

**West Tennessee Legal Services Board of Directors**  
**Minutes of April 27, 2020 Board Meeting**  
**Held Via Zoom Due to COVID-19**

**Board Members present:** John Hamilton, Mary Jo Middlebrooks, William Kendall, Kortney Simmons, James Pearson, Barbara Hudson, Vanedda Webb, Charlie Barnett

**Also present:** Cathy Clayton, Karen Laird, Sarah Johnston-Barnett

**First Item of Business:** December minutes; Mr. Hamilton motioned that the minutes be approved, Ms. Hudson seconded, and the minutes were unanimously approved.

**Second Item of Business:** Update on WTLS COVID-19 related policies and procedures:

Ms. Clayton discussed the steps WTLS took to allow for remote work before shelter-in-place order

- Everyone has access to all files via SharePoint Online; all staff have access to everything they need; can access Westlaw; all staff are able to check voicemails remotely; Intake are using “soft phone” technology to call applicants back and other employees are using personal cells with blocked numbers.

Ms. Clayton described efforts taken since March 17<sup>th</sup>

- Added a drop box to the front of Jackson office
- Arranged for someone to check mail and faxes at each office and to scan and send to appropriate staff member; implemented a signup schedule for those who needed to come into the office
- Problems: employees came in with their kids/families
  - Modified policy to where nobody could bring in anyone with them to the office

Ms. Clayton went over the Remote Working and Leave Policy – Extraordinary Circumstances that was previously presented to the Finance Committee who approved for submission to full board.

- Redline change shows proposed change added after Finance Committee approved: staff are allowed leave to be taken in less than ½ day increments
  - Board Members had no questions about this addition
  - Mr. Barnett moved we accept, Ms. Middlebrooks seconded; there was no discussion; the policy, including redline changes, was approved unanimously.

Ms. Clayton went over the Check Signing Policy During Emergency Circumstances

- Mr. Barnett moved to approve Emergency Circumstances check-signing policy; Ms. Middlebrooks seconded; there was no discussion; the policy was approved unanimously.

Ms. Clayton went over the Public Wi-Fi policy

- Mr. Barnett motioned to approve; Ms. Middlebrooks seconded; no discussion; the policy was approved unanimously

**Third item of business:** program update

There was discussion of plans for safety upon reopening

- Ms. Middlebrooks asked if we would have masks for staff and clients; she also said that touch thermometers would be a wise investment. Ms. Clayton reported on actions taken to date to ensure safety and explained that WTLS had ordered masks, thermometers, gloves, and additional cleaning supplies etc. but that some were unavailable at this time and waiting on

delivery for other supplies. She also advised of messaging, use of social media, and reconfiguration of public areas in offices to limit exposure.

- Ms. Clayton informed the Board that managers are also thinking about staff working in shifts and requiring employees to take their temp every morning
  - Big problem is lack of supplies to disinfect

Ms. Clayton informed that staff have been busy with grants: a lot of funders are coming up with extra money to help get through the pandemic

- Received over \$13,000 in grant from LSC for increasing teleworking capabilities, including add on module for accounting system
- Received approximately an additional \$72,000 from LSC for COVID-19 funding based on number of unemployment claims in state
- Received more money from Veterans Administration and Ryan White
- TSLA (Tennessee Senior Law Alliance) will run out next September (2021); WTLS spearheaded a state-wide coordinated effort to apply for AARP grant finding
- WTLS is being inundated with remote monitoring requests from multiple funders; accounting department doing great job
- WTLS is increasing using our website and Facebook page to share important information during the pandemic on social media. Board members were asked to “like” and share posts to help get information out to the community
- Cycles of Success has gotten off to a slow start because our count partners at Dept of Human Services isn’t seeing clients and therefore is not sending anyone to WTLS
- WTLS needed to replace 2 roofs (Selmer, Dyersburg); that is in the process of being complete

There were no questions from the Board

**Fourth item of business: financial update**

Ms. Laird discussed the March and February financials that were provided to the Board; explained that there is nothing out of the ordinary to note

Ms. Laird pointed out additional LSC grants in the March income statement (and purchase of 5 new laptops, several additional screens, new accounting module for EFT payment of invoices) – will go over this again because wasn’t mailed out

The \$70,000 grant was received in April; Ms. Laird explained that WTLS is able to backdate some expenses based on how the grants were designed

Audit committee – LSC extended time to submit audit until May 29; auditor has finished their work and Ms. Clayton and Ms. Laird will review this week; auditor will mail each Board Member the report.

There will be an additional May meeting on Zoom on the 26<sup>th</sup> (Audit Committee at 5 and Board Meeting at 5:30) to go over updated financials and audit.

Mr. Barnett motioned to adjourn, Mr. Hamilton seconded, and the Board unanimously agreed to adjourn

  
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Laura Keeton, Board Secretary

Date: 5/29/2020