

**West Tennessee Legal Services Board of Directors**  
**Minutes of October 31, 2022 Board Meeting, held via Zoom**

**Present:** Cecil Giles, Laura Keeton, Michael Tate, Barbara Hudson, Charles Barnett, Mary Jo Middlebrooks, Vanedda Webb, Kortney Simmons, Cathy Clayton, Karen Laird, and Tricia Kost

The meeting was called to order by Vanedda Webb at 5:34pm.

**First item of business:** Review and approval of July 25, 2022 minutes. Ms. Webb Ms. Clayton asked if there was a motion to approve the minutes. There was one typo that was identified and corrected. Ms. Webb moved to approve the minutes, Ms. Keeton seconded, and the minutes were approved unanimously.

**Second item of business:** Board training/resource reminder. Ms. Clayton reminded the Board of the password protected Board Documents section of the WTLS website, password: WTLSboard. Ms. Clayton also asked the Board to complete the Legal Needs Assessment by clicking on the link provided in the agenda, or if they prefer, they can complete the attached printable version and email it in. Ms. Clayton asked that the Board members take time to complete the Legal Needs Assessment by Thanksgiving.

**Third item of business:** Programmatic updates presented by Ms. Clayton.

1. Pro Bono ABA Board Luncheon – Ms. Clayton asked that Board members attend consultant luncheon on November 15, 2022, at 12:00pm in the Jackson office library. Ms. Webb and Ms. Simmons both said they would put it on their calendar and try to attend but would've liked more notice. Ms. Middlebrooks said she would not be able to attend since she is scheduled for a trial in Trenton that day. Ms. Kost agreed to send an email to Board Members the following day with the information about the luncheon.
2. Proposed salary cost of living adjustment – Ms. Clayton walked through the proposed cost of living update provided with the agenda email. She shared that she had spoken with the Executive Director of Legal Aid of East Tennessee who had raised their salaries significantly last year and would be raising their salaries again this year based on the 8.7% cost of living increase by the Social Security Administration. The memo also includes Legal Aid of East Tennessee's salary scale, which Ms. Clayton noted they have offices in major metropolitan cities but that they also have offices in "County Seat" towns like WTLS does. Ms. Clayton shared that we are missing out on candidates who we have offered jobs to because they are holding out for a higher salary. Ms. Clayton mentioned that the proposed new salary scale does not include her 2023 salary because the Board sets her salary. Ms. Clayton added that she wasn't sure that this proposal required a vote but was asking for one anyway since the dollar amount is so significant. Ms. Webb asked if there was a motion. Ms. Middlebrooks moved to increase the salaries as proposed. Mr. Giles seconded the motion. The COLA increase was unanimously approved.
3. Strategic Plan – Ms. Clayton asked Ms. Kost to share the Strategic Plan on her screen as she went through the details of the plan. Ms. Clayton mentioned that this Strategic Plan Implementation Assessment was in response to the Strategic Plan WTLS has in place through

2024. The plan is being reviewed quarterly to make sure we are staying on track. Ms. Clayton proceeded to highlight some of the changes and updates that have been made to the plan. Ms. Clayton is anyone had any questions about the Strategic Plan and there were none.

**Fourth item of business** – Evaluation of Executive Director. Ms. Clayton let board members know that they can complete this evaluation by clicking the link in their agenda for this meeting which will take them to the Google form or that they could fill out the printable version and return it to Tricia before Thanksgiving. She shared that this is a simple form and the same form they have used in previous years. Ms. Clayton noted that she has found a few examples of a Board Self-Evaluation last year but still needs to send them out. She also mentioned that Ms. Webb and Ms. Middlebrooks have volunteered to be on that committee and their goal will be to have those sent out to the board members after the new year.

**Fifth item of business** – Ms. Clayton shared that prior to Nhung’s maternity leave she was able to get both the August and September financials completed. She asked Ms. Laird to present both of these financial statements. Ms. Laird proceeded to share key points about the August 2022 financials.

Ms. Laird then shared key points from the September financials. In terms of assets, she pointed out that the amount of accounts receivable is considerably less than August because we have received some payments on accounts. In terms of liabilities, she noted that the Unearned Support from LSC has increased because they sent a check early for October which had to go into the accrued account but it will be posted in October. Our cash is also up over last year by 16%. She also showed that the negative values on the grant balance spreadsheet are greater this month because we have had another month of spending and still no incoming payments from HUD. The total fund balance for the end of September is \$943,220.13. The aged receivables show no outstanding balances over 60 days. Ms. Laird asked if there were any questions regarding the financials for August of September and there were none. She then shared the Year End Projection for 2022 that Nhung Nguyen created prior to going on maternity leave. This projection also factors in the purchase of a new company car due to our KIA being totaled. Nhung is estimating a \$1.3 million fund balance at the end of this year. Ms. Laird asked if anyone had any questions about this projection and there were none.

Ms. Webb asked if there was a motion to approve the Financial Report. Michael Tate moved to approve the report. It was approved unanimously.

Ms. Webb then asked if there was a motion to adjourn. Mr. Barnett moved to adjourn. Ms. Middlebrooks seconded the motion. The meeting was adjourned at 6:14pm.

  
\_\_\_\_\_  
Laura Keeton, Board Secretary

Date: 12/8/22