Features

Planning for Changes in Overtime Exemptions ............ 6
Discomfort: The Purveyor of All Productivity .................. 8
Paper-Lite Roundtable Review ............ 10
Should You Crack Your Nest Egg? .. 12
Do More Paper Less .................. 15
A Single Bottle of Water Can Be the Key to Your Reinvention .... 18
Law Links .................. 29
Metabolism .................. 30
Output Management .................. 32
Community Connection .................. 34
Termination Following FMLA .................. 36

Copyright ©2015 Maryland Chapter, Association of Legal Administrators.

disclosures is published four times a year and is distributed to Chapter members and law firm managing partners. To submit articles, contact Vickey Wagner at 410.230.3806.

Article reprints are available upon written request.

disclosures is copyright protected and is not to be reproduced in any form without written permission from the publisher.
State-of-the-art office “equipment” can make a difference, but it’s really the “people” you choose to do business with, that makes the biggest different.

1) JD Power Award: 4 consecutive yrs
   Exclusive

2) DEX Customer Care Program
   Exclusive

3) One third of profits to charities
   Exclusive

4) Largest Kyocera Business Partner
   Exclusive

5) Largest Konica Minolta Partner
   Exclusive
THE FUTURE OF LAW: HOW TO FUTURE-PROOF YOUR FIRM

Suddenly, this topic is hot, hot, hot. Why? Because lawyers have begun to realize that the golden age of lawyers is gone – forever. When the economy tanked, law firms engaged in a lot of wishful thinking that, once we had a full recovery, things could be as they were before. Clearly, that is not the case. Why? Largely because technology has become such a disruptive force in the practice of law. So much of what lawyers do is now commoditized, something which companies like LegalZoom have capitalized on. We also live in a new climate in which clients, particularly General Counsels, want “more for less.” Coming from abroad is a trend toward liberalization of the profession, with non-lawyers owning law firms. Even here, much of what was traditional legal work is being done by non-lawyers in the financial and real estate sectors. What does the future hold in a world where only 50% of our law school graduates find work as a lawyer? Our speakers will share their view of the future of law – and offer suggestions for how to survive – and thrive – in this new era.

Sensei Enterprises, Inc.
Digital Forensics/Information Technology/Information Security
Board of Directors

MARYLAND CHAPTER
2014-2015

President
Beth Wybolt
410-951-8807
beth.wybolt@murphyfalcon.com
Murphy, Falcon & Murphy

President-Elect/Membership
Steven Shaffer
410-752-8700
sshaffer@fandpnet.com
Franklin & Prokopik, P.C.

Vice-President/Programs
Ruth Fry
410-332-8876
rfry@saul.com
Saul Ewing, LLP

Treasurer
Ethel Seidman
410-576-4791
eseidman@semmes.com
Semmes, Bowen & Semmes

Secretary
Cindy Hunt
410-938-8702
chunt@pklaw.com
Pessin Katz Law, P.A.

Immediate Past President
Renee Lane-Kunz
410-385-4207
rlk@shapiroscher.com
Shapiro Sher Guinot & Sandler

A LIFETIME OF SERVICE...
A TRADITION OF EXCELLENCE!

Est. 1976

- Personal Insurance Coverage
- Employee Benefits Programs
- Investment Strategies*
- Financial Planning*
- Business Planning
- Financial Aspects of Estate Planning
- Executive Compensation

TriBridge Partners LLC

One East Pratt Street | Suite 902 | Baltimore, MD 21202
6550 Rock Spring Drive | Suite 190 | Bethesda, MD 20817
5216 Chairmans Court | Suite 101 | Frederick, MD 21703

240.422.8799 (local) | 855.333.6399 (toll-free)

www.tribridgepartners.com

Securities, investment advisory and financial planning services are offered through qualified registered representatives of MML Investors Services, LLC. Member SIPC. Supervisory office: 11350 McCormick Rd., Executive Plaza IV, Ste 200, Hunt Valley, MD 21031 - 410.785.7654. TriBridge Partners, LLC is not an affiliate or subsidiary of MML Investors Services, LLC or its affiliated companies.

BCC3156a

CRN201511-177817
## Calendar of Events

### July
- 11 Cheer Up the Lonely Day – Established by Father Francis Pesek, Detroit, MI
- 15 Webinar – Creating Proactive Leadership
- 16 Crab Feast – MEMBERS ONLY
- 23-25 CLI, Grand Rapids, Michigan

### August
- 10 National S’mores Day, Established by Campfire Girls in the 1920’s
- 19 Webinar – De-Mystifying Data Breaches and Information Security Compliance

### September
- 10-12 Business of Law Conference, New Orleans
- 16 Webinar – Attracting & Retaining Top Talent: Flexible Work Arrangement Options
- 17 Educational Session – Future of Law (Legal/IT)
- 19 International Talk Like a Pirate Day, Established by Mark Summers in 1995

### October
- 1-3 Business of Law Conference, Atlanta
- 5-9 Fire Prevention Week
- 14 Educational Session – Law Firm Trends (Facilities)
- 21 Webinar – Presentation Skills: Talking Out Loud
- 22-24 Business of Law Conference, Las Vegas
- 22 Business Partner Exhibition Event
- 25 World Pasta Day, Established by the World Pasta Congress in Rome, Italy in 1995

For more detailed information on these events please visit the Chapter website: [www.mdala.org](http://www.mdala.org)
Planning for Changes in Overtime Exemptions

Appeared in laboremploymentreport.com on May 13th, 2015

Employers should start thinking about how changes in the tests for the federal overtime exemptions will affect their payroll costs and compensation plans. An employee must meet both a salary test (meaning that they are paid a salary, currently at least $455 per week) and a duties test to qualify for the exemptions (except for certain professionals).

I recently attended a meeting of the Wage-Hour Defense Institute, a nationwide group of lawyers with expertise in the Fair Labor Standards Act. Several important points were discussed.

The Department of Labor sent proposed regulations revising the white-collar exemptions to overtime to the Office of Management and Budget for review prior to publication in the Federal Register. It is expected that they will be published before June 21, 2015. Once they are published there will be a notice and comment period before the regulations go into effect, but there will not necessarily be a long delay before the effective date.

No one outside the government has seen the new regulations, but DOL watchers expect it to double the salary test to around $900 per week. At $900 per week ($46,800 per year) many supervisory and administrative jobs will cease to qualify for the overtime exemption.

DOL watchers also expect the DOL to rewrite the primary duty test to make it more difficult for employees to qualify for exemption, by requiring that exempt employees spent at least 50 percent of their time on exempt work.

Employers that are forced to reclassify employees as non-exempt will face important decisions.

In some instances, it may be cost effective to increase employees’ pay and responsibilities to qualify them under the revised test.

Employees who are reclassified as non-exempt can be converted to an hourly rate, in which case the employer will have to decide how to factor in anticipated overtime costs without creating the impression that they are cutting employees’ base pay. Non-exempt employees can also remain on salary, in which case they can be paid half-time for overtime worked under the fluctuating workweek method (which assumes that the salary covers straight-time for all hours worked – including overtime hours), although that method is not available in all states and comes with a number of complications.
Employers will have to train newly non-exempt employees who are not used to reporting their hours to do so, and decide how to handle issues such as travel time and time spent on phone calls and emails outside the office.

Reclassifying employees as non-exempt may also affect whether they are covered by collective bargaining agreements and their participation in employee benefits plans.

