

VLI Supplemental Documents - Part 2 (pages 142-283)

Veterans Support Foundation
Civic Accelerator/Points of Light
Allergan
PIMCO Foundation
Bank of America Neighbor Building
Rockefeller Chan Zuckerberg
Access Lex
USS Midway Museum
Tustin Community Foundation
Herb Block Foundation
Center Club
Kaiser Permanente

TO DATE

	Applied	Awarded	In-Kind
2018	\$2,436,430	\$399,940	\$125,000
2019	\$1,546,107	\$305,710	\$120,000
2018	\$372,620	\$75,400	\$120,000
TOTAL	\$4,355,157	\$781,050	\$365,000

2019 In Progress - Cal Bar FY 19/20 for Riverside, San Bernardino, and Orange County (Possible 50 k each); Wells Fargo VetWINS (25K); Wells Fargo Los Angeles (50K); Tustin CDBG (10K); Edison (5K); Kresge; SFSC County of Orange RFP; Kessler; City of Mission Viejo; VSF-USA; Shady Canyon; Newman Fisher; Hollywood Canteen; Roy E Crummer

2018 Patriots Promise

Gross	\$21,975
Expenses	\$ 4,910
Net	\$17,065

2019 Lawyers for Warriors

Projected Gross	\$135,000
Projected Expenses	\$ 15,000
Projected Net	\$120,000

Confirmed sponsors:

Bird Law Group	\$2,500
AHAVA Law	\$1,000
Euroline Steel Windows and Doors	\$1,000
Savills Studley	\$500

Asks: Wells Fargo, Weintraub, Pacific Palisades, Gary Brahm

Silent Auction: Monarch Beach (Weekday 2Some \$450), Judge Gray

2018 CFC – Pledges expected to bring approx \$2,500. Have reapplied for 2019 Campaign

January 17 – LW Committee Meeting – 1145 am to 1 pm, Troutman Sanders

February 23 – Mission Viejo Oso Fit – Registration open, VLI receives 100% of preregistration fee

March 31 – Audit due to comply with Cal Bar

May 15 – 990 Filing for 2018 to Fed, State, and AG

VOLUNTEERING AT VLI
November and December, 2018

Numbers

From November 1 to December 21, 2018:

New volunteers (non-attorneys) recruited:	7
• From Volunteer Match:	6
• From direct outreach to schools:	1
New volunteer attorneys recruited:	1
Hours worked by volunteers (non-attorneys):	362 (as of 12/21)
• November 8-30:	221
• December 1-21:	141

Resource Improvements

11/8/2018 - Switched from paper sign in sheet to Google Form
Allows for automatic tracking of volunteer hours

Volunteer Outreach

VLI has seen a significant amount of volunteer interest come through online volunteering sites, especially Volunteer Match. We have expanded our online presence recently in an effort to increase online engagement.

Sites where VLI posts volunteer listings:

- Volunteer Match <https://www.volunteermatch.org>
- LinkedIn <https://www.linkedin.com>

****Accounts added since November 1, 2018:**

- OneOC Volunteer Calendar <https://volunteers.oneoc.org/search>
- Handshake <https://www.joinhandshake.com>
- Idealist <https://www.idealists.org>
- Internships.com <https://www.internships.com>
- Symplicity <https://www.symplicity.com>

VLI continues to reach out to local colleges, paralegal programs, and law schools for volunteer paralegals and law clerks. Several of our current volunteers heard about VLI because Bill Tanner is an instructor in their paralegal program.

In November and December, we

- reached out to contacts at 10 ABA-approved paralegal programs in Southern California
- sent VLI attorneys to visit paralegal classes at Coastline College and Santa Ana College
- registered for Southwestern Law School's Externship Open Forum in January
- registered for the Southern California Public Interest Career Day at UCLA in February
- scheduled on-campus interviews at Chapman, Southwestern, and Loyola Law Schools
- scheduled a site visit with UCI School of Social Ecology's Field Work program



VLI BOARD OF DIRECTORS MEETING

**Regular Meeting
Littler Mendelson
2050 Main Street, Suite 900
Irvine, CA 92614
Tuesday, March 12, 2019
5:30 P.M.**

CALL TO ORDER (5:45 p.m.)

A regular meeting of the Board of Directors of Veterans Legal Institute (“VLI”), a California nonprofit public benefit corporation, was held at Littler Mendelson, located at 2050 Main Street, Suite 900, Irvine, CA 92614.

With a quorum present, Bobby McDonald, Chair Emeritus, called the meeting to order:

The following Directors were present:

Antoinette Balta	Sheila Marie Finkelstein (by phone)	Jack Williams
Briana Richmond	Marc Hankin (by phone)	Rosanna E. Fristed
Sean Twomey (by phone)	Matt Rabin (by phone; arrived late)	Andrea Ruth-Bird
Bobby McDonald	Andrew Nelson	Sherry Bragg
Michael Kibbe		

The following Directors were not present:

Jon Guarena	Fernando Lopez	Jim Maune
Jim Gray	Marco Arcadia	Pete Seitz

The following prospective Directors were present:

Dr. Sunny Jha
Lacey Price

APPROVAL OF MINUTES

The minutes for the January 8, 2019 regular meeting were circulated to the Board on January 15, 2019. Upon motion by Andrea Ruth-Bird, seconded by Rosanna Fristed, a majority of the Directors present at the meeting voted to approve the minutes.

RESIGNATION

Antoinette Balta advised that she will formally resign from the Board of Directors of VLI. She will remain on staff as Executive Director and will attend all Board meetings.

BOARD MEMBERS

There were two new candidates under consideration for membership on the Board of Directors: Dr. Sunny Jha and Lacey Price. Upon motion by Sherry Bragg, seconded by Briana Richmond, Dr. Jha and Ms. Price were unanimously voted in as Directors.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:42 p.m.



Ms. Rosanna E. Fristed
Secretary



Board Meeting

March 12, 2019 from 5:30pm-7:00pm

Hosted by: Michael Kibbe and Littler

2050 Main Street, Suite 900, Irvine, CA 92614

Conference call participants, use this dial-in:

+1 646-632-1153 US Toll / 844-462-8042 US Toll-Free / Access code: 800 949 630

Welcome, Introduction, and Roll Call

Old Business

- Minutes
- Bylaws

Board Members

- Antoinette Balta- resignation from board, will maintain employment at VLI
 - Title change?
- Potential New Board Members
 - Dr. Sunny Jha, USC
 - Lacey Price, Starbucks
- Role of nominating committee
 - Interested members
- Remaining 2019 Board Meeting Dates
 - April 9, 2019
 - May 14, 2019
 - June 11, 2019
 - JULY DARK
 - August 13, 2019
 - September 10, 2019
 - *October 15, 2019*
 - NOVEMBER DARK- in lieu, we will attend the Patriots Promise Event
 - DECEMBER DARK

Board Committee Champion Updates

- Board Retreat Recap
- Pete Seitz: Updating vision, mission, and core values.
- Sherry Bragg: Roles and responsibilities of each board member and onboarding documents.
- Rosanna Fristed: Board Development.

- Marco Arcadia: Training of board on fundraising.

VLI Office and Operations Update

- Board member field trips to office
- Staff Update
 - Paul Guillory
 - Summer Cohort
- Building
 - Parking
 - Meeting with Landlord to discuss guarantee and blinds
- Finances
 - \$429,978.46 in account as of 3/11/19
 - 990 and audit in process
 - CLMP second installment due in June
 - 2nd Bank Account
 - Per our accountant, when asked how much of our funds went to the veteran, he responded: "The percentages were 91% and 95% for 2017 and 2016 respectively. As soon as we get the Statement of Functional Expenses prepared for 2018, I will forward that percentage along as well."
 - Treasurer Review of budget and accounting policy

Development

- Upcoming events
 - March 16 from 4-6pm– AUSA Bowling fundraiser
 - March 18 – Center Club Cares – Difference Makers Breakfast – VLI as inaugural beneficiary 7:30a-9:30a
 - March 21 – LW Committee Meeting – 1145 am to 1 pm, Payne and Fears
 - September 23, 2019: Lawyers for Warriors
 - Marc Hankin offering dinner for 2 at a local high end restaurant for whoever brings in the most sponsors
 - We need to submit requests to firms from now
 - Committee (Discusses who we are seeking nomination for our awardee(s), How many awardees, logistics, etc.)
 - November 12, 2019: Patriots Promise Fundraiser at Fletcher Jones
 - Golf tournament?
- Grants Update
 - AUSA golf tournament: \$6800
 - Stanley Eckstrom Foundation: \$60k
 - In memory of Phil Bowers: \$3k
 - See attached report
- Publications
 - Spectrum News
 - US Vets Magazine

Miscellaneous

Adjournment

LACEY PRICE

1. Please describe your background (career, upbringing, etc).

My name is Lacey Price and I am a Starbucks partner, mother of an amazing 14 year-old daughter and the proud daughter of a 38-year retired ARMY Veteran. I have spent the majority of my career in retail leadership after graduating from San Jose State University with degrees in criminology, sociology and communication. I have worked previously for “big-box” employers throughout San Diego, the Inland Empire, Los Angeles and Orange County and have settled in with Starbucks for the last 5 years. I have held roles including Store Manager, District Manager, Trainer, and currently a Senior Talent Advisor for Social Impact Team.

2. Please describe your passion for service/veterans.

As a child, I experienced a disconnection from the other families in our neighborhood and kids at school because my dad was serving in the military and we did not live on base nor have a local support network that embraced his service or that of my family due to not understanding what it meant to be a military family. I started with Starbucks in July of 2014 and had the opportunity to attend our leadership conference in Seattle that fall and heard Howard Schultz speak about Starbucks commitment to hiring Veterans and Spouses to and I knew I had the support of the organization I already loved to be able to support and serve back to my community in a different capacity. I have had the amazing opportunity to be able to serve on the Armed Forces Network within Starbucks, work closely with Veterans Service Organizations and engage with military families in a range of employment transition, community engagement and support networking. I truly believe that with my personal upbringing and experiences in a military family and the social platform Starbucks supports with engagement, I have the ability to serve those who served our country and give back in a different capacity.

3. Briefly describe any past board service.

I have served on the board of the Armed Forces Network with Starbucks from 2014-2016 and had the opportunity to step into the Chair position from 2016-2018. While serving on the AFN, my core responsibilities included involvement with local VSO's including Team RWB, Team Rubicon, Blue Star Families and the Mission Continues. The AFN also supported the employment transition to engage with hiring opportunities for Veterans and Spouses as well as career readiness. We also support engagement and networking tools for our partners that work at Starbucks to feel connected to their Military community and provide them with the tools necessary to succeed in their new journey in life.

4. How do you now about VLI and describe any interactions you have had with it.

I have been working with VLI since 2015 in the capacity of volunteering as well as starting an incredible program in partnership with Starbucks called Military Mondays. The relationship began with serving coffee at events that VLI was holding and it quickly sparked into conversation about how we can do more to support and engage with our Veteran communities. I have been supporting Veterans Legal Institute by volunteering at large-scale events and continuing into the fourth year of Military Mondays where at a

Starbucks store in Santa Ana, Ca we allow a third place for clients to come and receive free legal service from VLI attorneys – with the mission of creating a neutral and comfortable environment as well as spark conversation between Veterans and Civilians on engagement and how we can all continue to support our Service Members and their families.

5. Briefly describe your skill set and how you think you can contribute to the growth of VLI and the service of our veterans.

I believe that with the networking community I have engaged with over the last 5 years and what I have learned about how to support our Veterans and their families I would contribute resourcing and organization support to the growth of VLI. I also believe that my current professional development focus of Leading Through Others and Courageous Leadership will enable me to challenge the status quo, offer a new and engaging perspective to contribute to the growth of VLI and supporting our Service Members.

Litigation Report to the Board - February 2019

Intake, Clinics, and Litigation

See graph at the end of this report.

Clinic Highlights

Long Beach VA Hospital - We saw a record 56 clients (prior record was 55 in Sep 2018) at the Long Beach VA during February. VLI would not have been able to assist so many veterans without the assistance of volunteer attorneys, paralegals, law students and paralegal students.

VLI Staff continued to meet veterans at several other locations throughout Orange County during the month of February.

Litigation

Allison Higley Update - Allison assisted a veteran with severe PTSD and anxiety to fight an eviction on the grounds of improper notice. The landlord served the client with a 30 day notice to terminate tenancy, but the client is a Section 8 tenant and is entitled to 90 days notice. The veteran emailed into our office during Christmas, and Allison prepared and sent a letter to the landlord on New Years informing him that the notice was improper, provided the statutory provisions, and that the notice to terminate would need to be reserved in accordance with the codes. The landlord chose to move forward with the eviction in January and filed a Summons and Complaint with the court in West Covina. Allison worked with the client to submit an Answer to the court alleging the defect in notice as a defense. The hearing occurred on March 4th, the judge found for the client, and the case was dismissed. We anticipate that the landlord will either appeal the decision or reserve the notice (although neither have been done yet), so Allison is encouraging the veteran to work with his housing case manager to find better housing.

Daniel Duffield Update - Daniel Duffield, WSU graduate and Navy veteran was volunteering at VLI when Antoinette found a grant to fund him beginning January 2019. In just one of his days in February he conducted an Unlawful Detainer trial, handled a Stipulated Judgment in another Unlawful Detainer case, and appeared as appointed counsel under SCRA on yet another unlawful detainer case.

VLI obtained a favorable custody/visitation modification for a defaulted client who has been denied/limited access to his eight year old child for nearly 5 months. I was also able to defeat an improperly made request for child support. Judge Gaffney awarded

joint physical custody to the client/father, a change from sole physical custody to the mother. Client is very pleased with the resulting agreement I was able to work out with opposing counsel, and he now has weekly visits and an alternating weekend schedule. He has also reported that his relationship with his ex has improved markedly following the hearing and that she apologized for putting up roadblocks and even let the minor child stay the entire week with the father.

Ian Deady Update -

The client came to us because her name had been listed in the DCII (Defense Central Index of Investigations) database. This database is maintained by the DOD and this is where NCIS tracks individuals associated with criminal investigations. Per NCIS guidelines, a name is entered in to the DCII whenever "credible information" is reported to investigators that a person has committed a crime. Unfortunately, this is not dependent upon the outcome of the investigation or any resulting criminal trial. Federal agencies and contractors can see this information and it can be a bar to employment.

She served in the U.S. Navy from 2006 to 2014 and currently serves as a reservist. In January 2012, NCIS received an anonymous tip on their hotline which provided information indicating Ms. Gaxiola had engaged in fraud concerning her BAH allowance. Essentially, she was accused of claiming the married rate where she was not entitled to it. Were that the case, the estimated loss to the government would have been over \$32,000.

As it turns out, Ms. Gaxiola eloped shortly before enlisting. However, her partner only lived with her for a short term during her terms of active duty and they later divorced. Because they got married at a wedding chapel on short notice, her and her partner received a California confidential marriage certificate – a fact which later raised suspicion in the investigation.

NCIS did a complete investigation, including interviewing her spouse. The investigation was dropped without any charges. However, Ms. Gaxiola's name remained in the DCII. Last year, after applying to an internship with the U.S. Marshals, she was denied employment because of her appearance in the database.

So, I wrote an appeal to NCIS, per their guidelines. In that appeal, I explained that the anonymous hotline tip did not contain credible information, that the two were in love but her husband did not want to live where they were stationed because he had a good job in Southern California, and because she was gone for long periods of time. I then explained why a confidential marriage license was issued: a minister at a chapel cannot issue a public marriage license, only the county clerk-recorder can do that in California,

unknown to Ms. Gaxiola or her partner. Finally, I explained that the implication of maintaining her in the database given the circumstances is that any person can lodge an anonymous complaint and tarnish the career of any servicemember without consequence.

On February 7, we received a letter stating that our appeal was granted and that Ms. Gaxiola was removed from the DCII. She is now in the process of applying for federal agency employment and expressed gratitude for our assistance.

Johnanthony Alaimo Update - Sherry Bragg has been assisting Johnanthony with a case involving a retired Navy veteran who had a tree, located in the common area maintained by the HOA, fall on his house and cause significant damage. The city came by and red tagged the house. The veteran had to make a choice a couple of years ago to buy food of homeowners insurance. So he chose food.

The general liability insurance carrier of the HOA denied coverage in a letter sent to the client. However, it lacked a thorough investigation and was based on conclusory statements. Sherry and Johnanthony have drafted a letter to the insurance carrier, requesting reconsideration of their decision. Sherry and Johnanthony are exploring options to have the client's home repairs paid for, though the foremost concern is having the repairs done immediately. They have met with the HOA board and their attorney and are trying to reach an amicable solution to avoid a lengthy and tolling litigation fight for the client.

Johnanthony is also working with a veteran of the Air Force who lives in Massachusetts. His ex has filed a dissolution in California. Johnanthony previously appeared on behalf of the client to come up with a temporary visitation schedule between the client and his ex for their three-year old daughter. Johnanthony was able to secure a fair visitation schedule for the client, with travel costs shared between the two parties. Johnanthony is to appear at a trial setting conference on Tuesday, March 12 as well as an RFO hearing on June 17, 2019 for a determination of child support.

Nancy Jones Update - An army veteran who is 80% disabled had been approved for vocational rehabilitation. The issue arose when the VA would not approve a year's worth of supplies necessary for his program. VLI assisted the veteran with obtaining approval for \$2,000 worth of supplies the Veteran had paid for out of pocket.

Bill Tanner Update - A 94 year old disabled World War II, Korea, and Vietnam Air Force Veteran pilot requested assistance with possible elder abuse. He married his wife in 1990 and she died in February 2019 in the family home. In the days prior to her

passing, her children from a prior relationship began locking the couple's bedroom door where she laid so he could not say good-bye to her. Since he could not enter their bedroom, he was also forced to sleep in his office. He has called the police a couple of times but his son-in-law is a former Sheriff and bullies him stating his record of service has no merit.

The adult children live in a back house on the property owned by his wife. They enter his house, threaten him, and tell him that he has to leave. They have told him that his marriage to his wife, their mother, is not valid because they were married in Mexico, and that it is not and has not been recognized in the United States for the last 30 years.

We assisted the client with the forms for an elder abuse restraining order. We gave notice and appeared in court. We spoke with the children in the hallway prior to filing at the Clerk's Office and worked out an agreement and did not need to appear before the court.

SCRA Appointments Update. Jeff Werthheimer from the Superior Court of California, County of Orange contacted VLI twice in February 2019 to see if VLI would accept an appointment to represent active duty service members under the SCRA. Both cases were unlawful detainer cases where the landlord agreed to dismiss the case.

Presentations

SFSC Presentations. Bill and Allison have been appearing with Strong Families, Strong Children around the county informing others of the services we provide.

VOA Presentation. Allison did a presentation with the staff at Volunteers of America on landlord tenant issues, with a focus on eviction. Allison, at least once a year, provides a training to new case managers/refreshers course for current case managers to help them understand how the eviction process works, and how to spot eviction cases or impending eviction cases, so that VLI can step-in in a timely manner. VOA provides a lot of financial assistance for our eviction clients so we have a great working relationship with them.

See graph below

Summary of Cases Closed

In 2018 VLI closed a total of 2,210 cases.

Breakdown of cases by month for 2019

Month	January	February
Total Cases Opened	217	219
Total Cases Closed	214	164
Total PBI Cases Opened	32	33
Total PBI Cases Closed	45	34
Tustin Cases	3	2
Referred by OCVSO	23	14
Referred by VOA	12	14
Number of Non-Prime Inquiries	0	1
Total Volunteer Hours	460:37:00	715:29:00



VOLUNTEERING AT VLI

February 2019

Numbers

	February 2019	January 2019
Total number of in-office volunteers:	40	25
New in-office volunteers recruited:	8	9
In-office volunteer hours		
• Attorneys	99	53
• Law Clerks	141	99
• Legal Assistants	243	80
• Office Assistants	46	63
• Paralegals	187	166
<i>Total Hours</i>	<i>715</i>	<i>461</i>

Resource Development

Office Procedures

As we are recruiting more volunteers into the office, we are faced with the challenge of bringing them all up to speed on basic case management tasks. To that end, we are working on training materials and accessible guides and resources for new volunteers. This month we started distributing an Office Procedures Guide to volunteers during the orientation process.

Volunteer Outreach

Summer Applicants

In February, we started reaching out to law students for our summer internship program. On February 2nd, Ian Deady and Johnanthony Alaimo represented VLI at the annual Southern California Public Interest Career Day at UCLA. VLI staff also conducted on campus interviews at Loyola, Chapman, and Southwestern. From these events, we accumulated a substantial cache of resumes. Offer letters were sent out, and we are currently building a 2019 summer cohort.

Letter received by VLI pro bono immigration attorney Richard Wilner

My mother is a US Citizen and my father is from Mexico. I have always felt blessed in this blended culture.

Mr. Wilner,

I'm sorry for the delay in getting this to you and understand if time restraints make it difficult to use.

For some reason anytime I try to sit my husband down to talk about these matters, it's difficult for him but HERE WE GO!

At the age of 12, my mother lost her mother at which time her father and other family members decided it would be best for her and her siblings to move closer to extended family members in Mexico - this is where my mother met my father and they eventually married.

My parents moved from Mexico to the United States in 1955. I was five (5) years old at the time. My father has always been a hard working devoted husband and father who never once accepted any form of assistance other than his income from working six (6) to seven (7) days a week to raise and support his family of nine (9) children in the United States.

When I attended high school in Los Angeles, California - the most rewarding part of school was the time I spent in ROTC. I instantly felt a sense of order, commitment and purpose and knew this would be the beginning of my desire to serve in the military for the United States of America. I enlisted during wartime (Vietnam) shortly after my 18th birthday and immediately felt a sense of honor and pride.

My basic training (bootcamp) took place in Fort Bliss Texas. After bootcamp, I went to Georgia then Louisiana for Signal Core Training. Most people wouldn't give much thought to being in three new states but to me it was AMAZING. I enlisted and enjoyed my military training, exposure and experiences in different states other than California.

After Signal Core Training, I was sent to Germany where I was placed in a mechanized infantry unit where I worked for one year until it came time to serve as a Platoon Sergeant in Vietnam.

Yes, my mother was a US Citizen but I was born in Mexico yet the United States of America has always been my home. My time in Vietnam was extremely difficult but I felt a strong sense of dedication and honor being able to serve the Country I called my own.

I served in Vietnam in active combat in various positions including a Squad Leader, Forward Observer, Fire Direction Chief and eventually The Platoon Sergeant.

As a Squad Leader, I was in charge of a squad of seven (7) men that maintained one (1) 4.2 mortar (also called 4 point duce in military terms).

As a Forward Observer I was with the Infantry Division in charge of calling for fire support.

As a Fire Direction Chief I was in charge of plotting coordinates for fire missions.

As a Platoon Sergeant I was in charge of the entire platoon consisting of 36 military personnel which operated four (4) 4.2 mortars and the fire direction crew - this was all by the age of twenty (20).

My time in active combat was a little over a year. I was supposed to be sent back to base camp to take my time and get processed out of Vietnam however an oversight IN PAPERWORK caused a delay and the only thing they could do for me was to give me an assignment by offering me a seat on the next plane leaving without processing my awards and leaving me in a position where I did not receive my records. I was happy to serve in the US Army but anxiously took the next seat in the plane.

I came back to the states where I became a Drill Sergeant at Ft Leonard Wood, MO where I trained new recruits and one of my duties was to escort the remains of fallen soldiers to their families and final resting place.

From the age of five (5), I was a permanent resident as our parents wanted each of their children to make their own decision to become a citizen of the United States. At the age of eighteen (18), I ENLISTED in the Army to become a soldier for the United States of America and although it was not for this reason, shortly after my enlistment, I was told at the end of my service, I would become a Citizen of the United States. Unfortunately just like the oversight IN PAPERWORK when it was time for me to leave Vietnam - apparently, the paperwork was never processed making me a citizen of the United States after serving in the Army.

I have spent my life living, working in and serving this country I call my home The United States of America.

Now in my 70's, I have been given the greatest opportunity to complete this process and finally after serving the country I love will BECOME A CITIZEN OF THE UNITED STATES. .

I was blessed when I was referred to Wilner & O'Reilly in Orange, California who helped me through the process making my DREAM COME TRUE. This was not one of the things I will check off my bucket list.... IT IS MY BUCKET LIST and my heart is filled with pride, honor and continued dedication to this land I call my own.

VLI Supplemental Documents - Part 2 (pages 142-283)
DEVELOPMENT NOTES – For Board Meeting March 12, 2019

2019 AWARDED

	Dollars	In-Kind Value
Google for NonProfit		\$120,000
Stanley Eckstrom	\$60,000	
OCBA Charitable Fund	\$30,000	
Judicate West	\$10,000	
Crean Foundation	\$5,000	
Edison – Rate Reduction	\$5,000	
CLIO		100 free licenses

2018/19 PENDING

Starbucks	
Kaiser Community Giving	\$2,500
Land of the Free Foundation	
Santa Ana POA	
Pajadoro Family Foundation	\$5,000
Lockheed Martin	\$5,000
Union Pacific	\$5,000
Mazda Foundation	\$10,000
EJW 2 Year Fellowship	\$100,000
JM and Milbank Foundations	\$25,000
JB Hunt	\$10,000
Kaiser Community Giving	\$2,500
Kaiser Community Giving	\$1,500
Kaiser Community Giving	\$5,000
Kaiser Community Giving	\$5,000
Kaiser Community Giving	\$2,500
Sidney Stern Memorial Trust	\$7,500
Kaiser Community Giving	\$2,500
Kaiser Community Giving	\$5,000
Tustin CDBG	\$10,000
OCWLA	\$3,000
CalVET Prop 63 San Bernardino	\$50,000
CalVet Prop 63 Orange County	\$36,732
CalVet Prop 63 Riverside	\$45,000
Wells Fargo Legal Fellow	\$50,000
Wells Fargo VeteranWINS	\$25,000
Tustin Chili Cookoff	
City of Mission Viejo	\$5,000

2019 Declines

Mentor Foundation (worthy, too many requests, now will be by invitation only)
 ABE Opportunity Grant (worthy, too many requests, asked us to reapply)
 Satterberg (worthy, 244 requests for 24 awards in geographies with family members as residents)

2019 In Progress - VSF-USA; Shady Canyon; Newman Fisher; Hollywood Canteen; Roy E Crummer; State Bar 2020 Partnership Grant; American Academy of Matrimonial Lawyers; Weingart via in-kind donation with NAVSO

2019 Lawyers for Warriors

Projected Gross	\$135,000
Projected Expenses	\$ 15,000
Projected Net	\$120,000

Confirmed sponsors:

Wright Ford & Young	\$7500
Bentley & More	\$2500
Bird Law Group	\$2500
Roberts Law Firm	\$2500

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Rutan and Tucker	\$2500
Wells Fargo	\$2500
AHAVA Law	\$1000
Carothers DiSante, Fr	\$1000
Euroline	\$1000
Minyard Morris	\$1000
Miramontes Capital	\$1000
Small Bus Dev Corp	\$1000
Savills Studley	\$500
TOTAL	\$26,500
GAP TO GROSS GOAL	\$108,500

Asks: All gala and LW sponsors from 2017/18 have asks out

Silent Auction: golf at Monarch Beach, ½ day mediation, dinner @ Newport Firehouse with luxury transport, 2 offers of scuba experience, flight to Santa Barbara, Live Nation VIP experience for 2, shooting outing, Elite Resorts

March 16 – AUSA Bowling fundraiser

March 18 – Center Club Cares – Difference Makers Breakfast – VLI as inaugural beneficiary 7:30a-9:30a

March 21 – LW Committee Meeting – 1145 am to 1 pm, Payne and Fears

March 22 – US Veterans Magazine 2 page spread submission

May 1 – Audit due to comply with Cal Bar – recently changed from March 31 to no later than May 1

May 15 – 990 Filing for 2018 to Fed, State, and AG

Center Club Cares Difference Makers



Networking with a Cause

Breakfast Networking



March 18, 2019

**Monday
7:15 am – 9 am**

**Center Club Orange County
Costa Mesa, CA**

**\$35 per person
includes valet parking**

**Register Here:
<http://differencemakerscc.eventbrite.com>**

Proceeds to Benefit:



Join us and meet other "Difference Makers" who are making an impact, leading successful businesses and improving lives in our communities.

This event is focused on supporting our veterans in need of legal help, and all proceeds will go to the Veterans Legal Institute. It will be a fun time of networking and supporting a very important local nonprofit. Please feel free to invite friends!

Event Sponsored by:

**Phone: (949) 271-5100
Toll-free: (877) 816-1224**

STIFEL

**Stifel - Irvine Spectrum
20 Pacifica, Suite 1400
Irvine, California 92618**

VLI BOARD OF DIRECTORS MEETING

**Regular Meeting
Gibson Dunn, Irvine
3161 Michelson Drive
Irvine, CA 92612
Tuesday, April 9, 2019
5:30 P.M.**

CALL TO ORDER (5:46 p.m.)

A regular meeting of the Board of Directors of Veterans Legal Institute (“VLI”), a California nonprofit public benefit corporation, was held at Gibson Dunn, Irvine, located at 3161 Michelson Drive, Irvine, CA 92612.

With a quorum present, Marc Hankin, Chair, called the meeting to order.

The following Directors were present:

Pete Seitz	Michael Kibbe	Jim Maune (by phone)
Marco Arcadia	Andrew Nelson	Matt Rabin
Andrea Bird-Steiner	Lacey Price (by phone)	Marc Hankin
Sean Twomey	Dr. Sunny Jha	Jack Williams

The following Directors were not present:

Sheila-Marie Finkelstein	Bobby McDonald	Fernando Lopez
Rosanna E. Fristed	Sherry Bragg	Jim Gray
Briana Richmond	Jon Guarena	

Antoinette Balta, Executive Director, was also present.

APPROVAL OF MINUTES

The minutes for the March 12, 2019 regular meeting were circulated to the Board on March 20, 2019 and again on April 5, 2019. Upon motion by Andrea Bird-Steiner, seconded by Dr. Sunny Jha, a majority of the Directors present at the meeting voted to approve the minutes.

ATTACHMENTS

The meeting agenda and related documents are attached for reference.

BOARD ACTION

Upon motion by Pete Seitz, seconded by Jack Williams, the Directors present at the meeting unanimously voted to give Antoinette Balta the authority to raise wages for Office Administrator Leonard Schlanger, up to a total of \$15.00/hour.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:20 p.m.



Ms. Rosanna E. Fristed
Secretary

746328_1.docx



Board Meeting

April 9, 2019 from 5:30pm-7:00pm

Hosted by: Sean Twomey and Gibson Dunn & Crutcher LLP
3161 Michelson Drive, Suite 1200, Irvine, CA 92612

Conference call participants, use this dial-in: 866-747-5969 / Code: 2132297284#

Welcome, Introduction, and Roll Call

Old Business

- Minutes
- Bylaws

Board Members

- Name Badges
- Potential New Board Members
 - Kathy Dawson
- Remaining 2019 Board Meeting Dates
 - May 14, 2019
 - June 11, 2019
 - JULY DARK
 - August 13, 2019
 - September 10, 2019
 - *October 15, 2019*
 - NOVEMBER DARK- in lieu, we will attend the Patriots Promise Event
 - DECEMBER DARK

Board Committee Champion Updates

- Pete Seitz: Updating vision, mission, and core values.
- Sherry Bragg: Roles and responsibilities of each board member and onboarding documents.
- Rosanna Fristed: Board Development.
- Marco Arcadia: Training of board on fundraising.

