

**West Tennessee Legal Services Board Meeting Minutes**  
**May 9, 2022**

**Present:** Laura Keeton, Barbara Hudson, Michael Tate, Cathy Clayton, Nhung Nguyen, Vanedda Webb

Meeting was called to order at 4:31pm

1. **First order of business:** Cathy requested board to review and approve March 14, 2022, meeting minutes.

Ms. Keeton motioned to approve the March minutes. Mr. Tate seconded; unanimously approved.

2. **Second order of business:**

- a. Welcoming Stephanie Byrum as new Executive Assistant/ Benefits Coordinator.
- b. General WTLS and Programmatic Update: Cathy sent a word document today related to our current policies on staff committees to the board members and asked for them to be reviewed. We have not had the Hiring, Grievance, and Personal Committees, and therefore, she recommended the policies related to those staff committees be removed.
- c. Update on stolen laptop: Cathy said she is working to get letters out to person(s) that may have information stolen, even though the hard drive may have been destroyed, and because there's no indication of activity on the laptop. We are hoping to get letters out by the end of this month.
- d. Program Activity and Grants: WTLS has received a written confirmation of the LSC disaster funding. WTLS has been asked to provide more information related to the objectives and goals for the grant.
- e. Mobile Office/ Command Center: we are currently working on the unit.
- f. Fair Housing American Rescue Plan: The project is staffed, and we are prepared to begin this project in June 2022.
- g. Program Wide Meeting: Cathy invited the board members to the quarterly meeting in June 2022 at Chickasaw State Park. The guest speaker is Matt Marshall, Executive Director of United Way.

3. **Financial Update**

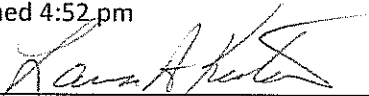
Ms. Nguyen explained she was a little ahead on financials last month and presented March financials instead of February at the board meeting. Therefore, she is back tracking this month and providing February financials.

She explained the total amount of assets is comparable to those of last year, and the total liabilities increased a little by the LSC unearned support. Another reason for the increase in total liability for this year is because we shifted the payroll payment schedule at the end of 2021. This created a new payroll liability on the book of about \$75,000 for the last pay period in January. Accounts payable balance remains comparable with 2021. Ms. Nguyen also presented a schedule of cash on hand with a very slight increase from last year.

Cathy asked if anyone had any questions on the February financials and no questions were raised. Ms. Webb motioned to approve the February financial statements, and Mr. Tate seconded. The motion was passed unanimously.

The motion to adjourn was moved by Ms. Webb and seconded by Ms. Keeton. The motion was passed unanimously.

Meeting adjourned 4:52 pm

Approved by:   
Laura Keeton, Board Secretary

Date: 2/27/2022