

**West Tennessee Legal Services Board of Directors**  
**Minutes of May 26, 2020 Board Meeting (Specially Called to review Independent Audit)**  
**Held Via Zoom Due to COVID-19**

**Present:** Cecil Giles, Charles Barnett, Vanedda Webb, John Hamilton, Michael Tate, Mary Jo Middlebrooks, William Kendall, Mr. Pearson  
Cathy Clayton, Karen Laird, Sarah Johnston-Barnett, Marcie Williams, and Nhung Nguyen

Meeting was called to order by Mr. Kendall at 5:30 PM

**First Item of Business:** Audit presentation by ATA & Audit Committee Recommendation

- Audit committee approved the audit previously
- Marcie spoke about working with WTLS' audit; it went very smoothly; met LSC's deadlines without needing their extensions; fewer audit adjustments this year
- Management letter comment required – bail bonds and filing fees improved, but needed to make a small adjustment
- Page 5 – assets and liabilities and net assets were comparable to last year
- Page 6 – net income for the year; revenues increased from last year, as did expenses
  - Finished year with \$26,000 net income
- Carryover fund balance in excess of the 10% immediately allowable by LSC
- Marcie thanked the Board; there were no questions from the board about the audit
- Mr. Kendall called for motion to approve the 2019 audit; Mr. Barnett moved to approve, Ms. Middlebrooks seconded, and the 2019 audit was approved unanimously.

**Second Item of Business:** April minutes

- Mr. Hamilton motioned to approve the minutes; Charlie Barnett seconded; the minutes were approved unanimously

**Third item of business:** 2020 Income Guidelines

- Have to look at every year along with LSC; Ms. Clayton briefly explained the income guidelines and informed that WTLS is asking board to approve the same thing we've been doing
- Mr. Kendall requested motion to approve the 2020 income guidelines; Ms. Webb moved to approve; Mr. Barnett seconded; the income guidelines were approved unanimously

**Fourth item of business:** COVID-19 update

- WTLS has stayed open (working remotely) during the entire pandemic
- WTLS has adapted quickly, in phase 2 in transition plan
- Not doing outreach in person and won't be for some time
- Anticipate that beginning next Monday, we will be going into phase 3
  - Offices will be staffed in shifts for M-F
  - Will continue to expand as long as we can do so safely
  - Ordered touchless thermometers; running low on wipes
- CDC guidelines and TN guidelines – basing our plans on these
- Intake slowed down some at the beginning, but is starting up again
- Have gotten additional funding from a few funders
- Still not seeing overwhelming need; but we expect to for evictions, etc.

- WTLS is finalizing its written Transition Plan to put all phase information together and a copy will be made available to the board when complete.
- There were no questions about WTLS' COVID-19 response from the Board.

**Fifth item of business:** financial update provided by CFO, Karen Laird

- Receiving additional funding from some of WTLS' grants
  - Additional \$25,000 from HOPWA (WTLS gets \$2,300) – has to be used by the end of June
  - Additional \$17,600 from Ryan White (WTLS gets \$1,600)
  - Will receive additional funding from SSVF as well
- WTLS purchased new software with COVID funds – an EFT module which allows electronic payment of invoices rather than check-writing; will make clearing easier
- CDs are getting ready to be ready to roll over
  - First Citizens will go through the end of the year (2.25% interest)
- There were no questions on the financial update
- Mr. Barnett moved to approve the financial report; Ms. Middlebrooks seconded; the financial report was approved unanimously.

Mr. Hamilton motioned to adjourn, Mr. Barnett seconded, and the Board meeting was adjourned at approximately 6:00 PM.

  
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Laura Keeton, Board Secretary

Date: 8/11/2020