

**LEGAL SERVICES TRUST FUND COMMISSION
PARTNERSHIP GRANTS COMMITTEE MEETING
Meeting Summary and Action Items**

Tuesday, December 1, 2020, 10:00 a.m. – 11:00 a.m.
State Bar of California (Conference Call via Zoom)

Roll Call

Committee Members

Chair Christina Vanarelli
William Boschelli
Eric Isken
Debra Meyers
Christian Schreiber

Advisors

Hon. William J. Murray

Liaisons

Bonnie Hough

Staff

Christal Bundang
Erica Carroll
Andrea Fitanides
Elizabeth Hom
Dan Passamaneck

OPEN SESSION

The meeting was called to order at 10:02 a.m.

I. ROLL CALL

Roll call was taken, and quorum was established.

II. CALL FOR PUBLIC COMMENT

Chair Vanarelli called for public comment. Kirsten Voyles, from Legal Assistance for Seniors, identified herself and reported she was available to respond to any questions regarding her organization's 2020 budget revision/carryover requests. Stephanie Haffner of Legal Aid of Marin also reported she was attending due to her organization's carryover request. Shelbie Knox from Community Legal Aid SoCal stated she was attending for the same reason.

III. CONSENT

A. Approval of Meeting Summary and Action Items from November 13, 2020 Meeting

The Partnership Grants Committee (Committee) approved the November 13, 2020 meeting summary and action items by unanimous roll call vote (Boschelli moved, Vanarelli seconded, Meyers abstained).

IV. DISCUSSION AND ACTION ITEMS

A. Review and Approve 2020 Budget Revisions and Carry-Over Requests

Senior Program Analyst Christal Bundang reported that 14 projects submitted a budget revision and/or carryover of their 2020 Partnership Grants. Of those 14, 11 required review by the Partnership Grants Committee. Staff deferred to the Committee without making a recommendation for seven of the requests because they exceeded 50 percent of the grant award; staff recommended approval of the other four elevated for Committee review, and reported that the remaining three were already approved by staff because they fell below the 25 percent threshold requiring Committee review. Staff also reported that CLA SoCal was

submitted a budget revisions request after the November 20 deadline and was not included in the posted materials. Staff recommendation was to approve the request.

The Committee unanimously approved by roll call vote to recommend approval of the 2020 Partnership Grant Budget Revisions and Carry-Over Requests (Boschelli moved, Meyers seconded).

B. Review and Approve Proposed Rubric for 2022 Partnership Grants Application Review

Senior Program Analyst Bundang provided an overview of the 2022 Partnership Grants proposed rubric including recent revisions in response to Committee feedback at the November 13 meeting. The rubric now contains Yes/No options for threshold eligibility, a category for selection criteria (80 points), another for funding priorities (20 points), and optional/additional points for particularly innovative projects (15 points).

The Committee asked if there would be a “test drive” using existing projects to see how well the criteria would work in practice. Staff clarified that they were seeking approval of the concept of the rubric today and would enlist Committee members to assist with testing and validating the scoring; there would be flexibility to recalibrate as necessary. Committee members Isken, Meyers and Boschelli volunteered to test drive the proposed rubric.

The Committee also discussed the Homelessness Prevention Committee’s experience with the calibration and review process and recommended holding a webinar for potential applicants as part of outreach efforts and to provide information about the new rubric.

The Committee voted by majority roll call votes to recommend to the Legal Services Trust Fund Commission approval of the application rubric in concept, requesting that authority be delegated to the Committee to finalize the rubric (Schreiber moved, Isken seconded). The votes were as follows:

Yes (4): Chair Vanarelli, Isken, Meyers, Schreiber

No (1): Boschelli

V. ADJOURN

There being no other business, the meeting was adjourned at 11:04 a.m.