VLI Office and Operations Update

- Operations Report (see attached)
- Volunteer Report (see attached)
- Board member field trips to office- scheduling
- Staff Update

- Hire our Heroes
- One-Stop new hire James
- Allison Higley
- Dan Duffield
- Scot Douglas
- John Anthony Alaimo
- Paul Guillory
- Summer Cohort
- Building
 - Parking
 - Meeting with Landlord
 - Potential alternative options
- Finances
 - \$398,315.53 in account as of 4/3/19
 - 990 and audit in process
 - CLMP second installment due in June
 - 2nd Bank Account
 - Per our accountant, when asked how much of our funds went to the veteran, he responded: "The percentages were 91% and 95% for 2017 and 2016 respectively. As soon as we get the Statement of Functional Expenses prepared for 2018, I will forward that percentage along as well."
 - Treasurer Review of budget and accounting policy

Development

- Past Events
 - March 18 – Center Club Cares – Difference Makers Breakfast – VLI as inaugural beneficiary
- Upcoming events
 - May 14 – LW Committee Meeting – 1145 am to 1 pm, Rutan & Tucker
 - September 23, 2019: Lawyers for Warriors
 - Marc Hankin offering dinner for 2 at a local high-end restaurant for whoever brings in the most sponsors
 - We need to submit requests to firms from now
 - Silent Auction Items
 - November 12, 2019: Patriots Promise Fundraiser at Fletcher Jones
- Grants Update
 - See attached report
- Publications
 - Spectrum News
 - US Vets Magazine

Miscellaneous

Adjournment

Intake, Clinics, and Litigation

For a summary of the number of clients seen by month please see the graph at the end of this report.

Staff have undertaken a review of VLI's intake, conflict, and referral procedures. We are documenting the process to ensure consistent application. There is now a separate entry on the summary graph at the bottom of this report for applicants who requested services but were over income, outside of VLI's service area, or for some other reason were not eligible. *We receive about four requests each week from someone outside of California.*

Clinic Highlights

Long Beach VA Hospital - This month we had several pro bono volunteers at the LBVA clinic. We were pleased that Todd Friedland and others from his firm were there to assist litigants. They assisted clients in family law (move away), expungement, and benefits issues.

Consumer/Bankruptcy Clinic - VLI held its monthly consumer clinic. Through counseling and debt management many of the clients we assist are able to avoid filing bankruptcy. There are several attorneys who are assisting with this clinic and are available to take bankruptcy cases.

Family Law Clinic - This month we had our usual end of the month Family Law Clinic, but also held a "mid-month" clinic due to the need. David Price, Commissioner Vogl, and other attorneys attended and gave advice and instruction to veterans. In 2017, we regularly held a Mid-Month Family Law Clinic due to the demand of services. In 2018, we caught up on our cases and there was less of a need, so we didn't schedule any, but we are now at a point again where we will be scheduling Mid-Months to keep the cases moving forward more efficiently.

VLI Staff continued to meet veterans at several other locations throughout Orange County during the month.

Litigation

Case summary: The client is a 94 year old World War II, Korea, and Vietnam Air Force Veteran pilot. He married his wife in 1990 and she passed recently passed in the family home. In the days prior to her passing, her children from a prior relationship began locking the couple's bedroom door where she laid so he could not say good-bye to her. Since he could not enter their bedroom, he was also forced to sleep in his office. He has called the police a couple of times but his son-in-law is a former Sheriff and bullies him stating his record of service has no merit.

The adult children live in a back house on the property owned by his wife. They enter his house, threaten him, and tell him that he has to leave. They have told him that his marriage to his wife, their mother, is not valid because they were married in Mexico, and that it is not and has not been recognized in the United States for the last 30 years.

We prepared the applications for ex parte elder abuse restraining orders against the step daughter and her husband, gave notice, and met the client at the courthouse. In the hallway we were able to resolve the emergency issues with the opposing parties. We have advised the veteran and referred him for possible assistance in a probate action.

Case summary: John Anthony assisted a veteran with a motion to set aside a default judgment in an unlawful detainer case. The veteran sought VLI's assistance after learning he lost a unlawful detainer case he was not even aware had happened. The veteran had not been living in the apartment for almost a year. He and his roommate signed a one year lease that was set to terminate in April 2018. He notified the landlord that he was leaving the unit in March 2018. Upon moving out of the unit, his roommate stayed behind. The roommate became a month-to-month tenant and sometime during the summer of 2018, got behind on payments. A UD case was filed, naming both the roommate and the client as defendants. Neither appeared in the case, and a default judgment was entered against both. John Anthony submitted a motion to set aside the judgment on behalf of the client, which was set for hearing in late March. John Anthony reached out to opposing counsel to settle the case before the hearing. After some discussion, opposing counsel agreed to sign a stipulation to vacate and dismiss the judgment against the client. The stipulation was signed by the Commissioner, relieving an adverse judgment against the client. The client no longer needs to live with the consequences and stigma of an eviction on their record.

Case summary: Allison and John Anthony dedicated a day to finalizing and submitting 10 discharge upgrade cases. They borrowed Antoinette's office for use in reviewing the briefs, organizing exhibits, and putting together the brief packets including cover letters, proper DD149 or DD293 form, and the supporting brief and exhibits. These 10 cases were all subsequently reviewed by the client for final approval, and all 10 were submitted to their respective boards within a week.

Allison has been working on one of the cases for 2 years - the client is a male, Navy veteran that experienced a very violent incident of military sexual assault on his first deployment, and as a result developed severe PTSD. He was threatened not to report the assault and didn't. While at work, he was focused on the mission and performed spectacularly, but after hours he drank to cope with his PTSD symptoms. He was cited for disciplinary actions 2 times within his first 4 years of service for alcohol related incidents while off-duty. However, his evaluations were fantastic, his command regularly suggested him for promotions, advancements, and trainings, and because of this he was allowed to re-enlist after the end of his first contract. He eventually realized that his alcohol use was starting to impact his work. He began self-medicating with marijuana instead, believing that to be a healthier and less problematic alternative, but he eventually popped-positive, and was discharged with Other Than Honorable. Since then he has gotten counseling through the VA for MST and PTSD, and is working on his sobriety, though the VA can only provide him limited services due to his OTH. He wants the upgrade so he can receive healthcare, disability compensation, and GI Bill to go back to school for a degree in a counseling or peer support field to help other veterans. He volunteers with boxing and personal training classes for veterans at a rehab facility. The client took a long time to get a personal statement back to us to finish the petition packet; Allison knew that the personal statement would be difficult for him to write considering the circumstances of his case, but believed in the strength of the case, and held out that we would be able to finish it. The client got back with her with a personal statement this month, and she finalized and submitted the petition packet.

Presentations

Over the last month or so, Bill and Allison have presented to a number of family resources centers (FRCs) as part of our collaborative partnership with Strong Families, Strong Children, bringing awareness to the services we provide and how we can help veterans that come to the FRCs for counseling and other non-legal services. These FRC locations include Lake Forest, Westminster, La Habra, San Juan Capistrano, and Santa Ana. KellyAnn also covered another FRC in Santa Ana.

We also presented at the Women's Conference at CSUF and staffed a booth at Anaheim Harley for an event honoring veterans.

Summary of Cases Closed

In 2018 VLI closed a total of 2,210 cases.

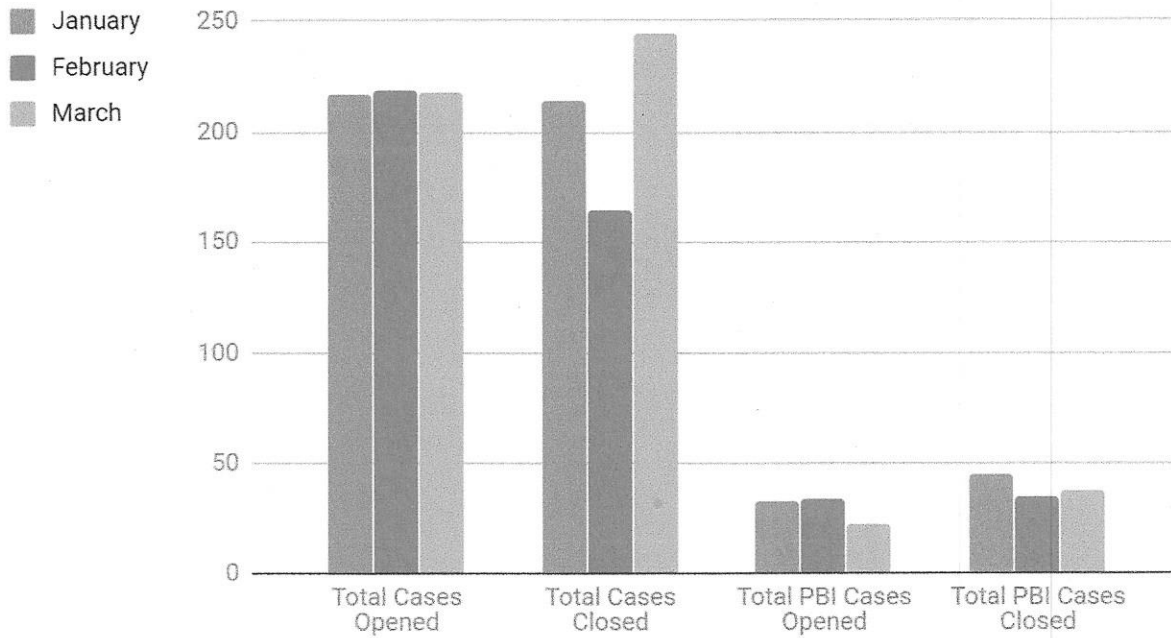
Breakdown of cases by month for 2019

Month	January	February	March	Total for 2019
Total Cases Opened	217	219	218	654
Total Cases Closed	214	164	244	622
Total PBI Cases Opened	32	33	22	87
Total PBI Cases Closed	45	34	37	116
Tustin Cases	3	2	5	10
Referred by OCVSO	23	14	9	46
Referred by VOA	12	14	24	50
Referred by SFSC	0	1	1	3
Number of Non-Prime Inquiries¹	0	1 ²	26	27
Total Volunteer Hours	460:37:00	715:29:00	857:44:00	2033:50:00

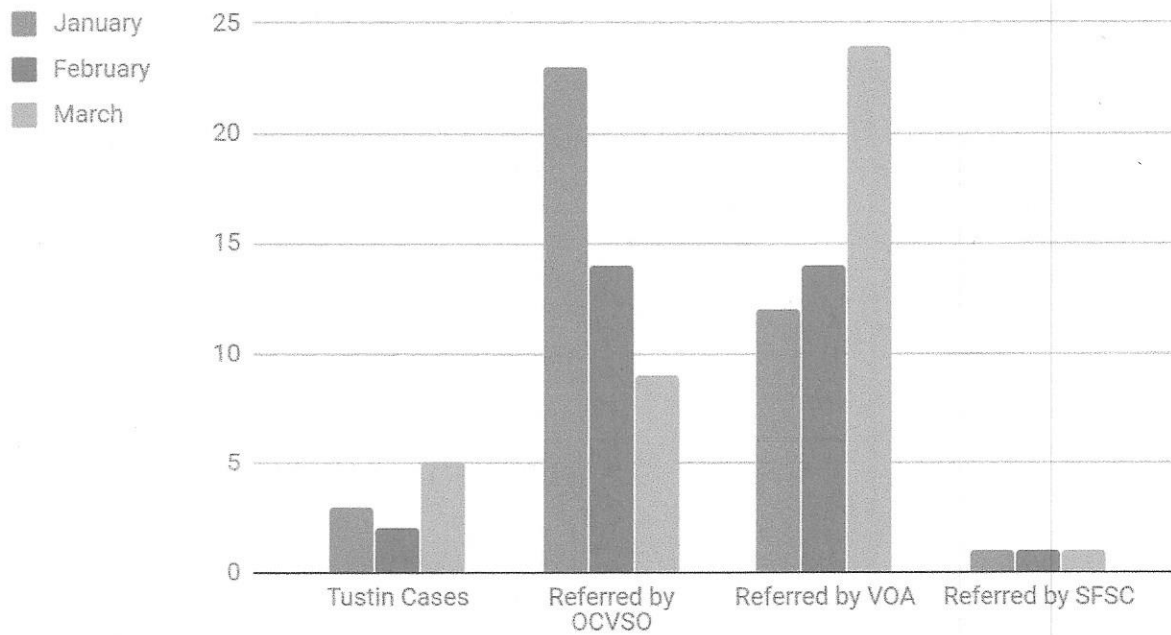
¹ These are inquiries who were not eligible, based on income, location, or other factors, but sought assistance.

² This is the month we began collecting this data.

Case Statistics



Referral Information





VOLUNTEERING AT VLI

March 2019

Numbers

	March 2019	February 2019
Total number of in-office volunteers:	41	40
New in-office volunteers recruited:	6	8
In-office volunteer hours		
• Attorneys	42	99
• Law Clerks	102	141
• Legal Assistants	369	243
• Office Assistants	118	46
• Paralegals	228	187
<i>Total Hours</i>	<i>858</i>	<i>715</i>

Resource Development

Data Analysis

We've been working on entering in our old volunteer hours data into the spreadsheet where we're now keeping data collected from the Google Form volunteer sign-in system. We now have data going back to March 2018. Graphs of that data are attached to this report.

Volunteer Outreach

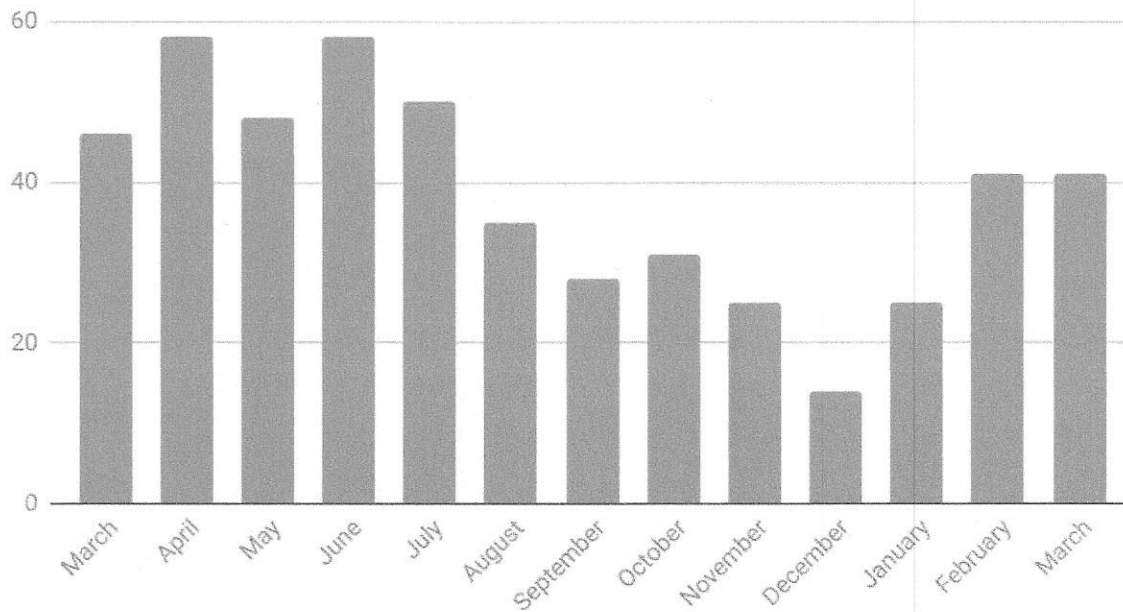
Summer Applicants

During March we began to assemble a 2019 cohort of law student Summer Interns from the pool of resumes collected at outreach events in February. To date we have eight confirmed interns.

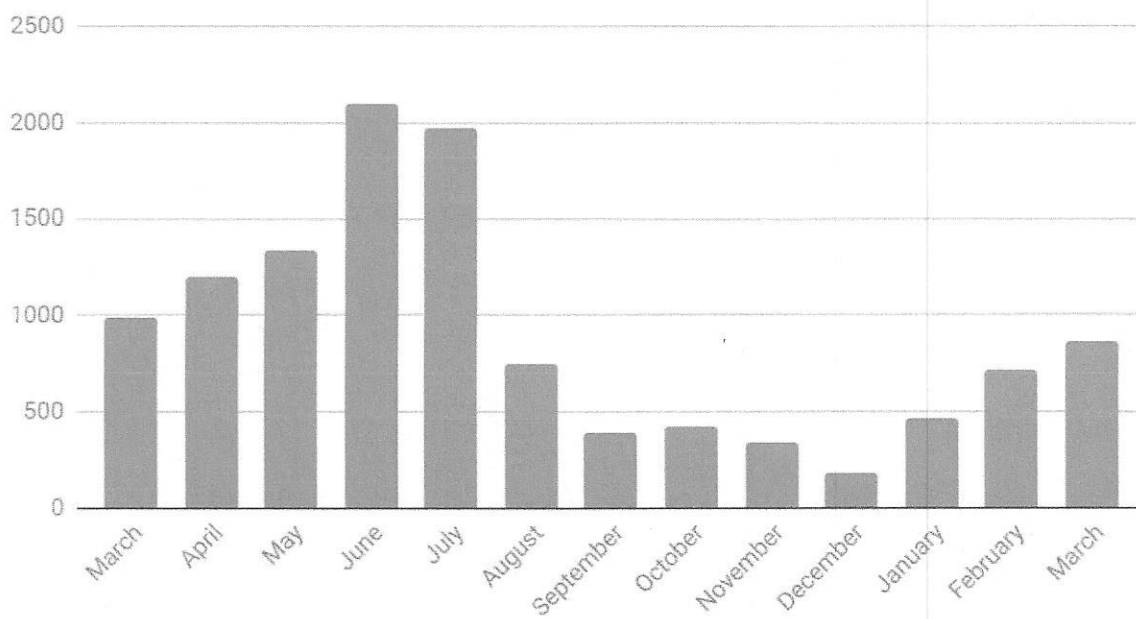


VOLUNTEERING AT VLI
March 2019

Number of Volunteers, March 2018 - March 2019



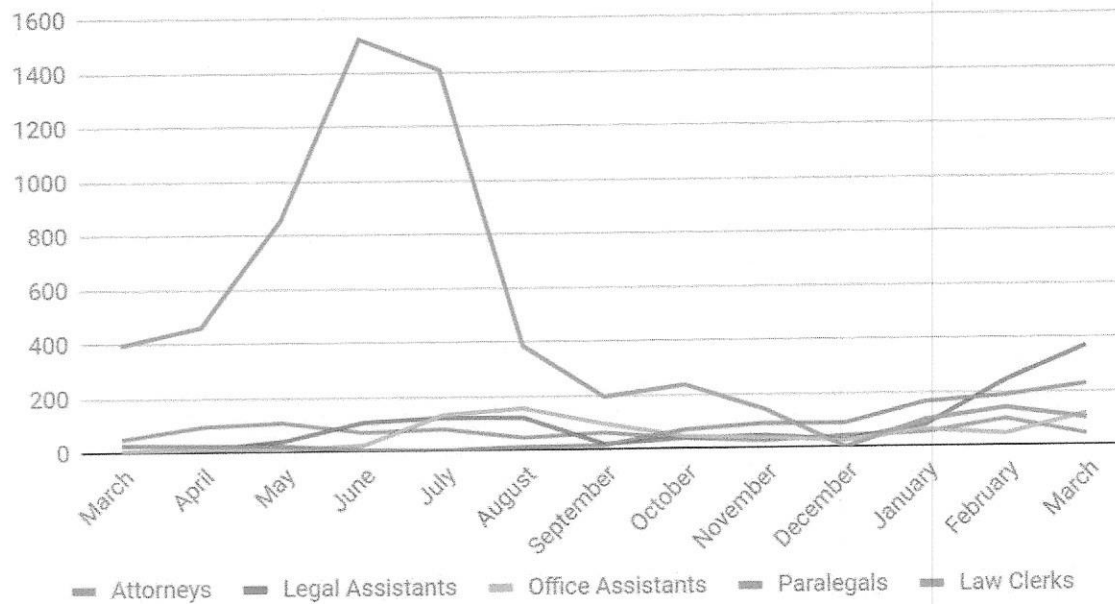
Number of Hours, March 2018 - March 2019



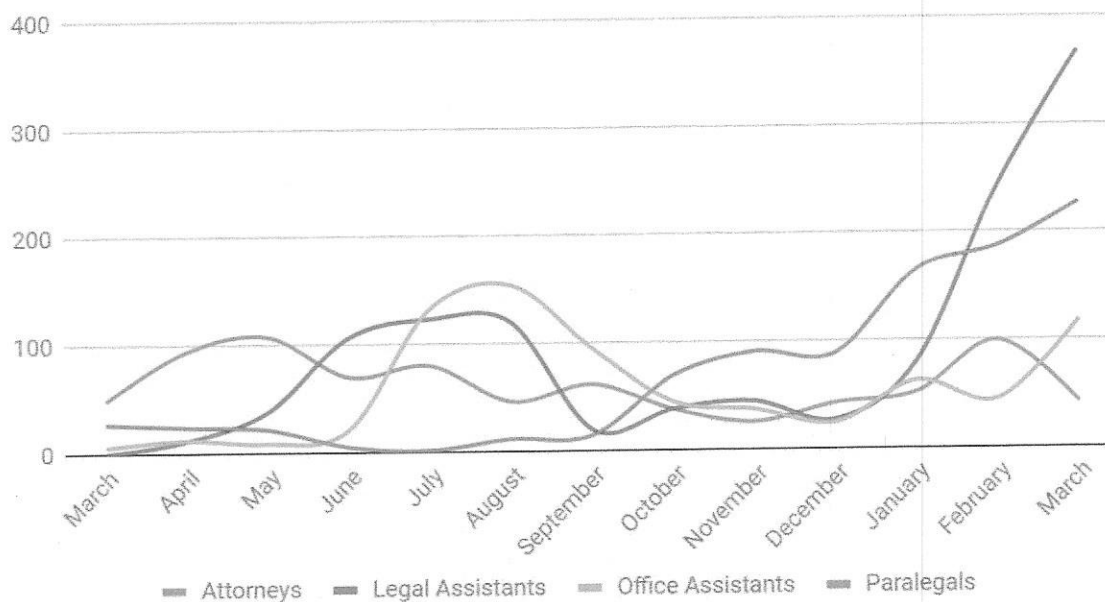


VOLUNTEERING AT VLI
March 2019

Hours by Activity, March 2018 - March 2019



Hours by Activity (no Law Clerks), March 2018 - March 2019



Veterans Legal Institute

PROFIT AND LOSS

January - March, 2019

	TOTAL
Income	
43400 Direct Public Support	196,609.47
Total Income	\$196,609.47
GROSS PROFIT	\$196,609.47
Expenses	
60900 Business Expenses	
60930 Bar and License Fees	492.51
60940 Dues & Subscriptions	214.92
Total 60900 Business Expenses	707.43
62100 Contract Services	
62150 Outside Contract Services	920.00
62152 Background Checks	58.78
Total 62100 Contract Services	978.78
62800 Facilities and Equipment	705.52
62880 Repairs	300.00
62890 Rent - Office	8,158.00
Total 62800 Facilities and Equipment	9,163.52
65000 Operations	1,327.78
65005 Advertising, Marketing & PR	1,912.00
65010 Books, Subscriptions, Reference	226.98
65015 Internet & On-Line Services	335.80
65020 Postage, Mailing Service	951.73
65030 Printing and Copying	55.73
65040 Supplies	597.18
65041 Reimbursement	294.03
65050 Telephone, Telecommunications	23.85
Total 65000 Operations	5,725.08
65100 Other Types of Expenses	
65120 Insurance - Liability, D and O	2,609.00
65125 Workers' Comp	563.45
Total 65100 Other Types of Expenses	3,172.45
66000 Payroll Expenses	
66001 Payroll Tax - Employer Portion	32,248.28
66002 Payroll Processing Fees	531.00
66500 Salaries & Wages	80,965.28
Total 66000 Payroll Expenses	113,744.56
68300 Travel and Meetings	143.23
68330 Catering	47.05
68350 Parking	22.50
Total 68300 Travel and Meetings	212.78
Total Expenses	\$133,704.60
NET OPERATING INCOME	\$62,904.87

VLI Supplemental Documents - Part 2 (pages 142-283)

	TOTAL
Other Expenses	
80000 Ask My Accountant	8,176.00
Total Other Expenses	\$8,176.00
NET OTHER INCOME	\$ -8,176.00
NET INCOME	\$54,728.87

Note

01/01/2019 to 03/31/2019

VLI Supplemental Documents - Part 2 (pages 142-283)
Veterans Legal Institute

BALANCE SHEET
As of March 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10102 Cash in Bank - Union Bank	401,574.02
10103 Cash in Bank - Union (Savings)	100.00
Total Bank Accounts	\$401,674.02
Other Current Assets	
11101 Cash Clearing	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$401,674.02
Fixed Assets	
15000 Furniture and Equipment	10,879.83
Total Fixed Assets	\$10,879.83
Other Assets	
18701 Security Deposit - Rent	1,971.20
Total Other Assets	\$1,971.20
TOTAL ASSETS	\$414,525.05
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
22001 Loans Payable- Dwight Stirling	0.00
22002 Loans Payable- Antoinette Balta	0.00
Total Credit Cards	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30000 Opening Balance Equity	1,489.62
32000 Unrestricted Net Assets	358,306.56
Net Income	54,728.87
Total Equity	\$414,525.05
TOTAL LIABILITIES AND EQUITY	\$414,525.05

Note

01/01/2019 to 3/31/2019

VLI Supplemental Documents - Part 2 (pages 142-283)

DEVELOPMENT NOTES – For Board Meeting April 10, 2019

2019 AWARDED

	Dollars	In-Kind Value
Google for NonProfit		\$120,000
Stanley Eckstrom	\$60,000	
OCBA Charitable Fund	\$30,000	
Judicate West	\$10,000	
Crean Foundation	\$5,000	
Edison – Rate Reduction	\$5,000	
CLIO		100 free licenses

2018/19 PENDING

Starbucks		
Kaiser Community Giving	\$2,500	
Land of the Free Foundation		
Santa Ana POA		
Pajadoro Family Foundation	\$5,000	
Lockheed Martin	\$5,000	
Union Pacific	\$5,000	
Mazda Foundation	\$10,000	
JM and Milbank Foundations	\$25,000	
JB Hunt	\$10,000	
Kaiser Community Giving	\$2,500	
Kaiser Community Giving	\$1,500	
Kaiser Community Giving	\$5,000	
Kaiser Community Giving	\$5,000	
Kaiser Community Giving	\$2,500	
Sidney Stern Memorial Trust	\$7,500	
Kaiser Community Giving	\$2,500	
Kaiser Community Giving	\$5,000	
Tustin CDBG	\$10,000	Presentation made to Tustin 2/28
OCWLA	\$3,000	
CalVET Prop 63 San Bernardino	\$50,000	
CalVet Prop 63 Orange County	\$36,732	
CalVet Prop 63 Riverside	\$45,000	
Wells Fargo VeteranWINS	\$25,000	
City of Mission Viejo	\$5,000	Presentation scheduled 4/16
Veterans Support Foundation	\$25,000	

2019 Declines

Mentor Foundation (worthy, too many requests, now will be by invitation only)
 ABE Opportunity Grant (worthy, too many requests, asked us to reapply)
 Satterberg (worthy, 244 requests for 24 awards in geographies with family members as residents)
 EJW 2 Year (received one interview, no position offered)
 Wells Fargo Legal Fellow (worthy, too many requests)
 Tustin Chili Cookoff (not selected, many applicants)

2019 In Progress - Shady Canyon; Newman Fisher; Hollywood Canteen; Roy E Crummer; State Bar 2020 Partnership Grant; American Academy of Matrimonial Lawyers; Weingart via in-kind donation with NAVSO

2019 Lawyers for Warriors

Projected Gross	\$135,000
Projected Expenses	\$ 15,000
Projected Net	\$120,000

Confirmed sponsors:

Wright Ford & Young	\$10000
Adam & Rochelle Karr	\$2800
Bentley & More	\$2500
Bird Law Group	\$2500

VL I Supplemental Documents - Part 2 (pages 142-283)

Roberts Law Firm	\$2500
Rutan and Tucker	\$2500
Wells Fargo	\$2500
OMM	\$2500
Weintraub and Tobin	\$2500
Community Bank	\$2500
Apollonian Bookkeeping	\$2500
Fortis LLP	\$1500
Chapman	\$1000
Brandman	\$1000
AHAVA Law	\$1000
Carothers DiSante, Fr	\$1000
Euroline	\$1000
Minyard Morris	\$1000
Miramontes Capital	\$1000
Small Bus Dev Corp	\$1000
Savills Studley	\$500
TOTAL	\$45,300
GAP TO GROSS GOAL	\$89,700

Asks: All gala and LW sponsors from 2017/18 have asks out

Silent Auction: see attachment

March 16 – AUSA Bowling fundraiser \$xx

March 18 – Center Club Cares – Difference Makers Breakfast – VLI as inaugural beneficiary \$xx

April – LW Subcommittees meeting individually

April – Month of Military Child – developing a direct mail piece to ongoing supporters and lapsed donors

May 1 – Audit due to comply with Cal Bar – recently changed from March 31 to no later than May 1

May 14 – LW full committee meeting – 1145 am to 1 pm, Rutan and Tucker

May 15 – 990 Filing for 2018 to Fed, State, and AG

June 1 – By laws for Bar upload

November 12 – Patriots Promise – Fletcher Jones Motorcars

[Note: vetting Little Green Light for volunteer and donor management, approx. \$500 per year]

VLI BOARD OF DIRECTORS MEETING

**Regular Meeting
Bird Law Group
20162 SW Birch St., Ste. 300
Newport Beach, CA 92660
Tuesday, May 14, 2019
5:30 P.M.**

CALL TO ORDER (5:42 p.m.)

A regular meeting of the Board of Directors of Veterans Legal Institute (“VLI”), a California nonprofit public benefit corporation, was held at Bird Law Group, located at 20162 SW Birch St., Ste. 300, Newport Beach, CA 92660.

With a quorum present, Marc Hankin, Chair, called the meeting to order.

The following Directors were present:

Pete Seitz	Michael Kibbe (by phone)	Sheila-Marie Finkelstein
Marco Arcadia	Andrew Nelson	Matt Rabin
Andrea Bird-Steiner	Lacey Price	Marc Hankin
Sean Twomey (by phone)	Sherry Bragg	Jim Gray (left early)
Rosanna E. Fristed	Briana Richmond	

The following Directors were not present:

Jack Williams	Jon Guarena
Dr. Sunny Jha	Fernando Lopez
Bobby McDonald	

Antoinette Balta, Executive Director, was also present, as were guests Ron Penland and Kathy Dawson.

