



Legal Management



YOUR MANAGEMENT SOLUTION

B2 Legal Management LLC is your management solution. From setting up a new office to day-to-day accounting to special projects, we will bring our expertise and over 25 years of legal management experience to support you and your firm. We offer a complete range of services to assist attorneys opening a new firm, developing firms or firms who just need a little assistance with a special project.

SERVICES

- New Office Toolkit
- Financial Management
- Information Technology
- Human Resource Management
- General Management
- Client Services and Marketing
- Equipment, Facilities and Office Services Management

NEW OFFICE TOOLKIT

When you are ready to set-up your own practice why spend countless hours preparing your "to do" list, interviewing vendors, overseeing the office set-up, moving and so on when you can use our services and our New Office Toolkit to streamline your office set-up. We have the tools to set-up your new office so you can practice law and minimize any loss in your productivity.

FINANCIAL MANAGEMENT

We offer a variety of financial services by the hour or for a monthly flat fee. You determine what works best for you.

Accounting

Deposits, Checks, Accounts Payable, Payroll, Bank Reconciliations, Trust Accounts.

Billing

Time entry, Prebills, Final statements, E-billing.

Financial Statements, Balance Sheet, Profit & Loss Statements, Statement of Changes in Cash Flow.

Budgeting

Assist in preparation of your annual budget and reporting.

Profitability Analysis

We can determine profitability at the attorney, practice section, office or client level.

Financial Forecasting

We can assist you in preparing a financial forecast to determine cash flow on a monthly, annual or long-term. We can show you a snapshot of what your firm will look like five years from now.

Internal Controls

Let us assist you in establishing internal controls and systems to validate the integrity of your numbers, circumvent theft.

Collections

Manage your accounts receivable with our systems so you are paid for the work performed.

Overhead Analysis

Are your expenses down to the bare bones? If not, call us to review your operating expenses. We have been successful at trimming the excess fat.

INFORMATION TECHNOLOGY

Technology Plan

Develop, implement and update overall technology plan for the office.

Equipment & Software

Analyze and recommend equipment, software and vendors for utilization by the firm.

Maintenance

Oversee day-to-day maintenance and needs of attorney and staff regarding technological needs.

Training

Coordinate software training programs for attorneys and staff.

GENERAL MANAGEMENT

Day-to-Day

Manage your day-to-day operations as needed.

Client Intake

Establish intake procedures for new clients through the use of Fee Agreements, Conflicts, Risk Analysis, Billing Procedures.

Business Plan

Let us assist you in writing a business plan and developing your long-term strategic position. Define and explain organizational strengths and weaknesses for strategic planning purposes.

Business Insurance

Coordinate and administer professional liability insurance, workers compensation insurance, general liability insurance.

Operational Procedures

Develop, implement, monitor and prioritize operational systems, procedures and policies.



"Brenda Barnes is the consummate professional. She understands how law firms work, including all the details involved in managing the operation as well as the people who influence the firm's success. It's good to have her steady hand at the helm."

Richel "Rikky" Rivers
RIVERS ♦ MCNAMARA, PLLC
www.riversmcnamara.com

HUMAN RESOURCE MANAGEMENT

Staffing Needs

Hiring, counseling, terminations, workloads.

Policies & Procedures

Let us provide you an employee handbook that fits the culture of your firm.

Performance Evaluations

Development & implementation.

Training

Legal Administrator, Technology, Sexual Harassment, Substance Abuse, Ethics, Professionalism, Conflict Resolution.

Attorney Recruitment

Recruit and assist in the selection of new attorneys.

Employee Grievances

Conduct investigations and mediate disputes. Respond to TWC.

Legal Compliance

HIPAA, ADA, FMLA, personnel records.

Job Descriptions

Job Analysis, Job Description, Job Consolidation.

Benefits

Coordinate benefits program including health, dental, vision, retirement, HSA, 125 Plans, 529 Plans.

CLIENT SERVICES AND MARKETING

Marketing and Business Development Plans

Develop and administer attorney and firm marketing plans.

Brochures

Coordinate the preparation of marketing collateral.

Websites

Assist in the coordination of website.

RFPs

Assist attorneys in responding to client request for proposal for legal services.

Client Surveys

Preparation and follow-up of client needs and perceptions.

Cross-marketing

Coordinate cross-marketing plan with existing client base.

