

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

**Meeting Summary and Action Items**

Tuesday, September 8, 2020

2 - 3:30 p.m.

State Bar of California (Conference Call via Zoom)

**OPEN SESSION**

Chair Eric Isken called the meeting to order at 2:30 p.m.

**I. ROLL CALL**

Roll was taken and quorum was established.

**SubCommittee Members**

Chair Eric Isken

James Meeker

Richard Reinis (absent)

**Liaison**

Bonnie Hough (Judicial Council)

(Absent)

**State Bar Staff**

Christine Holmes

Brady Dewar

**Public**

Claire Solot, Legal Services

Funder Network

**II. CALL FOR PUBLIC COMMENTS**

Chair Isken invited members of the public to comment on any items on the agenda. No public comment was made.

**III. DISCUSSION AND ACTION ITEMS**

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

Senior Program Analyst Christine Holmes noted the purpose of this meeting was to determine if LASSB has made sufficient progress for approval of LASSB's fourth quarter IOLTA/EAF payment. Holmes provided a summary of the Compliance Requirements and Conditions for Legal Aid Society of San Bernardino (LASSB) as included in the Conditional Agreement executed in May 2020.

In accordance with the agreement, LASSB provided two status reports to the State Bar, the first status report on May 27, 2020 and the final report on September 1, 2020. After reviewing and discussing the first report, the working group, made up of member of this SubCommittee, approved LASSB's third quarter IOLTA/EAF payment. The SubCommittee also requested LASSB's auditors Eadie + Payne, LLP, confirm that the following protocols referenced in LASSB's response letter dated April 16 and progress report dated May 27 are in place. Specifically, the protocols referenced to address the findings of the January 2020 monitoring visit.

Eadie + Payne, LLP's report was received with LASSB's final report and identified eight of the 21 compliance requirements as complete with substantial work completed on the remaining 13 requirements. Holmes provided an overview of the report's findings.

The SubCommittee discussed whether the progress to date was sufficient to approve the final quarter IOLTA/EAF payment or whether more information was needed. The decision to approve payment was delayed in favor of scheduling an additional SubCommittee meeting and inviting LASSB's new executive director, Pablo Ramirez, to provide additional updates regarding the processes and procedures specific to fiscal controls and pro bono. In order not to avoid a delay in the final payment, the additional meeting will take place by the end of September. Holmes will communicate with LASSB the purpose of the meeting and the SubCommittee's intention to approve the fourth quarter IOLTA/EAF payment pending clarifying information.

#### **IV. ADJOURN**

There being no other business Chair Isken adjourned the meeting at 2:33 p.m.