

Kentucky Equal Justice Center Board

April 21, 2020

Via Zoom

Agenda

11:00 Welcome, Introductions, Zoom Protocol

- New Staff Reps
- New Executive Committee
- Approval of Minutes

11:10 Highlights of Recent Activity

- Status of Remote Work
- Paycheck Protection Program
- Networking in Kentucky and Nationally

11:25 Administration and Development

- Financial Report FY 2019
- Financial Report and Outlook Q1 2020
- Public Welfare Foundation Transition Grant
 - FLASH (Fundraising Learning and Support Hub)

11:45 Governance

- Governance Tasks for 2020
- Strategic Planning RFP and Next Steps
- Personnel Policies Update
- Meeting Dates 2020

12:00 Big Picture: Legal Aid Funding

12:10 Staff Reports: Discussion of Highlights

12:30 Adjourn

Kentucky Equal Justice Center

Board Minutes

December 12, 2019

Board Members Present: Hailey O’Hair (Client Member); Bob Brown, Rick Clewett, Chris Frost, Lisa Gabbard, John Rosenberg (Community Members); Joshua Crabtree, Robert Johns, Neva Scott, Amanda Young (Program Directors).

KEJC Staff: Miranda Brown, McKenzie Cantrell, Ben Carter, Maddy Clark, Nathalie Dietrich, Leah Engle, Allison Hight, Adam Kuhn, Tyler Offerman, Betsy Stone, Rich Seckel.

Guests: Nan Hanley, Glenda Harrison (Access to Justice Commission).

Welcome and Introductions

A quorum being present, Chair Bob Brown called the meeting to order. Bob invited KEJC Director Rich Seckel to offer highlights of KEJC work since the last meeting. Rich mentioned several items, including:

- His vicarious participation in oral arguments before the DC Circuit Court on KEJC’s challenge to Medicaid work requirements, through Health Law Fellow Betsy Stone being in the courtroom and Senior Counsel Ben Carter following online
- Earlier-than-usual approval of KEJC’s Victim of Crime Act grant to serve immigrant victims of crime through Maxwell Street Legal Clinic
- Strong results in the holiday season Good Giving campaign, with donors both large and small pushing KEJC to first place among over 100 nonprofits in dollars raised

Rich said highlights of the 2020 included bringing Betsy on board as Health Law Fellow and Tyler Offerman as KEJC’s new Food Justice Fellow.

Approval of Minutes

Bob invited a motion on the minutes of the last meeting.

Motion: Joshua Crabtree moved to approve the minutes of the September 27, 2019 board meeting.
Second: John Rosenberg
Action: Approved unanimously

Administration and Development: Financial Report and Development Update

Rich reviewed the cover sheet for the financial report through November 30, 2019, as follows:

Profit and Loss Budget Overview FY 2019: anticipated a loss of \$59,389 offset by \$80,000 in advance Public Welfare grant funds received in 2018 for the workers' rights project.

Profit and Loss through November 30: showed a loss of \$21,995 compared to the expected loss of \$53,453—a positive variance of \$31,459.

Balance Sheet as of November 30: showed Total Current Assets of \$338,245, down from \$387,636 on August 31 but up 1.3% from \$333,914 on November 30, 2018.

Income and Expense charts: 82.31% of spending was payroll. 65.11% of income was from grants.

Rich said he had revised his end-of-year-carryover forecast to \$348,666 by taking November 30 as the base, subtracting average monthly spending for the year-to-date and adding projected grants and donations for December. Rich estimated unrestricted funds at \$51,960. He said that the calculation took into account a portion of Good Giving proceeds, even though the event was still in progress on November 30.

Turning to the budget vs. actual figures, Rich said that KEJC had brought in 96.74% of budgeted income in 2019, while spending 95.94% percent of budgeted expense. On the income side, he said, the main item “missing in action” was a potential grant renewal of \$40,000 for Medicaid defense through the National Health Law Program (NHeLP). Rich said that NHeLP had not yet made decisions on its next round of grants.

Turning to fundraising, Rich said that KEJC had raised 99% of the money it sought through grants and donations, including the following grants that were not expected as the year began:

- \$25,000 through Kentucky Center for Economic Policy for joint safety net defense
- \$64,712 from MAZON to launch the Food Justice Fellowship
- \$20,000 through Center for Law and Social Policy (CLASP) for outreach and advocacy around public charge

Rich said Miranda had crafted the public charge grant.

Administration and Development: IRS 990

Rich said that before the November 15, 2019, filing deadline he had circulated KEJC's Form 990 to the board. He said several board members had reviewed it before submission.

Administration and Development: Audit Committee Report

Chair Bob Brown reported for the KEJC Audit Committee. He said that he and Treasurer Hailey O'Hair had met by conference call with auditor Vickie Richardson, absent Rich as management, to review Vickie's audit report for FY 2018. He said it was a good meeting and a good report.

Joshua Crabtree asked whether Vickie had expressed any concerns. Bob said there were no concerns or issues. He said that Vickie had asked about the Client Trust portion of the balance sheet, which contained a small amount of wage claim funds for clients KEJC had never been able to locate and a small amount of attorneys fees earned but not yet distributed.