Employers can also use the new regulations as an opportunity to correct existing misclassifications. In some instances, employers have not corrected problematic misclassifications for fear of attracting a lawsuit. The new regulations will provide an explanation for reclassification without necessarily suggesting that employees were misclassified in the past (and are thereby entitled to back pay).

Eric Hemmendinger is a partner of Shawe Rosenthal LLP and has over 30 years’ experience representing management in employment law litigation, including class actions and jury trials, and in traditional labor law. As a litigator, Eric handles wage-hour, employment discrimination, sexual harassment, wrongful discharge, retaliation, defamation, ERISA, trade secret, non-compete and other types of claims in federal and state courts.

Did you know . . .

On June 14, 1951, Univac 1, the world’s first commercial electronic computer, was unveiled in Philadelphia. It was installed at the Census Bureau and utilized a magnetic tape unit as a buffer memory.
As I began my morning walk, I quickly discovered it was a bit colder outside than I had dressed for. I asked myself if I should go back inside and put on a warmer sweatshirt. I decided that it was just a little bit too cold, but it was not too cold for me to finish my walk.

The cold was uncomfortable. In fact, it was the perfect amount of uncomfortable for me to have a terribly productive morning walk. I found that I was walking at a brisker pace than I normally would if the temperature had been a little bit warmer. However, if it had been a little bit colder, I may not have finished the walk at all.

They say necessity is the mother of all invention, and that may be true. However, it is also true that discomfort is the purveyor of all productivity.

Discomfort can be that annoying clock on the wall that hums just a little too loudly. If it were to get any louder than it is now, it would cross some threshold which triggers a reaction from you — a reaction to get that clock fixed (or smashed).

Discomfort shows up throughout our day in myriad ways. It may show up as the stack of papers that bother you because you simply cannot find the time to get through them all, as the emails that continue to come in faster than you can respond, as the report that always prints incorrectly, or as the inability to pull up a record the exact way you want to pull it up.

There are many different ways that discomfort shows up for each of us, and these discomforts, if dialed to the right temperature, can fuel our desire to improve. The oscillating change between desiring to be more comfortable and the desire to avoid discomfort operate in a similar fashion as the carrot and the stick. Sometimes we are driven to get the carrot, while other times we are driven to avoid the stick.

How does this observation help you? The observation gives you another view at how your machine works, and when you understand how your machine works you have the opportunity to make changes to its operations.

When this observation dawned on me during my early-morning chilly walk, I embraced my discomfort because I recognized its production value. I realized I was achieving a productive walk, burning calories, and getting more oxygen to pump through my lungs than I otherwise would have experienced. I experienced the benefit of this production all day long with a noticeable increase in my energy and alertness.
Let me repeat that again for clarity: I embraced my discomfort because I recognized its production value.

This is the key. Acceptance. Acceptance of the discomfort. Acceptance of having things drive you nuts at work. Let them drive you nuts because that means you’re being driven, and drive is what moves us from where we are to where we want to go. Think of it as a dance you dance at work. Dancing is movement, and this movement is fueled by your discomfort. As soon as one item is handled, another will pop up. As things keep popping up, dance with them. You may even hum a little tune as you whiz around the dance floor at work fixing this and bettering that. Have fun with it because you’re becoming the purveyor of all productivity.

Did you know . . .

The first successful anti-rabies inoculation was given on July 6, 1885 by Louis Pasteur.
I have always found that one of the most important benefits of being a member of the ALA is the opportunity to network and exchange ideas with other members. Having colleagues with whom I can discuss the problems and challenges of law firm management makes me a better administrator and a more significant contributor to the success of my firm.

On April 23rd the Maryland Chapter sponsored a roundtable luncheon that once again reinforced the benefits of sharing with colleagues. The topic, “Paper Lite – Electronic Efficiency,” was discussed by a panel of four ALA members: Donna West and Robyn Seabrease of Gordon Feinblatt, Cindy Hunt of Pessin Katz, and Jacklynn Skiles of Miles & Stockbridge. Panelists provided attendees with printed copies of their actual policies and procedures and each took a turn discussing their firm’s efforts to move away from paper files. The program was very interactive, with frequent comments and questions from attendees. It was clear from the questions and answers that reducing paper is something all of our firms are working to address.

All panelists, as well as a number of others in attendance, had implemented policies in their firms that designated the electronic file as the official client file. With that as a starting point, topics discussed included, among others:

Policy: The importance of having a clearly-stated policy and who should be involved in developing the policy.

Procedures: What procedures each firm implemented to support the electronic file policy and to maintain well-organized e-files. For example, instructions on what kinds of electronic file folders each practice area will have in the document management system, and how these should be used.

Tools: Specific hardware and software firms used to make their e-file procedures more efficient and to generate more acceptance by users. The most popular item mentioned was desktop scanners provided to all secretaries.
Overcoming resistance: The degree of acceptance or resistance each firm encountered, and the ways in which they obtained buy-in from users.

Printing: The role and management of printed documents in an e-file environment.

Exceptions to the e-file only policy: What documents (i.e., wills, stock certificates, etc.) must be kept in hard copy, and how the list of exception documents was developed.

Offsite storage: How to reduce or eliminate the need for this, including (for some) how to deal with paper files currently stored offsite.

Each panelist made comments on some of the challenges they faced in working towards a “paper lite” office, how they dealt with those challenges, things they got right and things they could have done better, and ongoing issues. By the end of the program, everyone seemed to come away with some new ideas for moving their firms closer to the goal of becoming “paper lite.”
Most people agree that cracking your nest egg before you reach retirement age should be considered an option of last resort. But when life throws something unexpected at you—the loss of a job, an illness, or another need to pay for a large expense—you may find yourself looking at borrowing from your retirement savings to meet that need.

You will first need to confirm what options are available to you in your retirement plan. Some options may include early retirement withdrawals, hardship withdrawals and loans. If you have a withdrawal option available in your plan and you understand the potential tax consequences of taking the withdrawal, that might be the right option for you. For those who just need some short term help, a loan might be a more desirable option.

While there are benefits to borrowing from your retirement savings, there are some drawbacks, too. Because there are numerous implications to consider with a retirement plan loan, you should discuss this option with your tax advisor before you consider borrowing from your account.

**Beware of the IRS Tax Impact**
In regard to retirement savings, the IRS draws a clear line between “borrowing” and “withdrawing.” So a loan from your plan account may involve significant tax consequences if it is not paid back in full by its due date.

If you fail to meet the loan repayment requirements, the IRS will consider the loan a withdrawal, which will be subject to income tax. In addition, you may be assessed a 10% premature distribution penalty tax if you are younger than age 59½.

**Weigh Your Options Carefully**
Borrowing from your plan account may provide you with lower interest rates and loan fees than you could get from a lender. Plus, the interest you pay on your loan goes back into your account, so you’re essentially paying yourself. However, these advantages may not be enough to offset the lost opportunity of long-term growth your nest egg might enjoy if it were left untouched.
PROS
Interest, Fees and Taxes
Interest rates are Prime Rate + 1%.

The interest you pay goes back into your account. Your plan may charge a loan fee, which can be as much as 5% of the loan amount for small loans. Interest is not tax-deductible.

You’re repaying the loan with after-tax dollars, and those dollars will be taxed again when you withdraw them.

Repayment: You usually must pay back the loan within five years. If you are using the loan to purchase your primary home, the term can be up to 30 years.

The loan may be repaid in full at any time prior to the payoff date, with no penalty.

