



# The State Bar of California

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## Legal Services Trust Fund Commission Executive Committee Teleconference

Open Session Minutes  
Tuesday, March 7, 2023  
1:00 p.m. – 3:00 p.m.

**Time Meeting Commenced:**

The Legal Services Trust Fund Commission Executive Committee meeting commenced in open session at 1:02 p.m.

**Time Meeting Adjourned:**

3:00 p.m.

**Chair:**

Chair Christian Schreiber

**Committee Coordinator:**

Doan Nguyen

**Members Present:**

Co-Vice Chair Amin Al-Sarraf, Co-Vice Chair Erica Connolly

**Members Absent:**

None

**Liaisons Present:**

Zach Brown, Salena Copeland, Melanie Snider

**Liaisons Absent:**

None

### OPEN SESSION

**1. Call to Order**

Chair Schreiber called the meeting to order.

**2. Roll Call**

Roll call was taken and a quorum was established.

**3. Approval of Minutes**

**3.1 Open Session Minutes: November 30, 2022**

*Moved by Connolly, seconded by Al-Sarraf.*

*Ayes – (3) Al-Sarraf, Connolly, Schreiber*

*Noes – (0)*

*Abstain – (0)*

*Absent – (0)*

*Motion carries.*

#### **4. Discussion and Action Items**

##### **4.1 Update on New Office of Access & Inclusion Structure**

Program Director Doan Nguyen reported on updates to the Office of Access & Inclusion's (OA&I's) organizational chart. Major changes include rehiring Program Director Rocío Ávalos to oversee grants management. The organization chart includes 22 full-time positions for this year and more may be added for CARE Court. Hiring for vacant roles is ongoing.

After agenda item 4.1 concluded, Chair Schreiber entertained a motion for Co-Vice Chair Connolly to serve as Chair Pro Tempore.

*Moved by Schreiber, seconded by Al-Sarraf.*

*Ayes – (3) Al-Sarraf, Connolly, Schreiber*

*Noes – (0)*

*Abstain – (0)*

*Absent – (0)*

*Motion carries.*

##### **4.2 Update on IOLTA Revenue Projections**

Program Director Nguyen and Program Supervisor Michael Cheng reviewed the Interest on Lawyers' Trust Accounts (IOLTA) revenue projections for 2022 and 2023. For 2022, the projection has increased from \$32,890,000 to \$62,445,384. For 2023, the projection has increased from \$46,379,182 to \$69,933,024.

Staff also shared an update about IOLTA interest investments. Pending codification regarding the IOLTA reserve, OA&I has followed State Bar policy to invest IOLTA funds. Staff, commissioners, and liaisons discussed policies related to limitations, restrictions, and best practices for IOLTA surplus funds. Liaisons emphasized the importance of clear messaging to programs that funding is stable for the next few years. This may encourage hiring and discourage unnecessary carryovers.

##### **4.3 Update on Community Assistance, Recovery and Empowerment (CARE) Court Grants**

Program Supervisor Chris McConkey provided an update on the future CARE Court grants. Staff has assessed several distribution formulas and proposes a hybrid formula-request for proposals (RFP) distribution.

McConkey also presented sample timelines for application release dates. The Committee discussed how the application might need to release before the Budget Act of 2023 is final. As a result, staff proposed that the Commission delegate authority to a new committee to recommend these awards.

#### **4.4 Update on Law School Fellowships Grants**

Program Director Hom provided an update about the Law School Fellowship Grants. The Commission formed the Law School Fellowship Grant Committee (LSFG Committee) in November 2022, composed of two commissioners and two members of the Council on Access and Fairness. The Commission delegated authority to the LSFG Committee to approve the RFP and awards. However, Business and Professions Code section 6210.5 limits award determinations to commissioners. Because there is a quick deadline to finalize awards, the LSFG Committee proposes that the Commission delegate authority to make awards to the Executive Committee. The Executive Committee agreed.

Staff then reported on the timeline for reviewing applications and its communications with law schools and legal services providers.

#### **4.5 Discuss Recruitment of New Legal Services Trust Fund Commissioners**

Nguyen enumerated the open positions for State Bar Board of Trustees, Commission, Judicial Council, and Assembly appointments. The Commission appointment must be a client-eligible member.

Staff suggested it work with one commissioner from the Executive Committee and another commissioner to advance appointments. The Executive Committee will formalize the nomination review process at the next meeting.

Commissioners who have already served for two terms may reapply and, if selected, may serve for two more terms.

#### **4.6 Preview March 24, 2023, Legal Services Trust Fund Commission Meeting Agenda**

Due to time constraints, Nguyen will email the agenda to the Executive Committee. Commissioners may send feedback to her, which she will communicate to the Chair.

**ADJOURN**