APPROVAL OF MINUTES

The minutes for the April 9, 2019 regular meeting were circulated to the Board on May 2, 2019 and again on May 13, 2019. Upon motion by Matt Rabin, seconded by Sherry Bragg, a majority of the Directors present at the meeting voted to approve the minutes, Sheila-Marie Finkelstein abstaining.

RESIGNATION

Jim Maune formally resigned from the Board.

ATTACHMENTS

The meeting agenda and related documents are attached for reference.

BOARD ACTION

Attorney Scot Douglas continues to travel from Arizona to California to work at VLI. Antoinette requested that VLI compensate Mr. Douglas for travel and related expenses. Mr. Douglas is currently on a program whereby another organization pays one-half of his hourly rate of \$21.00, with VLI funding the rest. The program duration is 500 hours, of which Mr. Douglas has dedicated approximately 100 hours. Upon expiration of the 500 hours, Jim Gray will pay Mr. Douglas up to \$1000/month for six months; provided, however, that Mr. Douglas submit monthly expense reports to be reviewed by Pete Seitz and Matt Rabin.

Board action on the issue of office space for VLI summer clerks was deferred.

Upon motion by Matt Rabin, seconded by Andrea Bird-Steiner, the Directors present at the meeting voted to authorize Marc Hankin to provide a final review of VLI's Form 990 so that it can be timely filed by the May 15, 2019 deadline. Marc Hankin abstained from this vote.

MISCELLANEOUS

Each Director must forward a copy of his/her preferred photo and birthday to Sheila-Marie Finkelstein for incorporation into VLI's Facebook page.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:06 p.m.



Ms. Rosanna E. Fristed
Secretary



Board Meeting

May 14, 2019 from 5:30pm-7:00pm

Hosted by: Andrea Ruth Brid, Bird Law Group

20162 SW Birch St., Ste 300, Newport Beach CA 92660

Conference call participants, use this dial-in: 805-309-0111/passcode 220698

Welcome, Introduction, and Roll Call

Old Business

- Minutes
- Bylaws

Board Members

- Jim Maune resignation due to relocation to San Diego
- Visitors Today
 - Kathy Dawson, Owner, Dawson & Dawson, Inc. (employment agency)
 - Ron Penland, President, Renaissance Executive Forums- Inland Empire
 - Chris Patterson, Relationship Manager, Commercial Bank of California
- Remaining 2019 Board Meeting Dates
 - May 14, 2019
 - June 11, 2019,
 - JULY DARK
 - August 13, 2019
 - September 10, 2019
 - October 15, 2019
 - November 12, 2019- Patriots Promise event in lieu of board meeting
 - DECEMBER DARK

VLI Office and Operations Update

- Staff and volunteer update
 - Interviews June 11
 - 3 new applicants, 4 presently staffed applicants
 - Scot Douglas- volunteer drive?
 - Summer program
 - End of summer open house
 - Volunteer report attached
- Finances
 - FDIC limit and bank accounts
 - CLMP 2nd Installment due June 21, 2019
 - Draft 990 and audit

- Accounting Policy
- Treasurer Review
- Report by Chris Patterson
- Operations report attached

Board Committee Champion Updates

- Pete Seitz: Updating vision, mission, and core values
 - a. Survey responses
 - b. Tony Sloan
- Sherry Bragg: Roles/responsibilities of each board member and onboarding documents.
- Rosanna Fristed: Board Development.
- Marco Arcadia: Training of board on fundraising.

Development

- Past Events
 - Newport Beach Film Festival- Stalag Luft III, May 1, 2019
 - Presentation at Friends Baptist Church on May 11
- Upcoming events
 - May 14, 2019 from 11:45am to 1:00pm: Lawyers for Warriors Committee Meeting at Rutan & Tucker. June host needed (date flexible).
 - September 23, 2019: Lawyers for Warriors
 - **We need to submit requests to firms from now**
 - Coast Magazine will be the Media Sponsor.
 - Wright Ford & Young Co. will be the Title Sponsor.
 - Hankin Patent Law is the Wine Glass Sponsor
 - Video or live speeches?
 - November 12, 2019: Patriots Promise Fundraiser at Fletcher Jones
 - Any left over alcohol or silent auction items from L4W will go to this event.
 - Golf tournament?
- Grants Update
 - See attached
 - Prop 63 Grant- Orange, San Bernardino, Riverside County
- Publications and Media
 - Coast Magazine
 - VA Long Beach Hospital Clinic
 - OC Register
 - Starbucks
 - Legal Aid Association of California (LAAC)- VLI volunteer and former client to be presented the 2019 Award of Merit for Outstanding Client Category
- Strategic plan in process
 - Richard O. (COO mentor) and Tony S. (marketing specialist)
 - Chris Patterson
 - Space, property purchase committee, SBA loan option

Miscellaneous

Adjournment



VOLUNTEERING AT VLI

April 2019

Numbers

	April 2019	March 2019
Total number of in-office volunteers:	46	41
New in-office volunteers recruited:	13	6
In-office volunteer hours		
• Attorneys	57	42
• Law Clerks	176	102
• Legal Assistants	656	369
• Office Assistants	57	118
• Paralegals	185	228
<i>Total Hours</i>	<i>1131</i>	<i>858</i>

Resource Development

Migrating to Clio

We have been preparing to make the move from PRIME, our old case management system, to Clio — following our development team's acquisition of 100 free user accounts. This will make it possible for our volunteers to access, update, and store case files directly, as well as gain experience with software that is widely used by law firms. We have been assembling training materials that will help bring volunteers up to speed once we do start to make the switch.

Summer Internship Update

We are currently at 11 confirmed summer interns, and we are setting up scheduled activities for the summer, including tours of various courts, meetings with judges and attorneys.

Volunteer Outreach

Preparing for Summer

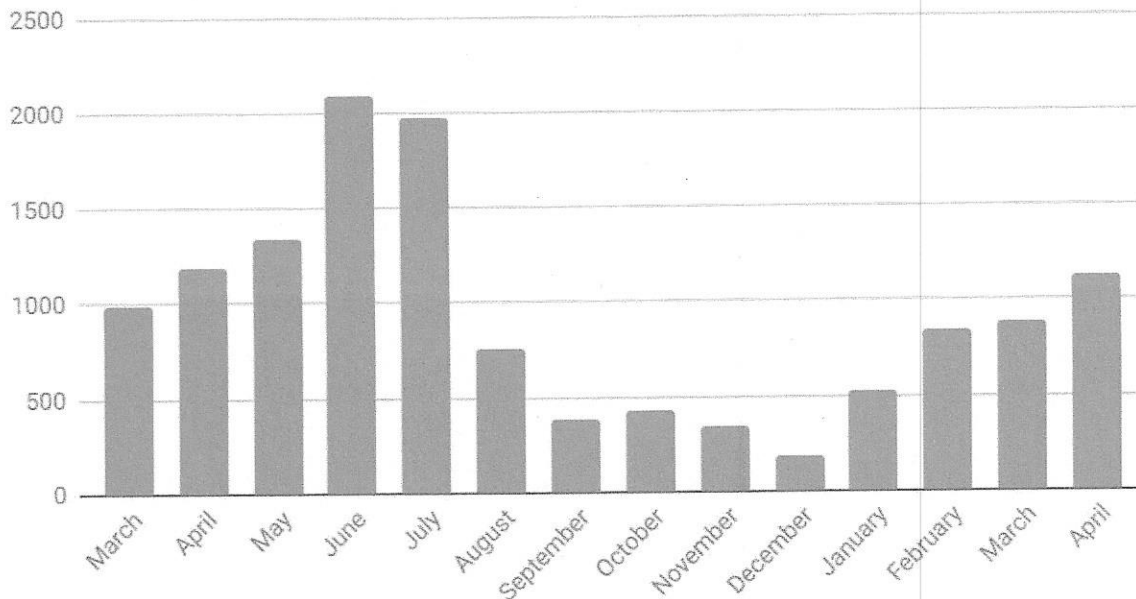
We have taken down online postings for volunteers and interns in order to draw down numbers, to make sure we have room in the office for our summer interns.



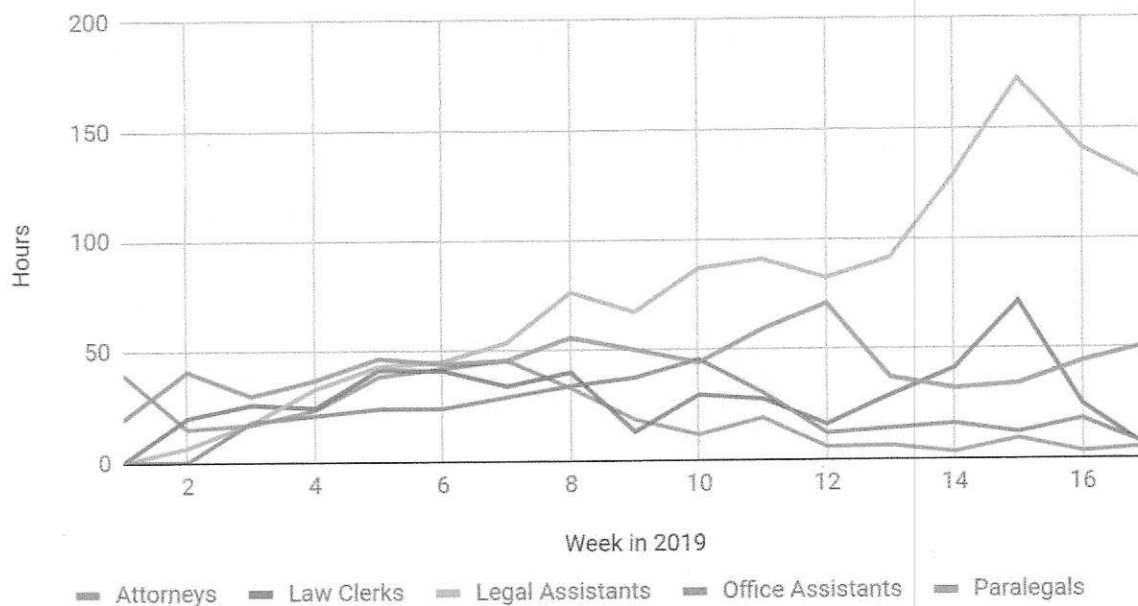
VOLUNTEERING AT VLI

April 2019

Number of Hours, March 2018 - March 2019



Hours by Activity (Weekly data 2019)



VLI Supplemental Documents - Part 2 (pages 142-283)
Veterans Legal Institute

BALANCE SHEET

As of April 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10102 Cash in Bank - Union Bank	370,067.59
10103 Cash in Bank - Union (Savings)	100.00
Total Bank Accounts	\$370,167.59
Other Current Assets	
11101 Cash Clearing	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$370,167.59
Fixed Assets	
15000 Furniture and Equipment	11,189.27
Total Fixed Assets	\$11,189.27
Other Assets	
18701 Security Deposit - Rent	1,971.20
Total Other Assets	\$1,971.20
TOTAL ASSETS	\$383,328.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
22001 Loans Payable- Dwight Stirling	0.00
22002 Loans Payable- Antoinette Balta	0.00
Total Credit Cards	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30000 Opening Balance Equity	1,489.62
32000 Unrestricted Net Assets	358,306.56
Net Income	23,531.88
Total Equity	\$383,328.06
TOTAL LIABILITIES AND EQUITY	\$383,328.06

Note

4/1/2019 to 4/30/2019

VLI Supplemental Documents - Part 2 (pages 142-283)
Veterans Legal Institute

PROFIT AND LOSS

April 2019

	TOTAL
Income	
43400 Direct Public Support	21,084.10
Total Income	\$21,084.10
GROSS PROFIT	\$21,084.10
Expenses	
60900 Business Expenses	168.95
62100 Contract Services	
62152 Background Checks	45.25
Total 62100 Contract Services	45.25
62800 Facilities and Equipment	263.49
62890 Rent - Office	8,214.00
Total 62800 Facilities and Equipment	8,477.49
65000 Operations	
65005 Advertising, Marketing & PR	20.00
65010 Books, Subscriptions, Reference	64.00
65015 Internet & On-Line Services	199.85
65020 Postage, Mailing Service	169.99
65030 Printing and Copying	119.01
65040 Supplies	111.89
65041 Reimbursement	409.43
65050 Telephone, Telecommunications	7.95
Total 65000 Operations	1,102.12
65100 Other Types of Expenses	
65125 Workers' Comp	387.41
Total 65100 Other Types of Expenses	387.41
66000 Payroll Expenses	
66001 Payroll Tax - Employer Portion	10,851.45
66002 Payroll Processing Fees	182.00
66500 Salaries & Wages	29,021.23
Total 66000 Payroll Expenses	40,054.68
68300 Travel and Meetings	1,369.02
Total Expenses	\$51,604.92
NET OPERATING INCOME	\$ -30,520.82
Other Expenses	
80000 Ask My Accountant	676.17
Total Other Expenses	\$676.17
NET OTHER INCOME	\$ -676.17
NET INCOME	\$ -31,196.99

Note

4/1/2019 to 4/30/2019

Veterans Legal Institute

Litigation Report to the Board - April 2019

Intake, Clinics, and Litigation

We have begun breaking out the requests for assistance that are immediately referred. During this month we had 11 request from outside of California. For more detail see the bottom of the graph below.

For a summary of the number of clients seen by month please see the graph at the end of this report.

Clinic Highlights

Long Beach VA Hospital - This month we had several pro bono volunteers at the LBVA clinic from Loeb & Loeb, and Hittelman Strunk. They assisted clients with a lot of family law, estate planning, taxes, and worked with our attorneys on VA benefits and discharge upgrade intakes.

Family Law Clinic - This month we had our usual end of the month Family Law Clinic, but also held a "mid-month" clinic due to the need. Melissa Steele came in and met with clients during our Mid-Month Clinic, and volunteered to assist with our End of the Month Clinic.

VLI Staff continued to meet veterans at several other locations throughout Orange County during the month.

Litigation Case summaries:

Allison took over one of Dwight's divorce cases that he was counsel of record on; the case was started in 2015, but had stalled due to non-appearances, required paperwork not being filed to move the case forward, and a couple of clerk errors resulting in rejection of paperwork. Allison prepared the remaining forms, corrected the marriage settlement agreement, had the MSA resigned and notarized by the parties, and submitted the default judgment paperwork to the court. On April 22, 2019, the dissolution judgment was entered by the court.

An elderly 90% service-connected disabled USMC Vietnam War veteran contacted our office in March for assistance with his ADA reasonable accommodations request. He required a wider parking space than he was assigned, because entering and exiting his vehicle was problematic due to his medical conditions and the confined subterranean parking garage.

The veteran had sued—unsuccessfully—in small claims court for an alleged breach of contract the veteran was under the belief had been established between himself and his landlord to provide an ADA-compliant space. The court

did not agree and found that the veteran had not yet requested a reasonable accommodation, which the landlords indicated to the court they would do their best to comply with.

After the veteran contacted our office, we drafted and sent a reasonable accommodation request letter on his behalf to his landlord's agents to obtain satisfaction for his goal of unrestricted access to his vehicle. After providing some time for the landlords to develop a solution, we were able to obtain a favorable settlement offer awarding the veteran two combined parking spaces adjacent to his former confined parking space, which were proposed for his exclusive use without any additional payments or cost to either the landlord or the veteran.

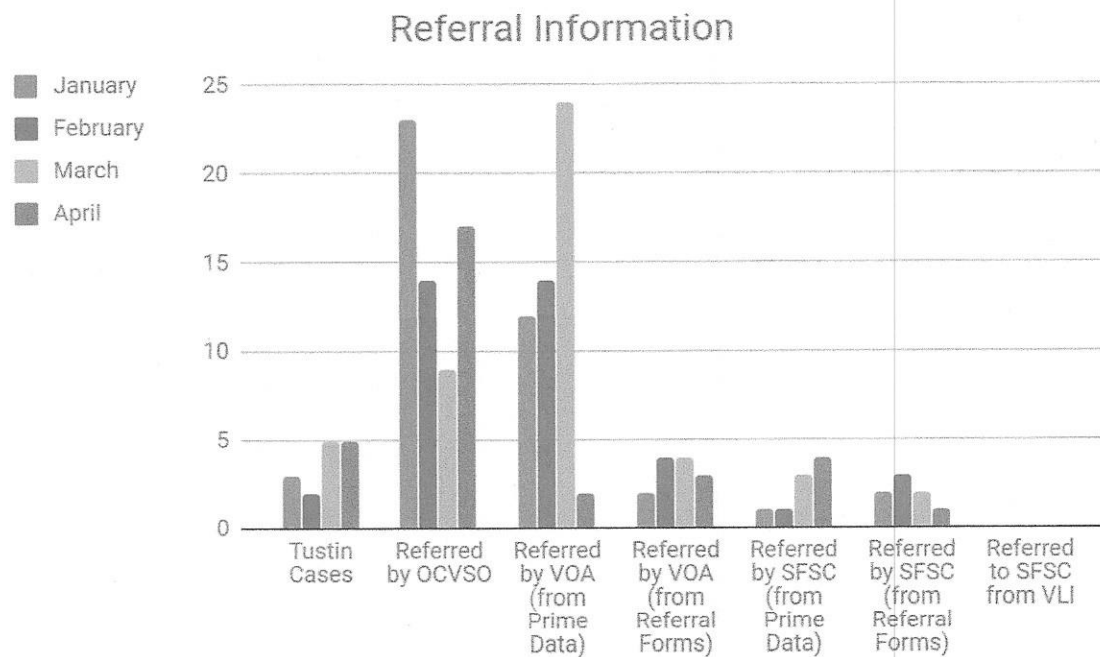
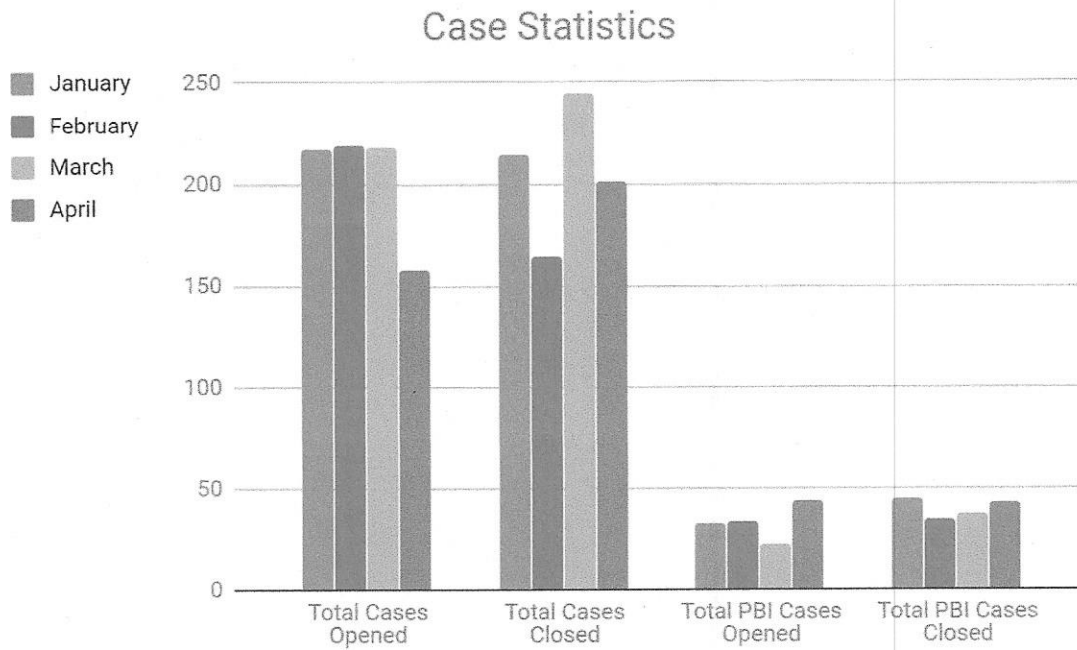
A homeless disabled marine corps veteran sought assistance for several issues at LBVA Hospital. He had several issues including child support, warrants, vocational rehabilitation, EDD, a civil lawsuit and debtor/bankruptcy issues. During the interview he disclosed that he had been clean and sober for 12 days. We scheduled a follow up in our office as he is an Orange County resident. He is now 22 days sober and feeling better. Staff have been working with him and each of his legal issues. As you can imagine the weight of this has been difficult for him and he expressed much appreciation for staff helping him carry this load.

Report continues below

Summary of Cases Closed

In 2018 VLI closed a total of 2,210 cases.

Month	January	February	March	April	Total for 2019
Total Cases Opened	217	219	218	158	812
Total Cases Closed	214	164	244	201	823
Total PBI Cases Opened	32	33	22	44	131
Total PBI Cases Closed	45	34	37	43	159
Tustin Cases	3	2	5	5	15
Referred by OCVSO	23	14	9	17	63
Referred by VOA (Prime)	12	14	24	2	52
Referred by VOA (Form)	12	14	24	3	13
Referred by SFSC (Prime)	1	1	3	4	9
Referred by SFSC (Form)	2	3	2	1	8
Number of Non-Prime Inquiries Out of State				11	
Number of Non-Prime Inquiries Out of County				34	
Number of Non-Prime Inquiries Overincome				10	
Number of Non-Prime Inquiries Total	0	1	26	58	
Total Volunteer Hours	460:37:00	715:29:00	857:44:00	1131:16:00	3165:06:00



VLI Supplemental Documents - Part 2 (pages 142-283)

DEVELOPMENT NOTES – For Board Meeting May 14, 2019

Profit and Loss, Balance Sheet attached for April

2019 AWARDED

	Dollars	In-Kind Value
Google for NonProfit		\$120,000
Stanley Eckstrom	\$60,000	
OCBA Charitable Fund	\$30,000	
Judicate West	\$10,000	
Crean Foundation	\$5,000	
Edison – Rate Reduction	\$5,000	
CLIO		100 free licenses
Tustin	\$10,480	ask was 10k
CalVET Prop 63 San Bernardino	\$50,000	final award amount pending
CalVet Prop 63 Orange County	\$36,732	final award amount pending
CalVet Prop 63 Riverside	\$45,000	final award amount pending

2018/19 PENDING

Starbucks		
Kaiser Community Giving	\$2,500	
Lockheed Martin	\$5,000	No response on 2018 request, reapplied 2019
Union Pacific	\$5,000	
Mazda Foundation	\$10,000	
JM and Milbank Foundations	\$25,000	
JB Hunt	\$10,000	
Kaiser Community Giving	\$2,500	
Kaiser Community Giving	\$1,500	
Kaiser Community Giving	\$5,000	
Kaiser Community Giving	\$5,000	
Kaiser Community Giving	\$2,500	
Sidney Stern Memorial Trust	\$7,500	
Kaiser Community Giving	\$2,500	
Kaiser Community Giving	\$5,000	
Wells Fargo VeteranWINS	\$25,000	
City of Mission Viejo	\$5,000	Presentation scheduled 4/16
Veterans Support Foundation	\$25,000	
Newman's Own Fisher House	\$50,000	50k is max possible, may award less
JMK Innovation Prize	\$175,000	max award spread over 3 years
PIMCO	\$15,000	
Tony Robbins Foundation	\$10,000	

2019 Declines

Mentor Foundation (worthy, too many requests, now will be by invitation only)
ABE Opportunity Grant (worthy, too many requests, asked us to reapply)
Satterberg (worthy, 244 requests for 24 awards in geographies with family members as residents)
EJW 2 Year (received one interview, no position offered)
Wells Fargo Legal Fellow (worthy, too many requests)
Tustin Chili Cookoff (not selected, many applicants)
OCWLA (worthy, many requests)

2019 In Progress - Shady Canyon; Hollywood Canteen; Roy E Crummer; State Bar 2020; American Academy of Matrimonial Lawyers; Weingart via in-kind donation with NAVSO; Sunwest; Allergan; Union Pacific; 100&Change (100 million over 5 years; NO RESPONSES FROM 2018 (will reapply 2019): Land of the Free (due May 31), Santa Ana POA, Pajadoro Foundation (Santa Barbara focus).

2019 Lawyers for Warriors

Projected Gross	\$135,000
Projected Expenses	\$ 15,000
Projected Net	\$120,000

VLI Supplemental Documents - Part 2 (pages 142-283)

Confirmed sponsors:

Wright Ford & Young	\$10000	CC/press release/updated package with title and honorees done
Adam & Rochelle Karr	\$2800	
Bentley & More	\$2500	
Bird Law Group	\$2500	
Roberts Law Firm	\$2500	
Rutan and Tucker	\$2500	
Wells Fargo	\$2500	
OMM	\$2500	
Weintraub and Tobin	\$2500	
Community Bank	\$2500	
Apollonian Bookkeeping	\$2500	
Fortis LLP	\$1500	
Chapman	\$1000	
Brandman	\$1000	
AHAVA Law	\$1000	
Carothers DiSante, Fr	\$1000	
Coastline	\$1000	
Euroline	\$1000	
Minyard Morris	\$1000	
Miramontes Capital	\$1000	
Small Bus Dev Corp	\$1000	
Savills Studley	\$500	
TOTAL	\$46,300	
GAP TO GOAL (GROSS)	\$88,700	

Asks: All gala and LW sponsors from 2017/18 have asks out; additional asks made to new firms and corporations including American First Credit Union, Orange County's Credit Union, Lockheed Martin, Cox Communications, State Street, Credit Union of Southern California, JP Morgan Chase (in progress)

Asks expanded beyond law firms to: companies that hire veterans; notable OC professionals with links to military; top veteran owned companies with government contracts; CSR professionals in other industries.

Silent Auction: see attachment; please continue to ask your vendors, service professionals, and firms that may have season tickets and other items they can donate.

May 1 – Newport Beach Film Festival

May 14 – LW full committee meeting – 1145 am to 1 pm, Rutan and Tucker

May 15 – 990 Filing for 2018 to Fed, State, and AG

June 1 – By laws for Bar upload

June 3 – 2020 IOLTA/EAF Cal Bar grant due

June 7 – Payment 2 of 2 scheduled to be mailed (\$70,000)

November 12 – Patriots Promise – Fletcher Jones Motorcars

Notes:

Vetting Little Green Light for donor and volunteer management, approximately \$500 per year



VETERANS
LEGAL INSTITUTE

VLI BOARD OF DIRECTORS

Regular Meeting

Littler Mendelson, PC

2050 Main Street, Suite 900

Irvine, CA 92614

Tuesday June 11, 2019

6:00 p.m.

CALL TO ORDER

A regular meeting of the Board of Directors of Veterans Legal Institute (“VLI”) a California nonprofit public benefit corporation, was held at Littler Mendelson, P.C., located at 2050 Main Street, Suite 900, Irvine CA 92614, on Tuesday June 11, 2019.

With a quorum present, Marc Hankin, Chair, called the meeting to order:

The following Directors were present:

Marc Hankin
Michael Kibbe
Briana Richmond
Sherry Bragg
Lacey Price

Sean Twomey
Shelia-Marie Finkelstein (by phone)
Andrea Bird
Rosanna Fristed (by phone)

The following Directors were not present:

Pete Seitz
Marco Arcadia
Bobby McDonald
Jack Williams
Andy Nelson
Jim Gray

Jack Williams
Sunny Jha
Jon Guerena
Matt Rabin
Fernando Lopez

Executive Director Antoinette Balta was not present.

APPROVAL OF MINUTES

The minutes for the May 14, 2019 regular meeting were provided to the Board for review and consideration on May 15, 2019. Upon motion by Sherry Bragg, seconded by Michael Kibbe, and with a quorum present, the minutes for the May 2019 meeting were approved. No discussion ensued.

ATTACHMENTS

The meeting agenda and related documents are attached for reference.

BOARD ACTION

The Board reviewed and discussed the proposed amendments to VLI's Bylaws. The Board discussed the number of board members and agreed that the amendment to 25 members, as written in the proposed amendments to the Bylaws, was appropriate. Rosanna Fristed noted that the committees established by the amended Bylaws – Finance Committee, Development Committee, Membership Committee, and Executive Committee – needed to have enumerated duties. Board action on the duties of each of those committees was deferred to a later date. Upon motion by Andrea Bird, seconded by Briana Richmond, the Directors present at the meeting voted to adopt the amended Bylaws as written, effective as of May 31, 2019.

Upon motion by Andrea Bird, seconded by Michael Kibbe, the Directors present at the meeting voted to create a Board of Advisors, with duties to be determined at a later date.

Upon motion by Sean Twomey, seconded by Michael Kibbe, the Directors present at the meeting voted to invite potential board members Kathy Dawson and Ron Penland to become members of either the Board of Directors or the Board of Advisors.

Board action on the issue of promoting office assistant Leonard Schlanger to executive assistant at \$15/hour and hiring Steven Stephen Polto at \$19/hour was deferred. The Directors present at the meeting requested feedback on the proposed promotion and hiring.

Upon motion by Sherry Bragg, seconded by Michael Kibbe, the Directors present at the meeting voted to change KellyAnn Romanych's title to Deputy Executive Director, with the understanding that Ms. Romanych is the second-in-command at VLI, and to change William Tanner's title to Managing Attorney, with the understanding that Mr. Tanner is the head attorney at VLI.

Board action on the issue of raising Antoinette Balta, KellyAnn Romanych, and Bill Tanner's salaries was deferred pending additional feedback.

Upon motion by Rosanna Fristed, seconded by Sherry Bragg, the Directors present at the meeting voted to open a money market account at Citizens Bank for purposes of keeping VLI's checking account balance below the FDIC insurance limit, but still easily accessible.

MISCELLANEOUS

The July meeting is dark in lieu of Open House at VLI headquarters on July 20.

Sheila-Marie Finkelstein reported that the Orange County Jewish Bar Association is hosting a Patriotic Mixer on July 2, 2019 at Muldoon's in Newport Beach.

The second and final payment to CLMP will be placed in the mail on June 12, 2019 in advance of its June 21, 2019 due date.

The next regular meeting will be held on August 13, 2019.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 p.m.