Payments are generally automatically deducted from your paycheck. If you leave your job for any reason, the balance of the loan may become immediately due. If you can’t repay it, the IRS will consider the unpaid amount a withdrawal, subject to penalties and taxes.

Repayments are taken from your net pay (after-tax earnings), so your take-home earnings will be lower.

CONS

Borrowing Limits: The maximum loan balance can be up to 50% of your vested balance but not more than $50,000 (this limit is inclusive of all qualified retirement plans in which you participate). The minimum loan amount is $1,000.

What Borrowing Could Cost You
This hypothetical example* illustrates how taking a loan from your retirement savings may negatively affect your account balance in the long run even when you continue making contributions and especially if you suspend making contributions:

<table>
<thead>
<tr>
<th></th>
<th>Account Balance After 30 Year Period</th>
<th>Impact on Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Loan</td>
<td>$394,652</td>
<td>None</td>
</tr>
<tr>
<td>Loan Taken and Contributions Continued</td>
<td>$393,693</td>
<td>($959)</td>
</tr>
<tr>
<td>Loan Taken and Contributions Suspended</td>
<td>$276,483</td>
<td>($118,169)</td>
</tr>
</tbody>
</table>

*This illustration is hypothetical and for illustrative purposes only. It assumes a $40,000 salary (with a 3% annual salary increase), an ongoing savings plan contribution rate of 10%, 5% annual investment return in the savings plan and the impact of a ten-year loan of $10,000 (with a 4% interest rate) taken after 15 years of saving. The account will be taxable upon distribution in retirement.
The biggest pitfall is if the loan isn’t repaid according to the loan terms. If the loan isn’t repaid, it’s considered a “deemed distribution” of the unpaid loan balance. That means that you now have additional taxable income in the year that the loan was unpaid, although you might have taken the actual cash months or years earlier.

If you’re under age 59½, that deemed distribution will be considered “early” and will also be subject to the 10% premature distribution penalty tax. Since you’ve likely already spent the money sometime in the past when you took the loan, you may not have the funds to pay the taxes.

While the loan feature can be a convenient benefit at certain times in your life, you may want to make sure you have a complete understanding of the full impact of taking a loan from your account.

Press inquiries:
Bradley Blewett
Associate Executive Director
ABA Retirement Funds
Office: 312.988.5854
Bradley.blewett@americanbar.org
DIGITAL DOCUMENT MANAGEMENT: REDUCE WASTE, IMPROVE WORKFLOW, SAVE TIME AND MONEY

Stop Wasting Time Manually Filing Documents
Are you scanning documents and emailing them to yourself just so you can drag and drop them in a folder on your computer or server (as long as you don’t forget to do it)? There are numerous time-saving software solutions available for law firms that automate this process at the push of a button.

If you’re utilizing your copier to scan paper documents into an electronic format, you’re already trying to improve your productivity. But, you can take it to the next level by incorporating an electronic document management solution that will automate the scanning process and direct the scanned document to the correct destination in the correct format that your law firm requires. Solutions, such as Dispatcher Pro Phoenix from Konica Minolta, can quickly scan your documents, convert them to a specific format, route them to a specific folder on your network (or on the Internet or in the cloud), or perform any number of other processes on them—all at the touch of a single button on your copier. Dispatcher Pro Phoenix runs completely in the background to convert, process, and incorporate these electronic documents into your business workflow.

This intelligent software frees up valuable time for your employees to focus on more productive tasks than just running a copier. It helps eliminate mistakes in filing, formatting, and processing, which saves your business money and shortens the time spent on completing routine business operations. Whether routing to a network folder, emailing to a specific person, redacting sensitive information, converting to any number of document formats or any number of other specialized tasks, Dispatcher Pro Phoenix takes the responsibility off employees, performs the tasks more quickly with less chance for error, and frees the Multi-Function Printer (MFP) for other operations. Dispatcher Pro Phoenix could be the catalyst for dramatic improvement to your firm’s productivity and bottom line.

Did you know . . .

That President Abraham Lincoln signed into law the first Federal income tax on August 5, 1861.
Stop Waiting for Your Documents to Print
Do you ever have documents bottled up in the print queue waiting on another, longer document to finish printing? “Follow Me” printing allows you to print securely on any MFP in your business, regardless of where you originally sent it. A common complaint with shared network printers is the time wasted waiting on documents to print. The problem is not the speed of the printers; it’s the workload the printers must manage. “Follow me” printing lets a document “follow” your employee to any copier or printer he or she has permission to use. Simply put, “Follow Me” printing is the concept of a “virtual” printer. Instead of directing your document to a specific printer, the document is sent to a virtual print queue. Once in this queue, the job will only be released to the printer your employee logs into. So, if the printer nearest Joe’s desk is busy completing a 100-copy job, Joe simply goes to the next closest printer that he has permission to use. Once he enters his authentication password on the MFP, his document routes automatically to that MFP and prints. No more wasted time or lost productivity.

Make Your Documents Work Harder Than You Do
Spending your valuable time retyping, redacting, indexing, or routing documents? Incorporate intelligent workflow software that can take over these tasks. When you digitally automate your workflow processes, you get to spend more time making money for your business.

Law offices have large quantities of documents to process. With eCopy ShareScan from Nuance Software, it’s easy for employees to use as it provides high-powered connectivity to your network and works with virtually any electronic document management system (EDMS) you might already have in place.

Make Printing Pay
PaperCut MF is a convenient and simple cost-recovery solution that provides an equitable method of assessing print charges for each user or client. Printing, copying, and faxing from your MFP is a necessary part of your business. But “unnecessary” printing takes money from your bottom line. Everyone who uses your MFP fleet can be tracked and assessed with cost-recovery solutions such as PaperCut MF. The software gives you the ability to track all printing, copying, and faxing of documents by all employees and departments. Empowered with this information, PaperCut MF also gives you detailed reporting capability that allows you to assess costs. Tracking this activity helps control personal or non-business related printing. PaperCut MF is invisible to your employees. Once an employee logs into an MFP, he or she operates the MFP in the normal way. PaperCut MF runs in the background, keeping track of all
activity and recording in its database. If necessary, controls or limits can be placed on certain MFPs or users to further reduce overall costs without seriously impeding day-to-day operations.

**Secure Your Printing & Copying**
Concerned about content security? Implement a secure printing solution that locks out unauthorized users and keeps confidential information confidential. PageScope Enterprise Suite helps you easily employ secure operation of your MFP fleet without overly intruding on day-to-day procedures. With these solutions, MFP security can be integrated with your existing security systems.

**Print More Efficiently**
Printing large, full color documents on small desktop MFPs is not efficient or cost-effective. Dispatcher Pro Phoenix can help you control how your employees print such jobs. Dispatcher Pro Phoenix enables you to establish intelligent workflows that take decisions on which jobs route to which MFPs out of the hands of users. Based on your firm’s needs and costs per print, intelligent workflows in Dispatcher Pro Phoenix examine each job, measure the amount of color or the number of pages in each job, and automatically send the job to the MFP that’s best suited for printing the job. The intelligence built into the workflow is based on your specific business—your MFPs, your needs, and your cost structures.

Rather than investing countless hours trying to learn about all of the options available on the market, ask for the help of a trusted document imaging consultant who can assess your individual needs and make sound recommendations. In the greater Baltimore area, DEX Imaging has an unbeatable track record (over 90% customer rating over the last 12 years) helping law firms convert from paper processes to digital media to reduce waste, save time, and improve productivity. Visit deximaging.com for a location near you to schedule a demonstration or discuss your needs.

