## LEGAL SERVICES CORPORATION BOARD OF DIRECTORS

## MEETING OF THE PROMOTION AND PROVISION FOR THE DELIVERY OF LEGAL SERVICES COMMITTEE

OPEN SESSION

Friday, January 25, 2013

4:10 p.m.

Hyatt French Quarter New Orleans 800 Iberville Street New Orleans, Louisiana 70113

COMMITTEE MEMBERS PRESENT:

Laurie I. Mikva, Chairperson Sharon L. Browne (by telephone) Victor B. Maddox Father Pius Pietrzyk, O.P. Julie A. Reiskin John G. Levi, ex officio

OTHER BOARD MEMBERS PRESENT:

Robert J. Grey Jr. Charles N.W. Keckler Martha L. Minow Gloria Valencia-Weber

James J. Sandman, President Rebecca Fertig, Special Assistant to the President Victor M. Fortuno, Vice President for Legal Affairs, General Counsel, and Corporate Secretary Mark Freedman, Senior Assistant General Counsel, Office of Legal Affairs Lynn Jennings, Vice President for Grants Management David L. Richardson, Comptroller and Treasurer, Office of Financial and Administrative Services Jeffrey E. Schanz, Inspector General Glenn Rawdon, Program Counsel, Office of Program Performance Carol Bergman, Director, Office of Government Relations and Public Affairs Carl Rauscher, Director of Media Relations, Office of Government Relations and Public Affairs Marcos Navarro, Office of Government Relations and Public Affairs Janet LaBella, Director, Office of Program Performance Herbert S. Garten, Non-Director Member, Institutional Advancement Committee Frank B. Strickland, Non-Director Member, Institutional Advancement Committee Jon Asher, Executive Director, Colorado Legal Services David Pantos, Executive Director, Legal Aid of Nebraska Rhodia Thomas, Executive Director, MidPenn Legal Services Patricia Pap, Executive Director, Management Information Exchange Don Saunders, National Legal Aid and Defenders Association (NLADA)

Terry Brooks, American Bar Association

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1.	Approval of agenda	4
2.	Approval of minutes of the Committee's meeting of October 1, 2012	4
3.	Discussion of preservation and distribution of Committee presentations Deferred	
4.	Discussion of Committee's evaluations for 2012 and the Committee's goals for 2013 Deferred	
5.	Panel presentation and discussion on Succession Planning and Leadership Development for LSC-funded programs	б
	Jon Asher, Executive Director, Colorado Legal Services	
	David Pantos, Executive Director, Legal Aid of Nebraska	
	Patricia Pap, Executive Director, Management Information Exchange	
	Rhodia Thomas, Executive Director, MidPenn Legal Services	
6.	Public comment	58
7.	Consider and act on other business	59
8.	Consider and act on motion to adjourn meeting	59

Motions: Pages 4, 4, 59

1	PROCEEDINGS
2	(4:10 p.m.)
3	CHAIRMAN MIKVA: I'd like to call the
4	Promotion and Provision for the Delivery of Legal
5	Services Committee to order, duly noticed, I'm sure.
6	The first item on the agenda is an approval of
7	the agenda. I think we're going to, unless somebody
8	tells us we can't, defer 2 and 3 we can. In the
9	interest of time and to give the panel as much time as
10	possible, we'll defer those to a later date. And with
11	that amendment, could I sorry, 3 and 4 to a later
12	date.
13	MOTION
14	MR. MADDOX: So move.
15	MS. REISKIN: Second.
16	CHAIRMAN MIKVA: All in favor?
17	(A chorus of ayes.)
18	CHAIRMAN MIKVA: Next thing is approval of the
19	minutes from October 1, 2012.
20	MOTION
21	MS. REISKIN: So move.
22	MR. MADDOX: Second.

1 CHAIRMAN MIKVA: All in favor?

2 (A chorus of ayes.)

3 CHAIRMAN MIKVA: Which brings us to the meat 4 of the meeting, which is a succession planning and 5 leadership development panel. I will introduce 6 Patricia Pap, and she can introduce the rest of her 7 panel.

8 We are actually welcoming back Patricia. 9 She's talked to us before, the executive director of 10 Management Information Exchange, MIE. This is a 11 national nonprofit membership organization. It 12 consults and trains legal service organizations 13 throughout the country.

Patricia has been the full-time executive director, the first and only executive director. She's done that since 1997. She works with volunteers and a teeny-tiny staff to train and consult legal aid organizations on leadership, management, supervision, fundraising topics. Obviously an expert, then, on the topic we will be addressing today.

21 Prior to working with MIE, she was in legal
22 services herself, executive director for Cape Cod. But

I don't think there are any poor people in Cape Cod; I
 just don't.

3 (Laughter.)

4 CHAIRMAN MIKVA: And a supervising attorney of 5 Eastern Michigan. Thank you.

6 MS. PAP: Thank you very much, Madam 7 Chairwoman. May I confirm with you what time we should 8 close by? I want to keep track of the time on my 9 phone.

10 CHAIRMAN MIKVA: Well, we certainly have --11 MR. LEVI: How long is the presentation? 12 MS. PAP: We were expecting to do somewhere 13 between 45 minutes and 60 minutes.

14 CHAIRMAN MIKVA: I think if you do 45 minutes 15 and leave 15 minutes for questions, that would be 16 perfect.

MS. PAP: Very good. Thank you so much. Allright.

So what I would like to do after that lovely introduction of myself, I'd like to introduce my colleagues. I am here today with Jon Asher, to my left. He's the executive director of Colorado Legal

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Services. He has served for 32 years in his position
 as executive director and 41 years in legal aid.

To my right is Dave Pantos, who is executive director of Legal Aid of Nebraska. Dave has been executive director for four years, and he's been nine years in legal aid.

7 To Dave's right is Rhodia Thomas, who is 8 executive director if MidPenn Legal Services. She's 9 been in her position as executive director for ten 10 years and has been in legal aid for 25 years.

We thought we'd begin by showing you a couple of slides reflecting the professional years of experience of existing leadership in LSC-funded organizations. This information comes from data gathered by the Legal Services Corporation.

This first slide shows that we have a group of existing program leaders who are very committed to legal aid. You can see that a quarter to a third or more of them have spent their entire careers, 35 years or more, in the law, most often with legal aid.

