

LEGAL OFFICE GOALS

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Legal Office Administration

- Use the recommendations contained in the *“Ways to Improve the Legal Office”* as guidance, implement improvements in the Legal Office.
- Maintain an organized and professional appearance in the Legal Office space.
- Revise the Environmental Review Appeals Commission (ERAC) Manual to identify steps in preparing the certified record in ERAC cases.

Enforcement—*“Effective and Efficient Enforcement”*

- Resolve all 21-month old cases by end of 2005.
- Resolve all 2-year old verified complaints by close of 2005.
- Identify areas where consistency is need in negotiating *Supplemental Environmental Projects (SEPs)* and create guidance for those areas.

Client Service

- Rules and Legislation
 - Assist each division in meeting deadlines for 5-year rule reviews.
 - Update/revise OAC Chapters 3745-47 and 37456-49.
- General Counsel Opinions—*“Timely and sound advice.”*
 - Continue to meet performance standards on new requests (i.e., no longer than 90 days unless otherwise agreed to by division and Legal.)
 - Continue to track all pending requests.
- Contract Expertise
 - Cultivate expertise in-house through training/research.
 - Revise service contract boilerplate.

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- Draft Bill to adopt the *Uniform Environmental Covenants Acts* in Ohio and work with affected parties to ensure its adoption.
- Provide public records training to the districts/divisions as needed.
- Create standardized ERAC appeal/request for adjudication language for Agency actions.
- Assist in revising Ohio EPA's current records retention schedules.