

**West Tennessee Legal Services
Joint Executive/Finance Committee Meeting
June 13, 2022**

Present: Vanneda Webb, Michael Tate, Barbara Hudson, Cathy Clayton, and Nhung Nguyen

The meeting was called to order at 4:36pm.

First item of business: Review and approval of May 2022 minutes

Ms. Clayton explained that they currently had two out of the four Committee members present (Mr. Tate and Ms. Webb) and that if Ms. Hudson was able to join later in the meeting, she could vote to approve the minutes at that time. Motion to approve was made by Ms. Webb and seconded by Mr. Tate. The minutes were passed by acclamation. Ms. Hudson was able to connect to the meeting shortly after and explained she had not yet had a chance to review the minutes, but she was good to move on to the next item of business.

Second item of business: Programmatic Update:

1. We are working on getting our LSC competitive application turned in. To Ms. Clayton's knowledge at the time, there was no one else competing for LSC funding in our service area. The application was due to be turned in on Friday, June 17, 2022.
2. Grants in progress: Our budget and statement of work for the new HUD Housing Counseling Eviction Protection Grant were approved. We are working on getting staff coverage in place for this grant. We have some staff already allocated, but we will need to hire at least one new attorney for this grant. We are also working on the LSC Disaster Grant. This is a three-year grant for a total award of \$2 million. A lot of the work for this grant will be focused on education, outreach, preparation of materials, and clinics.
3. We are wrapping up the last of our HIV/AIDS related grant (HOPWA).

Third item of business: Financial Update

Ms. Nguyen shared her screen to go over the April 2022 financials. Our financial snapshot is relatively comparable to the previous year. We have about \$100,000 more in assets than we did last year. We also have a higher amount of liability than we did this time last year. The main reason for these increases in assets and liability is due to having not yet received our housing counselling 2021 receivables. We are currently working with HUD to get Ms. Nguyen access to the eLOCCS housing counseling module. Once this is done, we can expect to draw both the quarter for 2021 and the first quarter of 2022 down. In terms of cash, we are extremely comparable to last year, only a 2% increase over LY. Fund balance: We have almost \$245,000 of LSC funds to spend. Total unrestricted account is comparable to the beginning of the year at \$1.2 million. The rest of our grants are mostly reimbursement grants so we should see a zero balance as the year goes on. The few exceptions could be due to donations, or the timing of the billings/payments. Out of the \$104,000 in deficit funding from fair housing, we received \$82,000 in May which will be reflected in the balance presented in next month's meeting. At the end of April, we have \$1.4 million total in our fund balance.

Ms. Clayton noted that our LSC money will be spent faster for the remainder of the year than they were for the beginning of the year because we had two grants that still had money left in them through part of this spring, the Cycles of Success grant, and the Tennessee Senior Law Alliance (TSLA) grant. Now that we are not getting that funding, we are having to supplement our senior services, which were formerly

being paid through TSLA, with LSC funds. We are looking closely at LSC funding to ensure our burn rate is good and that we don't run out of money.

Ms. Nguyen went on to mention that regarding our receivables, we have discontinued a couple of programs that were dragging behind on making payments. Going forward she expects us to see the majority of our receivables current or no more than two months past due. She asked if there were any questions and there were none.

Ms. Clayton asked for a motion to approve the Financial Statement. Mr. Tate motioned to approve, and Ms. Webb seconded; the motion was passed unanimously.

Fourth item of business: Form 990, IRS Tax Return for non-profits:

Ms. Nguyen went over the draft 990 page by page with the Committee, and answered any questions that they had and made notes of the following requested corrections:

- Remove old members and add new member of the board in section VII of the 990
- Correct the number of voting members of governing body to 9 instead of 10
- Correct VOCA I & II and VOCA III description to show the awarding agency as the name of the grantor, instead of showing "Jakob Webster" and "Lisa Von Haeger" as grantors- supplemental schedule to Schedule A, Part II, Line 1(e) Cathy asked for a motion to approve the draft 990 return, pending the above corrections. Vanedda moved and Michael and Barbara both seconded. The motion was passed by acclamation.

Fifth item of business: Vote to remove staff committees from WTLS policy manual:

Attached to the agenda was the section of the WTLS policy manual that included the Hiring Committee, the Grievance Committee, and the Personnel Policies Committee. These committees have been defunct for decades. No one currently working at WTLS remembers there ever being a Grievance Committee or knows what they did, so it was determined that we did not need this committee. The Personnel Policies Committee is too cumbersome and simply not feasible. We currently have an informal group that is going through all our policies to make sure they are uniform and updated. The Hiring Committee is more ad hoc depending on what position we are hiring for at the time. It has been determined that we don't need a formal committee. Ms. Clayton asked the board to consider removing this section from the policy manual. Ms. Webb moved to remove these committees from the policy manual, Mr. Tate and Ms. Hudson seconded the motion simultaneously; the motion was passed by acclamation.

Ms. Clayton asked if there was a motion to adjourn. Mr. Tate and Ms. Hudson quickly moved and seconded the motion simultaneously. The meeting was adjourned at 5:18pm.

APPROVED:  DATE: 9/7/22