21 This second slide shows a slightly different 22 take on this picture. Among these same program

leaders, executive directors, deputy directors, and
 directors of litigation, 50 to 60 percent or more have
 held their current position for fourteen years or less,
 demonstrating that we have a very significant group of
 newer leaders.

6 We can give you another perspective on this. 7 In this slide, we've added a layer of leadership, that 8 of managing attorneys. And you can see that in the 9 blue portions of these multicolored bars, the extent to 10 which leadership positions are held by staff members 11 with zero to fourteen years in the position.

12 At the same time, there are staff who in many 13 instances have made legal aid their career, even if 14 they've not always held the same job within legal aid. 15 And the turquoise and orange portions of these bars 16 reflect the significant experience levels of the same 17 people that you saw who might have been in their 18 positions for fourteen years or less in some instances.

Which leads us to two conclusions. We see proof of new leadership in our important positions in legal services organizations, and so we can say that we've already had significant experience in leadership

transitions within our programs. And at the same time,
 given the tenure of our staff in the profession, we can
 expect significant leader transitions going forward.

4 So we know that big transitions are coming. 5 Big transitions have already occurred. And successful 6 leadership transitions require planning, and that's the 7 point of our discussion with you today.

8 By sharing the expertise of these program leaders who've experienced change, and the reflections 9 10 of the LSC staff who've observed change in legal 11 services programs, and the work of MIE and other 12 consultants who've guided programs through leadership 13 transition and executive director search, we're 14 building the capacity throughout our community to improve our chances of success in leadership 15 16 transition.

17 So what is succession planning? When there's 18 a change in the leadership of an organization, the 19 organization can improve its capacity to carry out its 20 mission, or it can lose capacity. And succession 21 planning is like disaster planning in that it looks 22 thoughtfully at the various scenarios under which a

leadership change may occur, and makes plans to ensure
 a continuity of operations and a climate for success
 during the transition.

Succession scenarios include possibilities
like a temporary illness, a sudden permanent illness or
death, a situation requiring the removal of the
executive director, a planned departure or a planned
retirement of a longstanding executive director.

9 In a disaster situation, the executive 10 director normally remains in the leadership of the 11 organization, guiding its recovery efforts. In a 12 succession situation, it's the board of directors that 13 has to be prepared to lead, and this is a huge 14 difference.

The board has to come to this work prepared and wholeheartedly. And the organization as a whole needs to be prepared for the transition, and the only way to do this is through advanced planning.

When our executive directors leave, there's a moment of uncertainty. There's an unsettling. There's an insecurity. There's an urge on the part of both the board and the staff to jump into the breach and to fill

1 the gap.

2	It's important to linger a little bit in the
3	uncertainty of the situation, the transition, because
4	that's the place that offers us the ground for
5	creativity, for going forward differently. And the
6	only way that an organization is at all comfortable in
7	sitting in that uncertainty for a time being is by
8	planning.
9	Just to note, when we talk about succession
10	planning, we're not talking about choosing somebody in
11	advance to take the position of the executive director
12	who's departing. We're talking about planning for the
13	process of succession.
14	The executive directors here today have
15	experienced succession planning and transition in their
16	organizations, and we're going to hear from them in
17	just one second.
18	We're going to cover three main topics. One
19	is planning for succession in both emergencies and
20	planned situations. The second is choosing an
21	executive director as the most critical task of a board
22	of directors. And the third is undertaking intentional

1 leadership development activities.

2	So for the first, planning for succession in
3	emergencies and planned situations, colleagues, how can
4	programs prepare for effective leadership transitions?
5	Dave, do you want to start?
6	MR. PANTOS: Sure. Thanks. Thanks, Patty.
7	And I do want to say I have been executive director of
8	Legal Aid of Nebraska for about four years, and Patty
9	was the consultant for my board for that search
10	committee. So I can speak to her expertise in these
11	matters.
12	(Laughter.)
13	MR. PANTOS: If it weren't for Patty, I would
14	not be here today.
15	Before I get into that, I want to get into why
16	this is such a crucial issue by speaking to the job
17	description of an executive director of a nonprofit
18	organization, of a legal aid program. I got some good
19	information from BoardSource, Rick Moyer, who's an
20	expert on these issues.
21	So here are the top ten things that an
22	executive director has as their basic responsibilities.

And as I go through this, you'll see that most of these things are not things that you learn in law school or continuing legal education seminars.

First, commit to the mission of your organization. Second, lead the staff and manage the organization. Third, exercise responsible financial stewardship. Four, lead and manage fundraising. You are the fundraiser in chief.

9 Five, follow the highest ethical standards, 10 ensuring accountability, and comply with the law. And 11 the law isn't just your local rules of professional 12 conduct; it's LSC regulations, and any other 13 regulations tied to funding -- Department of Justice, 14 HUD, et cetera.

Engage the board in planning and lead implementation. Develop future leadership, which is kind of what we're talking about today. Build external relationships and serve as an advocate. You are the public relations and spinmeister in chief for your organization. Ensure the quality and effectiveness of programs. And finally, support the board.

22 So those are mostly things you don't learn

about in law school, and there aren't really classes
 for them as you're maybe moving up through the ranks of
 a legal aid problem.

4 MS. REISKIN: What about develop future 5 leadership?

6 MR. PANTOS: Develop future leadership. Build 7 external relationships and serve as an advocate for 8 your organization.

9 So these are all very important things, and 10 these are all crucial for the modern nonprofit 11 organization. And every one of them is relevant to a 12 legal aid program.

13 So in my own experience, I had been the 14 director of litigation and advocacy for Legal Aid of 15 Nebraska for just about two years when my executive 16 director announced his retirement. And there was about 17 a five- to six-month search process, interviews, et 18 cetera, before I was hired.

19 I was hired on December 3rd, and on December 20 4th my executive director left for good. He left me 21 his plant in the office; it's a huge plant. I've kept 22 it healthy, and that may be a metaphor for something.

But the point is, there were a lot of things as litigation director I was able to work with him on and understand where some of the bodies were buried and who the key players were. But there were a lot of things that I had to learn on the job..

6 What I think is really crucial from my own 7 perspective is understanding what those key things are. 8 And I didn't have this list when I started, and I felt 9 like, heck, I don't need this help. I can just figure 10 this out on my own. And now that I'm looking back, I'm 11 like, wow. I wish I knew at least half of these things 12 when I started; maybe I wouldn't have applied.