Motion: Hailey O'Hair moved to accept the audit report for FY 2018.
Second: Amanda Young
Action: Approved unanimously

Administration and Development: Proposed Budget for FY 2020

Bob next invited Rich to present the proposed KEJC budget for FY 2020. Rich displayed a detailed spreadsheet showing \$995,049 in proposed expenses and \$995,093 in anticipated income, with a small positive bottom line of \$44.30.

Rich said he had followed the guiding assumptions he had proposed at the previous meeting, including the goal of basing the budget on known or predictable income and maintaining unrestricted reserves at 8 percent of expenses.

Rich said that he had built modest equity increases into base pay for the Health Law Fellow, Outreach Coordinator and Employment Law attorney, reflecting new activities and supervisory responsibilities. For salaried staff, he proposed an annual increase of \$900 or 2 percent, whichever was higher.

Rich proposed increases of 50 cents an hour for hourly staff on their anniversary, in each case a little higher than a 3 percent raise. Turning to expenses, Rich said that he had based fringe benefit figures on known rates. For operational expenses, he said he had drawn on underlying grant budgets and otherwise had trended actuals over 2018 and 2019.

Motion: Robert Johns moved to approve the proposed budget for FY 2020.
Second: Hailey O'Hair
Action: Approved unanimously

Salary comparability Update

Bob Brown asked Rich to report on salary comparability. Rich said he had begun gathering figures for baseline comparisons. He said that KEJC's staff attorney scale was \$2,000 to \$3,000 below AppalRed's for attorneys in their first few years.

Josh Crabtree said that his program, Legal Aid of the Bluegrass, had fallen behind on salaries and in response had adopted a three to four-year salary comparability plan as an element of its overall strategic plan. Bob asked Josh his program’s ratio of personnel to non-personnel expenses. Josh said his budget was about 65 percent personnel.

Amanda Young said there were two schools of thought about what to do with increased funding: increase services or increase support for staff. She said she liked to increase support for staff.

Josh noted that Victim of Crime Act grants had increased the last several years but might peak soon. He said VOCA grants came from fines and penalties placed in a trust fund rather than from appropriations. “They’ve been reducing the corpus,” he said, and in three or four years might cut back on the size of grants or the number of grantees.

Governance: Staff Reps Election Results

Rich reported on the results of the nomination and election process for legal services program Staff Representatives to the KEJC board. He said that newly elected staff reps were:

- Attorney Staff Rep Colt Sells Legal Aid Society (Louisville)
- Paralegal Staff Rep Kristin Brooks AppalRed Legal Aid (Somerset)
- Support Staff Rep Jacob Taulbee Legal Aid of the Bluegrass (Morehead)

Rich said that 100 people voted in the Staff Reps election. Neva said that was half the staff in the legal services programs.

Governance: Strategic Planning Update

Rich said that KEJC’s original prospect to conduct strategic planning had moved on to other projects. He admitted to some relief, given the \$10,000-plus price tag. He said that new prospects included Gordon Garner—the planner who had worked recently with Tom Fitzgerald and Kentucky Resources Council (KRC)—and Lexington-based Marian Guinn.

Rich said that Tom and Joe Childers of the KRC board had been highly complimentary of Gordon’s work. He said he would proceed to elicit proposals from Gordon and Marian. He said review of proposals would be a good task for the potential new Executive Committee.

Governance: Consideration of Executive Committee

Chair Bob Brown said he had followed up on earlier board discussion by drafting a proposal to create an Executive Committee. His draft proposed that the Board create by motion an Executive Committee pursuant to Bylaw V as follows:

The Executive Committee (EC) shall consist of the officers and no more than three other Directors to be appointed by the Chairperson. Except for the power to amend the Articles of Incorporation and Bylaws, the EC shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the

direction and control of the Board of Directors. The Chairperson of the Board of Directors shall act as Chairperson of the EC. Members of the EC may meet by telephone, videoconference or in person. The actions of the EC shall be taken by majority vote of those present. A meeting of the EC shall be convened upon reasonable notice to all committee members by the Chairperson or any two committee members.

Motion: Joshua Crabtree moved to approve formation of an Executive Committee as set out in the Chair's proposal.

Second: Neva Scott

Action: Approved unanimously

Bob said that he envisioned the EC meeting as needed. He invited board members present to indicate a willingness to serve. Rick Clewett and John Rosenberg expressed interest. Bob asked the legal services program directors present to consider recommending a representative to the committee.

Governance: Personnel Committee Update

Rich said that he had followed up on discussion at the last meeting by contacting the advisor who helped update Legal Aid of the Bluegrass' personnel policies, Kathleen Carnes of Dinsmore and Shohl and NKU. He suggested that he and Personnel Committee Chair Neva Scott have a conference call with Kathleen to talk about a scope of work for the project.

Governance: Report of the Legal Work Oversight Committee (LWOC)

Committee Chair Chris Frost recapped three areas of policy for LWOC discussion and oversight: case acceptance, case management and legal work supervision. He said the committee had reviewed sample policies from AppalRed on each subject.

Chris said that Senior Counsel Ben Carter had done a lot of work on updating KEJC's case acceptance policy. He suggested that the committee turn next to the other two, with the goal of having drafts by April and a completed set of policies by summer 2020. Chris said the work products should reflect KEJC's mission, not just the mechanics of legal work.

Governance: Conflict of Interest Form Updates

Rich said it seemed like just yesterday but in fact it had been a year since he sought updated Conflict of Interest forms from the board. He passed around copies of the form. A number of board members and staff turned in completed copies during and after the meeting.

