COMMITTEE FOR PUBLIC COUNSEL SERVICES

MINUTES OF MEETING

May 20, 2015

The monthly meeting of the Committee for Public Counsel Services was held in the Committee's conference room at 40B Bromfield Street, 1st Floor, Boston, MA on Wednesday, May 20, 2015, beginning at 5:51 p.m. R.J. Cinquegrana, Chairman, presiding.

MEMBERS PRESENT: Messrs. Gosselin, Stern, and Ms. Steiker
Messrs. Watkins and White

MEMBERS TELECONFERENCING: Mr. Rosenfeld and Ms. Tewksbury

1. **Approval of April 14, 2015 Minutes**

The minutes of the April 14, 2015 meeting were approved as submitted.

2. **Strategic Planning Update**

Anthony Benedetti, Chief Counsel, updated the members on Strategic Planning. He reminded the members that back in January a proposal was brought to the Committee for strategic planning. He reported that management decided to proceed with a scaled down, cost-effective alternative which was underway.
Mr. Benedetti explained that the goals of the strategic planning are to:

a) Define clear goals to effectively advocate for all clients and best allocate limited resources to meet those goals;
b) Consider whether our current structure, designed for a very different agency, should be retained, adjusted or replaced; and
c) Create and implement measurements of success.

Liz O'Connor from Strategy Matters was introduced as the consultant hired to facilitate the strategic planning process and was present to address any questions.

Ms. O'Conner was also present to solicit input from Committee members on what they would like to see result from the process. Ms. O'Connor and Ms. Benedetti next proceeded to offer their input.

Some of the issues raised by members were: recruitment, diversity, salary, retention, statutory responsibilities, limitations of funding, legislative oversight and restrictions, and crisis of the moment.

Mr. Benedetti welcomed members to contact him directly if they have any additional comments or suggestions. The expectation is to complete the plan over the summer and report back to the Committee at the September meeting.

3. **Monthly Financial Overview Report**

Mr. Kevin Lucchetti, Acting Chief Financial Officer, presented the monthly financial overview report for review. The 0321-1500 and 0321-1504 accounts are forecasted as spending all appropriated funds. The 0321-1510 estimated spending was reduced leaving the deficiency at approximately $4.1M. The 0321-1520 estimated spending remains unchanged from the previous month with a projected shortfall of approximately $2.3M. The overall total estimated deficiency is approximately $6.4M.

Mr. Benedetti stated that the agency continues to keep Administration and Finance and the House and Senate Ways and Means informed, and that additional supplemental funds would be necessary.

Mr. Benedetti reminded the members that the increase in the original deficiency estimate of the 0321-1510 account is driven by the increase in Children and Family Law (CAFL) cases, juvenile cases as a result of the Raise the Age legislation and an increase in probation surrenders in the specialty courts.

Discussion ensued.

4. **FY 2015 Contracts**

Mr. Benedetti sought Committee approval to enter into a contract with DSCI. DSCI provides CPCS with Voice over IP (VoIP) or Internet Telephone. This request is to complete the roll-out of the internet based telephone in the following locations: 44 Bromfield Street, Boston; 1 Salem Street, Salem; 21 McGrath Highway, Somerville; and 144 Main Street, 3rd Floor, Brockton. Existing traditional (POTS) telephone services and hardware will be retired with this implementation. The request is for an amount up to $105,000 ($40,000 is to cover estimated monthly service charges and $65,000 is needed to complete the VoIP roll-out.

MOTION: **Mr. Watkins. That the Committee approve the contract with DSCI for VoIP roll-out services at the four locations specified in the amount up to $105,000.**

SECOND: **Ms. Steiker.**

VOTE: **Approved.**

Mr. Benedetti sought Committee approval to enter into a contract in an amount up to $40,000 for secure WiFi networking and management software. The agency would secure WiFi at all locations to provide network, storage and application and internet access for all employees using mobile devices and laptops. Access would be restricted to agency staff or individuals with agency network access, and require unique, secure logins.

MOTION: **Mr. White. That the Committee approve the request for a contract in an amount up to $40,000 for WiFI networking and management software.**

SECOND: **Mr. Watkins.**

VOTE: **Approved.**

Mr. Benedetti sought Committee approval to enter into a contract to increase network storage for all email and network files. The Agency would acquire mirrored 24TB of Tier 3 storage at both the Brockton and Boston data centers. The amount of this request is up to $52,000.