But it's definitely a rewarding position. But I do think that as any new executive director begins, whether it's in an interim capacity in an emergency situation or as part of a planned succession, these are the kinds of things you really have to know about.

I actually was telling Patty earlier, I keep this list right above my computer monitor. And any time I'm asked to do something, I always check the list and see, is that consistent with what my job description is? And I think being here today is

obviously part of that, since you're our largest
 funder. So thank you.

3 MS. PAP: Thanks, Dave.

Rhodia, was your experience becoming executive
director similar to Dave's or different from Dave's?
MS. THOMAS: Actually -- well, let me start
out by thanking for this opportunity. My experience
was very different than David's experience.

9 When I took over being executive director at 10 MidPenn, the program had gone through three and a half 11 mergers. There was a lot of upset, conflict, 12 dissension. The person who had been the executive 13 director had been let go in one of those unfortunate

14 situations. The board was kind of not knowing what to 15 do at the time.

I wasn't actually with the program. I had been with the program, left, and went to the statewide funder. So I was actually with the statewide funder when all of this was occurring.

The board didn't know what to do, so it put in place a three-person management team, which was odd because no one was really in charge and everyone was 1 really not knowing what to do.

2	So through a series of events, the statewide
3	funder really took leadership and brought in a team of
4	individuals, who did an assessment of the program for
5	the program's benefit. And the one thing that they
6	said: You need to have a leader, someone who the staff
7	can look to on an interim basis, and then so you can
8	conduct your search to have a permanent executive
9	director.
10	So that's what took place. Of course, as you
11	can imagine, it was a very upsetting time for a lot of
12	the staff, many of whom had been there for many, many
13	years, who had devoted their careers many of them
14	are still there to this day to legal services.
15	So it was really the funders at the state
16	level, LSC, others, were concerned about the program,
17	whether it would survive. So it was kind of I
18	stepped in as the interim director. I don't know why.
19	But I was asked to do that because I had history with
20	the program.
21	I had been there for a lengthy period of time

I had been there for a lengthy period of time
before I left and went to the statewide funder, and I'd

only been gone like 12 months, and I was asked to come
 back as interim director. And I wasn't sure if I was
 going to apply to become the executive director.

But I did, and I'm actually happy that I did because the program had a lot of challenges. It was certainly a program that I cared about. I considered myself growing up in that program because I had started there in the late '80s.

9 It's been a journey. It's been a good 10 journey, but it's certainly taught me a lot about the 11 need for a couple of things which we're going to be 12 talking about on this panel today, certainly having 13 succession and leadership development, both of which I 14 consider -- they're different things but are part of ensuring the stability of the program whether there's 15 16 an emergency or some uncomfortable situation, or just 17 an orderly transition out of the program.

18 They're extremely important for the survival 19 of the organization because ultimately, we're here to 20 serve clients. And the clients aren't going to get the 21 best client services if the organization is upset and 22 in chaos.

MS. PAP: Thanks, Rhodia.

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Jon, I'd like to invite you to tell us how you came to be executive director, but also to talk about whether you have a formal succession plan or an informal succession plan.

6 MR. ASHER: Good. Well, let me start. I was 7 on the team that went to Pennsylvania that, I think, 8 successfully diagnosed the need for stronger leadership 9 that then resulted in Rhodia becoming, first, interim 10 and then permanent director of that program.

I haven't succeeded anybody in a long, long time, as Patty said. I recommend, though, I remember enough, to know you should only succeed somebody who had done a very poor job. It makes virtually anything look good.

16 (Laughter.)

MR. ASHER: Let me start by thanking you for the invitation to be here, although my staff said that when your major funding source invites you to speak about succession planning -- they thought that was a pretty direct message, and recommended that I bring a food taster with me on this trip.

1 (Laughter.)

2	MR. ASHER: But I think I really was asked,
3	mostly, by the staff of LSC to share with you some
4	thoughts for two reasons. One is, I have been around a
5	long time, and 30 percent of the staff at Colorado
6	Legal Services are now 60 years or older.
7	This is not just an issue of executive
8	director transition. This is an issue of having helped
9	build an organization that allows good
10	staff lawyers, paralegals, support staff to
11	develop their skills, to stay engaged, and to do
12	meaningful and professionally satisfying work for a
13	long time. But with that comes the challenge of
14	capturing that expertise and capturing that experience
15	in a thoughtful and a deliberate way that serves
16	clients in the future.
17	So we have first approached leadership
18	development and the capture of experience and expertise

19 in a thoughtful and deliberate way, even before we had 20 occasion a couple of years ago -- which is why I think 21 I was also asked.

I quite unexpectedly, about a little over two

1 years ago, had a cervical fusion that did not go very It resulted in an unexpected series of subdural 2 well. hematomas -- I won't go through the litany, but I was 3 literally in intensive care quite suddenly for the 4 better part of a month, flat on my back, which required 5 б a pretty immediate transition of some responsibilities, 7 although except for the three days or four days when I went into surgery, I was able to talk to the office 8 9 virtually every day. They said I was still as big a 10 pain as I was when I came to the office, and was pretty 11 neurotic about it.

12 That ultimately worked out. But we did really 13 need to -- we had signatories for bank accounts, but we 14 didn't have, what do we do about grants and contracts? 15 What do we do about a number of other issues that we 16 had not really thought about deliberatively?

17 So I had to get well because I was really 18 worried that they would realize they could do well 19 without me, and didn't want that to be known too soon. 20 But when I did return to the program, the issue of 21 succession planning, preparedness for both unexpected 22 and ultimately thoughtful transition was important.

Our board has developed, through a board committee -- we have a policies and regulations committee that works very hard on, first, copying Arkansas and Middle Tennessee's succession plan and then really massaging, owning, and changing it.

6 Our board has adopted a succession plan that 7 talks about emergency short-term changes. It looks at 8 a transition, and ultimately a search process. And 9 they looked at the role the staff ought to play, the 10 primary role the board ought to play, and it's a guide 11 from which they will start.

12 It doesn't absolutely bind the board. The 13 board is going to have to ultimately decide how to 14 proceed when I leave, either voluntarily or otherwise. My wife and I have been married 42 years. 15 It's the 16 one good thing I've done a little longer than legal 17 aid. But she knows that when I was very sick, I was going to be the only person who said on my deathbed, "I 18 19 wish I had spent more time at the office, " and would 20 mean it.

