

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

Friday, January 5, 2021, 11:00 a.m. – 12:30 p.m.  
State Bar of California (Conference Call via Zoom)

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| Roll Call                 |                 |                        |
|---------------------------|-----------------|------------------------|
| <b>Members Present</b>    | <b>Liaisons</b> | <b>Staff</b>           |
| Chair Christina Vanarelli | Bonnie Hough    | Christal Bundang       |
| Kim Bartleson             |                 | Brady Dewar            |
| William Boschelli         |                 | Andrea Fitanides       |
| Eric Isken                |                 | Elizabeth Hom          |
| Debra Meyers              |                 | Judi McManigal         |
| Christian Schreiber       |                 | -----                  |
|                           |                 | <b>Advisors Absent</b> |
|                           |                 | Judge Jaskol           |
|                           |                 | Justice Murray         |

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**OPEN SESSION**

Chair Vanarelli called the meeting to order at 11:01 a.m.

**I. ROLL CALL**

Roll call was taken, and quorum was established.

**II. CALL FOR PUBLIC COMMENT**

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

**III. CONSENT**

**A. Approval of Meeting Summary and Action Items from December 1, 2020 Meeting**

The Partnership Grants Committee (Committee) approved the December 1, 2020 meeting summary and action items by unanimous roll call vote (Schreiber moved, Isken seconded, Bartleson abstained).

**IV. DISCUSSION AND ACTION ITEMS**

**A. Review and Approved Proposed Rubric for 2022 Partnership Grants Application Review**

Senior Program Analyst Christal Bundang provided an overview of the scoring rubric test drive and results. Committee members William Boschelli, Eric Isken, and Debra Meyers also provided input regarding their test drive experience during the meeting.

In response to the feedback and Committee discussion, staff proposed several recommendations to the proposed rubric, including:

- Incorporate calibration sessions into the Committee review process to ensure consistent application of the scoring rubric

- Address concerns regarding quality of a project vs. quality of drafting/meeting the grant requirements during calibration at the Committee level.
- Staff to confirm eligibility requirements before Committee members review the proposals
- Provide examples of Exceeds Expectations, Meets Expectations, and Below Expectations in the Committee's review guide
- Automate calculation of the scores.
- Decrease possible innovation points from 15 to 10
- Provide the following examples of innovation in the RFP

Staff will update the scoring rubric and the application before release of the 2022 Request for Proposal on January 29, 2021. The deadline to submit 2022 Partnership Grant Applications is March 18, 2021. Review team calibration sessions will be held March-May 2021.

The Committee approved the 2022 Partnership Grants scoring rubric with staff's recommendations and plan to debrief at the end of the grant cycle by unanimous roll call vote (Boschelli moved, Bartleson seconded).

The next Committee meeting will be May 7, 2021, to discuss initial funding recommendations.

**V. ADJOURN**

There being no other business, the meeting was adjourned at 12:29 p.m.