

**LEGAL SERVICES TRUST FUND COMMISSION
ELIGIBILITY AND BUDGET REVIEW COMMITTEE MEETING**

Meeting Summary and Action Items

Friday, March 4, 2022, 10:00 a.m.–12:00 p.m.

State Bar of California (Conference Call via Zoom)

Roll Call

Members Present

Chair Erica Connolly
Banafsheh Akhlaghi
Louise Bayles-Fightmaster
Pamela Bennett
Judge Clifford Klein
James Meeker

Public Members

None

Liaisons

Melanie Snider, Judicial
Council
Lorin Kline, Legal Aid
Association of California

Staff

Erica Carroll
Doan Nguyen
Heidi Slater
Kimberly Warmesley

Members Absent

Catherine Blakemore
Corey Friedman

OPEN SESSION

Chair Connolly called the meeting to order at 10:02 a.m.

I. ROLL CALL

Roll was called, and quorum was established.

Chair Connolly welcomed new Eligibility and Budget Review Committee member, Judge Clifford Klein. Chair Connolly also acknowledged the passing of committee member Bob Planthold

II. CALL FOR PUBLIC COMMENT

Chair Connolly 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 10, 2021 Meeting

The Eligibility and Budget Review Committee approved the December 10, 2021 meeting summary and action items by unanimous roll call vote (Akhlaghi moved, Bennett seconded).

IV. UPDATES

A. Form 700 (Statement of Economic Interests) Reminder

Lead Program Analyst Erica Carroll reminded the members to complete the Form 700 Statement of Economic Interests by the deadline, April 1, 2022. Carroll reported that there are no extensions to the deadline and there are financial penalties for late submission.

B. Staff Report on Changes to La Raza Centro Legal's 2022 IOLTA/EAF Grant Award Allocation

Carroll reported that La Raza Centro Legal is discontinuing services in Contra Costa County. As a result of this change its IOLTA/ EAF grant award allocation has been reduced and the grant agreement has been revised. The funds that were allocated will be held back and redistributed in the next grant cycle.

C. Staff Report on Chapman University Clinic Changes

Carroll reported that Chapman University will be discontinuing its clinic operations in the middle of 2022. Staff is negotiating with Chapman University to determine if they will be accepting the grant award for the partial year.

D. Discuss 2021 Monitoring Visits with Significant Program and/or Fiscal Findings

Carroll reported that staff from the Office of Access & Inclusion conducted 41 monitoring visits in 2021. Of the 41 visits two grantees have significant findings: Yuba Sutter Legal Center for Seniors and Social Justice Collaborative. The findings are included in the meeting materials. The grantees have been notified of the findings and are required to submit a response within 60 days. Responses from the grantees should be received before the committee's next meeting at the end of April.

Staff recommends waiting for the grantees' responses and then scheduling follow-up visits with each grantee to review the corrective actions. Carroll invited committee members to participate in the follow up visits. At the next Eligibility and Budget Review Committee meeting an update will be provided.

E. Preview Upcoming 2022 Monitoring Visits

Carroll reported that there are 39 monitoring visits planned for 2022. Four of the visits are for newly funded grantees. As of the meeting date, ten monitoring visits have been scheduled and staff is working with grantees to schedule the remaining visits.

Committee members are invited to attend any of the monitoring visits. It is anticipated that the 2022 monitoring visits will be held remotely via Zoom.

Monitoring protocols were reviewed and discussed. The role of the commissioners and staff in the monitoring process was discussed.

Chair Connolly highly encouraged commissioners to attend at least one monitoring visit during the year. Chair Connolly expressed that this is a good opportunity to see the work the grantees provide firsthand.

F. Preview of Impact Litigation and Advocacy Work (ILAW) Reporting Process

Carroll presented an overview of the Impact and Litigation Advocacy Work (ILAW) reporting process. Grantees annually report their litigation and advocacy work. The deadline for submission of these reports is March 11, 2022. The reports serve a dual purpose, to evaluate the grantees' prior year's activities and accomplishments and to determine grantee eligibility and any adjustments necessary to qualifying expenditures.

Staff will review the ILAW reports. Any reports where the qualifying nature of the work is in question will be presented at the next Eligibility and Budget Review Committee meeting for review and final determination.

V. IOLTA/EAF BUDGET REVISIONS AND CARRYOVER REQUESTS

A. Report on Late-Submitted Requests

Carroll reported that staff received one late-submitted request for a budget revision from Neighborhood Legal Services on November 9, 2021, which was approximately a week and a half late. The request was under the 25 percent threshold, staff reviewed and approved the budget revision.

Protocols for late submissions were reviewed. Carroll reported that the staff maintains a system for tracking late submissions.

VI. ADJOURN

There being no other business, the meeting was adjourned at 10:42 a.m.