Firm Retreats

Work with Managing Partner in preparation of agenda and material for partner, attorney or client retreats.

Public Relations

Prepare and coordinate press releases for new attorney announcements, firm successes, case wins.

"Call B2 Legal. My legal assistant and I made a decision to get help from B2 Legal the last time we needed to fill a part time accounting position at our firm. After communicating our hiring needs and approving a Craig's List ad we were able to go back to work serving our clients and making money. We were not distracted by voluminous resumes flooding our email in boxes. B2 Legal sifted through the candidate resumes, did initial phone screening interviews and even handled the first round of in person interviews. They kept us posted on their progress along the way, requested our input as needed and stayed on task until the perfect candidate was interviewed and hired. It was better than having our own in-house HR professional and very cost effective in terms of dollars spent and time saved. We will definitely give them a call next time we have a position to fill."

Donna Brown
Director and President
Law Office of Donna Brown
www.dbrownlaw.com

EQUIPMENT, FACILITIES AND OFFICE SERVICES MANAGEMENT

Office Moves

Plan & execute firm moves including design of space usage, installation of systems, coordination with vendors. Also internal moves.

Equipment

Buy vs. Lease decisions for copier, computer, fax, printer, telephone.

RFPs

Prepare, solicit, review requests for proposals for major purchases.

Maintenance

Review, negotiate and monitor service contracts.

Vendors

Evaluate vendor services.

Space Planning

Analyze economic conditions for space planning needs.

Disaster Recovery Plan

Prepare and administer disaster recovery plan.

File Management

Develop and administer central files and off-site records management.

Safety & Security

Ergonomics, Internal Safety.

Office Services

Manage fax, copy, messengers, shipping, housekeeping.

PROFESSIONALS

BRENDA A. BARNES, CPA, MANAGING PRINCIPAL

Brenda has over 25 years of law firm management experience handling the day-to-day operations of very small, to the oversight of the administration of very large law firms. She has a unique perspective on running a legal practice - she understands how to run your company like a business.

Brenda earned her Bachelor of Arts degree in Accounting from University of Texas and has her Certified Public Accountant designation. She also has her Masters of Business Administration with emphasis in Management. Prior to opening up B2 Legal Management in 2008, Brenda was the firm administrator for Hilgers & Watkins, P.C.

Brenda is the past President of Austin-Central Texas Chapter of the Association of Legal Administrators (ALA) and past chairman of the Education Committee.

Brenda focuses on implementation of new office set-ups and oversees a staff of accountants who handle the day-to-day accounting & billing functions for numerous B2 clients. Brenda also assists clients with developing business plans as well as financial & profitability analysis.

Brenda is a huge live music fan so when she is not spending time with her family, she can be found listening to her favorite bands.

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CAROL G. ARNOLD, CPA, PRINCIPAL

Carol has over 33 years of management experience. She was Executive Director of Graves, Dougherty, Hearon & Moody for 15 years. Carol's experience includes management of the operational departments of the law firm, specific focus on financial strategies and analyses, and management of a large tenant finish out project.

Carol graduated from the University of Houston with a BBA degree and is a Certified Public Accountant. Prior to her work at Graves Dougherty she was an entrepreneur operating a commercial construction sub-contracting firm, controller of an oil field supply company and vice president of a savings and loan association.

Carol specializes in managing the operational aspect of a project, including detailed work planning, effective change management, and resource allocation for B2 clients. She can serve as your out-sourced COO in analyzing operational cost and efficiency, creating and planning business development events, creating a new office or moving an existing office.

Carol enjoys running, yoga, baking, and traveling.

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PROFESSIONALS

BILL ELKJER, PRINCIPAL

Bill Elkjer has over 35 years of management experience. He was the Firm Administrator for Hohmann, Taube & Summers, LLP for 12 years and Johnson & Wortley for 10 years. He has also directed the statewide licensing program for the Texas Department of Insurance, and was a Division Director over several divisions at the Texas Comptroller of Public Accounts. Bill has proven operation experience and successes in formulating forecasts and budgets, creating personnel evaluation standards and training programs, developing and implementing operational procedures as well as direct supervision of several software time and billing system conversion and upgrades. Bill holds a Master of Public Administration.

He enjoys playing golf, spending time with his grandkids, and relaxing at his mountain cabin in New Mexico.

