



The State Bar of California

Legal Services Trust Fund Commission (LSTFC) Executive Committee Teleconference

Open Session Minutes
Tuesday, October 24, 2023
1:00 p.m.–3:00 p.m.

Time Meeting Commenced: The LSTFC Executive Committee meeting commenced in open session at 1:03 p.m.
Time Meeting Adjourned: 2:23 p.m.
Chair: Erica Connolly
Committee Coordinator: Doan Nguyen
Members Present: Amin Al-Sarraf, Erica Connolly
Members Absent: None
Liaisons Present: Melanie Snider, Salena Copeland
Liaisons Absent: None

OPEN SESSION

1. Call to Order

The LSTFC Executive Committee was called to order by Chair Connolly.

2. Roll Call

Roll call was taken and a quorum was established. Chair Connolly invited members of the public to comment on any items on the agenda. No public comment was made.

3. Approval of Minutes

3.1 Approval of Meeting Summary and Action Items from July 18, 2023

Chair Connolly noted some misspellings and a slight error in the minutes. The committee will hold off approving the minutes until next meeting.

4. Discussion and Action Items

4.1 Update on CalHFA Foreclosure Prevention Reporting Requirements

Discussion only.

Program Supervisor Chris McConkey provided an update on the status of the CalHFA grants. McConkey reported on improvements to CalHFA reporting and explained that some structural changes were made to the data collection tools to streamline the grantee experience, such as removing benefits codes that were not relevant.

4.2 Update on Single Audit

Discussion only.

Program Supervisor Michael Cheng reported on the outcome of the State Bar's completion of its Single Audit. The Single Audit was required due to the grants administration of federally sourced funds. Cheng reported there were no programmatic findings and the two minor deficiencies identified were related to Information Technology (IT) policies and workflows. The State Bar was working with IT to monitor the action plan and resolve the issues. Chair Connolly inquired whether the LSTFC needed to be appraised and involved in follow up. Staff explained that no action was needed from the LSTFC, but the office would share with all commission members and be prepared to provide more explanation.

4.3 Discuss Planning for 2023-2024 Term

Discussion only.

Program Director Nguyen led the committee in a discussion of the LSTFC meeting plans for 2024. Nguyen will email the proposed 2024 meeting dates to Chair Connolly and Vice Chair Al-Sarraf once identified. Staff explained the interdependencies with other LSTFC committees and that the meetings might need adjusting later as more information comes in. The committee discussed which LSTFC meetings to hold in person and decided on January and August. The committee chose not to give guidance to sub entity committees on whether any of their meetings should be offered in person, thinking it best to leave the decision to each committee's discretion.

4.4 Update on Strategic Planning Process

Discussion only.

Program Director Nguyen reviewed the purpose of the LSTFC strategic planning effort, explaining that the commission was expecting as an output a mission statement and documented goals to guide the next three years. Nguyen shared that this document would provide the LSTFC with clarity when evaluating whether to take on grant administration opportunities. Nguyen explained the process for developing the strategic plan and that the heavy work was expected to be done January through March of 2024, aiming for approval at the June 2024 LSTFC meeting.

4.5 Preview November 9, 2023, Legal Services Trust Fund Commission Meeting Agenda

Discussion only.

Program Director Nguyen previewed the November 9, 2023, LSTFC meeting agenda. Nguyen explained that the items on the consent calendar would likely be easy to vote upon, but that commissioners would have an opportunity to discuss any concerns they had.

No further discussion took place in open session.

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