

**West Tennessee Legal Services
Joint Executive/Finance Committee Meeting
January 9, 2023**

Present: Laura Keeton, Michael Tate, Vanedda Webb, Cathy Clayton, Karen Laird, and Tricia Kost

The meeting was called to order at 4:31pm.

First order of business: Review and approval of minutes from November 14, 2022 meeting. Ms. Clayton asked if there were any questions and there were none. Ms. Keeton moved to approve the minutes. Mr. Tate seconded the motion. The motion passed.

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

1. Ms. Clayton shared that on December 22, 2022 the Omnibus Bill passed Congress and we had been projected to receive from LSC \$817,895 however, with this Omnibus bill there was increased LSC funding which has increased our funding to \$940,648. Another big increase for us is the 2023 IOLTA Award administered through the TN Bar Foundation. We received a letter saying that they had extra funding and if we had some projects to apply for more money. Generally speaking, we have received about \$24,000 from IOLTA over the past few years. This year our general IOLTA funding was \$50,580 and we got a supplemental award for \$95,000. We use our IOLTA funding to help pay for our Intake Paralegals and the supplemental grant is to fund a Rapid Response Intake Paralegal who can provide general intake as well as respond quickly and under the supervision of an attorney, individualized self-help information based on Tennessee Supreme Court approved forms or WTLS-developed forms based on commonly encountered issues that lend themselves to self-help. We have also filled two vacant Intake positions.
2. An update on our mobile office: in the time it took LSC to approve our funding, the quote increased by \$10,000 and LSC has now approved the new quoted rate.
3. We have a grant for an Equal Justice Works Disaster Resilience Fellow. This is similar to our LSC Disaster Grant but different in that it applies to all 17 counties that we serve and will allow us to help low-income communities be more prepared for the next disaster. This is not a grant we applied for; EJW just awarded it to us. We have made an offer to a candidate for this position and are waiting to hear back. We have also hired someone for our VOCA/Safe Hope Attorney position who is licensed to practice in Louisiana and will be practicing pending admission in TN.
4. Ms. Clayton also shared an update on the DHS TANF Grant. We still haven't gotten a contract and we would be a sub-grantee under TALS, but we did hear that on January 6th, that DHS is revising the grant contract and will be getting it to TALS for review and then TALS will get the contract to us. Ms. Clayton thinks this is on track to be in place by the first quarter. Ms. Clayton also shared that TALS has signed off on an amicus brief before the Supreme Court for one of the cases involving student loan forgiveness. We are not a part of it, but TALS is so she wanted the board to be aware.
5. Ms. Clayton noted that CD interest rates are rising and feels it is time to re-invest in CDs. We have been holding our money in a money market account and have one CD account that is maturing that we have not re-invested. Ms. Clayton proposed that with the board's approval we would like to look around at local banks for competitive rates and if we do not find their rates competitive, will look to national banks to re-invest.
6. Ms. Clayton also informed the board that during the holiday break, our Huntingdon office suffered some severe water damage due to a pipe bursting between the two floors. We did find

a company to extract the water from the basement and have reported it to our insurance company. The HVAC units at that office are not working but everything is being taken care of.


Ms. Clayton asked for a motion to re-invest our money into CDs. Ms. Webb moved to approve re-investing our money into Certificates of Deposit. Mr. Tate seconded the motion. The motion passed.

Ms. Webb asked Ms. Clayton for an update regarding the roof leak repairs at the Jackson office. Ms. Clayton informed the board that Nick Allen of John H. Allen Construction said we do not need to replace the roof now, but we do need to do some repairs where the water was leaking in at the edges of the roof. They will be coming out to build an overhang on our roof to prevent this from happening again.

Third order of business: November Financial Update presented by Ms. Laird. Ms. Laird pointed out that the Cash Management Fund (what we call our Sweep Account) on November's balance sheet is up to \$854,000 largely due to our receiving \$400,000+ for the LSC Disaster Grant which is what we will be using to purchase our mobile office. Our Income Statement shows that several of the grants are now closed. Several of our grants are reimbursement grants and the far right column of the Income Statement shows the zero balance for what we have been reimbursed for or have billed for what we have spent. The accounts receivable/aged receivables still shows that HUD is still usually behind as per usual, but everything else is current.

Ms. Laird shared that Ms. Nguyen will began coming back into the office following her maternity leave starting last week and that January 13, 2023, would be her second- final day at WTLS.

Ms. Webb moved to adjourn the meeting. Ms. Keeton seconded the motion. The meeting was adjourned at 4:55pm.

Approved by:  Date: 4/28/2023
Laura Keeton, Board Secretary