Governance: Proposed Meeting Dates 2020

Rich shared the proposed board meeting schedule for the year, as follows:

- April 21 Tuesday Board Meeting
- July 16 Thursday Board Meeting

- September 25 Friday Board Meeting
- December 10 Thursday Annual Meeting

Big Picture: Access to Justice Commission

Glenda Harrison of the Kentucky Supreme Court’s Access to Justice Commission described activities and progress under AJC’s Justice for All grant, including stakeholder surveys with over 600 responses, meetings with circuit clerks and lots of visits around the state with a variety of people and organizations.

Glenda said project staff looked first at gaps in service and next at how to fill them. She said the group had generated a list of eight initiatives for consideration, including courthouse navigators; training for judges in how to handle self-represented litigants; partnership between courts and substance use recovery centers; and partnership with faith-based community resources.

Glenda said that AJC soon would pilot test a courthouse-based Legal Help Center in the Fayette Circuit Court basement, with in person assistance, computer legal research tools and court forms. Nathalie Dietrich asked about language access. Glenda said that legal aid programs had access to Language Line, which perhaps could be used for the project. She said, “We heard a lot about language access as we went around.”

Staff Reports

KEJC staff reported on activities, issues, projects, and successes. The reports followed the new format begun in 2018, featuring fewer but longer reports and allowing more time for board discussion. The topics at the current meeting including impact advocacy and outreach.

No board action was required in response to staff reports. For more detail on recent work, see written staff reports—including reports from other staff—on the KEJC Board we page under the December 12, 2019, heading at: <https://www.kyequaljustice.org/board-meetings>

Adjournment

The agenda having been completed, the meeting was adjourned.

Reported by:

Richard J. Seckel, Director
April 18, 2020



Kentucky Equal Justice Center
201 W. Short Street, Suite 310
Lexington, KY 40507

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Memorandum

DATE: April 17, 2020
TO: Kentucky Equal Justice Center Board
FROM: Rich Seckel, Director
RE: Financial Report for 1st Quarter 2020

The following financial reports are attached:

Profit and Loss Budget Overview FY 2020: anticipates a gain of \$44 counting only \$80,000 of potential \$250,000 Public Welfare Foundation funds.

Profit and Loss through March 31: shows a loss of -\$128,603 compared to the expected loss of -\$94,718—a negative variance of \$33,885 including Vanguard brokerage losses.

Balance Sheet as of March 31: shows Total Current Assets of \$230,929, down from \$358,237, on December 31 and down 31.63% percent from \$337,743 on March 31, 2019.

Income and Expense Charts: 81.43% of spending was payroll. 45.71% of income was from grants.

Revised Carryover Prediction

Total Current Assets December 31, 2019	\$358,237
Plus budgeted gain for the year	\$ 44
Minus 5% income uncertainty factor	\$ 49.746
Projected Current Assets December 31, 2019	\$308,535

Unrestricted Funds

Audited	12/31/12	\$24,254
Audited	12/31/13	\$66,405
Audited	12/31/14	\$87,994
Audited	12/31/15	\$93,513
Audited	12/31/16	\$103,392
Audited	12/31/17	\$101,516
Audited	12/31/18	\$131,221
Estimated	11/30/19	\$51,960

Kentucky Equal Justice Center Profit & Loss Budget Overview January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
Grants	650,673.60
In-kind Contributions	20,400.00
Miscellaneous Income	25,000.00
Other Donations	85,000.00
Program Income	180,000.00
Program Services	33,840.00
Total Income	994,913.60
Expense	
Audit	4,650.00
Capital Additions	3,000.00
Case Management	8,222.75
Consultants	21,400.00
Contract Labor	9,000.00
Dues	4,400.00
Equipment Rental	4,780.84
Insurance	6,900.00
Library	2,160.00
Litigation expense	3,660.00
Miscellaneous	1,980.00
Office Supplies	10,620.00
Payroll Expenses	801,735.19
Postage and Delivery	4,752.00
Printing and Reproduction	6,336.00
Professional Fees	300.00
Rent	42,000.00
Repairs	720.00
Task Forces and Meetings	4,080.00
Telephone	15,959.52
Travel	38,393.00
Total Expense	995,049.30
Net Ordinary Income	-135.70
Other Income/Expense	
Other Income	
Interest Income	180.00
Total Other Income	180.00
Net Other Income	180.00
Net Income	44.30

Kentucky Equal Justice Center
Profit & Loss
January through March 2020

	<u>Jan - Mar 20</u>
Ordinary Income/Expense	
Income	
Grants	59,317.83
In-kind Contributions	4,080.03
Other Donations	13,838.56
Program Income	45,000.00
Program Services	7,520.00
Total Income	<u>129,756.42</u>
Expense	
Case Management	4,710.00
Consultants	100.00
Contract Labor	700.00
Dues	1,025.00
Equipment Rental	1,215.14
Insurance	5,884.06
Library	2,248.68
Litigation expense	2,173.13
Miscellaneous	-1,391.81
Office Supplies	2,785.43
Payroll Expenses	200,078.83
Postage and Delivery	1,444.42
Printing and Reproduction	1,632.62
Rent	10,158.00
Repairs	150.00
Task Forces and Meetings	50.00
Telephone	4,060.22
Travel	8,688.10
Total Expense	<u>245,711.82</u>
Net Ordinary Income	-115,955.40
Other Income/Expense	
Other Income	
Interest Income	25.31
Other Income	-12,673.12
Total Other Income	<u>-12,647.81</u>
Net Other Income	-12,647.81
Net Income	<u><u>-128,603.21</u></u>