“MFP security can be integrated with your existing security systems”
A Single Bottle of Water Can Be the Key to Your Reinvention

I was in a taxi one day and after sitting down, the driver generously offered me a bottle of water. A few questions later, he admitted that he always provides water for his passengers because it increases the potential tip an average of 15-20%. It also encourages a future call.

And, just like that, he exceeded my expectations by reinventing what it means to be a cab driver. He did not create the next iPad. He did not give me a deep discount. He simply raised the bar ever so slightly on customer service. As he predicted, of course, I increased the tip even though I did not drink a sip of water.

In a recovering economy, administrators are often considering ways to reestablish what they offer their colleagues and firm management. That effort requires some realignment and a more holistic approach to engagement. Here are five ways to reinvent yourself in the recovery.

**Be Grateful**

One of the most overlooked techniques for leveraging the power of social media is simply saying: “thank you.” Consider sending a short tweet to your Twitter followers acknowledging their interest in your commentary. Or, contact each LinkedIn connection to recognize his or her endorsement.

**Review Your Contacts for Surprises**

In fact, when was the last time you reviewed your connections on LinkedIn, Friends on Facebook, or followers on Twitter? Doing so will likely surprise you. There are probably individuals in your target audience with whom you would like to develop stronger relations, and they are already part of your network. Spend a few minutes studying network and identify those you are planning to reach out to in the next few months.

**Take Advantage of Opportunity Alerts**

Add those people whom you would like to meet or with whom you would like to build a relationship (within your firm or out in the broader community) to a Google alert (Google.com/alerts), which will inform you each time a person on your list is mentioned online. You will then have opportunities to connect in a meaningful fashion. Add their organization and area of interest to the alert as well. Each time an article in that field is published, for example, you will learn about it and have a reason to interact.
Make Meaningful Introductions

Despite the new ways that technology allows one to reach out, many individuals in the current market struggle with this type of organic follow up. Another proven method for reconnecting with a contact with which you have lost touch, continuing the conversation with someone you just met, or initiating contact for the first time is to make an introduction. Doing so reflects your character and genuinely acknowledges the person to whom you are reaching out.

For instance, following a meeting with a colleague, supervisor, or prospective employer, most people will send a short e-mail thanking the person for his or her time. (Savvy networkers may even send a handwritten note.) Next time, consider materially expressing your gratitude with an introduction. Do you know a local journalist or blogger who may be interested in that person’s work? Can you connect him or her to a potential client or referral source? Is there a member of the local community that he or she would like to meet?

S-W-O-T Strategically

From client service to individual growth, organizations should make 2015 the year to conduct an analysis of their strengths, weaknesses, opportunities and threats to properly position themselves in the market. Instead of seeking to study the entire organization, which is a long-term project, requiring significant resources, begin the inquiry at the local level. Start by asking questions about successes and failures, allowing the responses to drive the nature of the discussion. The approach does not need to be perfect, but it should be relevant, responsive, and refreshing.

I recommend starting with a bottle of water.

Ari Kaplan is the author of Reinventing Professional Services: Building Your Business in the Digital Marketplace (Wiley, 2011) and founder of the http://www.Lawcountability.com business development platform. He speaks to legal administrators worldwide. E-mail him at ari@arikaplanadvisors.com for his free tip sheet on reinventing yourself in the recovery.
Thanks to Our 2015-2016 Business Partner Sponsors

ADMIRAL
Dex Imaging, Inc.

COMMANDER
Advance Business Systems
Ellin & Tucker, Chartered
The Lawyers Help Desk
TriBridge Partners, LLC

LIEUTENANT
ABA Retirement Funds Program
Access
Alliance InfoSystems, LLC
Aramark Refreshment Services
Arris, a Design Studio, Inc.
Chubb Group of Insurance Companies
Colliers International
DTI Global
Ease Technologies, Inc.
Electronic Systems, Inc.
Herbert L. Jamison & Co., LLC
Humanscale
McEnroe Voice & Data
milliCare by EBC Carpet Services
mindShift Technologies, Inc.
   (a Ricoh Company)
Phillips Office Solutions
Planet Depos
Recall
Ricoh Legal
Rippe & Kingston
Robert Half Legal
Royal Cup Coffee
Special Counsel Baltimore
The Verve Partnership
Tuttle Printing & Engraving
Von Paris Moving and Storage

IN-KIND
Courthouse Copy
The Daily Record
“Our attorneys are confident that when they call the help desk, they will see immediate results.”
Miles & Stockbridge

CALL US TODAY
443-872-9210

Ensuring that everything in your world works, and works together.

410.252.4800
advancestuff.com | We Live and Breathe This Stuff.™
We are proud to support the
Maryland Association of Legal Administrators.

Digital Printing
Small and Large Document Scanning
Small and Large Format Color
Exhibit Preparation
Database Management
Electronic Media Duplication and Conversion
E-Discovery
and more....

Free Pick-Up and Delivery

Celebrating 23 Year of Service to the
Baltimore Legal Community

410-685-1100
www.courthousecopy.com
Who Reads the Record?

Wilhelm H. Joseph, Jr.
Executive Director, Maryland Legal Aid

"I read The Daily Record every day because it’s a source of information for developments in the law, business of the law, and business in general. As the Executive Director for Maryland Legal Aid, I rely on news about these important, interconnected topics to be effective in my role. The Daily Record’s content is always informative, and occasionally entertaining."

He’s Successful.
He’s Influential.
He’s Informed.
And, He Reads...

For your own edition or digital access, visit https://subscribe.thedailyrecord.com/L5ZALA.
Whether you need a highly skilled word processor or a team of proven project attorneys for eDiscovery document review...
You’re covered.

Find out more at roberthalflegal.com/testimonials.

Robert Half Legal
Baltimore • 410.385.8622

The difference is as simple as that.

Personal

Dependable

Knowledgeable

CONTACT US TODAY 800.366.5836
Royalcupofficecoffee.com
At the end of the day...
Who’s Really Watching Your Firm’s 401(k)?

201.917.3030
www.abaretirement.com

ABA Retirement Funds
IGOR FEDOSENKO
Vice President, Sales
Igor.Fedosenko@abaretirement.com

Providing the Legal Community the VERY BEST.

Access is the nation’s largest privately held records
and information management company with a
mission entirely focused on your satisfaction:
To lead the records and information
management industry by providing
our clients the very best service.

Call 1 877.345.3546 for your FREE Consultation today!

Meeting the needs of Law Offices Since 1912

Tuttle
PRINTING & ENGRAVING
800.776.7682
www.tuttleprinting.com

Specializing in:
Stationery
Office Supplies
Marketing Collateral
Corporate Gifts & Promotional Products

Aramark Refreshment Services brings insights, expertise,
and innovation to transform the workplace experience.

Our goal is to be your trusted partner, boosting employee
satisfaction, morale and productivity with a complete
Refreshment Program.

Learn more at www.aramarkrefreshments.com or by calling 410-880-4041

IT Support that Keeps Your Business Running Smoothly.

Cloud Services and Managed IT Support from a Local Company

Cloud Computing • Managed IT • Networking •
Disaster Recovery • Office 365 • Security
1700 Union Ave, Suite B, Baltimore, MD 21211
410-585-9505

Aramark Refreshment Services
brings insights, expertise,
and innovation to transform the workplace experience.

Our goal is to be your trusted partner, boosting employee
satisfaction, morale and productivity with a complete
Refreshment Program.