Ms. Rosanna E. Fristed
Secretary

754645_1.docx



Board Meeting

June 11, 2019 from 6:00pm-7:30pm

Hosted by: Michael Kibbe, Littler

2050 Main Street, Suite 900, Irvine, CA 92614

Dial-in: +1 646-632-1153 US Toll, Access code: 800 949 630

Welcome, Introduction, and Roll Call

Old Business

- Minutes
- Bylaws

Board Members

- Visitors Today
- Voting on two possible new Board Members:
 - Kathy Dawson
 - Ron Penald
- Board of Advisors
 - VLI is starting a Board of Advisors for those who bring name recognition, want to assist VLI, but don't want to attend board meetings or have voting rights. If this is something in which you are interested, please speak to Marc Hankin.
 - Present Board of advisors: Joseph Preis, USMC Veteran, Godes & Preis, LLP, Benjamin G. Reynolds, USMC Veteran, Godes & Preis, LLP, Richard Oberreiter, COO, Modulim
- Remaining 2019 Board Meeting Dates
 - July 9, 2019 – DARK (?)
 - August 13, 2019
 - September 10, 2019
 - October 15, 2019 – Third Tuesday
 - November DARK (but come to the VLI Fundraising Event at Fletcher Motorcars on Jamboree at the 73 on 11/12)
 - DECEMBER DARK

VLI Office and Operations Update

- Staff and volunteer update
 - Interviews June 11 (today)- Michael Kibbe
 - Summer program
 - End of summer open house will be Saturday, July 20 from 9am-noon- Please plan to come

- Parking situation: we have committed to “rent” 3 more spots from the Landlord for \$85 each per month for a term of 6 months
 - Upper management staff titles - MEH
 - Upper management salary raises - MEH
 - New hires: Leonard Schlanger promoted to Executive Assistant to Antoinette and KellyAnn, Stephen Polto hired as office assistant
 - Volunteer report attached
 - Finances
 - FDIC limit and bank accounts- \$65k sent to Citizens Business Bank
 - CLMP 2nd Installment due June 21, 2019. Chair Hankin has the check and will be mailing it out tomorrow, June 12
 - Operations report attached
- Development
- Past Events
 - Legal Aid Association of California (LAAC)- VLI volunteer and former client Jonathan Reader presented the 2019 Award of Merit for Outstanding Client Category
 - Upcoming events
 - June 24, 2019 from 11:45am to 1:00pm: Lawyers for Warriors Committee Meeting at Gibson Dunn, hosted by Sean Twomey
 - September 23, 2019: Lawyers for Warriors
 - **We need to submit requests to firms from now**
 - Coast Magazine will be the Media Sponsor
 - Wright Ford & Young Co. will be the Title Sponsor
 - Hankin Patent Law is the Wine Glass Sponsor
 - November 12, 2019: Patriots Promise Fundraiser at Fletcher Jones
 - Any left over alcohol or silent auction items from L4W will go to this event.
 - They are seeking sponsors
 - Grants Update
 - See attached
 - Publications and Media
 - OC Register- Congrats to board member Sherry Bragg and VLI attorney JohnAnthony Alaimo!
 - <https://www.ocregister.com/2019/05/24/navy-veteran-fights-homeowners-association-after-tree-falls-on-his-house/>
 - All Rise podcast by Hon (ret.) James Gray
 - Strategic plan
 - Draft in motion. We are seeking volunteers to review it.
 - Should VLI research buying its own building? The SBDOC helps small businesses and nonprofits purchase buildings at 10% down and a lower interest rate. Would anyone be interested in doing an analysis to see if this makes sense?

Miscellaneous
Adjournment



2100 N. Broadway, Suite 209
Santa Ana, CA 92706
Phone: 714-852-3492

Sent Via Email

June 7th, 2019

Veterans Legal Institute Board of Directors

Re: Executive Assistant Position

To the Executive Committee,

Please find with this letter my resume and a complete job description. That description includes a summary of my duties and roles. I have included the summary as it does a good job of presenting the duties I perform here.

I was originally hired to perform data entry into Prime, VLI's case management system. The job description and list of duties presents the tasks I have come to perform. They are the roles I assumed while doing that data entry.

Within my first month of working with VLI, I knew the cause was worth a serious investment of my time. I previously worked for Bet Tzedek and have a strong commitment to serving those who lack access to justice. So, I took it upon myself to find the areas of operation that could use the most help and immediately began discussing with Bill and Tish ways to make the office run more efficiently. Fast-forwarding to today, I am proud to say I have coordinated with the entire staff and developed dozens of new practices, created new policies, and instituted methods, which make VLI much more productive and efficient. With those systems in place, I look forward to increasing my role and responsibilities here by working more closely with Antoinette and KellyAnn as the Executive Assistant. Having improved the efficiency in the day-to-day operations, I am ready to do more for the organization and veterans.

If you have any questions, please feel free to let me know.

Thank you for your consideration.

Leonard Schlanger
Office Administrator

ls/

Leonard Schlanger VLI Office Administrator Job Description

Title -- Office Administrator

Date Started -- 9/4/18

Summary

To manage the daily administrative work at VLI to ensure an efficient and quality experience for the veteran clientele. The Office Administrator reports to the President, Managing Attorney, and Director of Development about current office policies and procedures, finding ways to improve on them and making sure they are effectively implemented amongst the Staff Attorneys, Admin Support Staff and Volunteers.

Duties and Responsibilities

Daily and Management Duties

- Training admin support staff on how to run the operations of the organization
- Discussing with the admin support staff about their daily work schedules
- Overseeing and tracking the case and client information entered into Prime
- Doing quality control of the data entry into Prime from the admin support staff
- Providing insight from the perspective of VLI policy to the admin staff when they are unsure how to communicate or help with clients
- Training staff and volunteers on how to fill out office and case tracking paperwork
- Managing the scheduling of internal events at the office such as celebrations, training sessions, or staff meetings
- Informing the Staff and Volunteers about any updates or tasks needed to be completed for the organization
- Communicating with the management about office operations, including informing them about any issues which have impacted the efficiency of the workflow; or of how the workflow has become more efficient
- At a moment's notice covering the work of the other admin staff at their positions (such as reception desk, prime data entry, answering phones, or scanning closed cases into the archive) if there is no one else to cover when they leave due to breaks, scheduling, or unforeseen circumstances
- Coordinate with the rest of the staff to clean up office clutter around the office, clean up the kitchen, and shut down all the office equipment at the end of each day.

Leonard Schlanger VLI Office Administrator Job Description

- Coordinate with the rest of the staff to clean up office clutter around the office, clean up the kitchen, and turn on all the office equipment at the beginning of each day
- Continually monitor the supply usage in the office and order more when needed

Office Development Duties

- Taking a look at current office procedures and policies and considering if there is a creative way to increase their efficiency; then sharing any solutions with management.
- Listening to the observations of the staff and volunteers about the current procedures and policies and working with management to improve on any criticisms.
- Finding logistical methods of implementing new policies or procedures management wants to add or change to the organization
- Working with consultants or outside support on helping implement new systems or equipment into the organization.

Other Personal Duties which may not apply to the OA Description

Legal Assistant Duties

- Conducting basic tasks needed to help the attorneys with their casework
 - Including: contacting clients, contacting on behalf of clients, and preparing paperwork needed to progress the case
- Staying in consistent communication with the attorney on their case, apprising them of any updates that occur
- Keeping clear and accurate records of the case's progress in the case notes
- Making sure the attorney is aware and approves of all actions done on my end to progress a case

Tech Support and IT Duties

- Making sure equipment in the office is reliably maintained
- Making management and staff aware of any equipment that fails or needs replacement
- Contacting the proper consultants or services when equipment needs to be replaced or repaired
- If possible, repairing equipment in the office
- Providing on-site technical support for the staff and volunteers
- Providing technical solutions to the staff and volunteers that would help increase workflow efficiency
- Researching and suggesting technical solutions to the management that could increase workflow efficiency of the organization
- Helping implement new systems or equipment into the office and educating staff and volunteers on how to properly use them

Leonard M. Schlanger

Torrance, CA 90501 • (928) 853-6847

• leonardschlanger@gmail.com

Expertise

- Research, Marketing and Technical
- Logistics Coordination
- Office Management

Education

- Cornell College, Mount Vernon, IA, BA in Biology, May 2015

Experience

- **Office Administrator**, Veterans Legal Institute, Santa Ana, CA, 9/2018-present
 - Coordinate all activity in the firm to ensure a streamlined and efficient experience with the veteran clientele and consistently find new ways to improve how its done.
- **Purchasing Clerk**, Wismettac Asian Foods, Inc., Santa Fe Springs, CA, 4/2018-5/2018
 - Managed shipping logistics of food supplies across the Pacific Ocean using a data management system.
- **Assistant Researcher**, Globizz Corporation, Gardena, CA, 07/2017-02/2018
 - Gathered information for Market Research and FDA Compliance Regulatory requirements.
- **Assistant Language Teacher (ALT)**, Interac Co. Ltd., Miki, Japan, 08/2015-03/2017
 - Designed lesson plans and taught English as a second language to grade school students.
- **Intern**, Bet Tzedek Legal Services, Los Angeles, CA, 05/2013-07/2013
 - Researched information and assisted in the implementation of social programs for Holocaust survivors.
- **Library Assistant**, Cole Library, Cornell College, Mount Vernon, IA 08/2011-05/2015
 - Maintained and installed audio, visual, and IT equipment on campus.

Awards and Honors

- Wiley W. Manuel Certificate for Pro Bono Legal Services, The State Bar of California, 07/2013
- Nominated by Bill Tanner for 2019 LAAC Award for Merit, Non-Attorney Staff

Skills

- Microsoft Suite Programs: Word, Outlook, Excel, Powerpoint, SharePoint, Access
- Google Business Programs: Docs, Slides, Spreadsheet, Drive, Gmail
- Open Office Programs: Text Document, Presentation, Spread Sheet, Data Base
- Social Media Management: LinkedIn, Facebook, Instagram, Snapchat, Twitter

Leonard M. Schlanger

Torrance, CA 90501 • (928) 853-6847

• leonardschlanger@gmail.com

- Organized, detail-oriented, and punctual
- Excellent written and verbal communication
- Conversational Japanese: Speaking, Reading and Writing

VLI - Litigation Report to the Board - May 2019

Intake, Clinics, and Litigation

Intake

VLI staff are still transitioning from Prime case management system to CLIO.

Clinic

Business as usual for all of the clinics this month. VLI had a lot of support from pro bono attorneys at the LBVA Hospital Clinic. We had 8 volunteer attorneys from Loeb and Loeb, and along with staff, they provided intake and assistance to 40 veterans.

We had 17 clients come in during our Mid-Month and End of the Month Family Law Clinics for assistance with divorce, and a lot of child support issues. DCSS was particularly busy during our end of the month clinic helping veterans with compromises of arrears.

We are currently co-ordinating with Susie Thompson of Wounded Warrior Project to start a second VA Benefits Clinic. We had set up a new date for June 10 and July 9 for Susie to come in and assist veterans with their claims. We currently have a large benefits case load, so this will help ease some of the staff workload.

Litigation Case summaries:

Allison and Daniel prepared an ex parte motion to set aside a default judgment in an eviction action. The property the veteran was renting was unpermitted, and he was working with VOA to find a new place to live. The Plaintiff served improper notices and filed a very flawed complaint. A default judgment was taken against the veteran due to an error, but the veteran had defenses to put forward at trial due to the unpermitted nature of the property and the resulting impermissible collection of rent for that property, and the flawed complaint. Allison and Daniel prepared the ex parte motion, and appeared in court. The ex parte was granted and trial was set for the next day. They appeared at trial, and the Plaintiff dismissed the case. The veteran now has more time to find appropriate housing, where he would have been homeless on 5/12.

Allison and Paul prepared an ex parte motion to stay the proceedings under the SCRA in an eviction action. After preparing, giving notice, and filing the motion, opposing counsel reached out and agreed to stipulate to a continuance to provide us with more time to attempt to contact the client and prepare for trial.

Allison was able to get the VA disability compensation of a veteran reinstated, with a return of a withheld amount of \$5,937.96, and a waiver for a debt of \$39,910.49. The VA was withholding the veteran's disability compensation for repayment of a VA homeloan. He received the loan in 1982 to purchase the property. He sold the home in 1987 and the loan was assumed by person #1, who sold it to person #2, who defaulted on the loan. The veteran was notified by the bank of the default, at which point he tried to contact the VA to find out what to do. He didn't hear anything until September 5, 1997 when the VA sent him a letter stating that he owes \$23,564.56 in principal to the VA for a loan taken to purchase an entirely different property that he did not own. The veteran hired an attorney at the time to respond to the letter contesting the debt and collection, but the VA never responded. In June 2018, he started receiving disability benefits through the VA. In August 2018 and September 2018, Mr. Koontz started receiving letters from Debt Management regarding the outstanding debt from the loan. In November 2018, the VA started withholding his disability benefits to recoup the debt. The veteran came in in December right before Christmas, over the break Allison worked on a brief to contest the debt, and submitted it to Debt Management the beginning of January 2019. In February 2019, she reached out to Rep. Harley Rouda's Office for a Congressional Inquiry to expedite the request because of the financial hardship the withholding of benefits placed on the veteran and his wife. Allison received the decision that the VA waived the entire debt, reinstated the veteran's disability compensation and returned the withheld benefits amount.

Ian successfully got a veteran service-connected at 20% after the veteran experienced several failed attempts to get connected over the past 18 years. The veteran injured his back, suffered a severe laceration to his finger, and also incurred a hernia during his time in the Navy, in addition to a few other minor injuries. In order to prevail, Ian and the veteran agreed to go with only the strongest claims and drafted a letter accompanied by detailed medical documents which proved-up the injuries.

Ian also obtained a waiver of a long-standing VA debt which accrued from a default on a home loan obligation. Ian applied for a waiver with DFAS on behalf of the veteran, and the veteran recently received a check back from Treasury for service-connected disability benefits which had been withheld.

We also had several absences from the office this month. Bill Tanner was on a month long jury trial that ended in a verdict and brawl in the courtroom. Ian and Johnanthony had vacations. So a special thanks to the remaining attorneys who kept the office going, particularly Allison.

Presentations

Allison presented at a UCI Careers in the Law Panel for undergraduate students considering law school. The panel consisted of two Public Defenders, a Fellow at the Stanley Mosk Self- Help Center, an attorney with the OC Courts Mediation Services, and Allison (filing in for Bill) representing VLI. They talked about their path to law school and their current career, advice for students considering law school, and spoke about internship opportunities and the average day of an intern. One of the students reached out to Allison after the panel and is being interviewed to volunteer with us for a day or two a week.

Allison also spoke to K-9 Intelligence Academy which was started by Andy McTigue with the help of VLI and pro bono attorney, Rachel Simon of Rutan and Tucker. Andy's group provides free training services for veterans and their service dogs. Andy requested that one of the staff come and speak on VLI's services since he has a few veterans that are in need of assistance, and to help spread the word about VLI generally.

Volunteering Report – May 19

Numbers

	May 2019	April 2019
Total number of in-office volunteers:	50	46
New in-office volunteers recruited:	15	13
In-office volunteer hours		
• Attorneys	41	57
• Law Clerks	170	176
• Legal Assistants	582	656
• Office Assistants	28	57
• Paralegals	165	185
<i>Total Hours</i>	<i>986</i>	<i>1131</i>

Resource Development

Migrating to Clio

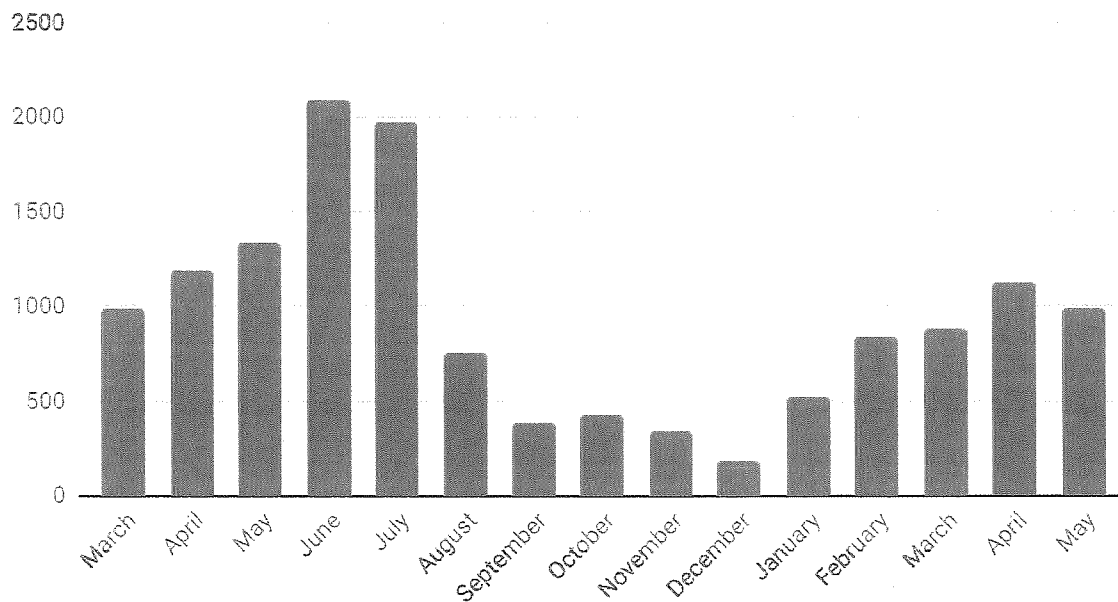
We have just about completed the process of moving case data into Clio; all that is left is to check our work and bring our most recent cases up to date. Once that is complete, we can introduce Clio to our volunteers and interns as a resource to consult for old case information, and, eventually, as a case management system they can maintain themselves.

Volunteer Outreach

Summer Internship Under Way

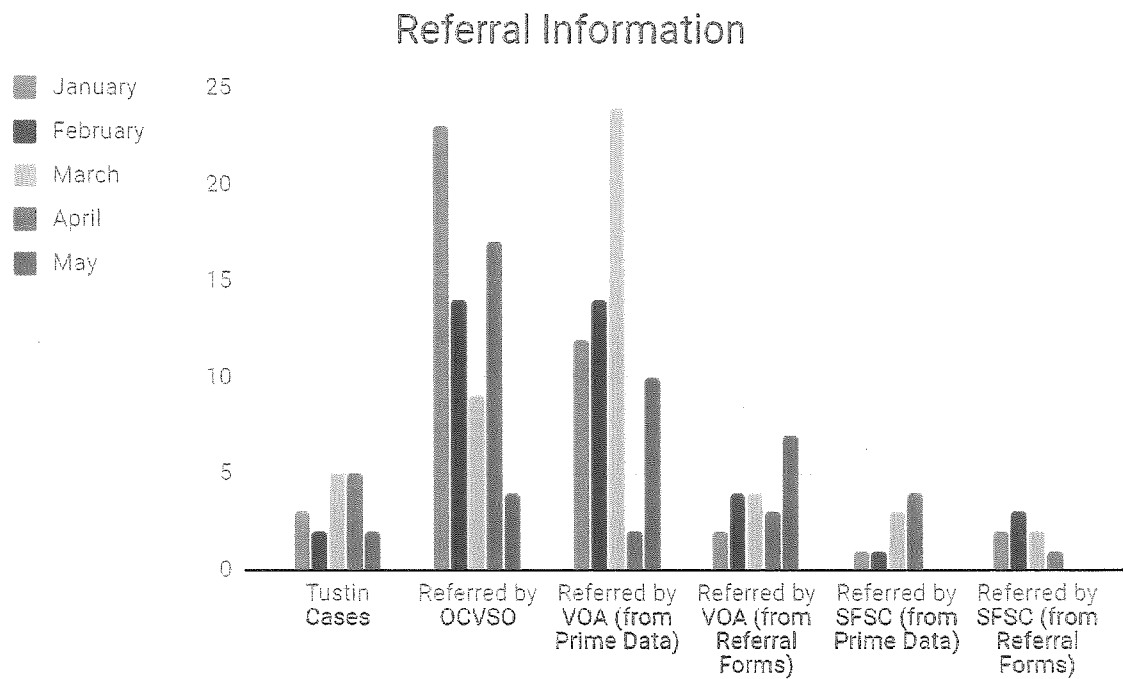
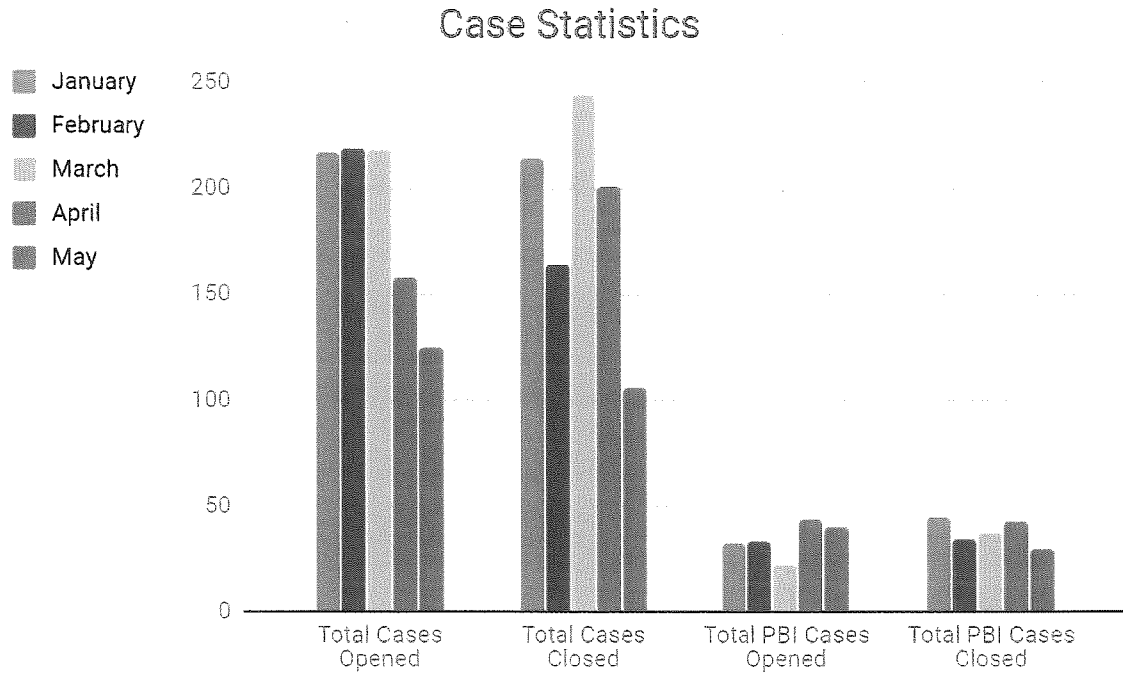
Our internship officially began on May 28th with a training provided by friend of VLI Carol Marzouk. The interns are getting to know each other and VLI and are already hard at work assisting our staff attorneys on cases. Staff attorneys are providing introductory trainings on the legal areas that make up the majority of our cases. Emma Shirley, a rising 3L at Chapman who was recently certified through the State Bar's PTLS program, will be the first of this year's interns to make a court appearance on June 4th.

Number of Hours, March 2018 - March 2019



Prime Case Statistics -- May 2019

Month	January	February	March	April	May
Total Cases Opened	217	219	218	158	125
Total Cases Closed	214	164	244	201	106
Total PBI Cases Opened	32	33	22	44	40
Total PBI Cases Closed	45	34	37	43	30
Tustin Cases	3	2	5	5	2
Referred by OCVSO	23	14	9	17	4
Referred by VOA (Prime)	12	14	24	2	10
Referred by VOA (Referral Sheet)	2	4	4	3	7
Referred by SFSC (Prime)	1	1	1	4	0
Referred by SFSC (Referral Sheet)	2	3	2	1	0
Referred to SFSC from VLI					
Number of Non-Prime Inquiries	0	1	26	59	71
Total Volunteer Hours	460:37:00	715:29:00	857:44:00	1131:16:00	1043:56:00



VLI Supplemental Documents - Part 2 (pages 142-283)

DEVELOPMENT NOTES – For Board Meeting June 11, 2019

Bank Balance as of June 3, 2019: \$370,571.75

PayPal Money Available as of June 4, 2019: \$17,708.16

Profit and Loss, Balance Sheet attached

2019 AWARDED	Dollars	In-Kind Value/Notes
Google for NonProfit		\$120,000
Stanley Eckstrom	\$60,000	
OCBA Charitable Fund	\$30,000	
Judicate West	\$10,000	
Crean Foundation	\$5,000	
Edison – Rate Reduction	\$5,000	
CLIO		100 free licenses
Tustin	\$10,480	ask was 10k
CalVET Prop 63 San Bernardino	\$50,000	final award amount pending
CalVet Prop 63 Orange County	\$36,732	final award amount pending
CalVet Prop 63 Riverside	\$45,000	final award amount pending
2018/19 PENDING		
Starbucks		TBD
Union Pacific	\$5,000	
Mazda Foundation	\$10,000	
JM and Milbank Foundations	\$25,000	
JB Hunt	\$10,000	
City of Mission Viejo	\$5,000	Presentation scheduled 4/16
Veterans Support Foundation	\$25,000	
Newman's Own Fisher House	\$50,000	50k is max possible, may award less
JMK Innovation Prize	\$175,000	max award spread over 3 years
PIMCO	\$15,000	
Tony Robbins Foundation	\$10,000	
Land of the Free		TBD Only can request to be a beneficiary
IOLTA/EAF 2020		TBD Based on ratios
AAML	\$5,000	
Sunwest	\$7,500	
Walmart	\$9,500	(22 stores for community giving, variable)
MVAT	\$20,000	(2 asks each 10K, attorney and clinics)

2019 Declines

Mentor Foundation (worthy, too many requests, now will be by invitation only)
 ABE Opportunity Grant (worthy, too many requests, asked us to reapply)
 Satterberg (worthy, 244 requests for 24 awards in geographies with family members as residents)
 EJW 2 Year (received one interview, no position offered)
 Wells Fargo Legal Fellow (worthy, too many requests)
 Tustin Chili Cookoff (not selected, many applicants)
 OCWLA (worthy, many requests)
 Lockheed (worthy, will continue to give in to organizations they support)
 Kaiser community giving grants in 2018 were not selected by store managers
 Wells Fargo VeteransWin (worthy, many requests for charitable giving)

2019 In Progress - Shady Canyon; Hollywood Canteen; Roy E Crummer; Weingart via in-kind donation with NAVSO; Allergan; Union Pacific; 100&Change will be as potential subgrantee with VOA writing; ACFLS; NO RESPONSES FROM 2018 (will reapply 2019); Santa Ana POA, Pajadoro Foundation (Santa Barbara focus).

2019 Lawyers for Warriors

Projected Gross	\$135,000
Projected Expenses	\$ 15,000
Projected Net	\$120,000

VLI Supplemental Documents - Part 2 (pages 142-283)

Confirmed sponsors:

Wright Ford & Young	\$10000	CC/press release/updated package with title and honorees done
Adam & Rochelle Karr	\$2800	
Bentley & More	\$2500	
Bird Law Group	\$2500	
Roberts Law Firm	\$2500	
Rutan and Tucker	\$2500	
Wells Fargo	\$2500	
OMM	\$2500	
Weintraub and Tobin	\$2500	
Community Bank	\$2500	
Apollonian Bookkeeping	\$2500	
Fortis LLP	\$1500	
Chapman	\$1000	
Brandman	\$1000	
AHAVA Law	\$1000	
Carothers DiSante, Fr	\$1000	
Coastline	\$1000	
Euroline	\$1000	
Klein and Wilson	\$1000	
Minyard Morris	\$1000	
Miramontes Capital	\$1000	
Small Bus Dev Corp	\$1000	
Savills Studley	\$500	
INDIVIDUALS TIX	\$500	
TOTAL	\$47,800	
GAP TO GOAL (GROSS)	\$87,200	

Wine Experience Sponsor: Hankin Patent Law

Media Sponsors: Coast Magazine, US Veterans Magazine

Asks expanded beyond law firms to: companies that hire veterans; notable OC professionals with links to military; top veteran owned companies with government contracts; CSR professionals in other industries; top OC investment advisors (see attached listing to help with possible warm intros).

Silent Auction: see attachment; please continue to ask your vendors, service professionals, and firms that may have season tickets and other items they can donate.

2019 MONTHLY GIVING

Donor	Per Month	Projected for 2019	Method
Pat Jarrell	\$100	\$1200	Paypal
Zeke Alcala	\$5	\$60	Paypal
CFC Donors		\$4177	Recurring deductions from 14 donors in pledge yr 2018

June 7 – Payment 2 of 2 scheduled to be mailed (\$70,000)

June 13 – Patriots Promise “White Party” – 5:30 pm to 10 pm – 6 Upper Newport

<https://www.eventbrite.com/e/patriots-promise-presents-charity-white-party-tickets-61276790530>

June 20 – EJW 2 Year Fellowship application period open. Closes September 20.

June 21 – US Veterans Magazine deadline for 1 page article, WFY, Clio, and Jonathan Reader

June 24 – LW full committee meeting – 1145 am to 1 pm, Gibson Dunn, 3161 Michelson Drive, Irvine, CA 92612- thank you Sean!

June 27 – Miller Nash Graham and Dunn Summer Soiree to benefit VLI, 4:30 pm to 7:30 pm, Hotel Maya, 700 Queensway Dr, Long Beach, CA 90802, coordinated through Hollie Tice

November 12 – Patriots Promise – Fletcher Jones Motorcars

Notes:

1. Vetting Little Green Light for donor and volunteer management, approximately \$500 per year.

Development Report 2

VLI Supplemental Documents - Part 2 (pages 142-283)

2. Hoag is now going to invitation only grants in future years.
3. VLI cleared to participate again in CFC 2019
4. VLI received discounted membership to Association of United States Veterans to network on greater PR level; Vetty's
5. More VLI original content is being posted to Facebook and LinkedIn. Content is being expanded to include why board, staff, and volunteers are dedicated to veteran public interest law as well as behind the scenes. Please follow, like, share, and comment through connections to fellow board members, VLI page, Antoinette, and KellyAnn.