21 (Laughter.)

22 MR. ASHER: But we have worked very hard on

1 giving the board a place to start from during times of emergency, but also ultimately when we -- and I think 2 the important thing, I would say, is that it looks at, 3 4 one, leadership development as an ongoing responsibility; the issue of transition -- that is, 5 б figuring out where the program is and what it needs; 7 and then looking at a search process based on that sort of analysis on its belief and what the needs are. 8

9 I said that we are doing that not just at the 10 executive director level, but with managing attorneys, 11 with some of our most experienced paralegals, who are 12 as good as any lawyer in the program, and moving beyond 13 that.

I've said that I describe to bar leaders and others in Colorado the aging of legal services, that we now have more staff on prescription drugs than we do on illicit -- well, and now in Colorado we've even merged that distinction. So what can I say?

19 (Laughter.)

20 MS. PAP: Well, thanks for that, Jon. 21 Rhodia, I think you've talked about your 22 program having some kind of formal succession planning

documents in place. And I'd also like to ask you, if
 you would, to talk some about capturing and preserving
 the knowledge and the experience of staff who may be
 departing.

5 MS. THOMAS: Regarding the succession б planning, I'll start there. Of course, coming to a 7 program where there was none, and based on the circumstances that I came in under, I thought that was 8 9 one of the first things that we needed to do because 10 when I came into the program, the program was pretty 11 much -- it was just stifled because of things like bank 12 accounts, who could sign checks, who could do this, who 13 could sign contracts. All of that sort of information was in the hands of folks -- well, people who had 14 15 departed the program.

So the board had to get busy. It was like within the first -- I would say within the first six months, we knew we had to -- after they got names changed on bank accounts, et cetera, we knew we had to go about doing that stuff and have in place a plan for that type of information.

22 So we have a document drawn up which gives all

1 the key banking information, the key this information, the key that information, who would be named as an 2 interim should something happen to the director. 3 It's not only in the hands of the finance committee chair, 4 5 the treasurer, but the board chair has it. Our labor б lawyer has it. It's on file in our safe deposit box 7 with our bank, so that several people have access to it because it's just a key document that we need to have 8 9 in the event.

10 It's also helped us in the event of disasters, 11 should something happen at the program or something 12 like that, because we are along the river, our 13 headquarters is, in Harrisburg. So we saw that as 14 very, very key information that we needed to have to 15 set up. And so we started that right away, and have 16 that in place.

In terms of the leadership development, like Jon's program, we have a lot of lawyers and staff who have been in our program for more than 30 years, including some very, very experienced -- like Jon's program -- paralegals, many of whom have been there -- a couple of people have been there 41, 42

1 years.

2 So what we also are -- I don't know if 3 "unique" is the right word, but we also have a number 4 of newer people who have come in who are -- we have 5 this 30 year and above, and then we have one to ten 6 years. And what we're missing is that middle group, 7 fifteen-year folks.

8 But with the new group of folks that have come in, we have gone about very, very intentionally, based 9 10 on people's performance, whatever, identifying people 11 who we believe would be good leaders for the programs. 12 They're committed to the mission of legal services. 13 They have good relationships with the bar associations. 14 They're excellent with clients. Their legal work is 15 stellar. And they also have an interest in moving up 16 in the program.

17 So right now, among our middle managers, the 18 people who are in that group are people who have been 19 there the ten to twelve, some maybe thirteen-year 20 people. And then upper management are the people who 21 have been there for 30-plus years, other than myself. 22 And some of them have been talking to me quite honestly

1 about their plans to move out from their positions, like in the next two years or two-, three-year period. 2 So we've kind of intentionally started looking. 3 4 One is our director of advocacy; he's made it 5 known to me that he's going to -- which is good; I

mean, he's been with legal services 35 years, and is 7 planning -- he and his wife are planning on leaving, retiring, both of them in about three years. 8

9 It's a key position in our program, but we're 10 very, very fortunate -- I'm fortunate that he trusted 11 me enough to talk to me about it. And we've been 12 talking about who among the group of the middle 13 managers would be best to fill that position.

14 We've been going about giving those folks 15 opportunities, as we see them coming up, to take on 16 some of what he's doing -- not only to relieve him of 17 some, but just to see how they function, so that when that transition does come, if it is in the next three 18 19 years or if it's some time sooner, the program will 20 have a candidate -- I mean, a pool of 21 candidates -- that they can go to to move into that

22 position.

6

Among the folks who are beneath the managing attorneys, we're looking at those folks to see, if one of the managing attorneys moves into the director of advocacy position, who among them could maybe step into and be one of our managing attorneys.

б So it's very, very deliberate. But we are 7 really committed to not only succession planning, but developing leadership because I'm really concerned 8 9 about the next generation of legal services attorneys. 10 I really want to see -- when I move out, I want there 11 to be a core of people who are committed to the mission of civil legal services, not only in my program but 12 13 across the country because I think that's very, very 14 important.

I want to see legal services be around when I close my eyes and go on to my Maker because I think poverty is not going to go away, and poor people are always going to need us.

19 MS. PAP: Thank you, Rhodia.

Dave, I know you've undertaken steps in your organization to capture and preserve the expertise of your staff members. What have you done?

1 MR. PANTOS: Thanks, Patty. There are four 2 components of what we've been doing, as I think John 3 mentioned earlier, being thoughtful and methodical 4 about this process, this is really important.

5 First, what we try to do is preserve 6 electronically what has been written about our program 7 policies and decision-making and make that centrally 8 accessible. And we've got an internal staff website, 9 like many programs do.

10 A key component of that is really not hiding 11 the ball when it comes to decision-making. It is 12 really tempting, when you have the position of 13 executive director and you get to decide on all these 14 things, to just make decisions and move on to the next thing without incorporating in the decision-making. 15 So 16 you're urging members of your staff.

17 So that's the next thing. I, as much as 18 possible, try to involve two or three or more folks 19 from our senior management team, and even middle 20 managers, in major decisions.

21 This allows for duplication, replication, 22 where folks understand why we've decided certain

things, that it didn't just happen, what the logical process was so they can be informed as to how we work. So if there was an incident where someone had to take over in an emergency situation, that kind of thing wouldn't be new to them.

6 Finally, I remember reading a couple years ago 7 about the next generation of leaders. And there was a 8 comment made about the millennial generation, how it's 9 really important for the millennial generation to feel 10 like they're in the know about what's going on -- not 11 necessarily that they had even a say about it, but to 12 actually know what was going on.