Kentucky Equal Justice Center
Profit & Loss Budget vs. Actual
January through March 2020

	<u>Jan - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Grants				
Blue Grass Community Foundation	0.00	0.00	0.00	0.0%
Catholic Diocese of Lexington	1,875.00	1,875.00	0.00	100.0%
Fayette County Bar Foundation	0.00	0.00	0.00	0.0%
FHKY RHP Boots	0.00	0.00	0.00	0.0%
Health Gains Communications	0.00	0.00	0.00	0.0%
HFGC Health Law Fellowship	0.00	0.00	0.00	0.0%
Kentucky Bar Foundation	0.00	0.00	0.00	0.0%
Louisville Bar Foundation	0.00	0.00	0.00	0.0%
MAZON Food Justice	0.00	0.00	0.00	0.0%
Public Welfare Foundation	0.00	0.00	0.00	0.0%
Restricted	0.00	15,250.00	-15,250.00	0.0%
United Way of the Bluegrass	0.00	0.00	0.00	0.0%
Unrestricted	0.00	450.00	-450.00	0.0%
VOCA Justice Cabinet	57,442.83	53,856.49	3,586.34	106.66%
Total Grants	<u>59,317.83</u>	<u>71,431.49</u>	<u>-12,113.66</u>	<u>83.04%</u>
In-kind Contributions	4,080.03	5,100.00	-1,019.97	80.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Other Donations	13,838.56	21,000.00	-7,161.44	65.9%
Program Income	45,000.00	45,000.00	0.00	100.0%
Program Services	7,520.00	8,460.00	-940.00	88.89%
Total Income	<u>129,756.42</u>	<u>150,991.49</u>	<u>-21,235.07</u>	<u>85.94%</u>
Expense				
Audit	0.00	0.00	0.00	0.0%
Capital Additions	0.00	1,000.00	-1,000.00	0.0%
Case Management	4,710.00	0.00	4,710.00	100.0%
Consultants	100.00	2,140.00	-2,040.00	4.67%
Contract Labor	700.00	2,250.00	-1,550.00	31.11%
Dues	1,025.00	725.00	300.00	141.38%
Equipment Rental	1,215.14	1,195.21	19.93	101.67%
Insurance	5,884.06	5,640.00	244.06	104.33%
Library	2,248.68	540.00	1,708.68	416.42%
Litigation expense	2,173.13	915.00	1,258.13	237.5%
Miscellaneous	-1,391.81	495.00	-1,886.81	-281.17%
Office Supplies	2,785.43	2,655.00	130.43	104.91%
Payroll Expenses	200,078.83	200,139.24	-60.41	99.97%
Postage and Delivery	1,444.42	1,188.00	256.42	121.58%
Printing and Reproduction	1,632.62	1,584.00	48.62	103.07%
Professional Fees	0.00	0.00	0.00	0.0%
Rent	10,158.00	10,500.00	-342.00	96.74%
Repairs	150.00	180.00	-30.00	83.33%
Task Forces and Meetings	50.00	1,020.00	-970.00	4.9%
Telephone	4,060.22	3,989.88	70.34	101.76%
Travel	8,688.10	9,598.25	-910.15	90.52%
Total Expense	<u>245,711.82</u>	<u>245,754.58</u>	<u>-42.76</u>	<u>99.98%</u>
Net Ordinary Income	<u>-115,955.40</u>	<u>-94,763.09</u>	<u>-21,192.31</u>	<u>122.36%</u>
Other Income/Expense				
Other Income				
Interest Income	25.31	45.00	-19.69	56.24%
Other Income	-12,673.12	0.00	-12,673.12	100.0%
Total Other Income	<u>-12,647.81</u>	<u>45.00</u>	<u>-12,692.81</u>	<u>-28,106.24%</u>
Net Other Income	<u>-12,647.81</u>	<u>45.00</u>	<u>-12,692.81</u>	<u>-28,106.24%</u>
Net Income	<u><u>-128,603.21</u></u>	<u><u>-94,718.09</u></u>	<u><u>-33,885.12</u></u>	<u><u>135.78%</u></u>

