AgencyMayor's Office of Legal CounselAgency CodeAHOFiscal Year2017

Mission The mission of the Mayor's Office of Legal Counsel (MOLC) is to provide various legal services to the Mayor and District of Columbia government agencies specifically working with their General Counsels.

2017 Strategic Objectives

Objective Number	Strategic Objective
1	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.
2	Hire and retain a highly qualified workforce of attorney and legal support staff.
3	Identify and foster relationships with other governmental agencies to promote opportunities to solve intergovernmental issues to the city's advantage.
4	Adjudicate FOIA appeals brought against District agencies.
5	Advise agency staff on FOIA compliance, including facilitating FOIA training, scheduling FOIAxpress training, and resolving other public records issues.
6	Create and maintain a highly efficient, transparent and responsive District government.**

2017 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Frequency of Reporting	Add Data Fields (if applicable)	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target
1 - Provide advice, as of statues and regula							l-related mat	ters, contract	s, drafting
Percent of agencies who MOLC collaborated with throughout the fiscal year	•	Annually		Not available	Not available	100%	100%	New Measure	100%
2 - Hire and retain a l	highly quali	fied workfo	rce of attor	ney and lega	support staff	f. (3 Measur	es)		
Number of attorneys that attended legal training courses	~	Annually		Not available	Not available	103	148	New Measure	250
Number of surveys from legal training courses with high rating feedback on topics presented		Annually		Not available	Not available	69	70	0	150
Number of surveys from legal training courses with high rating feedback on speakers/presenters		Annually		Not available	Not available	70	66	0	150
6 - Create and mainta	ain a highly	efficient, tr	ansparent	and responsi	ve District gov	vernment.**	(9 Measures)	
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	~			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcomin October 2017
Contracts/Procurement- Contracts lapsed into retroactive status	•			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcomin October 2017
Budget- Local funds unspent	~			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcomin October 2017
Budget- Federal Funds returned	•			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcomin October 2017
Customer Service- Meeting Service Level Agreements	~			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcomin October 2017
Human Resources- Vacancy Rate	~			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcomin October 2017
Human Resources- Employee District residency	•			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcomin October 2017

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Human Resources- Employee Onboard Time	•		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	•		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

2017 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
	e, assistance, and counsel to the Mayor and DC agency attorneys on personnel-relate julations, real estate transactions, and compliance with FOIA. (1 Activity)	ed matters, con	tracts, drafting
PERFORMANCE MANAGEMENT	Advises Mayor, Deputy Mayors and Agency Directors		Daily Service
2 - Hire and retain	n a highly qualified workforce of attorney and legal support staff. (2 Activities)		
PERFORMANCE MANAGEMENT	Review hiring, promotion, and disciplinary matter for all agency attorneys		Daily Service
PERFORMANCE MANAGEMENT	Coordinate monthly legal training for all agency attorneys in order for them to meet legal training requirements		Daily Service
	oster relationships with other governmental agencies to promote opportunities to so ntage. (1 Activity)	lve intergoverr	nmental issues
PERFORMANCE MANAGEMENT	Provide advice and assistance to agencies on a range of issues that arise throughout the year		Daily Service
4 - Adjudicate FO	IA appeals brought against District agencies. (1 Activity)		
PERFORMANCE MANAGEMENT	FOIA adjudication		Daily Service
	staff on FOIA compliance, including facilitating FOIA training, scheduling FOIAxpre ds issues. (1 Activity)	ss training, and	d resolving
PERFORMANCE MANAGEMENT	Provide advice and training on FOIA compliance		Daily Service
6 - Create and ma	intain a highly efficient, transparent and responsive District government.** (1 Act	ivity)	
PERFORMANCE MANAGEMENT	Agency Management		Daily Service

2017 Workload Measures

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual
2 - Review hiring, promotion	ı, and discip	olinary matter for a	III agency attorneys (1	Measure)				
# of hiring and promotions packages reviewed by MOLC			# of hiring and promotions packages reviewed	packages reviewed	Annually	Not available	Not available	

2017 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
PERFORMANO	CE MANAGEMENT (12 Strategic initiative-operation links)	
Collaborate wtih 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.	09-30-2017

Revise sections of Chapter 36 - Personnel Regulations Legal Service	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.	09-30-2017
Act Hiring and Promotion of Agency Counsel	MOLC will continue to work with DCHR, Agency Directors and General Counsel to review the hiring and promoting of agency counsel.	09-30-2017
Coordinate Legal Training Courses	MOLC will hold regular CLE trainings on a variety of topics relevant to the work of agency counsel. The trainings 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 trainings 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.	09-30-2017
Revised Rating Period	The current rating period for line attorneys is from September1 to August 31. The rating period for supervisors and non-supervisory attorneys is from October 1 to September 30.	05-30-2017
GC Quarterly Meetings	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.	09-30-2017
Document Review	Work on review of contracts, working agreements, and real estate documentation with DMPED (and other interrelated agencies) on present and future acquisitions and collaborative partnerships.	09-30-2017
Assist in Legislation review	MOLC will assist/collaborate with conducting legal research related to the proposed legislation. MOLC will also provide analysis as to how proposed legislation/policy may be legally and procedural implemented. Technical review will insure that proposed legislation conforms to the Council's Legislative Drafting Manual	09-30-2017
Mediate FOIA disputes	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.	09-30-2017
MOLC will continue as the EOM's primary contact	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.	09-30-2017
FOIA Training	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 FOIAxpress training classes and webinars for District employees.	09-30-2017
FOIA data	This will help FOIA officers identify and analyze issues under FOIA in a consistent and analytical manner.	09-30-2017

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