13 So I consciously started to reach out to 14 attorneys and key support staff who are in their 20s, I 15 guess now early 30s as well, and just saying, hey, you 16 know what? We have a grant request with this 17 foundation, and if we get it, then we can add two 18 attorneys to this unit.

19 This is the outcome we're looking for, even 20 though it may not have anything to do with their 21 day-to-day case handling, just so they know something 22 about management and the decision that's being made and

1 a strategic plan that's being implemented.

You can tell that they feel a better sense of 2 3 ownership in terms of being a staff member beyond just 4 their day-to-day case handling responsibilities. And 5 who knows? That person or another person may decide, when I'm ready to retire, to move into the position; or 6 7 if they see an opening in another legal aid program, Iowa or somewhere else, they might go after it because 8 9 they've had a better sense of what goes into running a 10 legal aid program. 11 So I think all those things are really 12 important in preserving and capturing decision-making

and executive leadership stuff for the next generation. MS. PAP: I've got another slide to show you, and it's behind you now. We thought we'd talk just a little bit about what an effective executive director search process looks like.

18 There are three phases we think are important. 19 The first one is getting ready, and that phase is 20 often skimped on or skipped in the process. But it is 21 important for the board to take a moment to organize 22 itself and to do a bit of a strategic assessment of the

strengths and challenges of the organization, what the
 future might hold for the organization, and what the
 key priorities and tasks of the next executive director
 might be. That's establishing the leadership agenda.

5 With that, it then becomes possible to more 6 specifically identify what kinds of qualities and 7 experiences you need to look for in the next executive 8 director, and where you're likely to find people who 9 hold those experiences.

10 I think the activities in the search and 11 selecting process are very intensive. It's a very 12 active time. It's also maybe -- well, maybe a more 13 obvious time for the board, probably a time that the 14 board is more comfortable with.

But I think one key thing in this part of the process is that with the amount of information that buzzes around us -- through our desks, in the mail, through our email -- you can't assume that the person that you want to have as your next director is actually going to see that the position is even available.

It's really important to very actively reachout, talk to people. Talk to as many people as you can

1 through all the networks to cast the wide net so that 2 you can build your diverse and qualified pool of 3 candidates.

Then, obviously, there's the importance of screening -- reading resumes, checking references, checking references again, doing interviews, doing second interviews, and so on. The amount of detail is pretty overwhelming. And then from that comes the selection process.

I think one of the ways that somebody involved in executive director searches help form this process is that a board of directors are volunteers for the organization who have day jobs and day activities, and don't have the time to engage in the undertaking that really is required to keep the process going on track and on time in all of its facets.

Then the third phase of the effective search process really is launching and supporting the executive director. And this, too, is a phase that often gets skipped. I think the board, quite honestly, is worn out by now.

22 And so, still, one or more of the board

members really have to commit to mentoring the new executive director, to being sure that the director understands what his or her key tasks are -- somebody who helps that person prepare a work plan with goals and objectives, and ultimately conducts periodic evaluations to make sure that the director is on track. I wonder here whether colleagues wanted to

8 comment on whether there's a role for the outgoing9 executive director in this search process.

MR. PANTOS: Thanks, Patty. Just a couplethoughts.

12 I made a brief mention about the houseplant 13 earlier with respect to my former director. But I will 14 say that there was some time in that first couple weeks that I was executive director that the former executive 15 director was able to introduce me to some key players 16 17 from a part of the state that I was least familiar with, which was central and western Nebraska, and 18 19 that's where he's from.

20 So that was very helpful because these were 21 folks that maybe volunteered on the bar campaign a 22 couple years prior to that, had been prior board

1 members of the pre-merger western Nebraska program, et 2 cetera. So that was a useful thing that probably would 3 have taken me about three to five years to get to if I 4 didn't have that opportunity early on.

5 So I think there is some use. I do overall 6 agree with the fact that once that transition is made 7 and the board has hired a new person, that the 8 transition at that point of the old executive director 9 leaving should be pretty quick because you don't want 10 to confuse the staff or the community with two people 11 running the show.

But insofar as there can be discrete tasks of a transition and an introductory nature that could be assigned to the departing executive director, it can be very useful.

MS. THOMAS: Given that my experience was a little bit different, I can talk a little bit more from the board's perspective.

I was very fortunate at the time that I took over the program to have the board chair at that time who had actually, herself -- the organization did not use an outside consultant, which I don't think was a

good idea. But I think you're right. They were fairly
 burned out through the process and because of
 everything that came along with it.

But the board chair was a very strong person, and I had known her from my previous time working at the program. She really was very, very helpful with various bar associations. I knew some of them, some of the larger ones, but not the smaller ones in the more rural counties because that was not where I had been working.

11 She was very, very helpful in terms of just 12 with other relationships, with judges and those kinds 13 of things. So it was a very, very good experience for 14 me to have that.

I also would like to say that one of the things that was very, very helpful for me stepping into the role as executive director because there wasn't the ordinarily transition were other legal aid directors not only from across the state of Pennsylvania but also from across the nation.

Jon's on the panel, and he did come to our program, was part of that program group that did the
evaluation. But we maintained a friendship, and he was
 a very good mentor, he and folks like Lillian Johnson
 out in Arizona and a couple others, along with people
 within the state of Pennsylvania.

5 I thought that was very, very crucial as I was 6 getting my feet on the ground, going from -- I had been 7 a managing attorney to this director role and making 8 that transition.

9 MS. PAP: Thanks, Rhodia.

10 I'm going to show you one more slide, which is 11 just an illustration of how the responsibilities of the 12 board of directors changes as an existing executive 13 director departments and a new executive director comes 14 on board. And while you're contemplating that slide, I 15 wanted to ask Jon if he would comment on how boards can 16 be effectively prepared for the transition.

MR. ASHER: Well, I think first is to be very frank and open and start talking about it. I know our board, every time I talk about my age and the fact that I will not be -- oh, they say, let's not -- I mean, there is an avoidance of the inevitability of, if not death, change, period. 1 So we have had to have some very frank, tough discussions about the fact that they can ignore it, but 2 they do so at their peril and, more importantly, at the 3 institution's peril, and that their responsibility is 4 5 to think it through and to really prepare for the б possibility; but more, to really think about where the 7 organization needs to be headed and where it ought to 8 qo.

