

**West Tennessee Legal Services  
Joint Executive/Finance Committee Meeting  
August 8, 2022**

**Present:** Michael Tate, Laura Keeton, Vanedda Webb, Cathy Clayton, Nhung Nguyen, and Tricia Kost

The meeting was called to order at 4:29pm.

**First Order of Business:** Review and approval of June 2022 minutes.

All present committee members said they read the minutes prior to the meeting. Ms. Webb moved to approve the minutes. Mr. Tate seconded the motion. The minutes were approved unanimously.


**Second Order of Business:** Programmatic Update:

1. Ms. Clayton shared that we recently learned that we needed to have a policy for WTLS Attorney Board Members' Participation in WTLS Referral Panels and PAI Cases - 45 CFR § 1607.6(c). Ms. Clayton reviewed the proposed policy document and asked if anyone had any questions. There were no questions, so she asked for a motion to approve. Ms. Keeton moved to approve the policy. Ms. Webb seconded the motion. The policy was approved unanimously.
2. Ms. Clayton shared that there was a change in LSC's accounting policy/guide which will allow us to fill attorney Board Member vacancies with other community leaders including perhaps someone who has special expertise in raising money or someone who has special expertise in financial accounting.
3. Ms. Clayton learned at the recent SEPDA (South-east Project Directors Administrators) meeting there is a possibility of getting funding for Legal Aid through the opioid settlements that are coming down through the state. She is hoping this funding will allow us to provide wrap-around, comprehensive counseling for families and individuals that have been adversely affected by the opioid crisis, similar to what we did with senior citizens with TSLA (Tennessee Senior Law Alliance).
4. Ms. Clayton shared that we have been in more communication with LSC regarding the Disaster Grant. We have ordered our Toyota Sienna hybrid minivan that we will be using for this grant until that grant is over. It is a three-year grant, and after that time we can use it as another company car, which will be a great help because one of our cars has had several problems recently. The Justice Bus process is still ongoing, we have to get LSC approval for any purchase over \$25,000. We have gotten several quotes and one of the options we are looking into is a vehicle that has a renewable battery rather than a generator as the source of power. Ms. Clayton asked if anyone had any questions. Ms. Keeton brought up the point that renewable batteries are extremely expensive and tend to not be renewable forever, whereas a generator can last forever if it is maintained properly. Ms. Clayton appreciated this good point and said we would ask about the longevity of the battery vs. cost savings. Ms. Clayton also mentioned that LSC gave approval to expand and add the counties that have been affected by disaster in 2020 or 2021. She thinks we can do a lot of education and outreach so that when disaster inevitably strikes in our area within the next couple of years, we will be a good resource to those affected by getting that information out to the community.

**Third Order of Business: Financial Update:**

Ms. Nguyen shared her screen to review the June Financial Statement. Our total assets and liabilities are very comparable to June 2021 balances. Our Statement of Cash shows that our cash has increased in small amount this year over last year (7% increase). Regarding our fund balance, we are right on target for where we should be with our LSC funding spend thorough mid-year. The biggest negative fund balance again is the FHIP that we are still waiting on two quarters worth of funding for. They did pay one quarter's worth in July, so next month the financials should reflect that balance amount going down. For accounts receivable, other than Housing Counseling, everything shows as current or 30-days past due. Ms. Clayton also pointed out Ms. Nguyen's note on the Financial Statement referencing Kim Boyd. This is a previous employee who was accidentally overpaid for her final paycheck. This former employee has paid back some of this amount, and we are actively trying to collect the remaining balance from her. Ms. Nguyen concluded her financial update and asked if there were any questions. There were no questions, so Ms. Clayton asked for a motion to approve the June Financial Statement. Ms. Webb made a motion to approve. Mr. Tate seconded the motion. The motion was unanimously approved.

Ms. Clayton asked for a motion to adjourn the meeting. Ms. Webb motioned to adjourn. The meeting was adjourned by acclamation at 4:49pm.

Approved by:  Date: 10/14/22  
Laura Keeton, Board Secretary