

**West Tennessee Legal Services Board of Directors
Minutes of December 6, 2021 Board Meeting, held via Zoom**

Present: Vanedda Webb, Mary Jo Middlebrooks, Cecil Giles, Laura Keeton, Charlie Barnett, Kortney Simmons, John Hamilton, Michael Tate, Cathy Clayton, Karen Laird, Nhung Nguyen

The meeting was called to order by Vanedda Webb. There was a quorum present to begin and the meeting was recorded.

First Item of Business: Review and approval of October Board 2021 minutes

Motion was made from Laura Keeton, seconded by Mary Jo Middlebrooks to amend to include updated payment authorization policy (page 3 of board packet) re check signing policy. Motion passed unanimously.

Second Item of Business: 2022 Priorities and Needs Assessment

Ms. Clayton noted that she has not changed the priorities from the previous year, but due to COVID, more emphasis may be placed on different priorities than originally anticipated. Motion was made by Ms. Middlebrooks to accept as presented and seconded by Mr. Tate. Motion passed unanimously. See attachment.

Third Item of Business: Certificate of Integrity

Ms. Clayton said an annual submission (to be signed by Ms. Webb) is required by LSC and has been since 1997. See Certificate attached. Motion to approve certification was made by Ms. Keeton, seconded by Ms. Simmons and passed unanimously.

Fourth Item of Business: Strategic Plan

Ms. Clayton reviewed the Strategic Plan with the Board, noting that it was last reviewed in November. See Strategic Plan Implementation Assessment attached.

Motion to accept Communication Plan (attached) was made by Mr. Barnett, seconded by Mr. Hamilton and passed unanimously.

Motion to accept Resource Development Plan (attached) was made by Mr. Tate, seconded by Mr. Barnett, passed unanimously.

Fifth Item of Business: Acknowledgement of Whistleblower & Conflict of Interest Policies. Will send out electronically for everyone's signature.

Sixth Item of Business: Program Update

Ms. Clayton reviewed the Program update, attached. She noted that WTLS remains on track for the 2021-2025 strategic plan despite the challenges presented by the COVID pandemic.

Seventh Item of Business: Financial update

Ms. Nguyen discussed balance sheet for October. Overall compared to last year shows this year's cash is down mainly because of two LSC COVID grants and a Community Care grant received last year that we didn't get this year; Accounts Payable is less this year due to Housing Counselling Grant sub recipients not having so much money due to them as last year. Presented the listing of individual grants and their balances. Reimbursement grants usually show a \$0.00 fund balance; balances in red are more than likely

due to timing of the grantor sending money every quarter rather than monthly (FHIP); or a difference in the lag time between when they are billed and when expenses are incurred (Housing Counseling); the next report shows a simplified Balance Sheet showing Assets equal Liabilities plus Fund Balance; Accounts Receivable was shown – Cycles of Success and TSLA caught up their accounts in November so their balances are no longer as large as they were in September. There were no questions, a motion to approve was made by Ms. Keeton, seconded by Mr. Tate, and passed unanimously.

Proposed 2022 Budget was presented next by Ms. Nguyen. She explained that the key considerations for the budget are: estimated 3% increase in all expenses, including supplies, gas, COLA. Conservatively estimating Bail Bonds and Filing Fees at 25% reduction from 2021; \$1,500 increase for all employees' salaries; estimated LSC funding at \$774,923 based on 2021 allocation by Congress – it may be higher if Congress approves a budget beyond the Continuing Resolution; \$18,000 for painting the Huntingdon office and \$25k for a potential new car; reduced library maintenance due to a carrier change; reduced HOPWA & Care because of upcoming discontinuation of these programs. Our calculations result in an annual loss of \$51,561.46. This is a worst case scenario. Ms. Webb asked if worst case happens, where does \$51k come from to make up the loss? Ms. Clayton answered that we have carryover funds from LSC available and we have funds in reserve in Unrestricted Funds (insurance proceeds from tornado). We also have a couple of irons in the fire re Cycles of Success continuation and THDA. Ms. Nguyen agreed that we also have about 10% (\$70k) from LSC plus the unreserved fund. Ms. Middlebrooks also noted we also have CD interest income, correct? Ms. Nguyen answered that they are part of the reserve, which totals approx. \$1.2 million at the end of October. A motion to approve the financial report was made by Ms. Simmons, seconded by Mr. Barnett, passing unanimously.

Eighth Item of Business: Executive Session re Executive Director's annual evaluation and setting of ED's salary

Ms. Clayton, Ms. Nguyen and Ms. Laird left the meeting while the evaluation results and salary were discussed. Upon their return, Ms. Webb advised that a 3% increase in Ms. Clayton's salary was approved.

Ms. Clayton asked which charities everyone wants to use for their donations in lieu of paying for a holiday dinner for tonight's meeting. This will be paid from non-LSC unrestricted funds. Mr. Tate, Mr. Barnett and Ms. Webb have already responded.

Ms. Middlebrooks – RIFA

Ms. Keeton – St. Jude

Ms. Simmons - Keep My Hood Good

Mr. Hamilton – Program for Teenagers promoted by Conrad Delaney or Keep My Hood Good

Mr. Giles – St. Jude

There was no motion to adjourn. Everyone wished everyone a Happy Holiday/Merry Christmas and signed off.

Laura Keeton, Board Secretary

Date: _____