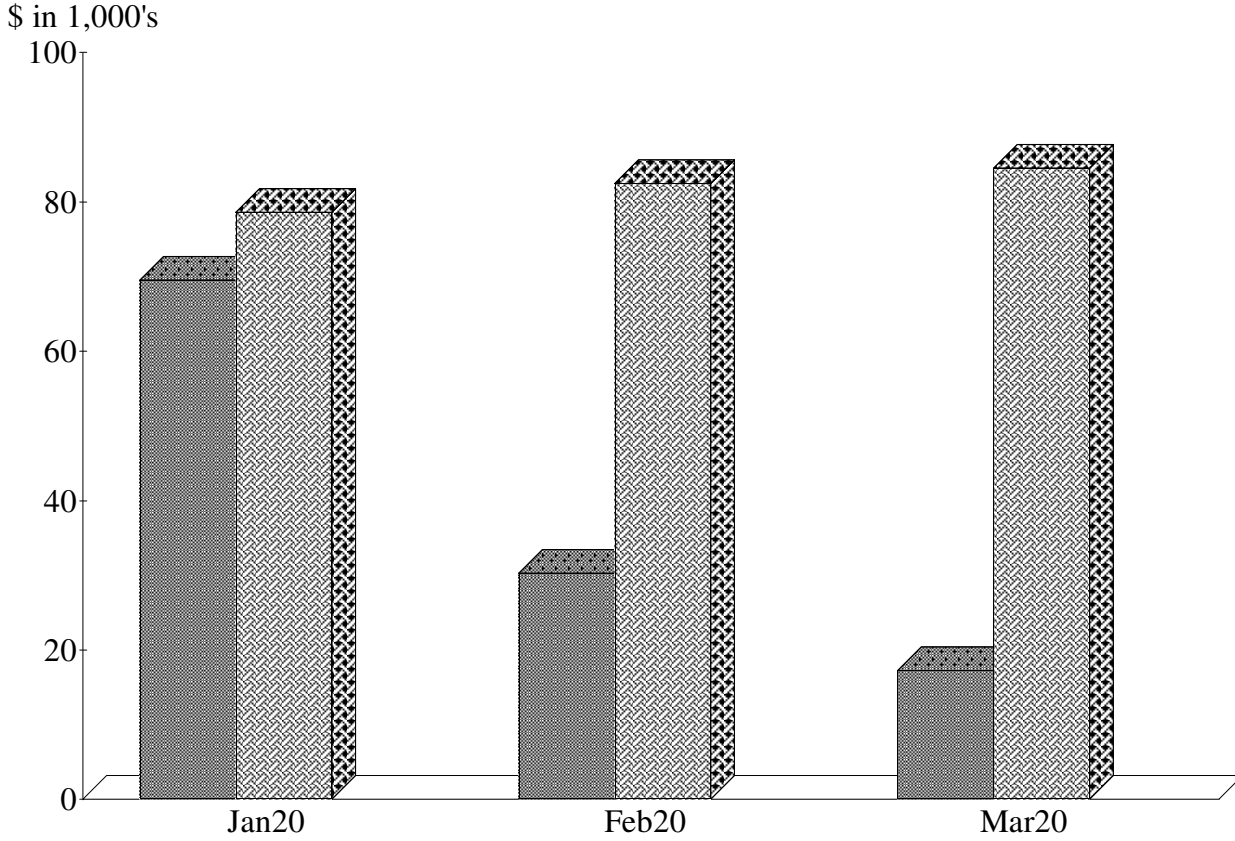
Kentucky Equal Justice Center
Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Checking	13,602.73
Chase IOLTA	3,620.00
Chase Savings	100,220.85
Vanguard Brokerage	66,700.81
Total Checking/Savings	<u>184,144.39</u>
Accounts Receivable	
Accounts Receivable	46,784.87
Total Accounts Receivable	<u>46,784.87</u>
Total Current Assets	230,929.26
Other Assets	
Accumulated Depreciation - Comp	-47,358.70
Computer and Phone Equipment	54,096.72
Rental Deposit	715.00
Total Other Assets	<u>7,453.02</u>
TOTAL ASSETS	<u><u>238,382.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Client Trust Funds	5,911.00
Direct Deposit Liabilities	172.97
Payroll Liabilities	735.76
Total Other Current Liabilities	<u>6,819.73</u>
Total Current Liabilities	6,819.73
Long Term Liabilities	
Accrued leave	33,152.40
Total Long Term Liabilities	<u>33,152.40</u>
Total Liabilities	39,972.13
Equity	
Opening Bal Equity	52,900.79
Retained Earnings	76,475.21
Temporarily Restricted Net Asse	197,637.36
Net Income	-128,603.21
Total Equity	<u>198,410.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>238,382.28</u></u>

Kentucky Equal Justice Center
Balance Sheet Prev Year Comparison
As of March 31, 2020