Veterans Legal Institute

BALANCE SHEET

As of June 3, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10102 Cash in Bank - Union Bank	370,821.75
10103 Cash in Bank - Union (Savings)	100.00
Total Bank Accounts	\$370,921.75
Other Current Assets	
11101 Cash Clearing	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$370,921.75
Fixed Assets	
15000 Furniture and Equipment	11,189.27
Total Fixed Assets	\$11,189.27
Other Assets	
18701 Security Deposit - Rent	1,971.20
Total Other Assets	\$1,971.20
TOTAL ASSETS	\$384,082.22
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
22001 Loans Payable- Dwight Stirling	0.00
22002 Loans Payable- Antoinette Balta	0.00
Total Credit Cards	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30000 Opening Balance Equity	1,489.62
32000 Unrestricted Net Assets	358,306.56
Net Income	24,286.04
Total Equity	\$384,082.22
TOTAL LIABILITIES AND EQUITY	\$384,082.22

Note

January 1 2019 to June 3 2019

Veterans Legal Institute

PROFIT AND LOSS

January 1 - June 3, 2019

	TOTAL
Income	
43400 Direct Public Support	241,145.06
Total Income	\$241,145.06
GROSS PROFIT	\$241,145.06
Expenses	
60900 Business Expenses	168.95
60920 Business Registration Fees	75.00
60930 Bar and License Fees	492.51
60940 Dues & Subscriptions	424.92
Total 60900 Business Expenses	1,161.38
62100 Contract Services	
62150 Outside Contract Services	920.00
62152 Background Checks	104.03
Total 62100 Contract Services	1,024.03
62800 Facilities and Equipment	1,244.97
62880 Repairs	300.00
62890 Rent - Office	21,848.00
Total 62800 Facilities and Equipment	23,392.97
65000 Operations	1,604.53
65005 Advertising, Marketing & PR	1,932.00
65010 Books, Subscriptions, Reference	354.98
65015 Internet & On-Line Services	734.65
65020 Postage, Mailing Service	1,403.01
65030 Printing and Copying	675.65
65040 Supplies	799.09
65041 Reimbursement	1,186.72
65050 Telephone, Telecommunications	49.75
Total 65000 Operations	8,740.38
65100 Other Types of Expenses	
65120 Insurance - Liability, D and O	2,609.00
65125 Workers' Comp	1,369.19
Total 65100 Other Types of Expenses	3,978.19
66000 Payroll Expenses	
66001 Payroll Tax - Employer Portion	48,774.87
66002 Payroll Processing Fees	807.00
66500 Salaries & Wages	125,210.84
Total 66000 Payroll Expenses	174,792.71
68300 Travel and Meetings	1,512.25
68330 Catering	47.05
68350 Parking	44.75
Total 68300 Travel and Meetings	1,604.05
Total Expenses	\$214,693.71

VLI Supplemental Documents - Part 2 (pages 142-283)

	TOTAL
NET OPERATING INCOME	\$26,451.35
Other Expenses	
80000 Ask My Accountant	2,165.31
Total Other Expenses	\$2,165.31
NET OTHER INCOME	\$ -2,165.31
NET INCOME	\$24,286.04

VLI Supplemental Documents - Part 2 (pages 142-283)

Prospects

Military Connected

First	Last	Position	Company	Affiliation	Notes
Tom	Davin	Former CEO	5.11 Tactical	Former USMC Officer	
Moti	Ferder	Chief Executive	Lugano Diamonds	Israeli Military Officer (4 years)	
Diana	Hirst	Chief Executive	Hi Times Wine Cellars	Brother in action WW2 Burgundy	Donating baske to auction. Client of Sherry Bragg
Ray	Lawler	Senior Managing Director	Hines	Ex USMC pilot	backs veteran charities
Gen William	Lyon	Founder, Chair Emeritus	William Lyon Homes	USAF Reserves	OC Rescue Mission
Anthony	Maglica	Founder	Mag Instruments Inc	Employs veterans	
Jeff	Manley	Senior Managing Director	Savills Studley	Our JEFF! Grad of West Point	
Frank	Martell	Chief Executive	CoreLogic Inc	USMC Scholarship Dinner	
Bobby	McDonald	President	Black Chamber of Orange County	Our Bobby! USN Buffalo Soldiers	
Francisco	Morales	Chief Executive	5-11 Tactical	Makes military/first responder clothing	
Erwin	Raphael	General Manager	Genesis Motor America	Former US Army Veteran, serves on Army Advisory Executive Leadership Councils	
Jon	Severson	President	Millie and Severson Inc	West Point Grad	
Hezy	Shaked	Co Founder	Tilly's Inc	Former Navy Cpt ISDF	
Lynsi	Snyder	Owner President	In N Out Burger Inc	In N Out has donated baskets to VLI silent auctions in past	was on Jay Leno's garage, donated to auction with gift basket
Geoffrey	Stack	Managing Director	Sares - Regis Group	USMC B Day Group	
Tom	Umberg	Partner	Umberg Zipser	Ret US Army Col.	
Chris	Underwood	Chief Executive	Youngs Market Company	Supports first responders and military	

Burr-Mzt Joint Venture
H. Co. Computer Products, Inc
Information Management Resources, Inc.
Lm2 Construction Co., Inc.
Mc2 Sabtech Holdings, Inc.
Orion Scientific Systems
Portable Warehouse Corp, The
Premier Global Resources Corporation
Yeager Manufacturing Corporation

ADR Office of Michelle A. Reinglass & Judicate West
 Aitken*Aitken*Cohn (Marc Hankin)
 Alger Law APC
 Aptus Court Reporting
 Association of Business Trial Lawyers, Orange County Chapter
 Association of Corporate Counsel - Southern California Chapter
 BakerHostetler
 Banc of California (KellyAnn completed ask)
 Bienert, Miller & Katzman, PLC
 Bremer Whyte Brown & O'Meara, LLP
 Brown Rudnick LLP (Antoinette completed ask)
 Buchalter (Sherry Bragg will make ask to Garrick Hollander)
 Burkhalter Kessler Clement & George LLP
 Call & Jensen
 Chapman University Dale E. Fowler School of Law (committed to Brig Gen discount 1K)
 Citi Private Bank Law Firm Group
 Connor, Fletcher & Hedenkamp LLP
 Consilio
 Dina Pagano (Antoinette made ask)
 Dzida, Carey & Steinman
 Everett Dorey LLP
 Farmers & Merchants Bank
 Federal Bar Association of Orange County (Antoinette made ask)
 Freeman, Freeman & Smiley LLP
 Garcia Rainey Blank & Bowerbank LLP (Sherry Bragg will make ask to Norma Garcia)
 Gibson, Dunn & Crutcher LLP
 Goe & Forsythe, LLP
 Greenberg Gross LLP
 Haynes and Boone, LLP (Antoinette made ask)
 Hodel Wilks LLP
 Hueston Hennigan LLP
 Hyundai Motor America
 JAMS
 Jones Day (Jack Williams VLI Board?)
 JStokes Agency
 Judicate West (granted 10K for 2019)
 KAAS Settlement Consulting
 Kading Briggs LLP
 Keller/Anderle LLP
 Lewis Brisbois Bisgaard & Smith LLP
 Manatt, Phelps & Phillips, LLP
 McDermott Will & Emery, LLP
 Minyard Morris (confirmed at 1K)

Morgan, Lewis & Bockius LLP
 Newmeyer Dillion (Nate Cazier made ask)
 Nossaman LLP
 OCBA Lawyer Referral & Information Service
 Orange County Asian American Bar Association (Lisa Eyanson)
 Orange County Bar Association & OCBA Charitable Fund (30K grant for 2019)
 Orange County Business Journal
 Orange County Trial Lawyers Association
 Orange County Women Lawyers Association
 Orrick, Herrington & Sutcliffe, LLP (James Maune?)
 Outwater & Pinckes, LLP
 Palmieri Tyler
 Paul Hastings LLP
 Pistone Law Group LLP
 Robinson Calcagnie, Inc. (Antoinette completed ask)
 Sall Spencer Callas & Krueger (Sherry Bragg will make ask)
 Schilling Law Group, PC
 Seastrom & Seastrom & Tuttle
 Sheppard, Mullin, Richter & Hampton LLP (Antoinette made ask)
 Skorheim & Associates, AAC (Sherry Bragg will make ask to Jim Skorheim)
 Smiley Wang-Ekval, LLP
 Snell & Wilmer L.L.P. (Kelly Galligan)
 So Cal Gas (Antoinette and KellyAnn made asks)
 Stegmeier, Gelbart, Schwartz & Benavente, LLP
 Stradling Yocca Carlson & Rauth, P.C.**
 Sunwest Bank (Antoinette made ask)
 The California Endowment (VLI outside their geo area for grant support)
 The Law Offices of Marjorie G. Fuller
 The Litigation Group, Inc.
 The Sullivan Group of Court Reporters
 Tierney Center (Antoinette made ask)
 Union Bank (Antoinette completed ask)
 US Bank (Antoinette and KellyAnn made asks)
 Veritext Legal Solutions
 Wesierski & Zurek LLP
 Winston & Strawn LLP
 Winthrop Couchot Golubow Hollander, LLP
 Woodruff Sawyer (Antoinette made ask of Tyson Freeberg)
 Woodruff, Spradlin & Smart, APC
 Zeughauser Group

Aerojet Rocketdyne
Altria
American Income Life Insurance Company
Andrews International Government Services
Caesars Entertainment
Chevron
CHS
City National Bank
Computershare
CRH
Cupertino Electric
DuPont
DynCorp International
Esterline
First Data
Graphic Packaging International
Leidos
Love's
Mack-Cali
ManTech
Naval Nuclear Laboratory
Novo Nordisk
Ocean Spray
Odyssey Systems
Oldcastle
Paychex
Penske
PepsiCo
Pilot Flying J
Sallyport
Schnitzer
Schweitzer Engineering Labs
Sitel
Suburban Propane
T-Mobile
Teradyne
The Home Depot
Trumpf
UDR
USAA
Verizon
Wells Fargo

Rank	Company	Top Local Officials
1	Creative Planning Inc	Andrew Fuller
2	Pathway Capital Management LP	Karen Jakobi, Douglas Le Bon, James Reinhardt
3	WCM Investment Management	Paul Black, Kurt Winrich
4	United Capital Financial Advisers LLC	Joe Duran, Gary Roth, Jon Frojen, Edward Kummer
5	Buckingham Strategic Wealth	Philip Ho
6	Aspiriant LLC	Clay Stevens, Kelly Cruz, Ryan Benson
7	Research Affiliates	Rob Arnott
8	Mercer Advisors Inc	Kevin Jack
9	Rimrock Capital Management LLC	Paul Westhead
10	Beacon Pointe	Shannon Eusey, Matthew Cooper
11	flexPATH Strategies	Jeffrey Elvander
12	Strategic Global Advisors LLC	Cynthia Tusan
13	Index Fund Advisors	Mark T. Hebner
14	SageView Advisory Group LLC	Randy Long
15	Private Management Group	Dennis Reiland
16	Pacific Financial Group LLC	Megan Meade, Nicholas Scalzo, Jason Luhan
17	Halbert Hargrove	Russ Hill, JC Abusaid, Brian, Spinelli
18	Pure Financial Advisors, Inc.	Mike Pash, Jake Greenberg
19	Canterbury Consulting Inc.	D. Robinson Cluck, Michael S. Laven, Debashis Chowdhury, Mike Ethridge
20	Carient Capital Partners	James A. Rooney
21	The Bahnsen Group	David L. Bahnsen
22	Windjammer Capital Investors	Robert Bartholomew
23	Triguard Management LLC	Ronn Cornelius, Samuel Tang, Eric Becker, Sean Gessasy, Brian Smith
24	Check Capital Management, Inc	Steven Check, Chris Ballard
25	Reilly Financial Advisors	Natalie Young
26	MIG Capital LLC	Richard Merage
27	Pence Wealth Management	Laila Pence, Dryden Pence III
28	Acorns Advisers LLC	Dan Adams
29	Row Assest Managment LLC	Ryan O'Grady, Jeffrey Weiser
30	Miracle Mile Advisors	Kevin O'Grady
31	Alpha Cubed Investments	Todd R. Walsh

VLI Supplemental Documents - Part 2 (pages 142-283)

LW 2019

Silent Auction Items

Category	Title	Description/Expiration	Value	Minimum Bid	Bid Increments	Buy It Now	Donor	Notes
Dining	Black Bear Diner	gift card	30				Black Bear Diner	
Dining	Din Tai Fung	\$50 gift card	50				Din Tai Fung	
Dining	Fresh Brothers Pizza	five \$20 gift cards totalling \$100	100				Fresh Brothers	
Dining	Harborside		100				Harborside	via Sherry Bragg
Dining	Market Broiler		20				Market Broiler	
Dining	Newport Landing		100				Newport Landing	via Sherry Bragg
Dining	Sushi Roku Newport Beach	One gift card. Expires 9/23/2020	100				IDG	via Kelly Galligan - gift card being mailed to VLI office
Dining	Sand and Surf	One night					AB	
Experiences	Artemis Defense Institute	TBD					Artemis Defense Institute	They will also donate to Patriots Promise
Experiences	Dinner at the Firehouse	Dinner for 5. Limo service confirmed. Two certificates will be offered, details forthcoming but will allow for up to 4 people per certificate to have a dive experience that is customizable with options involving pool or ocean venues.	Priceless				Newport Beach Fire	Jon Reader confirmed. Details to follow.
Experiences	Discover Scuba		Priceless				Dive Warriors	Jon Reader
Experiences	Duffy Boat	Confirmed - details forthcoming details coming in mail. VLI does not need to pay. Winning bidder still responsible for per night fees, taxes, and airfare.					David Feldberg	donated to gala via Johnny Tai.
Experiences	Elite Island Resorts	ON HOLD - donor may not be available	Priceless				Elite Island Resorts	via Kelly Galligan
Experiences	Flight		Priceless				J. Bruce Camino	Jon Reader
Experiences	Live Nation VIP Experience for 2!	2 box seats with VIP amenities & VIP parking to one (1) mutually agreed upon concert to play during the 2019 or 2020 concert season (since your event is in September). We would add the winner to our season seat holder list so they receive the upcoming show announcements in order to choose.	Priceless				Live Nation	Details with follow. Friend of Andy Nelson
Experiences	Magic Castle	details to follow					Magic Castle	JN will print cert and place in KA box
Experiences	Marvel Studios Tour	(Stacy Benda is making ask)						Lindsay Martin
Experiences	Sender One	Two passes. Either can be used as Intro to Climbing class for 2 or general admission to Sender City for 2 and has a value of about \$80 each. Some conditions and restrictions apply. Call location for details to book. No expiration.	160				Sender One	via Stacy Benda

6/4/2019 11:20:48

1

VLI Supplemental Documents - Part 2 (pages 142-283)

LW 2019

Silent Auction Items

Category	Title	Description/Expiration	Value	Minimum Bid	Bid Increments	Buy It Now	Donor	Notes
Experiences	Shooting Outing	details forthcoming. Jon has access to several interesting ranges with peers that have various big guns. Certificate may range from 4 hour to 1/2 day outing based on availability.	Priceless				Jon Reader and Colleagues	Jon Reader
Experiences	skydiving	ON HOLD - donor may not be available	Priceless					Jon Reader
Experiences	SkyZone	Passes and swag					SkyZone	AB
Experiences	Two Nights at the Balboa Bay Resort	further details to follow. Winning bidder will contact donor with preferred dates and donor will make reservations.	250-550				Marla Robinson, MRJC Law	Certificate drafted on 5/24/19
Jewelry	Kendra Scott	details forthcoming					Kendra Scott	via AB
Services	Half Day Mediation	Half day mediation at Orange County office of ADR Services, Inc. Expires September 23, 2020.	2230	500	100	2200	Judge James P. Gray (Ret.) and ADR Services	Expires September 23, 2020.
Services	Uplift transport	will be donating rides of specialized medical transport through veteran owned business					Uplift, Greg Krueger	via Johnny Tai
Services	Half Day Family Law Settlement						David Price	
Services	Photo shoot	Family photo shoot or in house headshot shoot for two	300				Josh Friedland, One Zero Digital Media	via Johnny Tai
Sports	Golf with a view of the Pacific at Beautiful Monarch Beach!	Winning bid is for a weekday twosome.	450	195	30	540	Monarch Beach	Certificate in black accordian folder
Theme baskets	Starbucks gift basket	Coffee, cups and giftcards galor!	500				Starbucks	Lacey Price
Wine	2014 Darioush Cabernet Sauvignon, magnum		200				Darioush Winery	via Jeff Verdon. On hand at KA's house.
Wine	2014 Piazza Del Dotto Reserve Cabernet Sauvignon 1.5 Liter						Del Dotto	via Jeff Verdon
Wine	Hi Time Wine Basket	details forthcoming					Hi Time Wine	via Sherry Bragg
Wine	Laguna Canyon Winery	3 free tasting certificates					Laguna Canyon Winery	via David Price
Wine	Magnum- Napa Valley Reserve	to be shipped					Napa Valley Reserve	via Jeff Verdon
Wine	Red Car	tour/tasting for four guests valued \$220 and wine for auction (valued \$30)	250				Red Car	Donations will be sent closer to event date. Total event donation includes: wines (\$30+) for the silent auction, wines (\$20-30) for wall of wines, tour/tasting for 4 people (\$220).

6/4/2019 11:20:48

2



**VLI BOARD OF DIRECTORS
Regular Meeting
Hosted by: Sean Twomey
Gibson, Dunn, & Crutcher LLP
3161 Michelson Dr., Suite 1200, Irvine, CA 92612
August 13, 2019
5:30pm**

Call to order: 5:45pm

A regular meeting of the Board of Directors of Veterans Legal Institute (“VLI”) a California nonprofit public benefit corporation, was held at Gibson, Dunn, & Crutcher, LLP, located at 3161 Michelson Dr., Suite 1200, Irvine, CA 92612, on Tuesday, August 13, 2019.

With quorum present, Marc Hankin, Chair, called the meeting to order:

The following Directors were present:

Marc Hankin
Marco Arcadia
Sherry Bragg
Sheila-Marie Finkelstein
Kathy Dawson
Jim Gray

Sean Twomey (by phone)
Lacey Price (by phone)
Andrea Bird (by phone)
Andy Nelson (by phone)
Rosanna Fristed (by phone)

The following Directors were not present:

Pete Seitz
Bobby McDonald
Jack Williams
Sunny Jha

Jon Guerena
Matt Rabin
Fernando Lopez

Executive Director Antoinette Balta was present.

APPROVAL OF MINUTES

The minutes for the June 11, 2019 regular meeting were provided to the Board for review and consideration on August 7, 2019. Upon motion by Sheila-Marie Finkelstein, seconded by Sherry

Bragg, and with a quorum present, the minutes for the June 2019 meeting were approved. No discussion ensued.

ATTACHMENTS

The meeting agenda and related documents are attached for reference.

BOARD ACTION

Following concern raised by Marc Hankin, as discussed by the board, upon motion by Sheila-Marie Finkelstein, seconded by Sherry Bragg, the Directors present at the meeting voted to ratify all votes from the prior June meeting.

Following discussion, upon motion by Sheila-Marie Finkelstein, seconded by Lacey Price, the Directors present at the meeting voted to increase VLI key employees salary as follows:

- Antoinette Balta to \$80,000 annually
- Bill Tanner to \$78,000 annually
- KellyAnn Romanych to \$72,000 annually

Effective next pay period. To be implemented at Antoinette Balta's discretion, no later than January 2020.

Following discussion, upon motion by Sheila-Marie Finkelstein, seconded by Jim Gray, the Directors Present at the meeting voted to authorize Antoinette Balta to reimburse/subsidize (however it shall be legal) \$150 per salaried employee per month for healthcare purposes.

Discussion of which board members are to contact which organizations to seek support for Lawyers for Warriors.

OCWLA "Sip & Swing" in support of VLI on 8/27/28 at Strawberry Farms Golf Course.

VLI going away party on 8/28/19.

Marc Hankin to sponsor Inland Empire Mixer to facilitate Inland Empire expansion.

MISCELLANEOUS

AHAVA Law, P.C. First Anniversary celebration on September 16, 2019 at The Center Club, all VLI Board invited.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:29 p.m.



Ms. Rosanna E. Fristed
Secretary

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Board Meeting

August 13, 2019 from 5:30pm-7:00pm

Hosted by: Sean Twomey

Gibson, Dunn & Crutcher LLP

3161 Michelson Dr., Suite 1200, Irvine, CA 92612

Dial-in: +1 866-747-5969, Access code: 2132297284#

Welcome, Introduction, and Roll Call

Old Business

- Minutes
- Bylaws

Board Members and Board of Advisors

- VLI is starting a Board of Advisors for those who bring name recognition, want to assist VLI, but don't want to attend board meetings or have voting rights. If this is something in which you are interested, please speak to Marc Hankin.
 - Present Board of advisors: Joseph Preis, USMC Veteran, Godes & Preis, LLP, Benjamin G. Reynolds, USMC Veteran, Godes & Preis, LLP, Richard Oberreiter, COO, Modulim
- Remaining 2019 Board Meeting Dates
 - September 10, 2019
 - October 15, 2019 – Third Tuesday
 - November DARK (but come to the VLI Fundraising Event at Fletcher Motorcars on Jamboree at the 73 on 11/12)
 - DECEMBER DARK

VLI Office and Operations Update

- Finances
 - See statement attached
- Staff and volunteer update
 - New hires: Katie Binkley, JohnAnthony Alaimo, Daniel Duffield
 - Staff leaving: Allison Higley (9/19), Jim Nyenhuis (8/19), Ian Deady (12/19)
 - Salary review
 - Healthcare reimbursement
- Operations and volunteer report attached
- Inland Empire expansion
- Potential new office space: Tierney Center

Development

- Past Events
 - VLI open house with featured presentation by Congressman Lou Correa

- Upcoming events
 - September 3, 2019: Voting for OCBA board of directors. Antoinette Balta is on the ballot.
 - September 23, 2019: Lawyers for Warriors
 - **We need to submit requests to firms from now**
 - We are approximately \$53,600 from our goal
 - We have acquired a cigar sponsor
 - We are still seeking silent auction items and volunteers to work the event
 - November 8, 2019: Voting closes for Vetty's
 - November 12, 2019: Patriots Promise Fundraiser at Fletcher Jones
- Grants Update
 - See attached
- Publications and Media
 - Social media increase in engagement
 - Leave us a google and facebook review!
 - Like/follow us on LinkedIn, Instagram, and Facebook. Tag and comment!
- Strategic plan
 - Draft in motion. We are seeking volunteers to review it.
 - Should VLI research buying its own building? The SBDOC helps small businesses and nonprofits purchase buildings at 10% down and a lower interest rate. Would anyone be interested in doing an analysis to see if this makes sense?

Miscellaneous
Adjournment

Veterans Legal Institute

PROFIT AND LOSS

January 1 - August 6, 2019

	TOTAL
Income	
43400 Direct Public Support	406,721.87
43450 Individ, Business Contributions	5,850.00
Total 43400 Direct Public Support	412,571.87
Uncategorized Income	8,603.01
Total Income	\$421,174.88
GROSS PROFIT	\$421,174.88
Expenses	
60900 Business Expenses	168.95
60920 Business Registration Fees	395.00
60930 Bar and License Fees	1,061.51
60940 Dues & Subscriptions	1,489.91
Total 60900 Business Expenses	3,115.37
62100 Contract Services	104.00
62140 Legal Fees	45.00
62150 Outside Contract Services	920.00
62152 Background Checks	239.33
Total 62100 Contract Services	1,308.33
62500 Events	1,128.66
62800 Facilities and Equipment	1,496.89
62880 Repairs	300.00
62890 Rent - Office	21,848.00
Total 62800 Facilities and Equipment	23,644.89
65000 Operations	1,750.93
65005 Advertising, Marketing & PR	2,032.00
65010 Books, Subscriptions, Reference	547.95
65015 Internet & On-Line Services	1,946.50
65020 Postage, Mailing Service	1,892.99
65030 Printing and Copying	1,488.08
65040 Supplies	1,270.70
65041 Reimbursement	2,222.94
65050 Telephone, Telecommunications	57.70
Total 65000 Operations	13,209.79
65100 Other Types of Expenses	
65120 Insurance - Liability, D and O	3,202.00
65125 Workers' Comp	2,866.44
65160 Other Costs	1,653.64
Total 65100 Other Types of Expenses	7,722.08
66000 Payroll Expenses	
66001 Payroll Tax - Employer Portion	70,486.46
66002 Payroll Processing Fees	1,192.00
66003 Employee Health / Dental	274.17
66500 Salaries & Wages	186,300.98

	TOTAL
Total 66000 Payroll Expenses	258,253.61
68300 Travel and Meetings	2,360.59
68310 Conference, Convention, Meeting	8,583.50
68330 Catering	47.05
68340 Professional Training/ MCLES	120.00
68350 Parking	51.00
Total 68300 Travel and Meetings	11,162.14
Total Expenses	\$319,544.87
NET OPERATING INCOME	\$101,630.01
Other Expenses	
80000 Ask My Accountant	137,167.07
Total Other Expenses	\$137,167.07
NET OTHER INCOME	\$ -137,167.07
NET INCOME	\$ -35,537.06

Veterans Legal Institute

BALANCE SHEET

As of August 6, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10102 Cash in Bank - Union Bank	310,998.65
10103 Cash in Bank - Union (Savings)	100.00
Total Bank Accounts	\$311,098.65
Other Current Assets	
11101 Cash Clearing	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$311,098.65
Fixed Assets	
15000 Furniture and Equipment	11,189.27
Total Fixed Assets	\$11,189.27
Other Assets	
18701 Security Deposit - Rent	1,971.20
Total Other Assets	\$1,971.20
TOTAL ASSETS	\$324,259.12
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
22001 Loans Payable- Dwight Stirling	0.00
22002 Loans Payable- Antoinette Balta	0.00
Total Credit Cards	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30000 Opening Balance Equity	1,489.62
32000 Unrestricted Net Assets	358,306.56
Net Income	-35,537.06
Total Equity	\$324,259.12
TOTAL LIABILITIES AND EQUITY	\$324,259.12

CURRENT STAFF

Name	Position	Type	Time	Base per year	Per month	Per Hour (FT)	Per Hour (PT)	Grant Amount	Total Cost
Balta	ED/Co-Found	Salary	Full Time	72,000	6,000.00	34.62		0.00	72000.00
Tanner	Mg Atty	Salary	Full Time	72,000	6,000.00	34.62		0.00	72000.00
Romanych	DED	Salary	Full Time	60,000	5,000.00	28.85		0.00	60000.00
Deady	UCI	Salary	Full Time	60,000	5,000.00	28.85		75000.00	60000.00
Alaimo	Staff Atty	Salary	Full Time	49,000	4,083.33	23.56		35000.00	15000.00
Binkley	Staff Atty	Salary	Full Time	45,760	3,813.33	22.00		0.00	45760.00
Duffield	Staff Atty	Salary	Full Time	45,760	3,813.33	22.00		0.00	45760.00
Higley	Staff Atty	Salary	Full Time	50,000				25000.00	25000.00
Schlanger	Exec Asst	Hourly	Full Time	31,200	2,600.00	15.00			
Kieu	Office Asst	Hourly	Part Time	9,152	762.67		11.00		
Polto	Office Manager	Hourly	Full time	39,520	3,293.33	19.00			
Douglas	Staff Atty	Hourly	Part Time				21.00	5250.00	5250.00
Guillory	Staff Atty	Hourly	Part Time				21.00	5250.00	5250.00
Silver	Admin	Hourly	Part Time				15.00	3000.00	3000.00
Wilcox	Graphic Des	Hourly	Part Time				15.00	3750.00	3750.00
SUBTOTAL				534,392	40,366.00				
Civic Plaza	Rent			32,184	2,682.00	15.47		61.89	46.42
Time Warner	Phone/Internet			2,364	197.00	1.14		4.55	3.41
Lease Direct	Copier/Scanner			1,494	124.49	0.72		2.87	2.15
J2 Metro	Fax			155	12.90	0.07		0.30	0.22
SUBTOTAL				36,197	3,016.39				
TOTAL				570,589	43,382.39				

Notes

1 year = 2080 hours full time

1 month = 173.33 hours full time

ESTIMATE WITH RAISES

Name	Position	Type	Time	Base per year	Per month	Per Hour (FT)	Per Hour (PT)	Grant Amount	Total Cost
Balta	ED/Co-Found	Salary	Full Time	78,000	6,500.00	37.50		0.00	72000.00
Tanner	Mg Atty	Salary	Full Time	78,000	6,500.00	37.50		0.00	72000.00
Romanych	DED	Salary	Full Time	72,000	6,000.00	34.62		0.00	60000.00
Deady	UCI	Salary	Full Time	0	0.00	0.00		0.00	0.00
Alaimo	Staff Atty	Salary	Full Time	49,000	4,083.33	23.56		35000.00	15000.00
Binkley	Staff Atty	Salary	Full Time	45,760	3,813.33	22.00		0.00	45760.00
Duffield	Staff Atty	Salary	Full Time	45,760	3,813.33	22.00		0.00	45760.00
Higley	Staff Atty	Salary	Full Time	0				0.00	0.00
Schlanger	Exec Asst	Hourly	Full Time	31,200	2,600.00	15.00			
Kieu	Office Asst	Hourly	Part Time	9,152	762.67		11.00		
Polto	Office Manager	Hourly	Full time	39,520	3,293.33	19.00			
Douglas	Staff Atty	Hourly	Part Time				21.00	5250.00	5250.00
Guillory	Staff Atty	Hourly	Part Time				21.00	5250.00	5250.00
Silver	Admin	Hourly	Part Time				15.00	3000.00	3000.00
Wilcox	Graphic Des	Hourly	Part Time				15.00	3750.00	3750.00
SUBTOTAL				448,392	37,366.00				
Civic Plaza	Rent			32,184	2,682.00	15.47			
Time Warner	Phone/Internet			2,364	197.00	1.14			
Lease Direct	Copier/Scanner			1,494	124.49	0.72			
J2 Metro	Fax			155	12.90	0.07			
SUBTOTAL				36,197	3,016.39				
TOTAL				484,589	40,382.39				

Notes

1 year = 2080 hours full time

1 month = 173.33 hours full time

VLI - Litigation Report to the Board - July 2019

Intake, Clinics, and Litigation

We had a terrific summer with the law students. They helped many veterans during their summer here. Additionally, they went on tours of the Court of Appeal, DA's Office, PD's Office, Family Court, and many other locations. Commissioner Vogl arranged for them to sit in on a child support calendar and meet the Judge after the calendar in her chambers.

We had three law students become certified and each one represented veterans while they were here.

Intake

We continue to work on streamlining the intake process.

Beginning in August 2019 we will begin conducting intake at the Riverside and San Bernardino VSOs. We will send two casehandlers, likely Bill Tanner and Johnanthony Alaimo. There will be 9 appointments in the morning in Riverside and 9 appointments in the afternoon in San Bernardino. Online applications will be handled by a phone call where appropriate. Should the veteran need more assistance they will be referred to the closer VSO to have an in person consultation. VLI is utilizing www.lawyaw.com for forms preparation service so they will be able to prepare family law, unlawful detainer, and other civil forms for the client on site.

Clinics

LBVA: We saw 48 clients at the Long Beach VA Hospital in July.

Family Law Clinic: We had several pro bono attorneys at the Family Law Clinic including Jessica Cha, Nakesha Ruegg, and Daniel McCammon from Holstrom, Block & Parke.

Litigation Case summaries:

We had lots of success this month. Three of our summer law clerks were certified and represented veterans in several cases.

- One case involved child custody where a father had very limited visitation based on an “unfounded” allegation of child abuse. We appeared and increased his visitation significantly and will appear again
- Another case we represented a disabled veteran who lost a leg serving our country in a Social Security hearing where he faced a \$39,000 overpayment.
- And yet one more where a law student accompanied a schizophrenic disabled veteran at an appointment at the social security office. The veteran had been forcibly removed from the SSA office many times and was not allowed to go back in. We convinced SSA to reinstate the veteran’s benefits, waive an overpayment, and so the administrative hearing will be taken off calendar.

Allison Higley:

Allison helped a Post 9/11 Army veteran submit 11 expungement packets for various alcohol related convictions. The client just recently graduated with a bachelor’s degree in electrical engineering, was 11 months sober, and welcomed his second son with his fiancée, but was having issues finding a job and providing for his young family because of his past. Allison prepared all of his packets and submitted them to the court. She worked with him on how to prepare for a job interview and background check with Space-X to provide the required information without somehow disqualifying himself for his background. All 11 of his expungements were granted mid-July, and he called during the last week to say that he had gotten the job with Space-X.

Daniel Duffield:

An Army veteran visited our legal clinic at the Long Beach VA Healthcare Center in April, 2019, because he was facing an expensive speeding ticket in south Orange County amounting to nearly \$400 in fines. DD observed some favorable evidence on the surface of the citation and explained that VLI could prepare a trial by written declaration on his behalf for submission to the court to contest the ticket without him ever having to appear in person. DD drafted the written declaration on client’s behalf and explained the filing procedures so he could submit it himself with the bail amount before the deadline. The client called the office on July 24, 2019, to relay that he had won a dismissal of his case and will get a full refund of the bail paid.

