

**West Tennessee Legal Services  
Joint Executive/Finance Committee Meeting  
February 13, 2023**

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

The meeting was called to order at 4:34pm

**First Item of Business:** Review and approval of January 9, 2023 minutes. Ms. Keeton moved to approve; Mr. Tate seconded. The minutes were approved unanimously.

**Second Item of Business:** Update from the Executive Director presented by Ms. Clayton.

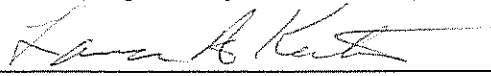
1. Review of GAR (LSC's Grantee Activity Report) numbers. This GAR report shows number of LSC funding eligible cases by year. Between 2017-2022, Even with a slight setback during the pandemic shutdown, WTLS is steadily increasing the number of cases we are taking on and continuing to make a bigger impact in our service area.
2. Personnel Updates: Staff recently had our pictures updated and posted on our website. Ms. Clayton noted that increasing our starting salaries has helped with our staffing needs and introduced the names and positions of new hires.
3. Real Property update on repairs: Repairs are underway and ongoing in Huntingdon and Dyersburg. A problem with the Selmer office's floors has been reported and we are getting estimates for repair.
4. Programmatic Update: WTLS is working hard to stay current on allocations of time of each employee with each funding source. We are having at least quarterly meetings to make sure that employees' activities are in accord with what we can bill to each funding source and to ensure that our spending is on track. Having these regular check-in meetings, both programmatically and financially, have helped us stay on target both financially and programmatically.
5. Updated 2023 financial eligibility guidelines: The LSC 2023 financial eligibility guidelines were reviewed. Ms. Webb moved to adopt the income guidelines, Ms. Hudson seconded the motion. The motion passed unanimously.

**Third Item of Business:** Financial Update presented by Ms. Nguyen.

1. Timely discovery of fraud (no loss involved): CFO Nhung discovered an unauthorized charge of \$1,200 from a Country Club on our payroll account which she reviews daily WTLS timely reported the fraud to the bank. The bank reversed the charge. We then closed that account and have now opened a new account for our payroll. WTLS is investigating "Positive Pay", which would, among other things, allow us to submit a list of authorized payees and any payment not on that authorized list would automatically not go through. Ms. Nguyen is attending a training on this program later in the week to determine whether we want to implement this program. Ms. Nguyen also mentioned that she is required to inform the board of any changes to our electronic access to our online banking account. She shared that the most recent change to our account access was the removal of Karen Laird, who was filling in for Ms. Nguyen during her maternity leave. Ms. Nguyen mentioned another bank account update is that our CD with the Bank of McKenzie has matured, and that Ms. Keeton, who helped set that account up, and Ms. Clayton are working on reinvesting those funds.

2. Due to a glitch in our accounting software that would not allow us to roll over our fixed assets until 4:30 pm last Friday to complete our 2022 year-end report, the year-end financials presented during this meeting are a draft. Ms. Nhung reviewed the financials and also pointed out that most of our accounts receivable are either in the current or 30-day past due columns with the exception of Housing Counseling which is always behind and currently two quarters behind. There were no other questions about the Financial Update. Ms. Webb moved to approve the financials; Mr. Tate seconded the motion. The motion was approved unanimously.

There being no further business, Ms. Clayton asked if there was a motion to adjourn the meeting. Ms. Hudson moved to adjourn; Ms. Webb seconded the motion. The motion was approved by acclamation. The meeting was adjourned at 5:24pm.

  
\_\_\_\_\_ Date: 3/10/2025  
Laura Keeton, Board Secretary