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HERB HOLLOWAY JR, PRINCIPAL

Herb has a broad experience base from auditing, CFO of an international manufacturing firm, and 25 plus years of law firm management and information technology applications. He has designed, planned and built out over 50,000 square feet of law firm office space in four cities in Texas. Herb earned his Bachelor of Business Administration in Accounting from Texas Tech University.

He has enjoyed numerous speaking engagements regarding law firm financial management across the State of Texas. Herb was one of the founding members of the State Bar of Texas Legal Administrators Division where he served as Chair for over 15 years. He served as the President of the Houston Chapter of Legal Administrators and past Chairman of the Education Committee.

Herb's knowledge of law firm financial applications, reporting and ways to increase the bottom line will assist you in creating a partners compensation strategy that fits your needs.

Herb has a passion for flying and holds a Private Pilots license.

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PROFESSIONALS

ZOE KING, PRINCIPAL

Zoe joined B2 Legal Management in April 2011, bringing 19 years of office management experience to the company. She brings a wide range of knowledge and expertise in all aspects of office management.

Zoe received a Bachelor of Business Administration degree with emphasis on Business and Management from St. Edward's University. Before joining B2 Legal, she was Executive Director of a commercial real estate company, Commercial Texas, for approximately 4 years supporting day-to-day operations of the firm including marketing, human resources and general office management. Prior to joining Commercial Texas, Zoe was Office Manager and Administrator for Thompson & Knight LLP. While at the firm, she was responsible for financial management issues, recruiting, marketing and overseeing support staff. Zoe spent several years as Office Manager for Locke Liddell & Sapp LLP before returning to Thompson & Knight. Zoe was an active member of the Association of Legal Administrators for 8 years and served as Chair of the Salary Survey Committee.

Zoe assists B2 clients in setting up new offices including everything from pencils to personnel. She is adept at contract negotiations and systems analysis.

In her spare time, Zoe enjoys playing tennis, gardening and spending time in the hill country.

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CONNIE PARSONS, PRINCIPAL

Connie Parsons joined B2 Legal Management in 2009, bringing over 18 years of human resources management experience to the team. She earned a Bachelor of Science degree in Management from Louisiana State University in Shreveport and her Master of Business Administration degree in Finance from Dallas Baptist University.

A career move took her to Dallas in 1988, where she became an active member of the Dallas Human Resources Management Association and the North Texas Compensation and Benefits Association. Connie then moved upward from compensation and benefits analysis to compensation, benefits and human resources information systems (HRIS) management within various healthcare, non-profits, and government entities. Connie uses her background and experience as a volunteer technical reviewer for WorldatWork publications, a non-profit with global reach focusing on attracting and maintaining a talented workforce.

Connie provides assistance to our B2 clients with employee policy manuals, hiring, termination, evaluation systems and compensation & benefits systems.

In her free time, Connie is a music lover and enjoys many genres. With school-aged children, she is very involved with their activities including sports, theatre, and drama.

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PROFESSIONALS

CORINA M. RODRIGUEZ, SPHR, PRINCIPAL

Corina has over 20 years of management experience and more than eight years of Human Resources experience at the Manager and Director level. Corina is a Senior Professional in Human Resources (SPHR) and has worked in the legal, insurance and medical fields.

She graduated from the University of Texas at Austin with a Bachelors of Arts in History and has a minor in both English and Spanish. She is a member of the Society for Human Resources Management (SHRM), the Austin Human Resources Management Association (AHRMA) and was an active member of the Austin-Central Texas Chapter of the Association for Legal Administrators (ALA) for six years and a member of the Education Committee for three years.

Corina specializes in Human Resources and handles all aspects of H.R. related matters including policy manuals, procedures, FLMA, and ADA, just to name a few. However, her experience in various professional industries affords her the expertise to handle all aspects of office administrative and management responsibilities.

Corina is fluent in Spanish, enjoys traveling and being outdoors. She is an avid runner and is a two time Boston Marathon qualifier.

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TERESA TIPTON, PRINCIPAL

Teresa Tipton brings with her over 20 years of legal industry experience in various capacities. She served the past five years as Office Manager for an international law firm. The scope of her management experience includes human resources, staff training and development, operations and administration. She also had hands on experience as a legal assistant, before transitioning into management.

She is a former member of the national and local chapters of the Association of Legal Administrators (ALA). She also served on the Membership Committee of the local chapter of ALA.

As an active member of the community, she volunteers for Meals on Wheels and the Capital Area Food Bank.

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