Learn more at www.aramarkrefreshments.com or by calling 410-880-4041

Arris
For more information on law firm design, contact
Alex J. Kramer, Principal Officer at
410.752.5006 or visit us at www.arrisdesign.com
“The Mover with the Gentle Touch” since 1892
Von Paris
CORPORATE SERVICES
Official Mover of the...

Full service office moving specialists
Systems and modular furniture installations
State of the art Imaging and document management
240-295-0040
www.vonparis.com

Still a Law... Really!

- It is illegal to mistreat oysters
- You cannot swear while inside the city limits of Baltimore

MARYLAND COUNTIES

ALLEGANY - HOWARD
ANNEARUNDEL - KENT
BALTIMORE - MONTGOMERY
CALVERT - PRINCEGE-
CAROLINE - ORGES
CARROLL - QUEENANNES
CECIL - SOMERSET
CHARLES - STMARY
DORCHESTER - TALBOT
FREDERICK - WASHINGTON
GARRETT - WICOMICO
HARFORD - WORCESTER
MARYLAND

Y Y F E C K P B A Y S J P B C S D Z W Z
R V R O N K E D A T N R Y N A G E L L A
A F E M T I G N O L I G T D R O F R A H
M Z D O U D L B T N T S G T I H O V O R
T P E K B Q L O C L E I A V S K S K M A
S P R U E A K E R N D J M C W F B V S R
S Y I K T E G A N A U Q D O C E C I L G
W G C A P E Z A V X C N Z V R B N Q W A
G D K V O W N S Y W N X I D T E Y O D W
R B N R L E D N U R A E N N A P R O D G
R E G T E W A S H I N T O N C E L W L
C E T U C A L V E R T G V E E U M T K V
S A Q S P D I O O K A F E S Q X O E Z G
N B R E E V R C G R M F T C X U G S U R
P M Q R X H I A R E J E F H K A T R E D
X Y E C O M C E W N R W L A I Y N E P N
V J T B O L T R I O B L U R Y V O M M Z
R C M C T T L P O W H R X L V H M O O B
E A I F T P P F Z D O Y S E C S K S U Q
X W V B S H X I O X X Y D S H N V I M B
It’s A Link Into The Future of Baltimore - The Law Links Internship Program.

There are numerous success stories about the students who have completed the Law Links Program; one is Zharde Todman. Read below what Jan Mahar has to say about this remarkable young woman.

“Zharde Todman came to Brown, Goldstein & Levy as a Law Links intern in June 2012. The firm was so pleased with her work that Zharde was invited to come back as a Summer Intern while attending college. Zharde has completed her second year at Frostburg University and will continue her college education at the University of Baltimore in the Fall. We have seen Zharde grow and look forward to seeing her each summer. She has become familiar with the firm and has been very helpful.” Jan E. Mahar, Firm Administrator, Brown, Goldstein & Levy.

The Law Links Internship Program was established in 1975 and promotes law-related education to public high school students.

The program encompasses four goals:

1. Improve students’ and teachers’ knowledge and understanding of the law and courts through real-world experiences;

2. Foster a more constructive attitude toward the law and civic responsibility;

3. Prepare young people for “life beyond high school” through the attainment of fundamental life skills; and

4. Decrease youth crime through diversion, communication restitution, and structured educational out-of-school activities.

Law firm employers pay the interns’ wages and the Law Links staff provides oversight and weekly seminars to ensure the success of the intern. The applicants are Baltimore City high school students who are motivated to obtain professional work experience that will help them achieve post high school goals. Once selected for the program, students are provided professional attire, eliminating a barrier that many students face when considering employment in professional offices.

The Law Links Institute provides youth an opportunity to dialogue with a number of legal professionals and learn the soft skills critical to workplace success, time management, communication, etiquette and more.

For more information about how your law firm or legal agency can become more involved with this program, please contact me or Shelley Brown.
The number one reason I see a person's metabolism slowdown is due to blood sugar imbalances.

Your daily eating habits tell your body how you want to store or utilize food. We can be amassers or burners. Ask yourself, “are you a bear or a hummingbird?”

**QUIZ:**
Do you skip breakfast or eat high carb/sweet breakfast?
Are you hungry 2 hrs. after a meal?
Feel the need for sweets after a big meal?
Can you go all day without eating and then just eat from 5pm until bedtime, never feeling satiated?
Do you come home from work and snack as you make dinner because you are starving?
Do you have to have something sweet late afternoon?
Need coffee to keep you going?
Ever want to nap after a meal?
Do you crave sweets or carbs?
Ever get cranky in between meals? Anyone accuse you of being hangry?

If you answered yes to any of these questions then there is a good chance you have sugar imbalances and could benefit from eating more regular balanced meals. Protein and fat take longer to digest, thus, they don’t raise your blood sugar the same as carbs. The higher the sugar contents on foods or the simpler the sugar, the quicker your blood sugar rises.
How to increase your metabolism:

Balance your blood sugar; eat balanced small frequent meals, or three full healthy meals with no grazing throughout the day.

Limit sugar, simple carbs, and alcohol

Green tea can help speed up your metabolism and support your adrenals (adrenals release our flight or fight hormone - cortisol. Too much cortisol can make us become more hibernators).

Exercise - use it or store it. If you are sedentary, then any calories consumed in excess of what’s needed for daily survival ends up getting stored. Try weight lifting or interval training to help speed up your metabolism.

Get a good night’s sleep and absolutely skip the midnight snack. A full night’s sleep lets all your hormones return to normal; but, more importantly your cortisol is at its lowest.

Drink lots of water and eat foods high in fiber (leafy greens, Brussels sprouts, berries, apples, beans, peas, etc.).

Other things to consider: cinnamon, ginger, cayenne peppers, fish oils, apple cider vinegar, soluble fiber supplement, and chromium.

Replace butter and fats with olive oil or, better yet, coconut oil.

**Did you know . . .**

That the island of Manhattan was discovered by Henry Hudson on September 4, 1609.
Cost Recovery and Other Benefits to Your Firm

For firms who bill back their clients for copy, print, scan and/or fax pages, and even for those who don’t, you may be losing money. Let’s face it, if tracking pages for bill back isn’t easy, it won’t get done. This means that page revenue will be down, while overhead expenses continue to increase. If your firm is currently charging for copies only, think about how many of your daily tasks now consist of printing and scanning. You still have the labor and supply costs, but you are not capturing the revenue for the output. For those firms that don’t charge clients for pages, you’re still spending more on output than you should. How do we know? Because most firms don’t have a strategy for managing output—they have no easy method for tracking and reporting across all of their devices. However, with Output Management solutions, your firm can optimize its fleet of copiers, printers and scanners, improve the security of document output, increase user productivity and reduce the costs associated with output.

So, what is Output Management? Output Management solutions are applications designed to manage the print, copy, scan and fax workflow in an organization. They offer the ability to track all devices from an easy to use central interface. Following are some of the core benefits of an Output Management solution:

Tracking and Reporting: Most organizations have more than one output device, including multi-functional copiers, network printers and local desktop printers. Historically, there wasn’t an easy way to quickly gather data from all of these devices regarding what was printed and who printed it, resulting in high overhead expenses, with no control. For our clients who bill back customers for the output they produce, this meant inaccurate billing, a lot of wasted time and lost revenue.

