

RESOLUTION 085-2021

Hiring Outside Legal Counsel for Formal Personnel Investigation

Cuyahoga County, Ohio

Be It Resolved by the Township Trustees of Olmsted Township

WHEREAS, this date, 8/19/2021, 2021, Trustee Lisa Zver moved the adoption of the following Resolution:

WHEREAS, allegations of work-related conduct and behavior were made, and;

WHEREAS, the Board concludes that it is in the best interests of the Township and all involved that the allegations be independently investigated.

NOW THEREFORE, it is hereby RESOLVED by the Board that:

The services of Linda Woeber, and the firm of Montgomery Jonson, LLP, are engaged for the purpose of investigating the allegations of work-related conduct and behavior. The corresponding engagement letter with Linda Woeber and Montgomery Jonson, LLP is hereby approved.

Upon completion of such investigation, Attorney Woeber shall prepare a report submitted to the Board of Trustees.

Trustee JEANNE KRESS seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 19th day of AUGUST, 2021.

Lisa Zver
Jeanne M. Kress

Township Trustees

Attest: Brian W. Buttle
Township Fiscal Officer



600 Vine Street, Suite 2650
Cincinnati, OH 45202

Linda L. Woeber
lwoeber@mojolaw.com
Direct 513.768.5239

August 17, 2021

Via Email

Olmstead Township Board of Trustees
7900 Fitch Road
Olmstead Township, Ohio 44138
c/o Jim Mathews (mathews@bakerfirm.com)

Re: Workplace Investigation
MJ Ref: 60206-11779

Mr. Mathews:

You have asked me to conduct an investigation of employee-related matters on behalf of the Board. We would be pleased to perform this work for Olmstead Township.

We offer a reduced hourly rate for public officials of \$250.00 per hour for partners; \$195.00 per hour for associates; and \$95.00 per hour for paralegals and law clerks. We bill in 6-minute increments, and each billing entry contains the date, a description of the task performed, and the time spent on each task.

As a professional courtesy, we will not require a retainer. We bill on a monthly basis; if you have any questions about a bill, please contact me to discuss.

I have enclosed a copy of our Document Retention Policy.

If you have any questions with regard to this letter, please do not hesitate to contact me.

Very truly yours,

MONTGOMERY JONSON LLP

Linda L. Woeber

LINDA L. WOEBER

Document Retention Policy

During the course of our work for you on this matter, our office will create and maintain a paper file and an electronic file. Some documents may exist in both files, some in one or the other.

When our work for you on this matter is concluded, we will:

- 1) send you a “closing letter” stating that the representation has ended; and
- 2) return to you all original documents you have provided to us during the course of the representation.

It is our policy to remove and destroy from the paper file all documents that are publicly available. This includes pleadings that have been filed with the court, news articles, etc. We also remove and destroy from the paper file duplicates of documents we also have in electronic form. This may include expert reports, deposition transcripts, discovery responses, medical records, etc. In some cases, a protective order is entered by the court, which requires the return or destruction, at the conclusion of the case, of certain documents produced during the case. If such an order is entered by the court in your case, you will be made aware of it at the time of the order. We will obey any such order and return or destroy the documents as required by the order.

The remainder of our file will be maintained for seven years from the date of the closing letter we send to you. If you want to review the file or obtain a copy of part or all of it, you may do so by sending a written request to one of the attorneys managing your file or their legal assistants.

On or after the seventh anniversary of our closing letter to you, at a time convenient to us, we will destroy the remaining file in a manner designed to ensure confidentiality. If we believe there is a reason to maintain the file for a longer period, we may do so.

If you have any questions about this policy, please contact us to discuss your questions or concerns. By accepting our representation in this matter, you agree to the terms of this policy.

Rev. 6/2020

Olmstead Township Board of Trustees
August 17, 2021
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By: 
Olmstead Township Board of Trustees

08.19.2021
Date

Attachment

cc: David A. Riepenhoff, Esq. (via email)