC
Acronym

Agency AHO
Code

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs
Tatiana (EOM) Torres

Agency Budget POCs
Tatiana (EOM) Torres

Fiscal Year
2016

Agency Determination: FY2016 complete with metrics and Q1 data?

OCA Determination: FY2016 complete with metrics and Q1 data?

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2016 Workload Measures

THIS PROCESS HAS CHANGED. Add Workload Measures one at a time by using the button to the right. Once you have added the measure and saved it, press the Add Data button next to each measure. At the bottom of each measure use the chart of data to input your values. KPIs should be added from each Objective. DO NOT USE THIS BUTTON FOR KEY PERFORMANCE INDICATORS.

Add Workload Measure (NOT KPI)

Performance Plan Measures (FY16 Workload)	Performance Plan Metrics	Frequency of Reporting	Measure	Add Data (if applicable)	FY2013	FY2014	FY2015	Q1FY2016
	No measures found							

2016 Key Performance Indicators

THIS PROCESS HAS CHANGED. Add Key Performance Indicators one at a time by pressing the button next to the matching Objective in the chart two below. Once you have added the measure and saved it, press the Add Data button next to each measure. At the bottom of each measure use the chart of data to input your values.

Performance Plan Measures (FY16 KPIs) Linked to Specific Objective	Performance Plan Metrics	Division	Frequency of Reporting	Measure	Current Fiscal Year Target	Long-Term Target (if different)	Add Data (if applicable)	FY2013	FY2014	FY2015	Q1FY2016
	2 - Hire and retain a highly qualified workforce of attorney and legal support staff. (1 Measure)										
	Key Performance Indicator		Annually	number of attorneys and legal team hired	100		Add Data				
	3 - : Identify and foster relationships with other governmental agencies to promote opportunities to solve intergovernmental issues to the city's advantage. (1 Measure)										
	Key Performance Indicator		Annually	Increase of interns and fellows assisting attorneys and staff throughout district government	100		Add Data				
	We will work toward having all of the KPIs linked to a specific Objective. If you want to email MeghanMarie.Fowler-Finn@dc.gov a spreadsheet that shows to which Objectives the KPIs should be linked, she can make the connections.										

Performance Plan Measures (FY16 KPIs) Not Linked to Specific Objective	Performance Plan Metrics	Division	Frequency of Reporting	Measure	Current Fiscal Year Target	Long-Term Target (if different)	Add Data (if applicable)	FY2013	FY2014	FY2015	Q1FY2016
	No measures found										

2016 Objectives

Add Strategic Objective

of Objectives: 5 # of Initiatives: 14

FY16 Objectives

Division/Department	Objective Number	Objective Description	Add Key Performance Indicator	Add Initiative
Mayor's Office of Legal Counsel (5 Objectives)				
Mayor's Office of Legal Counsel	1	Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel- related matters, contracts, drafting of statutes and regulations, real estate transactions and compliance with FOIA.	Add Key Performance Indicator	Add Initiative

Mayor's Office of Legal Counsel	2	Hire and retain a highly qualified workforce of attorney and legal support staff.	Add Key Performance Indicator	Add Initiative
Mayor's Office of Legal Counsel	3	: Identify and foster relationships with other governmental agencies to promote opportunities to solve intergovernmental issues to the city's advantage.	Add Key Performance Indicator	Add Initiative
Mayor's Office of Legal Counsel	4	Adjudicate FOIA appeals brought against District agencies.	Add Key Performance Indicator	Add Initiative
Mayor's Office of Legal Counsel	5	Advise agency staff about compliance with FOIA, including facilitating FOIA training, scheduling FOIAxpress training, and resolving other public records issues.	Add Key Performance Indicator	Add Initiative

2016 Initiatives

Division/Department	Objective Number	Objective Title	Objective Description	Initiative Number	Initiative Title	Initiative Description	Initiative Year	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel - 1 (4 Initiatives)									
Mayor's Office of Legal Counsel	1	Advise District agencies in personnel-related matters.	Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel-related matters, contracts, drafting of statues and regulations, real estate transactions and compliance with FOIA.	1.1	Collaborate with DCHR on processes and procedures in agency counsel matters.	MOLC will work with DCHR to coordinate meetings with their Human Resources Agency Specialists to update them on new process, procedures, and announcements that concern their respective agencies.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	1	Advise District agencies in personnel-related matters.	Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel-related matters, contracts, drafting of statues and regulations, real estate transactions and compliance with FOIA.	1.2	Revise sections of Chapter 36 – Personnel Regulations Legal Service Act.	MOLC is currently working with the General Counsel at DCHR and Director Gibson on updating sections of Chapter 36 that need to be updated post the bifurcation.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	1	Advise District agencies in personnel-related matters.	Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel-related matters, contracts, drafting of statues and regulations, real estate transactions and compliance with FOIA.	1.3	Partner with OLRCB, DCHR, and OAG to provide training to agency counsel and legal staff on best practices.	(Part of the best advice that can be given to agencies is in the area of when, how, and if, personnel actions should be commenced. Better information to the agencies can save the District 10s of thousands of dollars in lost production from suspended/terminated employees and settlements.)	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	1	Advise District agencies in personnel-related matters.	Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel-related matters, contracts, drafting of statues and regulations, real estate transactions and compliance with FOIA.	1.4	Legal Review of MOU and MOA's	Provide legal review of intra-district MOU's and MOA's and other agreements for agencies that do not have a permanent general counsel.		Link to District Priority Goal	Link to Special Mayoral Plan
TOT	4								

