Mile High Educational Summit

Professional Legal Management Week

Friday, October 7, 2011

University of Denver
Sturm College of Law
Dear Colleagues:
How time flies. It seems like only yesterday that the Mile High Chapter of the Association of Legal Administrators and the University of Denver’s Master of Science in Legal Administration program presented the first Mile High Educational Summit in recognition and celebration of Professional Legal Management Week (PLMW).

PLMW was an initiative of the International Association of Legal Administrators in conjunction with other legal associations throughout the nation to promote the profession of legal management. The Mile High Chapter quickly jumped on board with this initiative and formed partnerships with local associations to bring you a one-day educational event that would turn out to be one of the most recognized events in the nation.

The Mile High Chapter took first place at the last three ALA national conferences for the 2008, 2009 and 2010 Mile High Educational Summit. It goes to show, when the Mile High Chapter puts its mind to something, we do it right!

In May of 2011 we learned that the International Association of Legal Administrators has decided to end its initiative and with it the Award of Excellence for this category. It would have been easy for the Chapter to drop this program and move on to other endeavors. We didn’t! Whether there’s a formal initiative or not, the Chapter remains committed to educating the legal management community throughout Colorado. Simply put, it’s what we do!

The Mile High Chapter has become known as a trendsetter in legal management circles nationwide. We didn’t earn this reputation by taking the easy way out or by following the crowd. We’ve done it with hard work, dedication and a can-do spirit even in the most difficult of times. Sometimes we fail, but more often than not we succeed and exceed all expectations. We will continue to push the limits and expectations because we don’t know any other way to do it. I guess you could say…We’re Going Places!

I look forward to seeing you at the 2011 Mile High ALA Educational Summit.

Jerry McPeake, MSLA
President Elect, Mile High Chapter
Association of Legal Administrators
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Mile High Chapter of Legal Administrators invites the following associations to attend:

ARMA International Mile High Chapter
Colorado Association of Law Libraries
Colorado Association of Legal Support Staff
Colorado Association of Litigation Support Professionals
Colorado Bar Association
Colorado Campaign for Inclusiveness
Colorado Human Resource Association
Colorado Lawyers Helping Lawyers
Denver Bar Association
International Legal Technology Association
International Paralegal Management Association
Colorado Chapter
Legal Marketing Association
Rocky Mountain Chapter
Rocky Mountain Paralegal Association
University of Denver Master of Science in Legal Administration Students
Registration

$60 - Full Day Attendance
Includes continental breakfast, lunch, networking reception and access to all general and breakout sessions

$40 - AM Half Day Registration
Includes continental breakfast, general welcome session and two morning breakout sessions

$45 - PM Half Day Registration
Includes lunch, general luncheon session, networking reception and two afternoon breakout sessions

FREE MSLA Student Registration (Must be confirmed MSLA student)

Register online at www.milehighala.org

NOTE: Refunds will not be issued for no-shows

Transportation/Parking

Address
University of Denver, Strum College of Law
Ricketson Law Building
2255 E Evans Ave, Denver, CO 80210

Parking
Passes for FREE parking will be emailed to registrants the day prior to the event.

Directions

By Car
From the north and south:
• Take I-25 to University Blvd. (Exit 205)
• Turn south on University Blvd.

From University Blvd.
Going South on University Blvd., make a right onto Asbury St. Take the second left onto campus. Continue forward and veer to the left into the parking garage. Parking is free for this event.

By Light Rail
You can reach campus from RTD light rail lines E, F and H. Exit the train at the University of Denver station, which is at the north end of campus.