Output Management solutions allow organizations to easily track usage across all output devices, including multi-functional copiers, network printers and even local desktop printers. With the use of a pop-up window at the PC or via a client list at an MFP, users can account for pages by client or cost center. Administrators can quickly compile custom reports, providing information on users, devices, departments, cost centers, customers, trends and most importantly, cost savings.

Secure Printing: In most organizations, the output devices, such as multi-functional copiers and network printers, are shared among several users. This workgroup strategy can be the most cost effective approach to device management. However, it can present some challenges with user productivity and the security of the information that is printed. If there is a user running a large job, it can slow down several other users from retrieving their needed output. Also, certain regulations have been put in place to prevent confidential information from being easily accessible. So, jobs cannot be printed and left on a device out in the open for someone to grab, either intentionally or accidently.

Secure “Follow Me” Printing solves these issues. When a user sends a print job, it is held on a secure server. This allows users to retrieve their jobs from any device on the net-
work. They simply walk up to an MFP or a printer, log on and they are presented with a list of only their jobs. The jobs can be released for printing, or even deleted if they are no longer needed, while the user stands at the device. This improves productivity by allowing users to always be able to retrieve their print jobs from any available machine, and it provides a layer of security because jobs are only printed once the user authenticates at the device. It even presents a cost savings opportunity because incorrect jobs, or jobs that are no longer needed, can be deleted before being printed. Those jobs that used to sit on the printer, never to be retrieved, instead are never printed if the user doesn’t release them. They are deleted from the print server, saving the cost of the output.

**Rules Based Routing:** There is a common understanding that large print jobs should be directed to cost effective MFPs, instead of being printed on expensive cartridge based desktop printers. Yet, users tend to print in whatever way is most convenient for them, including not taking the time to select double-sided or grayscale output. This can lead to very expensive operational costs for maintaining printers. It is also common that users print documents in full color, such as emails and web pages, which would just be as effective in black and white. This again leads to higher output expenses.

With Rules Based Routing, administrators have the ability to create custom rules that all print jobs are measured against, to ensure the most productive and cost effective printing strategy. Rules could include the number of pages, the number of copies, black & white vs. full color, single sided vs. double sided, the file type, page size, etc. The print server can apply whatever rules are put in place, and will notify the user of the actions taken. This is a way to shift large jobs to the most cost effective devices, to print large jobs double sided to cut down on paper expenses, and to print documents that are not color-critical in black and white, among many other options. Rules Based Routing can increase efficiencies and can reduce expenses.

**Mobile Printing:** Many organizations today have implemented, or allow, the use of mobile devices by employees to access company information, aimed at increasing user productivity. Therefore, as a result, users are demanding a means for printing directly from their Apple and Android devices.

Output Management Solutions provide several methods for mobile printing. However, more importantly, they treat mobile print jobs like any other network print job, allowing users to retrieve their prints from any device on the network, and even account for the prints by either a user or a cost center. If desired, they can also incorporate a mobile printing workflow for guests or other non-company employees.

Output Management Solutions are designed to improve user productivity and to reduce expenses. Ensuring your law firm has an information workflow strategy, through hardware, software and professional services, can help your business lower costs, while allowing you to spend more time on revenue generating tasks.
Did You Know?

Too many Marylanders – 575,000 – currently live in poverty. This is 10% of the total state population. Poverty is high in both urban and rural areas. The Federal Poverty Level states that a family of four that has a household income of $23,850 per year or less is living in poverty. About 7.6% of seniors age 65 and up, 12% of women age 75 and up, and 13.3% of children live at or below the federal poverty level.

Working Poor. The working poor person is considered to have worked for at least 27 weeks but has an income that still falls below the official poverty level. The Maryland minimum wage is $8.25 per hour. The housing wage in Maryland, the wage per hour needed to pay the rent and utilities on a 2-bedroom apartment and spend less than 30% of take-home pay, ranges from $14/hour to $27/hour.

Unemployment. Although Maryland’s unemployment rate has dropped to 5.5% in recent months, the unemployment rate in Baltimore City remains high at 8.0%. People with developmental disabilities have the highest unemployment rate of any group of Americans; up to 80% of people with developmental disabilities are not employed.

Homelessness. There are at least 11,698 homeless people in Maryland, an estimated 5,380 of whom are children under the age of six. Of Maryland’s homeless population, 16% are considered “chronically homeless,” defined as individuals who have a disability, including serious mental illness, chronic substance disorders, or chronic medical issues, and who are homeless repeatedly or for long periods of time.

How We Help? As part of our ongoing commitment to address these concerns, Maryland Chapter ALA members, together with business partners, family members and friends, undertake several initiatives throughout the year. This year’s initiatives include:

Serving at Our Daily Bread. On Sunday, June 14, Chapter members Laine Czapski, Joanne Edwards, Ruth Fry, Eric Hightower, Renee Lane-Kunz, Karen Paglia, and Sophia Papantonakis, served a hot meal to a few hundred guests at Our Daily Bread. Our Daily Bread is Maryland’s largest soup kitchen, serving more than a quarter million meals to the hungry of Baltimore City each year.
**Back to School Book Drive.** In July/August, we will sponsor a book drive to collect children's books for the Maryland Book Bank. Details about the book drive will be coming soon, but to kick off the drive, we are asking everyone attending the Chapter Crab Feast in July to bring a new or "gently used" children's book – a small price to pay for a fun evening of crabs and great company!

**Maryland Food Bank.** On Wednesday evening, October 7, we will once again man the conveyor belt to sort and pack food at the Maryland Food Bank. This is an activity that we have done annually for several years, and it is one our most fun and well attended activities.

**Salvation Army Angel Tree Program.** For this year's holiday giving initiative, we will help to provide a joyous holiday season for needy children in Maryland by participating in the Salvation Army's Angel Tree Program.

Please keep an eye out for details about these great initiatives in the coming months, and please consider joining us as we work together to make a difference in our community. If you would like to get even more involved by joining the Community Connection Committee and helping to plan our programs, please contact Joanne Edwards at 410.528.5571, or by email to edwardsj@ballardspahr.com.

*Our Daily Bread Volunteers (from left to right): Ruth Fry, Eric Hightower, Renee Lane-Kunz, Celeste Burns, Joanne Edwards, Karen Paglia, Joyce Ling, Sophia Papantonakis, Isabelle Czapski, Laine Czapski.*
We all know that FMLA navigation can be tricky. Following is an excerpt from an interesting Q&A from *HR Snapshot*. The question posed to the professional relates to termination following FMLA. As usual, it’s a slippery slope. Here’s some sage advice:

**Question:** We have an employee who was expected to return from FMLA yesterday. She has not returned and we haven’t heard from her. Can we terminate her employment?

**Answer from Rebecca, one of HR Snapshot Pros:**

Communication from both the employer and the employee is critical to the success of leave that is protected under the Family Medical Leave Act (FMLA). This is especially true if the employee’s expected return date is before her full FMLA allowance would be used. In that situation, it is possible that the continued absence would be protected FMLA leave, so you should make every practical effort to contact the employee by phone, email, and certified mail. All efforts to contact the employee should be documented.

You should also consider whether the employee may be protected under the Americans with Disabilities Act (ADA), even if all FMLA protected leave has been taken. FMLA issues can often prompt an ADA analysis. If you think there is any possibility that the employee would be considered disabled under the ADA based on your objective knowledge (and especially the reasons given for the initial FMLA leave), you should also be reaching out in an effort to start the ADA interactive process to determine if she is disabled and if there are any reasonable accommodations that can be made.