Mayor's Office of Legal Counsel - 2 (3 Initiatives)									
Mayor's Office of Legal Counsel	2		Hire and retain a highly qualified workforce of attorney and legal support staff.	1.2	Coordinate year round legal training courses	In FY16, MOLC will hold regular CLE training's on a variety of topics relevant to the work of agency counsel. The training's will be District- wide and provide an opportunity for agency counsel to fulfill CLE requirements while learning about important legal issues and new developments in the law. MOLC training will feature District lawyers and agency counsel with subject matter expertise in the topics addressed. MOLC will continue to work with OAG and other District agencies in the development of legal training courses that will allow the agency counsel to meet their annual legal training requirements.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	2		Hire and retain a highly qualified workforce of attorney and legal support staff.	1.3	Revise Rating Period for line attorneys to be on the same rating period as all other attorneys.	The current rating period for line attorneys is from September 1 to August 31. The rating period for supervisors and non-supervisory attorneys is from October 1 to September 30.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	2		Hire and retain a highly qualified workforce of attorney and legal support staff.	1.4	Develop rotation process/program where agency attorney-advisors can be detailed to other agencies so that they can diversify the work that they do and develop other skills.	(Learning how other agencies function and being exposed to other kinds of work can provide exciting opportunities to young attorneys and help with retention.)	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
TOT	6								

Mayor's Office of Legal Counsel - 3 (2 Initiatives)									
Mayor's Office of Legal Counsel	3		: Identify and foster relationships with other governmental agencies to promote opportunities to solve intergovernmental issues to the city's advantage.	1.1	Meet with agency General Counsel on a quarterly basis.	The MOLC will host quarterly meetings with agency General Counsel to share important updates, get feedback about issues and areas of concern, and answer questions.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	3		: Identify and foster relationships with other governmental agencies to promote opportunities to solve intergovernmental issues to the city's	1.2	Create paralegal intern program with MOTA and the OAG's office.	One of the most important aspects of providing high quality legal services to District agencies is building an effective work team to serve agency counsel in the best possible manner. Paralegals can be a key element in that	FY16	Link to District Priority Goal	Link to Special Mayoral Plan

			advantage.			team, especially in fostering cost efficiency. In FY16, MOLC will coordinate with MOTA and OAG to develop a program that will recruit, train and place highly qualified candidates into paralegal positions within District agencies and the OAG.			
TOT		6							

Mayor's Office of Legal Counsel - 4 (2 Initiatives)

Mayor's Office of Legal Counsel	4		Adjudicate FOIA appeals brought against District agencies.	1.1	MOLC will improve the timeframe in which appeals are adjudicated	This improvement will take place by working closely with the Mayor's Correspondence Unit to more quickly discern whether correspondence sent to the Mayor is a FOIA appeal or another request. MOLC will also work on adjudicating the appeals internally on a faster basis.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	4		Adjudicate FOIA appeals brought against District agencies.	1.2	MOLC will continue to mediate FOIA disputes before they become appeals.	Many times FOIA appeals are filed because agencies do not respond to FOIA requests. MOLC will attempt to contact these agencies to expedite FOIA responses before they rise to the level of appeals.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
TOT		8							

Mayor's Office of Legal Counsel - 5 (3 Initiatives)

Mayor's Office of Legal Counsel	5		Advise agency staff about compliance with FOIA, including facilitating FOIA training, scheduling FOIAExpress training, and resolving other public records issues.	1.1	MOLC will continue to serve as the EOM's primary contact for agencies seeking guidance on FOIA issues.	This guidance consists of interpretation of FOIA exemptions and applicable case law and regulations. In addition, MOLC will assist agencies in addressing overly burdensome requests and fee issues.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	5		Advise agency staff about compliance with FOIA, including facilitating FOIA training, scheduling FOIAExpress training, and resolving other public records issues.	1.2	MOLC will continue conducting training to agency FOIA officers and attorneys, both independently and in conjunction with the Office on Open Government.	The type of training offered will be both general as well as specific to particular FOIA issues that are frequently appealed, such as the personal privacy exemption. MOLC will also continue scheduling FOIAExpress training classes and webinars for District employees.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan
Mayor's Office of Legal Counsel	5		Advise agency staff about compliance with FOIA, including facilitating FOIA training, scheduling FOIAExpress training, and resolving other public records	1.3	Collect, report, and responsibly share information and examples of FOIA decisions with FOIA officers throughout the District government.	This will help FOIA officers identify and analyze issues under FOIA in a consistent and analytical manner.	FY16	Link to District Priority Goal	Link to Special Mayoral Plan

			issues.						
TOT		15							
TOT		39							

2016 Special Mayoral Plans

Initiative Title	Initiative Description	Special Mayoral Plan	Mayoral Plan Domain	Mayoral Plan Goal	Mayoral Plan Action
No oper/strat init-special mayoral plans links found					

2016 Linked Goals

Goals cannot be linked from this page. Choose an initiative from the list above or add a new initiative to link to goals