By Bus
You can reach campus via three RTD bus routes:
• Route 21 – Runs east/west from Lakewood to Aurora
• Route 24 – Runs north/south along University Blvd. from C-470 to 41st Ave
• Route 52 – Runs from northwest Denver to southeast Denver
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<tr>
<td>8:00 – 8:30am</td>
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| 8:45 – 9:45am | Welcome - General Session  
60 Technology Tips in 60 Minutes  
Phil Hampton and Bill Ramsey  
Room 165 |
| 10:00 – 11:00am | Breakout Session 1  
Small Firm Idea Exchange  
1-15 Attys  
Facilitator: Julie Becker  
Room 165 |
|              | Breakout Session 2  
Medium Firm Idea Exchange  
15-35 Attys  
Facilitator: Dea McCart  
Room 145 |
|              | Breakout Session 3  
Large Firm Idea Exchange  
35+ Attys  
Facilitator: Ann Wilson  
Room 170 |
| 11:15am – 12:15pm | Breakout Session 4  
Healthcare Reform – Is there cheese at the end of the maze?  
Steve Purkapile – Vangilder  
Room 165 |
|              | Breakout Session 5  
Common Ethical Issues Confronting Law Firm Administrators  
Jim Miletich and Cindy Fleischner  
McConnell Fleischner Houghtaling, LLC  
Room 145 |
| 12:15 – 12:30pm | Distribution of Box Lunches                                                        |
| 12:30 – 1:30pm | Lunch - General Session  
Medical Marijuana in the Workplace  
Bob Hogan – Hogan & Feola  
Room 165 |
| 1:45 – 2:45pm | Breakout Session 6  
Managing Partner/Shareholder Panel  
Facilitator: Janet Wulf  
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|              | Breakout Session 7  
Budgets – The legal administrator’s most helpful assistant ever!  
Julie McKenzie  
Room 145 |
| 3:00 – 4:00pm | Breakout Session 8  
Contract Negotiation for the Busy Administrator in Lean Times  
Susan Gamel  
Room 170 |
|              | Breakout Session 9  
Working with Paralegals  
Amber Blasingame  
Room 145 |
| 4:00 – 6:00pm | Networking Social (cocktails and hors d’oeuvres)  
1st Floor Forum |
Welcome General Session

“60 Technology Tips in 60 Minutes “
“The Bill & Phil Show”
Bill Ramsey and Phil Hampton
8:45-9:45am Room 165

Bill & Phil, a tech savvy attorney and a legal technologist, share their favorite technology tips and gadgets in this fast paced presentation. Get ready to take home timesaving tips and inspiring ideas to help you in areas from new tech products to the latest websites to use and those to avoid. What are the techies playing with these days and how can you make them work for you starting today?

Bill Ramsey is a member of the firm of Neal & Harwell. The primary focus of Mr. Ramsey’s professional practice is complex civil and criminal litigation. Mr. Ramsey is responsible for the firm's computer, telecommunications and technical equipment. He supervised the design and implementation of the firm’s telephone and computer systems. His duties in these areas require him to keep abreast of the latest technology.

Phillip Hampton is the president and founder of LogicForce Consulting, LLC, a legal technology consulting firm. He has over 20 years of experience in the field of information technology and since 1995 has consulted with numerous law firms and government agencies in the areas of practice management systems, technical litigation support, computer forensics, electronic data discovery, and trial presentation technologies.

Breakout Sessions – Idea Exchange
This is an open forum to discuss ideas, best practices and concerns in relation to management of legal offices, whether private, corporate or government.

Session 1
Small Firms
1-15 Attorneys
Facilitator: Julie Becker
10-11am Room 165

Session 2
Medium Firms
15-35 Attorneys
Facilitator: Dea McCart
10-11am Room 145

Session 3
Large Firms
35+ Attorneys
Facilitator: Ann Wilson
10-11am Room 145
Breakout Session 4
“Healthcare Reform – Is There Cheese At the End of the Maze?”
Steve Purkapile
Vangilder
11:15am-12:15pm Room 165

Where are we? What’s next? How is the State of Colorado responding to Healthcare Reform? This session will provide a very brief discussion on where we are so far and then provide an update on what are the most critical things coming up between now and 2014 that Human Resources and their Employers need to be addressing right now. We will finish with an update on where Colorado is in the development of a state Insurance Exchange and how this affects employers in Colorado.

Steve Purkapile is a Vice President and Senior Underwriter for the entire Employee Benefits division of Van Gilder. Steve assists with the renewal analysis and negotiation with the insurance carriers on the group medical programs for our clients.

Breakout Session 5
“Common Ethical Issues Confronting Law Firm Administrators”
Cindy Fleischner and Jim Miletich
McConnell, Fleischner Houghtaling, LLC
11:15am-12:15pm Room 145

Often, the Administrator is one of the first individuals aware of an ethical issue confronting a Law Firm. This program will explore prevalent ethical issues faced by many Law Firms. Protect your clients and your Firm by recognizing and identifying conflicts of interest. Educate your staff on their obligations concerning confidentiality. Understand how marketing differs for Law Firms from other businesses.

