

**LSTFC Eligibility and Budget Review Committee
Meeting**

Monday, March 27, 2019
2:00 pm – 5:00 pm

Held via conference call and in person at:

State Bar of California, 180 Howard Street, San Francisco

MINUTES

The meeting was called to order at 2:00 p.m.

OPEN SESSION

I. ROLL CALL

Roll call was conducted and a quorum was established.

The following Commission members and advisors were present:

- In San Francisco: Chair Banafsheh Akhlaghi, Robert Planthold, and Melanie Snider
- On the Telephone: Prof. Rebecca Delfino and Parissh Knox

The following Commission members and advisors were not present: Prof. Herman DeBose (participated as member of the public)

The following staff were present:

- In San Francisco: Frank Bittner, Raquel Hines, Hellen Hong, and Doan Nguyen

The following liaisons and guests were present:

- In San Francisco: Lorin Kline (Legal Aid Association of California liaison)
- On the Telephone: Mark Broughton (Board of Trustees) and Debbie Y. Manning (Board of Trustees)

No other guests identified themselves.

II. CALL FOR PUBLIC COMMENT

No comments were offered by members of the public.

III. IOLTA/EAF BUDGETS

A. Review and approve late 2018 IOLTA/EAF Budget Revision and Carry-Over requests

Staff reported on the submission of late carryover and budget revision requests for 2018 IOLTA and EAF grants as identified in the meeting materials. Grantees are supposed to submit these requests with their year-end reporting. These requests were all submitted past the deadline. To address the issue of late requests, staff confirmed that they will begin working with grantees earlier in the year to encourage the review of their budgets for necessary revisions and carry-over requests in third quarter of the year funded.

A Motion was made to approve the request. Robert Planthold moved, and Melanie Snider seconded. The Motion was unanimously approved by roll call vote.

A recommendation will be made to the full Commission for their final determination at the next scheduled meeting on Thursday, April 4, 2019. Staff was also asked to include with this recommendation, a request for delegation of authority to the Eligibility and Budget Review Committee to make final determination of all late carry-over and budget revision requests.

IV. SUPPORT CENTER DEEMING

Item not discussed, removed from agenda prior to meeting date.

Meeting was adjourned at 2:55pm