

Attachment A
Task Force on Discipline System Metrics and Monitoring:
Proposed Scope

1. Area of Focus

The Metrics Task Force will focus its efforts on recommending changes and improvements in how we can measure and report on OCTC's productivity. "Productivity," in this context, encompasses three dimensions: expeditiousness, efficiency, and quality.

The decision to focus on OCTC implies that the Task Force will not attempt to devise metrics for other entities participating in the discipline system – not because it is undesirable to do so, but because of limits on time and resources available.

The focus of the Task Force will be on development of a long-term reporting structure, rather than on monitoring the current day-to-day operations of the Office of the Chief Trial Counsel.

2. Deliverables

The objective of the Metrics Task Force will be to produce the following three deliverables:

- a. A recommended set of between five and ten key metrics to be reported on a regular basis to the Committee on Regulation, Admissions and Discipline (RAD) and to the full Board.
- b. A report explaining the purpose and rationale for each metric recommended, as well as how the required data will be obtained. If the necessary data cannot be obtained (or can be obtained only at excessive cost) from the existing systems, the necessary systems improvements will be identified.
- c. Draft legislative language to amend the State Bar Act to bring it into conformity with the recommended key metrics.

These deliverables will be voted on by the full Task Force and, upon approval, forwarded to the Audit Committee for its approval and transmission to the full Board.

3. Specific Exclusions

Topics which are not within the scope of the Task Force's work include (but are not limited to):

- a. Recommending operational changes in the Office of the Chief Trial Counsel or in other portions of the discipline system.
- b. Recommending changes in the charging or settlement policies of the Chief Trial Counsel or in other matters within the scope of the prosecutorial independence of the Chief Trial Counsel.
- c. Recommending measures for evaluating the performance of individual employees within the discipline system.