

**LEGAL SERVICES TRUST FUND COMMISSION  
ELIGIBILITY AND BUDGET REVIEW COMMITTEE MEETING  
Meeting Summary and Action Items**

Friday, November 22, 2019, 10:00 a.m. – 12:00 p.m.  
State Bar of California in Los Angeles and San Francisco

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<b>Roll Call</b>		
<b>Committee Members</b>	<b>Liaisons</b>	<b>Public</b>
Chair Eric Isken	Bonnie Hough	Zach Newman (LAAC)
Pamela Bennet		
Erica Connolly	<b>Staff</b>	
Herman DeBose	Rocío Avalos	
Rebecca Delfino	Frank Bittner	
Bob Planthold	Christal Bundang	
James Meeker	Leah Wilson	

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**OPEN SESSION**

The meeting was called to order at 10:09am.

**I. ROLL CALL**

Roll call was taken, and quorum was established.

**II. CALL FOR PUBLIC COMMENT**

No comments were offered by members of the public.

**III. CONSENT**

**A. Approval of Action Summary from November 1, 2019 Meeting**

The Committee made a motion to approve the November 1, 2019 action summary. (Planthold moved, Bennett seconded). The motion was approved by unanimous roll call vote.

**IV. IOLTA AND EAF BUDGETS FOR GRANT YEAR 2020**

**A. Review and Discuss Outstanding Budget-Related Issues**

Staff updated the Committee on two organizations with outstanding budget-related issues. At its November 1 meeting, the Committee reviewed all organizations with budget allocation deviations and requested follow up information from Legal Aid of Marin and Legal Aid Society of San Bernardino.

Staff shared the updated budget allocation deviation explanation provided by Legal Aid of Marin. They propose to use the IOLTA funds for infrastructure investments including replacing their case management system, improving office security, and upgrading office equipment. Because this supplemental description appeared to be reasonable and within policy, staff recommended approval of Legal Aid of Marin’s 2020 IOLTA and EAF budget.

The Committee made a motion to approve the staff recommendation and approve Legal Aid of Marin's 2020 IOLTA and EAF Budget. (Planthold moved, Isken seconded). The motion was approved by unanimous roll call vote.

Staff also provided Legal Aid Society of San Bernardino's explanation for its deviation, specifically regarding the proposal to use the remaining \$132,962 of its IOLTA budget for a building modification project. At its November 1 meeting, the Committee did not approve Legal Aid Society of San Bernardino's request and requested supplemental information. Although additional information was provided, staff had concerns that there was still a lack of clarity on the project and recommended the Committee deny the use of the \$132,962 for building modification.

The Committee made a motion to not approve the staff recommendation and approve Legal Aid Society of San Bernardino's 2020 IOLTA and EAF proposed budget. (Isken moved, Connolly seconded). The motion was approved by unanimous roll call vote.

**B. Approve Recommended IOLTA and EAF Budgets for Grant Year 2020**

No action was needed for this placeholder item, since no additional budgets needed Committee approval.

**V. IOLTA EAF BUDGET REVISIONS AND CARRYOVER REQUESTS FOR GRANT YEAR 2019**

**A. Discuss and Approve for Submission to Legal Services Trust Fund Commission 2019 IOLTA and EAF Budget Revisions and Carry-over Requests.**

Staff reminded the Committee of the policy regarding budget revisions and carry-over requests. In accordance with policy, the Committee reviewed all carry-over requests and budget revision requests over 25%.

The Committee made a motion to approve the staff recommendation to approve the IOLTA and EAF Budget Revisions and Carry-over Requests for the following organizations: AIDS Legal Referral Panel (IOLTA), Child Care Law Center (EAF), Greater Bakersfield Legal Assistance (IOLTA and EAF), Inland Empire Latino Lawyers Association (IOLTA), Neighborhood Legal Services of Los Angeles (IOLTA), Riverside Legal Aid (IOLTA) and Voluntary Legal Services Program of Northern California (IOLTA). (Planthold moved, Isken seconded). The motion was approved by unanimous roll call vote.

Staff also discussed the Inland Empire Latino Lawyers Association's (IELLA) EAF carry-over request of \$108,350. Because this amount was 66.65% of IELLA's 2019 grant amount and their 2020 proposed EAF budget was approved to fund these same activities, staff recommended to approve the carry-over request up to 25% (\$40,642.50) of IELLA's 2019 grant amount only.

The Committee made a motion to approve the staff recommendation and approve 25% (\$40,643) of IELLA's EAF Carry-Over Request. (Planthold moved, DeBose seconded). The motion was approved by unanimous roll call vote.

In order to have a more comprehensive review of the requests, the Committee asked staff to include a history of each organization's budget revision and/or carry-over requests for future meetings.

There being no other business, the meeting was adjourned at 11:02am.