

Summary of Some Bar Cost Savings Measures

Staff

- The Bar has instituted a hiring freeze. As a result of staff attrition, several unfilled positions include the Bar's Pro Bono Coordinator and the New Lawyer Training Program Administrator (NLTP). The work associated with these positions has been currently re-distributed among other staff members. While the NLTP Administrator position will need to be filled in order to meet the objectives of the new program, most other positions, including the Pro Bono Coordinator job, will remain unfilled until the Bar's budget improves. Commensurate with this policy, we are not making up for lost hours during the Web Site Coordinator's military and academic related absences. We have also postponed hiring of additional part-time staff in finance/licensing area to handle increased workload, particularly during renewal time from June through September, and instead, have distributed it among existing staff members. Finally, staff raises, where given, were minimal this past year.
- Meeting and travel costs among Bar attorneys has been drastically reduced. OPC now splits their attorney staff attendance between the Bar's Spring and Annual Conventions. No attorneys in that office have attended the past few ABA affiliated National Office of Bar Counsel (NOBC) Mid Year meetings and only one attorney in that office attended the last annual ABA NOBC meeting. The Bar's Executive Director, Assistant Executive Director and General Counsel have also reduced the number of meetings they attend. We further have reduced the number of Bar staff assigned to help out at the Bar's Spring and Annual Conventions.
- Staff has also worked on reducing costs associated with volunteer committee meetings. As one example, periodic training sessions for admissions related committees (such as Character and Fitness) have all been moved on-site.

Computer and Office Equipment

- Rather than a rolling replacement of computer equipment, we are now replacing equipment at failure or, in the case of servers, after support for replacement hardware has been withdrawn.
- We have not added any new technology services or major equipment since last January.
- Last year we replaced a camera in OPC with one that no longer requires tapes which saves money. We will be doing the same with the audio recorder later this year.
- We replaced two leased printers with purchased printers and will realize savings of \$7,000 to \$10,000 over what would have been the lease period.

- We will be terminating the leases on existing copiers early next year. The plan is to replace these with purchased copiers by accessing Utah government purchase rates through either OCE or Xerox. We should be collecting bids in January/February.

Bar Processes

- We changed accounting software which:
 - reduced annual software maintenance/licensing costs;
 - made more accounting information more readily available;
 - reduced outside consultant support costs;
 - reduced paper usage by more than half; and
 - helped reduce audit fees by \$10,000 this year.
- We switched from ADP payroll processing to Quickbooks payroll processing which:
 - reduced monthly fees by more than half (several thousand per year); and
 - reduced staff processing time for payroll by half (partly due to other process retooling).
- We reorganized the Bar's various bank accounts to eliminate several thousand dollars per year in analysis fees.
- We are moving to electronic ballots for Bar elections to reduce impact on staff time and largely eliminate printing and mailing costs.
- We have eliminated use of credit cards with most paper forms at the current time. We have restricted credit card use to online licensing renewals rather than accepting paper licensing forms with credit card information. We are now in the process of doing the same for CLE. When the budget improves, we will move back to more credit card use.
- We have migrated to a new merchant processor for credit cards which has reduced our exchange rate costs from 4.5% to 2.5%. We will be consolidating the merchant processing accounts throughout the rest of the year. We are looking at improving our PCI compliance program to see if we can reduce those rates any further.
- We have reduced our usage of Iron Mountain paper shredding services in part by buying several paper shredders.
- We are emphasizing electronic transmissions of forms (such as fee arbitration, client security fund, etc.) in lieu of routinely mailing forms where feasible (which is in most cases).

Building, Grounds and Services

- Ordering our disposable service ware (such as plastic plates, cups, napkins, etc.) from Sysco has saved us quite a bit of money rather than using a former provider that the Bar had used for years;
- Going to biodegradable instead of “fancy” heavy duty black plastic service ware;
- Installing a water dispenser in the main level kitchen instead of relying on 25 gallon water bottles;
- Going to a different brand of small bottled water for meetings has saved the Bar more than half of what it formerly cost for larger size bottled water;
- Purchasing carpet tape (to cover electrical cords in meeting rooms) directly rather than through a supplier;
- Changed janitorial services and provider to cut the cleaning bill nearly in half;
- We have lowered costs by changing miscellaneous service providers (such as locksmith, special event providers, ice machine, drinking fountains, refrigerator, cement and building contractors, plumbing, and electrical repair).
- Changed window cleaning companies in order to save significantly on the cleaning of the building’s windows and glass surfaces; and
- Cleaning of the carpets is no longer routinely done on an annual basis and repainting has been postponed for years.