You may be able to sever the employment relationship if the employee is completely unresponsive within a reasonable period of time. However, prior to termination we recommend that you make written attempts to reach the employee via certified mail, return receipt requested, and document those attempts in her personnel file. While the “reasonable period of time” may be dependent on the particular situation, generally two weeks from the confirmed date of receipt of the certified letter would be an acceptable amount of time to wait before proceeding with a termination for job abandonment. You should also ensure that no contract, state specific regulation, or other protection (such as workers’ compensation) would require additional allowed absence or a different termination procedure.
Following this procedure shows “good faith” on your end. Acting in good faith and documenting your good faith efforts may provide you with protection should you ever be challenged with regard to your decision to terminate this employee.

Even if the FMLA protected leave is exhausted and no ADA protections are available to the returning employee, you may choose not to treat the failure to return from FMLA leave in exactly the same way as other job abandonment is treated. By giving the employee who has failed to return from leave a week or two to explain the absence, you can ensure that all parties are in agreement about the expected return date and that additional protected leave is not required. However, if you do decide to apply your regular job abandonment policy in this situation, you should make sure that you are giving the non-returning employee the same number of missed work days and attempts at communication before termination that you would give to any other employee, or have given to other employees in the past.

*Reprint permission by KTBSPayroll HR Support Center*
The Five Second Survey this month focused on happy hours. I apologize to anyone who was unable to participate due to the nature of the topic.

25 members participated in the survey. 17 individuals (68%) responded that his or her firm sponsors or organizes happy hours.

**How often are happy hours held?**
8 members indicated that these events are held quarterly or every few months, while a few other members responded that happy hours were held monthly. 2 participants responded these events are reserved for attorneys only.

**How are locations selected?**
5 members responded events are always held in-house
4 responded happy hours are always held out of the office
Some members commented they look into proximity and specials offered by hotels, bars, and restaurants. One administrator remarked he or she looks into the wheelchair accessibility of the establishments.

**Are employees allowed to invite family members or spouses?**
Most participants responded by saying no or skipping the question. Only 3 members said yes to this question.

**Are clients ever invited?**
16 colleagues said no.
4 said yes.
5 members skipped this question.

**Share a memorable happy hour experience!**
Bocce tournament/HH, or planning a HH around a specific event such as an anniversary, etc.
Playing “Quarters” following Ouzo shots at our Greek themed event!
Autobon Racetrack.
It was a ‘70s theme.
If we have a Happy Hour because someone we don’t want to see leave. It’s always funny and touching.
B&O Brasserie, we reserved the “sofa area”.
Cinco de Mayo happy hour which included a lively discussion on the recent Freddie Gray matter
The night an employee took the ice bucket, filled it with all the open bottles of wine/liquor and went home!
Client functions are always enjoyable - you have the opportunity to put a face to a name. We recently sponsored a Happy Hour for the Young Lawyers of the PG County Bar, which was very successful - turn out was great, and the young lawyers seemed to enjoy mingling with the judges and experienced attorneys.
About 20 of us attended a happy hour gathering at Leinenkugel’s Beer Garden at Market place. They gave us mugs, t-shirts, free appetizers and all we had to do was buy drinks. Awesome.
Karen Ortman  
Administrative Assistant  
Waranch & Brown, LLC  
Professionally speaking, if you weren’t a legal administrator, what would you be doing?  
I would probably a teacher.  
What was your first job? The typing pool at Social Security Administration at Woodlawn  
What do you do for fun when you’re not “administrating”? Boating on the Chesapeake Bay  
What is the best thing about working for your firm? We have an incredible team that works well together which makes coming to work enjoyable  
What is your favorite Maryland restaurant? I don’t really have a favorite but really enjoy any restaurant on the water where we can arrive by boat  

Kara Yendell  
Director of Administrative Services  
Maryland Legal Aid  
Professionally speaking, if you weren’t a legal administrator, what would you be doing?  
A writer and/or a professional server. I grew up working in restaurants and have always loved it.  
If you could have any three people over for dinner (dead or alive) who would they be? My grandfather John who passed away when I was 12, my sister who lives in VA and I don’t get to see often enough, and Bill Murray.  
What do you enjoy most about your job? Maryland Legal Aid has offices across the state so I’ve been able to see parts of the state that I haven’t in my 13 years living here.  
What is the best professional advice you’ve ever received? Be a good listener.  
What do you consider to be the biggest challenge of law firm management? This is my first law firm experience, so I’m still learning the ropes! I would say that for Maryland Legal Aid, balancing limited funds with the overwhelming number of clients who need services is and always will be a challenge.  
What is the most humorous or unusual situation you have encountered as a legal administrator? I’ve only been with Maryland Legal Aid since last September and there are too many to count! I’ve had water outages, pest problems, trespassers, and civil unrest- I wonder what the next 9 months will bring!
I was honored to be one of three Chapter members who were awarded scholarships to attend this year’s ALA National Conference in Nashville. My scholarship was awarded on the premise of being a new member, which I lightly touched upon in an article I wrote for last month’s disclosure. The beginning of my trip south was very memorable. While I was waiting to board the plane, an organization called Honor Flight Network was waiting for passengers to disembark. The Honor Flight Network had organized a trip for World War II veterans to see the World War II memorial in Washington, DC. The organization asked travelers awaiting their flights to create a receiving line and passed out American flags to welcome the veterans as they arrived through the gate. This was the first time I’ve ever experienced anything like this during the course of traveling! I soon arrived in Nashville and felt surprisingly at ease. I had gone to college near Roanoke, Virginia, another city of the south, and Nashville brought back memories of southern hospitality and the “twang” of the southern accent. I thought I would once again appreciate the slower speed at which things moved in the south, but I quickly realized I now craved a little more “hustle and bustle.”

The seminars arranged by the ALA were educational; however, my favorite session was presented by Steve Hughes: Getting Attorneys to Do What You Want Them to Do. I would describe the lecture as a feel good breakthrough which highlighted effective communication practices. It is probably safe to say most people in attendance didn’t walk away with earth shattering new ideas; but were reminded of effective communication skills, such as saying more with less and asking questions to lead people to the right answers. It could also be that I went to Bongo Java across the road before the seminar, so the delicious iced beverage probably helped to stimulate my interest! In addition to the educational opportunities, I found the vendor expo to be very beneficial. I walked away with more pens than I could use in a lifetime and introductions that will likely help myself and my firm.

I definitely enjoyed my time in Nashville and very much appreciated the opportunity to take part in the 2015 ALA Conference, and to connect with other attending members from our Chapter. Looking forward to the future, the 2016 ALA Conference is going to be held in Los Angeles from May 22 – 25. This means I only have 321 days to position myself to go next year!
A First Time Attendee Experience

Thank you DEX Imaging for generously providing this year’s chapter stipends to the ALA National Conference. I had the honor to be one of the MDALA stipend winners. This was my first time attending the National Conference and my first time in Nashville, Tennessee, so I had no idea what to expect. I read through the entire program with my office neighbor to help choose some hopefully exciting and rejuvenating sessions. I looked up local restaurants and nightlife to see how to plan my off-conference time, and looked forward to spending some time with other attending local chapter members outside an office environment, and to meet up with friends from other chapters.

Nashville was a friendly, small town; more progressive than I had imagined. According to one of my Uber drivers, the tourism and convention industry started to bloom within the past five years. Their main tourist area is located on Broadway Street and is about 8 blocks long. The street was lined with restaurants and bars – live music pouring out of almost every crevice of the city. It was a bustling weekend with many graduations, proms, bachelorette parties and weddings, so the streets were very crowded all day and night long.

