Richmond

A Chapter of the Association of Legal Administrators

February 2020 Member Meeting

Minutes

Dominion Payroll Services

February 19, 2020
Noon-1:30 pm

Welcome everyone. Thank you to Scott Byer and Dominion Payroll Services for offering us another opportunity to host our meeting at this location. Thanks to Ellen Purcell for overseeing the arrangements.

Thank our meeting sponsors:

- Actionstep
- Superior Document Services (KLDiscovery)

Introduce and Thank Business Partners:

1.	DeAnn Pangburn	Atlantic Union Bank	Platinum Business Partner
2.	Kay Larkin	Seltek	Gold Business Partner
3.	Scott Byer Byer	Dominion Payroll Services	Gold Business Partner
4.	Carissa Heath	Affinity Consulting	Bronze Business Partner
5.	Andrew Keeney	Actionstep	Bronze Business Partner
6.	Christina Llames	Actionstep	Bronze Business Partner
7.	Renee Covington	Superior Document Services (KLDiscovery)	Bronze Business Partner
8.	Aubrey Owens	Superior Document Services (KLDiscovery)	Bronze Business Partner
9.	Robin Smith	Mid-Atlantic Legal Recruiting, LLC	Bronze Business Partner

Guests:

- Any guests?

New members:

- Any new members?

Announcements:

- **March 6-7 – 12th Annual Virginia Statewide Retreat and Expo** – The Williamsburg Lodge – Register Today! – Michael Keatts
- **March 18 – Toxic Employees –** Can Can
- **March 25 – Platinum Social** – Sur La Table
- **March 31 – Volunteer Event at Feed More** – (1:00-4:30 pm) Volunteers will assist staff in packing backpacks. Contact Nancy Pugh
- **April 23 – Hunton Andrews Kurth LLP**

Meeting Sponsor Introduction/Raffle:

- **Actionstep –** Andrew Keeney
    - Door Prizes
        - Ellen Purcell – Tazza gift card
        - Kim Brown – Amazon gift card
        - Mark Tucker – bottle of win
        - Kendall Ruby – bottle of wine
- **Superior Document Services (KLDiscovery)** – Renee Covington
    - Door Prize
        - Anne Henkel - speaker

Introduction:

The Virginia Judges and Lawyers Assistance Program (VJLAP), formerly known as Lawyers Helping Lawyers, provides confidential, non-disciplinary assistance to lawyers, judges, law students, legal professionals, and their family members who are experiencing impairment as a result of substance abuse and/or mental health conditions. Today we are going to learn about the services available from this organization and ways that you can use those resources at your firm.

Speaker Bio:

Jim Leffler
Clinical Director
Virginia Judges & Lawyers Assistance Program

Jim Leffler is a Licensed Professional Counselor who joined Lawyers Helping Lawyers (now Virginia Judges and Lawyers Assistance Program).as the Mental Health Services Coordinator in January 2004. He assumed the role of Executive Director in December 2005. In August 2015, he relinquished the role of Executive Director to become Clinical Director. Jim has extensive experience in the field of chemical dependency and mental health. The staggering numbers of attorneys that commit suicide led to Jim's interest into this area. He has been certified as a suicide prevention instructor since 2004, has made numerous presentations on this subject to Virginia Bar organizations, and nationally to three different sections of the American Bar Association.

Jim started and managed outpatient programs for the Medical College of Virginia's Department of Psychiatry, Charter Westbrook Hospital and St. John's Hospital. He has supervised numerous individuals working towards licensure and certification as counselors in the state of Virginia. He also has consulted with various agencies in matters such as professional conduct of staff, privacy rights of clients, and the importance of accurate diagnosis to insure appropriate treatment. Jim has undergraduate and graduate degrees from Virginia Commonwealth University and has been licensed since 1990.

Please welcome Jim Leffler…

Jim Leffler was also joined by his colleague, Barbara Mardigian

Total No. Members Attending	12
Total No. Guests w/Member	2

Total No. Guests w/BP	1
Other Guests	
Speaker(s):	2
Business Partners	9
TOTAL	26

ALA Meeting - February 2020				
Name	**Last Name**	**Company**	**Type**	**Attendance**
Christina Bloom, CLM	Bloom	Goodman Allen Donnelly	Member	x
Kim Brown	Brown	Spotts Fain PC	Member	x
Dave Cummings	Cummings	Allen, Allen, Allen & Allen	Member	x
Abigail L. Davis-Hess	Davis-Hess	ReidGoodwin, PLC	Member	No Show
Cherie L. Heintz	Heintz	Hunton Andrews Kurth LLP	Member	x
Anne Henkel	Henkel	Goodman Allen Donnelly	Member	x
Judith Lancaster	Lancaster	Swedish Match	Member	x
Paul Mustian	Mustian	Christian and Barton	Member	x
Nancy Pugh, CPA	Pugh		Member	x
Ellen Purcell	Purcell	Hirschler	Member	x
Kendall Ruby	Ruby	Harman Claytor Corrigan & Wellman	Member	x
Kathryn (Kathy) Scourby	Scourby	KNS Consulting, LLC	Member	No Show
Mary Soulios	Soulios	Eckert Seamans	Member	No Show
Mark Tucker	Tucker	Spotts Fain PC	Member	x
Martha Youngblood	Youngblood	McGuire Woods Consulting	Member	x
Scott Byer	Byer	Dominion Payroll	Guest	x
Renee Covington	Covington	KLDiscovery/Superior Document Services	Guest	x
Carissa Heath	Heath	Affinity Consulting	Guest	x
Andrew Keeney	Keeney	Action Step	Guest	x
Kay Larkin	Larkin	Seltek	Guest	x
Christina Llames	Llames	Action Step	Guest	x
Aubrey Owens	Owens	KLDiscovery/Superior Document Services	Guest	x
DeAnn Pangburn	Pangburn	Atlantic Union Bank	Guest	x
Robin Smith	Smith	Mid-Atlantic Legal Recruiting, LLC	Guest	x
Jim Leffler	Leffler	Virginia Judges & Lawyers Assistance Program	Speaker	x
Walk-Ins				
Barbara Mardigan	Mardigian	Virginia Judges & Lawyers Assistant Program	Speaker	x
Steve Harler	Harler	Reliable Payments	Guest	x
Jamison Lancaster	Lancaster	Dominion Payroll	Guest	x
Greg Geisz	Geisz	Allen & Allen	Guest	x
			Total in Attendance	26