

**West Tennessee Legal Services  
Joint Executive/Financial Committee Meeting  
January 10, 2022**

**Present:** Nhung Nguyen, Cathy Clayton, Vanedda Webb, Laura Keeton, Michael Tate, and Barbra Hudson

Meeting was called to order at 4:30pm.

**First order of business:** Review of minutes. Motion to approve was made by Ms. Webb and seconded by Ms. Hudson. Passed unanimously.

**Second order of business:** Program update: Working with TALS and United Way to provide information for the TANIF money from the Department of Human Services to hopefully receive a portion of one of the 18 Opportunity grants. These funds would allow WTLS to expand some of its programs as well as help keep several employees on staff whose current grants are ending (TSLA/Elder Trust.) A fellowship has also been applied for that would extend WTLS's work in elder law beyond when the TSLA grant ends. WTLS also applied for the American Rescue funds under HUD to expand programs and retain employees as grants end.

WTLS is working on setting up a pro-bono clinic in Weakly County to help provide legal aid to those effected by the recent tornadoes. Jason Jackson had a meeting with Justice Paige and Ms. Jody Pickins regarding this, and they are very supportive of this, though feel they cannot contribute to the clinic any more than just outreach. Ms. Webb asked that Lake County and Gibson County also be included in these clinics as they also suffered storm damage.

Pro-Bono coordinator, Andy Cole, is working on creating a CLE to help provide attorneys the legal knowledge needed to help with these clinics. There is also a push, with the aid of Justice Paige, to have legal clerks volunteer pro-bono work by spending time researching and creating educational materials for the attorneys who take on this work.

The last quarter of 2021 had a lot of back and forth discussions about the THDA funding. Only after the contract was signed did they let WTLS know that funds would only be reimbursed for services directly related to clients, no outreach. This isn't a feasible option for the work these funds would support so it most likely will not be a grant WTLS takes.

**Third order of business:** Financial Report: Ms. Nguyen presented the November financial statement. She discussed the differences between the 2020 numbers and the 2021 numbers, explaining that in 2020 WTLS received more COVID-19 related financial assistance which is why 2020 showed more revenues. When reviewing account receivables, Ms. Nguyen explained that the receivables look on track and are only a month or so behind, apart from Housing Counseling and FHIP which run further behind than others.

The financial audit of 2021 will begin on February 28<sup>th</sup>, with preliminary requests coming in from ATA coming starting January 13/14<sup>th</sup>.

Motion called by Ms. Webb to approve the November financial statements and Mr. Tate seconded. Pass unanimously.

**Forth order of business:** Ms. Clayton mentioned the continued precautions WTLS is taking regarding COVID-19.

Motion to adjourn the meeting made, seconded. Motion passed unanimously.

A handwritten signature in dark ink, appearing to read 'Laura H. Keeton', written over a horizontal line.

Laura Keeton, Board Secretary

Date: 2/15/2022