The conference attendance was phenomenal. I would guess there were four thousand administrators from all over the country. Also, with many renowned speakers presenting, it was hard to choose which sessions to attend. I also enjoyed talking to the business partners, who were there to answer any questions I might have. Everyone seemed welcoming and interested in learning and helping out one another. There was definitely a strong sense of community.

In my off-time, I visited the traditional tourist attractions: The Grand Ole Opry, the Parthenon and the Ryland Theatre, but sadly I missed “The Redneck Comedy Bus Tour of Nashville.” Hopefully, next time!

The chapter dinner was very nice and probably the best part of the conference for me. I enjoyed just relaxing and getting to know everyone a little better. We all let our hair down, enjoyed good food and cut-a-rug or two, until we couldn’t possibly dance any more.

So I learned a few things about myself: I learned that I am not as big of a fan of southern food as I thought I was. I learned that more than one shot of Fireball leads to a night you won’t forget (but really can’t remember all the details, thankfully). I also learned that I enjoy spending time with others from the Maryland Chapter: a fun-loving, hard-working group that I am proud to call my friends and colleagues.
As a recipient of the Chapter's Scholarship program, I had the good fortune once again to attend ALA's National Conference in Nashville. My favorite part of any conference has always been the opening speaker and this year did not disappoint.

Alison Levine's presentation, Success Strategies from the 7 Summits, kicked off the conference with enthusiasm and the message that we must be proactive. Alison used her previous experiences and background (serving as team captain of the first American Women’s Everest Expedition; climbing the highest peak on each continent; and skiing to both the North and South Poles - a feat known as the Adventure Grand Slam - which fewer than 40 people in the world have ever achieved!) to emphasize the point that our world is ever-changing and we each need to take action in every situation we encounter – before and during the process. We cannot afford to be reactionary. Your plan is your guide.

Alison also illustrated how we all have unique strengths and weaknesses; her own included physical disabilities that could easily have prevented her from succeeding at her many adventure challenges. However, it did not. She not only drew from her other personal strengths, but she surrounded herself with teammates who were able to complement her abilities, as well as the task at hand. And this is exactly what we need to do when managing our firms. Life is a challenge every day; yet, with proactive planning and a complementary team for support, just about anything is possible.

Thank you to the group at DEX Imaging for sponsoring the Chapter scholarships and providing these opportunities to members like me.
2015/2016
Maryland Chapter
Committee Chairpersons and Members

Advisory Council
Laine Czapski, 410-823-1800
Eric Hightower, 410-309-0505
(Co-chairs)

Bar Liaison
Lisa Mangus, 410-752-1040 (Chair)

Business Partner Relations
Hope Bazerman, 443-627-2026
Laine Czapski, 410-823-1800
Janice Jewson, 410-767-7281
Lisa Mangus, 410-752-1040
Deborah R. Melnyk, 410-230-1360
(Chair)
Kristi Stevenson, 301-670-7030
P.J. Thomas, 410-659-7751

Chapter Webmaster
Jesse Mowen, 410-986-0814 (Chair)

Community Connections
Tonya Anderson, 410-727-6464
Joanne Edwards, 410-528-6671 (Chair)
Ruth Fry, 410-332-8876
Sophia Papantonakis, 410-234-1000

Diversity & Inclusion
Tonya Anderson, 410-727-6464
Mark Henderson, 410-727-6600
Janice Jewson, 410-767-7281
Marta Pola, 410-752-0434 (Chair)
Patricia Sanchez, 301-770-3737
Robin Welbourn, 410-938-8708

Managing Partner Event
Shirley McIntyre, 410-865-5412
(Chair)

Newsletter
Amanda Albright, 410-752-1630
Cynthia Cherry, 410-230-7139
Daniel Ludwig, 410-553-3492
Lisa Mangus, 410-752-1040
David Roden, 410-783-4000
Alyce Verville, 301-575-0370
Vickey Wagner, 410-230-3806
(Editor)

Suburban Group
Maura Bowen, 301-230-5249
Kristi Stevenson, 301-670-7030
(Chair)
DAVIDGE HALL

The University of Maryland School of Medicine is America’s oldest public medical school. The building known as Davidge Hall has been in continuous use for medical education since 1813. All students attending the University will pass through Davidge Hall.

The need for a medical school in Maryland at the end of the eighteenth century was quite obvious. A prosperous but unsanitary harbor city, approximately 40,000 people lived in Baltimore. A general lack of sanitation brought about many instances of malaria, typhoid fever, cholera, yellow fever and other communicable diseases. The average life span during this time was only 34 years.

Although requests to establish a medical school were denied by the state in 1801 and 1802, Dr. John Beale Davidge and others with medical degrees began teaching medical lectures out of their homes. When a small theater owned by Davidge was destroyed by an angry mob in 1807, the Maryland General Assembly passed a bill establishing a college of medicine.

Davidge Hall was completed for about $40,000 and funded primarily by the doctors teaching at the time. In 1977, the hall was listed on the National Register of Historic Places and made a National Historic Landmark on 1997.
The Smith Island Cake was named the official Maryland State Dessert in 2008. Smith Island, Maryland is located ten miles offshore in the Chesapeake Bay and is accessible only by ferry. It is a 400 year old fishing village with 250 residents. The traditional cake can be traced back to the 1800’s when wives of fishermen would send the cake with their husbands as they left for the autumn oyster harvest.

**INGREDIENTS**

**FOR THE CAKE:**
- 24 Tbsp. unsalted butter, melted, plus more for pans
- 3½ cups flour, plus more for pans
- 4 tsp. baking powder
- 1½ tsp. kosher salt
- 2¼ cups sugar
- 2 cups milk
- 1 Tbsp. vanilla extract
- 6 eggs

**FOR THE ICING:**
- 2 oz. unsweetened chocolate, chopped
- 2 oz. semisweet chocolate, chopped
- 2 cups sugar
- 1 cup evaporated milk
- 6 Tbsp. unsalted butter, melted
- 2 tsp. vanilla extract

**Make the cake:** Heat oven to 350°. Butter and flour four 9” cake pans; set aside. Whisk together flour, baking powder, and salt in a large bowl; set dry ingredients aside. Whisk together butter, sugar, milk, vanilla, and eggs in another bowl. Pour wet ingredients over dry ingredients, and using a whisk, stir together until just combined; let batter sit for 15 minutes. Stir batter again until smooth, and then divide half the batter among prepared pans; tilt cake pans around to let batter cover entire bottom. Bake cakes, rotating pans halfway through cooking, until barely browned, about 15 minutes. Let cakes cool for 20 minutes in pans, and then invert onto wire racks to cool completely. Clean and dry pans, and grease and flour again; divide remaining batter among pans, and repeat baking process.

**Make the icing and assemble the cake:** Bring both chocolates, sugar, milk, and butter to a boil in a 6-qt. saucepan over medium-high heat; cook, stirring often, until sugar dissolves, chocolate melts, and mixture is smooth and shiny, about 8 minutes. Remove from heat, and stir in vanilla; let icing sit until thick enough to spread, about 30 minutes. Place one cake on a cake stand and, using an offset spatula, spread with 1/4 cup icing; repeat with remaining cakes and 1-1/2 cups icing, leaving top cake un-iced. Chill cake to set icing between cakes, about 30 minutes. Rewarm remaining icing, if necessary, and spread over top and sides of the cake; let icing cool before serving.