9 Rhodia says I really think that being 10 available to the board, being available to other 11 directors -- I believe fundamentally in informal 12 mentoring and that younger directors are my 13 absolute -- I mean, there is no mistake they could 14 possibly make that I either haven't or have come so 15 close that it's been pure luck that I haven't.

To be able to work with people facing very difficult issues, as David said, without judging them but being available to help them work through difficult situations, is what we do with our board and what we do, hopefully, with our programs as well.

21 But it's time when the board really needs to 22 be more fully engaged, both for the transition, the

1 search, and then for helping to engage the new director in their community. And that's harder all the time, I 2 3 think, given changes in the profession and having less 4 opportunities for more lawyers to really get together 5 and -- I mean, we can talk about that at some time. б But I think the profession has made some 7 leadership development more difficult, more problematic, than when I certainly started out 40 years 8 9 ago.

10 MR. PANTOS: Just one quick point to follow up 11 on what Jon was saying. I think it's probably not a 12 bad idea for current executive directors to look into 13 recruiting board members who have some kind of HR 14 background, labor law, employment law, to bring that kind of expertise on the board so it's there, and work 15 16 it into the board's fabric, whether it's having an 17 ongoing HR personnel committee that's doing annual executive director evaluations and so on. 18

19 Obviously, one of the challenges is that our 20 board makeup is pretty strict and under regulation and 21 law. So you can't just get an HR professional who 22 isn't also a lawyer, for the most part. But I think

that is something to be part of board development,
 which is an ED responsibility.

MS. PAP: The third topic that we wanted to talk with you about today has to do with intentional leadership development activities. And actually, I've noticed that we've been talking about that throughout this conversation.

8 But I wanted to offer each of my colleagues an 9 opportunity in 30 seconds or less to mention any aspect 10 of that that you think we haven't covered yet.

MR. ASHER: Well, we have one significant funder in Colorado, the Colorado Health Foundation, which, much to its credit, recognizes succession planning both at the director level but also within our health work, Medicare, Medicaid, and the like.

16 They give us a large annual grant to support 17 our health work. But they also give us a pot of money 18 to use for succession. And that means airline tickets, 19 in large part.

20 So unlike many directors, except for 21 this -- because this is -- well, I don't go anywhere 22 alone any more. We have two co-directors of

administration and access, 40-ish, absolutely terrific
 young women, who are part of senior management.

If I go to a regional directors meeting, Jim will say -- he was just at a meeting. We had more people there than any other program, and we don't pay for it. We have dedicated money that we can only use to transfer expertise.

8 It gives us a chance to get away. We talk. It's where they find out why I'm so indecisive, why I 9 10 can't get to make the decision they want as quickly as 11 they would like. But they go to NLADA. They go to the 12 Equal Justice conference. They go some places without 13 That's not our wisdom and decision. It's a funder me. 14 that saw fit to allocate money that could not be 15 touched except for succession planning.

16 The managing attorney of our health unit uses 17 it the same way, to go to national health conferences. 18 Now, we have to do more than that. But that certainly 19 is something that I don't think all funders take quite 20 as seriously.

21 That's not one we asked for or would have 22 thought of. It's one they recognized, that I was and

1 we were aging, and we that needed to be pushed to start 2 thinking of transitioning and capturing that level of 3 experience.

4 MS. PAP: Thanks, Jon.

5 Dave?

6 MR. PANTOS: Sure. Real quick, I try not to 7 get in the way of good ideas. So if someone who's 8 young or middle management or what have you has a good 9 idea and they want to run with it, pretty much most of 10 the time I say, go for it, and then that, I think, in a 11 way instills leadership development because they're 12 taking ownership of their thing and implementing it.

13 MS. PAP: And Rhodia?

MS. THOMAS: Similar to what David has said, and I think I talked about it earlier. But I'll just say briefly a lot of it is, like David has just said, letting people take ideas, run with them, give them permission to do it.

19 It's resulted in a lot of great things, not 20 only for, I think, just for their development, but also 21 for our program. And it's really making 22 people -- people are looking forward to these

opportunities. They find them. They bring them to us.
 Is this a possibility?

I see that as -- when I think back on it on my evolution on legal services, that's how I got to be where I am today, with people letting me take on things and grow, so that I was able, when I became the director, to really undertake the job and try to do it well.

9 MS. PAP: Thanks, Rhodia.

10 We have a short list of resources for you 11 which includes some articles from the MIE Journal that 12 have been written about executive director transition. 13 It includes our own resource library and your own LRI 14 resource library.

15 Are there any questions?

16 MR. LEVI: Well --

17 MS. PAP: Yes?

18 MR. LEVI: Do you want to take over?

19 CHAIRMAN MIKVA: I have questions, but I'm20 going to defer to my board chairperson.

21 MR. LEVI: Well, first I just want to say that 22 if you inherited any of your father's genes, you don't

have anything to worry about and you're going to be
 working for quite a long time. Did you know Lester
 Asher? Well, in any event, Jon's dad lived a long and
 productive life and worked very hard.

5 This board went through a search as it came 6 into office. Now, in some respects, it was bonding. 7 And much of what you've shown us here, we know from 8 that; in fact, I think I would say we know all of it.

9 So my question is -- and having been through 10 successful and unsuccessful searches, and my assumption 11 is, maybe incorrectly, that 134 programs don't know all 12 of that. So how do we make it possible for them to 13 know -- this shouldn't be a wheel that they have to be 14 reinventing.

15 This is really stuff that is good management. 16 Do we make it possible for them to know it? Do we 17 share this, except when you come together with us? How 18 do they know it? And where is it? Is it on our 19 website? It shouldn't be just for our board.

This is a no-brainer. This is the age of the internet. How come this isn't -- isn't this something that a succession plan-type program ought to be

1 available, if it isn't now, within a month to all 134
2 programs, board chairs, what have you?

3 MS. LABELLA: John, could I answer that?4 MR. LEVI: Yes.

5 MS. LABELLA: As you see at the end there, we 6 have the listing of LRI, and particularly directly to 7 the succession planning section on LRI, all of the 8 succession plans that these programs have developed are 9 now posted on LRI.

10 What we've done with the last couple sessions 11 before this committee is they are also on LRI. And so 12 they are now available. The complete session is 13 available to all of our programs, and that's what we 14 intend to do with this one as well.