Cindy Fleischner is a founding member of McConnell Fleischner Houghtaling, LLC and is a civil trial lawyer with more than twenty five years of courtroom experience. She has tried numerous legal malpractice, discipline/grievance, wrongful death, premises liability and automobile lawsuits in Colorado’s Federal and State Courts.

Jim Miletich is a founding member of McConnell Fleischner Houghtaling, LLC. Mr. Miletich is experienced in a number of areas of litigation including general casualty, construction defects, premises and products liability, and professional malpractice.
Lunch - General Session

“Medical Marijuana in the Workplace”

Bob Hoban
Hoban & Feola
12:15am-1:30pm Room 165

Mr. Hoban will discuss the impact of medical marijuana and related issues in the workplace and legal environment.

Bob Hoban is a seasoned full-service commercial practitioner. Mr. Hoban is a foremost expert on Colorado’s medical marijuana laws (representing more than one hundred medicinal cannabis-related businesses). He regularly advises businesses in this field and has litigated every aspect of medical marijuana related law.
Breakout Session 6
Managing Partners/Shareholder Panel
Facilitator: Janet Wulf
1:45-2:45 pm Room 165

Matt Mersfelder, a principal in the Yates Law Firm, has a practice focused on commercial litigation, with an emphasis on commercial property, construction, and contract disputes, as well as a variety of related insurance matters such as coverage, bad faith, and subrogation analysis and litigation.

Barbara H. Glogiewicz has been the managing shareholder for Kennedy Childs P.C. since 2008. She is a nurse/lawyer who represents doctors, hospitals, dentists, and long-term care facilities, areas she has focused on since 1987.

Whitney Holmes joined Morrison & Foerster LLP in 2005 as a partner in Morrison & Foerster’s Denver office and is a member of the firm’s corporate group. Mr. Holmes concentrates in the areas of corporate finance, securities and mergers and acquisitions.

Breakout Session 7
“Budgets – The Legal Administrator’s Most Helpful Assistant Ever!”
Julie McKenzie
1:45-2:45 pm Room 145

Your Firm’s budget can be one of the most important management tools used in your office throughout the year. Everyone from your Managing Attorney to your Payables Department can benefit from a well prepared budget. Come find out how a budget can become your most helpful Assistant.

Julie McKenzie received her Masters in Legal Administration (MSLA) in 1993 and has been a budget guru ever since. After receiving her MSLA, Julie became the Accounting Coordinator for the Phoenix office of Steptoe & Johnson, LLP, a large Washington D.C. firm. Since returning to Denver, Julie has been the Legal Administrator for three prominent law firms in Denver; Semple, Miller & Mooney, P.C., Holland & Hart, LLP (DTC) and most recently McConnell Fleischner Houghtaling, LLC. Julie decided to get back to her accounting roots and recently became the Accounting and Benefits Administrator for White and Steele, P.C.
Breakout Session 8

“Contract Negotiation for the Busy Administrator in Lean Times”
Susan Gamel
Burns, Figa & Will
3:00-4:00pm Room 170

Contract negotiation is a critical skill for administrators, and being able to quickly identify key areas of concern is especially important during times of economic stress and high workloads. This session will emphasize key potential issues and possible strategies for negotiation of contracts in all areas of firm management including operations, technology, library, human resources, and event planning.

Susan Gamel is the Chief Operating Officer of Burns, Figa & Will, P.C. where she oversees all business operations including human resources, accounting, technology, marketing, recruitment, and facilities. Susan previously held multiple Director roles within Holme Roberts & Owen LLP, where she facilitated the negotiation of over 5,000 agreements.

Breakout Session 9

“Working with Paralegals”
Amber Blasingame
3:00-4:00pm Room 145

Learn the path to an enlightened relationship between attorneys and paralegals from a long time, certified paralegal turned licensed attorney. A good work relationship starts with an understanding of each parties’ training and the balance of work within the legal practice. This session will provide both attorneys and paralegals with the tools to better communicate and delegate work.

Amber Blasingame is the lead attorney in Joseph Law Firm, P.C.’s Colorado Springs office. Ms. Blasingame has worked in immigration law since 1995, including managing the immigration team in the US and Canada for one of the “Big 4” accounting firms’ multi-national consulting practices.
Questions or Comments about this conference?

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