



The State Bar of California

Legal Services Trust Fund Commission Rules Committee Teleconference

Open Session Minutes
Wednesday, March 29, 2023
12:00 p.m.–3:00 p.m.

Time Meeting Commenced: The Legal Services Trust Fund Commission meeting commenced in open session at 12:02 p.m.

Time Meeting Adjourned: 1:00 p.m.

Chair: Erica Connolly

Committee Coordinator: Doan Nguyen

Members Present: Al-Sarraf, Amin, Bayles-Fightmaster, Louise, Blakemore, Catherine, Boschelli, William, Galkin, Jason, Meeker, James Campbell, Venetta

Members Absent:

Liaisons Present: Copeland, Salena (Legal Aid Association of California)
Newman, Zach (Legal Aid Association of California)
Brown, Laura (Judicial Council)
Snider, Melanie (Judicial Council)

Liaisons Absent: None.

OPEN SESSION

1. Call to Order

The Legal Services Trust Fund Commission Rules Committee was called to order at 12:02 p.m. by Chair Connolly.

2. Roll Call

Roll call was taken and a quorum was established. Chair Connolly called for public comment, inquiring as to whether there were person(s) who wished to comment on any agenda item. There were no members of the public who wished to speak on any agenda item.

3. Approval of Minutes

3.1 Open Session Minutes: November 10, 2022

Moved by Blakemore, seconded by Meeker.

*Ayes (6) – Bayles-Fightmaster, Blakemore, Boschelli, Galkin, Meeker,
Noes – None.*

Abstain – None.

Absent (2) – Al-Sarraf, Campbell

4. Discussion and Action Items

4.1 Discuss 2023 Rules Committee Work Plan

Presentation and discussion only.

Program Director Nguyen confirmed that the first set of rules were passed and shared the most recent draft of the 2023 Rules Committee meeting. Notable changes include moving IOLTA reserve item to April or June 2023, including the investment policy as a separate topic, and integrating several existing topics into the fiscal issues topic.

4.2 Approve Recommendations Related to the RFP Review and Development Process for Discretionary Grants

Presentation, discussion and vote.

Lead Program Analyst Christal Bundang and working group members James Meeker, Amin Al-Sarraf, and Eric Isken, provided an overview of the codification topic regarding the review process for discretionary grants.

The working group considered whether a standard scoring rubric approach should be utilized for all future competitive discretionary grants, whether overlapping and scoring rubric categories should be streamlined, and whether a standard application review process should be adopted. In efforts to provide continuity and consistency across grants, the working group recommends codifying the use of a scoring rubric across all competitive discretionary grants. The working group further recommends an optional framework which include creating a review team comprised of committee staff, implementing a calibration process to guide scoring, refining the scoring rubric to best adapt to the funding landscape for continuing grants, and considering the diversity of applicants during the review process.

RESOLVED, that the Rules Committee of the Legal Services Trust Fund Commission approves the following working group recommendation related to the competitive discretionary grant review process:

Adopt new State Bar Rule 3.680(F) as set forth in Attachment H to codify the use of a scoring rubric to aid in the review and evaluation of competitive discretionary grant applications. Qualified legal services projects and support centers may apply for competitive discretionary grants if they meet threshold eligibility requirements for those funding opportunities. A scoring rubric will be utilized to aid in the review and evaluation of competitive discretionary grant applications. The scoring rubric should, absent an explanation from the Legal Services Trust Fund Commission, consist of the general selection criteria, Impact, Administration, and Evaluation, as well as other grant-specific criteria. Selection

criteria, point allocations, and implementation of the scoring rubric will be at the discretion of the Legal Services Trust Fund Commission.

Moved by Galkin, seconded by Blakemore.

Ayes (7) – Al-Sarraf, Bayles-Fightmaster, Blakemore, Boschelli, Galkin, Meeker,

Noes – None.

Abstain – None.

Absent (1) –Campbell

4.3 Update on the IOLTA Reserve Policy Group

Presentation and discussion only.

Program Director Nguyen confirmed that this topic will be discussed in May or June.

5. Adjourn