



The State Bar of California

Legal Services Trust Fund Commission (LSTFC) Rules Committee Teleconference

Open Session Minutes
Tuesday, May 7, 2024
12:00 p.m.–3:00 p.m.

Time Meeting Commenced:

The Legal Services Trust Fund Commission (LSTFC) Rules Committee meeting commenced in open session at 12:05 p.m.

Time Meeting Adjourned:

2:35 p.m.

Chair:

Patience Milrod

Committee Coordinator:

Doan Nguyen

Members Present:

Jacqueline Alikhaani, Catherine Blakemore, Venetta Campbell, Erica Connolly, Jason Galkin, Patience Milrod, Jonathan Sandville

Members Absent:

Amin Al-Sarraf

Liaisons Present:

Salena Copeland (LAAC), Melanie Snider (Judicial Council)

Liaisons Absent:

None

Staff Present:

Christal Bundang, Heidi Slater, Kim Warmesley

OPEN SESSION

1. Call to Order

The LSTFC Rules Committee was called to order by Chair Milrod.

2. Roll Call

Roll call was taken and a quorum was established. Chair Milrod called for public comment, inquiring as to if there were person(s) who wished to comment on any agenda item. The following comment was provided to the committee:

1. Eric Cohen

Eric Cohen, Executive Director of Immigrant Legal Resource Center, commented on the definition of qualified expenditures for support centers in item 4.1.

2. Lindsay Nako

Lindsay Nako, Executive Director of Impact Fund, commented on item 4.1 and the proposed rule regarding excluded funds.

3. Claudia Center

Claudia Center, Legal Director of Disability Rights Education & Defense Fund, commented on the guidelines for support centers doing work outside of California in item 4.1 when service is in response to federal regulatory changes.

3. Approval of Minutes

3.1 Approval of Open Session Minutes from March 20, 2024

Approval of minutes was deferred to allow staff to make requested updates.

4. Discussion and Action Items

4.1 Approve Recommendations Regarding Nonqualified Expenditures

Presenters: Heidi Slater, Acting Program Manager, Office of Access & Inclusion
Christal Bundang, Lead Program Analyst, Office of Access & Inclusion

An overview of the definition and current practice for nonqualified expenditures was presented. The working group considered the current inconsistencies and sought clarity on issues raised in the IOLTA/EAF application process and by the community. The committee also discussed community feedback related to nonqualified expenditures and the proposed rule changes.

Staff and the working group will update the memo to reflect the committee's interpretation of the proposed rule changes and how they apply to subgrants. The committee also commented in support of creating a handbook to assist grantees in understanding their reporting requirements. The committee and staff expressed a commitment to providing technical assistance and tools to support organizations navigating their fiscal reporting requirements.

RESOLVED, that the Legal Services Trust Fund Commission Rules Committee approves the working group recommendations related to nonqualifying expenditures, as referenced in attachment A and modified during the May 7, 2024, Rules Committee Meeting.

FURTHER RESOLVED, that the Rules Committee has determined that all applicants' subgrants that are for qualifying activities are considered qualifying expenditures.

Moved by Connolly, seconded by Sandville.

Ayes – (7) Alikhaani, Blakemore, Campbell, Connolly, Galkin, Sandville, Milrod

Noes – (0)

Abstain – (0)

Absent – (1) Al-Sarraf

Motion carries.

4.2 Review Rules Committee Workplan

Presenter: Doan Nguyen, Program Director, Office of Access & Inclusion

Doan Nguyen summarized changes, updates, and other clarifying edits made to the committee's workplan for 2024 and announced staffing changes made in the Office of Access & Inclusion.

Chair Milrod asked what plans exist for the creation of a handbook for grantees. Staff, liaisons, and committee members discussed potential information for a handbook and upcoming opportunities for grantees to receive training and information and to provide feedback that could inform the development of the handbook.

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