

**West Tennessee Legal Services
Joint Executive/Finance Committee Meeting
November 14, 2022**

Present: Vanedda Webb, Laura Keeton, Barbara Hudson, Michael Tate (joined later), Cathy Clayton, Karen Laird, and Tricia Kost

The meeting was called to order at 4:42pm.

First order of business: Review and approval of minutes from September 12, 2022, meeting. Ms. Webb moved to approve the minutes. Ms. Keeton seconded the motion. The minutes were approved.

Second order of business: Programmatic update presented by Ms. Clayton.

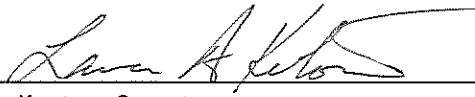
1. The American Bar Association selected WTLS to host a free consultation for our pro bono program, which was happening during this meeting. Ms. Clayton reminded the Board Members that they were invited to a Board Meeting with the ABA Consultants the following afternoon. Ms. Clayton also shared that Justice page sent out an invite to all the local area judges to invite them to meet with the ABA Consultants the following evening. Her hope is that this open house event will get others who don't know much about what we do more interested in our work and how they can support us more.
2. ESG Cares Grant – We got money for this grant that was COVID related. We spent our money but were then notified we would be receiving more money since there were recipients who did not spend all of their funds previously. We received an additional \$22,500 which we have until May 2023 to spend. Ms. Clayton shared that we already have a plan for that money which includes our benefits work, in particular continuing disability reviews, where someone either ages out of children's SSI or they have SSI and are selected for a continuing disability review. In cases where paperwork is not filled out exactly correct, these individuals can lose their SSI and TennCare. This money allows us to be able to help individuals including helping them seek back pay, which private attorneys cannot help with.
3. Update on statewide funding in which we received a letter of intent to fund from Department of Human Services. We have not heard anything negative, but still have not received anything else in writing yet. They want this to begin in January so they will need to let us know quickly.
4. Ms. Clayton shared that we currently have an insurance claim. There is some water damage on the wall in her office which resulted from gaps in the sealant on our roof. The contractor who inspected it thought the cost would be around \$10,000, which will include replacing the sheetrock for the damaged area. The insurance adjuster originally denied the claim but Ms. Clayton said we are working with an attorney (Clint Scott) as well as our insurance agent to see if they can help us.
5. Ms. Clayton mentioned that we will be purchasing a new vehicle since our KIA was totaled. We also have received money for our mobile office/Disaster Grant bus and will be looking to purchase that.

Ms. Clayton asked if there were any questions and there were none.

Third item of business: Financial Update presented by Karen Laird. Usually, we would be presenting the September financials, but Ms. Laird reminded the Board members that Nhung was very proactive before

she left for maternity leave and had the September financials ready for Ms. Laird to present during our October full Board meeting so there were no financial updates to present during this meeting.

Ms. Clayton asked if there was a motion to adjourn. Ms. Webb motioned to adjourn. Ms. Hudson seconded the motion. The meeting was adjourned at 5:06pm.

Approved by: 
Laura Keeton, Secretary

Date: 1/9/2023