MR. LEVI: Well, but what I would suggest is, it's available to your programs. Does that mean it's available to the board chairs? Are the board chairs looking at this?

19 FATHER PIUS: It's available online.
20 MR. LEVI: I understand that. But are the
21 board chairs being directed to look at this? You see,
22 they're not working there. They're not paid. They're

1 volunteers.

2	MR. ASHER: Let me just when the board
3	decided it was going to take on the issue of developing
4	a plan, they tasked me with going to LRI and getting
5	what was there. So they started with three or four
б	existing plans, none of which quite fit, all of which
7	were perfectly reasonable starting places.
8	So yes. I mean, either directly or
9	indirectly, this is available.
10	MR. LEVI: Yes.
11	MR. ASHER: They got a copy of I'd add one
12	other. Neil McBride, who was in Tennessee, in that
13	same MIE Journal wrote a piece about succession
14	planning.
15	The committee from the board read the or at
16	least they had the opportunity to read those articles
17	and that material. And then they massaged it and
18	started to develop what they thought would be helpful.
19	They did have issues about the role of the
20	prior ED in succession planning. And I said, if
21	there's one thing I really don't care about, it's what
22	you do after I'm gone. But that, of course, is not

really true. But they did look very carefully at what
 was available and these sorts of materials to get
 started.

4 MS. PAP: I'd also say that when we prepared this workshop, we worked with Janet and several of her 5 б colleagues at LSC to share the knowledge that we have 7 and I think, by extension, to sort of empower or inform 8 them so that as they visit programs in the field, 9 they're able to say, these resources exist. You should 10 be talking to your staff. You should be talking to 11 your board about transition.

MR. LEVI: Yes. Well, and that's something that I want us at this level to be thinking about because my sense is that LSC deals directly with the paid professionals that are on the staff.

But I don't think we touch their boards very often. And I think that's something that is of interest to me, and that this is actually as much a board topic -- it's true that the executive director can say to the board chair, have you thought about it? But this is a sort of good governance board topic that, now that you've raised it and put it out here, I'm putting my board-chair-to-board-chair hat on and saying, you know -- and being in Louisiana, we certainly had an issue that confronted us about a program.

5 I don't know that LSC has ever viewed itself 6 as an organization that ought to be talking to board 7 chairs or to boards. But maybe that's something we 8 need to be thinking about, at least in certain 9 contexts. That's just an observation.

10 DEAN MINOW: I found the panel very 11 informative, and particularly in conjunction with the 12 earlier discussion about emergencies and disasters. It 13 seems maybe incumbent upon us to proactively support 14 grantees with the information here, particularly with 15 regard to the unplanned succession.

16 Three watchwords, Rhodia, I really got from 17 you. You need to have a plan about the logistics and 18 who has authority. You need to have, what do you do in 19 the short term? And you need to have a

20 capacity-building longer-term plan.

I wondered about three things. One, Iappreciate, John, your comment about the availability

of resources from a particular grantor. But for most organizations that don't have resources to deal with succession planning, particularly when it comes to consultants, if it's important to have a consultant in a process. I wondered if anyone knows about resources for that.

7 The second question is, most of the discussion
8 proceeded on the discussion that succession planning is
9 well done by an internal organization

10 capacity-building. But since many successors come from 11 outside, I wondered, how do you think about that?

12 That's the last point, which is, it seems like 13 peer-to-peer support was very important in at least one 14 instance here. And that would be important, it seems 15 to me, possibly even in the search process and also in 16 the mentoring process, as well as in coming up with who 17 are candidates for directorships, not necessarily of 18 their own organization.

19 I wonder if there's any capacity inside of the 20 communications that currently go on peer to peer, from 21 organization to organization, or if there's a role for 22 us to play in supporting that kind of communication.

1 MS. PAP: A number of questions, and I hope I 2 can remember at least some of them. And my colleagues 3 will remember the rest.

There's been a limited amount of funding 4 available to legal aid programs for succession planning 5 6 or executive director search, and those fundings tend 7 to come from local United Ways or local community foundations or other capacity-building grantors -- yes, 8 9 grantors -- and in some instances from IOLTA funders. 10 But what we've observed is that in most 11 instances, programs need to turn to their own budgets 12 and find the money within their budgets to pay for the search process. 13 14 MR. LEVI: But you can't use any of the grant 15 from us? 16 MS. PAP: I think they could. 17 MS. THOMAS: But it would be -- it's a special 18 grant. 19 MS. PAP: Yes. It's a tradeoff from direct 20 services. 21 MR. ASHER: But I don't think a program can 22 afford not to do it. There is nothing that a board

does that is more important, as you know, than pick the executive director. And boards know that. And I think even strapped boards may come to the conclusion that they need MIE or an outside consultant. Some headhunter firms, I think, are overpriced sometimes, but there are ways of doing it responsibly.

Two, Dean, let me say we have not -- I don't
know who will succeed me.

9 DEAN MINOW: Sure.

10 MR. ASHER: I believe strongly in leadership 11 development, not picking who's going to follow me. Ιt 12 will be a large shadow. It will not be easy. But 13 whether Molly and Rini go and direct a different 14 program or never direct another program, they are 15 better equipped to work within the program to meet my needs, the program needs, and their professional goals 16 17 no matter where they wind up.

DEAN MINOW: Sure. That makes a lot of sense. MR. ASHER: So you have to have a broad view, I think, of leadership. So when I talk to Julie about something going on at the Cross-Disability Coalition, all right, is that her leadership development? I would

1 hope so.

It also helps the disability community. 2 Ιt helps the entire legal community. I don't know what 3 4 pigeonhole -- I know it's the right thing to do. And I know that if Rhodia or Dave call, it's my obligation to 5 б get back to them, to judge their problem and not them, 7 and to share with them every bit of values, experience, 8 and help that I can give them. 9 MR. PANTOS: I will say that, agreeing, and I 10 think that's been said, that a board is involved in 11 setting the budget for the program. And the budget of 12 the program reflects the values and priorities of the 13 program. 14 So I do think that there does need to be, 15 budgeted by programs, whether you call it leadership 16 development, capacity-building, or succession planning, 17 that is an absolutely key thing. Just like we might argue that boards need to consider salaries or loan 18 19 repayment, those kinds of other priorities, that has to 20 be a value reflected in the budget that's set by that 21 board every year.