MOTION: **Mr. White. That the Committee approve the request to enter into a contract for an amount up to $52,000 to increase network storage for all email and network files by acquiring mirrored 24TB of Tier 3 storage at both the Brockton and Boston data centers.**

SECOND: **Ms. Steiker.**

VOTE: **Approved.**

Mr. Benedetti sought Committee approval to enter into a contract for electronic file management of finance records by investing in a scalable content and document management solution offered by Xerox known as DocuShare. The Agency would implement DocuShare within Finance, with the goal of expanding to HR. The solution would assist Finance in five principle areas: intelligent capture of paper to automate a paper-to-digital migration; separate work groups able to share and collaborate on documents and projects through document routing and approval; secure content and data management will enable users to securely access and search critical information; improve ability to protect and retain important business information and gain visibility; and process automation to speed processing time. The amount of this request is up to $50,000 for annual support and up to $10,000 maintenance cost.

MOTION: **Mr. Stern. That the Committee approve the request to enter into a contract for electronic file management of finance records by investing in a scalable content and document management solution offered by Xerox known as DocuShare. The amount of the contract is for up to $50,000 for annual support and up to $10,000 for maintenance cost.**

SECOND: **Ms. Steiker.**

VOTE: **Approved.**

Mr. Benedetti sought Committee approval for spending for space consolidation / renovation at One Congress Street, Boston and 44 Bromfield Street, Boston. The reason for this request is to reduce costs and improve operating efficiencies. The reorganization plan results in more efficient use of leased space at 44 Bromfield and One Congress. The plan includes: 1) relocating existing Audit & Oversight staff into existing vacant Congress Street space and 2) renovating the existing 4th floor space at Bromfield Street to accommodate the Accounts Payable staff currently at One Congress Street. The total amount of this request is $197,764.

MOTION: **Ms. Steiker. That the Committee approve the request for spending for space consolidation / renovation at One Congress Street, Boston and 44 Bromfield Street, Boston which includes relocating existing Audit and Oversight staff into existing vacant Congress Street space and renovating the existing 4th floor space at Bromfield Street to accommodate the Accounts Payable staff currently at One Congress Street, in the amount of $197,764.**

SECOND: **Mr. White.**

VOTE: **Approved.**

5. <u>Retention Bonus Proposal</u>

Mr. Benedetti sought Committee approval for a modest retention payment for managers, which must be approved by the Committee. He was requesting a one-time payment equivalent to 1% of annual salary to a total of 89 managers for a cost of $82,899.74. He explained that the additional funds available are primarily due to the unexpected restoration of operating funds for work and expenses associated with the Hinton Drug Lab cases, as well as yearlong cost-saving efforts. In addition to the 89 managers, the plan would provide for a one-time payment to all other eligible CPCS staff of 1% and possibly higher if funds are available.

Mr. Benedetti explained the process by which it was decided that a one-time payment be provided in lieu of a salary increase, with the primary reason being the uncertainty of the funding that would be available to annualize any salary increase in FY2016.
Discussion ensued.

Ms. Steiker indicated that she had to leave the meeting, but had reviewed the materials, listened to the discussion and voted to approve the request as submitted.

MOTION: **Mr. Stern. That the Committee approve the one-time payment to 89 managers for a cost of $82,899.74.**

SECOND: **Mr. Watkins.**

VOTE: **6 approve and 1 opposed. The Motion carries.**

6. **<u>Commitments $10,000 and Over Report</u>**

Mr. Lucchetti presented the commitments of $10,000 and over report to the Committee for review. There were four new commitments on the report, two of which were for contracts approved at the April 14, 2015 meeting. The two additional ones are for James Butler for IT consulting services and Atlantic Associates, Inc. for temporary staffing.

7. **<u>Other Business</u>**

Nancy Bennett, Deputy Chief Counsel for the Private Counsel Division, explained to the members the upcoming private counsel compensation hearing. She informed them that CPCS is required by statute to hold hearings every three years on the adequacy of compensations paid to private attorneys who handle CPCS cases. The next hearing is scheduled for May 21, 2015, and will be held at the Dedham Superior Court. Two other hearings have already been conducted, one in Boston in November, 2014, and the other in Springfield in April 2015. She requested that board members chair the meeting and ask that they notify Denise Simonini of their availability.

There being no further business to come before the meeting, the Committee adjourned into Executive Session at 7:10 p.m.

Respectfully submitted,

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R.J. Cinquegrana, Chairman