



The State Bar of California

Legal Services Trust Fund Commission (LSTFC) Partnership Grant Committee Teleconference

Open Session Minutes
Wednesday, January 11, 2023
1:05 p.m.–4:00 p.m.

Time Meeting Commenced: The Partnership Grant Committee meeting commenced in open session at 1:05 p.m.
Time Meeting Adjourned: 2:08 p.m.
Chair: Eric Isken
Committee Coordinator: Christal Bundang
Members Present: Will Boschelli, Diana Kruze, Joseph Lee
Members Absent: Jason Galkin
Advisors Present: Hon. Victor Rodriguez, Hon. Bryant Yang
Advisors Absent: None
Liaisons Present: Laura Brown, Zach Newman, Melanie Snider
Liaisons Absent: Salena Copeland

OPEN SESSION

1. Call to Order
The Partnership Grant Committee was called to order by Chair Isken.
2. Roll Call
Roll call was taken and a quorum was established.
3. Call for Public Comment
Chair Isken called for public comment, inquiring as to whether there were person(s) who wished to comment on any agenda item.

Members of the public indicated that they wished to defer their comments until Agenda Item 5.3

4. Approval of Minutes

4.1 Open Session Minutes: November 3, 2022

RESOLVED, that the Legal Services Trust Fund Commission Partnership Grant Committee approves the Open Session Minutes from the November 3, 2022, meeting as posted on the agenda.

Moved by Isken, seconded by Kruze.

Ayes – (3) Boschelli, Kruze, Isken

Noes – (0)

Abstain – (0)

Absent – (2) Galkin, Lee

Minutes adopted.

5. Discussion and Action Items

5.1 Discuss 2023 Partnership Grants Updates

Presenter: Christal Bundang, Lead Program Analyst, Office of Access & Inclusion

Discussion only.

Lead Program Analyst Bundang presented administrative updates regarding the 2023 Partnership Grants, which began on January 1, 2023, and will end on December 31, 2023. All grant agreements have been signed and disbursement of awards are pending.

5.2 Discuss 2024 Partnership Grants Updates

Presenter: Christal Bundang, Lead Program Analyst, Office of Access & Inclusion

Discussion only.

Lead Program Analyst Bundang presented administrative updates and timeline regarding the 2024 Partnership Grants. The 2024 request for proposals (RFP) and scoring rubric were updated as approved at the November 16, 2022, LSTFC meeting. The RFP and application will be released in January 2023.

5.3 Review and Approve Grantees' Requests to Change Scope of Partnership Grant 2.0 Project Services

Presenter: Christal Bundang, Lead Program Analyst, Office of Access & Inclusion

Lead Program Analyst Bundang presented two requests from grantees to change the scope of their projects.

Staff recommended approval of Public Counsel’s request to change the scope of their Partnership Grant 2.0 project, Appellate Clinic Expansion. Emily Siegenthaler from Public Counsel clarified that they plan to use case notes as a secondary evaluation method in addition to follow up interviews and client surveys. Siegenthaler also clarified that the project only provides consultation and refers those who need more support to other services at Public Counsel or other organizations.

Staff recommended approval of California Rural Legal Assistance’s (CRLA) request to change the scope of their 2023 Partnership Grant project, San Joaquin County Housing Helpline Court Partnership. The presentation said that staffing will be updated to three part-time paralegals at 0.50 FTEs each. Monique Tiller from CRLA provided the correction that the three part-time paralegals will have two FTEs at 0.5 and one FTE at 0.25. Tiller also clarified that client intakes will be in the office and the courthouse. Aurora Thome from CRLA clarified that the project is expanding to draft letters to landlords asserting tenant rights and to negotiate directly with landlords.

RESOLVED, that the Partnership Grants Committee approves requests from Public Counsel to update the scope of its Partnership Grant 2.0 project and California Rural Legal Assistance to update the scope of its 2023 Partnership Grant project.

Moved by Isken, seconded by Boschelli.

Ayes – (4) Boschelli, Kruze, Lee, Isken

Noes – (0)

Abstain – (0)

Absent – (1) Galkin

Motion carries.

5.4 Approve Delegation of Authority for 2022 Partnership Grant Budget Revision and Carryover Requests

Presenter: Christal Bundang, Lead Program Analyst, Office of Access & Inclusion

Lead Program Analyst Bundang provided an overview of the budget revision and carryover request process and timeline. Due to the timing of the requests and meetings, staff recommends that the Partnership Grants Committee delegate authority to an ad hoc working group to review and develop recommendations on behalf of the committee regarding the 2022 Partnership Grants budget revision and carryover requests and present them at the March 24 LSTFC meeting. The ad hoc working group will meet if there are any request over 25 percent of the organization’s Partnership Grant budget after they are collected by January 31, 2023.

Kruze and Isken volunteered to serve on the ad hoc working group.

RESOLVED, that the Partnership Grants Committee delegates authority to an hoc working group to review and develop recommendations on behalf of the committee regarding the 2022 Partnership Grant budget revision and carryover requests. The working group recommendations will be presented at the March 24, 2023, Legal Services Trust Fund Commission.

Moved by Isken, seconded by Kruze.

Ayes – (4) Boschelli, Kruze, Lee, Isken

Noes – (0)

Abstain – (0)

Absent – (1) Galkin

Motion carries.

5.5 Presentation on Mid-Year 2022 Partnership Grant Evaluation Data

Presenter: Christal Bundang, Lead Program Analyst, Office of Access & Inclusion

Discussion only.

Lead Program Analyst Bundang presented key findings from the mid-year Partnership Grant Evaluation data. The data covers 2022 Partnership Grant (reporting period of January 1–June 30, 2022), Partnership Grant 2.0 Supplemental Grant (reporting period of January 1–June 30, 2022), and Partnership Grant 2.0 New Grant (reporting period of April 1–June 30, 2022).

The committee also discussed the asynchronous timing of receiving evaluation data from the prior year and reviewing applications for the following year. Because many organizations reapply for funding under the same project, committee members opined that having evaluation data available would be helpful during application review to better assess the Evaluation scoring rubric category and understand the project's past performance. However, evaluation data is typically not available until the late summer or early fall, which is after the funding recommendations are finalized. Understanding the current constraints to have a complete evaluation report completed in a short time period, the committee agreed to discuss and determine which specific evaluation data points would be most helpful while reviewing submitted applications at its next meeting.

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