22 It's not just when there's a crisis or an

emergency or director that looks like they're going to be leaving, but every year, for the reasons that have been said, that there's this leadership development that constantly has to be occurring within programs.

5 MS. PAP: On the topic of peer-to-peer б communication among legal aid grantees, a big part of 7 MIE's activity is training. And so we have trainings for new and experienced executive directors, new and 8 9 experienced supervisors, managing attorneys, and others 10 that brings people together with a very explicit 11 purpose of sharing their best practices, their 12 learnings, their fears, their needs.

It was, I think, derived from that that MIE 13 14 got into the business of executive director search. Ιt 15 wasn't something that we thought of, but it was 16 something that programs came to us with and said, you 17 know executive directors. You know legal aid programs. 18 Can you help us? This job has become so complicated 19 that we can't fill it the way we used to be able to 20 fill it ten or twelve years ago.

21 CHAIRMAN MIKVA: I have a followup on John's 22 question. I think you also mentioned the other day

1 that you have been working on doing board trainings.
2 And so I would come back to John's question with, do
3 you have any ideas on what could be the role of LSC in
4 reaching out and doing and assisting in board
5 development?

б MS. PAP: Well, we know it's a priority for 7 LSC, and that's great. And I think one thing that we're hoping for as part of your strategic plan and 8 9 your interest in this area is that we and others who do 10 training now will be able to partner with you and 11 together leverage our resources to provide this, and 12 not duplicate, and build on what already exists 13 together.

14 MR. PANTOS: Three years ago LSC gave our 15 program a TIG grant to purchase laptops and printers 16 and email addresses for our client board members so 17 they could more actively participate in leadership and So I think that's an example of something 18 governance. 19 that LSC can do to encourage full board development. 20 PROFESSOR VALENCIA-WEBER: I appreciate the 21 panel because this subject matter has been of concern

22 to us for some time. It was very clear, the

1 collaborative approach that you have taken.

2	I'd like to ask what Jon raised. You
3	mentioned, Jon, that you were part of the team that
4	went to aid the MidPenn group when they were coming out
5	of some crisis. How was this team put together and how
6	was its charge? What was its charge?
7	MR. ASHER: Rhodia probably remembers better.
8	I don't even recall exactly how the team was
9	comprised. But I think it was the state IOLTA program,
10	Allen Ells Allen Hazen, who is now retiring himself.
11	But I think for years IOLTA programs have done
12	a better job than LSC itself in constructing
13	peer-to-peer evaluations of other programs. It's now a
14	little difficult, given decisions about employees
15	versus consultants.
16	But I don't think there's anybody who is
17	tougher on legal services programs than colleagues who
18	have been doing this a long time and who care
19	passionately about low income people's need for high
20	quality legal services.
21	So periodically, I was asked to do a
22	trip to Michigan by the state IOLTA program probably

fifteen years ago. I did a visit to MidPenn. I've done just -- not many; I don't have a lot of time. More often, I've been asked -- I just went to the New Mexico program and met with its board of directors about how we approach strategic planning, and post-merger, there's still some issues.

7 I think we are very invested in the success of 8 our colleagues. That sometimes means being -- there 9 was a governor of Colorado who years ago said something 10 that I think really fits legal services. He said, "The 11 trouble is, we are caught between uncritical lovers and 12 unloving critics."

13 What I want to be is a loving critic. I love 14 legal services, and sometimes constructive criticism is 15 what I get at home, and it's what I think colleagues 16 and our own program sometimes need.

We are not a perfect program, but we're always striving to be better. And if I can help other programs achieve more of their clients' needs by helping them either recognize or avoid problems, that's my moral and my professional duty.

22 Somebody who integrated the Little Rock

1 schools just passed away, one of the first kids. And 2 one of her friends said, "You know, you never talk 3 about high school and integrating that school." And 4 she said, "Well, it doesn't matter what I did yesterday 5 to make the world a better place. It only matters what 6 I do today."

7 I think that's about as strong a guiding 8 principle as I can aspire to. So I'm not being critical of programs. We're being constructive about 9 10 how to do it better, and Rhodia's an example of that, 11 the benefits of that sort of honesty and tough love. 12 MS. THOMAS: If I could just add little bit to 13 what Jon said. I think for the board itself at that 14 time, having the team of people -- wonderful directors 15 from all around the country, none from 16 Pennsylvania -- come in and take a critical look at the 17 program at that stage was crucial to that program at 18 that point, to MidPenn at that point. 19 I think it might have gone in a different

20 direction had that not happened. And as Jon has said,
21 it was constructive criticism. It wasn't tearing down.
22 And these were folks who knew legal services, who had

been in legal services for a very long time, were

1

2 well-respected, were running good programs, knew that 3 there was a lot of good going on at the program. But it didn't have the cohesiveness that it 4 5 needed. They were able to point that out, and I think б it really, really moved the board to know that they had 7 to do something. So I think that that was very, very -- it couldn't have happened at a better time for 8 MidPenn, where it was in its evolution. 9 10 CHAIRMAN MIKVA: I forgot to mention one of 11 the things that Pat's organization does. It's the MIE 12 Journal, which just -- time appropriate is the 13 issue -- she brought some issues, and it's with 14 disaster, dealing with disasters. 15 I want to thank Janet LaBella for putting the 16 panel together, and all of you for what you do for your 17 own organizations, what you do, obviously, for other 18 organizations, and for sharing your expertise with us 19 today. So thanks. 20 MS. PAP: Thank you. 21 (Applause)

22 CHAIRMAN MIKVA: We don't have time, but

1 public comment or other business?

2	(No response.)
3	CHAIRMAN MIKVA: All right. Hearing none, can
4	I have a motion to adjourn?
5	MOTION
6	MR. MADDOX: So move.
7	FATHER PIUS: Second.
8	CHAIRMAN MIKVA: All in favor?
9	(A chorus of ayes.)
10	CHAIRMAN MIKVA: Sorry. I need to clarify
11	that the issue of the evaluations we might try and deal
12	with later in this meeting, some time within this
13	meeting if there's time. It's unclear when we'll be
14	able to.
15	MR. LEVI: In that event, what we might do is
16	start 15 minutes early in the morning so that you can
17	sweep that in, if ops and regs doesn't need that time.
18	We'll figure it out.
19	(Whereupon, at 5:21 p.m., the Committee was
20	adjourned.)
21	* * * * *
22	