

**SUBCOMMITTEE OF THE LEGAL SERVICES TRUST FUND COMMISSION
COMMITTEE MEETING**

Meeting Summary and Action Items

Tuesday, September 22, 2020

3 - 4:00 p.m.

State Bar of California (Conference Call via Zoom)

OPEN SESSION

Chair Eric Isken called the meeting to order at 3:00 p.m.

I. ROLL CALL

Roll was taken and quorum was established.

SubCommittee Members

Chair Eric Isken
James Meeker
Richard Reinis

Liaison

Bonnie Hough (Judicial Council)

State Bar Staff

Christine Holmes
Brady Dewar

Public

Pablo Ramirez, Executive
Director, Legal Aid Society of
San Bernardino
Derek Raynes, Treasurer, Board
of Directors, Legal Aid Society of
San Bernardino
Joyce Holcomb, Vice President,
Board of Directors, Legal Aid
Society of San Bernardino

II. CALL FOR PUBLIC COMMENTS

Chair Isken invited members of the public to introduce themselves. All members of the public stated their name and position with the Legal Aid Society of San Bernardino (LASSB).

III. DISCUSSION AND ACTION ITEMS

**A. Discuss and Approve Legal Aid Society of San Bernardino's Status
Report for 2020 Funding**

Chair Isken thanked everyone from LASSB for joining the meeting and explained the purpose of the meeting was to understand in more detail than what was provided in its and its auditor's reports the progress made in internal controls.

Mr. Ramirez began by reporting on the policies and procedures for documenting the tracking of pro bono hours and the training he has provided to staff in this area. LASSB's is moving from the client management system Kamps to Legal Server, which will better track this information going forward. Mr. Ramirez is verifying the reported hours and making site visits to ensure accurate reporting. Mr. Ramirez also explained the new policies and procedures regarding the collection of donations.

The SubCommittee noted that one issue identified from the monitoring visit was improper tracking of non-qualifying activities, specifically to over-income clients. Mr. Ramirez explained LASSB is using a specific funding code for these clients and he is developing a funding code matrix for all advocates to use. When asked if he was confident in LASSB's ability to track this information with its current system Mr. Ramirez confirmed he was. Mr. Raynes added that the Board has been keeping track of the new policies and procedures and is confident in the accuracy of tracking this information. Mr. Ramirez further explained that LASSB is transitioning to Legal Server in several phases to ensure all State Bar requirements are captured. Legal Server will allow LASSB to better track this information and to avoid human error.

Mr. Ramirez then turned to Board oversight reporting that though he is still new to the job the Board has been very receptive to the policies he is proposing. The Board has been voting on many of the new policies and they are working on approving the remaining policies.

Ms. Holcomb added that a certified public accountant (CPA), Bob MacBurney, who also does forensic accounting, recently joined the Board. Rather than hire a CPA, Mr. MacBurney will support LASSB staff to ensure it is efficiently working to resolve identified compliance issues including fiscal controls. Both board members present acknowledge that Mr. MacBurney has already contributed a number of personal hours and will assist LASSB with its audit preparations.

The SubCommittee mentioned that auditors will sometimes verify pro bono volunteers hours and inquired whether LASSB will have an external party verify their hours. Mr. Ramirez noted that he like the idea and would consider adding it to LASSB's process. Ms. Holcomb also mentioned that LASSB reports the pro bono volunteer hours to the Board during its meetings.

The SubCommittee again noted the significant progress LASSB has made and it hopes to continue communication with LASSB about its progress in the future. The Chair made a motion to approve the fourth quarter IOLTA/EAF payment to LASSB. The SubCommittee approved the motion by unanimous roll call vote (Isken moved, Meeker seconded).

IV. ADJOURN

There being no other business Chair Isken adjourned the meeting at 3:27 p.m.