Johnanthony Alaimo:

JA filed multiple motions to compel after opposing counsel was extremely late with discovery. JA took the motions off calendar as a gesture of good faith to encourage settlement, saving opposing counsel hundreds in attorneys fees and sanctions. JA had

also filed a motion for summary judgment to put further pressure on the other side. Ultimately, the motion was denied, though it brought to light many holes in the plaintiffs' case. As of today, Plaintiffs have offered to dismiss the case with prejudice in exchange for returning 50% of our clients' security deposit valued at \$1,924. JA has relayed the information to our clients and advised that the offer is excellent and it is in their best interest to accept. Mediation is also set for Monday, August 5th. Settlement is the best option for both sides in this case, especially our client. JA will conduct further efforts to bring our client into agreement to settle as soon as possible.

Ian Deady

Ian is currently exploring a potential lawsuit against VA Claims Insider, LLC. VACI is a Texas-based company which has been assisting veterans with disability claims without proper accreditation and while charging prohibited fees. Ian has already procured the return of money paid by one veteran, but his research shows that there are dozens of other potential veteran plaintiffs who paid VACI thousands of dollars. Ian is working with Jack Williams of Jones Day to address preliminary considerations and determine whether VLI and Jones Day will collaborate to file a suit to recover the money.

Paul Guillory

This case is over an easement between neighbors. It had been litigated by VLI for client for over a year. At the mandatory settlement conference, a final agreement was reached. Plaintiff's agreed to drop the case against VLI's client without attorney's fees so long as client removed shrubs, and two trees from the easement area, originally disputed but finally conceded to. Notice of settlement has been filed to the court by Plaintiff's attorney.

Clio and Prime Case Statistics -- as of July 2019

Month	January	February	March	April	May	June	July
Total Cases Opened	217	219	218	158	125	142	215
Total Cases Closed	214	164	244	201	106	109	284
Total PBI Cases Opened	32	33	22	44	40	14	11
Total PBI Cases Closed	45	34	37	43	30	27	51
Tustin Cases	3	2	5	5	2	2	2
Referred by OCVSO	23	14	9	17	4	18	7
Referred by RVSO	UA	UA	UA	UA	UA	UA	UA
Referred by SBVSO	UA	UA	UA	UA	UA	UA	UA

Referred by VOA (Clio)	12	14	24	2	11	8	7
Referred by VOA (Referral)	2	4	4	3	7	2	3
Referred by SFSC (Clio)	1	1	1	4	0	1	0
Referred by SFSC (Referral)	2	3	2	1	0	0	0
Referred to SFSC from VLI	UA	UA	UA	UA	1	UA	2
Number of Non-Clio Inquiries	0	1	26	59	71	82	83
Total Volunteer Hours	460:37:00	715:29:00	857:44:00	1131:16:00	1043:56:00	2092:15:00	1614:57:00
Total # of Indigent Clients helped	166	180	191	123	85	120	143

UA= unavailable. This information was not recorded at that period in time. In the instance of the RVSO and SBVSO were first implemented in August of 2019.

VOLUNTEER REPORT - July 2019

Numbers

2019	July 2019	June
Total number of in-office volunteers:	34	38
New in-office volunteers recruited:	3	5
In-office volunteer hours		
• Attorneys	66	25
• Law Clerks	1,042	1,230
• Legal Assistants	368	520
• Office Assistants	48	171
• Paralegals	91.5	73
<i>Total Hours</i>	<i>1,614</i>	<i>2,030</i>

Resource Development

Google Suite

Staff have been exploring ways to use Google's G Suite software to supplement Clio's native reporting functionality, as well as improving the volunteer tracking tools we currently use.

Volunteer Outreach

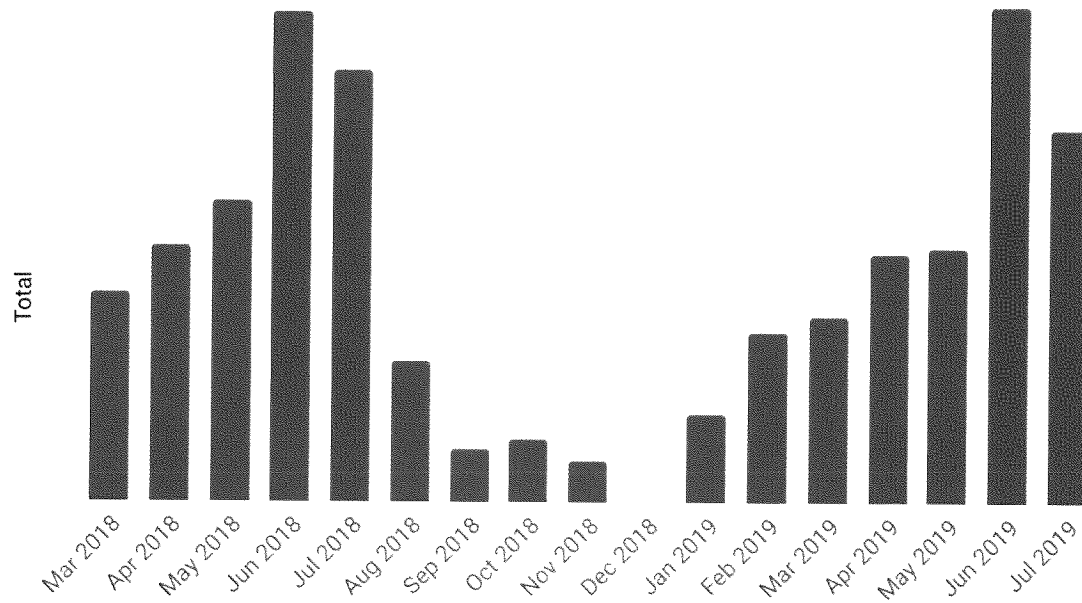
Summer Internship – Retrospective

The summer internship is now over. It was a busy few months! We opened nearly 400 cases here in the office, and we visited the DA's and the PD's office, the Court of Appeal, observed trial proceedings and spoke with judges in chambers. The interns were eager to learn about the work that we do and jumped in with both feet.

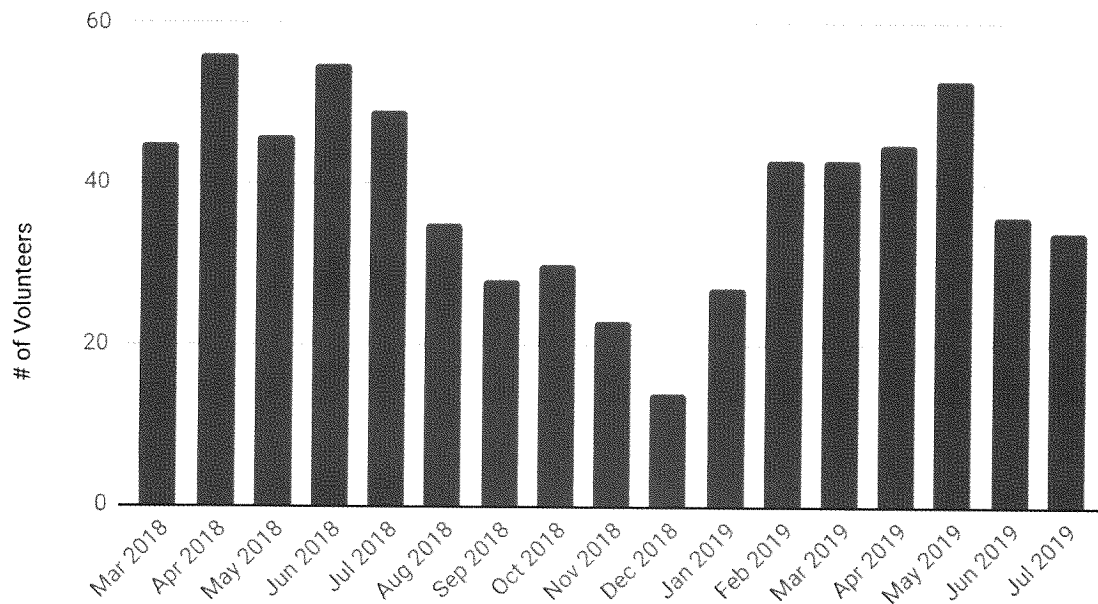
Looking to Fall

We are currently engaged in volunteer recruiting efforts for the fall. A number of UCI undergraduates have expressed interest in interning at VLI through the Field Study program, and we are currently interviewing law students for potential externships. For a few weeks in August, however, we are facing a fairly steep drop-off in hours. Many thanks are due to the volunteers helping us bridge this gap!

Total Volunteer Hours, March 2018 - July 2019



Number of Volunteers per Month, March 2018 - July 2019



DEVELOPMENT NOTES – For Board Meeting August 13, 2019

ACCOUNTS as of 8/1/2019:

- Bank Balance: \$318,998.65
- PayPal Available: \$22,021.34
- Savings: \$65,000
- Profit and Loss, Balance Sheet in progress

HIGHLIGHTS:

- Waiting results of second round of JMK Innovation Prize (\$175K for 3 years)
- Awarded second year subcontract with SFSC for trainings and clinics; and a first-year subcontract for case management (to be applied to Leonard Schlanger)
- 3 Cal Vet Veteran Service Office contracts launched this month
- Progress towards three years at Tierney Center via OC Realtors Luncheon support
- Connected with EJW west coast team on potential local sponsor for 2-year project
- Connecting with LA Sparks for interest on supporting women veterans
- Open House, 75+ attendees, Congressman Correa and Congressional Record
- Pro bono offer to help build out monthly giving program (altMBA network contact working with national/multimillion dollar nonprofits)
- Completed eligibility review conference with State Bar commissioners for 2020 application
- LW raised \$72,500; Gap to goal \$62,500; head count approx 257; newest sponsors are: Fortis (increased), Commercial Bank of California, Parsons, Jeff Kichaven, Ca Scottish Rite, Larson & Naddour, Union Bank, Richard Oberreiter/Modulim, Stephens Friedland, Judge Gembacz (anonymous)
- Staffing: Stephen Polto transitioned into office administrator and will be taking over volunteer management when AmeriCorps program is over on August 30; Leonard Schlanger to Executive Assistant; KellyAnn Romanych to Deputy Executive Director; Patricia Burns taking over bookkeeping for July records and first payroll period for August

UPCOMING DATES:

- 8/14 – LW Full Committee Mtg, 1130 am to 1 pm; Commercial Bank of California thru Chris Patterson
- 9/20 – EJW 2 Year Fellowship - application period closes
- 9/23 – Lawyers for Warriors
- 11/12 – Patriots Promise – Fletcher Jones Motorcars

2019 AWARDED

	Dollars	In-Kind Value/Notes
Google for NonProfit		\$120,000
Stanley Eckstrom	\$60,000	
OCBA Charitable Fund	\$30,000	
Judicate West	\$10,000	
Crean Foundation	\$5,000	
Edison – Rate Reduction	\$5,000	
CLIO		100 free licenses
Tustin	\$10,480	ask was 10k
CalVET Prop 63 San Bernardino	\$49,000	final award for fiscal year 19/20
CalVet Prop 63 Orange County	\$35,732	final award for fiscal year 19/20
CalVet Prop 63 Riverside	\$45,000	final award for fiscal year 19/20
Bank of America	\$7,500	
City of Mission Viejo	\$4,500	
SFSC for case management	\$7,800	SubK through County of Orange FY19/20 LS
SFSC for training and clinics	\$15,000	SubK through County of Orange FY 19/20

2018/19 PENDING

Starbucks		TBD
Union Pacific	\$5,000	
Mazda Foundation	\$5,000	Resubmitted for 2019
JM and Milbank Foundations	\$25,000	
JB Hunt	\$10,000	
Newman's Own Fisher House	\$50,000	50k is max possible, may award less
JMK Innovation Prize	\$175,000	max award spread over 3 years
PIMCO	\$15,000	
Tony Robbins Foundation	\$10,000	
Land of the Free		TBD Only can request to be a beneficiary
IOLTA/EAF 2020		TBD Based on ratios

VLI Supplemental Documents - Part 2 (pages 142-283)

AAML	\$5,000	
Sunwest	\$7,500	
Walmart	\$9,500	(22 stores for community giving, variable)
MVAT	\$20,000	(2 asks each 10K, attorney and clinics)
Hoag	\$20,000	From invitation
Community Foundation of Orange	\$3,500	
EAF Homelessness Prevention Program	\$50,000	
Associates Grant	\$37,500	total ask 75K as joint app with ELDR
HALO Award	\$20,000	Volunteerism, Nancy Jones, VALB

2019 Declines

Mentor Foundation (worthy, too many requests, now will be by invitation only)
 ABE Opportunity Grant (worthy, too many requests, asked us to reapply)
 Satterberg (worthy, 244 requests for 24 awards in geographies with family members as residents)
 EJW 2 Year (received one interview, no position offered)
 Wells Fargo Legal Fellow (worthy, too many requests)
 Tustin Chili Cookoff (not selected, many applicants)
 OCWLA (worthy, many requests)
 Lockheed (worthy, will continue to give in to organizations they support)
 Kaiser community giving grants in 2018 were not selected by store managers
 Wells Fargo VeteransWin (worthy, many requests for charitable giving)
 Veterans Support Foundation (worthy, many requests)

2019 In Progress - Shady Canyon; Hollywood Canteen; Roy E Crummer; Weingart via in-kind donation with NAVSO; Allergan; 100&Change will be as potential subgrantee with VOA writing; ACFLS; NO RESPONSES FROM 2018 (will reapply 2019): Santa Ana POA, Pajadoro Foundation (Santa Barbara focus).

2019 Lawyers for Warriors

Goal	\$135,000
Expenses	\$15,000
Net	\$120,000

Sponsors	\$70,800
Individuals	\$1,500
Judges	\$100
Donations	\$100
Total	\$72,500

Gap to Goal	\$62,500
Head Count	257 (does not include WFY ticket count TBD)

Confirmed Sponsors:

Wright Ford & Young	\$ 10,000
Fortis LLP	\$ 3,000
Adam and Rochelle Karr	\$ 2,800
Apollonian Bookkeeping	\$ 2,500
Bentley & More	\$ 2,500
Bird Law Group	\$ 2,500
Citizen's Business Bank	\$ 2,500
Commercial Bank of CA	\$ 2,500
Jones Day*	\$ 2,500
Larson & Naddour	\$ 2,500
OMM	\$ 2,500
Roberts Law Firm	\$ 2,500
Rutan & Tucker	\$ 2,500
Small Business Dev Corp*	\$ 2,500 (print and swag)
Union Bank	\$ 2,500
Weintraub and Tobin	\$ 2,500
Wells Fargo	\$ 2,500
California Scottish Rite Found	\$ 1,500
Stephens Friedland	\$ 1,500
AHAVA Law	\$ 1,000

Underwriters:

Wine Experience: Hankin Patent Law, APC
 Print and Swag: SBDC
 Auction: Jones Day
 Veterans: LRIS
 Media: Coast Magazine & US Veterans Magazine
 Website: Point Click Pro
 Centerpiece Design: Sahar Hanna

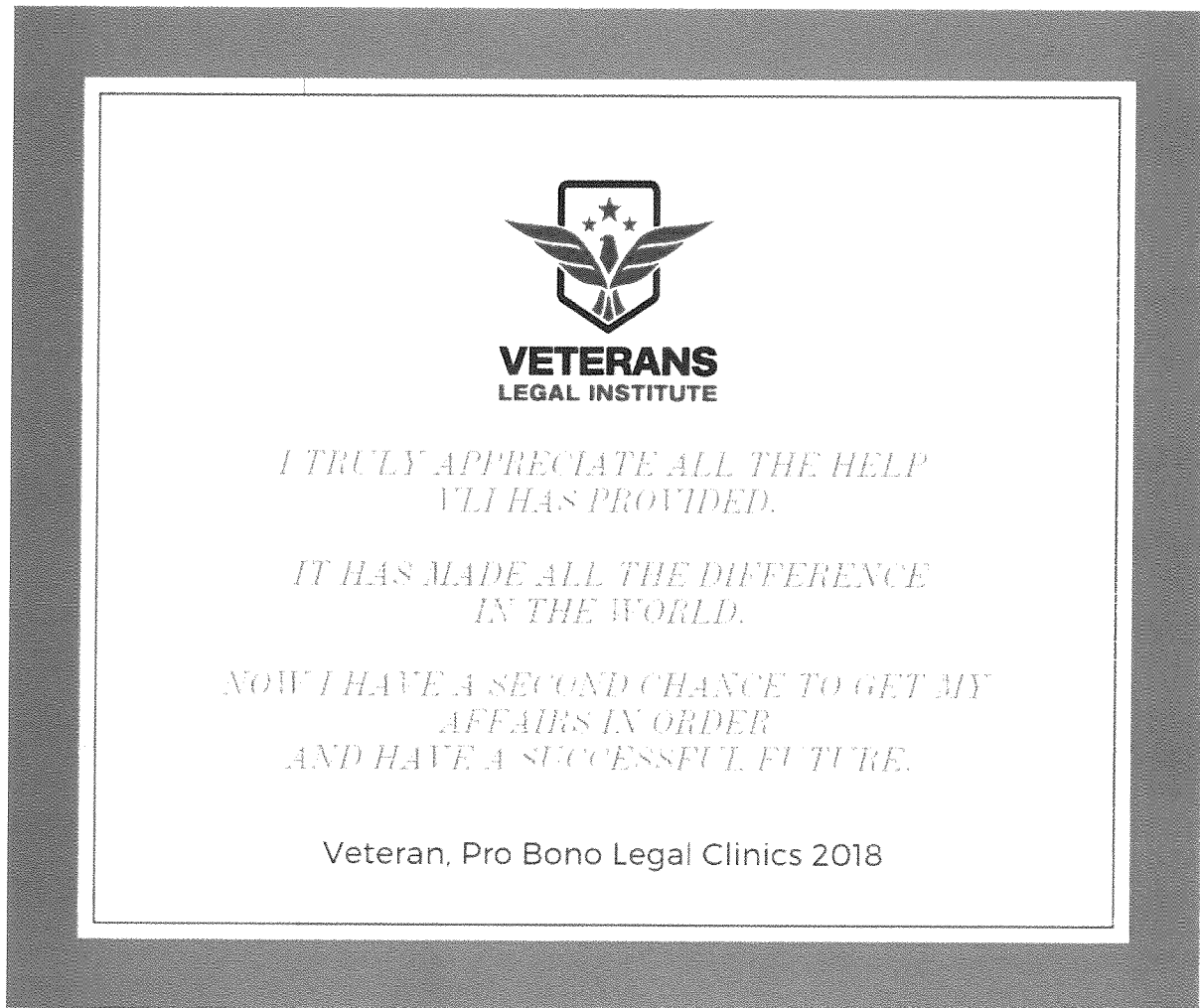
VLI Supplemental Documents - Part 2 (pages 142-283)

Brandman	\$ 1,000
CDF	\$ 1,000
Chapman	\$ 1,000
Coastline	\$ 1,000
Euroline	\$ 1,000
Hon. Gilbert Gembacz (Ret)	\$ 1,000 (anonymous)
Klein and Wilson	\$ 1,000
LRIS	\$ 1,000
Minyard Morris	\$ 1,000
Miramontes Capital	\$ 1,000
Parsons	\$ 1,000
Small Business Dev Corp*	\$ 1,000 (Colonel)
Allied Interpreting Services	\$ 500
Bisnar Chase	\$ 500
Cates Peterson LLP	\$ 500
Jeff Kichaven Comm'l Med.	\$ 500
Jones Day*	\$ 500 (auction)
Kaufman Steinberg	\$ 500
Richard Oberreiter/Modulim	\$ 500
Savills Studley	\$ 500

2019 MONTHLY GIVING

Donor	Per Month	Projected for 2019	Method
Pat Jarrell	\$100	\$1200	Paypal
Zeke Alcala	\$5	\$60	Paypal
CFC Donors		\$4177	Recurring deductions from 14 donors in pledge yr 2018

QUOTES AND STATISTICS, August 2019



Top OC Cities with High Veteran Populations 2013-2017:

Yorba Linda 35%

Seal Beach 18%

Mission Viejo 16%

Laguna Woods 15%

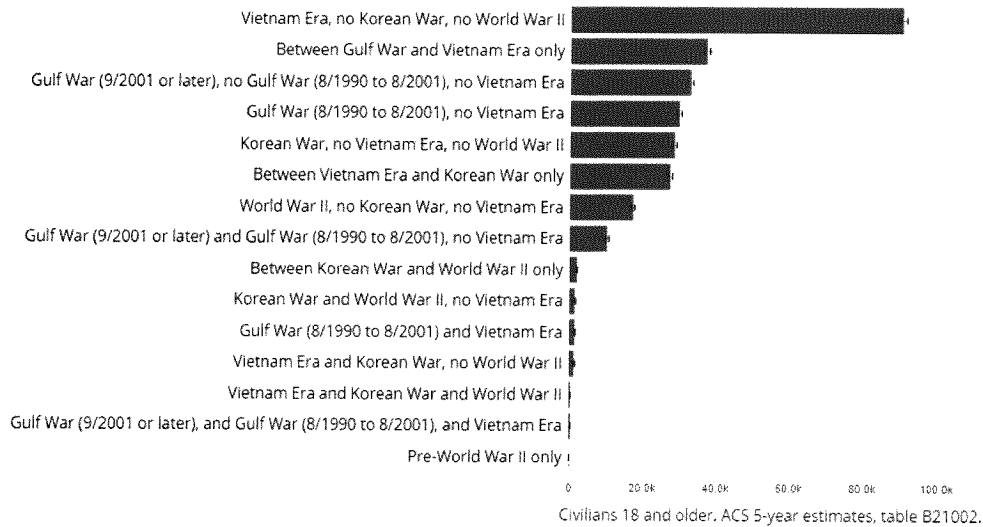
Source:

Livestories. 05 Aug. 2019

<<https://www.livestories.com/statistics/california/veteran-demographics>>.

When did veterans in Los Angeles County, California serve in the military?

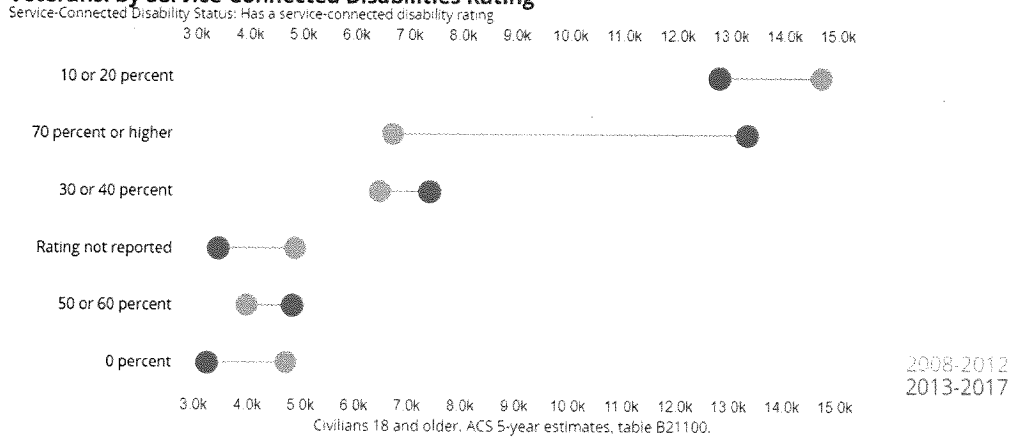
Veterans: by Period of Military Service (2013 - 2017)



By Service-Connected Disabilities Rating

The chart below shows how the former population has changed over time, broken down by the severity ratings of those disabilities.

Veterans: by Service-Connected Disabilities Rating



Note: ACS is American Community Survey of the United States Census.

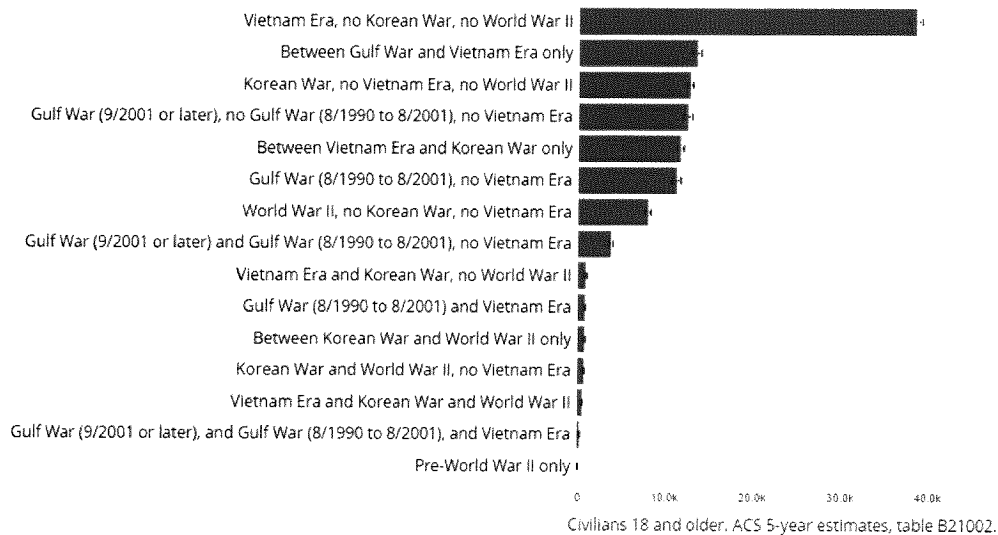
Source:

Livestories. 05 Aug. 2019

<<https://www.livestories.com/statistics/california/veteran-demographics>>.

When did veterans in Orange County, California serve in the military?

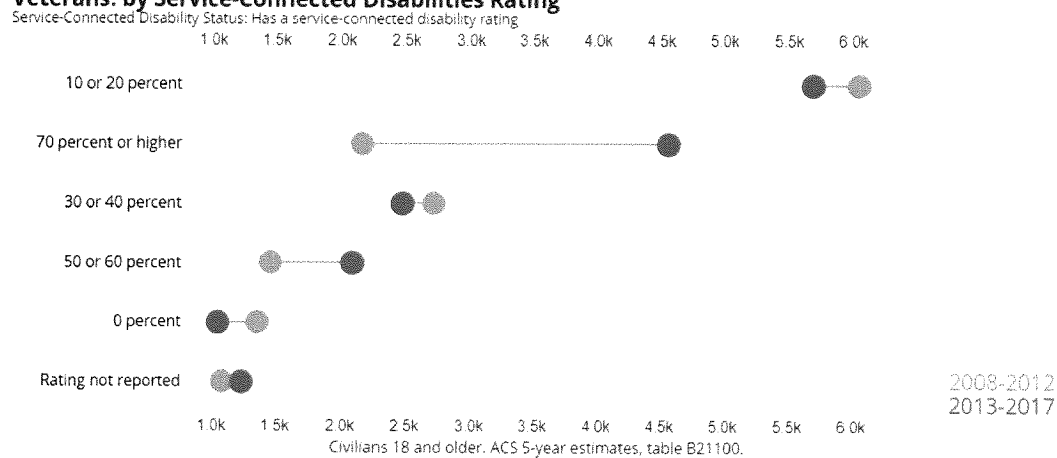
Veterans: by Period of Military Service (2013 - 2017)



By Service-Connected Disabilities Rating

The chart below shows how the former population has changed over time, broken down by the severity ratings of those disabilities.

Veterans: by Service-Connected Disabilities Rating



Note: ACS is American Community Survey of the United States Census.

Source:

Livestories. 05 Aug. 2019

<<https://www.livestories.com/statistics/california/veteran-demographics>>.



VLI BOARD OF DIRECTORS
Regular Meeting
Hosted by: Rosanna Fristed
Miller Morton Caillat & Nevis, LLP
500 Newport Center Drive, Suite 580, Newport Beach, CA 92660
September 10, 2019
5:30 p.m.

Call to order: 5:45pm

A regular meeting of the Board of Directors of Veterans Legal Institute (“VLI”) a California nonprofit public benefit corporation, was held at Miller, Morton, Caillat & Nevis, LLP, located at 500 Newport Center Drive, Suite 580, Newport Beach, CA 92660.

With quorum present, Marc Hankin, Chair, called the meeting to order:

The following Directors were present:

Marc Hankin	Andrea Bird (by phone)	Michael Kibbe
Sherry Bragg	Rosanna Fristed	
Sheila-Marie Finkelstein	Lacey Price	
Sean Twomey (by phone)	Pete Seitz	
Briana Richmond	Sunny Jha	

The following Directors were not present:

Marco Arcadia	Andrew Nelson
Kathy Dawson	Matt Rabin
Jim Gray	Jack Williams
Fernando Lopez	Bobby McDonald

Executive Director Antoinette Balta was not present.

APPROVAL OF MINUTES

The minutes for the August 13, 2019 regular meeting were provided to the Board for review and consideration on August 4, 2019. Upon motion by Sunny Jha, seconded by Sherry Bragg, and with a quorum present, the minutes for the August 2019 meeting were approved. Pete Seitz abstained from the vote. No discussion ensued.

ATTACHMENTS

The meeting agenda (as amended) and related documents are attached for reference.

BOARD ACTION

The Board discussed the lack of a formal vote to add Kathy Dawson to the Board of Directors. Motion was made by Rosanna Fristed to approve Ms. Dawson's membership on the Board of Directors retroactive to August 13, 2019. Sherry Bragg seconded the motion. With a quorum present, Ms. Dawson was unanimously voted in as a Director.

MISCELLANEOUS

There is an OCWLA Gala on October 3, 2019 at Pelican Hill. For those VLI/VetCom members who are planning to attend the OCWLA Gala on October 3, the OCWLA will seat VLI/VetCom members at a table together if you note that you are a VLI/VetCom member in your RSVP. Please email info@ocwla.org if you have already registered but want to sit at the VLI/VetCom table.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 p.m.



Ms. Rosanna E. Fristed
Secretary



Board Meeting

August 13, 2019 from 6:00pm-7:30pm

Hosted by: Rosanna Fristed

Miller, Morton, Caillat & Nevis, LLP

500 Newport Center Dr., Ste 580

Newport Beach, CA 92660

Dial-in: (408) 215-9377 Access code: 210 328 191#

Welcome, Introduction, and Roll Call

Old Business

- Minutes

Board Members

- Visitors Today
- Board of Advisors
 - Jon Guerena has moved from the board of directors to the board of advisors due to international work travel
 - Present Board of advisors: Joseph Preis, USMC Veteran, Godes & Preis, LLP, Benjamin G. Reynolds, USMC Veteran, Godes & Preis, LLP, Richard Oberreiter, COO, Modulim
- Remaining 2019 Board Meeting Dates
 - October 15, 2019 @ Rutan & Tucker (Rosanna Fristed will run this meeting)
 - November DARK (but come to Fletcher Motors on 11/12)
 - DECEMBER DARK
- We must choose 2020 dates and hosts

VLI Office and Operations Update

- Staff and volunteer update
 - Allison Higley's fellowship ends September 15 and she is on vacation until then.
 - Bill Tanner, Managing Attorney resigned due to personal emergency.
 - Jim Nyenhuis' AmeriCorps Fellowship concluded at the end of August.
 - VLI is presently seeking a new AmeriCorps to be a volunteer coordinator to replace Jim. VLI's cost is \$18,500 and we have located a candidate and are waiting to see if she accepts the offer.
 - Nithin Reddy, a public defender from North Carolina, has accepted the position of Managing Attorney and starts September 19.
 - The staff will have a retreat on October 1 facilitated by Carol Marzouk.

