



Agenda Item: Discuss and Consider Approval to Create a Board Task Force for the Process of Solicitation of Park Board General Counsel

Background: Mills Shirley as represented by Carla Cotropia has represented the Park Board for the past 25 years. The General Counsel works directly for the Board and provides a variety of services to the organization through the support of both the Board and staff. While Mills Shirley continues to provide legal services through their Managing Partner, Robert Booth, the recent resignation of longtime General Counsel Ms. Cotropia has created an opportunity for the Board to consider this longstanding contractual service.

Legal services represent a professional service and as such do not require a sealed bid competitive process. Nonetheless, with the aim of undertaking due diligence in the review of services and the contracting of this important position, the Board chair is recommending the formation of a Board populated Task Force.

The group will be tasked with delineating necessary services and identifying, interviewing, and recommending to the full Board candidate(s) for consideration. In order to fulfill this task, the Task Force is expected to determine:

- **Scope of services to be provided by firm (Terms of Engagement):** Board and Committee agenda approvals, Board meeting support, personnel issues, contract review, property rights issues, legislative interactions, supervision of litigation through Texas Municipal League or other third parties, mediation, amongst others,
- **Criteria for selection of a firm (or individual):** Location of office(s), Qualifications of partners and associates, previous experience, references, years of experience,
- **Timeline for contracting,**
- **Any other items identified by the Board at the creation of the Task Force.**

Recommendation: The Board Chair recommends the following members for the Task Force; Kimberly Gaido (Task Force chair), Dave Jacoby, and Jeff Ossenkop.