



# OFFICE OF THE CORPORATION COUNSEL

DATE: October 24, 2019

TO: Personnel & Finance Committee

FROM: Marcia A. MacKenzie, Corporation Counsel

CC: Supervisor Maureen McCarville, Chairman of PP&J

RE: 2019 Equity & Sustainability Initiative Update

**Corporation Counsel**  
Marcia MacKenzie

**Deputy Corporation Counsel**  
Carlos A. Pabellón

**Assistant Corporation Counsels**  
David R. Gault  
Dyann L. Hafner  
Mary M. Kasparek  
Signé Mbainai  
Kelly S. Nesvacil  
Susan H. Rauti  
Amy B. F. Tutwiler

**Permanency Planning**

**Legal Director**  
Eve M. Dorman

**Assistant Corporation Counsels**  
Shawna L. Guinn  
Andra L. Nollendorfs  
Amanda J. Ramaker  
John C. Talis

**Child Support Agency**

**Legal Director**  
Vue Yang

**Assistant Corporation Counsels**  
Clare Altschuler  
Andrea Brendemuehl  
Scott D. Drummond  
Gary Gomez  
Jane A. Jacobs  
Dawn M. Peters  
Michelle R. Wagner

---

Thank you for the opportunity to present the Office of the Corporation Counsel's ("Corporation Counsel") accomplishments in the areas of equity and sustainability. Corporation Counsel's progress on both of these fronts continues to be strong, and we are confident that 2020 will bring additional measures of success.

## **Equity Initiatives**

Last year, the department had success in recruiting and retaining diverse employees. Since then, Corporation Counsel has continued to take the necessary steps to further our success. One such effort involved the use of the County's innovative recruitment program called alternative selection. The alternative selection program is a separate civil service recruitment program that works with certain community partner organizations. The Division of Employee Relations distributes job openings to these community organizations and allows them to actively recruit potential candidates. Although the process elongates the time it takes to fill a position, it can increase the possibility of obtaining a diverse candidate pool.

In our case, we worked with Employee Relations and were able to use alternative selection to recruit and hire an excellent candidate. We are happy to have both increased diversity and gained an outstanding employee.

Another example of the department's equity initiatives is found in the 2020 proposed budget. Our Child Support Agency handles a significant volume of child support cases. Many of these cases involve parents of children who do not have the financial means to remain current in their child support payments. Oftentimes, such circumstances require our office to reach out to them and encourage payments, and if unsuccessful in doing so, requires our office to seek judicial enforcement. As one can imagine, child support staff must maintain both patience and compassion as they handle these matters.

In order to ensure that child support staff's interactions with the public are not yet another example of how unconscious bias can negatively impact individuals and families, the department will develop a training curriculum that will teach staff how to recognize and address such bias.

Both of the initiatives described above represent Corporation Counsel's commitment to the Equity Plan we submitted to the Tamara Grigsby Office for Equity and Inclusion. We are excited to start implementing elements in the department's Equity Plan.

### **Sustainability**

Corporation Counsel continues to implement the major sustainability initiative that was set forth in the Sustainable Operations Plan. Specifically, we set a goal of converting over 40,000 paper files from our Child Support Agency into electronic format, developing and implementing new paper-free processes and training staff on these new processes. In addition, the department planned to push the other divisions of the Corporation Counsel's office into becoming paper-free.

As highlighted last year, our paper-free initiative has allowed the Child Support Agency to convert an area that the agency had been using to store files into much needed office space. In fact, our 2020 proposed budget contains a request to remodel the area so that we can maximize the area in order to meet critical space needs.

The Permanency Planning Division has also invested in technology to facilitate their recent transition into a paper-free legal practice and e-filing. Currently, all of our juvenile cases and mental health commitment cases are paper-free. We are still refining the paper-free processes that each attorney must follow, but I am confident that we will be successful in this regard.

As you can see, Corporation Counsel remains committed to the County's equity and sustainability goals. Your continued support of our initiatives will ensure that we will be able to meet this challenge year after year.

Thank you.