- Volunteer report attached
- Finances: \$301,710.90 in Union Bank as of September 7.
- Healthcare- VLI is seeking quotes for healthcare for its staff and will have a solid quote when rates come out in October. AB suggests we provide a \$130 subsidy to any staff member who chooses to get health insurance through our plan.
- Salary: AB has deferred her raise until April 2020 to have funds to pay for the incoming AmeriCorps volunteer coordinator.
- Additional space at Tierney: VLI is expected to take an additional 2000 sq. foot at the Tierney Center starting October 1. We are seeking high end furniture donations.
- Operations report attached

Development

- Past events
 - OCWLA had a “Sip n Swing” and collected over 25 wine bottles for VLI’s auction- thank you, Sheila Marie and OCWLA!
- Upcoming events
 - September 16, 2019: Sheila Marie’s open house for AHAVA Law at the Center Club. Prior to this at 4pm, VLI will conduct a walk through for Lawyers for Warriors and all are welcome to attend.
 - September 23, 2019: Lawyers for Warriors
 - **We are approximately \$24k short of our goal. Please reach out to all your vendors and friends to raise support!**
 - With sponsorships, we have over 400 tickets sold and expect to have at least 325 people attend.
 - We are seeking volunteers to assist the day and night of the event. If you have anyone, please contact Antoinette.
 - November 12, 2019: Patriots Promise Fundraiser at Fletcher Jones
 - They are seeking sponsors
- Grants Update
 - VLI was not approved for IOLTA funding for 2020 due to the one time payment made to the Think Tank that threw off the rate of funds to the percentage of “indigents” served. VLI has retained counsel to fight this.
 - See attached

Miscellaneous

Adjournment

VLI - Litigation Report to the Board - August 2019 - Submitted 9/6/2019

Intake, Clinics, and Litigation

Office is rallying to handle the remaining open cases for Allison Higley and Bill Tanner. Staff attorneys JohnAnthony Alaimo, Daniel Duffield, and Katie Binkley have all stepped up to fill the void. In order to handle the big caseload, the office is working together as a team to divvy up cases to ensure all clients are accounted for.

Per Daniel, many of AH's cases were DUs/VA benefits cases awaiting response from a custodial agency of records, or the client, or awaiting further development of evidence (i.e. monitor-only cases for the time being). Because of this, he was able to triage many of the cases according to urgency, close others that needed closing, and generally update information in Clio. However, it will be a lengthy process to bring *all* of the inherited files from BT and AH (as well as DD legacy files) current.

Intake

Staff continues to work towards an intake team. There is a new procedure of having Comm Vogl help evaluate Family Law intakes.

Mission Viejo VA Homeless Housing Fair (DD)

The MV fair was a worthwhile event. I spoke with 4 vets regarding their issues (mostly covering housing), 3 of which are former/current VLI clients. I also made some contacts with the VA, although none of them had business cards they could give me (I gave them mine). I also met someone from the OC Housing Authority ("Peggy"), who may prove to be a very useful contact should we ever need to communicate with the OCHA. She's a regular at clinics and she was very interested to hear about VLI's services and appreciated some of the resources I had to share.

Clinics

VA Benefits Clinic (DD):

The VA Benefits Clinic on 8/27/2019 was a success thanks to AH setting everything up beforehand and Stephen Polto and other supporting staff ensuring clients were signed in and ready on schedule. We only had one client cancel on a scheduled appointment slot, and we had one cancelled walk-in. Shaon R. from the VA helped speed through the cases assigned (he was double-booked with Kadell, who ended up cancelling because Shaon showed up). We had a volunteer note-taker sit in on the process so we could better understand what was completed, which will save time following up with cases. --DD

FL Clinic (KB):

We saw a total of 10 individuals on the Friday, 8/30 Family Law Clinic. We had attorneys Jennifer King and Ryan Dryer assisting with the caseload along with Commissioner Vogl and myself. Both Ms. King and Mr. Dryer ended up taking on a client each for future court appearances. Peter Aranda of DCSS stayed late assisting a prior clinic participant with his child custody concerns. There was one no-show and one cancellation. Two clients reached out to me that evening to express their relief and gratitude for VLI. Our legal assistant Manal Fatima handled the waiting room seamlessly. We've already got an attorney booked for October's clinic.

Riverside and San Bernardino VSO Clinics (JA/KB):

Riverside VSO was not able to advertise the clinic in advance of the inaugural date, thus we did not have any scheduled appointments. However, we did end up seeing three walk-ins who were at the VSO for other matters but heard about our presence and wanted to talk with us. San Bernardino VSO was much more prepared in advertising the clinic, so we were fully booked, plus we had a number of walk-ins. If it was not for a few no-shows for appointments, it would have been extremely difficult to get through all the clients. I anticipate these will be very popular clinics, especially once Riverside is able to effectively get the word out.

Litigation Case summaries:

Allison Higley

Allison's last appearance was at Harbor Justice Center for an 80 year old veteran with terminal cancer. He was involved in a car accident a few months ago, and fell behind on rent while paying his hospital bills. While being treated for his accident related injuries, they found very advanced cancer, and determined that he did not have much more time. His good friend helped the client submit an answer, and they came to VLI for next steps. They met with Scot, who discussed the process, referred them to VOA for financial assistance, and transferred the case to Allison for follow-up. Allison worked with VOA and Shelley Crawford of KTS to try and come up with a stipulated agreement for a stay and pay without having to go to a hearing; the client has the money for rent going forward, has never had a problem with non-payment in the past, and this was truly a one-time financial shortcoming. The veteran's landlord also really liked him and was really cooperative working with us. As the hearing date got closer, we were still waiting on a check from VOA, the client was too weak to make it to the hearing, so Allison worked with Shelley to have a "good faith" personal check for a portion of the amount delivered to the landlord to hold onto, while we waited for the VOA check; the landlord was willing to take it. Allison subbed in as attorney of record, finished the stipulation with KTS, and requested accommodations of the court to allow for the client's absence due to his illness. The stipulation was entered, and not only is VOA going to cover July and August rent, but they will also be covering September rent as well so the client has one less thing to worry about while focusing on his health.

Johnanthony Alaimo

JA represented John Horton, a vietnam-era Marine Corps veteran who was facing an unlimited civil jury trial at the end of August. Mr. Horton received assistance through SSVF and the Housing Authority in LA. He rented a home from Thelma Wallace and her sons between March 2016 and March 2018. SSVF paid a \$3,848 security deposit, which he is able to keep the amount following move-out, less any withholding from the landlord for damage. Mr. Horton gave proper 60-day notice and moved out on March 31st, 2018. He and his case manager repeatedly attempted to get word on his security deposit with no success. Finally, in late July, his case manager received an email alleging more than \$5,000 in repairs to the home. Mr. Horton was in shock - he did a walkthrough of the property the day of move out with the Wallaces and there was no note of such damage. Mr. Horton filed a small claims suit requesting the return of his security deposit, as well as the return of \$1,200 in which the Wallaces overcharged him rent during a period of a year. The Wallaces responded by filing an unlimited civil action against not only Mr. Horton, but his live-in caretaker, Tammy Cruz. The Wallaces sued Mr. Horton for breach of contract, alleging Tammy Cruz smoked inside the property (despite Mr. Horton suffering from COPD and being wholly-unable to be around smoke) and negligent supervision for allowing Tammy Cruz to "terrorize" the Wallaces. In turn, Ms. Cruz was sued for breach of contract for allegedly using drugs and conducting sex

work on the property, assault for allegedly attempting to run over Jachin Wallace, IIED for terrorizing the Wallaces over a two year period via repeated aggressive confrontations, and trespass for allegedly continuing to go to multiple Wallace-owned properties. Mr. Horton, through the help of his daughter Vanessa, handled the beginning of the case. Though when it became too much to handle, they got in touch with VLI. JA took over the case and filed multiple motions (motions to compel discovery and motion for summary judgment). While the MSJ was denied, it highlighted the inconsistencies in the Wallaces' story. JA took his motions to compel discovery off calendar to save opposing counsel fees and sanctions in a good faith gesture to encourage mediation. Mediation was held August 5th, just a few weeks before trial. Opposing counsel offered to return 50% of the security deposit (\$1,924) in exchange for all parties to dismiss their respective claims. John and Vanessa Horton at first were extremely hesitant in accepting the offer, as they believe that they were owed 2x the amount of the security deposit for bad faith retention, plus the \$1,200 in rental overpayments. However, JA pressed them to accept the offer, pointing out the various pitfalls and negatives of their case should it go to trial, especially the behavior that Tammy exhibited during the mediation. In the end, JA was able to convince the client to take his win now rather than gamble it at trial. The respective cases were dismissed with prejudice and money our client otherwise would not have seen will be safely in his hands.

Daniel Duffield

Daniel has stepped up to oversee the OCVSO clinic and Tustin clients.

Ian Deady

Won on BVA appeal for service connection for PTSD for Iraq/Afghan vet.

Won on RAMP appeal for service connection for PTSD for Vietnam vet.

Settled a case concerning a partition action where Iraq vet got \$40K more than the original settlement offer.

Katie Binkley

Katie Binkley joined staff on 8/16/19 and has been proactively working in the office, at outreach events and clinics. Katie is expected to take on the Family Law clinic, Mission Viejo/Saddleback, and Riverside VSO.

Paul Guillory

Helped a disabled, indigent, elderly veteran faced with an eviction notice for nonpayment of rent, due to exhaustion of his VOA housing grant eligibility, avoid imminent homelessness. This was accomplished by getting OC Vets, VOA, VA, Anaheim Housing Authority and veteran's landlord on the same page to coordinate the inspection of veteran's residence, the temporary payment from OC Vets of his July and August rent, and the ultimate inspection and issuance of veteran's HUD VASH voucher from Anaheim HA for long term housing. Veteran's extremely poor credit would have made it nearly impossible to obtain new housing even with the HUD VASH voucher. Up front avoidance of the unlawful detainer action long enough to get the VSO to subsidize his rent while the HUD VASH voucher was pending was imperative to keeping this vet housed.

Clio and Prime Case Statistics -- as of August 2019

Month	February	March	April	May	June	July	August
Total Cases Opened	219	218	158	125	142	215	127
Total Cases Closed	164	244	201	106	109	284	200
Total PBI Cases Opened	33	22	44	40	14	11	14
Total PBI Cases Closed	34	37	43	30	27	51	47
Tustin Cases	2	5	5	2	2	2	1
Referred by OCVSO	14	9	17	4	18	7	13
Referred by RVSO	UA	UA	UA	UA	UA	UA	0
Referred by SBVSO	UA	UA	UA	UA	UA	UA	0
Referred by VOA (Clio)	14	24	2	11	8	7	15
Referred by VOA (Referral)	4	4	3	7	2	3	4
Referred by SFSC (Clio)	1	1	4	0	1	0	5
Referred by SFSC (Referral)	3	2	1	0	0	0	3
Referred to SFSC from VLI	UA	UA	UA	1	UA	2	2
Number of Non-Clio Inquiries	1	26	59	71	82	83	107
Total Volunteer Hours	715:29:00	857:44:00	1131:16:00	1043:56:00	2092:15:00	1614:57:00	937:02:00
Total # of Indigent Cases seen	180	191	123	85	120	143	88
Total # of unduplicated indigent clients helped	UA	UA	UA	UA	UA	UA	79

UA= unavailable. This information was not recorded at that period in time. In the instance of the RVSO and SBVSO, they were first implemented in August of 2019.

VOLUNTEER REPORT - August 2019

Numbers

	August 2019	July 2019
Total number of in-office volunteers:	23	34
New in-office volunteers recruited:	5	3
In-office volunteer hours		
• Attorneys	60	66
• Law Clerks	52	1,042
• Legal Assistants	791	368
• Office Assistants	40	48
• Paralegals	94	91.5
<i>Total Hours</i>	<i>1037</i>	<i>1,614</i>

Resource Development

Google Suite

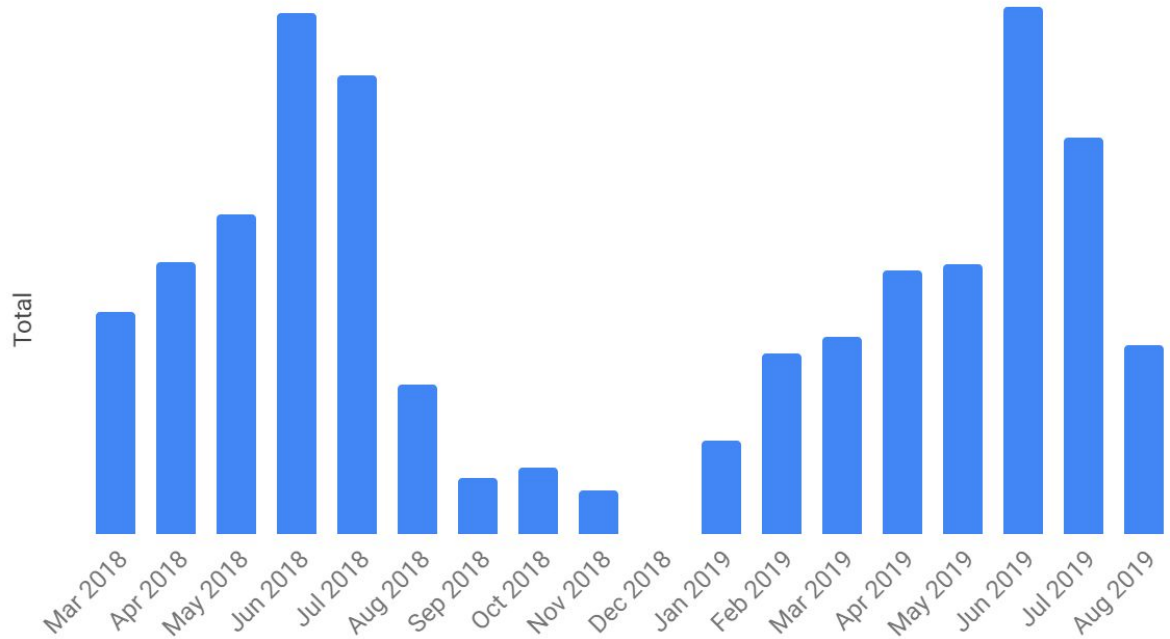
Staff continue to explore ways to use Google's G Suite software to supplement Clio's native reporting functionality, as well as improving the volunteer tracking tools we currently use.

Volunteer Outreach

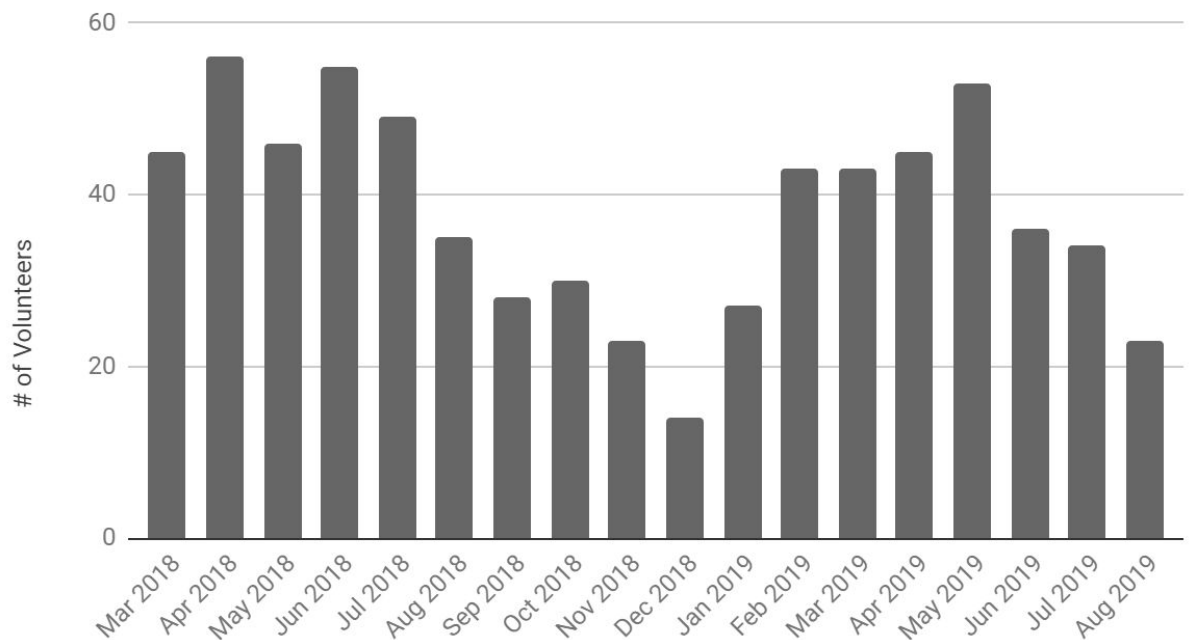
Beginning Fall Internships

We are presently engaged in volunteer recruiting efforts for the fall. A number of UCI undergraduates have expressed interest in interning at VLI through the Field Study program, and we are currently interviewing law students for potential externships. In August, we experienced a fairly steep drop-off in hours, as many of the interns were at the end of their respective programs. We continue to receive interest from people who would like to volunteer at VLI. Leonard and I are conducting several interviews a week. Volunteer Kristen Hladun has been recruited to help with outreach for legal fellow programs.

Total Volunteer Hours, March 2018 - August 2019



Number of Volunteers per Month, March 2018 - August 2019



VLI Supplemental Documents - Part 2 (pages 142-283)
DEVELOPMENT NOTES – For Board Meeting September 10, 2019

ACCOUNTS as of 9/3/2019:

- Bank Balance: \$334,537.47
- PayPal Available: \$34,184.05
- Savings: \$65,020.85
- Profit and Loss, Balance Sheet attached

HIGHLIGHTS:

- Advanced to second round in the Associates Grant selection
- Launched into Inland Empire and started third year at OC Veterans Service Office via Cal Vet grants
- Expected October 1 move in date for Tierney Center
- Expecting JohnAnthony to submit for 2 year EJW
- Launched Our Promise sign ups for State Employee giving (8/30 to 10/31)
- Selected Nithin Reddy for Managing Attorney position with start date of 9/16
- Grants awarded Community Found. of Orange (\$3500), Veterans United Foundation (\$3700), Walmart (\$500)
- LW raised \$110,840 ; Gap to goal \$24,160; head count in room (approx.) 416

UPCOMING DATES:

- 9/13 – LW Full Committee Mtg, 1130 am to 1 pm; Commercial Bank of California thru Chris Patterson
- 9/20 – EJW 2 Year Fellowship - application period closes
- 9/23 – Lawyers for Warriors
- 11/12 – Patriots Promise – Fletcher Jones Motorcars

2019 AWARDED	Dollars	In-Kind Value/Notes
Google for NonProfit		\$120,000
Stanley Eckstrom	\$60,000	
OCBA Charitable Fund	\$30,000	
Judicate West	\$10,000	
Crean Foundation	\$5,000	
Edison – Rate Reduction	\$5,000	
CLIO		100 free licenses
Tustin	\$10,480	ask was 10k
CalVET Prop 63 San Bernardino	\$49,000	final award for fiscal year 19/20
CalVet Prop 63 Orange County	\$35,732	final award for fiscal year 19/20
CalVet Prop 63 Riverside	\$45,000	final award for fiscal year 19/20
Bank of America	\$7,500	
City of Mission Viejo	\$4,500	
SFSC for case management	\$7,800	SubK through County of Orange FY19/20 LS
SFSC for training and clinics	\$15,000	SubK through County of Orange FY 19/20
Community Foundation of Orange	\$3500	Field of Valor
Veterans United Foundation	\$3700	Transportation costs for clinics – second award
Walmart in Garden Grove	\$500	

2018/19 PENDING

Starbucks		TBD
Union Pacific	\$5,000	
Mazda Foundation	\$5,000	Resubmitted for 2019
JM and Milbank Foundations	\$25,000	
JB Hunt	\$10,000	
PIMCO	\$15,000	
Tony Robbins Foundation	\$10,000	
Land of the Free		TBD Only can request to be a beneficiary
AAML	\$5,000	
Sunwest	\$7,500	
Walmart	\$9,000	(21 stores for community giving, variable)
MVAT	\$20,000	(2 asks each 10K, attorney and clinics)
Hoag	\$20,000	From invitation
Associates Grant	\$37,500	total ask 75K as joint app with ELDR
HALO Award	\$20,000	Volunteerism, Nancy Jones, VALB
Edison- Invited	\$5,000	
Cox Communications	\$5,000	

2019 Declines

Mentor Foundation (worthy, too many requests, now will be by invitation only)
 ABE Opportunity Grant (worthy, too many requests, asked us to reapply)
 Satterberg (worthy, 244 requests for 24 awards in geographies with family members as residents)
 EJW 2 Year (received one interview, no position offered)
 Wells Fargo Legal Fellow (worthy, too many requests)
 Tustin Chili Cookoff (not selected, many applicants)
 OCWLA (worthy, many requests)
 Lockheed (worthy, will continue to give in to organizations they support)
 Kaiser community giving grants in 2018 were not selected by store managers
 Wells Fargo VeteransWin (worthy, many requests for charitable giving)
 Veterans Support Foundation (worthy, many requests)
 JMK (we were one of 300 invited to second round, worthy, not advancing)
 IOLTA EAF 2020- deemed ineligible, 140K not seen as pass through so qualified expenditures below 50% threshold
 EAF Homelessness – unable to qualify since deemed ineligible for IOLTA EAF 2020
 Newman's Own (322 applicants this year, worthy, not selected)
 Shady Canyon (per Hildee Brahm selection committee focused on children across the board for this year of giving)

2019 In Progress – ABE, OL Halsell, Hollywood Canteen; Roy E Crummer; Weingart via in-kind donation with NAVSO; Allergan; 100&Change will be as potential subgrantee with VOA writing; ACFLS; NO RESPONSES FROM 2018 (will reapply 2019): Santa Ana POA, Pajadoro Foundation (Santa Barbara focus).

2019 Lawyers for Warriors

Goal	\$135,000
Expenses	\$15,000
Net	\$120,000

Sponsors	\$102,800
Individuals	\$4,300
Judges	\$140
Donations	\$3,600

Total	\$110,840
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Gap to Goal	\$24,160
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# Guests expected:	402
# Tickets donated back:	14
Total estimated in room:	416

List of sponsors attached

2019 MONTHLY GIVING

Donor	Per Month	Projected for 2019	Method
Pat Jarrell	\$100	\$1200	Paypal
Zeke Alcala	\$5	\$60	Paypal
CFC Donors		\$4177	Recurring deductions from 14 donors in pledge yr 2018
Our Promise		Unknown	State Employee Giving program, first year, sign up 8/30-10/31

VLI Supplemental Documents - Part 2 (pages 142-283)

LW Sponsors:

Wright Ford & Young	Title	\$ 10,000
American Legion Post - Pacific Palisades	Lt Gen	\$ 5,000
Hon. Jim P. Gray (Ret.) & Family	Lt Gen	\$ 5,000
Fortis LLP	Maj Gen	\$ 3,000
Adam and Rochelle Karr	Maj Gen	\$ 2,800
Bentley & More	Maj Gen	\$ 2,500
Commercial Bank of California	Maj Gen	\$ 2,500
Jones Day*	Maj Gen	\$ 2,500
Larsen & Naddour, LLP	Maj Gen	\$ 2,500
Littler Mendelson PC	Maj Gen	\$ 2,500
O'Melveny & Myers LLP	Maj Gen	\$ 2,500
Roberts Law Firm	Maj Gen	\$ 2,500
Rutan & Tucker	Maj Gen	\$ 2,500
Weintraub and Tobin	Maj Gen	\$ 2,500
Wells Fargo	Maj Gen	\$ 2,500
ADR Services, Inc.	Maj Gen	\$ 2,500
Union Bank	Maj Gen	\$ 2,500
Apollonian Bookkeeping	Maj Gen	\$ 2,500
Citizen's Business Bank	Maj Gen	\$ 2,500
Bird Law Group	Maj Gen	\$ 2,500
Banc of California	Brig Gen	\$ 1,500
California Scottish Rite Foundation	Brig Gen	\$ 1,500
Stephens Friedland	Brig Gen	\$ 1,500
Wilner & O'Reilly, APLC	Brig Gen	\$ 1,500
AHAVA Law	Col	\$ 1,000
Carothers DiSante & Freudenberger, LLP	Col	\$ 1,000
Chapman	Brig Gen	\$ 1,000
Coastline Community College	Col	\$ 1,000
Miramontes Capital	Col	\$ 1,000
Outwater & Pinckes, LLP	Col	\$ 1,000
Parsons	Col	\$ 1,000
Skorheim, Certified Public Accountants	Col	\$ 1,000
Small Business Development Corporation	Col	\$ 1,000
Jamboree Housing	Col	\$ 1,000
Robinson Calcagnie, Inc.	Col	\$ 1,000
Euroline Steel Windows and Doors	Col	\$ 1,000
AAKEN	Col	\$ 1,000
Brandman University	Col	\$ 1,000
Carlson & Jayakumar LLP	Col	\$ 1,000
Ethos Human Capital Solutions	Col	\$ 1,000
Klein and Wilson	Col	\$ 1,000
Miller, Morton, Caillat & Nevis, LLP	Col	\$ 1,000
Minyard Morris	Col	\$ 1,000
Pagano Family	Col	\$ 1,000
USDOJ, Retired US Immigration Judge	Col	\$ 1,000
Allied Interpreting Services, Inc	Maj	\$ 500
Cates Peterson LLP	Maj	\$ 500
The Sullivan Group of Court Reporters	Maj	\$ 500
Elite Court Reporting	Maj	\$ 500
Bisnar Chase	Maj	\$ 500
Jeff Kichaven Commercial Mediation	Maj	\$ 500
Joel & Nikki Miliband	Maj	\$ 500
Kaufman Steinberg	Maj	\$ 500
Modulim	Maj	\$ 500
Thomas Callister	Maj	\$ 500
Savills Studley	Maj	\$ 500
Arbor Financial	Maj	\$ 500
Diane Faber	Maj	\$ 500

LW Underwriters:

Wine & Glasses – Hankin Patent Law
 AV – Fortis LLP
 Silent Auction – Jones Day
 Entertainment – Newmeyer and Dillion
 Print & Swag – SBDOC
 Veteran Sponsor - LRIS
 Media – Coast and USVM
 Website – PointClick
 Centerpiece Design – Sahar Hanna
 Cigars – Echelon Cigar Co.

PROFIT AND LOSS

January 1 - September 5, 2019

	TOTAL
Income	
43400 Direct Public Support	486,516.08
43450 Individ, Business Contributions	5,850.00
Total 43400 Direct Public Support	492,366.08
46400 Other Types of Income	
46431 Refund	44.61
Total 46400 Other Types of Income	44.61
Uncategorized Income	8,603.01
Total Income	\$501,013.70
GROSS PROFIT	\$501,013.70
Expenses	
60900 Business Expenses	253.95
60920 Business Registration Fees	395.00
60930 Bar and License Fees	1,061.51
60940 Dues & Subscriptions	1,489.91
Total 60900 Business Expenses	3,200.37
62100 Contract Services	319.65
62110 Accounting Fees	87.50
62140 Legal Fees	45.00
62150 Outside Contract Services	920.00
62152 Background Checks	274.98
Total 62100 Contract Services	1,647.13
62500 Events	7,949.28
62800 Facilities and Equipment	1,622.85
62880 Repairs	300.00
62890 Rent - Office	24,586.00
Total 62800 Facilities and Equipment	26,508.85
63000 Grants to Other Nonprofits	70,000.00
65000 Operations	1,780.93
65005 Advertising, Marketing & PR	2,032.00
65010 Books, Subscriptions, Reference	611.95
65015 Internet & On-Line Services	2,292.87
65017 Office Expenses	55.00
65020 Postage, Mailing Service	2,340.30
65030 Printing and Copying	2,229.22
65040 Supplies	1,297.94
65041 Reimbursement	2,333.74
65050 Telephone, Telecommunications	65.65
65070 Bank Service Fee	30.00
Total 65000 Operations	15,069.60
65100 Other Types of Expenses	
65120 Insurance - Liability, D and O	3,254.00
65125 Workers' Comp	3,318.49

	TOTAL
65160 Other Costs	1,653.64
Total 65100 Other Types of Expenses	8,226.13
66000 Payroll Expenses	
66001 Payroll Tax - Employer Portion	82,611.51
66002 Payroll Processing Fees	1,392.00
66100 Employee Benefits Expenses	2,174.81
66500 Salaries & Wages	219,432.58
Total 66000 Payroll Expenses	305,610.90
68300 Travel and Meetings	2,360.59
68310 Conference, Convention, Meeting	8,583.50
68330 Catering	230.49
68340 Professional Training/ MCLES	120.00
68350 Parking	72.00
Total 68300 Travel and Meetings	11,366.58
Total Expenses	\$449,578.84
NET OPERATING INCOME	\$51,434.86
Other Expenses	
80000 Ask My Accountant	510.60
Total Other Expenses	\$510.60
NET OTHER INCOME	\$ -510.60
NET INCOME	\$50,924.26

BALANCE SHEET
As of September 5, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10102 Cash in Bank - Union Bank	332,459.97
10103 Cash in Bank - Union (Savings)	100.00
10104 Cash-Savings	65,000.00
Total Bank Accounts	\$397,559.97
Other Current Assets	
11101 Cash Clearing	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$397,559.97
Fixed Assets	
15000 Furniture and Equipment	11,189.27
Total Fixed Assets	\$11,189.27
Other Assets	
18701 Security Deposit - Rent	1,971.20
Total Other Assets	\$1,971.20
TOTAL ASSETS	\$410,720.44
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
22001 Loans Payable- Dwight Stirling	0.00
22002 Loans Payable- Antoinette Balta	0.00
Total Credit Cards	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30000 Opening Balance Equity	1,489.62
32000 Unrestricted Net Assets	358,306.56
Net Income	50,924.26
Total Equity	\$410,720.44
TOTAL LIABILITIES AND EQUITY	\$410,720.44



**VLI BOARD OF DIRECTORS
Regular Meeting
Hosted by: Briana Richmond
Rutan & Tucker
611 Anton Blvd., Ste. 1400, Costa Mesa, CA 92626
October 15, 2019
5:30 p.m.**

Call to order: 5:11 p.m.

A regular meeting of the Board of Directors of Veterans Legal Institute (“VLI”) a California nonprofit public benefit corporation, was held at Rutan & Tucker, located at 611 Anton Blvd., Ste. 1400, Costa Mesa, CA 92626.