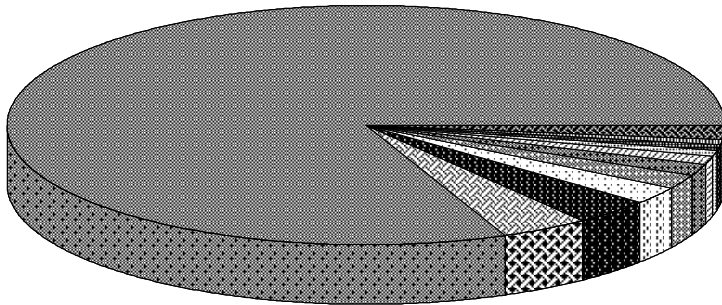
	<u>Mar 31, 20</u>	<u>Mar 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Chase Checking	13,602.73	112,996.99	-99,394.26	-87.96%
Chase IOLTA	3,620.00	3,620.00	0.00	0.0%
Chase Savings	100,220.85	115,099.35	-14,878.50	-12.93%
Vanguard Brokerage	66,700.81	60,823.88	5,876.93	9.66%
Total Checking/Savings	<u>184,144.39</u>	<u>292,540.22</u>	<u>-108,395.83</u>	<u>-37.05%</u>
Accounts Receivable				
Accounts Receivable	46,784.87	45,202.61	1,582.26	3.5%
Total Accounts Receivable	<u>46,784.87</u>	<u>45,202.61</u>	<u>1,582.26</u>	<u>3.5%</u>
Total Current Assets	<u>230,929.26</u>	<u>337,742.83</u>	<u>-106,813.57</u>	<u>-31.63%</u>
Other Assets				
Accumulated Depreciation - Comp	-47,358.70	-47,358.70	0.00	0.0%
Computer and Phone Equipment	54,096.72	54,096.72	0.00	0.0%
Rental Deposit	715.00	715.00	0.00	0.0%
Total Other Assets	<u>7,453.02</u>	<u>7,453.02</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>238,382.28</u></u>	<u><u>345,195.85</u></u>	<u><u>-106,813.57</u></u>	<u><u>-30.94%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Client Trust Funds	5,911.00	5,911.00	0.00	0.0%
Direct Deposit Liabilities	172.97	-261.87	434.84	166.05%
Payroll Liabilities	735.76	624.04	111.72	17.9%
Total Other Current Liabilities	<u>6,819.73</u>	<u>6,273.17</u>	<u>546.56</u>	<u>8.71%</u>
Total Current Liabilities	<u>6,819.73</u>	<u>6,273.17</u>	<u>546.56</u>	<u>8.71%</u>
Long Term Liabilities				
Accrued leave	33,152.40	33,152.40	0.00	0.0%
Total Long Term Liabilities	<u>33,152.40</u>	<u>33,152.40</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	<u>39,972.13</u>	<u>39,425.57</u>	<u>546.56</u>	<u>1.39%</u>
Equity				
Opening Bal Equity	52,900.79	52,900.79	0.00	0.0%
Retained Earnings	76,475.21	78,320.35	-1,845.14	-2.36%
Temporarily Restricted Net Asse	197,637.36	197,637.36	0.00	0.0%
Net Income	-128,603.21	-23,088.22	-105,514.99	-457.01%
Total Equity	<u>198,410.15</u>	<u>305,770.28</u>	<u>-107,360.13</u>	<u>-35.11%</u>
TOTAL LIABILITIES & EQUITY	<u><u>238,382.28</u></u>	<u><u>345,195.85</u></u>	<u><u>-106,813.57</u></u>	<u><u>-30.94%</u></u>

Income and Expense by Month
January through March 2020



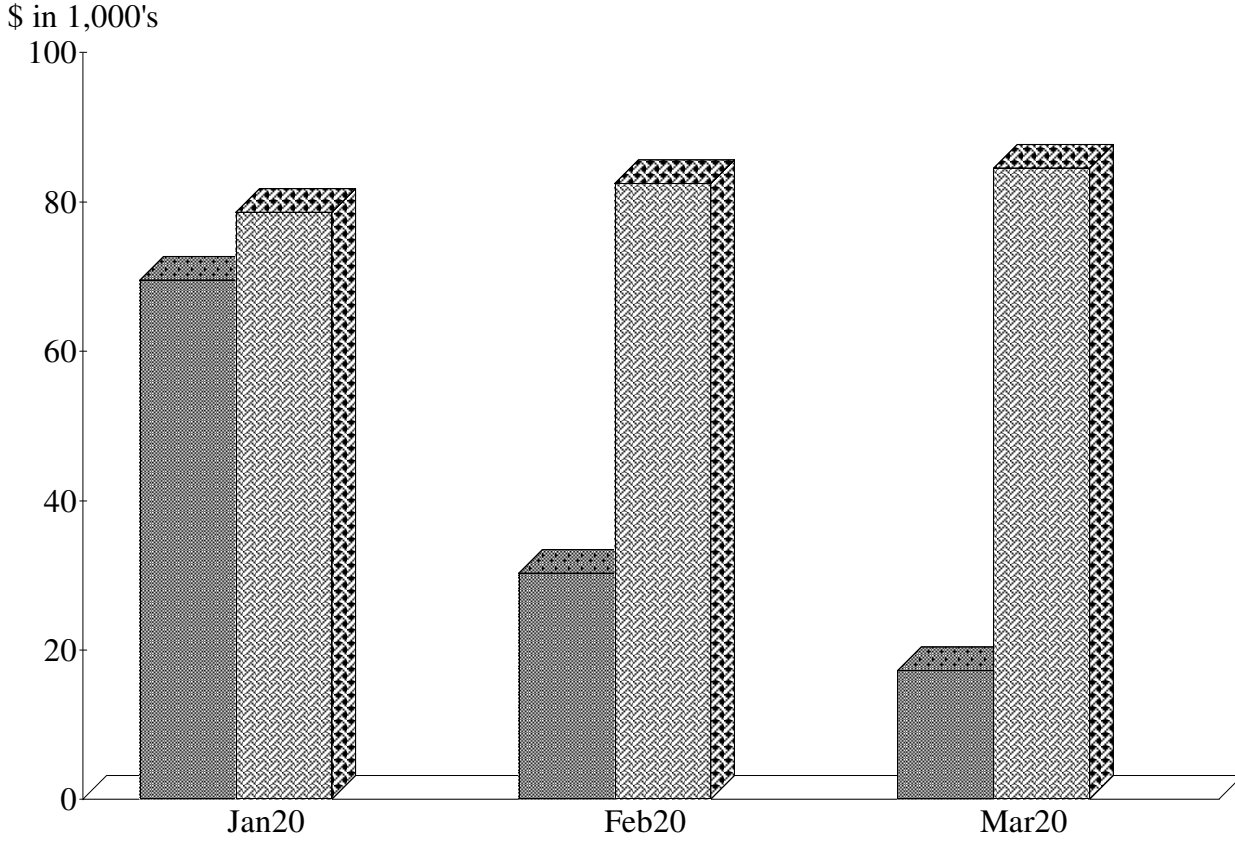
Expense Summary
January through March 2020