With quorum present, Rosanna Fristed, Secretary, called the meeting to order:

The following Directors were present:

Sheila-Marie Finkelstein	Lacey Price	Matt Rabin (by phone)
Sean Twomey (by phone)	Michael Kibbe	Jack Williams (by phone)
Briana Richmond	Kathy Dawson	
Andrea Bird (by phone)	Jim Gray	
Rosanna Fristed	Andrew Nelson (by phone)	

The following Directors were not present:

Marco Arcadia	Sunny Jha
Sherry Bragg	Bobby McDonald
Pete Seitz	Marc Hankin
Fernando Lopez	

Executive Director Antoinette Balta was also present.

APPROVAL OF MINUTES

The minutes of the September 10, 2019 regular meeting were provided to the Board for review and consideration on September 18, 2019. Upon motion by Sheila-Marie Finkelstein, seconded by Jim Gray, and with a quorum present, the minutes for the September 10, 2019 meeting were approved.

CHANGES TO THE BOARD

Directors Matt Rabin, Jim Gray, and Rosanna Fristed announced their individual resignations from the Board. Each will be joining the Advisory Board.

Sheila-Marie Finkelstein expressed willingness to serve as VLI's Secretary to replace Rosanna Fristed. The Board will elect Ms. Finkelstein at the next regular meeting.

BOARD ACTION

The Board discussed VLI's finances at some length. VLI currently has two accounts – one with Union Bank and another with Citizens Business Bank. Some discussion ensued as to whether VLI should open a third account with Commercial Bank of California. Jim Gray moved to (1) open a new account with Commercial Bank of California, and (2) upon opening the account, transfer \$40,000 to it. The motion was seconded by Sheila-Marie Finkelstein. The motion carried with all Directors present voting in favor. Michael Kibbe abstained from the vote.

The following vote took place at the July 2019 regular meeting:

Following discussion, upon motion by Sheila-Marie Finkelstein, seconded by Jim Gray, the Directors Present at the meeting voted to authorize Antoinette Balta to reimburse/subsidize (however it shall be legal) \$150 per salaried employee per month for healthcare purposes.

Additional discussion took place concerning this vote because VLI obtained a quote for health insurance benefits. VLI was quoted a rate of \$175/employee; however, to get this rate, 75% of VLI's employees must participate in the plan. Therefore, Jim Gray moved to set a subsidy of \$200/month for each full-time employee who elects to participate in the VLI-sponsored health plan. The second for the motion was not recorded. The motion carried with all Directors present voting in favor. Michael Kibbe abstained from the vote.

ATTACHMENTS

The meeting agenda and related documents are attached for reference.

MISCELLANEOUS

VLI became a member of Center Club. Monthly dues are \$150.

Directors are encouraged to attend the "Upcoming Events" listed on the attached meeting agenda.

VLI's annual volunteer recognition event will now take place in July so that summer interns may participate.

VLI's appeal of the State Bar's decision not to renew IOLTA funding for 2020 is in process.

The Board will consider changing the name of the organization.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:15 p.m.



Ms. Rosanna E. Fristed
Secretary

772002_1.docx



Board Meeting

October 16, 2019 from 5:00pm-6:30pm

Hosted by: Briana Richmond

Rutan & Tucker

611 Anton Blvd., Ste 1400

Costa Mesa, CA 92626

Dial in is 1-888-245-3978

Passcode is 714 662 4698

Welcome, Introduction, and Roll Call

Old Business

- Minutes
- Bylaws

Board Members

- Visitors Today
 - Changes to the board
- Remaining 2019 Board Meeting Dates
 - November DARK (but come to Fletcher Motors on 11/12)
 - DECEMBER DARK
- We must choose 2020 dates and hosts

VLI Office and Operations Update

- Staff and volunteer update
 - We have hired a new part time volunteer coordinator at minimum wage in lieu of a full time AmeriCorps (which would have been \$18,500). Manal Fatima has volunteered at VLI for several months and left for a paying job. Being integral to the office, we thought it prudent to hire someone already trained whose work product we know is up to par.
 - Nithin Reddy started as VLI's Managing Attorney on September 19.
 - The staff had a retreat on October 1 facilitated by Carol Marzouk.
 - Volunteer report attached
- Finances: \$299,963.15 in Union Bank as of September 27.
- Healthcare- VLI is seeking quotes for healthcare for its staff and will have a solid quote when rates come out in mid-October. AB suggests we provide a \$130 subsidy to any staff member who chooses to get health insurance through our plan.
- Salary: AB has deferred her raise until April 2020 to have funds to pay for the incoming volunteer coordinator.

- Additional space at Tierney: VLI received the fully executed “facilities use agreement” for space at the Tierney Center starting October 1. We are awaiting insurance compliance on our end prior to move in.
- Operations report attached.

Development

- Past events
 - Lawyers for Warriors: Netted approximately \$120k.
 - After action report
- Upcoming events
 - November 12, 2019: Patriots Promise Fundraiser at Fletcher Jones
 - They are seeking sponsors
 - November 17, 2019: AISS Bowling
 - December 3, 2019: National Giving Day, Just(US) campaign
 - January 17-19, 2020: Vettys
- Next year’s events
 - Lawyers for Warriors
 - Volunteer recognition event/ open house
- Center Club membership
- Veterans Legal Institute branding and name
- Grants/IOLTA Update
 - VLI was not approved for IOLTA funding for 2020 due to the one time payment made to the Think Tank that threw off the rate of funds to the percentage of “indigents” served. VLI has retained counsel to fight this and submit a letter of appeal and are awaiting a response.
 - See attached

Miscellaneous

Adjournment

VLI Supplemental Documents - Part 2 (pages 142-283)
DEVELOPMENT NOTES – For Board Meeting October 15, 2019

ACCOUNTS as of 9/30/2019:

- Bank Balance: \$299,963.15 (9/27/19)
- PayPal Available: \$41,261.51
- Savings: \$65,020.85 (8/30/19)
- Profit and Loss, Balance Sheet attached

HIGHLIGHTS:

- Staff retreat October 1
- Move to Tierney in October
- Submitted EJW 2 year, JohnAnthony (rural), Daniel (w/in 2 years of leaving military)
- Launched Our Promise sign ups for State Employee giving (8/30 to 10/31)
- LW raised \$150,720; netted \$120,853
- Reporting in progress on 3 VSOs, Tustin, IOLTA and EAF

BOARD CAN HELP WITH:

- Like, share, comment on all your preferred social media (brag on others)
- Tag us as #VLI #VeteransLegalInstitute in social media
- Share your story in conversation with why you choose to devote your time to board service
- Encourage monthly giving, any level of dollars is impactful:
 - Just(us) is our monthly donor giving initiative
 - Our Promise
 - is for CA state employees
 - sign ups are now through October 31 (it's on VLI social media)
 - employees pledge here: <https://www.ourpromiseca.org/post/pledge-form>
 - VLI OP Code # 2700519

UPCOMING DATES:

- Veterans Day weekend multiple events being covered
- 11/12 – Patriots Promise – Fletcher Jones Motorcars

2019 AWARDED

	Dollars	In-Kind Value/Notes
Google for NonProfit		\$120,000
Stanley Eckstrom	\$60,000	
OCBA Charitable Fund	\$30,000	
Judicate West	\$10,000	
Crean Foundation	\$5,000	
Edison – Rate Reduction	\$5,000	
CLIO		100 free licenses
Tustin	\$10,480	ask was 10k
CalVET Prop 63 San Bernardino	\$49,000	final award for fiscal year 19/20
CalVet Prop 63 Orange County	\$35,732	final award for fiscal year 19/20
CalVet Prop 63 Riverside	\$45,000	final award for fiscal year 19/20
Bank of America	\$7,500	
City of Mission Viejo	\$4,500	
SFSC for case management	\$7,800	SubK through County of Orange FY19/20 LS
SFSC for training and clinics	\$15,000	SubK through County of Orange FY 19/20
Community Foundation of Orange	\$3500	Field of Valor
Veterans United Foundation	\$3700	Transportation costs for clinics – second award
Walmart in Garden Grove	\$500	

2018/19 PENDING

Starbucks		TBD
Union Pacific	\$5,000	
Mazda Foundation	\$5,000	Resubmitted for 2019
JM and Milbank Foundations	\$25,000	
JB Hunt	\$10,000	
Land of the Free		TBD Only can request to be a beneficiary
AAML	\$5,000	
Sunwest	\$7,500	
Walmart	\$9,000	(21 stores for community giving, variable)

VLI Supplemental Documents - Part 2 (pages 142-283)

MVAT	\$20,000	(2 asks each 10K, attorney and clinics)
Hoag	\$20,000	From invitation
HALO Award	\$20,000	Volunteerism, Nancy Jones, VALB
Edison- Invited	\$5,000	
Cox Communications	\$5,000	
The Charitable Foundation	\$1,000	
EJW 2 Year Duffield	\$100,000	approx 50k per year
EJW 2 year Alaimo	\$100,000	approx 50 k per year
OL Halsell	\$5,000	
Tustin Community Foundation	\$5,000	
Healthcare Foundation of Orange County	\$10,000	
ACFLS	\$10,000	
ABE Opportunity Grant	\$30,000	Video series in 2020
Hollywood Canteen Foundation	\$3,500	
Herb Block Foundation	\$15,000	
MVAT Resubmit	\$5,000	
OCCF, OCVI, OCRE Invited	\$15,000	

2019 Declines

Mentor Foundation (worthy, too many requests, now will be by invitation only)
 ABE Opportunity Grant (worthy, too many requests, asked us to reapply)
 Satterberg (worthy, 244 requests for 24 awards in geographies with family members as residents)
 EJW 2 Year (received one interview, no position offered)
 Wells Fargo Legal Fellow (worthy, too many requests)
 Tustin Chili Cookoff (not selected, many applicants)
 OCWLA (worthy, many requests)
 Lockheed (worthy, will continue to give in to organizations they support)
 Kaiser community giving grants in 2018 were not selected by store managers
 Wells Fargo VeteransWin (worthy, many requests for charitable giving)
 Veterans Support Foundation (worthy, many requests)
 JMK (we were one of 300 invited to second round, worthy, not advancing)
 IOLTA EAF 2020– deemed ineligible, 140K not seen as pass through so qualified expenditures below 50% threshold
 EAF Homelessness – unable to qualify since deemed ineligible for IOLTA EAF 2020
 Newman's Own (322 applicants this year, worthy, not selected)
 Shady Canyon (per Hildee Brahm selection committee focused on children across the board for this year of giving)
 Tony Robbins (declined – worthy, too many requests for giving)
 PIMCO (worthy – too many requests)
 Associates Grant (worthy, too many requests)

2019 In Progress – Roy E Crummer; Weingart via in-kind donation with NAVSO; Allergan; NO RESPONSES FROM 2018 (will reapply 2019): Santa Ana POA, Pajadoro Foundation (Santa Barbara focus).

2019 Lawyers for Warriors

	Budget	Estimated Actual
Goal	\$135,000	\$150,720
Expenses	\$15,000	\$29,867
Net	\$120,000	\$120,853

# Registered names:	376
# Day of registered names: +	37
Total registered names:	413
Total no shows:	- 76
Total names night of:	337
Total vols and staff: +	25
Total in attendance:	362

Outstanding payments:
 Stephens Friedland 1500
 Euroline 1000
 Robinson Calcagnie 1000
 Arbor Financial 500
 Umberg Zipser 1000

VLI Supplemental Documents - Part 2 (pages 142-283)

Christine Zabat-Fran (present), Scott Jackson (no show) , James Mahfood (no show) 300
Marc Hankin 5000

2019 MONTHLY GIVING

Donor	Per Month	Projected for 2019/20	Method
Pat Jarrell	\$100	\$1200	Paypal
Zeke Alcala	\$5	\$60	Paypal
Khani Bizub	\$100	\$1200	Paypal – Just(us) monthly giving initiative
CFC Donors		\$4177	Recurring deductions from 14 donors in pledge yr 2018
Our Promise		Unknown	State Employee Giving program, first year, sign up 8/30-10/31



September 2019 Litigation Report

Date: October 7, 2019

From: Executive Assistant
Office Manager
Managing Attorney

To: The Board of Directors

I. Executive Summary

September was a busy month with the addition of a new Managing attorney! Several areas saw significant improvement, specifically intake and resource development. The team looks to maintain this momentum through the remaining months and finish the year on a strong note.

II. Administration

This period saw the onboarding of a new Staff Attorney, Managing Attorney, and Volunteer Coordinator. All cases assigned previously assigned to Bill and Allison have been successfully redistributed to staff members.

III. Intake

Given the massive amount of applications for services, we are constantly seeking ways to improve and streamline our intake process. This month, the team worked hard to implement the following changes:

- A core intake team of the Managing Attorney and the Executive Assistant, along with any available Staff Attorneys, now meets semiweekly to evaluate applications.
- In the last week of September, a process was put into place to allow for 24 hour handling of time-sensitive unlawful detainer (UD) cases. The new process worked successfully and allowed for one prospective UD client be

assigned to a Staff Attorney within 20 minutes of submission of the online application.

- Additional follow-up income verification has now been offloaded from Staff Attorneys to volunteers through the Volunteer Coordinator. This frees up attorney time so that they can work on more pressing legal matters.

Further refinement that is being tested includes completely offloading physical file creation from the attorneys to the admin staff, as well as other policies and procedures designed to minimize client application to attorney assignment lead time and attorney administrative work.

IV. Clinics

Our clinical programs continue to evolve and improve. Our Family Law Clinic saw a record number of veterans as we were able to assist over 25 veterans. The Estate Planning Clinic helped several clients with time sensitive matters. The City of Mission Viejo Clinic at the Murray Center saw 4 client intakes. The USC clinic had dozens of law students engaged in issue spotting and reviewed 24 intake applications. The Bankruptcy clinic assisted half a dozen clients.

A total of 54 veterans were seen at the monthly clinic at the VA Hospital in Long Beach. Staff Attorney Johnanthony Alaimo had a new suggestion on how to logistically manage so many clients in a two-hour time period. That suggestion was implemented by the Executive Assistant this month with great success. Every veteran was registered and sent to a legal specialist at a pace that has never been achieved before.

The Mission Viejo Saddleback College Clinic, despite strong administrative support from the institution, continues to face challenges in attracting clients as no prospective clients appeared during either the September or August clinic. Similarly, the North County Vets' Center Clinic also saw little interest during this period, and this clinic is generally one of our lowest interest clinics. We have been in close contact with the host site and have canceled out North County Vet Center clinics for the remainder of the year and will decrease the clinic times to four times in 2020.

V. Case Summaries

A. Scot Douglas

Scot's expertise enabled him to assist several walk-in clients who had immediate estate planning needs. Four clients had their estate plans completed and executed through the Estate Planning Clinic. One was a 'rush' plan because the client was scheduled for surgery. A client who lives in Mammoth had his plan completed and sent to him with instructions

on how to properly execute and fund the plan. Another client who indicated an immediate need for Powers of Attorney was sent the CA Statutory forms with the instructions for a plan that through the clinic normally will include a Trust, Pour-over wills, Durable Powers of Attorney, Health Care Directives, HIPAA release form.

B. Johnanthony Alaimo

HOA Case: Opposing counsel for the HOA has agreed to mediation. Sherry and Johnanthony, along with opposing counsel, stipulated to a mediation date of Friday, November 8th before Judge Firmat. Judge Firmat has graciously waived his fees to conduct the mediation and bring the HOA to the table. Johnanthony has worked extensively on a mediation brief. The HOA is continuing to assert the reason for the Tree's failure was high winds; though official weather reports from NOAA tend to suggest an absence of inclement weather on the incident date.

C. Katie Binkley

AR - This client was an online application. At the time of her application, her ex had taken their children to Missouri to live with his family while they had a pending divorce, she was understandably very distraught. Our pro bono attorney Jennifer King took on her case, and she and I both attended the custody hearing in Indio. The children's father was required to bring the children back to California, where they are now living full time with AR and Dad gets visitation. The client is very grateful for our help!

JB - This client was evicted from a men's home nearby for behavioral issues. However, he had paid the entire month's rent before he left. We sent a demand letter to the manager of the home to get JB the prorated portion of prepaid rent. While this doesn't feel entirely like a success, because Mr. JB is now homeless, we were able to get him some of his money back.

MM - This client applied online for full custody of his children. His ex goes missing for periods of time, and exhibits poor behavior. Jennifer King picked up his case so he is now in good hands. He reached out after the clinic to thank us.

D. Nancy Jones

A Veteran was able to decrease the amount of his Veteran Benefits debt by \$22,893.22.

Nancy had a veteran who was receiving a VA pension which is based on his status as a low income veteran, who served during war time but does

not receive disability compensation. The pension is only given to LOW income Vets. He then qualified for SSDI in 2016 and was paid a lump sum for 2013-2016 based on when he first submitted his claim for SSDI. Under the VA rules, SSDI is a source of income that reduces your status as a low income veteran for VA pension purposes. The vet notified the VA of the SSDI retroactive pay and the receipt of SSDI going forward as soon as he received it.

However, the VA continued to pay his pension for two more years even though he no longer qualified for it. He did not realize that he didn't qualify because he had accurately reported the SSDI and assumed that they had considered it and continued to pay him the pension. He then received a debt notification letter for \$41,479.90 from the VA debt management department in January. They said that he had been paid a SSDI from 2013 -2018 and should not have received the pension during this time. The VA rules clearly state that outside income for pension purposes is calculated when the income is received not when it is accrued. So, he had not been disqualified from receiving the pension until 2016 when the lump sum for SSDI was received - not 2013 when he first qualified for SSDI. Nancy filed a notice of disagreement as to the debt calculation and also a request for debt waiver for the amount of pension he did actually have to pay back from 2016-2018.

The VA agreed with Nancy's argument regarding when the income was received for pension qualification purposes and reduced the debt from \$41,479.90 to \$18,586.58.

E. Paul Gullioriy

Client, recently widowed Vietnam Marine Vet, has \$10,000 in arrears payments to former landlord due to verbal agreements between landlord and client's deceased spouse. Paul helped client negotiate a payment plan with the former landlord that would allow the client time to refinance another property to pay off the debt sooner. Additionally, Paul helped secure a term in the Stipulation for Judgment that Plaintiff would submit any ex parte notice of noncompliance with the court under seal so as not to adversely affect client's credit.

VI. Case Statistics

*Clio and Prime Case Statistics, September 2019**

<i>Month</i>	<i>Feb.</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>Sept.</i>
<i>Total Cases Opened</i>	219	218	158	125	142	215	127	196

Total Cases Closed	164	244	201	106	109	284	200	207
Total PBI Cases Opened	33	22	44	40	14	11	14	33
Total PBI Cases Closed	34	37	43	30	27	51	47	42
Tustin Cases	2	5	5	2	2	2	1	3
Referred by OCVSO	14	9	17	4	18	7	13	11
Referred by RVSO	UA	UA	UA	UA	UA	UA	0	11
Referred by SBVSO	UA	UA	UA	UA	UA	UA	0	11
Referred by VOA (Clio)	14	24	2	11	8	7	15	8
Referred by VOA (Referral)	4	4	3	7	2	3	4	6
Referred by SFSC (Clio)	1	1	4	0	1	0	5	2
Referred by SFSC (Referral)	3	2	1	0	0	0	3	0
Referred to SFSC from VLI	UA	UA	UA	1	UA	2	2	0
Number of Non-Clio Inquiries	1	26	59	71	82	83	107	52
Total Volunteer Hours	715:29:00	857:44:00	1131:16:00	1043:56:00	2092:15:00	1614:57:00	937:02:00	538:43:00
Total # of Indigent Cases seen	180	191	123	85	120	143	88	141 (72%)
Total # of unduplicated indigent clients helped	UA	UA	UA	UA	UA	UA	79	126

**Clio data entry has been met with logistical issues and is being addressed. Data reported here is an approximation.*

UA= unavailable. This information was not recorded at that period in time. In the instance of the RVSO and SBVSO, they were first implemented in August of 2019.

VII. Volunteer Outreach

Of special note, Staff Attorney Katie Binkley has shown promise as a brand ambassador and recruited numerous volunteers during this period. No less than 7 paralegals joined us because of her direct efforts, including 6 University of California - Irvine students and 1 experienced family law paralegal that is now volunteering 8 hours per week to assist us.

Challenges exist in matching free volunteers with Staff Attorneys, including but not limited to: volunteers that are unsure of whether they have the experience necessary to assist an attorney in a given area of law, little or no guidance on what volunteer schedule is best suited for productivity, and diffusion of responsibility that occurs when an attorney asks for a volunteer to step forward or when a free volunteer asks for delegatable work under the current system. However, the onboarding of a new Volunteer Coordinator is likely resolve a number of these challenges.

VIII. Volunteer Data

VOLUNTEER NUMBERS - September 2019

	September 2019	August 2019
--	----------------	-------------

Total number of in-office volunteers:	27	23
---------------------------------------	----	----

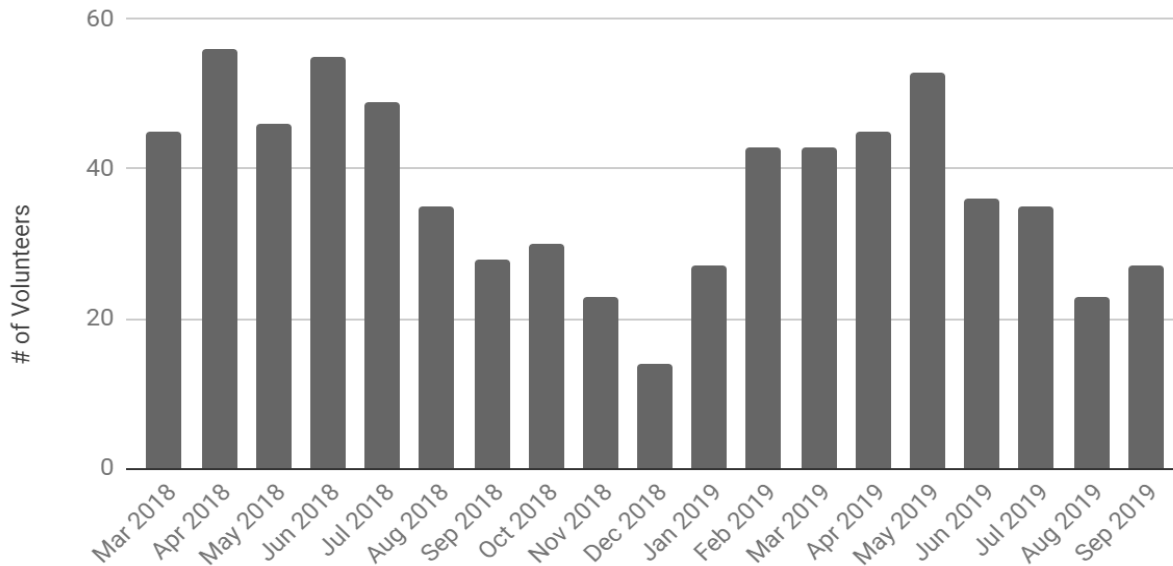
New in-office volunteers recruited:	9	5
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In-office volunteer hours

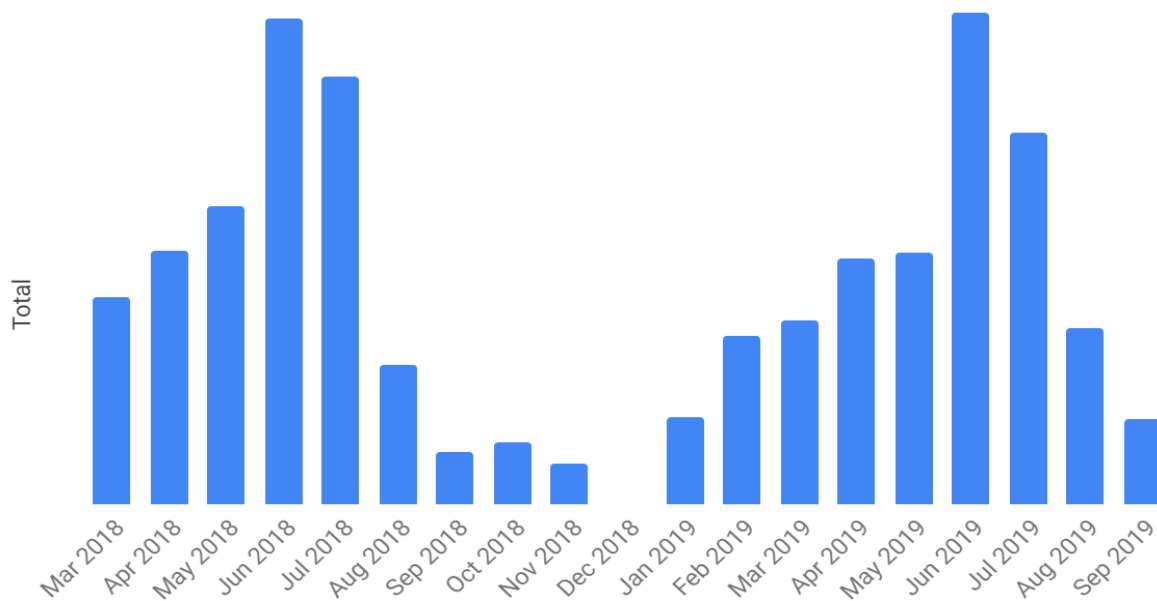
- | | | |
|---------------------|--------|-----|
| • Attorneys | 32.15 | 60 |
| • Law Clerks | 87 | 52 |
| • Legal Assistants | 347.13 | 791 |
| • Office Assistants | 7 | 40 |
| • Paralegals | 65.15 | 94 |

Total Hours 538.43 1,037

Number of Volunteers per Month, March 2018 - September 2019



Total Volunteer Hours, March 2018 - September 2019



IX. Resource Development

Major additional resources were secured or developed this month:

- A Lawyaw.com account was opened, allowing our office to create templated motions and letters with ease.

- In addition, courtesy of Volunteer Attorney David Price, we now have a free account with atybriefcase.com, a limited legal research site that specializes in family law, evidence law, juvenile law, dependency law, and pretrial adjudications.
- The Staff Attorneys were trained on how to better utilize CLIO and CLIO Mobile for documentation, note-taking, document uploading, and email copying. A likely bug in CLIO regarding searches was identified and temporarily resolved.

However, challenges in this area remain, including the current lack of a general, office-wide legal research tool, such as Westlaw, LexisNexis, or Fastcase. Current workarounds include relying on law student interns with legal research accounts or old, soon to expire individual attorney accounts. Opportunities for a discounted legal research tool are being explored.

X. Future Outlook

Opportunities exist for continued improvement in areas such as intakes, clinic awareness, volunteer outreach, and resource development. The staff continues to adjust to the recent change in personnel and new onboarding. However, the strong synergies of the authors and the recent period's successes in the above-mentioned areas are causes for optimism. The overall outlook is positive.

TAB 8



INCOME ELIGIBILITY REQUIREMENTS

**** Please do not share this information with clients / the public ****

Household Size	Income
1	\$3400
2	\$3800
3	\$4400
4	\$4800
5	\$5000
6	\$5400
7	\$5800
8	\$6200
9+	\$6600*

*Additional \$400 per member of each household

Definition of "INDIGENT PERSON"
January 18, 2018

Business and Professions Code Section 6213(d) defines "indigent person" for the purpose of the Legal Services Trust Fund Program as:

"a person whose income is (1) 125 percent or less of the current poverty threshold established by the United States Office of Management and Budget, or (2) who is eligible for Supplemental Security Income or free services under the Older Americans Act or Developmentally Disabled Assistance Act".

The federal government's poverty threshold is now established by the Department of Health and Human Services, which in 1982 took over the responsibility from the Office of Management and Budget. The current figures equivalent to 125% of the poverty threshold established by the Department of Health and Human Services follow:

Size of Family Unit*	Annual Income	Monthly
1	\$15,175	1265
2	\$20,575	1715
3	\$25,975	2165
4	\$31,375	2615
5	\$36,775	3065
6	\$42,175	3515
7	\$47,575	3965
8	\$52,975	4415
	58,375	4865

*For families/households with more than 8 persons, add \$5,400 for each additional person.

With regard to a project that demonstrates that its principal means of delivering services is through "free services of attorneys in private practice without compensation, 'indigent person' also means a person whose income is 75 percent or less of the maximum levels of income for lower income¹ households as defined in Section 50079.5 of the Health and Safety Code."

In either case, when determining indigency, the income of a person who is disabled shall be determined after deducting the costs of medical and other disability-related special expenses.

Information on Section 50076.5 of the Health and Safety Code can be found here:
http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=50079.5

Information tables on income limits by county can be found here:
[https://govt.westlaw.com/calregs/Document/IBE263550D45411DEB97CF67CD0B99467?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/calregs/Document/IBE263550D45411DEB97CF67CD0B99467?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1)

¹ The Health and Safety Code Section 50079.5 income bracket previously labeled as "lower income" is now labeled "low income". Thus for the purposes of calculating qualifying income levels, programs may reference "low income" figures in the by county tables.



Definition of "INDIGENT PERSON"

Effective January 11, 2019

Business and Professions Code Section 6213(d) defines "indigent person" for the purpose of the Legal Services Trust Fund Program as:

"a person whose income is (1) 125 percent or less of the current poverty threshold established by the United States Office of Management and Budget, or (2) who is eligible for Supplemental Security Income or free services under the Older Americans Act or Developmentally Disabled Assistance Act".

The federal government's poverty threshold is now established by the Department of Health and Human Services, which in 1982 took over the responsibility from the Office of Management and Budget. The current figures equivalent to 125% of the poverty threshold established by the Department of Health and Human Services follow:

Size of Family Unit	Annual Income
1	\$15,613
2	\$21,138
3	\$26,663
4	\$32,188
5	\$37,713
6	\$43,238
7	\$48,763
8	\$54,288

For families/households with more than 8 persons, add \$4,420 for each additional person.

Source: <https://aspe.hhs.gov/poverty-guidelines>

For organizations where the principal means of delivering legal services is through free services of attorneys in private practice without compensation, 'indigent person' also means a person whose income is 75 percent or less of the maximum levels of income for lower income¹ households as cited at Health and Safety Code § 50079.5.

In either case, when determining indigency, the income of a person who is disabled shall be determined after deducting the costs of medical and other disability-related special expenses.

Information on Section 50076.5 of the Health and Safety Code can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=50079.5

Information tables on income limits by county can be found here:

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¹ The Health and Safety Code Section 50079.5 income bracket previously labeled as "lower income" is now labeled "low income". Thus for the purposes of calculating qualifying income levels, programs may reference "low income" figures in the by county tables.

TAB 9

Tab 9 – Eligibility Screening Procedures

Re: Supplemental Information In Support of VLI's Reconsideration Request

Veterans Legal Institute defines “low income” according to the current living condition of the presenting client. “Low income” living conditions include situations in which the individual is homeless, “couch-surfing,” living in a car, being evicted, disabled, unemployed or underemployed. Most of VLI’s clients who do have income are earning less than \$1,500 per month.

Veterans Legal Institute verifies qualification by requesting income information on its intake form, corroborating information when available from other service organizations, and evaluating the current living conditions of the client. Service organization paperwork includes Section 8 housing authority, SSI, Medi-Cal, and VA benefits (e.g. “helpless child”).