Payroll Expenses	81.43%
Rent	4.13
Travel	3.54
Insurance	2.39
Case Management	1.92
Telephone	1.65
Office Supplies	1.13
Library	0.92
Litigation expense	0.88
Printing and Reproduction	0.66
Other	1.34
Total	\$245,711.82



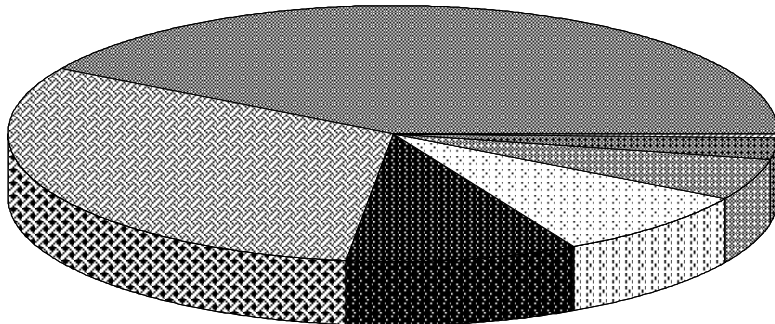
By Account

Income and Expense by Month
January through March 2020



Income Summary
January through March 2020

Grants	45.71%
Program Income	34.67
Other Donations	10.66
Other Income	\$-12,673.12
Program Services	5.79
In-kind Contributions	3.14
Interest Income	0.02
Sub-Total	\$117,108.61



By Account

Kentucky Equal Justice Center

Board Meeting Dates

Proposed Schedule 2020

- | | | |
|----------------|----------|----------------|
| • April 21 | Tuesday | Board Meeting |
| • July 16 | Thursday | Board Meeting |
| • September 25 | Friday | Board Meeting |
| • December 10 | Thursday | Annual Meeting |

Kentucky Equal Justice Center Board

April 21, 2020

Staff Report Highlights

Food Justice Fellow — Tyler Offerman

- **Fighting public assistance barriers:** KEJC advocates spent much of the first quarter trying to improve or stop [HB 1](#), a measure filled with new barriers to public assistance. Working with partners in the ThriveKY coalition, KEJC facilitated over 40 meetings with elected leaders, coalescing in a strategy to build a firewall of opposition among Senate Republicans. HB 1 passed the House but never got a hearing in the Senate.
- **Building a new network on SNAP and WIC:** Tyler is working with the Kentucky Center for Economic Policy to provide support and structure for a newly formed SNAP and WIC Technical Assistance Group and for Kentucky's existing Food Policy Network. The SNAP and WIC group met online in January, February, and April. As Tyler describes it:

“We continue to do the long-haul work of building strong and sturdy coalitioning spaces among farmer advocates, feeding organizations, policy advocates, and legal aid programs.”

- **Getting the help you need:** To support allies and consumers in the new world of COVID-19, Tyler regularly updates his popular blog on the KEJC website with recent changes to public benefits and tips on how to apply. See [“Get the Help You Need.”](#) In April, he won certification as Application Assister, joining Betsy and Miranda to wield what Rich calls the “superpower” to help consumers negotiate the [benefind](#) multi-benefit platform.

Maxell Street Legal Clinic — Leah Engle

- **New software integrates forms:** Maxwell Street Legal Clinic has new case management software. Says Leah, “On April 1, we started using eImmigration, allowing us to combine our forms and case management software in a single system.”
- **Case data in the hundreds:** In the past year, Maxwell Street Legal Clinic staff and volunteers worked on 470 cases, including over 150 DACA renewals and 140 VOCA cases. Especially urgent in the COVID-19 era: work on DACA renewals with their so far unchanged deadlines.
- **Remote work is working:** Maxwell Street has transitioned to remote work during the COVID-19 crisis. The team set up a Google Voice number for clients to reach them on or offsite. Case handlers continue work on their cases. Legal assistants focus on

translations and training. VOCA Attorney Allison Hight put together an infographic and FAQs on whether and when immigrants qualify for the stimulus funding. Says Leah, “We’re hard at work for our clients!”

Outreach Coordinator — Miranda Brown

- **KEJC on RADIOLEX:** Since January, Miranda has recorded five new radio episodes in [English](#) and [Spanish](#), covering agricultural workers’ rights, the 2020 census, pandemic information on workplace safety, unemployment benefits, work leave, and taxes. The programs featured interviews with staff of Southern Migrant Legal Services, the 2020 Census, and United Way of the Bluegrass.
- **Governor signs letter on public charge:** Together with attorneys at Maxwell Street, Kentucky Office for Refugees, and Kentucky Refugee Ministries, Miranda drafted a statement on public charge for the Cabinet for Health and Family Services (CHFS). The statement was designed to reassure immigrants, inform service providers, and let caseworkers know the status of public charge rules. Governor Andy Beshear, CHFS Secretary Eric Friedlander, and Medicaid Commissioner Lisa Lee put their names to the letter. On April 17, they gave advocates permission to start disseminating it.
- **Healthcare enrollment:** Since December 10, Miranda and Betsy helped 25 new individuals and families with health enrollment, while also offering hands-on assistance in established cases. They connected with applicants via outreach to multiple community partners who help at risk Kentuckians, including:

Probation and Parole, New Life Day Center, organizations helping survivors of human trafficking (Bakhita Empowerment Initiative and Natalie’s Sisters), Village Branch Library, Kentucky Refugee Ministries, Legal Aid of the Bluegrass, the Refuge Clinic, Rebound Recovery, SAP Aftercare, and Lexington Mutual Aid (coronavirus pandemic response group)

Health Law Fellow — Betsy Stone

- **Op-Eds call out HB 1:** Says Betsy, “Hopefully, my [Op-Ed](#) and the [Op-Ed](#) we worked on with Julianne Van’t Land, one of my clients, helped weaken support for the punitive measures in House Bill 1.” The Op-Eds argued that the measure was driven by faulty stereotypes instead of statistical data. They got wide distribution:
 - Julianne’s Op-Ed ran in the Lexington Herald Leader, Frankfort’s State Journal, the Richmond Register, and the Oldham Era.
 - Betsy’s Op-Ed ran in the Louisville Courier Journal, the Lexington Herald Leader, and Hopkinsville’s New Era.
- **Open line of communication:** Over the last several months, KEJC and allies established monthly meetings with leaders at the Cabinet for Health and Family Services (CHFS),

offered input at a demonstration of the benefit Self-Service Portal redesign, and participated in CHFS' newly minted Notice Improvement Project. Says Betsy:

“The opportunity to re-forge positive connections with CHFS has allowed us to address serious access issues in Kentucky’s public benefit programs that we’ve identified from our own work as Assisters and our relationships with legal aid.”

- **Progress on medical billing lawsuit:** Working with Ben, Betsy has put together a draft of a class-action complaint. Ben and Betsy are waiting to file as they negotiate a co-counseling agreement with a national advocacy group. Says Betsy, “The agreement will provide us with legal expertise and connect us with pro-bono private counsel to cover expenses.” Another noteworthy development came in the form of news coverage. See Betsy’s quotes in:
 - A Kentucky Center for Investigative Reporting [piece](#) about UK Healthcare’s billing practices (“Insult To Injury: State Adds 32% When It Collects UK Medical Debt”)
 - WFPL’s [recent article](#) about Department of Revenue’s collection methods during the COVID-19 crisis (“The State Has Halted Debt Collections — But Not Collection Notices”)
- **Surprise medical billing:** Betsy worked closely with fellow advocates and the sponsor to make a lot of progress on surprise medical billing with [SB 150](#). Says Betsy, “It’s unfortunate that it got derailed because of this current crisis, but we are glad that it was converted into a good unemployment insurance bill. We’ll plan on starting up the fight again next session, hopefully with the same opportunity to comment on the consumer-friendly changes that we advocated for this year.”
 - [Here’s](#) a copy of Betsy’s testimony at the Senate Health and Welfare Committee in support of the original bill.

Litigation and Impact Advocacy — Ben Carter

- **Evictions, evictions, evictions:** Ben’s primary work in response to the COVID–19 crisis has been getting materials to the public and partners now about renters’ rights and working to make sure the eviction process is fair when the courts open back up.
- **Litigation on multiple fronts:** Ben serves as co-counsel on a case with Legal Aid Society on a RESPA violation and with a private attorney on air ambulance service balance-billing. In the air ambulance case, the patient was covered by Medicaid. Ben is also working to wrap up two open records cases. Says Ben, “One big case to come and almost certainly going to be suing some landlords soon.”
- **Task Forces and Crisis Response Groups:** KEJC will have to reformulate task forces for online gatherings and remote collaboration for the medium-term. We’re considering convening them as Response Groups to handle COVID–19-specific time sensitive issues.

Says Ben, “Finding the time to coordinate and collaborate on offerings/materials/needs has been challenging.” Further:

“I am very concerned about the volume of legal needs in the coming year and interested in getting as many 1) changes to court processes and 2) consumer-facing self-help tools in place as possible because I’m worried even robust pro bono recruitment and education will not be enough.”

- **Document creation:** Ben has experimenting with the document and form creation tools available at [community.lawyer](#) and reports being impressed by the platform’s power and ease of use. Here is a [letter Ben prepared for Kentuckians who cannot pay rent during this crisis](#) as an example of the way the “interview” process works. Ben comments:

“This platform allows storage of client information and populating PDFs (court forms). So, someone who used the tool to generate a letter (or their social worker, attorney, etc.) could return months later and quickly file a response to a forcible detainer action without having to re-enter information they’ve already provided. The uses for this in a poverty law practice are practically limitless (intake, dispute letters to credit reporting agencies, small claims complaints, letters to lawmakers, etc.) and also provide an opportunity to connect and form relationships with people who can help us build power in other forums (legislature, public opinion, etc.) Pretty exciting.”

Workers’ Rights — McKenzie Cantrell

Partnership with La Casita: Louisville Bar Foundation has granted KEJC funds to launch a Louisville-based wage claim clinic with community partner La Casita.

McKenzie heads up a project team that also includes Miranda, new part-time Wage Claim Coordinator, Lizz Perkins and a potential U of L law school summer intern. The COVID-19 pandemic calls for some creative outreach, plus online handling of claims.